

WHITTINGTON PARISH COUNCIL

Minutes of the Meeting of Whittington Parish Council held on Tuesday 26th October 2021 at 7.30pm in the Senior Citizen's Hall, Station Road, Whittington.

Councillors Present: Frank Davies (Chair), Lucy Beaumont (Vice Chair), Jill Whitby, Ian Johnson, Keith Stanton, Vanessa Bromley, Steve Pugh, Sue Manford and Steve Charmley.

Also in attendance: Mrs Amy Jones (Clerk). 9 members of the public. 3 representatives presenting on item 135 on the agenda.

Parish Council MINUTES

131.21 Apologies for Absence

Apologies for absence received from Cllr Greg Hickman and Cllr Rupert Harvey.

132.21 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.

Agenda Item 137(b)i – Cllr Sue Manford declared a bias and did not take part in the discussion or decision.

Agenda Item 147 (The Qube request for funding) – Cllr Jill Whitby declared a bias and did not take part in the decision.

- b) To consider any applications for dispensation.

None received.

133.21 Confirmation of the Minutes

To approve and authorise the signing of the Minutes of the Full Council Meeting held on 28.09.2021.

It was **RESOLVED** to approve the Minutes of the Full Council Meeting held on 28.09.2021 and they were signed by the Chairman as a true record.

134.21 Public Participation

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

This item was dealt with after item 135.

No matters raised.

135.21 Stepping Stones – An update on Gracelands

To receive a report from the Operations manager for Stepping Stones and Shropshire Council's Children's Services, on the proposed development and plans for Gracelands.

- The Deputy Cabinet Member for Children's Services provided an introduction to the Stepping Stones Service
- Representatives from Stepping Stones and Children's Services provided information on the plans for Gracelands in Whittington. There are currently five Children's homes that they operate in the locality and they have now purchased Gracelands. They explained that there are currently a number of children from Shropshire that are living outside of County and the objective is to move these back into the County. The Plan is to convert the building into a 3

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bedded children’s home, which will be registered with Ofsted, housing 16-18 year olds (in school and college). Residents will not be offenders, difficult or challenging young people. They will be young people who want to engage in the community and will have part time jobs locally and study locally. Gracelands is in a suitable location as it has good links to local Colleges. Their experience of operating other Children’s Homes is that the residents have good links with the community and contribute to their local area. There will also be a separate transition flat, which will provide the young people with the opportunity to practice living independently but with the back -up of having support there if they require it. The building will be staffed 24/7, with at least 2 members of staff on shift at any one time.

It was confirmed that a public meeting will take place before any building work commences and members of the community are welcomed to come forward and ask questions.

Questions put to the representatives:

- Q - What will the layout of the building be
A - Kitchen, living room, dining room. Ofsted stipulate that it must be homely and residents must have a family routine. There will be 3 bedrooms and a 4th room which will enable residents to have friends to stay over.
- Q – How will it be staffed?
A – There will always be a shift leader, staffed 24/7 with 2 on shift at anyone time.
- Q - Depreciation in value of adjacent properties.
A – Their experience has been that there is none and residing next to a deteriorating building would likely depreciate the value of neighbouring properties more.
- Q – How can residents be assured that this information provided tonight will be adhered to?
A – It will all be registered in the Ofsted Documentation. Ofsted stipulate single rooms – there will be no doubling up.
- Q – When will the building be ready?
A - 9-12 months. The agreement to purchase was signed 10 days ago.
- Q – Are 18 year olds children?
A – Yes - The law is clear – an adolescent is a child until they are 18 years of age. Residents will depart on or very shortly after their 18th birthday.

19.53 – 5 members of the public and the 3 representatives left the meeting.

136.21

Reports

- a) **Chairman’s Report** – Consider matters arising since the last meeting.
All matters dealt with on the agenda.
- b) **Clerk’s Progress Report** – Consider matters arising since the last meeting (attached report).

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| <p>Road Safety / Highways (matters not included for discussion elsewhere on the agenda) 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. 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. | On-going |
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| <p>Update from Shropshire Council’s Traffic Engineer (12.03.21) – work delayed due to Covid. 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>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>Streetlights Project A – In progress. Once completed, Highline will provide the Parish Council with an up to date inventory and survey report for all lights. £800 worth of lights ordered for the new Christmas tree, which will go up the end November.</p> | On going |
| <p>Grounds Maintenance / Play Area</p> <ul style="list-style-type: none"> • The log will be removed by the Contractors. • The contract has been advertised – sent to local papers and put on the Parish Council’s website. • Clerk now in the process of researching grant funding and obtaining further quotes for carrying out improvement works in the Play Area. | To note |
| <p>Defibrillators</p> <ul style="list-style-type: none"> • All new Defibs registered for the extended 10 year warranty – warranty ends 26/08/2031. • All new Defibs registered with The Circuit and marked as ‘not emergency ready’ until they are in situ and up and running. | To note |
| <p>VAS in Park Hall Waiting for the post to be installed by Shropshire Council. Followed up 21.10.21 and due to be installed in the next couple of weeks.</p> | On going |
| <p>Car Park Awaiting the removal of a small section of fence (confirmed later in the minutes that this is now complete)</p> | On going |
| <p>Admin</p> <ul style="list-style-type: none"> • The three new defibrillators and cabinets have been added to the Parish Council’s Insurance Policy and Asset Register. • The new VAS for Park Hall has been added to the Parish Council’s Insurance Policy and Asset Register. • 2021/22 Pay Scales - Local Government Pay Claim 2021 – Unions Reject Offer SLCC have been advised that all three unions have rejected the pay offer by an overwhelming majority and are preparing a consultative ballot of members for industrial action. The National Employers will be meeting later this month to decide their next steps. This will further delay the pay offer this year. • Contacted companies to invite them to submit quotations for the grounds maint. contact. Put a note in local newspapers and published information on the Parish Council’s website. • Attended SLCC National Conference as a Virtual Delegate – very useful hybrid event | To note |

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| Misc issues that have arisen since the last meeting | To note |
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| <ul style="list-style-type: none"> • The Soldier statue in the Garden of Remembrance that was vandalised – reported to the Police, who have been and taken photos and put on their twitter account. • Garden of Memory (within the Closed Churchyard) – support given to the parishioner and investigations carried out into responsibility for on-going maintenance. Currently left with the Church to support the resident further. • Daisy Lane – The Rector reported back to say that on reflection, it was decided that writing to residents was not the best course of action. • Missing postbox opposite the Senior Citizen’s Hall (disappeared without any consultation) - I contacted Royal Mail to make some enquiries and to ensure that it is re-instated as it was removed due to the telegraph pole being rotten. They have confirmed that they have no intention of taking the post box away permanently. They are currently in the process of applying to Shropshire Council to reinstate the post box on a post, however, Covid is now making this a lengthier process than usual and people are advised to expect up to a 25 week delay (pre-covid this would have been 12 weeks). • Trees at Pen-Y-Bryn – Star Housing have taken responsibility for the issues with the overgrown trees at Pen-Y-Bryn and have asked Shropshire Council’s Tree Department to carry out a survey on them. • Bollards at Junction St Rd – B5009 – Highways asked to inform the parish council why they are still there as they are hindering visibility. • Concerns from a resident regarding a Sycamore Tree at the end of Rosehill Drive as there is no TPO on the Tree. As the resident does not have access to email, I contacted the Tree Department on his behalf to pass on his concerns. • Query from a resident regarding the future use of Gracelands. As the Parish Council have had no formal communication on this, I was unable to advise further at that point in time (the matter has since progressed). | |

c) **Whittington play area at Fitzgwarine** – Consider the latest visual inspection report provided to the council by Cllr Frank Davis and Annual ROSPA Inspection Report.
 The Clerk reported that the ROSPA inspection has been completed but a copy of the report has not yet been received. Cllr Davis reported on the latest visual inspection that he carried out on 25.10.21 and no issues were raised. The log has now been removed. **RESOLVED** to note.

d) **Police Report** – Consider.
 The following report was **NOTED**:

- 03/09/2021 – Harassment / stalking - After investigation, case of mistaken identity
- 08/09/2021 – Criminal damage Within home
- 13/09/2021 – Criminal damage Within home
- 14/09/2021 – Sexual offence - Youth / school related

Incidents that have been omitted for data protection or non-crime dealt with by police;
 Domestic incident - 4
 Concern for safety – 6
 Suspicious incident – 1
 Animal carcass
 Anti-social Nuisance – 2

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N2O canisters, bad behaviour in home

Highway disruption (including traffic collisions) – 5 (The Clerk was asked whether the Police can share details on these incidents as they could be locations for Community Speedwatch).

Missing person – 2

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

Cllr Charmley reported on the following:

- Gigabit speed broadband is on its way – Fibre to premise. It will be deployed over the next 12 months and currently waiting on more details.
- A question was asked to Cllr Charmley in relation to the new Recycling containers and when they will be supplied. Cllr Charmley reported that it is on Full Council for decision in December so will roll out in January.

RESOLVED to note the report.

f) **Councillor Reports** – To consider reports from Councillors (training courses attended, meetings attended as council representatives).

- Cllr Hickman shared a written report on the latest SALC Executive Meeting and the Oswestry Area Committee meeting with the Leader of Shropshire Council. **RESOLVED** to note.
- Cllr Whitby and Cllr Bromley attended Code of Conduct training. **NOTED**.

137.21

Planning

a) To note recent planning decisions published by Shropshire Council

i. **Reference:** 21/04462/TCA (validated: 13/09/2021)

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

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

Decision: No Objection

RESOLVED to note.

b) To Consider Planning Applications:

Cllr Manford did not take in the discussion or decision on the following Planning Item.

i. **Reference:** 21/04576/FUL (validated: 22/09/2021)

Address: Land West Of, Park House Farm, North Drive, Park Hall, Oswestry, SY11 4AX

Proposal: Erection of 6no dwellings with detached garages and associated works

The application was discussed and references were made to the 2018 application that was objected due to it being outside of the SAMDev Boundary. Concerns regarding the lack of infrastructure were reiterated as these points have been made in the Local Plan Review. Questions were raised as to whether the current sewage system capable / adequate and whether this development is a listed site in the Local Plan.

As several queries were raised and the information to answer these questions was not available, to hand at the meeting, it was **RESOLVED** to obtain further information and delegate responsibility to the Clerk for submitting an agreed response, as the consultation deadline falls before the next meeting (as per the Scheme of Delegation – liaison with councillors will take place before the response is submitted to the planning portal and the comment will be ratified at the November meeting). If required, an extraordinary meeting will be called (in accordance with Standing Orders) to further discuss the application.

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- II. **Reference:** 21/04698/VAR (validated: 30/09/2021)
Address: Perrymoor Farm, Berghill Lane, Whittington, SY11 4PF
Proposal: Variation of Condition No. 2 attached to planning permission 17/05094/FUL dated 28 February 2018

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.

- III. **Reference:** 21/04934/VAR (validated: 15/10/2021)
Address: Land West Of Burma Road, Park Hall, Shropshire
Proposal: Variation of condition no2 attached to planning permission 16/05110/FUL dated 26/02/2018

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

- The Parish Council have no comments to make on this application.

- IV. **Reference:** 21/04599/FUL (validated: 25/10/2021)
Address: Castle Acres, Station Road, Whittington, SY11 4BT
Proposal: Erection of an open fronted garage building

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

- The Parish Council have no comments to make on this application.

20.14 – 4 members of the public left the meeting.

138.21

Finance and Accounts

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

| CHEQUE / BACS NUMBER | PAYEE | DESCRIPTION | NET (£) | VAT | GROSS (£) |
|-----------------------|--------------|---|---------|------|----------------|
| Direct Payment | Unity Trust | Service charge (3 months) | 18.00 | 0.00 | 18.00 |
| BACS42 | Clerk | Salary Month 7 (plus expenses (16.00 home office allowance, mileage) | 1009.66 | 0.00 | 1009.66 |
| BACS43 | HMRC | Clerk - PAYE Payments (Month 7) Employer NI | 74.12 | 0.00 | 74.12 |
| BACS44 | D & R Brewer | Grounds Maintenance – Month 7 plus 2 extra cuts to all areas and removal of play area log | 267.50 | 0.00 | 267.50 |

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| BACS45 | Highline Electrical | S/Light maintenance – light 180 | 69.00 | 13.80 | 82.80 |
| 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 |
|----------------------|----------------------------------|---------------|
| 30.09.21 | NatWest – Interest | £0.27 |

c) **Reconciliation** - To approve the bank reconciliation up to and including 30th September 2021. **RESOLVED** to approve.

d) **2nd Quarter** – To consider the 2nd Quarter Budget Report.

RESOLVED to approve with no issues raised.

e) **Internal Controls** – To appoint a councillor to carry out the 2nd quarter checks on the accounts. **RESOLVED** that Cllr Beaumont carry out the checks and report back at the November meeting.

f) **Grant Request** – Consider request from Whittington Castle for a grant to support with the 2021 Halloween Event.

Councillors considered a request to fund half of the cost of the lighting for The Halloween event - £400.00. It was **RESOLVED** to approve and the grant of £250.00 was issued under **BACS46 – the same amount as last year.**

g) **Annual Monitoring of Community Led Scheme Funding** – Authorise completion of the online form detailing how the funding from 2014 has been spent.

The Clerk reported that the online form needs to be completed, giving details on how the Community Led Grant from 2014 (£54,000) has been spent. The Clerk highlighted documents such as the 2016/17 Budget Plan where it was documented that the funds were used towards the Streetlight Improvement Projects. To date, the total spend from Earmarked Reserves has been £56,605.78 so the form can be completed to show how the funds were used on Phase 1 (Babbinswood), Phase 2 (Park Hall), Project B (remaining LED lanterns), Project C (Bracket and lantern upgrades).

RESOLVED to approve the completion of the form with the projects as detailed above.

139.21

Trees

a) **To receive an update on the Rotary Club planting trees next to the Parish Council’s Play Area and on the specified verges as you enter Whittington from Oswestry (minute 113.21 refers).** To consider:

- i. Shropshire Council’s requirement for Parish Council’s to maintain the verges whilst the trees are becoming established
- ii. The planting of wildflowers
- iii. Registering the trees with the Queen’s Canopy

The Clerk reported that the Arboriculture Officer for Shropshire Council is fully in support of planting on the specified verges and offered her expertise and advice on planting at a meeting earlier in the day. Shropshire Council Highways have stated that as part of an agreement, the applicant will carry out maintenance and after care, until such time as the trees are established. This would include watering, verge maintenance of the immediate area to prevent tree damage, consideration for tree protection such as stakes and guards, etc.

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Councillors discussed this at length and **RESOLVED**, at present, not to proceed with the planting of Trees on the Verges due to the increased work and cost implications. However, it was **AGREED** to still proceed with the planting of hedging whips along the edge of the land next to the play area and that a couple of trees be added into this. These can then be registered with the Queen's Green Canopy, along with the Christmas Tree on the green next to the Car Park.

b) To discuss the issues with the Trees in Pen-y-Bryn (raised by Cllr Johnson at the September meeting).

The Clerk reported that contact had been made with Shropshire Council on the matter and had been referred to Star Housing as the trees are on their land. They have asked Shropshire Council to visit the site and carry out a survey on their behalf. It was **RESOLVED** to note this information and monitor the situation to ensure the required work is actioned.

140.21 Highways, Pavements and Footpaths

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

Cllr Davies reported that the trees and hedge will be cut back in the next 2-3 weeks. Once completed, the next stage falls to Shropshire Council to action. **RESOLVED** to note the update.

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

An update was provided under item a) as the two matters coincide.

c) Church Street VAS and extension of the 30mph zone – Discuss and receive an update from Shropshire Council's Traffic Engineer.

The Clerk reported that she had liaised with Shropshire Council's Traffic Engineer on his matter and as the road is currently, they could not approve the installation of a VAS on this stretch of road as there is not a suitable site to locate it. The 30mph zone would need to be extended and this is something that Shropshire Council have investigated and plans have been drawn up. To extend a 30ph zone, a TRO consultation would need to take place and the proposals would need to be advertised (cost approx. £700). If all agreed, the work could be organised and would cost around £4,000 (estimate). It was **RESOLVED** to put forward a formal request for this extension to be included in the future works programme and that the Parish Council will provide match funding to assist with prioritising the works. The Clerk was asked to obtain plans for the extension and details of where it would be extended to, as well as details on timescales and more exact costing so that funds can be allocated to this. It was **FURTHER RESOLVED** that once the extension has been completed, the Parish Council can then look to install a VAS.

d) Feasibility Study – Consider the update from Shropshire Council and discuss alternative options as the funding application was not supported.

Councillors noted the Clerk's response to Shropshire Council requesting details on the options now available. Councillors were very clear that a pedestrian crossing at Pen-Y-Bryn is what is required and are keen to explore other options. The Clerk reported that she had not received a response to her email and questions. It was **RESOLVED** to follow this up and include this as a standing item on future agendas.

141.21 Garden of Remembrance

To note the Closure Notice has now been received and consider the PCC's request to transfer the on-going maintenance of the garden to the Parish Council (LGA 1972 S.215).

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The closed notice and request from the PCC was noted. The matter of taking on the maintenance (under S.215 of the LGA 1972) was discussed and it was **RESOLVED** to exercise subsection 3 of the act and pass the responsibility onto the Local Authority (Shropshire Council). It was **FURTHER RESOLVED** that the Parish Council continue to keep funds in reserves to support Shropshire Council to funds future projects in the Garden and support with the upkeep, however, the responsibility for ongoing maintenance be passed to Shropshire Council.

142.21 The Queen's Platinum Jubilee

Discuss.

Cllr Johnson reported that Whittington Together are having a meeting with The Castle to discuss ideas so will report back at the next meeting.

143.21 Remembrance Day

Discuss and consider purchasing a Wreath.

The Clerk reported that the Wreath has been ordered (£20.00) and will be collected on Thursday. It was **AGREED** that it be laid by Cllr Johnson on Remembrance Sunday (14th) as the Chair is unavailable.

144.21 Parish Projects

- a) **Defibrillators** - Consider the Defibrillator Maintenance Policy prepared by the Clerk and recruit volunteers to support with the monthly checks.
It was **RESOLVED** to adopt the Defibrillator Maintenance Policy and appoint the following Councillors to carry out the Monthly Checks on the Defibrillators (the Defibrillator on the Senior Citizen's Hall will be checked by the Clerk)

- Park Hall – Cllr Beaumont
- Hinford – Cllr Harvey
- Babbinswood – Cllr Davis

The Clerk had produced packs with all the details needed to conduct the checks and these were given to councillors.

- b) **Christmas Light Display** – Receive an update on the new display in Park Hall and approve the application to Shropshire Council to erect lights on the s/light columns along the Highway. The Clerk reported that 4 lights for Columns in Park Hall had now been reserved with Highline at the same cost as the 4 around the Church - £450.00. The Clerk had drafted the application form and it was **RESOLVED** to approve and that the Clerk submit this to Shropshire Council to obtain the relevant permissions.

145.21 Code of Conduct

Consider adopting the LGA's Mode Code of Conduct to replace the existing policy.

RESOLVED to adopt with immediate effect.

146.21 Pen-y-Bryn Affordable Housing Development

Receive an update from Councillor Johnson and discuss.

1. Cllr Johnson provided an update on the development – A Zoom meeting with the builder and Star will take place on Tuesday 2nd November. At the meeting they will be discussing bricks and the method statement (accessing the site).

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2. The application for the Community Led Housing Grant was discussed and there is a section for the Parish Council to complete relating to the portion of the Community Led Housing Grant payable to the Parish Council. Cllr Johnson had drafted a response. This was read out and it was **RESOLVED** to approve the form and that it be signed by the Chairman as required.
3. Cllr Johnson was thanked for his hard work and dedication to the project.

147.21

Correspondence

To note correspondence received:

1. SALC / NALC – Bulletins, News in brief bulletins, Covid-19 updates
2. North Shropshire Reinforcement: Update 5th October 2021
3. Road Closure: Scotland Street, Ellesmere. 7th November 2021 (early start agreed). Purpose: Boundary box Install 25mm (Sunday Working)
4. Change to the road closure on Twmpath Lane. Engineering issues toward the end of Phase 3 - Iron Mills Junction to B5009, Whittington Road, means that the road closure on Whittington Road will be removed until Monday 25 October 2021. The completion date will now change from Friday 11 November 2021 to approximately Friday 26 November 2021.
5. Road Closure: North Drive, Oswestry 29th November - 16th December 2021. Purpose: Road Closure - Build 2 concrete chamber 915mm x 445mm x 965mm deep in. Works Promoter: Openreach
6. Road Closure: Twmpath Lane to junc with B5009, Gobowen. 25th October - 26th November 2021. Purpose: Road Closure - Water Main Renewal
7. Road Closure: Ellesmere Christmas Winter Festival- 26th November 2021
8. Change of Police Sergeant, Oswestry safer neighbourhood team.

RESOLVED to note.

To consider:

1. Request from The Qube to consider contributing towards their crowd funding campaign called 'Much More than Meals on Wheels'.
The letter was discussed and it was **RESOLVED** to defer this to the January / February meeting when it can be considered with all other grant applications.

148.21

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.***

- Bollards still obstructing visibility at the Three Trees Junction – Follow up.
- Along North Drive, just past the turning for Inglis Road there is Edelweiss bungalow and another bungalow on the left then then the access road for the new estate then a house – a section of this house's hedge was removed 4.5 years ago to put kerbs in and never been reinstated. Request for this to be reinstated.
- The section of Car Park fence has now been removed.

149.21

Date and Time of Next Meeting

To note the date and time of the next meeting.

Tuesday 23rd November – 7.30pm

Meeting was closed by the Chairman at 21.28