

WHITTINGTON PARISH COUNCIL

Minutes of the Meeting of Whittington Parish Council held on Tuesday 28th June 2022 at 7.30pm in the Senior Citizen's Hall, Station Road, Whittington.

Councillors Present: Lucy Beaumont, Jill Whitby, Ian Johnson, Keith Stanton, Vanessa Bromley, Rupert Harvey, Steve Charmley and Sue Manford.

Also in attendance: Mrs Amy Jones (Clerk). 3 members of the public.

Parish Council MINUTES

264.22 Apologies for Absence

Apologies for absence received from Cllr Hickman, Cllr Davis and Cllr Pugh.

265.22 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.

Cllr Johnson declared a bias in agenda item 269.c.i - 22/02588/FUL – 10 Western Avenue – First Floor Extension.

b) To consider any applications for dispensation. None received.

266.22 Confirmation of the Minutes

To approve and authorise the signing of the Minutes of the Full Council Meeting held on 24.05.22.

It was **RESOLVED** to approve the Minutes of the Full Council Meeting held on 24.05.22 and they were signed by the Chair as a true record.

267.22 Public Participation

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

Members of the public spoke on the following matters:

Community Speedwatch Representative – quarterly figures were provided. These are to be sent to the Clerk to be publicised in the Ripple and on Social Media. North Drive, Park Hall has now been added to the list of monitoring sites. Penybryn is the hot spot and is given priority on the rota, being covered every 2 weeks. The information was **NOTED** and representatives thanked for all their hard work.

Representatives presented information on agenda item 269.d – Traffic Management Proposals for Top Street (attached to planning proposals to develop the site behind 29 & 33 Top Street for housing (3 dwellings). – The proposals (phase 1) aim to address the issue of Top Street being used as a Rat Run and would be funded by the development, if planning permission is granted. If these measures do not prove to be effective, there are other measures that can be investigated.

Plan is not to over urbanise Top Street with lots of signs. Highways have no objection in principle to the concept. In October 2020 Shropshire Council actioned a traffic count on Top Street. Despite there only being 40+ houses on Top Street, the seven-day average east bound was 1022 vehicles and

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westbound towards Gobowen Road - 626 vehicles. The data recorded vehicles driving above the speed limit, with the highest speed recorded being 51 mph.

The issue of parking in Top Street could also be addressed by the proposals. If there is local support for the scheme, access protection marking could be incorporated to dissuade people from parking outside people's property access.

The information was **NOTED** and Councillors proposed that a public meeting would be the best way to obtain residents feedback and the council are happy to support publicising this.

268.22

Reports

- a) **Chairman's Report** – Consider matters arising since the last meeting.
No matters to report that are not already covered on the agenda. The Chair proposed that this item be removed from future agendas.
- b) **Clerk's Progress Report** – Consider matters arising since the last meeting (attached report).

<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. 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. 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. Update requested 15.03.22.</p> <p>UPDATE 15.03.22 – The Traffic Engineer is liaising with WSP as to the redesign / relocation of the ADS sign in Castle Street. It will be ordered as part of 2022/23 small works budget.</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 as although installed, it looks incomplete. This has been raised as a query.</p> <p>Extension of the 30mph B5009 Gobowen to Whittington Awaiting details on the next stage from Shropshire Council.</p> <p>Parking issues on Top Street Referred to Cllr Charmley to follow up with Shropshire Council. Request for white lines. – NO FURTHER PROGRESS</p> <p>Lighting at Drenewydd Junction – Cllr Charmley following up with Highways as the concern was relating to lighting of the Highway rather than footway. – Highways have now assessed the site and have reported that it is not a priority site for additional lighting, from a</p>	<p>On-going</p>
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highways safety perspective. If the Parish Council would like further lighting, this will need to be funded by the Parish Council.	
<p>Streetlights The request to remove column 191 (Pen-y-Bryn) – The developers have been given the terms of removal and are contacting a local contractor Column now removed.</p> <p>Inventory – once clarification on wattages has been received, this will be submitted to Shropshire Council.</p> <p>Maintenance Contract – To be brought to council for consideration when the final phase of Project A (Yew Tree) is complete.</p>	On going
<p>Defibrillators Phonebox in Hindford still needs Painting (Spring) and signs installing (Cllr Davis)</p> <p>Battery in Senior Citizen’s Hall Defib is approaching 4 years old so a replacement will be purchased in July.</p>	On going. To note.
<p>Community Governance Reviews Proposal for no change submitted and submission acknowledged. No updates or further communication received.</p>	To note.
<p>Jubilee Tree – This has been registered on Shropshire Council’s Tree Mapping Site. The Queen’s Green Canopy Registrations have closed until October so will be registered asap. The map will be presented to the Queen next March.</p> <p>Whittington Under 5’s – will get in touch in the Autumn about planting a tree on the green next to the Play Area.</p>	To note.
<p>Play Areas Fitzgwarine Drive – Work to start Monday 27th June. Park to be closed for approx. 2 weeks. Information has been communicated through Facebook.</p> <p>New Play Area – Shropshire Council to come back to the PC with possible options (if any) in Park Hall. Follow up in 3 months (July)</p> <p>Damaged stock fence to the side of the play area – spoken to farmer, claims it’s the PC’s fence. Obtain a quote for repair. Broken kissing gate – logged with Shropshire Council ROW.</p>	To note.
<p>Garden of Remembrance – Lack of maintenance. Transfer to SC should now be complete. Followed up with SC.</p>	To note.
<p>Overgrown Hedge – Yew Tree House. Causing a serious obstruction to the footpath. Reported several times to Shropshire Council. Multiple complaints from residents.</p>	Shropshire Council
<p>Bin – The new bin has been ordered.</p>	To note.
<p>Bus Shelters Cleaning contract issued and commenced June 22. Cleaning to be done quarterly and minor maintenance carried out over the summer.</p>	To note.
<p>New laptop Clerk looking into options for the possible purchase of a new, additional laptop for the council.</p>	On-going.
<p>Oswestry Clerk’s Network Meeting</p>	To note

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OTC Clerk is planning to arrange a meeting with Shropshire Council Officers to discuss improving communication channels between Officers and Parish Council's, to help further progress projects the PC's want to see brought to fruition.	
MP Posters – to be put up on the Noticeboards	To note

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

It was **NOTED** that work has commenced at the Play Area and that it will be closed until approximately 11th July. Prior to re-opening the Play Area working group will meet the contractor on site to inspect all the work and approve the re-opening of the site, following a ROSPA post installation inspection on the new equipment. Cllr Davis was not present at the meeting so an inspection report was not provided but the area is currently closed.

- d) **Police Report** – Consider.

The following report was **NOTED** and the Clerk asked to request that the Police attend the next meeting as there are concerns about the growing number of incidents on the report and it would be beneficial to have more information regarding the circumstances around some matters.

03/05/2022	Domestic
03/05/2022	Domestic
04/05/2022	suspicious circumstances
04/05/2022	theft from motor vehicle
04/05/2022	assault
04/05/2022	ASB - youth
05/05/2022	ASB- youth
07/05/2022	suspicious circumstances
08/05/2022	Road related offence
09/05/2022	Suspicious circumstances
11/05/2022	Domestic
12/05/2022	Concern for safety
13/05/2022	suspicious circumstances
14/05/2022	suspicious circumstances
14/05/2022	Concern for safety
15/05/2022	Deception, fraud and forgery
16/05/2022	suspicious circumstances
16/05/2022	suspicious circumstances
20/05/2022	sexual offences
20/05/2022	assault
20/05/2022	Licensing
21/05/2022	Highways
23/05/2022	Road related offence
25/05/2022	Criminal damage
26/05/2022	Animals/wildlife

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26/05/2022	sexual offences
27/05/2022	suspicious circumstances
27/05/2022	Highways disruption
28/05/2022	Concern for safety
29/05/2022	ASB - youth

Concerns were raised that the report list is getting longer. **RESOLVED** to request that an officer attend the next meeting to provide further details on items.

- e) **Shropshire Councillors Report** – To receive a report from Cllr Steve Charmley. Cllr Charmley had nothing further to report that is not being covered with else where on the agenda.
- f) **Councillor Reports** – To consider reports from Councillors (training courses attended, meetings attended as council representatives).

It was **NOTED** that Councillors had attended the following meetings and training courses:

- Cllr Beaumont – Training (Finance for Cllrs) and SALC Area Committee.
- Cllrs Bromley and Stanton attended the 3-part planning training.
- Cllr Manford attended Code of Conduct Training.

269.22

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 from Assistant Director Economy and Place and consider further action.

The Clerk reported that the response from Shropshire Council explained that, following an investigation into the way in which the application was managed, no further action will be taken and any issues should now be sent to the Planning Enforcement Team. It was **RESOLVED** to respond to express the Council's disappointment in the way that this whole application has been dealt with and that the issues and concerns that councillors raised, whilst the application was out for consultation, were not addressed.

- II. **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

Decision: Grant Permission

RESOLVED to note.

- b) Consider the following Planning Applications:

- I. **Reference:** 22/02352/FUL (validated: 06/06/2022)

Address: Sumtyme, Iron Mills, Gobowen, Oswestry, Shropshire, SY11 4NQ

Proposal: Erection of two storey side extension and alterations to existing building

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

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

Cllr Johnson declared a bias and did not take part in discussions or decisions on item II. Or III.

- II. **Reference:** 22/02023/VAR (validated: 27/05/2022)

Address: Castle Teas, Whittington Castle, Castle Street, Whittington, Oswestry, Shropshire, SY11 4DF

Proposal: Variation of Condition no.2 (approved drawings) attached to planning permission ref 20/03753/FUL

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

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

- III. **Reference:** 22/02385/VAR (validated: 20/05/2022)

Address: Castle Teas, Whittington Castle, Castle Street, Whittington, Oswestry, Shropshire, SY11 4DF

Proposal: Variation of Condition no.2 (approved drawings) attached to planning permission ref 20/03754/LBC to site an externally mounted roof extractor fan with associated duct work.

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

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

- IV. **Reference:** 22/02704/TCA (validated: 13/06/2022)

Address: 8 Penrhos Court, Station Road, Whittington, Oswestry, Shropshire, SY11 4FA

Proposal: To fell 1no. Sycamore (Syc1) and to remove 2 x lower limbs on south side of 1no. Ash (Ash1) within Whittington Conservation Area

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.

Cllr Johnson declared a bias and did not take part in discussions or the decision making process on item I.

- I. **Reference:** 22/02588/FUL (validated: 21/06/2022)

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

Proposal: Erection of first floor rear extension (resubmission)

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

- There is currently insufficient information available on the portal to enable councillors to comment on this resubmission. The Parish Council request that they be reconsulted when more information and plans are available to view and consider.

- II. **Reference:** 22/02731/VAR

Address: Oak Mill Cottage, Whittington Road, Gobowen, Oswestry, Shropshire.

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Proposal: Variation of condition no.3 (external materials) attached to planning permission ref 21/03457/FUL to allow for revised materials

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

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

d) Pre-application Engagement – Consider the Top Street, Whittington - Traffic Management Proposals (attached to planning proposals to develop the site behind 29 & 33 Top Street for housing (3 dwellings).

It was **RESOLVED** to feedback to the developers that the Parish Council would support publicising these proposals and helping to obtain feedback from the community.

270.22

Finance and Accounts

a) Consider the following accounts for payment:

CHEQUE / BACS NUMBER	PAYEE	DESCRIPTION	NET (£)	VAT	GROSS (£)
17	Clerk	Salary Month 3 (Scale 27) (plus expenses (mileage, 16.00 home office allowance, reimbursements)	1264.63	0.00	1264.63
18	HMRC	PAYE Payments (Month 3) Employer NI	91.46	0.00	91.46
19	Unity Trust	Bank Charges (1 st quarter)	18.00	0.00	18.00
20	Shropshire Council	S/Light Energy – 1 st Quarter	589.22	117.84	707.06
21	Shropshire Council	2021 Election Charges	100.00	0.00	100.00
22	Shropshire Union Canal Society	Annual Membership	30.00	0.00	30.00
Direct Debit	NEST	Pension (Employer & Employee Contribution)	39.04	0.00	39.04

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

Date Received	From Whom and Description	Amount
31.05.22	NatWest – Interest	£6.05
03.05.22	VAT Refund 2021/22	£7,588.85
14.06.22	Scottish Power – Wayleave	£1.19

c) **Reconciliation** - To approve the bank reconciliations up to and including 31st May 2022. **RESOLVED** to approve.

d) **Internal Transfer of Funds** – Consider Clerk’s proposal to transfer funds from Natwest to Unity Trust.

It was **NOTED** that £8,000 has been transferred on 6th June from the Natwest Current Account to the Natwest Savings Account to optimise interest. It was **RESOLVED** to transfer £7,500.00 from the Natwest Current Account into the Unity Trust Current Account. When the Unity Trust Savings Account is active, it was agreed that £45,000.00 be transferred from the Current into the Savings Account, leaving funds in the Current Account to pay for the upcoming payment for the Play Area Refurbishment.

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- e) **1st Quarter Internal Controls** – Appoint a councillor to carry out internal checks on the accounts during 22/23.
It was **RESOLVED** to appoint Cllr Whitby to carry out the internal checks on the accounts during 22/23.
- f) **Banking Arrangements** – Agree for signatories to sign the savings account application form.
The two signatories present signed the Application and the Clerk to meet with the remaining two and obtain signatures so that the application can be completed.

271.22

Review the following Health and Safety Documents:

- a) Health and Safety Policy
- b) Risk Register and Risk Management Scheme
- c) Asset Management/Inspection Schedule
- d) Risk Assessments

It was **NOTED** that date sensitive updates have been made to the Asset Inspection Schedule and the quarterly cleaning of the bus shelters added. **RESOLVED** to approve all policies and documents a-d on block.

It was **NOTED** that as part of the bus shelter cleaning, the contractors have reported that hedge behind the green bus shelter at the Orthopaedic is preventing them from cleaning the top and the back of the shelter. It was **RESOLVED** that the Clerk write to the property owner, requesting that they either cut the hedge back or give permission for the PC's contractors to do so, to enable them to access the shelter for cleaning.

272.22

Local Council Award Scheme

Consider applying.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB). Councils can apply for an award at one of three levels: The Foundation Award demonstrates that a council meets the requirements for operating lawfully and according to standard practice. The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement. The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The Cost is as follows:

Registration Fee of £50.00 (payable immediately upon registering)

Foundation - £80.00

Quality Standard - £100.00

Quality Gold - £200.00

It was **RESOLVED** not to pursue this award at present as the benefits of holding the award do not outweigh the costs involved.

273.22

Internet Access for Meetings

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

Cllr Johnson provided an update on the installation of superfast broadband. It was **RESOLVED** to include on the July agenda a proposal to issue the grant to the Senior Citizen's Hall.

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274.22

Community Car Park

Consider the proposal from Shingler Homes and Shropshire Council to transfer ownership to the Parish Council.

As there was no information available to consider, it was **RESOLVED** to defer this item to a future meeting, when formal documentation will be available for consideration.

Cllr Charmley added that Shropshire Council are currently waiting for the Traffic Regulation Order for the installation of double yellow lines.

275.22

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.

The following update was provided by the Shropshire Council Officer in relation to items a) – c):

- There is currently an embargo on CIL applications which hasn't allowed me to progress with the request – however it remains on my list for as soon as the embargo is lifted.
- I have updated IIG to let them know the request is coming; I cannot confirm this will be successful but I will share the application with the Parish prior to submission. The responses from drainage and the tree team will be part of the application and therefore covered in that
- Penybryn Crossing – Awaiting clarification on land ownership

RESOLVED to note and the Clerk was asked to continue requesting regular updates on progress.

- d) Extension of the 30mph speed limit on B5009 Whittington – Gobowen Road – Receive update. The Clerk reported that there is no update to provide and that the project is in the work programme. **NOTED**.
- e) Bins – Discuss the possible installation of a new waste bin(s) and suitable location(s). The Clerk reported that the order has been placed for the additional Bin. **RESOLVED** to note.
- f) Trees along the Community Car Park – Consider concerns raised about visibility. Concerns were **NOTED**. The trees remain, at present, the responsibility of Shropshire Council / Shingler Homes.

276.22

Streetlights, Benches, Bus Shelters and Fences

- a) Receive an update on Column Connections in Yew Tree and discuss. It was **NOTED** that the column connections have now been completed and there is just one old column on the left as you enter Oaklands Drive that requires removal.
- b) Consider quotes for maintenance work required to Benches Bus Shelters. **RESOLVED** to approve.
- c) Consider quote to repair the fence to the side of the Play Area on Fitzgwarine Drive. **RESOLVED** to approve.

277.22

The Queen's Platinum Jubilee

To receive a resume of the activities and events that took place.

Cllr Johnson gave a resume of activities on what was an unfortunately wet weekend. Whittington Together thanked the Parish Council for the grant. **NOTED**.

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278.22

Pen-y-Bryn Affordable Housing Development

Receive an update from Councillor Johnson on progress.

Cllr Johnson reported that building has now commenced and the Parish Council Streetlight has been removed. **NOTED**.

279.22

Correspondence

To note correspondence received:

1. SALC / NALC – Bulletins, News in brief bulletins, NALC Legal Briefings and Newsletters
 2. Shropshire Council's Leader – update to stakeholders
 3. Awel Y Mor Newsletter
 4. Montgomery Waterway Restoration Trust – invite to the canal forum 20/06/22
 5. Youth Conference South Shropshire 25/06/22
 6. Community Events – SaTH NHS Trust
 7. Monthly Fraud & scam bulleting from West Mercia Police - Economic Crime Unit – June
 8. Road Closure: B4397 Burlton Crossroads to English Frankton. 27th June - 5th August 2022. Purpose: Surface Dressing Site 133
 9. Road Closure: Queens Head to Rednal. 18th July - 21st July 2022. Purpose: MV-2180 carriageway repairs. Queens Head to Rednal closure 18-19/07/22. Rednal to Haughton closure 19-21/07/22. The closures will not take place at the same time.
 10. Road Closure: B4397 - MARTON JUNC TO BURLTON XRDS 60MPH. 25th June - 19th July 2022. Purpose: Surface Dressing Site 63 Works
 11. Road Improvements - Drenwydd and Inglis Road, Park Hall - 24/25/26 June – 9.30am-4.00pm in days. 3 and 4 August – 9.30am-4.00pm in days
- RESOLVED** to note.

Consider:

1. Oswestry – Gobowen SOCB – Stakeholder Engagement – no comments.
2. PCC – Town and Parish Council Survey – Clerk requested to submit the same response as in 2021.
3. Food Poverty – Consider signing the open letter – It was **RESOLVED** that councillors decide independently whether to sign this as individuals.

280.22

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.**

- *Jack Mytton Inn – concerns raised about the vulnerability of the site (privately owned site).*
- *Fix my Street – not always effective and matters not dealt with efficiently. Hedges at Yew Tree House have been cut back but not enough. Report back to Shropshire Council as the hedges are still impinging on visibility and access.*
- *Footpath between orthopaedic and Park Hall (along North Drive) grass is very overgrown*
- *. Has been logged on Fix my Street but follow up as becoming urgent.*

281.22

Date and Time of Next Meeting

To note the date and time of the next meeting.

Tuesday 26th July, 7.30pm.

Meeting was closed by the Chair at 21.24