

# WHITTINGTON PARISH COUNCIL

Minutes of the Meeting of Whittington Parish Council held on Tuesday 24<sup>th</sup> August 2021 at 7.30pm in the Senior Citizen's Hall, Station Road, Whittington.

**Councillors Present:** Frank Davies (Chair), Lucy Beaumont (Vice Chair), Jill Whitby, Greg Hickman, Ian Johnson, Keith Stanton, Vanessa Bromley, Steve Pugh.

**Also in attendance:** Mrs Amy Jones (Clerk).

## Parish Council MINUTES

### 104.21 Apologies for Absence

Apologies for absence received from Cllrs Rupert Harvey, Sue Manford and Steve Charmley.

### 105.21 Declarations of interest regarding the agenda

*Members are reminded that the Council's Code of Conduct requires that any Member, having a financial or other interest (bias or predetermination) in any of the business to be transacted, must declare all such interests either at the start of the meeting or immediately before the item is discussed. Members are required to leave the room during the discussion and voting on matters in which they have a disclosable interest.*

- a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. None declared.
- b) To consider any applications for dispensation. None received.

### 106.21 Confirmation of the Minutes

To approve and authorise the signing of the Minutes of the Full Council Meeting held on 27.07.2021.

It was **RESOLVED** to approve the Minutes of the Full Council Meeting held on 27.07.21 and they were signed by the Chairman as a true record.

The Chairman reminded councillors that when approving the minutes, they are approving the minutes based on their accuracy and confirming that they are a true representation of the meeting. There shall be no discussion, except in relation to their accuracy.

### 107.21 Public Participation

To allow public participation in accordance with the Council's Standing Order procedure.

No members of the public present.

### 108.21 Reports

- a) **Chairman's Report** – Consider matters arising since the last meeting.  
All matters to be dealt with on the agenda.

It was reported that Phil Morris (ex-councillor and teacher in the parish) had passed away. He was a councillor for many years and the eyes and ears of the village. He will be sadly missed.

- b) **Clerk's Progress Report** – Consider matters arising since the last meeting (attached report).

<b>Road Safety / Highways (matters not included for discussion elsewhere on the agenda)</b> <b>Signage along Castle Street</b> 1. The Oswestry directional sign sending people up Castle Street rather than Station Road – SC have confirmed that they will look to renew this sign/posts as part of their works programme in the new financial year commencing last April. They will also	On-going
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<p>relocate sign to resolve issue with vehicles turning into the dead-end bit of Castle Street.</p> <p>2. 30mph signage – additional repeater signs requested.</p> <p>Update from Shropshire Council’s Traffic Engineer (12.03.21) – work delayed due to Covid.</p> <p>Followed up 20.07.21 – response received “Sorry but we haven’t been able to progress these signing works to date which is mainly due to resources and the significant workloads the Traffic Team has had/is having to deal with, particularly since the start of Covid. However, we will work to progress these signing works as soon as we are able as part of our works programme for this financial year.</p> <p><b>Feasibility Study</b></p> <p>An expression of interest has been submitted to the Internal Infrastructure Group for funding to do a review of the needs and present options to the parish and then return to IIG for the build costs. The next meeting of the group is in August and the Parish Council will be informed of the outcome of the application.</p>	
<p><b>Streetlights</b></p> <p>Project A – Section 50 permits have now been submitted to Shropshire Council by Highline - still awaiting approval.</p>	To note
<p><b>Defibrillator Maintenance Policy</b></p> <p>A Policy has been drafted, along with a checklist to be completed each time a check is completed. The policy will be updated with details on the new defibrillators (including makes, models and locations) once agreed and presented to full council for adoption. Volunteers will need to be recruited to carry out the checks. The defib on the Senior Citizen’s Hall is currently being checked once a month, prior to the monthly council meeting. Any issues to be reported to council.</p>	On going
<p><b>Play Area</b></p> <p>Working Group discussing the project further (minute 86.3.21 refers) and will present a proposal to full council.</p>	To note
<p><b>Queen’s Platinum Jubilee</b> – Contact made with Ellesmere Rural Parish Council. They do not currently have any plans but have asked that we keep them informed as our plans develop and they will do the same.</p>	To note
<p>Request placed for the police to put cones at the bottom of Daisy Lane to stop cars parking at the bottom as this is causing a serious accessibility issue.</p> <p><b>UPDATE</b> – The Police have responded to say that they do not have cones to be used for this purpose and have recommended that the council approach highways to survey the site with the intention of identifying a long-term solution, this may take the form of road engineering or simply by the introduction of a white line around the junction to discourage residents from parking.</p>	To note and discuss as an agenda item at the next meeting.
<p>Bad pot holes down Berghill Lane. Resident has reported several times. Followed up.</p>	To note
<p>Streetlight 180 opposite the bottom of Daisy Lane is on all night and throwing light across the road into the property opposite. Request placed with Highline to look into it.</p>	To note

In addition to the report, the Clerk also reported on the following matters which had arisen since the agenda was published:

- Overgrown hedges on Daisy Lane making accessibility an issue for funeral directors to access Daisy Lane Ceetery. Reported to Shropshire Council Highways by the Clerk.

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**RESOLVED** to write to the Rector to pass on the complaint as the issue is arising when people are accessing the Cemetery, which falls under the Church's jurisdiction. As it's an unadopted lane, suggest that the Rector may want to speak to residents to request that they address the issue as it is affecting access.

- Overgrown shrubs outside Walsham How Bungalows. Reported to Star Housing in June, followed up in August. Star Housing have responded to say that the work will be carried out in due course, when they are next working in the area. **RESOLVED** to follow up the matter again as the bushes are not only wide but high and blocking light to the properties.

**RESOLVED** to note the Clerk's report.

- c) **Whittington play area at Fitzgwarine** – Consider the latest visual inspection report provided to the council by Cllr Frank Davis.

Cllr Davis reported that he had carried out a visual inspection of the play area on 24/08/21. The only point to note was that the damaged liner needs to be removed from the glider handle. Cllr Davis to action. **RESOLVED** to note. It was **FURTHER RESOLVED** that the remaining damaged log be removed by the grounds maintenance contractor.

- d) **Police Report** – Consider.  
No report submitted this month.

- e) **Shropshire Councillors Report** – To receive a report from Cllr Steve Charmley.

**Cllr Charmley submitted the following report for consideration:**

**Agenda Item 112a and 112b**

Site visit has taken place. Lot of digging out is needed, but this could provide a long-term solution to the flooding issue. Firstly, work will commence to cut back the overhanging trees along Burma Road, which will open the site up and allow further work to be carried out on the design of the footpath. Costings for the footpath are currently being worked on. Currently awaiting sign off on a quote for vegetation clearance, by TNS.

**Agenda Item 112c**

Footpath link from Larkhill to Artillery Rd. Chartland Homes were unaware of the overplanting by the owners of No7, they are speaking to them to point out that the planting is beyond their boundary line. Regarding installation of the footpath, Chartland are not obliged to install the path yet, but had added a temporary path as a gesture of good will. The extract from the planning permission, clearly says on completion of the development: *"The footpath and footway links shown on the submitted Overall Site Plan (Revision E) shall be provided concurrent with the completion of the development phases and shall remain open, free from gates or similar obstructions and available for use at all times in perpetuity."*

**RESOLVED** to remove this as a standing item on the agenda.

**Agenda Item 112d**

Build out North of Park Crescent. This matter has now been resolved, the S.278 notice was signed off in March but had not been seen by the developer's consultant until last week. Design work is now being undertaken and contractors should be appointed soon.

Plenty of patching and pothole work has been done in Park Hall, and the verges have now been cut. Working with Primoris Homes and Highways control, to speed up the top coating of the development at the Old Piggery site, as it is very dangerous at present with raised ironworks.

**RESOLVED** to note.

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- f) **Councillor Reports** – To consider reports from Councillors (training courses attended, meetings attended as council representatives).  
 Cllr Hickman reported that there is a SALC Executive meeting on 25<sup>th</sup> August and Oswestry Area Committee on 14<sup>th</sup> September.

**RESOLVED** to note.

109.21

## Planning

- a) To note recent planning decisions published by Shropshire Council
- I. **Reference:** 21/03065/TPO (validated: 18/06/2021)  
**Address:** Birch House, Daisy Lane, Whittington, Oswestry, Shropshire, SY11 4EA  
**Proposal:** Reduce by 1/3rd 1no Silver Birch protected by The Council of the Borough of Oswestry (Daisy Lane) TPO 2001 (Ref: OS/00048/01)  
**Decision:** Grant Permission
  - II. **Reference:** 21/03099/FUL (validated: 22/06/2021)  
**Address:** Proposed Dwelling Adj Cemetery, Daisy Lane, Whittington, Shropshire  
**Proposal:** Construction of proposed domestic carport and store  
**Decision:** Grant Permission

**RESOLVED** to note.

- b) To Consider Planning Applications:

- I. **Reference:** 21/03457/FUL (validated: 13/07/2021)  
**Address:** Oak Mill Cottage, Whittington Road, Gobowen, Oswestry, SY11 4NQ  
**Proposal:** Erection of two storey side extension and single storey conservatory to replace existing

It was **RESOLVED** to **MAKE A REPRESENTATION** with the following comments:  
 The Parish Council have no comments to make on this application.

- c) Consider Planning applications not listed above that are received after the issue of this agenda and are included on Shropshire Council's website.

None received.

- d) **Planning Statement** – Review

Councillors reviewed the existing Policy Statement, considering the amendments and additions proposed by the Clerk. **RESOLVED** to approve and publish a copy on the website for members of the public to access.

110.21

## Finance and Accounts

- a) Consider the following accounts for payment. **RESOLVED** to approve.

CHEQUE / BACS NUMBER	PAYEE	DESCRIPTION	NET (£)	VAT	GROSS (£)
BACS29	Wel Medical	3 x defibs, 3 x locked cabinets, 1 x phonebox fixing kit (paid outside of meeting – minute 100.21 refers and approved payment)	3513.00	702.60	<b>4215.60</b>

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<b>BACS30</b>	Clerk	Salary Month 5 (plus expenses (16.00 home office allowance, mileage)	997.06	0.00	<b>997.06</b>
<b>BACS31</b>	HMRC	Clerk - PAYE Payments (Month 5) Employer NI	74.12	0.00	<b>74.12</b>
<b>BACS32</b>	D & R Brewer	Grounds Maintenance – Month 5	87.50	0.00	<b>87.50</b>
<b>BACS33</b>	PKF Littlejohn LLP	External Audit 2020-21 Accounts	300.00	60.00	<b>360.00</b>
<b>BACS34</b>	Whittington Castle Preservation Trust	Grant towards the new toilet block (to be agreed under agenda item 111)	4000.00	0.00	<b>4000.00</b>
<b>300001</b>	BT	Babbinswood Phonebox Adoption	1.00	0.00	<b>1.00</b>
<b>Direct Debit</b>	NEST	Pension (Employer & Employee Contribution)	35.63	0.00	<b>35.63</b>

b) **Income** – To note income received. RESOLVED to note.

<b>Date Received</b>	<b>From Whom and Description</b>	<b>Amount</b>
08.07.21	Shropshire Council – Environmental Maint. Grant	<b>£245.00</b>
31.07.21	NatWest – Interest	<b>£0.27</b>

- c) **Reconciliation** - To approve bank reconciliation up to and including 31<sup>st</sup> July 2021. RESOLVED to approve.
- d) **Internal controls** – Receive a report from Cllr Beaumont following the 1<sup>st</sup> Quarter Checks. Cllr Beaumont reported that there were no issues or matters to raise and that the accounts are all in order. RESOLVED to note.
- e) **Training / Conferences** – Approve the Clerk’s attendance at the SLCC National Conference (13<sup>th</sup> and 14<sup>th</sup> October) as a Virtual Attendee (£100.00 + VAT). RESOLVED to approve. To be paid by BACS35.
- f) **Room Hire** – To note the increase in room hire charges RESOLVED to note and no issues were raised with regards to the cost increase.
- g) **2020/21 Accounts Conclusion of Audit** – To note the External Auditors Report and note that the Notice of Conclusion of Audit has been published. RESOLVED to note that the Conclusion of Audit Notice has been published on the website and both noticeboards.

### 111.21 Whittington Castle Grant

To ratify the decision (minute 98.20 refers) and arrange payment to grant Whittington Castle £4000.00 to support with the development of the new toilet block. To note that the presentation of the grant will take place on Tuesday 7<sup>th</sup> September, as part of the Castle’s event to formally open the new Kitchen.

It was RESOLVED to approve the donation of £4000.00 (to be paid via BACS) to Whittington Castle Preservation Trust, to support with the development of the new toilet block. It was NOTED that the Chairman will take part in the event on 7<sup>th</sup> September, as a formal presentation of the grant and to receive a formal thank you from the Castle.

When releasing the funds, the Clerk was asked to seek confirmation from The Castle:

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- That the funds will be ring fenced and only used as agreed - for the development of the new toilet block.
- That they will provide a report when the project is complete, documenting how the funds supported the project and how they have been spent.

112.21

### Highways, Pavements and Footpaths

- a) Receive an update regarding the installation of a pavement between The Venue and Inglis Road (Cllr Charmley).
- b) Receive an update regarding the flooding of Burma Road (by the traffic calming, near the Venue) (Cllr Charmley).
- c) Receive an update on the reinstatement of the footpath through the development off Park Crescent (reinstated on the agenda at Cllr Manford's request)
- d) Receive an update on the implementation of Traffic Calming (a planning condition attached to the development off Park Crescent) (Cllr Charmley).

*Items a-d dealt with under Cllr Steve Charmley's report (agenda item 108e).*

- e) **Community Car Park – Receive an update on the removal of the section of fence restricting access to the Footpath** (Cllr Charmley).  
No update available – defer to the September meeting.
- f) **Park Hall, Burma Road and Oswestry Showground Junctions - Visibility Splays – Discuss the findings from the recent survey conducted by Shropshire Council following the Parish Council's request.**

Councillors discussed the following figures which have been supplied by the Traffic Engineer at Shropshire Council:

**Burma Road / A495 Junction – From 4.5 Metres back of the GIVE WAY**

Left Splay: 128 Metres

Right Splay: 65 Metres

**Garrison Avenue / A495 Junction from 4.5 Metres back of the GIVE WAY**

Left Splay: 180 Metres

Right Splay: 42 Metres

The report supplied explained that current guidance goes off 85th percentile speeds rather than the fixed speed limit and so a survey may have to be carried out in the future. These distances are very much guidance and must consider local context etc.

It was **RESOLVED** to note the information and that no further action be taken on this matter at present. To be removed from future agendas.

113.21

### Trees

- a) **Receive an update on the planting of trees in the Parish (minute 99.21 refers)** (Cllr Davis).  
Following the site meeting, it was **AGREED** in principle to plant the following:
  - Max 5 Silver birch on the edge of the brook on the land the Parish Council own, adjacent to the Play Area.
  - On the grass verges as you go out of the village towards Oswestry. To also incorporate a wildflower meadow. **Permission from Shropshire Council needs to be obtained.** Seek their guidance on the suggested number of trees.
  - The planting will be carried out by volunteers as part of the Borderland Rotary Club project.
- b) **Receive an update on the Planting of a Christmas Tree on the Green by the Car Park.**

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The Clerk reported that she had spoken to Winston Trees and a rooted tree will start off around 3-4ft tall, growing approx. 1ft per year. They will supply (FOC) a rooted tree (they suggest planting 2 or 3 in case one not all survive end Nov / Beginning Dec) and until the tree gets big enough to decorate, they will supply, every year, a 20ft cut tree. All they need is for a 4ft hole to be dug with a 6inch diameter pipe placed in the ground for the tree to be placed into. **RESOLVED** to accept their generous and kind offer and to seek permission from Shinglers to carry out this work on their land.

**c) Receive an update on the purchase of Christmas lights for the new Christmas tree.**

The Clerk reported that the Christmas lights for the new tree have been ordered and there is a feed in the streetlight so power can be accessed. **RESOLVED** to note.

114.21

### Parish Projects

**1. Defibrillators:**

**i. Babbinswood – approve the signing of the Phonebox Adoption Contract and payment of the adoption fee of £1.00.**

**RESOLVED** to approve the signing of the adoption contract and the £1 adoption fee was paid via cheque 300001.

**ii. Receive an update from the Clerk on Hindford Kiosk Restoration and options for carrying out the maintenance work required.**

It was **RESOLVED** to purchase the following items from [www.x2connect.com](http://www.x2connect.com)

The Defibrillator sign (non-illuminated)

Glass (as required)

Paint kit

Any other materials (as required)

**iii. Consider signage options for branding the Telephone Kiosks.**

Signage options for the Hindford phonebox have been dealt with under the previous item. Babbinswood – it was RESOLVED that the Clerk obtain a quote for 'Defibrillator' stickers that can be stuck around the top 3 sides of the kiosk.

**iv. Receive an update on the permission required for the Defibrillator on the Park Hall Depot.**

The Clerk reported that permission has been granted. **RESOLVED** to note.

**v. Consider quotes from Highline for installation in agreed locations.**

**RESOLVED** to approve.

**vi. Receive an update on the Defib order from Wel Medical.**

The Clerk reported that the order has been placed and currently awaiting delivery.

**RESOLVED** to note.

**2. Vehicle Activated Speed Sign in Park Hall –receive an update from the Clerk.**

The Clerk reported that the Highways Traffic Engineer has given written permission for the VAS to be positioned in the agreed location and is now arranging for the post to be installed. The VAS has been delivered and is being stored ready for installation. One the post has been installed, Highline Electrical can install the VAS. **RESOLVED** to note.

115.21

### Correspondence

To note correspondence received:

1. SALC / NALC – Bulletins, News in brief bulletins, Covid-19 updates
2. Police Charter
3. Shropshire Council - Road Closure: Ellesmere-Shropshire Triathlon. 5th September 2021. The Shropshire Triathlon is taking place in Ellesmere on 5th September 2021. Swan Hill to Coptiviney and Swan Hill to junction opposite Lion Lane, will be closed from 7.30am to 3pm.

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4. North Shropshire Reinforcement: Update 8th August 2021
5. Mobile Police Station – Consider location (Castle Car Park)
6. Shropshire Council - Road Closure: Kenwick Springs, Ellesmere. 12th October 2021. Purpose: Road Closure - Access required to Underground BT structure to provide service - No structural changes. Work being carried out on existing BT Network. Customer out of service.
7. PCC – Safer West Mercia Plan
8. Star Housing – Skip Event at Penybryn

**RESOLVED** to note.

### 116.21 Council Reports / Areas of Concerns / Items for future Agendas

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. ***Councillors are respectfully reminded that this is not an opportunity for debate or decision making.***

No matters raised.

### 117.21 Date and Time of Next Meeting

To note the date and time of the next meeting.

Tuesday 28<sup>th</sup> September, 7.30pm.

**The Meeting was closed by the Chairman at 20.49**