

WHITTINGTON PARISH COUNCIL

Minutes of the Meeting of Whittington Parish Council held on Tuesday 28th September 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, Rupert Harvey, Sue Manford and Steve Charmley.

Also in attendance: Mrs Amy Jones (Clerk). 2 members of the public present (both left the meeting after agenda item 121).

Parish Council MINUTES

118.21 Apologies for Absence
All present.

119.21 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.

120.21 Confirmation of the Minutes
To approve and authorise the signing of the Minutes of the Full Council Meeting held on 24.08.2021.

It was **RESOLVED** to approve the Minutes of the Full Council Meeting held on 24.08.2021 and they were signed by the Chairman as a true record.

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

Members of the public spoke on the following matters:

- Concerns were raised regarding the poor state of the garden of memory (the area within the church grounds (closed churchyard), used for the interment of ashes). The weeds are becoming an issue and rubbish is overflowing from the bins. It was agreed that the matter be referred to the Friends of Whittington Cemetery to see if they can provide any support in the interim with maintenance and that the Clerk support with helping to distinguish who is responsible for its ongoing maintenance.

122.21 Reports

a) **Chairman's Report** – Consider matters arising since the last meeting.
All matters covered on the agenda.

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

I. **Consider information relating to councillors use of personal email accounts for council business.**
The Clerk reported that in a SALC Bulletin dated 17.08.21 (circulated to councillors), there was a section on Councillors' use of private email addresses.

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Councillors considered the information provided by SALC and **AGREED** to continue with the same process as currently in place – Councillors use their own email addresses but are reminded that they need to keep all council business separate, should the council need to comply with a FOI request and to also adhere to the Council’s Document Retention Policy (GDPR) in relation to data storage.

The following report from the Clerk was **NOTED**.

<p>Road Safety / Highways (matters not included for discussion elsewhere on the agenda)</p> <p>Signage along Castle Street</p> <ol style="list-style-type: none"> 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 relocate sign to resolve issue with vehicles turning into the dead-end bit of Castle Street. 2. 30mph signage – additional repeater signs requested. <p>Update from Shropshire Council’s Traffic Engineer (12.03.21) – work delayed due to Covid.</p> <p>Followed up 20.07.21 –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>Feasibility Study</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>Footpath through the development off Park Crescent – The path will be installed when the development is completed (minute 108.e.21 refers – Monitor.</p> <p>Implementation of Traffic Calming (a planning condition attached to the development off Park Crescent) – Monitor.</p>	<p>On-going</p>
<p>Streetlights</p> <p>Project A – Section 50 permits have now been submitted to Shropshire Council by Highline – awaiting an update from Highline on progress.</p> <p>Streetlight 180 opposite the bottom of Daisy Lane is on all night and throwing light across the road into the property opposite. Highline have been to the light but the resident said there is no improvement so they have been asked to look at it again. Issue now resolved.</p>	<p>On going</p>
<p>Defibrillator Maintenance Policy</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 as part of the Clerk’s Report.</p>	<p>On going</p>
<p>Queen’s Platinum Jubilee – 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>	<p>To note</p>

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<p>S&GPC have been in touch to ask what Whittington are planning. They are considering purchasing a Beacon. Clerk to keep in contact with neighbouring parishes and Ellesmere TC as plans develop.</p>	
<p>Trees (minute 113.21 refers) Planting of trees in the Parish – waiting on permission from Shropshire Council for the planting adjacent to the Highway. Delivery of Whips will be between 1-12th November so the Rotary Club will be in touch to arrange a date for planting.</p> <p>Planting of a Christmas Tree on the Green by the Car Park – Written permission received from Shinglers. Cllr Davis will dig the hole and Winston Trees will erect a cut tree and plant a couple of live trees before the last Friday in November.</p>	<p>To note</p>
<p>Misc issues that have arisen since the last meeting</p> <ul style="list-style-type: none"> • Complaints about the grasscutting in Whittington Cemetery – referred to the Church to deal with. • Query regarding the ownership of a tree – referred to Shropshire Council. • Speeding Traffic at Queens Head – spoken to West Mercia Safer Roads Partnership and the resident lives in Weston Rhyn Parish so they have been referred to them in the first instance. • The Shrubs in front of the Walsham How Bungalows have now been cut back by Star Housing. • Issues with Parking along the road and on the pavement outside of the Venue reported. • Request from Oswestry Bid to put banners on some of our lights near Artillery Business Park – Clerk asked them to confirm exactly which ones as unable to determine that they are the PC's from the inventory but no further correspondence received. • Remote Meetings - The government call for evidence on remote meetings closed in June 2021 but despite more than 2,000 responses, as yet no further progress has been made. The SLCC has partnered with Local Government Association (LGA), Association of Democratic Services Officers (ADSO), National Association of Local Councils (NALC), Lawyers for Local Government (LLG) and the Centre for Governance and Scrutiny (CfGS) to lobby the government on behalf of local authorities in England. The Parish Council were one of the 2,000 respondents. 	<p>To note</p>

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

Cllr Davis reported on the following:

The Play Area was checked on 14th and 28th September. The Overhead Glider – the damaged plastic has been removed. **RESOLVED** to note and the Clerk was asked to follow up the removal of the log as this needs to be removed before the Winter.

- d) **Police Report** – Consider.

No Police present but the following report was noted:

Whittington Police Report August 2021

13/08/2021 – Assault

20/08/2021 – Public order

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23/08/2021 - Assault

28/08/2021 – Road related offence

Incidents that have been omitted for data protection or non-crime dealt with by police;

Domestic incident - 1

Concern for safety – 4

Suspicious incident – 4

Found knife, car hanging around, male in bush

Anti-social – 3

Loud group, Facebook, report of drunk male

Missing Person – 1

Highway disruption (including traffic collisions) – 1

It was reported that the metal Soldier in the Garden of Remembrance has been vandalised – Clerk asked to follow this up with the Police to ask if the matter had been reported to them.

- e) **Shropshire Councillors Report** – To receive a report from Cllr Steve Charmley.
No matters to report from Shropshire Council.
- f) **Councillor Reports** – To consider reports from Councillors (training courses attended, meetings attended as council representatives).
Cllrs reported on the following:
- Cllr Beaumont – attended Code of Conduct Training and provided a short overview of the course.
 - Cllr Harvey – attended the Planning Training and provided a short overview of the course.
 - Cllr Hickman – attended SALC Working Group and the SALC Area Committee and provided a short overview of the meetings.
 - Cllr Beaumont and Hickman – attended a meeting of the Whittington in Need Charity and provided a short overview of the meeting.

RESOLVED to note the reports.

123.21

Planning

- a) To note recent planning decisions published by Shropshire Council
- 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
Decision: Grant Permission
 - Reference:** 21/02419/FUL (validated: 12/05/2021)
Address: North Lodge , Twmpath Lane, Gobowen, SY10 7AH
Proposal: Erection of single storey rear extension
Decision: Grant Permission
 - Reference:** 21/02797/FUL (validated:)
Address: Gracelands, Ellesmere Road, Whittington, Oswestry, Shropshire, SY11 4DJ
Proposal: Change of use from Care Home to a single dwelling
Decision: Withdrawn

RESOLVED to note.

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b) To Consider Planning Applications:

I. **Reference:** 21/03939/FUL (validated: 11/08/2021)

Address: Big House, Station Road, Whittington, SY11 4DB

Proposal: Erection of a replacement garden room extension to incorporate a new roof over part of the utility section following demolition of existing modern rear garden room and side extension utility roof; removal of modern brick chimney stack and replacement with a stainless steel flue

It was **RESOLVED** to **MAKE A REPRESENTATION** with the following comments:

- The Parish Council request that the Planning Officer ensures that the new stainless-steel flue will be in keeping with the listing of the building, that is within a conservation area.

II. **Reference:** 21/03940/LBC (validated: 11/08/2021)

Address: Big House, Station Road, Whittington, SY11 4DB

Proposal: Erection of a replacement garden room extension to incorporate a new roof over part of the utility section following demolition of existing modern rear garden room and side extension utility roof; removal of modern brick chimney stack and replacement with a stainless steel flue affecting a grade II listed building

It was **RESOLVED** to **MAKE A REPRESENTATION** with the following comments:

- The Parish Council request that the Planning Officer ensures that the new stainless-steel flue will be in keeping with the listing of the building, that is within a conservation area.

III. **Planning reference:** 21/04462/TCA

Proposed tree works: To carry out various works to trees including the felling of 1no Cypress and 1no Leylandii (see schedule) within Whittington Conservation Area.

Location: Big House, Station Road, Whittington, Oswestry.

It was **RESOLVED** to **OBJECT** with the following comments:

- The Parish Council object to the removal of the Cypress Tree as it is considered a landmark within the village and is in a conservation area, but have no objection to the Leylandii being removed.

IV. **Reference:** 21/04488/HHE (validated: 06/09/2021)

Address: 24 Drenwydd, Park Hall, Oswestry, Shropshire, SY11 4AH

Proposal: Erection of a single storey rear extension to a semi-detached dwelling, dimensions 4 metres beyond the rear wall, 4 metres maximum height and 2.4 metres high to eaves

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.

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d) Neighbourhood Fund: Annual Monitoring Form – To approve.

It was **RESOLVED** that the Clerk, Chairman and Shropshire Councillor sign the form and that it be returned to Shropshire Council and a copy posted on the Parish Council's website.

124.21

Finance and Accounts

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

CHEQUE / BACS NUMBER	PAYEE	DESCRIPTION	NET (£)	VAT	GROSS (£)
BACS35	SLCC	Clerk Virtual Attendance at National Conference (Minute 110.e refers) – Paid prior to the meeting	100.00	20.00	120.00
BACS36	X2 Connect LTD	Items to refurb red telephone kiosk – paint kit, glass, defib signs (minute 114.ii refers and approves purchase) – Paid prior to the meeting	207.00	41.40	248.40
BACS37	Clerk	Salary Month 6 (plus expenses (16.00 home office allowance, mileage)	1003.36	0.00	1003.36
BACS38	HMRC	Clerk - PAYE Payments (Month 6) Employer NI	74.12	0.00	74.12
BACS39	D & R Brewer	Grounds Maintenance – Month 6	87.50	0.00	87.50
BACS40	Shropshire Council	S/light Energy Charges – 2 nd Quarter	586.61	117.32	703.93
BACS41	Highline Electrical	S/Light maintenance – Fitzalan Close	66.00	13.20	78.20
		Light 180 – top street – adjust fitting, change setting	39.00	7.80	46.80
Direct Debit	NEST	Pension (Employer & Employee Contribution)	35.63	0.00	35.63

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

Date Received	From Whom and Description	Amount
31.08.21	NatWest – Interest	£0.29

c) Reconciliation - To approve the bank reconciliation up to and including 31st August 2021. **RESOLVED** to approve.

e) Internal Transfer of Funds – To approve a transfer of funds from Natwest to Unity Trust.

It was **RESOLVED** to approve a transfer of £20,000 from the Natwest Account to the Unity Trust Account.

f) Grant to Church / Castle Christmas Event – Agree (in principle) a grant to cover the cost of a generator (£60.00).

The grant was **APPROVED** in principle to support the event and it was agreed that the funds be released as required, closer to the event.

125.21

Grounds Maintenance Contract 2022-25

To consider the contract, which is up for renewal on 1st April 2022. Agree timescales proposed by the Clerk for considering quotes in relation to budget setting and appointing a contractor.

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Councillors discussed and **APPROVED** the contract drawn up by the Clerk and agreed that companies now be invited to quote and that all quotes to be received by the Clerk by 30th November 2021. Quotes will then be discussed at the December meeting, ahead of budget setting in January.

126.21 Highways, Pavements and Footpaths

a) Receive an update regarding the installation of a pavement between The Venue and Inglis Road.

Cllr Davies covered agenda item a and b. He reported that the matter is on-going and that a site meeting has taken place. An order has been placed for a tree contractor to cut back trees. Once cut back, there will be enough space between the edging curb and the fence. It was noted that a better fence is needed to ensure the safety of pedestrians using the new footpath. **RESOLVED** to note and continue to receive updates on progress.

b) Receive an update regarding the flooding of Burma Road (by the traffic calming, near the Venue).

Covered in item a – once the trees have been cut back, further progress can be made. **RESOLVED** to note and continue to receive updates on progress.

c) Community Car Park – Receive an update on the removal of the section of fence restricting access to the Footpath (Cllr Charmley/Cllr Davis).

Cllr Davis reported that, following a meeting with the site foreman, they have agreed to remove a section of the fence. **RESOLVED** to monitor.

d) Daisy Lane – Discuss the parking of cars obstructing access and overgrown hedges and shrubs.

The Clerk reported that contact had been made with the Rector on the matter of the overgrown hedges and shrubs and a request made for the Church to write a letter to residents. This was **NOTED** and Clerk asked to follow up with the Rector. It was **RESOLVED** to monitor the issue of cars parking at the bottom of Daisy Lane.

e) Accident on Church Street – Discuss

It was **RESOLVED** to request a meeting with Shropshire Council's Traffic Engineer to look at the possibility of installing a Vehicle Activated Speed Sign on this section of road and to request an update on the progress being made to extend the 30mph zone.

127.21 Parish Projects

1. Defibrillators – Receive an update from the Clerk.

The Clerk reported that all items have now been delivered, including the kit to refurbish the phonebox in Hindford. It was **AGREED** that the defibrillator be installed before the painting and maintenance work takes place, as this may now be delayed due to the weather. Clerk to deliver all cabinets to Highline for installation and to let them know that the Babbinswood installation is on hold until the disconnection notice has been received from BT. The quote of £30+VAT for 3 'Defibrillator' signs around the Babbinswood Kiosk was **APPROVED** and the Clerk asked to arrange. The replacement glass for the Babbinswood Kiosk was discussed and it was agreed to leave this for the time being as the Cabinet is designed to be outside so a missing piece of glass will not affect the Defibrillator.

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

The Clerk reported that the post has not yet been installed by Shropshire Council. **RESOLVED** to note and the Clerk asked to follow up.

3. Christmas Light Display – Consider locations for S/Light Column displays and number of brackets required.

The Clerk reported that Highline have agreed the same price as in 2020 and it was **RESOLVED** to have the same display as in 2020 – 4 columns displays around the church

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grounds. These do not require permission from Highways as they are within the Church Grounds. The Clerk was asked to let the Church know and to also liaise with the Castle to ensure their flood lights are working during the Festive Season.

As outlined in the Project Plan, Councillors also considered alternative locations for additional bracket lights and it was **AGREED** that four s/light column displays (keeping within the £750 budget) would be placed along Inglis Road / North Drive junction. The two steel columns near the bus stop were identified as good locations and the Clerk asked to investigate possible columns for the remaining two displays. Once agreed, the Clerk will submit the relevant paperwork to Shropshire Council, to obtain permission and a permit for the lights to be erected.

The Clerk also provided an update on the Christmas tree being supplied by Winston Farm Christmas Trees. It is going to be larger than previously anticipated, therefore, it was **AGREED** to allocate the full £800.00 budget to decorating the tree and purchasing white, festoon lighting (the same as on the Three Trees Green). Clerk to arrange with Highline.

The Clerk reported that Shingler Homes have given written permission for the tree (and planted trees) to be situated on the green next to the car park and Cllr Davis will dig a hole 6" wide and 3ft deep, lined with a pipe to keep the tree firm. The tree will be in situ by the last Friday in November so the Clerk was asked to arrange for the lights to go up asap after this.

4. **Fitzgwarine Play Area** – Consider the report prepared by the Clerk and Working Group suggesting options for consideration and a plan for moving the project forward. Councillors considered the report and it was **AGREED** that removing the Rope Climber (nearing its end of life) and replacing it with a new, large climbing frame with integrated slide helped to meet the needs of those identified through the consultation. Removing the old train carriages at the front of the play area would also free up space to place a few new items for the smaller children such as a sea saw and a spinning dish roundabout. It was agreed that new items are to be surrounded by a wet pour surface rather than grass mats. The project could be funded through a combination of grants, reserves and Neighbourhood Fund. The Clerk was asked to further investigate the grant funding opportunities and to obtain three quotes for the items discussed further at a future meeting.

128.21

Correspondence

To note correspondence received:

1. SALC / NALC – Bulletins, News in brief bulletins, Covid-19 updates
2. Awel y Môr Newsletter
3. Shropshire Council - Project Gigabit update
4. Road Closure: Birch Hall Junct. Ellesmere to Lower Hordley Junc. Start Date: 4th October - 6th October 2021. Purpose: Road Closure - New Water Connection
5. North Shropshire Reinforcement: Update 5th September 2021
6. Amended dates - Road Closure: Twmpath Lane to junc with B5009, Gobowen. 11th October - 12th November 2021. Purpose: Road Closure - Water Main Renewal
7. Road Closure: Newnes, Ellesmere Closure. 8th November - 12th November 2021. Purpose: Road Closure to complete drainage works.
8. Local Plan - on 3rd September 2021, Shropshire Council submitted the draft Shropshire Local Plan (2016 - 2038) to the Secretary of State for Housing, Communities and Local Government for examination under Section 20 of the Planning and Compulsory Purchase Act 2004 (as

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amended) and in accordance with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

9. SALC Members and Community Surveys – Reports.

RESOLVED to note.

For consideration:

Shropshire Council Review of Planning Committees

It was **RESOLVED** not to respond.

West Midlands Ambulance Service – Cllr Davis reported that the previous evening there has been a meeting called by Oswestry Town Council and it was made clear to all those who attended that the decision had been made. Their strategy is to fund more ambulances with the funds saved on buildings. Cllrs expressed their disappointment that no consultation had taken place and **NOTED** the information.

129.21

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.**

- *Issue with Trees at Pen-y-Bryn – concerns raised by residents as they are obstructing a telephone line and blocking light into a property, as well as obstructing the parish council's streetlight. The over-hanging trees are also causing issues with Parking. Councillors suggested that residents contact Shropshire Council Tree Department and the Clerk contact Shropshire Council to report the issue regarding the Streetlight.*
- *Layby by postbox, next to the Burma Road Junctions - vans are parking and obstructing the view/visibility splay for motorists – monitor*
- *Concerns raised regarding the irresponsible overflow parking at The Venue and whether cars will obstruct the new pavement by parking on it.*
- *Feasibility Study – Clerk to request an update on the funding application.*
- *A section of hedge missing on the highway – Cllr Harvey to inform the Clerk of the location.*

130.21

Date and Time of Next Meeting

To note the date and time of the next meeting.

Tuesday 26th October, 7.30pm.

The Meeting was closed by the Chairman at 21.30