



**NOTICE IS HEREBY GIVEN** that the Annual Meeting of Oswestry Rural Parish Council will be held at Rhydycroesau Village Hall commencing at 7 pm on Thursday **15 May 2025** and Members are hereby summoned to attend for the purpose of transacting the following business.

K L Lloyd

Signed by:  
Kathryn Lloyd CPFA  
Clerk

Date of issue: 9 May 2025

## 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. Election of Chairman**

In pursuance of the LGA 1972 S15(1)(2) Members will elect the Chairman for the ensuing Council year

### **2. Declaration of Acceptance of Office**

The Clerk must witness all signatures

- a) The newly elected Chairman will sign their Declaration of Acceptance of Office as Chairman
- b) Newly elected Councillors will sign their Declaration of Acceptance of Office
- c) To AGREE a date for Councillors to sign their Declaration of Acceptance of Office if not able to do so at this meeting

### **3. Election of Deputy Chairman**

In pursuance of the LGA 1972 S15(6) Members will elect the Deputy Chairman for the ensuing Council year.

### **4. Co-option**

- a) To CONSIDER and APPROVE the co-option of former Cllr William Jones.
- b) Newly co-opted Member(s) to sign their Declaration of Acceptance of Office
- c) To NOTE the applications received for co-option following the May 2025 local elections and to AGREE for these to be considered at the June 2025 meeting.

### **5. Apologies for absence**

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

### **6. Police Report**

- a) To receive a report from The North Shropshire and Oswestry Safer Neighbourhood Team (previously circulated)
- b) To NOTE West Mercia Police Community Charter / Contract in place until 30 September 2025

## **7. Shropshire Council Election Result for St Oswald's Ward**

- a) To NOTE and welcome the newly elected Cllr Andy Davies as Councillor for St Oswald's Division
- b) To CONSIDER and AGREE a letter of thanks to former Cllr Joyce Barrow .

## **8. Election Forms**

- a) To NOTE all Councillors to complete and return election expenses form directly to Shropshire Council
- b) All Councillors to completed Declaration of Interest Forms within 28 days of acceptance – Electronic process

## **9. 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.

## **10. Minutes**

To CONSIDER and APPROVE the minutes from a Parish Council meeting held on 27 April 2025 (appendix 9)

*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.*

## **11. 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 directly 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.

## **12. Dispensations**

To consider and approve any requests for dispensations

## **13. Declaration of Acceptance of Gifts and Hospitality**

To receive any declarations of acceptance of gifts and hospitality

## **14. Committees/Working Groups**

To CONSIDER and APPROVE the appointment to:

- a) Personnel Committee (4 members)
- b) Road Safety Working Group (whose objectives are to promote, assist and help improve road safety throughout the parish for the benefit of all road users)
- c) Cemetery Working Group (whose objectives are to explore options for improving land at Trefarclawdd cemetery and ensure there is adequate burial space for future interments)
- d) Environment Working Group (whose objectives are to refer concerns about environmental issues to the appropriate body/organisation)
- e) Finance Committee (whose purpose is to provide overview, scrutiny, and challenge of the Parish Council's Finances)

## **15. Representatives on Outside Bodies**

- a) To elect a representative to the Shropshire Association of Local Councils (Oswestry Area Committee)
- b) To elect a representative to Morda & Sweeney Village Hall Committee

## 16. Deferment of Policies for Review:

To AGREE deferment of items a – g to allow review by Finance Committee and Working Groups:

- a) Financial Regulations
- b) Standing Orders
- c) Terms of Reference for the Personnel Committee
- d) Terms of Reference for the Road Safety Working Group
- e) Terms of Reference for the Cemetery Working Group
- f) Terms of Reference for the Environment Working Group
- g) Terms of Reference for the Finance Committee

## 17. Asset Register

a)To REVIEW and APPROVE the inventory of land and other assets including buildings and office equipment (conducted in April 2025 as part of the internal audit process)

## 18. Subscription

a)To CONSIDER and APPROVE subscriptions to the SLCC and Parish Council subscription to SALC.

## 19. Appointment of Internal Auditor for 2025/26 financial year

a)To Defer appointment of Internal Auditor for 2025/26 financial year until June 2025 meeting.

## 20. Schedule of Future Meetings

a)To CONSIDER and APPROVE dates and venues for future meetings up until May 2026 (appendix 20)

## 21. Planning Matters

### a) Planning Decisions

Planning Application Details	Planning Outcome
25/00900/FUL Nantmawr Quarry, Nantmawr, Shropshire	Use of land for open storage of HGV trailers (use Class B8)  Decision: Refuse

### b) Planning Applications

To CONSIDER and APPROVE a response to the following:

Planning Application Details	Planning Proposals
25/01448/FUL Holly Cottage , Aston Square, Aston, Oswestry, Shropshire	Proposed new single-storey side extension to link existing garage and main dwelling.
25/01474/FUL Hope House Hospice, Nant Lane, Morda, Oswestry, Shropshire.	Refurbishment of an existing playground and creation of an accessible outdoor path network across the site

**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.

## 22. Clerk's Report

a)To receive and NOTE a report from the Clerk (To follow)

### **23. Financial Matters**

To CONSIDER and APPROVE:

- a) Income and expenditure for April 2025 (appendix 23)
- b) Bank reconciliation to 30 April 2025 (appendix 23b)
- c) Payments for May 2025 (appendix 23c)
- d) Llanyblodwel Grant £581 (Moreton Cemetery)

### **24. Annual Governance and Accountability Return 2024/25**

To NOTE :

- a) The Annual Internal Audit Report for the financial year 1 April 2024 to 31 March 2025 (appendix 24a)

TO CONSIDER and APPROVE

- b) The Annual Governance Statement 2024/25 (appendix 24b)
- c) The Accounting Statement for 2024/25 (appendix 24c)
- d) Dates for the Exercise of Public Rights (To include first ten working days of July 2025)

### **25. Risk Management**

a & b) To defer the annual risk inspections of the council's assets and annual risk assessment until June 2025

### **26. Consultation**

To CONSIDER and APPROVE a response to consultation received:

### **27. Correspondence**

- a) To NOTE nomination received for The Tonys' Community Service Award
- b) To NOTE CPRE Shropshire GGC Vyrnwy Frankton consultation response

### **28. Date for Next Meeting**

To NOTE that the next meeting will of the Parish Council will take place on Thursday 26 June 2024 at Canal Central Maesbury , subject to item 20.

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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

### **29. Insurance 2025/26**

a) To CONSIDER quotes received for the Parish Council Insurance due for renewal on 1 June 2025 and APPROVE a provider. (The Clerk)

### **30. Cemetery Quotes**

a) To CONSIDER quotes for works on the Cemetery and APPROVE the provider. (Cllr Mike Weston)

### **31. Planning Enforcement**

To NOTE planning enforcement notifications received (Clerk to report)