

# WHITTINGTON PARISH COUNCIL

Minutes of the Meeting of Whittington Parish Council held on Tuesday 22<sup>nd</sup> November 2022 at 7.30pm in the Senior Citizen's Hall, Station Road, Whittington.

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

**Also in attendance:** Mrs Amy Jones (Clerk). 1 Planning Consultant (left the meeting after item 344).

## Parish Council MINUTES

### 340.22 Apologies for Absence

Apologies received from Cllr Ian Johnson and Cllr Steve Charmley.

### 341.22 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.

### 342.22 Confirmation of the Minutes

To approve and authorise the signing of the Minutes of the Full Council Meeting held on 25.10.22.

It was **RESOLVED** to approve the Minutes of the Full Council Meeting held on 25.10.22 and they were signed by the Chair as a true record.

### 343.22 Public Participation

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

No members of the public present.

### 344.22 Top Street Traffic Management Proposals

Receive an update following the latest consultation with residents of Top Street.

The Planning Consultant provided an update to Councillors. Residents have been consulted regarding the proposals for traffic management which initially involved white lining Top Street. The initial proposals were not well received by residents as they did not feel that they would stop rat running or reduce speed. The meeting established that the preferred way forward would be an 'only for access' order. Discussions have taken place, informally, with Shropshire Highways. A leaflet has now gone out to all residents. Out of the 48 households who received a leaflet, 14 were returned (30% return). 11 households agreed or strongly agreed with a proposal for access only. 2 disagreed and 1 strongly disagreed. There is some scepticism about how it would be enforced. ANPR cameras are a possible option. They are expensive but are being looked into. The intention is to make a planning application for 6 dwellings and the traffic order to create the access only would be funded by the applicant, if planning is granted. Also proposing a white lining scheme which will encourage people into the middle of the road to improve visibility or discuss with highways the possibility of funding a build out (traffic calming). The next stage is that an application for the development will be prepared for submission (over next few months). There may be another consultation about the development prior to submission.

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Update **NOTED.**

345.22

## Reports

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

<p><b>Road Safety / Highways (matters not included for discussion elsewhere on the agenda)</b></p> <p><b>Signage along Castle Street</b></p> <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> <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><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 are working to produce these plans now.</p> <p><b>Parking issues on Top Street / Access issues onto Daisy Lane</b> Cllr Charmley has requested a site visit with Shropshire Council's Traffic Engineer.</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 present.</p> <p><b>Penybryn Pedestrian Crossing</b></p>	<p>On-going</p>
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<p><b>UPDATE 25.07.22</b> - Service Development Project Manager –The cost of a crossing would be on average between £60,000 to £125,000 depending on the type of crossing, the infrastructure in place and any prep work. This might increase or decrease depending on the outcomes of the design work. WSP currently putting together a quote for a Feasibility Study which the Parish Council will then consider funding. The feasibility study through WSP would look at the placement, type of crossing and do some preliminary checks. The Neighbourhood fund could be used to fund this if the Parish Council wanted to proceed.</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. The bollards may be separate from the TRO works but has made the list of schemes to be ordered for this Year.</p> <p>Cllr Charmley arranging a site meeting which will also look at:</p> <ul style="list-style-type: none"> <li>• The hedge at Yew Tree House causing visibility issues at the junction</li> <li>• Overgrown hedge before the Top Street turning on the Ellesmere Road</li> </ul>	
<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>Play Areas</b>  <b>Fitzgwarine Drive</b> – ROSPA Report will help assess the issues with the small climber and whether remedial work or replacement is required. Insurance Value to be reconsidered once this is known, following recent work in the Play Area.  <b>New Play Area</b> – Shropshire Council to come back to the PC with possible options (if any) in Park Hall.  <b>Update 31.10.22</b> - Council has just secured funding and commissioned a very extensive package of site investigations works to fully assess the asbestos contamination, unexploded ordnance and bombs and general state of the land. This will help inform the options we have moving forward. Due to the significance of these site investigations and associated lead in times it's not likely we will have meaningful results until early next year.</p>	To note.
<p><b>Defibrillators</b>          Issues with the lock on the Park Hall cabinet.          Door swapped by manufacturer and sent away for testing.</p>	To note.
<p><b>Noise camera trial update (Case Ref: HM1930)</b>  <b>Update from Helen Morgan MP</b>          I am writing to update you on my application to include North Shropshire in the Government's noise camera trials which you contacted me about earlier this year. Unfortunately we have not been selected for the next stage of the trials. I have attached the letter from the Department for Transport which explains the decision in more detail. I am sorry the news is not more positive on this occasion. However, I am still of the believe that these cameras could be extremely useful here in North Shropshire and I will be monitoring the progress of the trial closely. Should further opportunities arise to bring cameras to the area I will be sure to take advantage.</p>	To note.

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<b>Lighting</b> – Light 76 has been flagged by Shropshire Council (following an audit of all lights on the Joint Energy Scheme) as still being SOX. Issue has been raised with Highline and they have been asked to rectify this as it was incorrectly listed as an LED on the inventory. Light will be converted to an LED.	
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b) **Whittington play area at Fitzgwarine** – Consider the latest visual inspection report provided to the council by Cllr Frank Davis and discuss the Annual ROSPA Report (if available).

The ROSPA Report has been circulated but as it was only received a couple of hours before the meeting, it was **RESOLVED** to defer this for consideration at the December meeting, when councillors will have had time to read all the information within the report and can consider the cost to replace the timbers.

The report highlights two units as being MODERATE Risk:

- The Junior MultiPlay - as expected this is considered a Moderate Risk. 16 issues were identified but the one considered a moderate risk is the rotten timbers with the required action being to replace the rotten timbers.
- Single Point Swing - Moderate Risk relating to bearings and fixings which Cllr Davis will rectify as all parts have been supplied.
- Inclusive Swing – Newly installed until but graded low risk as too close to the ground – to be raised with Ray Parry Playgrounds.

c) **Police Report** – Consider.

**NOTED.**

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

The following report was read out by the Chair, on behalf of Cllr Charmley:

1. No report from Shirehall, other than to say that finances are dire and Shropshire is very likely to increase their Council tax to the maximum amount after the government announcements last week, which is likely to be a 4.99% increase, which equates to £6.20/month on a band D property.
2. Top Street proposals – the issue with access only will be enforcement. I am still of the view that the best solution is the original suggestion - that the Gobowen end of Top Street needs redesigning to stop Gobowen traffic cutting off the Church corner, subsequently stopping 'rat running' and thus reduce speed and traffic volume.
3. Meeting with Highways, nothing to update, will try again to arrange a meeting date.
4. Park Hall Footpath - nothing to update.

**NOTED.**

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

**SALC AGM** – Cllr Beaumont attended. West Mercia's Chief Constable gave a presentation. Commitment to PCSOs attending Parish Council meetings every 3 months. 20 Plenty – will not be enforced by the Police. Commitment – Police will attend every residential burglary. PCSOs to attend Warm Welcome Hubs to talk to the elderly and vulnerable. **NOTED.**

**Oswestry Area Committee** – Cllr Hickman and Cllr Beaumont attended. All Councils having issues with Highways. No response and lack of communication. Flood protection. Rural fund being established. Support for local transport and village halls. Solar Farms – looking to firm up contract to change 'may consider giving back to community' to 'will give something back to the local community'. **NOTED.**

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**SALC Executive** – Cllr Hickman attended. Content covered was much the same as at the Oswestry Area Committee. **NOTED.**

**Remembrance Service** – Cllr Beaumont laid a wreath on behalf of the Parish Council. **NOTED.**

## 346.22 Finance and Executive Committee

To receive a verbal report following the meeting on 23<sup>rd</sup> November and consider recommendations on the following:

**a) Policies - A review of the following documentation:**

General Reserves Policy and Training and Development Policy

Recommendation to review with no amends. **RESOLVED** to approve.

**b) Savings and Investments**

The committee made the following recommendation:

Withdraw £35,000 from Nationwide, giving the required 95 days notice, (nominated bank account – Natwest Savings Account).

The Committee provided Cllrs with information on the CCLA Public Sector Deposit Fund, as a possible option to optimise the rate of return on invested funds. It was **RESOLVED** to defer this to the December meeting to give councillors time to fully consider the information on the fund.

**c) 2022/23 Pay Agreement**

**NOTED.**

## 347.22 Planning

**a) To note recent planning decisions published by Shropshire Council**

**I. Reference:** 22/04085/FUL (validated: 06/09/2022)

**Address:** Pen Y Bryn House, 34 Boot Street, Whittington, Oswestry, SY11 4DG.

**Proposal:** Erection of infill two storey extension, double garage to rear and side gates and piers to inner driveway

**Decision:** Grant Permission

**II. Reference:** 22/03943/FUL (validated: 26/08/2022)

**Address:** 1 Mellor Meadows, Whittington, Oswestry, Shropshire, SY11 4FN

**Proposal:** Erection of extension to side creating a carport with bedroom over

**Decision:** Grant Permission

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

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

**Proposal:** Variation of Condition no.2 (approved drawings) attached to 20/03753/FUL to allow for the siting of a roof mounted extractor fan with associated ducting

**Decision:** Grant Permission

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

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

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

**Decision:** Grant Permission

**RESOLVED to note.**

**b) Consider the following Planning Applications:**

**V. Reference: NONE RECEIVED AT DATE OF AGENDA.**

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- c) 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.

### 348.22 Finance and Accounts

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

CHEQUE / BACS NUMBER	PAYEE	DESCRIPTION	NET (£)	VAT	GROSS (£)
47	Clerk	Salary Month 8 (Scale 27 at 2022/23 rate) (plus expenses (mileage, 16.00 home office allowance) and backdated pay	1418.18	0.00	<b>1418.18</b>
48	HMRC	PAYE Payments (Month 8) Employer NI	295.44	0.00	<b>295.44</b>
49	A.G. Royce	Grounds Maintenance – as per contracted rate	1905.00	0.00	<b>1905.00</b>
Direct Debit	NEST	Pension (Employer & Employee Contribution)	75.44	0.00	<b>75.44</b>

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

Date Received	From Whom and Description	Amount
31.10.22	NatWest – Interest	<b>£24.22</b>

- c) Reconciliation - To approve the bank reconciliation up to and including 31<sup>st</sup> October 2022. **RESOLVED** to approve.
- d) **Internal Checks** – Receive a report from Cllr Whitby following the 2<sup>nd</sup> quarter checks. Cllr Whitby reported that the 2<sup>nd</sup> Quarter Internal Checks on the accounts had been completed, with no issues raised. **NOTED.**
- e) **S/Light Energy Charges** – Receive an update on the projected 2023/24 joint energy scheme charges.  
**Current rate** – 17.838p  
**Estimated SP** – 37.103p  
**NOTED.**

### 349.22 Lighting Contract - Exclusion of press and public - to resolve:

*That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from this item on the grounds that the following item will disclose the time sensitive commercial interests of the council and the persons that have tendered their services is not in the public interest.*

Consider quotes and appoint contractor.

It was **RESOLVED** to appoint Highline as the Parish Council’s Lighting Contractor from 1<sup>st</sup> January 2023 – 31<sup>st</sup> December 2025.

### 350.22 Shropshire’s Warm Hubs – Warm Welcome

Consider making grants to the Senior Citizen’s Hall and The Church to support their role as a ‘Warm Hub’ in Whittington.

The following information was provided:

#### Senior Citizen’s Hall

A Coffee morning is held every Thursday (10am – midday) for people to meet and enjoy a cup of tea or coffee with biscuits and sometimes cake. There is a library that people can use and also free wifi

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internet access if people want to bring along their computers. They normally request a £1.50 donation from each person attending. The coffee morning is registered on the Warm Hub Warm Welcome Site.

## **It was RESOLVED to make a grant of £200.00 to support with heating costs (BACS50)**

### **The Church**

The church is now open between 10-4pm every day and registered as a warm hub with Shropshire Council. There is a drop in on a Monday from 10.30-12.30pm providing hot drinks and food.

NALC have confirmed the following in a legal bulletin:

"A council could provide financial assistance to the local church being used as a "warm hub" by contributing to the church's anticipated higher heating bills. A grant towards the cost of electricity does not involve work on property so it is not caught by the 1894 Act. The council could use section 137 of the 1972 Act in the circumstances, or, for eligible councils, the general power of competence would be applicable."

## **It was RESOLVED to make a grant of £300.00 to support with heating costs (BACS51)**

The Parish Council to help publicise these sessions on Social Media / Ripple / Website / Press so that people know where they can go in the village for a Warm Welcome.

## 351.22 Highways, Pavements and Footpaths

- a) Receive an update on 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 – Consider the costs from Shropshire Council to carry out a Feasibility Study on the site.
- d) Extension of the 30mph speed limit on B5009 Whittington – Gobowen – Receive an update.
- e) Receive an update from Cllr Charmley following a site visit in Whittington with Shropshire Council's Traffic Engineer.

**No updates available - Defer to the December meeting.**

## 352.22 Damaged Bus Shelter – Inglis Road

Discuss and consider costs for repair / replacement.

The Clerks presented a report, providing four quotes for supplying a replacement shelter. Currently awaiting a quote to repair the damaged shelter. It was **RESOLVED** to delegate the Clerk authority to authorise repairs up to the value £1000.00. If the quote to repair the shelter is over £1000.00, it was **FURTHER RESOLVED** to delegate the Clerk authority to raise an insurance claim and **APPROVE** the agreed quote from ACE Shelters to remove the existing shelter and supply and install a new one (like for like).

## 353.22 Festive Lighting

Receive an update on the 2022 display.

It was reported that:

- The hole has been dug for the new tree at Drenewydd. Waiting now for the trees to be delivered.
- The lights to be turned on 3<sup>rd</sup> December.
- Shropshire Council have been notified for Electricity Charges.

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It was suggested that the Council approach the Castle and Pubs to ask whether there are any plans to re-start the Carol Service.

## 354.22 Parish Council Project Plan

To review the Project Plan, ahead of 2023/24 budget planning (*projects to be funded through Neighbourhood Funds are to be automatically added to the Place Plan*).

The Project Plan was reviewed, noting items that are now marked as completed. It was **RESOLVED** not to add any new items at present as there are big projects waiting in the pipeline (new play area, Pen-y-Bryn crossing) but to include this item again on the December agenda to give Councillors another opportunity to contribute ideas. It was **AGREED** to add in allotments to the land request for when Shropshire Council discuss their Master Plan for Park Hall.

## 355.22 Emergency Bleed Control Kits

Consider purchasing.

The Chair reported that she will not be claiming the £350 Chair's Allowance for 2022/23 and proposed to the Council that these funds could be transferred to the defibrillator budget heading and used to purchase four kits for each Defibrillator Cabinet (£85.00 each, total cost £340.00) from the Daniel Baird Foundation. **RESOLVED** to approve.

It was noted that the kits have a 5-year shelf life.

## 356.22 Pen-y-Bryn Affordable Housing Development

Receive an update from Councillor Johnson on progress.

The developers are still keen to help find a solution to light the area where the streetlight has been temporarily disconnected. They are hoping that some of the solar lights they are erecting on site will throw some light onto this area.

### **NOTED.**

## 357.22 Correspondence

### **To note correspondence received:**

1. SALC / NALC – Bulletins, News in brief bulletins, NALC Legal Briefings and Newsletters
2. NALC Chief Executive Bulletins
3. NALC AGM 25/10/22 – Summary Minutes
4. Joint Strategic Needs Presentation
5. West Mercia Police – Crime Bulletin
6. Shropshire Council - Programmed Surface dressing work 2023/2024 – a section of the A495 Whittington Road, after the Drenewydd Junction to The Glebe.

### **For consideration:**

7. Shropshire Council's draft Tenancy Strategy and Tenancy Policy – no comments.
8. Boundary Commission for England 2023 Boundary Review – no comments.

## 358.22 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.***

- *Light out Babbinswood – Light Number 3*
- *Welcome gates and signage issues on Ellesmere Road – logged on Fix my Street*



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- *Trees protruding onto the Highway – at what point will Highways get involved to stop them obstructing the Highway*
- *Ivy obstructing the 30mph sign at the entrance to the village. Reported to land owner.*
- *The Venue had a bonfire / firework event. Parking was a serious issue, despite the offer of a shuttle bus service. Parking and staffing needs to be organised properly if the event was to be held in the future. Feedback to Oswestry Town Council.*

359.22

### Date and Time of Next Meeting

To note the date and time of the next meeting.

Tuesday 13<sup>th</sup> December, 7.30pm.

**Meeting was closed by the Chair at 21.26**