

Minutes  
of a Parish Council meeting  
held at 7 pm on Thursday 27 January 2022 at Trefonen Village Hall

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**Present:**

Chairman: Cllr. Martin Jones, Cllr. Martin Bennett, Cllr. Iain Campbell, Cllr. John Davies, Cllr. Roger Jones, Cllr. Bob Kimber, Cllr. Les Maguire, Cllr. Peter Richardson, Cllr. Jas Singh, Cllr. Steve Watts, Cllr. Mike Weston, Cllr. Chris Woods.

**Clerk to the Council:**

Sharon Clayton

**In attendance:**

Cllr. Joyce Barrow

Approximately 6 members of the public.

**1219 Chairman's Welcome**

In the absence of the Chairman, Cllr. Paul Milner, the Vice Chairman, Cllr. Martin Jones chaired the meeting and welcomed all those present.

**1220 Apologies for Absence**

Apologies were received from Cllr. Robert Milton and Cllr. Paul Milner who were both poorly.

**These apologies were ACCEPTED.**

Cllr. Peter Davies was absent.

**1221 Public Participation**

One member of the public referred to the inclusion of a civility and respect statement on the parish council's website. She said the council already had a policy which covers bullying and harassment, and the civility and respect statement was not needed on the website. She then referred to consideration of model letters concerning virtual and hybrid meetings and said they were too long. She also asked that information about Shropshire Council's new wheelie bin rollout should be placed on the front page of the parish council's website.

One member of the public referred to programme links and double entries on the parish council's new website and said he had sent a list of problems directly to the website host.

**1222 Police Report**

a) The police could not attend the meeting and sent a written report as follows:

28/12/21 – Anti-Social Behaviour (ASB). Neighbour dispute. Trefonen.

28/12/21 – Alarm. No crime established. Mile End.

31/12/21 – Suspicious activity, possibly drug use. Mile End.

31/12/21 – ASB. Neighbour dispute. Trefonen.

31/12/21 – Traffic offence. Vehicle with no insurance – Seized. Mile End.

01/01/22 – Theft – Make off without payment. Mile End.

03/01/22 – Highway incident – Sign in road – removed. Mile End.

03/01/22 – Road Traffic Collision (RTC) – Damage only. Mile End.

10/01/22 – Alarm – False. Mile End.

10/01/22 – Public Order/Assault. 2 arrests. Morda.

11/01/22 - RTC – Injury. Industrial Estate.

14/01/22 – Traffic offence. Words of advice given to driver. Morda.

14/01/22 – Vehicle broken down on A5/male walking on A5. Both removed safely.

19/01/22 – Six vehicles broken in to and items stolen. Mile End. Crime investigations submitted and on-going.

19/01/22 – RTC – fatal, and injury. Trefonen Road.

20/01/22 – Concern for person. Premier Inn. Person safe.  
 20/01/22 – ASB – dispute. Trefonen.  
 25/01/22 – Assault/Dispute – Trefonen.  
 Incidents that have been omitted due to data protection –

Domestics – 6  
 Crimes (other) – 2  
 Concerns for Safety – 1  
 Other - 4

**NOTED.**

b) Members **NOTED** the minutes from the Local Policing Charter Meeting.  
**It was AGREED to write to the police concerning their lack of attendance at parish council meetings.**

**1223 Minutes**

The minutes of a Parish Council meeting held on 23 November 2021 were considered for approval. It was **PROPOSED, SECONDED and RESOLVED that the minutes be APPROVED and ADOPTED as a true record.**

**1224 Disclosure of Pecuniary Interests**

In accordance with Section 29 of the Localism Act 2011 Members were informed they are personally responsible for deciding whether or not 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 considered to be pre-determined.

**1225 Dispensations**

None requested.

**1226 Declaration of Acceptance of Gifts and Hospitality**

None declared.

**1227 Planning Matters**

**a) Planning Decisions**

The following planning decisions were **NOTED.**

<b>Planning Application Details</b>	<b>Planning Proposals</b>
20/03144/FUL Mill Farm, Croesau Bach	Renovation and partial re-build of attached outbuilding to form an extension to the house together with a rear first floor extension and ground floor front extension. Permission GRANTED 10 January 2022. <i>The parish council supported this application.</i>
20/05103/CPE Tramway Farm, Crickheath	Certificate of Lawful Existing Use or Development concerning the permanent residential use of a static unit in breach of Condition 1 of permission OS/15931/FUL (siting of mobile home). Certificate - Lawful 4 January 2021.
21/00442/FUL Land to the north of Weston Road, Morda	Erection of 20 affordable dwellings with associated roads and formation of vehicle access. Permission GRANTED 10 December 2021. <i>The parish council objected to this application.</i>
21/03902/FUL Keepers Cottage, Candy, Oswestry	Erection of first floor rear extension. Permission REFUSED. <i>The parish council supported this application.</i>
21/04109/FUL St Mary's, Sweeney	Erection of a single storey extension following demolition of garage, replace roof with additional room in roof accommodation. Permission GRANTED. <i>The parish council supported this application.</i>

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21/04986/FUL Willow Cottage, Sandrock Lane, Trefonen	Erection of two storey extension and new entrance, demolition of existing porches. Permission GRANTED. <i>The parish council supported this application.</i>
21/05077/FUL The Fields Barn, Maesbury Marsh	Erection of single storey extension to the rear (west) elevation to accommodate a swim spa, family utility rooms and a plant room to accommodate a thermal store heating system. Permission REFUSED. <i>The parish council supported this application.</i>
21/05184/TPO Cambrian House, Nantmawr	To fell and replace one Horse Chestnut tree protected by The Council of the Borough of Oswestry (Cambrian House, Nantmawr) TPO 1969. Permission GRANTED 10 January 2022. <i>The parish council objected to this application.</i>
21/05188/TPO Land to the north of Glentworth Drive, Morda	Cut back branches overhanging neighbouring property by approx. 1m of one Lime tree protected by the Shropshire Council (Land at Glentworth Avenue, Morda) Tree Preservation 2013 (Ref: SC/00163/13). Permission GRANTED 21 December 2021. <i>The parish council did not comment as it is the applicant.</i>
21/05325/CPE Bank House, Craig- Llwyn, Trefonen	Application for Lawful Development certificate for the erection of a 1.3m <sup>2</sup> porch and 3.7m <sup>2</sup> veranda. Certificate – Lawful 21 December 2021.
21/04915/FUL 5 Marshfields, Maesbury Marsh	Erection of two-storey side extension. Permission GRANTED 22 December 2021. <i>The parish council supported this application.</i>
21/05225/FUL Kittitoe, Maesbury Road, Maesbury	Remove existing mono pitched structure, garage and log store and erection of replacement single storey flat roof extension and open sided covered area. Permission GRANTED 25 January 2022. <i>The parish council supported this application.</i>
21/05450/FUL Tan-Y-Coed-Y-Gaer, Llansilin	Erection of a fodder and machinery building. Permission GRANTED 10 January 2022. <i>The parish council did not meet in December and did not agree a comment*.</i>
21/05758/FUL Unit MO12, Mile Oak Industrial Estate	Erection of commercial building and all associated works (re-submission). Permission REFUSED 21 January 2022. <i>The parish council did not meet in December and did not agree a comment*.</i>

## b) Planning Applications

The following planning applications were considered:

<b>Planning Application Details</b>	<b>Planning Proposals</b>
21/03584/REM Land south of Middleton Road, Oswestry	Approval of reserved matters (appearance, landscaping, layout and scale). pursuant to application ref: 17/06025/OUT. <b>It was PROPOSED, SECONDED and unanimously AGREED:</b>

	<ol style="list-style-type: none"> <li>1. To express grave concern about excessive traffic movement within the area as there does not seem to be any access from the site to the Shrewsbury Road.</li> <li>2. Ask highways what plans they have to deal with any anticipated flows of traffic along Middleton Road from Aston, particularly at busy times of the day, and whether there would be any mitigation.</li> <li>3. Middleton Road is a rural road designated as a quiet lane and the parish council does not wish this turned into a rat run.</li> <li>4. Shropshire Council should not make any decision until it has had sight of supporting information including the Construction Traffic Management Plan and the Transport Assessment as requested by the Highways Agency.</li> <li>5. The parish council's concerns should be conveyed to Oswestry Town Council and ask if its members have raised similar concerns about potential traffic flows in that area.</li> </ol>
21/05442/VAR White House, Crickheath	Variation of Condition 2 (approved plans) of planning permission 15/02392/FUL for the erection of one affordable dwelling and detached garage with plant and wet room. <b>It was PROPOSED, SECONDED and AGREED to object on the grounds that this application does not seem to meet the criteria for an affordable dwelling.</b>
*21/05450/FUL Tan-Y-Coed-Y-Gaer, Llansilin	Erection of a fodder and machinery building.  No comment as the parish council did not meet in December and permission was granted before this meeting.
*21/05758/FUL Unit MO12, Mile Oak Industrial Estate, Oswestry	Erection of commercial building and all associated works (re-submission).  No comment as the parish council did not meet in December and permission was refused before this meeting.
21/05816/FUL Bromwich Park, Maesbury Marsh	Change of Use from agricultural building and land for wedding ceremonies. <b>It was PROPOSED, SECONDED and AGREED no objection.</b>
21/05983/FUL Trenant Chapel, Chapel Lane, Trefonen	Demolition of existing dining room and kitchen structure and erection of new rear extension with roof extending over patio. Demolish and re-position retaining wall in garden and various internal alterations. <b>It was PROPOSED, SECONDED and AGREED to support.</b>
22/00122/HHE Llysways, Gwern-y- Brenin	Erection of a single storey rear extension to semi-detached dwelling, dimensions 4.80m beyond the rear wall, 3.40 maximum height and 3.40m high to the eaves. <b>It was PROPOSED, SECONDED and AGREED to support.</b>

### 1228 Clerk's Report

Members **NOTED** a written report from the Clerk on action taken following decisions made at previous council meetings.

### 1229 Councillor Reports

a) Cllr. Joyce Barrow provided the following report:

- Shropshire Council had received very few applications in response to its boundary review consultation, so members had been asked to ask their parish councils to consult with residents on potential boundary changes and pass the recommendations on to Cllr. Cecelia Motley, Portfolio Holder for Communities or Graham White, council solicitor, who was convening the Community Governance Review meetings. There were instances where parish council boundary lines, drawn up 100 years ago, were no longer fit for purpose.
- A road safety task and finish group were in the process of being set up.
- The council had a balanced budget for 2022/23.
- A lot of front-line staff had been diverted to the vaccination booster roll out, so there had been and would be delays in getting responses from the council (this includes members absent with coronavirus).
- Up until Monday, 44,000 bins for recycling tins, plastics and glass had been pre-ordered and leaflets advertising them had been distributed.

- The leader of the council, Cllr. Lezley Picton was keen to pursue the idea of shared lengths persons across the parishes and to devolve some of the highways work such as grass cutting, splay cutting, small jobs that could be achieved quicker and cheaper than waiting for Keir, to do it. Many parishes were keen to consider this. She also said there were no plans to charge for green waste following speculation there would be.

**NOTED.**

b) Councillor Reports

- On behalf of a member of the public Cllr. John Davies expressed concern about heavy traffic travelling through Trefonen all day. Cllr. Roger Jones said there was the same problem through Coed-Y-Go.
- Cllr. Les Maguire reported there would be a meeting in February 2022 with Shropshire Council to discuss traffic issues and that roadworks would take place at Morda junction to Trefonen Road on 21 to 27 February 2022.
- Cllr. Peter Richardson said that at the last Oswestry Area Committee Meeting he and Cllr. Martin Bennett had volunteered to be substitute members on the SALC Joint Working Group and both had attended a meeting on 26 January 2022.
- Cllr. Steve Watts said the Cemetery Working Group had met and would report back at the next meeting.

**NOTED.**

**1230 Financial Matters**

**a) Income and Expenditure**

Members considered for approval income and expenditure from 1 April to 31 December 2021.

**It was PROPOSED, SECONDED and AGREED that income received to date of £85,658.34 and gross expenditure of £31,613.61 be APPROVED.**

**b) Bank Reconciliations**

Members considered for approval bank reconciliations for November and December 2021.

**It was PROPOSED, SECONDED and AGREED that bank reconciliations to the end of December 2021 totalling £257,817.93 be APPROVED.**

**c) Payments for December 2021**

Members considered for retrospective approval payments for December 2021.

**It was PROPOSED, SECONDED and AGREED that the following payments for December 2021 be APPROVED.**

PAYEE	DESCRIPTION	AMOUNT £
ICO	Data processing	35.00
EE	WiFi mini monthly plan	15.00
SALC	Councillor training	40.00
Mark Evans	Bus shelter cleaning	60.00
HMRC	PAYE/NI	190.35
SLCC Enterprises Ltd.	Clerk's annual membership	256.00
Trefonen Village Hall	Room hire	60.00
Morda & Sweeney Village Hall	Room hire	120.00
Sharon Clayton	Clerk's expenses and reimbursements	1001.65
SLCC Enterprises Ltd.	Training	90.00
Silver Marbles	Website maintenance	36.00
	<b>TOTAL</b>	<b>1904.00</b>

Members considered for approval payments for January 2022.

**It was PROPOSED, SECONDED and AGREED that the following payments for January 2022 be APPROVED.**

PAYEE	DESCRIPTION	AMOUNT £
Scottish Power	Street lighting power	251.12
EE	WiFi mini monthly plan	15.00
Sharon Clayton	Clerk's salary/expenses/reimbursements	1022.10
HMRC	PAYE/NI	190.35
A G Royce	Cemetery winter tidy-up and re-turfing	730.00
Mark Evans	Bus shelter cleaning	60.00
W E Price	Cemetery fees paid to parish council in error	62.00
Colin Turner	Bus shelter cleaning	50.00
Highline Electrical Ltd.	Streetlight repair	63.00
HSBC	Bank charges	9.00
	<b>TOTAL</b>	<b>2452.57</b>

#### d) Virement of Funds

It was **PROPOSED, SECONDED and AGREED** that the following virements be **APPROVED**.

Budget Heading	Vire From £	Vire to £
Clerk training	164.00	
Clerk's travel costs		164.00
Reserves	100.00	
External audit fee		100.00
Newsletter and annual report	24.23	
SALC subscription		24.23
Reserves	1059.00	
Website and domain name		1059.00
General repairs	350.00	
Reserves	371.00	
Notice board maintenance		721.00
Reserves	473.00	
Other (cemetery bench)		473.00
Reserves	3781.00	
Strategic Plan (VAS)		3781.00
<b>TOTAL VIREMENTS</b>	<b>6322.23</b>	<b>6322.23</b>

#### e) Review of Cemetery Fees

Members considered a review of current cemetery fees.

It was **PROPOSED, SECONDED and AGREED** that the current cemetery fees be **APPROVED**.

#### 1231 2022/2023 Budget and Precept

Members considered for approval the budget and precept for 2022/2023 and the allocation of reserves.

It was **PROPOSED, SECONDED and AGREED** that:

- a) The budget for 2022/2023 should be set at **£35,886**.
- b) The precept for 2022/2023 should be set at **£33,816**.
- c) Reserves be allocated as follows:

Budget Heading	£
Professional/legal fees	1000.00
Councillor training	275.00
Streetlights – new	2000.00
Litter picking equipment	100.00
Hanging baskets	1000.00
Dog waste/litter bins	3000.00
Green spaces and infrastructure	5000.00
Play improvements	10000.00
Cycling and walking facilities	10000.00
Cycling and walking promotion	5000.00

Promotion of meeting facilities	2000.00
AED	400.00
Traffic calming	24000.00
VAS – Maesbury	7500.00
<b>TOTAL</b>	<b>71275.00</b>

### 1232 Grant Awards

a) Members considered for approval a request from Morton Playing Field Committee for a grant of £1,000. **It was PROPOSED, SECONDED and AGREED not to make an award until detailed costings had been submitted with the grant application.**

b) Members **NOTED** thanks from Qube for a grant of £500.

### 1233 Civility and Respect

Members considered for approval that a civility and respect statement, written in collaboration by SLCC, NALC, OVW and county associations, should be published on the Parish Council's website.

**It was PROPOSED, SECONDED and AGREED that the statement should be placed on the parish council's website.**

### 1234 Virtual and Hybrid Council Meetings

Members considered for approval writing to the local MP seeking support for legislation to enable the use of virtual and hybrid council meetings.

**It was PROPOSED, SECONDED and AGREED that:**

- a) **An edited letter should be sent.**
- b) **The Clerk be granted delegated responsibility to edit the letter.**

### 1235 Policy Review

Members considered the following reviewed policies:

a) Cemetery Rules and Regulations.

**It was PROPOSED, SECONDED and AGREED that the revisions be APPROVED.**

b) Community Grant Policy.

**It was PROPOSED, SECONDED and AGREED that, with the inclusion of "grant applicants should make every effort to attend the meeting at which their grant application would be considered", the revisions be APPROVED.**

c) Remote Meetings Policy.

**It was PROPOSED, SECONDED and AGREED that the revisions be APPROVED.**

### 1236 Trefonen Village Hall

Members considered for approval a parish councillor to become a trustee on the Trefonen Village Hall Management Committee.

**It was PROPOSED, SECONDED and AGREED that Cllr. Peter Richardson become a trustee on Trefonen Village Hall.**

### 1237 Road Safety

a) Members considered for approval the allocation of funds for the purchase of two VAS to be installed in Treflach.

**It was PROPOSED, SECONDED and AGREED that £6,500 be allocated from general reserves.**

b) Members **NOTED** traffic data results received from Shropshire Council following traffic monitoring in Coed-Y-Go.

### 1238 Improvements to Post Box Area at Morton

Members considered for approval a request to install slabs and refurbish the pole at the post box area in Morton.

**It was PROPOSED, SECONDED and AGREED that the area should be refurbished pending approval of costs.**

**1239 Memorial Tree**

Members considered for approval a request from a member of the public for a memorial tree for James and Olive Austin to be planted in Trefarclawdd cemetery.

**It was PROPOSED, SECONDED and AGREED that the planting of a memorial tree be APPROVED.**

**1240 Consultation**

Members considered for retrospective approval a response to a consultation on Amendments to the Environmental Permitting (England and Wales) Regulations 2016 as applied to Groundwater Activities and related Surface Water Discharge Activities. The parish council did not meet in December and the Clerk had forwarded a response from the parish council so as not to miss the deadline for responses.

**It was PROPOSED, SECONDED and AGREED that the response be APPROVED.**

**1241 Date for Next Meeting**

It was **NOTED** that the next meeting would take place on Thursday 24 February 2022 at Trefonen Village Hall.

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**Public Bodies (Admission to Meetings) Act 1960**

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

**1242 Maesbury War Memorial**

Members considered for approval a tender matrix and quotes for work to be carried out on Maesbury War Memorial including an additional inscription.

**It was PROPOSED, SECONDED and AGREED that:**

- a) **The tender matrix be APPROVED.**
- b) **A quote for the work from Broseley Memorials at a cost of £5,995 be APPROVED.**
- c) **Funds should be allocated from general reserves.**

**1243 Tree Pruning**

Members considered for approval a quote for the tree at Glentworth Green to be pruned for which planning permission had been granted.

**It was PROPOSED, SECONDED and AGREED that a quote from A G Royce at a cost of £425 be APPROVED.**

**1244 VAS**

Members considered for approval quotes for the installation of VAS in Maesbury and Treflach.

**It was PROPOSED, SECONDED and AGREED that £6,500 for Treflach and £6,500 for Maesbury be APPROVED.**

**1245 Planning Enforcement**

Members **NOTED** a recent planning enforcement.

The Chairman thanked everyone for their attendance and closed the meeting at 20:46.

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_