

Minutes

of the Annual General meeting

held at 7 pm on Thursday 25 May 2023 at Trefonen Village Hall

Present:

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

Clerk to the Council:

Kathryn Lloyd

In attendance:

Approximately five members of the public
Cllr Joyce Barrow

1707 Chairman's Welcome

Cllr Martin Jones welcomed everyone to the meeting and reminded members that this was his last meeting as Chairman. He thanked members , the wider community, and Cllr Joyce Barrow for their support during his tenure and offered his support to Cllr Martin Bennett as he steps forward into his role.

1708 Election of Chairman

In pursuance of the LGA 1972 S15(1)(2) nominations were sought for the election of the Chairman for the ensuing Council year.

It was PROPOSED, SECONDED and RESOLVED that Cllr Martin Bennett be elected as Chairman.

1709 Declaration of Acceptance of Office

The newly elected Chairman, Cllr Martin Bennett signed his Declaration of Acceptance of Office.

The newly elected Chairman thanked colleagues for their confidence in him and hoped this would not be misplaced over the next 12 months.

1710 Election of Deputy Chairman

In pursuance of the LGA 1972 S15(6) nominations were sought for the election of the Deputy Chairman for the ensuing Council year.

It was PROPOSED, SECONDED and AGREED for Cllr Peter Richardson be elected as Deputy (Vice) Chairman for the ensuing Council year.

1711 Apologies for Absence

Apologies were received from: Cllr Peter Richardson (Annual Leave), Cllr Chris Wood and Cllr Paul Milner.

1712 Police Report

There was no Police Report from the Oswestry Rural Safer Neighbourhood Team at the time of the meeting. Cllr Martin Jones advised members that a representative should be in attendance every three months and a Police report should be received each month. It was suggested the Parish Council report this to the Police and Crime Commissioner John Campion for not complying with their own policy.

1713 Shropshire Council Report

Cllr Joyce Barrow advised members there was no update.

No members put forward questions for Cllr Joyce Barrow to answer.

1714 Public Participation

A resident spoke in a personal capacity about the Shropshire Council's Cycling and Walking Proposals and Consultation. He has recently written to numerous local Councillors and members of the Road Safety Working Group. He expressed his personal support for getting improvements to the road networks and access for pedestrians and cyclists into town. He stated the desperate need for improvements from Trefonen to Treflach. Having watched the webinar, the consultant reviewing the route to Treflach confirmed this was not extended past Trefonen as the road was unsafe. The resident welcomed the support of the Parish Council to encourage Shropshire Council to place this on their list. There are issues and lots of schemes many of which are not funded for. However, community support may help. Cllr Martin Bennett thanked the resident and advised his comments would be considered as part of the Place Plan review.

1715 Minutes

a) The minutes of a Parish Council meeting held on 27 April 2023 were considered for approval.

It was PROPOSED, SECONDED and RESOLVED that the minutes be APPROVED and ADOPTED as a true record. Cllr Roger Jones abstained.

1716 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.

None Declared

1717 Dispensations

None requested.

1718 Declarations of Acceptance of Gifts and Hospitality

None Declared

1719 Committees/Working Groups

Cllr Martin Bennett read out the current list of members for the following committees:

- a) Personnel Committee – Councillors Peter Richardson, Martin Bennett, Bob Kimber, Jas Sigh
- b) Road Safety Working Group – Councillors John Davies, Steve Watts, Bob Kimber, Martin Bennett, Roger Jones.
- c) Cemetery Working Group - Councillors Steve Watts, Mike Weston, Roger Jones, Chris Woods.
- d) Environment Working Group – Councillors Iain Campbell, Roger Jones, Mike West, Bob Kimber, Paul Milner
- e) Finance Committee – Councillors John Davies, Peter Richardson, Martin Bennett, Bob Kimber

Cllr Martin Jones advised members he wished to join the Environmental Working Group as he has an interest in this and is in contact with a number of water groups / bodies. Cllr Roger Jones confirmed he wished to remain a member of Environmental Working Group having previously advised the Clerk he wanted to leave the group

It was PROPOSED and SECONDED to APPROVE the appointment of all committees a – e with the membership as amended by the addition of the name of Cllr Martin Jones to the Environmental Working Group.

1720 Representatives on Outside Bodies

Cllr Martin Bennett advised members he is the current Chairman of the Oswestry Area Committee and was happy to continue to represent the Council. Cllr Peter Richardson has offered to step down if any wishes to be appointed. Cllr Martin Bennett proposed that he and Cllr Peter Richardson remain as the representatives of the Oswestry Area Committee.

It was PROPOSED, SECONDED and AGREED for Cllr Martin Bennett and Cllr Peter Richardson to remain as the representatives on the Oswestry Area Committee.

1721 Polices / Terms of References

Cllr Martin Bennett advised members The Clerk intends to review documents a – g and k during the August recess being subject to review and approval in September 2023.

- 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) Review of inventory of land and other assets including buildings and office equipment (to NOTE this was carried out in April 2023)
- k) Data Protection Policy

It was PROPOSED, SECONDED and AGREED to APPROVE the Policies / Terms of References in their current format subject to being reviewed and approved in September 2023.

i)Members agreed to continue with the SLCC and SALC subscription for 2023/24.

J)Appointment of Internal Auditor for 2023/24

Cllr Martin Bennett advised this had originally been detailed as a deferred item, however, the Clerk no longer wished this to be the case. The Clerk advised members Rebecca Turner of RLT auditing completed the internal audit for 2022/23 and an amended audit report had been issued. The Clerk stated she found the internal auditor to be very knowledgeable and for consistency recommended she be appointed for three years before seeking competitive quotes.

It was PROPOSED, SECONDED and AGREED to appoint Rebecca Turner of RLT auditing to act as the internal auditor for three years.

1722 Schedule of Future Meetings

Members considered a schedule of future dates of meetings and venues. Cllr Martin Jones suggested that a venue closer to Maesbury should be found and perhaps more meetings be held at Rhydycroesau Village Hall.

It was PROPOSED, SECONDED and AGREED for the schedule of future meetings and venues be APPROVED as presented subject to exploration of moving meetings around the Parish where alternative venues can be found.

Cllr Bob Kimber abstained

DATE - 2023	VENUE
29-June	Rhydycroesau Village Hall
27-July	Trefonen Village Hall
August Recess	N/A
28-September	Rhydycroesau Village Hall
26-October	Trefonen Village Hall
30-November	Trefonen Village Hall
14-Decemeber	Trefonen Village Hall
2024	
25-January	Trefonen Village Hall
29 February	Trefonen Village Hall
28-March	Trefonen Village Hall
25-April	Trefonen Village Hall
30 May (Annual Parish and Annual General)	Trefonen Village Hall

1723 Planning Matters

- a) Planning Decisions

The following planning decisions were **NOTED**:

Planning Application Details	Planning Proposals
23/01092/FUL Draengwynion, Nantmawr, Oswestry, Shropshire, SY10 9HH	Erection of a domestic storage building (resubmission) Decision: Refuse
23/01235/FUL The Firs, Weston, Oswestry, Shropshire, SY10 9ES	Internal alterations, first floor extension, replacement windows and construction of detached garage. Decision: Grant Permission

b) Planning Applications

The following planning applications were considered for comment:

Planning Application Details	Planning Proposals
23/01575/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. Cllr Martin Jones stated he had no issue with caravan storage. However, he was unsure about the private treatment plant and ancillary work and questioned if the site would change to a caravan site. It was PROPOSED, SECONDED and AGREED to object on the basis that storage facility does not produce waste and the Council is unsure as to why a private sewage plant is required. It is also off a designated quiet lane.
23/01904/OUT Northcote , Aston Square, Aston, Oswestry, Shropshire.	Outline Application for the Erection of a detached bungalow and garage following demolition of the existing workshop building (all matters reserved). Members discussed this application and felt there was no reason to object. It was PROPOSED, SECONDED and AGREED to support this application.

***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.*

Planning Application Details	Planning Proposals
Pentre Farm Woodhill Trefonen Oswestry Shropshire SY10 9AS	Installation of 18 replacement windows affecting a grade II listed building Cllr Bob Kimber stated the windows have been designed to fit with the original sash. Cllr Martin Bennett noted the existing windows were installed without permission and was correcting this. The windows will be better and in keeping with the building and being double glazed would help with energy efficiencies. It was PROPOSED, SECONDED and AGREED to support this application.

1724 Clerk's Report

Members **NOTED** a written report from the Clerk on action taken following decisions made at previous council meetings. Cllr Martin Bennett advised members the King Coronation coins have arrived, and he will be planning presentations at Morda and Trefonen schools.

1725 Finance Committee Update

Cllr John Davies advised members that the Finance Committee had met on Tuesday. The Clerk confirmed the internal auditor had issued her report with a number of recommendations which did not impact on her overall opinion. The internal audit had expressed an excellent opinion of the accounts.

The Finance Committee recommended to accept the Annual Governance and Accounting Return (AGAR) 2022/23. The Finance Committee wished to review whether the sub committees and working groups can meet via zoom and if the Clerk should be in attendance.

Members NOTED the Finance Chair report.

1726 Financial Matters

Cllr Martin Bennett advised the Clerk wished to give an update on the Wi-Fi contract. The Clerk advised that as this was not being used wished to terminate the contract subject to there being no penalties. The Council entered into a 24 month contract in November 2021. There is an early penalty charge of £78.00 and one month's notice charge. The difference in continuing the contract resulted in a saving of £15.00. Cllr Martin Jones expressed that given the savings involved it would be best to continue and have the service as a back-up.

It was PROPOSED, SECONDED and AGREED to continue with the contract and give the required notice to terminate in October 2023.

a) Income and Expenditure

Members considered for approval income and expenditure to April 2023.

It was PROPOSED, SECONDED and AGREED that income received to date of £45,180.90 and gross expenditure to date of £21,996.25 be APPROVED.

b) Bank Reconciliations

Members considered for approval the bank reconciliation at 30 April 2023.

It was PROPOSED, SECONDED and AGREED for the bank reconciliation at 30 April 2023 be APPROVED

c) Payments for May 2023

Members considered for approval provisional payments for May 2023.

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

Supplier	Details	Gross £
Solopress	Printing - Newsletter Morda	106.56
Malcolm Lainsbury	Trefonen Cemetery Gate repair	395.00
EE Limited	WiFi Mini mobile broadband 7 April - 7 May 2023	18.74
Irwin Mitchell Solicitors	Professional charges in relation to planning advice - Trefarclawdd Farm	2,100.00
EE	Monthly Mobile Charge 11 April - 10 May 2023	13.73
HSBC	Bank charges 30 March to 29 April 2023	8.00
Mark Evans	Bus Shelter Cleaning 1 May 2023 (Morda, The Terrace, Trefonen, Treflach)	60.00
Colin Turner	Bus Shelter Cleaning	25.00
Liam Royce	Grounds maintenance Works	570.00
Kathryn Lloyd (The Clerk)	Clerk's pay and allowances May 2023	1,438.90
HMRC	PAYE / NI Clerk Pay May 2023	209.76
Printerland	Two black toner cartridges	162.00
Llanyblodwel Parish Council	Donation towards maintenance for Morton Churchyard	581.00
SALC	ALC Affiliation Fees 1 April 2023 - 31 March 2024	1,950.84
Kathryn Lloyd (The Clerk)	Reimbursement - Postage Grounds Maintenance, posters and agenda & associated documents April 2023	25.75
Kathryn Lloyd (The Clerk)	Reimbursement A4 Copier Paper (500 *3)	13.47
Colin Turner	Removal of moss top of bus shelter / panels (Morda School and Weston Road)	50.00
RLT Auditing	Internal audit fee for 2022/23 accounts and AGAR	185.80
	TOTAL	7,914.55

d)Members considered the Grounds Maintenance Grant application 2023/24 of £1,500 from Shropshire Council.

It was PROPOSED, SECONDED and AGREED for the Grounds Maintenance Grant application 2023/24 for £1,500 be submitted to Shropshire Council.

e)Purchase of NALC planning brochures

Members considered the purchase of NALC planning brochures at a cost of £5.00 . Cllr Martin Jones stated this was reasonable and believed it was money well spent. It would enable members easier access to planning guidance.

It was PROPOSED, SECONDED and AGREED to purchase 16 NALC planning brochures for all members.

f)Street Lighting survey (Cost £891)

The Clerk advised members that Highline had recommended a street light survey to review the condition of lighting within the Parish . The last one had been undertaken in 2018.

It was PROPOSED, SECONDED and AGREED for a Street Lighting Survey to be undertaken at a cost of £891.00

g)Llanyblodwel Grant £581 (Moreton Churchyard)

It was PROPOSED, SECONDED and AGREED for the annual grant of £581 to be paid to Llanyblodwel Parish Council as a contribution towards the maintenance of Moreton Churchyard.

1727 Risk Management

a)Members considered the risk assessment inspections of the council's assets. The Clerk confirmed all inspections had been completed.

It was PROPOSED, SECONDED and AGREED to APPROVE the risk assessment inspections of the Council's assets.

b)Members CONSIDERED the Annual Risk Assessment which had been amended in line with proposals submitted by Cllr Roger Jones.

It was PROPOSED, SECONDED and AGREED to APPROVE the amended Annual Risk Assessment.

1728 Annual Governance and Accountability Return 2022/23

Members considered the following reports for approval

a) The Annual Internal Audit Report for the financial year 1 April 2022 to 31 March 2023. It was noted it was a very favourable report and the Council will need to consider the recommendations within it.

It was PROPOSED, SECONDED and AGREED to RECEIVE the Annual Internal Audit report

b) The Annual Governance Statement 2022/23

It was PROPOSED, SECONDED and AGREED for the Annual Governance Statement 2022/23 to be APPROVED

c) The Accounting Statement for 2022/23

It was PROPOSED, SECONDED and AGREED for the Annual Governance Statement 2022/23 to be APPROVED.

1729 Tony Cheetham Community Service Award

Cllr Martin Bennett advised that two nominations had been received. Cllr Chris Wood's proposing David Lloyd a resident in Trefonen, whilst a resident from Trefonen nominating Llew Pugh for voluntary work undertaken in the village. It was determined that both nominations were worthy winners. Cllr Martin Jones advised members it would be better if they voted for the person nominated by a resident rather than a Councillor for transparency purposes. Members agreed to an award of £50.00 and a small presentation.

It was PROPOSED, SECONDED and AGREED for Llewelyn Pugh be awarded the Tony Cheetham Community Service Award 2023.

1730 Road Safety Working Group

Cllr Martin Bennett advised members the group had met at Trefonen Village Hall and the report had been circulated.

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

1731 Cemetery Working Group

Cllr Mike Weston advised members a meeting had been held with Henry Thomas. Three documents have been received, a Topology survey, layout and space allocation for the carpark / garden and design access statement . The group questioned several elements and requested revisions. Revised proposals will be brought back for members to consider.

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

1732 Environment Working Group

Cllr Iain Campbell advised members he is still looking into water testing, quotes and costings and is in contact with the same groups as Cllr Martin Jones with a view to sharing water testing. He is aware of a number of emails around damage to verges. He understood Cllr Roger was concentrating on Trefarclawdd Farm and any consequences from it . Cllr Roger Jones advised that due to an increase in farming activity the amount of damage to verges has increased. He recalled emails from two years ago and the initiative by Shropshire Council to look into grass verges in rural areas. Cllr Joyce Barrow advised there had been an Agricultural Vehicle Group which she Chaired. The Highways Officer allocated to the group left over two years ago and no resources were made available. Cllr Mark Barrow and the Leader of the Council are both keen for this Group to be reinstated. Cllr Martin Bennett proposed this is raised as an issue at the next Oswestry Area Committee and a letter is sent to the Leader of the Shropshire Council requesting reinstatement of the Group.

Cllr Martin Jones wished to comment on the Cycling and Walking Scheme stating nothing had been included for Maesbury. There is a lack of footpath or safe walking into Oswestry even though there is signage indicating pedestrians. Cllr Martin Bennett advised that the Clerk for Oswestry Town Council has raised a number of points about the place plan, and these could be included in future deliberations.

b) Cllr Roger Jones advised members he had received a letter from a resident, who wished to remain anonymous, raising concerns with land at Croesau Bach. This included fly tipping, ripping up of a hedgerow and burial of waste. Having reviewed the area again it has not worsened although it has the potential to become a scrapyard / dumping ground. Cllr Joyce Barrow provided background information and an update advising Shropshire Council had issued enforcement notices two years ago. Cllr Martin Bennett suggested writing a letter to the Leader of Shropshire Council asking for her support in resolving these issues and Cllr Martin Jones asked that this included reinstatement of the hedgerow. Members agreed to this.

1733 Consultation

Cllr Martin Bennett noted the Shropshire Council consultation on the Place Plan. The Clerk advised members she had attended a meeting of Clerk at Oswestry Town Council to review the Place Plan. Collectively, a list of omissions were identified and submitted by The Clerk, Arren Roberts. Cllr Martin Bennett advised the Cycling and Walking Scheme consultation ends on 16 June 2023 with the 12 week consultation for the Place Plan on 12 August 2023. Concerns were raised about some areas being placed under Oswestry Town Council when it should be the Parish, for example the Business Park. Cllr Martin Jones asked for the development of land South of Oswestry (Substantial Urban Development) rather than the continued development of Morda. Cllr Martin Bennett advised development at West Felton and Whittington but no mention of improvements for Morda School . He asked for members to review the Place Plan and to send comments to the Clerk ready for debate at the June meeting which will be the last opportunity for the Parish . Members should consider CIL funding held by Shropshire Council and the contribution of CIL funds held by the Parish Council.

Cllr Martin Jones reminded members that there had been a request 18 month previously for a contribution towards the regeneration of a classroom at Morda School although this was never taken forward by the school. He had concerns around governance. Cllr Martin Bennett expressed his thought that Morda School maybe federating with West Felton and Whittington. Cllr Joyce Barrow advised they were looking for Governors, and Cllr Martin Bennett advised he would be happy for his name to be taken forward.

A link to the Place Plan will be sent out to Councillors by The Clerk. Councillors not in attendance will be advised of the importance of reviewing the document.

1734 Date for Next Meeting

Councillors **NOTED** that the Ordinary Meeting will take place on Thursday 29 June 2023 at Rhydycroesau 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 was PROPOSED, SECONDED and RESOLVED that the public and press should not be present

1735 Grounds Maintenance Contract

Cllr Martin Bennett advised members that no tenders have been received for the Grounds Maintenance Contract. The current contractor had offered an extension to 31 December 2023 at current prices and after which a competitive tendering process will be undertaken in January 2024.

It was PROPOSED, SECONDED and AGREED to offer the current contractor an extension to 31 December 2023 at current price and to undertake a competitive tendering process in January 2024.

1736 Planning Enforcement

There were no planning enforcement cases.

The Chairman thanked everyone for their attendance and wished everyone a safe journey home. The meeting closed at 20.15 pm.

Signed: _____
Chairman

Date: _____