



"Not for self"

Oswestry Rural Parish Council

Minutes

of the Ordinary meeting

held at 7 pm on Thursday 28 September 2023 at Rhydycroesau Village Hall

Present:

Cllr. Martin Bennett (Chairman), Cllr. Bob Kimber, Cllr Mike Jones, Cllr. Steve Watts, Cllr Peter Davies, Cllr Roger Jones, Cllr Jas Singh, Cllr Paul Milner, Cllr Roger Jones, Cllr John Davies

Clerk to the Council:

Kathryn Lloyd

In attendance:

Approximately two members of the public

1785 Chairman's Welcome

Cllr Martin Bennett welcomed everyone to the meeting and advised members there had been no Chairman engagements.

1786 Apologies for Absence

Apologies were received from:

Cllr Iain Campbell

Cllr Peter Richardson

Cllr Mike Weston

Cllr Joyce Barrow

Cllr Paul Milner advised members he would be leaving at 9.00 pm.

1787 Police Report

Cllr Martin Bennett presented the Police report received from Oswestry Rural South Safer Neighbourhood Team as follows:

01/08/23 – Drink driving offence. Aston Square.

02/08/23 – Public Order offence. Morda.

03/08/23 – Assault. Treflach

08/08/23 – Concern for safety. Morda.

10/08/23 – Mile End Services. Alarm – false

13/08/23 – Trefonen Road. RTC

13/08/23 – Morda. Criminal damage

16/08/23 – Morda. Cold calling.
18/08/23 – Treflach. Anti-social behaviour.
22/08/23 – Treflach. Assault
26/08/23 – Morda. Assault
31/08/23 – Morda. Assault
Incidents that have been omitted due to data protection –
Domestics – 4
Crimes (other) – 1
Concerns for Safety – 1
Other - 1

It was AGREED for this report to be emailed to members

1788 Shropshire Council Report

Members **NOTED** the report submitted by Cllr Joyce Barrow:

On Street Charging points. Central government is investing heavily in the installation of charging points for electric vehicles, the council, with its charging point operator Connecting Kerb, are currently installing around 270 points as part of the first phase of supported funding. The government has indicated that Shropshire can access an additional £2.4 million of funding to support this initiative subject to application. The council has joined a consortium of local authorities led through Midlands Connect. This will help secure the available funding. It is anticipated the second wave of CP's will begin after the current phase of installation is complete and in the middle to latter stages of 2024.

Green Spaces. As you will be aware, there have been a number of complaints regarding village green spaces and verges not being cut, that Shropshire council maintain. I have reported the issue, to council officials, the response is to report it to Fix My Street and get members of the public to do so. You will be aware, I have emailed the parish council, to see if they would be interested in taking on these sites with remuneration from the council. I understand from a conversation I had with a leading officer, there are a few pilots running to see how it works.

A NOTE FROM SHROPSHIRE COUNCIL REGARDING GRASS CUTTING: the StreetScene service is about to undergo a significant transformation journey. The service is to be reviewed from top to bottom, starting with an extensive process of baselining data, to develop an intelligent led service model. In the coming weeks, we will be looking to appoint a new service lead, who will share the ambitions and vision we have for the service. This is not a quick fix and will take time to resolve.

It is recognised that there are areas of the service and contracting arrangements which have not been functioning as well as we would have liked. As you will appreciate, this year has been a challenging one for our grass cutting service. The summer weather conditions have seen grass grow exceptionally quick as such, we are experiencing issues as we try and keep pace. We are working with our contractor to deliver the grass cutting schedule as promptly as possible. Be assured, we are using our best endeavours to meet service standards with our available resources. We have developed plans to recover the situation over the autumn, to catch up as quickly as possible.

A substantial report was produced on the County's Childrens and Education services which was recently graded overall as good by Ofsted. There is a lot of detail in the report which can be viewed on the council's website. The budget is large and increasing due to an increased demand for support, an increase of 8% looked after children and children placed in adoption and placements through early permanence has increased, However, despite this, all of Shropshire Council's Childrens Homes are Ofsted rated as Good or Outstanding,

Shropshire Council are 'reviewing' its stance on 20mph.

The River Quality Task and Finish group will be reporting back to the Economy and Environment Scrutiny Committee at the beginning of November. It has been very thorough in looking at information and listening to experts. There is one more meeting to go, questioning the water companies directly. The report will then be put together ready for the scrutiny committee, with recommendations. I will let the parish council have sight of the report when it is published.

A new bridge is being installed at Mile End Junction, Oswestry, to help pedestrians and cyclists get over the busy A5 roundabout. The bridge will improve pedestrian and cyclist connectivity between the surrounding area and the new innovation park. The bridge build will A number of businesses have expressed an interest in going onto the site, including three large companies. The bridge should be completed by Spring 2024. Alongside the bridge, work on the proposed innovation park is also progressing. Designs for spine roads connectivity and utilities are completed and enabled us to prepare an infrastructure procurement package for the whole site.

1789 Public Participation

A resident advised she was the wife of Cllr John Davies and in support of agenda item 22a. She advised that a group of volunteers had purchased plants and replenished planters either side of Trefonen / Oswestry side. A number of residents from Treflach had approached her regarding planters for their village. Funds are available and a group of volunteers to look after them. She requested permission from the Parish Council for the installation of planters on green land opposite the Royal Oak, Treflach.

Cllr Martin Bennett asked for item 22a to be brought forward. Cllr Paul Milner thanked the volunteers.

It was PROPOSED, SECONDED and AGREED for permission to be granted for planters to be installed on the green in Treflach. Cllr John Davies and Cllr Martin Bennett abstained.

1790 Minutes

a) The minutes of the ordinary meeting of the Parish Council held on 27 July 2023 were considered for approval. Item 22 The venue for the next meeting was amended from Trefonen to Rhydycroesau Village Hall.

It was PROPOSED, SECONDED and AGREED that the revised minutes be APPROVED and ADOPTED as a true record. Cllr John Davies abstained.

1791 Disclosure of Pecuniary Interests

In accordance with Section 29 of the Localism Act 2011 Members were informed they are personally responsible for deciding whether they should disclose an interest at this meeting. Members were 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 pre-determined.

Cllr John Davies declared a non-pecuniary interest in agenda item 22a.

1792 Dispensations

None requested.

1793 Declarations of Acceptance of Gifts and Hospitality

None Declared

1794 Planning Matters

a) Planning Decisions

The following planning decisions were **NOTED**:

Planning Application Details	Planning Proposals
23/02582/FUL The Coppie, Woolston, West Felton, Oswestry, Shropshire, SY10 8HY	Erection of part two storey and part single storey extension (revised scheme) Decision: Refuse
23/03073/FUL Trefarclawdd Cemetery, Trefonen, Oswestry, Shropshire	Change of use from agricultural land for proposed car park and memorial garden. Decision: Granted
23/00669/FUL The Elms, Middleton, Oswestry, Shropshire, SY11 4LT	Installation of 4x CHP units (50kw Electric & 100kw Heat) and all associated works Decision: Grant Permission
23/03263/FUL Chilterns, Little London Lane, Trefonen, Oswestry, Shropshire, SY10 9DH	Extension to existing balcony. Alteration of flat roof to low pitch roof with oversail to front of property over existing balcony Decision: Grant Permission
23/03320/FUL The Mile House Farm , Shrewsbury Road, Aston, Oswestry, Shropshire, SY11 4JF	Change of use of buildings to B2/B8 uses and change of use of land to caravan storage and installation of private treatment plant and ancillary works (re-submission) Decision: Grant Permission

b) Planning Applications

Members gave retrospective approvals for the August 2023 planning applications :

Planning Application Details	Planning Proposals
23/03263/FUL Chilterns, Little London Lane, Trefonen, Oswestry, Shropshire	Extension to existing balcony. Alteration of flat roof to low pitch roof with oversail to front of property over existing balcony The Council supports the application on the basis that the proposed development makes little change to the visual appearance of the property. NOTE: planning permission granted
23/03320/FUL The Mile House Farm , Shrewsbury Road, Aston, Oswestry, Shropshire	Change of use of buildings to B2/B8 uses and change of use of land to caravan storage and installation of private treatment plant and ancillary works (re-submission) This is a resubmission of the proposal under Ref 23/01575/FUL. That was withdrawn as the Highway Officer asked for a speed survey to establish whether the visibility splay is adequate. This statement accompanies a full planning application for change of use of steel portal framed buildings to commercial units (class B2 and B8). An alternative use is sought to make good use of the existing buildings. The ORPC supports this application. NOTE: Planning permission granted
23/03341/CPL Bridge House, Maesbury Marsh, Oswestry, Shropshire, SY10 8JG	Application for a Lawful Development Certificate for the Erection of Single storey sunroom. FOR INFORMATION PURPOSES ONLY
23/03008/LBC Morton Bridge, Morton, Shropshire	Rebuilding of the downstream bridge sandstone parapet caused by traffic collision. In view of the historic nature of the structure Morton Bridge being a grade 2 listed structure from Early C19, the ORPC fully supports this application and the intentions to use the agreed material and mortar specification from the last repair when a tree fell and damaged both parapets.
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.

The following planning applications were considered for comment

Planning Application Details	Planning Proposals
23/03799/AGR Pentre Coed Farm, Maesbury Road, Maesbury, Shropshire, SY10 8HB	Erection of agricultural storage building to be used to store agricultural equipment and feed. FOR INFORMATION PURPOSES ONLY Cllr Martin Jones advised members there has been no planning applications for a mobile home in situ. A shed and grain silo has been built around it. Councillor Martin Bennett proposed that the Parish Council advise Shropshire Council that a mobile home has been stationed here and request a response from the Planning Department regarding the issues. ACTION: Cllr Martin Jones will provide information to Cllr Martin Bennett who will liaise with The Clerk and a letter send to the Shropshire Council . A request was made for this to be an agenda item for the October meeting.
23/02975/FUL Canal View, Maesbury Marsh, Oswestry, Shropshire.	Refurbishment, conversion, and alterations to create new dwelling (Conversion Of Outbuilding) It was PROPOSED, SECONED and AGREED to SUPPORT this application.
23/03976/CPE Unit 2 , The Barns, Woolston, Oswestry, Shropshire.	Application for a Certificate of Existing Lawful Use for the use of building and yard for B8 storage FOR INFORMATION PURPOSES ONLY Members discussed this application at length and noted a number of objections from residents. It was PROPOSED, SECONDED and AGREED to make representation. The Council observes this is an application for a Certificate of Lawfulness of Existing Use, which, granted by a planning authority, regularises a breach of planning control in respect of an unauthorised operational development or material change of use of land or a building, for which no planning permission was originally sought or granted. It has the effect of making the breach exempt from enforcement action by the planning authority. Shropshire Council has already issued an Enforcement Notice (11th July to take effect 25th August). In connection with the operation of the site as a mixed use development, comprising of oil processing and storage, contactors compound, tourist accommodation, squash court and other leisure/tourism facilities and domestic storage and garaging, Oswestry Rural Parish Council is aware that there have been serious complaints made by local residents regarding the continuing nuisance from the site including issues of Health and Safety and water management/pollution, and requests that be investigated as possible serious breaches of legislation other than planning.
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.	
23/02709/FUL Aston Farm, Aston, Oswestry, Shropshire, SY11 4LS	Demolition of existing farmhouse and erection of a replacement dwelling, associated access drive and garage outbuilding Decision: Grant Permission Members NOTED this application.

1795 Clerk's Report

Members **NOTED** a written report from the Clerk on action taken following decisions made at previous council meetings. The Clerk advised that minute reference 1773 concerning Mile End had been taken forward with Highways England and a response received. Personal Injury Collisions that occur at the junction, will be monitored and should it become apparent that there is an issue will be investigated further. The Clerk advised members she had received information from the Chair of Morton Field Committee confirming the costs for replacement defibrillator pads as per the original invoice. The Chair also provided information from 2015 regarding AED's , however, having checked the minutes the Clerk only found resolutions relating to the maintenance of the AED at Morda Village Shop. The Clerk noted the invoice was for two sets of pads not one. There was a discussion on the number of AED's within the Parish and the funding of these. Cllr Martin Bennett advised Morda Village Hall had submitted a request for funding. A member requested this be placed as an agenda item for the next meeting to discuss the adoption of a policy, the location of AED's and the funding basis.

A member noted concerns with budget requirements of the Council. The Clerk confirmed the basic precept requirement of the Council is in the region of £55k although the current amount is around £35k, following a 22% reduction a number of years ago. The deficit is being funded through general reserves and the Clerk advised the budget requirement will be reviewed as part of the budget setting process in December / January. The Clerk is expecting to increase the precept incrementally.

It was PROPOSED, SECONDED and AGREED to pay for one set of pads for Morton Playing Fields Committee.

Councillor John Davies questioned minute reference 1779 detailing a budget increase of £1,600. The Clerk confirmed this had been agreed by members on 6 July 2023 and was to cover the increase in water testing costs. He also questioned minutes reference 1606 regarding a Parish Newsletter. The Clerk advised that members were to bring their ideas for this. Cllr Bennett advised he had written a report some time ago which had fallen on stoney ground. The Clerk requested the removal of minutes reference 1497 relating to West Midlands Ambulance Service from the report.

1796 Financial Matters

a)Members considered for approval income and expenditure to 31 August 2023, I & E Balances, and financial outturn position

.It was PROPOSED, SECONDED and AGREED that the income and expenditure to 31 August 2023 and the balance of income received to date of £50,325.00 and gross expenditure to date of £35,649.95 be APPROVED. Members NOTED the financial outturn position for 2023/24

b)Bank Reconciliation

Members considered for approval the bank reconciliation at 31 August 2023.

It was PROPOSED, SECONDED and AGREED that the bank reconciliation statement to the end of August 2023 be APPROVED. Cllr John Davies advised he would speak with the Clerk at the end of the meeting regarding information supporting the reconciliation.

c)Payments for September 2023

Members considered for approval the following provisional payments for September 2023

Supplier	Details	Gross £
EE Limited	WiFi Mini mobile broadband 7 September 2023 - 6 October 2023	18.74
Kathryn Lloyd (The Clerk)	Reimbursement for 365 windows annual renewal	59.99
HSBC	Bank Charges 30 July - 29 August 2023	8.00
EE limited	Monthly Mobile Charge 11 September - 10 October 2023	13.73
TWMT Traffic Control Systems Ltd	Installation and Commissioning	247.50
Mark Evans	Bus Shelter Cleaning 1 July 2023 (Morda, The Terrace, Trefonen, Treflach)	60.00
Colin Turner	Bus Shelter Cleaning	25.00
Kathryn Lloyd (The Clerk)	Clerk's pay and allowances September 2023	1,437.88
HMRC	PAYE / NI Clerk Pay September 2023	246.88
Kathryn Lloyd (The Clerk)	Reimbursement - Agenda & associated documents September 2023	18.30
TEEC Ltd	12 month web hosting and planning feature	460.80
Weller Law Group LLP	Professional Services responding to Charity Commission	180.00
Highline Electrical Ltd	Street Light Stock Survey	1,069.20
Liam Royce	Grounds maintenance Works - w/e 10 & 24 August 2023	570.00
Kathryn Lloyd (The Clerk)	3 First Class Stamps and A4 paper "@ £4.60	11.90
Total		4,427.92

It was PROPOSED, SECONDED and AGREED that the provisional payments for September 2023 be APPROVED.

d) Purchase of dog waste bins

Cllr John Davies advised members that the Council had allocated £3k for Dog Wates bins in 2021. Dog Fouling is an issue within the village. He has estimated costs of £360 for four bins and installation costs of £250. He was uncertain as to the charges by Shropshire Council for emptying bins. A Councillor reminded members that requests from residents in Morda and Maesbury for dog waste bins had previously been rejected by The Council.

It was PROPOSED, SECONDED and AGREED to wait for a response from Shropshire Council on the annual costs of emptying bins. The Clerk requested Cllr John Davies to obtain quotes.

e) Community Infrastructure Return (CIL) 2023

The Clerk advised the Community Infrastructure Return for 2023 will be completed and submitted to Shropshire Council.

1797 Polices

Cllr John Davies advised members the Finance Committee had met on 27 September 2023 and reviewed the policies listed below. He read a summary of Financial Regulations which had been highlighted by the Clerk for consideration together with the changes agreed. He also noted a number of changes to the Terms of Reference for the Cemetery Working Group and Planning Application Procedures. Cllr Paul Milner confirmed he should be removed as a member of the Environmental Working Group.

The Clerk advised members she wished to add 6xv to the Standing Orders to include the appointment of an internal auditor on an annual basis and for this to be an agenda item for the Annual General Meeting (AGM) of the Parish Council.

- 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
- h) Data Breach
- i) Data Protection and Information Security Policy
- j) SAR Procedure (Subject Access Request)
- k) SAR Checklist Appendix A and Letter B
- l) Planning Application Procedures
- m) Planning Pre-Application Procedures

It was PROPOSED, SECONDED and AGREED that the policies with amendments a – m be APPROVED.

The Clerk will update the policies to reflect the changes.

1798 Annual Internal Audit Action Plan

The Clerk provided an update on the action plan as part of the internal audit recommendations. A number of actions have been completed. The Clerk read each objective, recommendation, and action. The Clerk will share details including financial implications and costs of joining the Shropshire Pension Scheme once these have been received. This will require full consideration by members.

It was PROPOSED, SECONDED and AGREED to accept progress of the plan to date.

1799 Piloted August Recess

Members considered the success of the piloted August Recess.

It was PROPOSED, SECONDED and AGREED to continue with an August recess next year. Councillor Martin Jones abstained

1800 SALC Executive AGM

Members considered nominating a member to represent the Parish Council at the SALC Executive AGM being held on Friday 3 November 2023.

It was PROPOSED, SECONDED and AGREED for Cllr Martin Bennett to represent the Parish Council at the SALC AGM.

1801 Land at the Terraces , Morda

Cllr Steve Watts provided an update advising members that a meeting had been held which he felt had been informative. There was indication of a potential buyer, and it should be known by Christmas whether the land will be sold. There may be the adding of further land currently under planning for affordable houses. There is a lot of unknowns and issues and possible development in March next year.

It was PROPOSED, SECONDED and AGREED to accept the report.

1802 Road Safety Group

Cllr Martin Bennett read the response from Shropshire Council relating to an update on the Coed Y Go Speed Reduction Project. This confirmed funding had been received from The Parish Council and a speed limit of 40 mph being deliverable.

A Concept Plan has been completed by WSP which should be with local members and the Parish Council by 2nd October. If proposals find local support, there will be a three week formal consultation on the TRO. Again, if there is support a date for completion will be confirmed and Kier should confirm works in their programme. This will be treated as a priority for Kier by Shropshire Council.

Cllr Roger Jones requested a copy of the response from Shropshire Council so he could inform local residents.

1803 Cemetery Working Group

Cllr Chris Woods advised members that a report from the Trefarclawdd Cemetery Working Group had been circulated and requested members approve the following recommendations :

- a) That the Clerk write to Henry Thomas to recognise and thank him for his support
- b) That the idea of a Specification Document be adopted
- c) That the group searches for a number of persons or firms to quote for the preparation of a Specification Document
- d) That the group extend links to SCC & elsewhere to establish knowledge to be able to prepare a Specification Document
- e) That the Clerk can purchase a sign from B&Q to be installed on the cemetery gate

It was PROPOSED, SECONDED and AGREED to APPROVE the recommendations a – e.

1804 Environment Working Group

a) Cllr Martin Jones advised members Cllr Iain Campbell should have received the water testing kits today . He is awaiting costings for the ground / soil testing. A testing of the process will be undertaken for Health and Safety purposes. He also advised members he had shared details of the wind turbines power lines and requested the Parish Council contact the Green Energy Company. Some members may have received a letter from the MP setting out the dates and time of the consultation which are within a short timeframe. Cllr Martin Jones requested this is placed as an agenda item for the October meeting. Cllr Roger Jones advised members he had requested a sample kit so he could produce a method statement and risk assessment as testing will be undertaken by Council members and residents.

b) Cllr Roger Jones advised members about the response from planning concerning Trefarclawdd Farm and lack of response from Cllr Schofield. He had further questions which he wanted to add to the letter sent to Cllr Schofield with a change of emphasis. Cllr Martin Bennett advised a response had been received on Cllr Schofield's behalf and was detailed on the Clerk's Action Report minutes reference number 1779. Mr Philip Mullineux advised the issues raised were a matter for the Environment Agency. Cllr Roger Jones requested the letter be amended to include the additional questions. There was a brief discussion and a member suggested the questions be included in a drafted letter prepared by Cllr Roger Jones which would then be sent to the Environmental Agency.

It was PROPOSED, SECONDED and AGREED for a letter to be drafted by Cllr Roger Jones and sent to the Environmental Agency.

1805 Commonwealth War Graves Commission (CWGC)

a & b) Cllr Chris Woods advised members the Commonwealth War Graves Commission (CWGC) had been in contact offering to install plaques to indicate Commonwealth War Graves at Trefonen Cemetery. Being aware of a war grave in Nantmawr Chapel, he approached the owner to seek permission. However, he was advised the Chapel is owned by the United Reform Church and proposed to take this forward. A member thought there was a war grave at Maesbury, and this will be checked. Members thanked Cllr Chris Woods for his efforts.

It was PROPOSED, SECONDED and AGREED to allow CWGC to install a plaque in Trefonen Cemetery and for Cllr Chris Woods to take forward the possibility of plaques for Nantmawr Chapel and Maesbury

1806 Correspondence

a) Refer to Public Participation Minute 1789

b) Members considered nominating a member to represent the Parish Council at the Verges, Hedges and Watercourses conference being held on Friday 13 October 2023. Members **AGREED** not to take this forward

c) Cllr Chris Ward advised members he had been approached by the daughter of resident from Trefonen, seeking permission for the introduction of a small memorial plaque on a back of a bench situated on the green by the War Memorial. Members recalled this resident had been an active member of the community.

It was PROPOSED, SECONDED and AGREED to grant permission for a small memorial plaque to be installed on the back of the bench on the green in Trefonen.

d) Members considered the invitation from TC Homes Ltd for members to attend a site visit / view homes at the affordable Housing Development off Weston Road Morda. Cllr Martin Bennett proposed that Councillors for Morda and Sweeney Ward could accept this invitation subject to their availability .

e) Members considered which member should represent the Parish Council at a service at Moreton Church on 15 October 2023 to celebrate its 150th year anniversary.

It was PROPOSED, SECONDED and AGREED for Cllr Martin Bennett to represent the Parish Council.

1807 Date for Next Meeting

To NOTE that the next meeting will place on Thursday 26 October 2023 at Trefonen Village Hall

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.

1808 Staffing Matters

a)Cllr Martin Bennett advised members the Personnel Committee had met on 27 September 2023 and expressed satisfaction with the Clerk's performance and appraisal and recommended an increase of two increments in the salary scale from SCP 25 to SCP 27 from 1 September 2023.

It was PROPOSED, SECONDED and AGREED to APPROVE an increase in pay from SCP 25 to SCP 27 back dated to 1 September 2023.

b) Cllr Martin Bennetts advised there was an issue with CILCA qualification in that some of the elements are classed as working time . This requires further investigation.

1809 Quotes Street Lighting

The Clerk advised members that three quotes were sought for the Street Lighting repairs following the recent survey. One firm, Paddock Electrical declined to quote, whilst Altitude Services and Highline Electrical Ltd both submitted quotations. The Finance Committee considered these and recommended the quote from Highline Electrical Ltd at a cost of £13,447.70 plus VAT. Cllr Martin Jones asked how this was being funded and The Clerk confirmed utilisation of Community Infrastructure Levy (CIL) funds.

It was PROPOSED, SECONDED and AGREED to accept the recommendation of the Finance Committee and appoint Highline Electrical Ltd to undertake the work as per the quotation.

1810 Cemetery Issues

a)The Clerk advised members of a few issues relating to the Exclusive Rights of Burial transfers and permits for memorial inscription, one of which was in the process of been rectified. The Clerk advised members of the requirements for the transfer of rights, including the grant of probate or letter of administration.

b) The Clerk advised members she had notified Funeral Directors by email that no burials would be permitted during her period of annual leave. Following this, David Davies & Sons queried the interim arrangements / Deputy Clerk to cover during the absence. The Clerk also received a request from the Funeral Director for permission to cut into the pathway to allow shuttering into a grave. The Clerk advised this required permission from Full Council to which the Funeral Director found the response unacceptable. Cllr Martin Bennett provided a further response regarding the arrangements during the Clerk's annual leave / absence, reiterating Full Council must provide permission for the cutting of the pathway.

IT was PROPOSED, SECONDED and AGREED to grant permission for the cutting of the pathway to allow shuttering into the grave. Members **AGREED** to refer the other issues to the Cemetery Working Group. The Clerk will check arrangements for a temporary Clerk to cover during absences.

Cllr Steve Watts reminded members of a memorial bench which was still in the shed at the cemetery. It was proposed to refer this to the Cemetery Working Group.

1811 Planning Enforcement

Members NOTED a planning enforcement and appeal case.

The Chairman thanked everyone for their attendance.

The meeting closed at 9.09 pm

Signed: _____
Chairman

Date: _____