

Whittington Parish Council

T: 01691 829571

E: clerk@whittingtonpc.com

www.whittingtonpc.com


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

17th 2023

Dear Councillors,

YOU ARE SUMMONED TO ATTEND THE MEETING OF THE PARISH COUNCIL TO BE HELD ON **TUESDAY 23RD MAY 2023 AT 7.00PM** 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 to attend.



Mrs A Jones, Clerk to the Council

Parish Council AGENDA

- 65.23 Election of Chairman and Declaration of Acceptance of Office
- 66.23 Election of Vice Chairman and Declaration of Acceptance of Office
- 67.23 Apologies for Absence
- 68.23 **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.
- 69.23 **Confirmation of the Minutes**
To approve and authorise the signing of the Minutes of the Full Council Meeting held on 18.04.23.
- 70.23 **Public Participation**
To allow public participation in accordance with the Council's Standing Order procedure.
- 71.23 **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.

72.23 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

73.23 To receive the 2022-23 Annual Accounts

- a) Internal Auditors Report 2022-23 – To note.
- b) Annual Governance Statement 2022-23 (section 1 of the AGAR) – To consider and approve.
- c) Accounting Statements 2022-23 (section 2 of the AGAR including the explanation of variances) – To consider and approve.
- d) Exercise of Public Rights – to note the dates proposed.

74.23 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, data protection legislation and accessibility:
 - I. Publication Scheme
 - II. Privacy Policy
 - III. Document Retention Policy
 - IV. Personal Data Management Policy
 - V. Security Incident Response Policy
 - VI. Subject Access Policy
 - VII. Accessibility Statement (Website)
- f) **Parish Council Policies:**
 - I. Complaints Policy
 - II. Press and Media Policy
 - III. Grant Awarding Policy

75.23 Reports

- a) **Clerk's Progress Report** – Consider matters arising since the last meeting (attached report).
- b) **Whittington play area at Fitzgwarine** – Consider the latest visual inspection report provided to the council by Cllr Frank Davis.
- c) **Police Report** – Consider monthly and annual reports.

- e) **Shropshire Councillors Report** – To receive a report from Cllr Steve Charmley (if available).
- f) **Councillor Reports** – To consider reports from Councillors (training courses attended, meetings attended as council representatives).

76.23

Planning

- a) To note recent planning decisions published by Shropshire Council
 - I. **Reference:** 23/00827/FUL (validated: 27/02/2023)
Address: Rose Cottage, Lower Frankton, Oswestry, Shropshire, SY11 4PB
Proposal: Erection of single storey ground floor rear extension
Decision: Grant Permission
 - II. **Reference:** 22/05667/LBC (validated: 19/12/2022)
Address: Old Manor House, 1 Boot Street, Whittington, Oswestry, Shropshire, SY11 4DG
Proposal: Removal of the bath from the existing ground floor bathroom and return it to a w.c./cloakroom with new sanitary ware, under drawing of ceilings: in breakfast room, in part of hall, in living room, removal of non-breathable paint from inglenook in living room, addition of 2No en-suite shower rooms between two existing bedrooms on first floor including reinstatement of doorway in the existing wall between the two bedrooms, addition of en-suite to the existing main bedroom on first floor, addition of a shower to the existing bathroom on second floor, additional of wc to the remaining bed room on second floor, addition of new drainage where shown on the enclosed drawings (internal) and slate vents for new extract fans affecting a Grade II Listed Building.
Decision: Grant Permission
- b) Consider the following Planning Applications:
 - I. **Reference:** 23/01531/FUL (validated: 09/05/2023)
Address: Pen-Y-Belan House, Hindford, Whittington, Oswestry, Shropshire, SY11 4NL
Proposal: Erection of new three bay garage block on land to right front of house elevation, to rear of next door property garage.
- c) Consider Planning applications not listed above that are received after the issue of this agenda and are included on Shropshire Council's website.

77.23

Finance and Accounts

- a) Approve the following accounts for payment:

CHEQUE / BACS NUMBER	PAYEE	DESCRIPTION	NET (£)	VAT	GROSS (£)
8	Clerk	Salary Month 3 (plus expenses (mileage, 16.00 home office allowance)	1152.79	0.00	1152.79
9	HMRC	PAYE Payments (Month 2) & Employer NI	97.33	0.00	97.33
10	Shropshire Council	S/Light Energy – 1 st Quarter	860.88	172.18	1033.06
11	B. Townson	Internal Audit 22/23	125.00	0.00	125.00
12	SALC	ALC Affiliation Fees	1202.18	0.00	1202.18
13	Arthur J Gallagher Insurance	Insurance Premium (1 st June 23 – 31 st May 24) – To be considered under agenda item 78	1271.05	0.00	1271.05
DD	NEST	Pension Contribution (Employer and Employee)	45.73	0.00	45.73

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

Date Received	From Whom and Description	Amount
26.04.23	Shropshire Council - Precept	£55665.52
18.04.23	HMRC – VAT Refund	£8517.81
28.04.23	Natwest – Interest	£30.37
09.05.23	Shropshire Council – Neighbourhood Fund	£94716.23

c) **Reconciliation** - To approve the bank reconciliation up to and including 30th April 23.

d) **Internal Transfers and Accounts** – To note the internal transfer of funds and the opening of the account with Redwood Bank.

78.23 Insurance

To receive a report from the Finance and Executive Committee and to approve renewal quotation and confirm the re-commencement of a 3 year agreement.

79.23 Highways, Pavements and Footpaths

- a) Receive an update regarding Burma Road flooding (by the traffic calming, near the Venue) and clearing of the woodland area. Consider installation of a Bin to discourage littering.
- b) Receive an update on the installation of a pavement between The Venue and Inglis Road (CIL Funding).
- c) Penybryn Pedestrian Crossing – Receive an update on the ownership of the hedge.
- d) Extension of the 30mph speed limit on B5009 Whittington – Gobowen – Receive an update.

80.23 Place Plan Review

To consider the report prepared by the Clerk and discuss projects for inclusion in the review. Consider feedback from residents, provided at the Annual Parish Meeting.

81.23 The Coronation of King Charles III

Receive an update on activities that took place in the Parish.

82.23 Pen-y-Bryn Affordable Housing Development

Receive an update from Councillor Johnson on progress.

83.23 Correspondence

To note correspondence received:

1. SALC / NALC – Bulletins, News in brief bulletins, NALC Legal Briefings and Newsletters
2. NALC Chief Executive Bulletins
3. Invite for a Tour of Derwen College
4. PCC Fraud Bulletin
5. PCC Newsletter April 23
6. WMP Newsletter April 23
7. Cycling and Walking Consultation
8. Solar Farms – Community Benefit Funding
9. Joint Strategic Needs Assessment for Oswestry

To consider:

1. Consultation on draft recommendations for division boundaries in Shropshire (deadline 10th July) - https://www.lgbce.org.uk/sites/default/files/2023-04/shropshire_dr_long_report_with_cover.pdf

84.23

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.***

85.23

Date and Time of Next Meeting

- a) To note the date and time of the next meeting.
- b) To consider proposal for an August Recess.