

# WHITTINGTON PARISH COUNCIL

Minutes of the Meeting of Whittington Parish Council held on Tuesday 23<sup>rd</sup> August 2022 at 7.30pm in the Senior Citizen's Hall, Station Road, Whittington.

**Councillors Present:** Lucy Beaumont (Chair), Greg Hickman (Vice Chair), Jill Whitby, Frank Davis, Keith Stanton, Steve Pugh, Vanessa Bromley, Steve Charmley and Sue Manford.

**Also in attendance:** Mrs Amy Jones (Clerk). 2 members of the public. 1 Accessibility Support.

## Parish Council MINUTES

### 298.22 Apologies for Absence

Apologies received from Cllrs Harvey, Bromley and Johnson.

### 299.22 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. None declared.
- b) To consider any applications for dispensation. None received.

### 300.22 Confirmation of the Minutes

To approve and authorise the signing of the Minutes of the Full Council Meeting held on 26.07.22.

It was **RESOLVED** to approve the Minutes of the Full Council Meeting held on 26.07.22 and they were signed by the Chair as a true record.

### 301.22 Public Participation

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

Members of the public spoke on the following matters:

- Pre-application engagement. Proposal to convert of an old farm building for residence. More information and an application will follow in due course. **NOTED.**

### 302.22 Reports

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

<b>Road Safety / Highways (matters not included for discussion elsewhere on the agenda)</b> <b>Signage along Castle Street</b> <ol style="list-style-type: none"><li>1. The Oswestry directional sign sending people up Castle Street rather than Station Road. Reported to SC 23.01.2020. SC have confirmed that they will look to renew this sign/posts as part of their works programme (19.03.2020). They will also relocate sign to resolve issue with vehicles turning into the dead-end bit of Castle Street.</li><li>2. 30mph signage – additional repeater signs requested. Confirmed that they will be put in 19.03.2020.</li></ol> Update from Shropshire Council's Traffic Engineer (12.03.21) – work delayed due to Covid.	On-going
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<p><b>Followed up 20.07.21</b> –Update from Traffic Engineer - 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><b>UPDATE 15.03.22</b> – 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. Update requested July 2022.</p> <p><b>UPDATE 04.08.22</b> - There is a plan and design of the ADS sign near Castle Street with WSP that has been designed by WSP. Regarding the 30mph repeaters, all the works in Whittington (these and the Car Park Lines, Bollards, extension of the 30mph on B5009 etc) may be joined together as one scheme to save costs and disruption to the road network etc.</p> <p><b>Footpath through the development off Park Crescent</b> – The path will be installed when the development is completed (minute 108.e.21 refers – Monitor.)</p> <p><b>Implementation of Traffic Calming (a planning condition attached to the development off Park Crescent)</b> – Monitor as although installed, it looks incomplete. This has been raised as a query.</p> <p><b>Extension of the 30mph B5009 Gobowen to Whittington</b> <b>UPDATE 04.08.22</b> - WSP that they are working to produce these plans now.</p> <p><b>Parking issues on Top Street</b> Referred to Cllr Charmley to follow up with Shropshire Council. Request for white lines from residents. Cllr Charmley has been liaising directly with residents and explains the proposals for traffic calming that may come to the table as part of a planning application – on-going.</p> <p><b>Installation of a pavement between The Venue and Inglis Road and Burma Road flooding (by the traffic calming, near the Venue).</b> <b>UPDATE 02.08.22</b> - Update from Shropshire Council - here is not fixed date yet for lifting the embargo on expressions of interest for CIL though this is under review at the moment.</p> <p><b>Penybryn Pedestrian Crossing</b> <b>UPDATE 25.07.22</b> - Service Development Project Manager – brief has been sent to WSP with a proposed site for an indicative cost. Awaiting the costs.</p> <p><b>Three Trees TRO</b> <b>UPDATE 04.08.22</b> - Posts alongside the medieval wall to protect the verge, and TRO to control parking around the bus stop etc - WSP are working to produce these plans now. The bollards may be separate from the TRO works but has made the list of schemes to be ordered for this Year. Once the plan is complete for Three Trees it will be sent to the Parish Council before going to Public Consultation.</p>	
<p><b>Streetlights</b> <b>Column 191 (Pen-y-Bryn)</b> – relocated. Not connected by SP. Enquiries from residents. Contact made with developers to request connection date so that residents can be informed.</p>	<p>To note.</p>

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<p><b>Feeder Pillar on Oaklands Drive</b> – Request put to SC to waive the Section 50 permit charge. Officer on leave so no response yet received.</p> <p><b>Light 129 outside the Stanyards</b> – has been removed. Updated inventory sent to SC and Energy Charges updated accordingly.</p>	
<p><b>Defibrillators</b> Phonebox in Hindford still needs Painting (Spring) and signs installing (Cllr Davis)</p> <p>Software update on Senior Citizen’s Defib now complete.</p>	On going.
<p><b>Community Governance Reviews</b> Proposal for no change submitted and submission acknowledged. No updates or further communication received.</p>	To note.
<p><b>Jubilee Tree</b> – 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><b>Play Areas</b> <b>Fitzgwarine Drive</b> –Tango Swing and Glider Handle now installed. Just waiting on the new fixings on the 3-point swing (Cllr Davis). <b>New Play Area</b> – Shropshire Council to come back to the PC with possible options (if any) in Park Hall. Followed up end July. No update to report.</p>	To note.
<p><b>New laptop</b> Clerk looking into options for the possible purchase of a new, additional laptop for the council.</p>	On-going.
<p><b>Community Car Park</b> On-going discussions with SC and Shingler Homes. No update or proposals regarding a possible asset transfer provided.</p>	On-going.
<p><b>Shropshire Council issues reported to the Clerk (logged on Fix my Street or reported to Officers)</b></p> <ol style="list-style-type: none"> <li>1. Rats by the bin between the White Lion Pub and the Castle Moat – Reported to SC Pest Control and Castle copied in.</li> <li>2. Badly damaged pavement on Station Road – A technician is investigating.</li> <li>3. Verge being claimed as garden – reported to SC and a technician is investigating.</li> <li>4. Defective Bollards at Drenewydd following road resurfacing. The bollards were replaced on the traffic islands but the wrong ones have been put on, meaning the reflective bit is on the wrong side and therefore really hard to see at night – reported to SC and a technician is investigating.</li> </ol>	To note.

The Clerk reported that the Draft Three Trees TRO plans have now been shared with the Council, before going out for public consultation. The draft plans were considered by the council and it was **AGREED** to make the following comments:

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- Request for at least one disabled space outside of the Big House (for general use) (minute 290.2.22 refers)

The Clerk also reported that a public consultation with the residents of Top Street has now taken place, conducted by the Planning Consultant, in relation to the planning and traffic proposals (not yet submitted to Planning).

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

Cllr Davis reported that there are issues with the small climber and the platforms for the glider.

The recent weather has escalated the rot on the platform (board) on the small climber and there is now a small gap between the frame and the platform. This has been taped over an intermediary precaution. The area was taped off, however, almost immediately this was pulled down by people. Ray Parry Playgrounds has been out to inspect the issue and has quoted for replacement boarding.

Replace both timber decks and steps - £750 + VAT.

It was noted that the unit may be approaching the end of its useful life as some on the main posts have cracked in excess of the 8.6 mm, allowing for possible finger traps. As the dry weather subsides these may close up.

The rot to the fixings of the glider platforms has also escalated in the extreme weather, however these will not fall as they are supported beneath.

The annual ROSPA inspection report will take place in early September.

It was **RESOLVED** to:

- Carry out weekly checks (Cllr Davis) to monitor closely for any further deterioration.
- Consider the Inspectors comments when the report is available.
- If the inspectors report highlights the issues as posing a risk, the Clerk is to be delegated responsibility to approve the quote to replace the decks and steps. However, if the issues extend beyond the decks and steps (splits in posts), the Council will need to take the unit out of service (depending on the severity of the risk) and consider a replacement unit.
- Monitor the ground level under the toddler slide and await inspectors comments. A top up to raise the ground level may be required and also to level out the ground where the logs have been removed.
- Monitor the Glider Platforms and Councillor Davis may be able to carry out some work secure the fixings.

- c) **Police Report** – Consider.

04/07/2022 – Assault

05/07/2022 – Criminal damage

07/07/2022 – Assault

09/07/2022 – Unlisted

09/07/2022 – Stalking / Harassment

11/07/2022 – Stalking / Harassment / Mal Comms / Assault

14/07/2022 – Criminal damage

15/07/2022 - Stalking / Harassment

17/07/2022 – Crime Unlisted

21/07/2022 – Crime Unlisted

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22/07/2022 – Assault

22/07/2022 – Public Order

24/07/2022 – Burglary (commercial)

27/07/2022 – Vehicle interference

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

ASB – 1

Concern for Safety – 3

Domestic Incident – 1

Highway disruption (including Road Traffic Collisions) – 9

Missing Person - 1

Suspicious Incident - 0

## **NOTED.**

- d) **Shropshire Councillors Report** – To receive a report from Cllr Steve Charmley. August has been a quiet month. No matters to report. **NOTED.**
- e) **Councillor Reports** – To consider reports from Councillors (training courses attended, meetings attended as council representatives).  
Cllr Beaumont provided a resume on the Whittington Castle 3D Project. **NOTED.**

303.22

## Planning

- a) To note recent planning decisions published by Shropshire Council
- I. **Reference:** 22/02731/VAR (validated: 13/06/2022)  
**Address:** Oak Mill Cottage, Whittington Road, Gobowen, SY11 4NQ  
**Proposal:** Variation of condition no.3 (external materials) attached to planning permission ref 21/03457/FUL to allow for revised materials  
**Decision:** Grant Permission
  - II. **Reference:** 18/05391/OUT (validated: 03/12/2018)  
**Address:** Land To The North Of Whittington Road, Park Hall, Shropshire  
**Proposal:** Outline application for the erection of industrial units (B1, B2 and B8) uses to include access  
**Decision:** Grant Permission
  - III. **Reference:** 22/02923/FUL (validated: 24/06/2022)  
**Address:** Bryn-Y-Plentyn Farm, Bryn-Y-Plentyn, Middleton, Oswestry, SY11 4LP  
**Proposal:** Erection of one 40m to hub (67m to tip) wind turbine with control box and all associated works  
**Decision:** Withdrawn

## **RESOLVED to note.**

- b) Consider the following Planning Applications:
- I. **Reference:** 22/03586/TCA (validated: 05/08/2022)  
**Address:** The Chestnuts, Station Road, Whittington, Oswestry, Shropshire, SY11 4BN  
**Proposal:** Fell to ground level 1no Holm Oak within Whittington Conservation Area  
**It was RESOLVED to OBJECT with the following comments:** The Parish Council object to this application because the evidence provided does not indicate that the tree is in poor condition. It is in a conservation zone and is considered a benefit to the entrance to the village.
  - II. **Reference:** - 22/03638/TCA  
**Address:** The Threshings, 8 Donnett Mews, Whittington, Oswestry, Shropshire.

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**Proposal:** To coppice 2no. Silver Birch and maintain growth at eye level height 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.

III. **Reference:** 22/03686/FUL (validated: 11/08/2022)

**Address:** Vine Cottage, 7 Top Street, Whittington, Oswestry, Shropshire, SY11 4DR

**Proposal:** Erection of a two-storey infill extension and single-storey rear extension along with internal reconfiguration

It was **RESOLVED** to **MAKE A REPRESENTATION** with the following comments: The Parish Council have no comments to make on this application.

IV. **Reference:** 22/02588/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: 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.

No additional applications received.

304.22

### Finance and Accounts

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

CHEQUE / BACS NUMBER	PAYEE	DESCRIPTION	NET (£)	VAT	GROSS (£)
31	Clerk	Salary Month 5 (Scale 27) (plus expenses (mileage, 16.00 home office allowance)	1082.86	0.00	<b>1082.86</b>
32	HMRC	PAYE Payments (Month 5) Employer NI	61.84	0.00	<b>61.84</b>
33	Highline Electrical	Invoice 5225 – LED Lantern (Plas Cerrig), test light 152 Yew Tree (£361.20)  Invoice 5226 – Remove Light 129 (Stanyards) (£62.40)  Credit Note for Light 129 (bracket and LED paid for in project c) (£358.80)  361.20 + 62.40 – 358.80	64.80	0.00	<b>64.80</b>
34	Ray Parry Playgrounds	Tango Swing and Maintenance work in Fitzgwarine Play Area (minute 217.22 refers)	7581.00	1516.20	<b>9097.20</b>
Direct Debit	NEST	Pension (Employer & Employee Contribution)	39.04	0.00	<b>39.04</b>

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b) Income – To note income received. NOTED.

Date Received	From Whom and Description	Amount
31.07.22	NatWest – Interest	<b>£6.65</b>

c) **Reconciliation** - To approve the bank reconciliation up to and including 31<sup>st</sup> July 2022. RESOLVED to approve.

d) **Internal Transfer** – Approve an internal transfer to the Unity Trust Current Account. RESOLVED to approve an internal transfer of £10,000 from the Savings Account to the Current Account.

e) **1<sup>st</sup> Quarter Internal Controls** – Receive a report from Cllr Whitby following internal checks on the accounts.

Cllr Whitby reported on the 1<sup>st</sup> Quarter check on the accounts and no issues were raised other than a couple of missing signatures on invoices and on a bank reconciliation. RESOLVED to note and the documents with missing signatures to be signed.

305.22

### Asset Valuation and Insurance Value

Discuss a revised Asset Value for the Play Area, following recent improvements and consider insurance value.

The following was NOTED and considered when discussing asset value:

- The current policy (minute 60.i.20 refers) is that items are included in the Parish Council’s Asset Register at their purchase price (please note – the asset value that the council assigns is different to the insurance value and insurance value is dealt with separately). Notes below cover whether this also includes the cost of installation. The asset value does not include VAT.
- Once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluations are not required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay consistent throughout their life until disposal (extract taken from Accountability and Governance Practitioners Guide for Smaller Authorities – Section 5 p.41). The Joint Panel Accountability and Governance (JPAG) is responsible for issuing proper practices about the governance and accounts of smaller authorities. Its membership consists of sector representatives from the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and the Association of Drainage Authorities (ADA).
- With regards to applying a valuation consistently, this is in relation to other items of a similar nature on the Asset Register. This would apply to Bus Shelters and Play Equipment as well as Streetlights. We have no way of knowing if the items already on the asset register include installation or not because it does not specify this detail. To ensure consistency, it was agreed to include installation in the Asset Value as this is often combined in the cost.

#### Play Equipment

- Play Equipment has historically been given one total Asset Value in the Asset Register - **£40,261.00** There is no breakdown of the purchase price cost of individual items.
- There is no record of the cost of the original wooden Cradle Swing which was replaced in 2020 and as this was a ‘like for like’ replacement, it was agreed to keep the Asset Value the same (minute 60.i.20 refers)

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- Looking back at old records, the following values can be assigned to the units that have now been removed:
  - Rope Climber – cost £11,500.00 in August 2011.
  - Spring Rider - cost approx. £250.00 when initially purchased.
- In July 2022, the Play Area underwent some major improvements as follows:
  - **Project 1** – Replacement of the old rope climber with a new up down climber with 1.5m high slide (4-11 year) and safer surfacing (£20823.00 + £600 for the removal of old unit – removal not included in asset value). Also the addition of a seesaw at the front of the play area (2-6 years) with grassmat surfacing (£1885.00). Including post inspection ROPSA, removal of all other old equipment and ground works, onsite welfare unit and fencing. (£755.00 – not inc in asset value)
  - **Project 2** – Maintenance and improvement works to enhance the space, while the contractors are on site. This includes:
    - Tango Swing with wet pour surfacing - £3950.00
    - Removal of the old spring rider and re-siting the existing one next to the seesaw to make room for the Tango Swing. New grassmats - £500.00
    - New surfacing under the overhead glider – wetpour - £2290.00
    - New handle on the glider - £560.00
    - New fixtures and fittings for the single point swing - £281.00

In **TOTAL**, this equates to a **£30,289.00 increase in asset value**

It was RESOLVED to increase the Asset Value as follows:

$$\begin{array}{r} \mathbf{£40,261.00} \text{ (current asset value)} \\ + \\ \mathbf{£30,289.00} \text{ (value of new assets added)} \\ - \mathbf{£11,500.00} \text{ (old unit removed)} \\ - \mathbf{£250.00} \text{ (old unit removed)} \\ \hline = \mathbf{£58,800.00} \text{ new Asset Value} \end{array}$$

It was **FURTHER RESOLVED** to consider a possible increase in insurance value once the annual inspection has been completed and a decision regarding any further maintenance work has been made.

306.22

### Streetlights and Festive Lighting

- a) Consider the Draft Streetlight Maintenance Contract prepared by the Clerk. The contract was approved and **RESOLVED** that the clerk invite three companies to quote. Quotes will then be considered later in the year, with the contract running from 1<sup>st</sup> January 2023. The possibility of including Festive Lighting in the contract was also discussed and **AGREED**, making the contract a Lighting Contract, running for a period of 3 years.
- b) Discuss Festive Lighting Options and Ideas for the 2022 Display.

Options for the 2022 Festive Lighting Display were discussed and the following considered:

- Column Displays x 4 in Church (as per previous years)
- More Column decorations in Park Hall to make more of a display as it looked a bit sparse or light the trees on the Drenewydd to North Drive strip.
- Request a cut tree for the green by the Car Park.



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- Check lights are in working order on Three Trees Green.
- Can lights go off when the s/lights go off to save electricity? Running costs?

It was **RESOLVED** that ideas and costs be brought to the next meeting for further discussion.

### 307.22 Pen-y-Bryn Affordable Housing Development

Receive an update from Councillor Johnson on progress.

Cllr Johnson was not present to provide an update.

### 308.22 Correspondence

#### To note correspondence received:

1. SALC / NALC – Bulletins, News in brief bulletins, NALC Legal Briefings and Newsletters
2. West Mercia Police – Relaunch of the Community Charter
3. Road Closure: Berghill Lane (Perry Farm Bridge), Whittington. 13th September 2022  
Purpose: Bridge Inspection
4. West Mercia Police - Economic Crime Unit - monthly bulletin
5. Shropshire Food Strategy – Invite to the Good Food Partnership Event on the 15th October
6. Shropshire Council’s – Leader Update
7. Shropshire Council - Road Closure: Queens Head to Rednal. 10th November - 11th November 2022. Purpose: MV-7001 carriageway repairs. Queens Head to Rednal closure 10th November 2022. Rednal to Haughton closure 11th November 2022.

#### Consider:

1. Shropshire’s Council’s Draft Empty Homes Strategy.  
No comments.
2. NALC Civility and Respect Project – Consider signing the Pledge.  
**AGREED** to sign and include the policy on the next agenda.
3. Option to opt out of the SAAA central external auditor appointment arrangements.  
**NOTED** and agreed not to opt out.

### 309.22 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.***

- Matters of overgrown hedges reported on Fix my Street were dealt with within 3 days.
- Overgrown hedges obscuring 30mph signs throughout Park Hall – to be logged on Fix my Street.

### 310.22 Date and Time of Next Meeting

To note the date and time of the next meeting.

Tuesday 27<sup>th</sup> September – 7.30pm.

**Meeting was closed by the Chair at 20.49**