

Whittington Parish Council

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Hawthorn Cottage, Porthywaen, Oswestry, Shropshire, SY10 8LX

18th May 2022

Dear Councillors,

YOU ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF THE PARISH COUNCIL TO BE HELD ON **TUESDAY 24TH MAY 2022 AT 7.30PM** IN THE SENIOR CITIZENS HALL, STATION ROAD, WHITTINGTON, FOR THE TRANSACTION OF BUSINESS AS SET OUT IN THE AGENDA BELOW.

The press and members of the public are very welcome.



Mrs A Jones, Clerk to the Council

Parish Council AGENDA

- 241.22 Election of Chairman and Declaration of Acceptance of Office
- 242.22 Election of Vice Chairman and Declaration of Acceptance of Office
- 243.22 Apologies for Absence
- 244.22 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.
 - b) To consider any applications for dispensation.
- 245.22 Confirmation of the Minutes
To approve and authorise the signing of the Minutes of the Full Council Meeting held on 26.04.22.
- 246.22 Public Participation
To allow public participation in accordance with the Council's Standing Order procedure.
247. 22 Council Committees, Panels, Working Groups and Delegation
- a) To review terms of reference, elect members (to include the Chairman) and agree meeting dates for the Finance and Executive Committee.
 - b) To elect Councillors on to the following Panels:
 - I. Grievance Panel (3 members – Vice Chair and 2 Councillors)
 - II. Discipline Panel (3 members – Vice Chair and 2 Councillors)
 - III. Appeals Panel (5 members including the Chairman - no member must be on III or IV)

- c) To note Working Groups/Task and Finish Groups, appoint members and agree objectives:
 - I. Streetlight Working Group
 - II. Grounds Maintenance Working Group
 - III. Road Safety Working Group
 - IV. Planning Working Group
 - V. Play Area Development Working Group
- d) **Scheme of Delegation** – To review.

248.22 Appointment of Representatives

To appoint representatives to the following outside bodies:

- a) SALC Area Committee (Chairman and 1 member)
- b) Community Led Housing Steering Group
- c) Whittington Youth Project
- d) Whittington In Need Charity
- e) Helicopter Noise Liaison Group
- f) Oswestry Tree Scheme
- g) Facebook and Ripple Magazine Content
- h) Play Area Visual Inspections

249.22 To receive the 2021-22 Annual Accounts

- a) Internal Auditors Report 2021-22 – To note.
- b) Annual Governance Statement 2021-22 (section 1 of the AGAR) – To consider and approve.
- c) Accounting Statements 2021-22 (section 2 of the AGAR including the explanation of variances) – To consider and approve.
- d) Exercise of Public Rights – to note the dates proposed.

250.22 Annual Review of Council Regulations, Policies and Procedures

- a) Standing Orders
- b) Financial Regulations
- c) Accounting Procedures Risk Assessment
- d) Code of Conduct
- e) Policies, procedures and practices in place in respect of the Parish Council's obligations under freedom of information and data protection legislation
 - I. Publication Scheme
 - II. Privacy Policy
 - III. Document Retention Policy
 - IV. Personal Data Management Policy
 - V. Security Incident Response Policy
 - VI. Subject Access Policy
- f) **Parish Council Policies:**
 - I. Complaints Policy
 - II. Press and Media Policy
 - III. Grant Awarding Policy

251.22

Reports

- a) **Chairman’s Report** – Consider matters arising since the last meeting.
- b) **Clerk’s Progress Report** – Consider matters arising since the last meeting (attached report).
- c) **Whittington play area at Fitzgwarine** – Consider the latest visual inspection report provided to the council by Cllr Frank Davis.
- d) **Police Report** – Consider.
- e) **Shropshire Councillors Report** – To receive a report from Cllr Steve Charmley.
- f) **Councillor Reports** – To consider reports from Councillors (training courses attended, meetings attended as council representatives).

252.22

Planning

- a) **To note recent planning decisions published by Shropshire Council**
 - I. **Reference:** 21/05525/FUL (validated: 24/11/2021)
Address: Maestermyn Marina Ltd, Maestermyn Marina, Welsh Frankton, Oswestry, Shropshire, SY11 4NU
Proposal: Erection of a commercial building (canal boat workshop)
Decision: Grant Permission
To receive an update.
 - II. **Reference:** 21/05534/FUL (validated: 24/11/2021) and 21/05535/LBC (validated: 24/11/2021) – Grade II listed building
Address: Big House, Station Road, Whittington, SY11 4DB
Proposal: Erection of replacement garden room extension, removal of modern brick chimney stack and replacement with a stainless steel flue (revised scheme)
Decision: Refuse
 - III. **Reference:** 22/00529/VAR (validated: 07/02/2022)
Address: North Lodge , Twmpath Lane, Gobowen, SY10 7AH
Proposal: Variation of condition no.2 (approved drawings) pursuant of 21/02419/FUL to allow for a raise in link roof ridge height and main roof to ensure all flashing details work correctly
Decision: Refuse
- b) **Consider the following Planning Applications:**
 - I. **Reference:** 22/01809/FUL (validated: 13/04/2022)
Address: Henlle Farm, Hindford, Whittington, Oswestry, Shropshire, SY11 4NL
Proposal: Erection of slurry store and all associated works
- c) **Consider Planning applications not listed above that are received after the issue of this agenda and are included on Shropshire Council’s website.**

253.22

Finance and Accounts

- a) **Consider the following accounts for payment:**

CHEQUE / BACS NUMBER	PAYEE	DESCRIPTION	NET (£)	VAT	GROSS (£)
10	Clerk	Salary Month 2 (Scale 27) (plus expenses (mileage, 16.00 home office allowance)	1043.59	0.00	1043.59
11	HMRC	PAYE Payments (Month 2) Employer NI	91.66	0.00	91.66
12	B. Townson	Internal Audit of 2021-22 Accounts	125.00	0.00	125.00

13	Office Express UK	Office supplies – Toner and Drum for Clerk’s Printer	95.36	19.07	114.43
Direct Debit	NEST	Pension (Employer & Employee Contribution)	39.04	0.00	39.04

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

Date Received	From Whom and Description	Amount
29.04.22	NatWest – Interest	£2.27
Cheque received	Scottish Power – Wayleave Payment	£1.19

c) **Reconciliation** - To approve the bank reconciliations up to and including 30th April 2022.

d) **Banking Arrangements** - Consider opening a Unity Trust Instant Access Savings Account.

254.22 Insurance

Consider quotes.

255.22 Grant Requests

Consider applications from:

- a) Whittington Castle – Grasscutting
- b) Whittington Castle – Lighting Project
- c) Whittington Together – Jubilee Decorations

256.22 Internet Access for Meetings

Receive an update on the installation of broadband at the Senior Citizen’s Hall.

257.22 Highways, Pavements and Footpaths

- a) Receive an update regarding the installation of a pavement between The Venue and Inglis Road.
- b) Receive an update regarding Burma Road flooding (by the traffic calming, near the Venue).
- c) Penybryn Pedestrian Crossing – Receive an update following the site meeting on 08.12.21.
- d) Extension of the 30mph speed limit on B5009 Whittington – Gobowen Road – Receive update.
- e) Bins – Discuss the possible installation of a new waste bin(s) and suitable location(s).

258.22 Streetlights and Bus Shelters

- a) Discuss matters arising from the most recent Inventory / Condition Survey:
 - I. Light 158 Plas Cerrig
 - II. Light 129 (outside Stanyards)
- b) Streetlight Maintenance Contract – Discuss
- c) Bus Shelters – Discuss condition and cleaning

259.22 The Queen’s Platinum Jubilee

- a) To receive an update on the plans being put together by Whittington Together and the Castle over the Jubilee weekend.
- b) Fitzgwarine Drive – Street Party – Consider request to use the land next to the Play Area.

260.22 Pen-y-Bryn Affordable Housing Development

Receive an update from Councillor Johnson on progress.

261.22 Correspondence

To note correspondence received:

- 1. SALC / NALC – Bulletins, News in brief bulletins, NALC Legal Briefings and Newsletters
- 2. Shropshire LCWIP: Draft Oswestry Network Planning Report
- 3. PCC - survey to gain feedback on the communities view on local policing (shared on FB)

4. Road Closure: Fitzgwarine Drive street party. FRIDAY 3rd June 2022. Purpose: Fitzgwarine Drive (cul-de-sac) closed between nos 17 - 37 for street party (Queen's jubilee celebration) 3-Jun 13:00 - 20:00
5. Service to mark the unveiling of the Covid-19 commemorative sculpture
6. West Mercia Monthly Fraud Bulletin
7. Road Closure: Whittington Level Crossing, Oswestry Road. 20th August - 22nd August 2022. Purpose: Road Closure - Level Crossing Renewal - Road closed from 00:15 on the 20.08.22 until 05:15 on the 22.08.22. Works Promoter: Network Rail Infrastructure Ltd
8. Road Closure: Oswestry Olympians Park Hall 5K. 17th June 2022. Purpose: The Oswestry Olympians Park Hall 5K takes place on 17th June 2022. Inglis Rd and Drenewwydd will be closed for between 720pm and 8.30pm.
9. STAR Housing Newsletter

Consider:

1. Shropshire Council's draft housing allocation policy for consultation (consultation runs 9th May – 3rd July 2022)
2. Borderland Rotary Club 'Operation Pollination' – consider pledging the council's support.
3. Shropshire Library Consultation

262.22 **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.***

263.22 **Date and Time of Next Meeting**

To note the date and time of the next meeting.