



"Not for self"

# Oswestry Rural Parish Council

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**NOTICE IS HEREBY GIVEN** that the Ordinary Meeting of Oswestry Rural Parish Council will be held at Rhydycroesau Village Hall commencing at 7 pm on Thursday **26 September 2024** and Members are hereby summoned to attend for the purpose of transacting the following business.

K L Lloyd

Signed by:  
Kathryn Lloyd CPFA  
The Clerk & RFO

Date of issue: 19 September 2024

## A G E N D A

### **FILMING AND RECORDING OF COUNCIL MEETINGS AND THE REQUIREMENTS OF THE DATA PROTECTION ACT 2018**

Any person present at a Council meeting may not orally report or comment about a Council meeting as it takes place but otherwise may; film photograph, or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting, or orally report or comment after the meeting. Anyone making a recording for non-domestic purposes is advised to seek advice on their obligations to ensure any processing of personal information complies with the Data Protection Act.

**Anyone who objects to being filmed or recorded should notify the Clerk prior to the commencement of the meeting.**

### **1. Chairman's Welcome**

a) Chairman's engagements

### **2. Apologies for absence**

To receive apologies for absence and to approve reasons for absence if requested in writing by a councillor

### **3. Police Report**

a) To receive a report from The North Shropshire and Oswestry Safer Neighbourhood Team (Inspector Claire Greenaway)

### **4. Shropshire Council Report**

To receive a report from Shropshire Councillor Joyce Barrow

### **5. Public Participation**

In accordance with Standing Orders 3(e) members of the public may make representations, answer questions, and give evidence in respect of the business on the agenda. This does not include matters relating to the council's administration. Should anyone wish to discuss business which is not included on the agenda please write to the Clerk who will make arrangements for appropriate action.

### **6. Minutes**

- a) To CONSIDER and APPROVE the minutes from a Parish Council meeting held on 25 July 2024 (appendix 6a)  
*NOTE: In accordance with Standing Order number 12(a)(b) draft minutes served on councillors shall be taken as read. There shall be no discussion about the draft minutes except in relation to their accuracy.*

## 7. Disclosure of Pecuniary Interests, Bias, and Pre-determination

In accordance with Section 29 of the Localism Act 2011 Members are personally responsible for deciding whether or not they should disclose an interest at this meeting. Where a matter arises at a meeting which relates to a Member's Disclosable Pecuniary Interests they must disclose the interest, not participate in any discussion nor vote on the matter and must not remain in the room unless they have been granted a dispensation. If it is a 'sensitive interest,' Members do not have to disclose the nature of the interest, just that they have an interest. (Please refer to Appendix B in the Council's Code of Conduct).

Members are also reminded they should not make decisions with a closed mind and must declare a bias and not vote on matters where their decision could be considered to be pre-determined.

## 8. Dispensations

To consider and approve any requests for dispensations

## 9. Declaration of Acceptance of Gifts and Hospitality

To receive any declarations of acceptance of gifts and hospitality

## 10. Planning Matters

### a) Planning Decisions

To NOTE the following:

Planning Application Details	Planning Proposals
24/01901/FUL Holly Cottage, Morton, Oswestry, Shropshire, SY10 8AJ	Conversion of 1No dwelling to 2No dwellings  Decision: Grant Permission
24/02275/FUL Cleddon, Aston Square, Aston, Oswestry, Shropshire, SY11 4LR	Proposed single storey extension to form additional living accommodation to existing dormer bungalow  Decision: Grant Permission
24/02474/FUL Lavender Cottage, Sweeney, Oswestry, Shropshire, SY10 9EY	Erection of two storey workshop outbuilding  Decision: Refuse
24/02774/HRM Land East Of Penylan Lane, Trefarclawdd Farm, Trefarclawdd, Oswestry, Shropshire, SY10 9DE	To remove a 12m section of hedgerow to create an access for farmland and movement of livestock on land east of Penylan Lane, Coed-y-Go  Decision: Grant Permission

### b) Planning Applications

To provide retrospective APPROVAL for the August 2024 planning applications

<b>Planning Application Details</b>	<b>Planning Proposals</b>
24/03020/CPL Arosfa, Croesau Bach, Oswestry, Shropshire, SY10 9AY	Application for a Lawful Development Certificate for single storey rear extension  For Information only
24/02960/FUL Pentre Coed Farm, Maesbury Road, Maesbury, Oswestry, Shropshire	Conversion of barn and erection of link extension
24/03154/FUL Wotton Fields, Queens Head, Oswestry, Shropshire, SY11 4LJ	Demolition of dog kennels and store and erection of four holiday lets and associated works.
24/03015/EIA Trefarclawdd Farm, Trefarclawdd, Oswestry, Shropshire, SY10 9DE	Construction of two cubicle buildings, a slurry lagoon and all associated works
24/03236/AGR Land North West Of Tyn- Y-Bwlch, Llanforda, Oswestry, Shropshire, SY10 7HJ. OS Reference 325778 - 329683	Forestry Track  For Information only

c. To CONSIDER and APPROVE a response to the following:

<b>Planning Application Details</b>	<b>Planning Proposals</b>
23/03808/HHE 19 Marshfields, Maesbury Marsh, Oswestry, Shropshire, SY10 8JE	Erection of a single storey rear extension to a semi detached dwelling, dimensions 4 metres beyond the rear wall, 3.45 metres maximum height and 2.5 metres to the eaves
24/03371/FUL Cherry Trees, Maesbury Road, Maesbury, Oswestry, Shropshire.	Proposed single-storey front extension and a single-storey detached double garage
24/03492/FUL New Barns Farm, Trefonen, Oswestry, Shropshire, SY10 9DS.	Construction of a calf rearing building

**NOTE:** Planning applications not listed above that are received after the issue of this agenda and included on Shropshire Council's website will also be considered to meet response timeframes.

## 11. Clerk's Report

To receive and NOTE a report from the Clerk (appendix 11)

## 12. Financial Matters

To provide Retrospective APPROVAL for:

- Income and expenditure for July 2024, I & E year to date balances (appendix 12ai, aii)
- Bank reconciliations to July 2024 (appendix 12b)
- Payments for August 2024 (appendix 12c)

To CONSIDER and APPROVE:

- d) Income and expenditure for August 2024, I & E year to date balances , forecasted outturn position to 31 March 2025 (appendix 12di,(To follow dii,diii)
- e) Bank reconciliations to August 2024 (to follow)
- f) Provisional Payments for September 2024 (to follow)
- g) Community Infrastructure Return (CIL) 2024. (The Clerk)
- h) To revised offer from Shropshire Council Joint Energy Scheme of £2,400 plus VAT per annum

To NOTE

- i) Unity Trust Bank changes from quarterly to monthly charges and statements (The Clerk)

### **13. Finance Committee Update**

- a)To receive an update from the Chair of Finance following the recent Committee meeting (Cllr Martin Bennett)

### **14. Polices**

To CONSIDER the recommendation of the Finance Committee that the following documents be APPRPVED:

- a) Financial Regulations (appendix 14a)
- b) Standing Orders (appendix 14b)
- c) Email (appendix 14c)
- d) Publication Scheme (appendix 14d)
- e) DPI Dispensation Procedure (appendix 14e)
- f) Staff Performance (appendix 14f)
- g) Investment Strategy (appendix 14g)

### **15. Annual Internal Audit Action Plan**

To provide an update on the action plan as part of the internal audit recommendations (The Clerk- appendix 15)

### **16. External Auditor's Report and Certificate / Conclusion 2023/24**

To REVIEW and NOTE the External Auditor's report and certificate / conclusion of the Annual Governance & Accountability Return (AGAR) 2023/24 (appendix 16)

### **17. SALC Executive**

- a) To receive the draft Minutes and update on the SALC Executive meeting (Cllr Martin Bennett - appendix 17)
- b) To CONSIDER and NOMINATE a member to represent the Parish Council at the SALC Executive AGM being held on Wednesday 30 October 2024.

### **18. Parish Wide Meeting with Helen Morgan MP**

- a) To receive an update on the Parish Wide Meeting with Helen Morgan MP to discuss potential cuts in Service Provision and impact of Councils and Communities (Cllr Peter Richardson / Cllr Martin Bennett)

### **19. Shropshire Council's Survey "Partnering to Provide Services for your Area"**

- a)To CONSIDER a response to Shropshire Council's "Partnering to Provide Services for your Area" survey. Deadline extended to 30 September 2024.

### **20. Rural Library Service**

- a)To RECEIVE a report on the Rural Library Service and AGREE any actions (Cllr Richard Fowler - appendix 20)

### **21. Morda & Sweeny Village Hall**

- a)To RECEIVE a report regarding Morda & Sweeney Village Hall (Cllr Richard Fowler – appendix 21)

b) To CONSIDER and APPROVE the release of all currently held documents relating to the Morda and Sweeney Village Hall, into the care of the Trustees, in response to their request, in order to fulfil their legal obligations, and in accordance with legal advice already issued to the Parish Council. (Cllr Richard Fowler / Cllr Peter Richardson)

## **22. The Tonys' Community Service Award**

a) To RECEIVE nominations for The Tonys' Community Service Award and AGREE any outcome.

## **23. Road Safety Group**

a) To RECEIVE an update from the Road Safety Group and the Coed Y Go Road Safety Scheme

b) To NOTE the concerns from a resident on traffic speeding in Morda and AGREE any ACTIONS

c) To CONSIDER a request from Llanyblodwel Parish Council for an Automatic Traffic Count (ATC) in Nantmawr to measure current speeds at an estimated cost of £600 - £1,000. (The Clerk)

## **24. Cemetery Working Group**

a) To receive a verbal update from the Trefarclawdd Cemetery Working Group and APPROVE any ACTIONS (Cllr Mike Weston)

## **25. Environment Working Group**

To receive an update from the Environmental Working Group

a) Water Pollution (Cllr Iain Campbell)

b) Trefarclawdd Farm

## **26. Correspondence**

a) To NOTE the concerns of a resident on the pathway and hedgerow between Sweeney Drive and Erw Wen and AGREE any ACTIONS. (Cllr Steve Watts)

b) To NOTE the invitation from the Shropshire Union Canal Society and NOIMATE a representative to attend a presentation between 4 – 6 October 2024.

c) To RECEIVE a request from Trefonen Post Office for the replacement of CCTV camera and AGREE any ACTION (The Clerk)

## **27. Date for Next Meeting**

To NOTE that the next meeting will place on Thursday 31 October 2024 at Trefonen Village Hall

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## **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**Pursuant to Section 1(2) of the above Act and due to the confidential nature of the following business to be transacted it will be PROPOSED, SECONDED and RESOLVED that the public and press should not be present**

## **28. Staffing Matters**

a) To receive an update from the Personnel Committee and CONSIDER and APPROVE any recommendations following The Clerk's appraisal (Cllr Peter Richardson)

b) To CONSIDER an increase in the Working From Home Allowance paid to The Clerk. (Cllr Peter Richardson)

c) To CONSIDER replacement of the Clerk's keyboard / mouse at a cost in the region of £35.00 (Cllr Peter Richardson)

## **29. Quote for Noticeboard maintenance**

To CONSIDER a quote from Colin Turner for the annual maintenance of the Parish Noticeboards

## **30. Planning Enforcement**

To NOTE planning enforcement notifications received (The Clerk)