

WHITTINGTON PARISH COUNCIL

Minutes of the Meeting of Whittington Parish Council held on Tuesday 23rd November 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, Rupert Harvey, Ian Johnson, Keith Stanton, Sue Manford and Steve Charmley.

Also in attendance: Mrs Amy Jones (Clerk). PCSO Hughes (left the meeting at 19.36)

Parish Council MINUTES

150.21 Apologies for Absence

Apologies for absence received from Cllrs: Vanessa Bromley and Steve Pugh.

151.21 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.

152.21 Confirmation of the Minutes

To approve and authorise the signing of the Minutes of the Full Council Meeting held on 26.10.2021.

It was **RESOLVED** to approve the Minutes of the Full Council Meeting held on 26.10.2021 and they were signed by the Chairman as a true record.

153.21 Public Participation

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

No members of the public present.

154.21 Reports

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

The Chair reported that the complaint regarding the speed of traffic of Castle Street had been raised again by the resident. The Chair explained to the resident that this matter has been looked into by the Council and Shropshire Council have carried out a speed survey which did not detect a speeding issue so the Parish Council have no tangible evidence to pursue the matter further. CSW also carry out monitoring on this stretch of road and may only detect a very small number of offenders in a 2 hour period. **RESOLVED** to note.

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

RESOLVED to note.

Road Safety / Highways (matters not included for discussion elsewhere on the agenda) Signage along Castle Street 1. The Oswestry directional sign sending people up Castle Street rather than Station Road – SC have confirmed that they will look to renew	On-going
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<p>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.</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 –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>Bollard and barriers at junction of Station Road and B5009 – Obstructing visibility and barriers have now fallen to the ground causing a safety hazard – reported to SC on several occasions.</p>	
<p>Streetlights</p> <p>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 has been removed by the Contractors. • Quotes for the contract starting April 2022 will be considered at the December meeting. • 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 Defibrillators now installed and marked on the Circuit as Emergency Ready. Added to insurance and asset register. • Signage installed on the Babbinswood Phonebox • Phonebox in Hindford still needs Painting (Spring) and signs installing (Cllr Davis) 	To note
<p>VAS in Park Hall</p> <p>Post now installed – waiting for Highline to install the VAS. VAS has been added to Asset Register and Insurance.</p>	On going
<p>Car Park</p> <p>Section of the fence has now been removed.</p>	To note
<p>Garden of Remembrance</p> <p>Closure notice has been passed to Shropshire Council and they have responded to say that they will be looking into this.</p>	To note
<p>Energy Charges</p> <p>The 4 (soon to be 5) VAS and Christmas Lights are all connected to the Electricity supplied through the Shropshire Council Joint Energy Scheme. Currently liaising with them regarding charges. Awaiting an Elexon code from Morelock for the VAS and have supplied them with the information from Highline for the Christmas Lights.</p>	To note
<p>Misc issues / matters that have arisen since the last meeting</p>	To note

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| <ul style="list-style-type: none">• Proposals from the Cricket Club – representatives will be attending the December meeting to give a presentation.• Police provided information as requested on the RTA data from the last police report to support the CSW.• Clerk was interviewed live on BBC Radio Shropshire on 4th November to talk about the installation of the Defibs.• SLCC put a request out for councils to share case studies on Affordable Housing Project so submitted information about Wingate Way and Penybryn. The information was submitted to the Policy Development and External Affairs Officer and turns out he was Clerk to Whittington in the 1980's!• Christmas Lights – Switch on – date TBC. | |
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- c) **Whittington play area at Fitzgwarine** – Consider the latest visual inspection report provided to the council by Cllr Frank Davis and the Annual ROSPA Inspection Report. Consider work required to the 3-point swing as highlighted in the report.

Councillors discussed the 2021 inspection report and considered the one item identified as medium risk – the 3-point swing. This is an item that has previously been discussed and the clerk advised on the cost to carry out the required repairs (a replacement seat with new chains and fixings). It was **RESOLVED** to continue to routinely monitor the chains and fixings on a monthly basis (as part of the visual inspections) and carry out erosion measurements on the chains every three months.

- d) **Police Report** – Consider.

The following report was provided by PCSO Roberts.

06/10/2021 – Fraud / Deception - Online

08/09/2021 – Criminal damage - Within home

13/09/2021 – Criminal damage - Within home

14/09/2021 – Sexual offence - Youth / school related

17/10/2021 – Assault - Within home

24/10/2021 – Theft of vehicle

25/10/2021 – Threat to life

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

Domestic incident - 5

Concern for safety – 9

Suspicious incident – 2

Anti-social – 9

Neighbour dispute, trespass, party, animal, COVID x 3, noise x 2, youth related

Highway disruption (including traffic collisions) – 0

Missing person – 4

RESOLVED to note.

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

Cllr Charmley reported on the following matters from Shropshire Council:

- The bollards at the three trees junction – this work is now being prioritised and will be actioned asap.

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

No reports provided.

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155.21

Planning

a) To note recent planning decisions published by Shropshire Council – None received.

b) To Consider Planning Applications:

I. **Reference:** 21/05046/FUL (validated: 22/10/2021)

Address: 10 Western Avenue, Whittington, Oswestry, Shropshire, SY11 4BP

Proposal: Erection of first floor rear extension

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

- The Parish Council have no objections to the development but request that the planning officer give consideration to the aesthetics of the design, within the surrounding area (flat roof).

II. **Reference:** 21/05137/TCA

Proposed tree works: Remove 1no Lawson Cypress (T1), reduce by half hedge of Cypress (T2), reduce by third another hedge of Cypress (T3), and remove 1no Holly (T4) within Whittington Conservation Area

Location: 6 Donnett Close, Whittington, Oswestry, Shropshire, SY11 4PZ.

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

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

c) Ratify the comments submitted by the Clerk on 4.11.21 (under delegated powers – agenda item 137b refers) relating to application 21/04576/FUL - Land West Of Park House Farm North Drive Park Hall Oswestry Shropshire SY11 4AX

It was **RESOLVED** to ratify the decision to submit the following comment:

Whilst the Parish Council do not object to the application, they are not in favour of the proposed development and wish to make the following representation.

If Planning Officers grant permission for the development to proceed, the Parish Council request that the following conditions be considered / put in place:

1. The current site of 44 houses has its final road surface installed before any work on this site commences.
2. Plots 2 and 3 are swapped for bungalows so that they are not imposing on the original two bungalows on North Drive.
3. Whether the type of housing is the correct mix for this site or would 2 / 3 bed properties be better?
4. Whether land could be allocated for a Children's Play Area.

d) 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.

156.21

Finance and Accounts

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

CHEQUE / BACS NUMBER	PAYEE	DESCRIPTION	NET (£)	VAT	GROSS (£)

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BACS47	Clerk	Salary Month 8 (plus expenses (16.00 home office allowance, mileage)	1013.01	0.00	1013.01
BACS48	HMRC	Clerk - PAYE Payments (Month 8) Employer NI	73.92	0.00	73.92
BACS49	D & R Brewer	Grounds Maintenance – Month 8	87.50	0.00	87.50
BACS50	Highline Electrical	S/Light maintenance – annual electoral tests on 20% of the lights (165 – 198)	280.00	56.00	336.00
		Installation of 3 defibrillator cabinets (as per quote – minute 114.21 refers))	434.00	86.80	520.80
BACS51	Sign and Design	Defibrillator stickers for Babbinswood Phonebox	30.00	6.00	36.00
300002	RBL Poppy Appeal	Wreath	20.00	0.00	20.00
BACS52	SALC	Planning Training (Cllr) -9 th , 16 th and 23 rd Sept	95.00	0.00	95.00
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
29.10.21	NatWest – Interest	£0.26

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

e) **Internal Controls** – To receive a report from Cllr Beaumont following the 2nd Quarter checks. Cllr Beaumont reported that there were no issues to report and that the accounts are all in correct order. **RESOLVED** to note.

f) **Grant towards Christmas Drive in Event** – Consider making a grant to the Church of £60.00 to cover the cost of hiring a generator.
It was RESOLVED to approve a grant of £60.00 to the PCC to support with the Christmas Event and the grant be made via BACS53.

g) **Insurance** – Consider adding the new Phonebox in Babbinswood to the Parish Council’s Insurance Policy to cover theft and damage.
Councillors discussed whether to add the new phonebox in Babbinswood to the insurance policy. It was **RESOLVED** not to insure the phonebox as if it was badly damaged or stolen, there would not be a requirement to replace it.

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157.21 Finance and Executive Committee

To receive a verbal report following the meeting on 23rd November and consider recommendations arising from the meeting including:

Policies - A review of the following documentation:

- a. General Reserves Policy
- b. Training and Development Policy

The Committee Chair provided a resume of the meeting and it was **RESOLVED** to approve the committee's recommendations to review the Policies with no amends.

158.21 Parish Council Project Plan

To review the Project Plan, ahead of 2022/23 budget planning (*projects to be funded through Neighbourhood Funds are to be automatically added to the Place Plan*).

Councillors reviewed the Project Plan and it was **RESOLVED** to add the following items:

- More litter bins around the Parish – This is something the Parish Council would like to consider but would firstly like to consult with the Community on whether more are needed and if so, where are they required.
- Internet access for meetings – Councillors would like to investigate either purchasing a 4G router or supporting the Senior Citizen's Hall Committee to fund broadband (though a grant).

These items will be added into the 2022/23 budget for consideration at the January meeting.

159.21 Trees

Receive an update on the planning next to the Play Area and consider:

- a) Purchasing mulch to support and protect the trees and hedge whips.

It was **RESOLVED** not to purchase any mulch at present.

- b) Approaching the Primary School to involve them in a project to care for and protect the new hedge and trees.

It was **RESOLVED** to let the Primary School know that the planting is taking place and that they are very welcome to use it as an environmental project if they wish.

160.21 Highways, Pavements and Footpaths

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

Cllr Davis reported that all trees have now been cut back and space for the pavement has now been created. A site meeting is now required to progress this further. **RESOLVED** to note.

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

The trees have now been cleared as reported under item a). **NOTED**.

- c) **Extension of the 30mph zone (Church Street B5009) – Receive an update.**

The Clerk reported that Shropshire Council's Traffic Engineer has confirmed that this is now in the system and plans are currently being drawn up. There is some scope to fit a VAS sign (to be agreed between SC, the PC and Supplier). In terms of timescales, Shropshire Council are aiming to have the plans drawn up/agreed for around the New Year. **RESOLVED** to note. Installation of a VAS was discussed and it was **AGREED** that the VAS that was taken off the Ellesmere Road be used initially, with a view to possibly changing for a new style VAS in the future. Cllr Davis to look into the accessibility of a power supply in this area.

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- d) **Penybryn Pedestrian Crossing – Receive an update from Shropshire Council following the unsuccessful application to fund a Feasibility Study and consider alternative options.**

The Clerk reported that there has still not been a response from Shropshire Council and Cllr Charley was asked to follow this up. **RESOLVED** to defer to the December meeting.

161.21 Street Naming

Case reference: 21/05403/NEWNUM

Location: Proposed Residential Development Land To The North Of, Penybryn Avenue, Whittington.

Discuss suggestions for the new street name at the development site location shown above.

Suggestions and ideas were discussed and it was **RESOLVED** that Hill Top Close be put forward as the Parish Council's street name suggestion.

162.21 The Queen's Platinum Jubilee

To receive an update from Cllr Johnson on the plans being put together by Whittington Together and the Castle.

Cllr Johnson reported that The Castle are in support of hosting the Jubilee Event, as well as the Fete. No further details to report at this stage. The next meeting is booked for 10th December. **RESOLVED** to note the information and receive updates at future meetings.

163.21 Pen-y-Bryn Affordable Housing Development

Receive an update from Councillor Johnson and discuss.

Cllr Johnson reported that there has been no further progress with the grant application. The next meeting of the Steering Committee is scheduled for February. **RESOLVED** to note.

164.21 Correspondence

To note correspondence received:

1. SALC / NALC – Bulletins, News in brief bulletins, Covid-19 updates
2. Carriageway Resurfacing works – 15th – 20th November A495 Whittington Road
3. Examination of the Local Plan – Inspectors are currently appraising the Plan

RESOLVED to note.

165.21 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.**

- **Splay from the LEDs – less than the Sox lamps – noted.**
- **Car parked on the road on Boot Street (opposite Antique Shop) – can cause an obstruction for lorries – noted.**

166.21 Date and Time of Next Meeting

To note the date and time of the next meeting.
Tuesday 14th December (2nd Tuesday) – 7.30pm

Meeting was closed by the Chairman at 20.32