

MONTH	MINUTE NUMBER	RESOLUTION/AGREED ACTION	TASK COMPLETE	COMMENTS
				<p>number of scenarios have been produced and forwarded to Cllr Bennett with a suggested budget requirement and maximum individual item cost.</p> <p>Cllr Bennett presented various option to Councillors in October 2022. Members agreed for a budget allocation of £2,400 for 2022/23 with a maximum individual gift price of £7.50. Closer to the time, further consideration can be given as to what the commemorative gift will be.</p> <p>The Clerk received designs for a commemorative coin from Vaughton's. These have been forwarded to Councillors and the Clerk has requested a quote. The budget for this has been increased as part of the budget setting process. Additional quotes from other suppliers have been sought. Agenda item for February 2023 meeting.</p> <p>A member suggested using another company for commemorative coins. Cllr Chris Woods to email details of the supplier to the Clerk. Further quotes to be sought and details to be brought to members at the March meeting.</p>
	1493	<p>Members agreed to:</p> <p>2. Write to Shropshire Council and the West Mercia Police and Crime Commissioner asking for a discretionary speed limit to be placed on the road at Weston</p> <p>3. The concerns raised by residents of Morton to be resubmitted Shropshire Council and to request initial work is undertaken to assess the speed and volume of the traffic to provide the rationale for a reduced maximum speed limit.</p>	Refer to 1627	Cllr Martin Bennett provided a letter for the Clerk. Refer to 1627
	1497	<p>Members agreed to approach the Town Clerk, Oswestry, to request West Midlands Ambulance Service send a representative to attend a meeting to provide an update and explanation to the response times for post code areas SY9 and SY10. There would be an open invitation to all Parish Councils within the Oswestry area to attend.</p>	Yes – awaiting response from MM	<p>The Clerk emailed Arren Roberts, The Town Clerk for Oswestry asking him to approach West Midlands Ambulance Service (WMAS) to request a representative attend a meeting to provide details and an explanation on quarterly response times for post code areas SY9 and SY10. An open invitation would be made for all Parish Councils in the local area to attend.</p>

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				<p>Arren Roberts advised he would take this to Full Council but that in the first instance ORPC should approach WMAS with this request.</p> <p>The Clerk sent a letter on 14 October 2022 to Murray MacGregor, Communications Director at WMAS.</p> <p>A response was received from Murray MacGregor advising that Mark Docherty, Executive Director of Nursing and Clinical Commissioning is happy to come and speak to the Council about the situation in Shropshire and the Oswestry area.</p> <p>Email sent providing dates of forthcoming meeting and asking for a suitable day / time.</p>
October	1265,1444,1514 d	Members agreed for the quote from Malcolm Lainsbury for the replacement of the notice board at the corner shop to be forwarded to Cllr Singh to take forward with her insurance company.	Yes	<p>Quote passed to Cllr Singh to take forward with her insurance company. Waiting for a response as to whether the insurance company will meet the cost.</p> <p>Malcolm Lainsbury has been advised of this and that the Parish Council will come back once an outcome is known (Linked to Minute number 1265 Feb 22, 1444, Aug 22) Cllr Singh advised members that the insurance company will not be meeting the cost as the noticeboard was damaged prior to the accident. Full Council approved this quote in January 2023. Malcolm Lainsbury has been instructed to complete the works</p>
	1520	<p>Members agreed for</p> <ul style="list-style-type: none"> a) Oswestry Rural Parish Council engages a competent Solicitor to scrutinize the available documents and advise on the question: Who owns the Village Hall and associated land c) The Council urgently request a copy of the last three year's accounts. 	<p>Refer to</p> <p>Yes</p>	<p>The Clerk has contacted the Parish Council's Solicitor's Lanyon Bowdler to review the deeds to ascertain ownership.</p> <p>The Clerk has sent a letter to Robert Milton to advise of Cllr Martin Bennett's appointment and request a copy of the last three year's set of accounts and details of the next committee meeting. The Clerk sent a reminder on 7 December 2022 and a letter on 16 December 2022.</p>

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				Mr Milton has responded, and the Clerk replied to challenge the costs of providing financial information and to request a copy of the Trustees Charging policy and relevant minutes. Mr Milton has responded advising only the current year's financial information will be provided at cost of £15. This has been shared with Councillors.
	1522	Members agreed for a request to the informal meeting with Yareal and the removal of restrictive covenants.	Yes	EWG to arrange informal meeting with Yareal and make requests for the removal of restrictive covenants. Verbal agreements received but no written agreements.
	1523	Members agreed to SALC recommends in general that a statement be added to Parish Websites to the effect that parties looking to apply for planning permission for development in their area, should make early contact with the Council to discuss their proposals.	Yes	Details on the website regarding planning and access to Shropshire Portal.
	1526	Members agreed to refer the HGV license issues to SALC and NALC to lobby Central Government for Change in legislation. CHECK – UPDATE from SALC / Shropshire Council	WIP	The Clerk sent letters provided by Cllr Martin Bennett to Helen Morgan MP and Cllr Wickson to lobby Central Government for a change in legislation. Helen Morgan has taken this forward with the Minister and a response received. The matter has been raised with Shropshire Council. Cllr Wickson has acknowledged the letter and concerns raised by the Parish Council. In the first instance, this matter has been taken forward with the leader at the SALC AGM meeting held on 3 November 2022. SALC is taking this forward with Shropshire Council in January 2023. The Clerk is awaiting the outcome from this. This has been taken forward by the Parish Council. Refer to 1578
	1528	Members agreed for the matter concerning the community orchard to be deferred until the next meeting and request further information from Alison Davies	Yes	Further information was received from Cllr John Davies, on behalf of Offa Community Support group. This was shared with members. Cllr Joyce Barrow has submitted an update stating feedback from the Shropshire Council, Steve Law, head of estates team, Philip

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				Mullineax, the principal planning officer, and tree officer are very supportive of the orchard. This has been placed as an agenda item.
November	1546	Members agreed to the formation of the Finance Committee with approval to determine Terms of Reference	Yes	The following members were appointed: Cllr Peter Richardson, Cllr Bob Kimber, Cllr John Davies, Cllr Martin Bennett and The Clerk, Kathryn Lloyd. A meeting has been arranged to discuss Terms of Reference, allocation of reserves and other items
	1549	Members agreed for a letter to be sent to Shropshire Council raising concerns and issues following the outcome of Trefarclawdd Farm planning application Members agreed for a letter regarding the 850 HGV movement predicated in the location of the school to be sent to Oswestry Town Council. Members agreed for the Clerk to contact other clerks in the Oswestry area including Knockin and West Felton to ascertain their experiences of and issues with planners and particularly in regard to rules and process	Yes Yes Yes	Cllr Roger Jones and Cllr Martin Bennett provided draft letter to the Clerk. This has been sent to Shropshire Council and is awaiting a response. Cllr Martin Bennett provided draft letters to the Clerk. These have been sent. The Clerk has emailed clerks in the Oswestry area to ascertain their experiences and issues with planners and particularly in regard to rules and process. There did not appear to be anything specific. The Clerk has raised the issue experienced at West Felton on the housing development along the A5 and is awaiting details as this happened prior the current Clerk being in post. West Felton Clerk has responded and advised this was before their time. However, one of the Councillors is happy to discuss the issues.
	1550	Road Safety Members agreed to: a) write to the Cabinet member for Shropshire Council to restate the issue and the request is for signage and not engineering works With regard to joint workings with Llandyblodwel, members agreed for:	Yes - Refer to 1627	Cllr Martin Bennett provided all the draft letters to the Clerk to send. All letters have been sent and the Clerk is awaiting a response. The Clerk from Llandyblodwel has now sent a formal response.

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		i) joint letter be sent to Shropshire Council Cabinet Member asking for a survey of traffic movements, to include peak times of the day morning and evening when traffic to and from the Tanat Valley as the first stages towards a reduction. ii) A joint letter to include the suggestion of area monitoring rather than 'hot spot' monitoring, to gain understanding of the need for reduction of the 60mph limit on an area basis which it was hoped would be more efficient and reduce costs. iii) A letter be sent to the North Shropshire MP pointing out the complexity and costs of trying to get action to reduce an inappropriate national limit on unsuitable rural roads. For Morda i) A letter be sent to Shropshire Council highlighting the issues from the report and requesting that the matter of traffic calming, and parking be reviewed. Members agreed for a letter to be sent to the Chairperson of the Agricultural Reference Group	Yes Yes Yes Yes Yes	Draft letter provided by Cllr Martin Bennett sent to the Agricultural Reference Group Chairperson, Cllr Joyce Barrow. This has been forwarded. Mark Barrow has acknowledged this, and a further update is expected. He asked for the details of any records of Police enforcement action against the farm. The Clerk will check with The North Shropshire and Oswestry Safer Neighbourhood Team.
	1554	Members agreed for the Clerk to receive cemetery training	WIP	The Clerk as found a training provider and is arranging to attend a training event in the New Year. Now likely to be April / May 2023
	1558	Members agreed for the request from Offa Community Group for support from the Parish Council for an orchard in Trefonen be deferred until January 2023 meeting.	Refer to 1639	The Clerk has confirmed with Offa Community that members have deferred this until January 2023 meeting. The group asked what form the consultation will be and it was suggested mail drop off. ACTION REEQUIRED: Members need to agree how to communicate this with the various group. Website / notices etc. This is no longer being taken forward as the deadline for applications has passed. The resident raised compliant which has been dealt with. Refer to 1639

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December	1576	<p>Members agreed for a letter to be sent to the Leader of Shropshire Council expressing their disappointment in the officer's response to Cllr Bennett.</p> <p>Members agreed for Cllr Roger Jones to prepare a letter setting out where he believed the planners had been inept and where they had failed to meet their own guidelines. This will be forwarded to the Clerk to send to the Ombudsman.</p>	<p>Yes – Refer to 1630</p> <p>On hold</p>	<p>Cllr Martin Bennett provided a draft letter for the Clerk. This has been sent to Cllr Picton, Leader of Shropshire Council, with a copy of the Planning Officers response. Shropshire Council have acknowledged receipt. A response was received from Tracy Darke. Agenda item for February 23. Refer to 1630</p> <p>The Clerk has received an email from Cllr Roger Jones setting out the issues which is ready for the Ombudsman. Cllr Roger Jones has requested this be reviewed and approved by Full Council at the January 2023 meeting. This is on hold whilst the Parish Council confirms whether it has exhausted the complaints process with Shropshire Council and expert advice on EIA's has been received.</p> <p>The Clerk has contacted Lanyon Bowdler regarding the Judicial Review process and potential costs and implications. Lanyon Bowdler Solicitors responded to advise they do not have in-house expertise to act on the Parish Council's behalf. They have recommended Berrys. Agenda Item 18. February 2023. Legal advice is being sought from another solicitor Irwin Mitchell.</p>
	1578	Members agreed for a letter to be sent to Shropshire Council seeking assurance that any further applications for HGV licenses will be treated as a planning application; that the Parish Council be notified and that any comments made by the Council be passed back for consideration.	Yes	<p>Cllr Martin Bennett provided a draft letter to the Clerk. This has been completed and forwarded to Shropshire Council. The Clerk is awaiting a formal response from the Council.</p> <p>This is being dealt with between SALC and Shropshire Council. No formal response has been received.</p> <p>Refer to</p>
	1581	Members agreed to draw up their own individual questions on Asylum Dispersal centres for review early next year.	WIP	Councillors to determine their own questions before bringing this back to Full Council early next year.
	1584	<p>Members agreed to:</p> <ul style="list-style-type: none"> Make a formal complaint to the Charity Commission about the lack of response from the Trustees of Morda and Sweeney Village Hall and as Custodian Trustees, to raise concerns regarding the management of the Trust 	Yes	<p>Cllr Martin Bennett provided a draft letter to the Clerk. This has been completed and forwarded to a contact at the Charity Commission who has acknowledged receipt. The Clerk received a response on 6 February 2023, advising the Charity Commission had provided regulatory advice to the Trustees.</p> <p>The Clerk has instructed the Parish Council Solicitors Lanyon Bowdler to proceed to first registration with the Land Registry in the name of The Oswestry Rural Parish Council.</p>

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		<ul style="list-style-type: none"> Instruct a solicitor to proceed to first registration with the Land Registry in the name of The Oswestry Rural Parish Council. 	Refer to 1612	The Clerk has asked for a review of the deeds to establish ownership. Lanyon Bowdler has not actioned this and have advised they cannot act in this matter. Refer to 1612
January 2023	1596e	Members accepted the quote for the replacement of the notice board a Morda.	Yes	The Clerk has notified Malcolm Lainsbury to undertake.
	1602	Members agreed to wait for a response to Cllr Roger Jones' follow up on over 60's pricing and to place this as an agenda item for next month's meeting.	WIP	The Clerk placed this as an agenda item. Cllr Roger Jones to provide an update. This was delayed until the March meeting due to Cllr Roger Jones' absence at the February 2023 meeting.
	1605	Members agreed for the Clerk to approach Lanyon Bowdler Solicitors to be advised of a legal advisor in respect of EIA's	Yes	The Clerk emailed Lanyon Bowdler Solicitors to request if they had legal advisor to deal with EIA's. The Solicitor responded advising they did not have an in house expert to deal with this. To be discussed under Trefarclawdd Farm. To be taken forward with another Solicitor who has the expert knowledge to deal with this matter. This is being dealt with by Irwin Mitchel Solicitors.
	1606	Members agreed to send their individual views on a Parish Newsletter to The Clerk who will forward to Cllr Martin Bennett to produce a report. The proposals will be brought to the next meeting.	WIP	The Clerk forwarded the two responses received to Cllr Martin Bennett. A report has been prepared and the item placed as an agenda item for the February meeting. Members noted the report. Councillors to forward their views and for Cllr Martin Bennett to report at the March Meeting.
	1609 & 1634	Members agreed for three interested parties to work together for a suitable location for a permanent Christmas Tree, contact the relevant authority from Shropshire Council and provide a response to the Clerk.	Yes	Cllr Chris Wood advised members that the groups had reached agreement and a permanent Christmas Tree is to be planted on Chapel Green Trefonen.
	1611	Members agreed to the Clerk obtaining quotes to replace the existing gate post at Trefonen Cemetery	Yes	The Clerk has requested quotes from two other suppliers, one of which has been provided. One supplier failed to turn up for two agreed appointments. This was placed as an agenda item for February 2023. Members discussed the quotes and determined these were not on a like for like basis. One supplier has been asked to provide a revised quote which has been received. Members to review at the March 2023 meeting.
	1612	Members agreed for The Clerk to seek legal advice in relation to the whole matter of Morda & Sweeney Village Hall	Yes	The Clerk emailed Lanyon Bowdler Solicitors and requested urgent legal advice, following up on the emails of 5 and 12 January 2023 which remained unanswered.

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				<p>The Solicitor provided a response stating they did not have an in house expert deal with this. The Clerk advised this was a separate matter and unrelated to the Judicial Review. speaking with the representative it transpired this was a personal assistant to the Solicitor.</p> <p>The Clerk received an email from a Trustee advising ownership of the Village Hall and associated land had been transferred to the Charity Commission and ORPC were no longer Custodian Trustees.</p> <p>The Clerk advised the Chairman and three Councillors and sought urgent legal advice. A Solicitor from the Oswestry branch spoke with the Clerk and advised that Lanyon Bowdler would not be acting on this. When the Clerk asked for written confirmation, the Solicitor was reluctant and said she would take advice from a manager. The Clerk received an email from the Solicitors advising they were unable act in this matter due to Charities being a niche area. The Clerk has appointed an alternative Solicitor to act in this matter. Legal advice has been received and will be discussed at the March 2023 meeting.</p>
February 2023	1623	Respond to planning applications	Yes	All decisions reported via the planning portal
	1625 d	Members agreed for the change of correspondence form to be approved for submission	Yes	The Clerk has submitted the approved form to the Public Sector Deposit Fund account administrators for action
	1626	Members agreed for the terms of reference for the grants to be reviewed with a recommendation to be brought to Full Council for consideration.	Yes	Cllr Martin Bennett has submitted a draft grant policy for consideration by the Clerk. This will be reviewed with a recommendation for Full Council at the March 2023 meeting
	1627	Members approved the Terms of reference for the Finance Committee	Yes	The Clerk updated to approved version.
	1627	<p>Members agreed for:</p> <ol style="list-style-type: none"> 1. A schedule of works and payments to be agreed with Shropshire Council to allow the Coed y Go speed reduction scheme to progress 2. Write to Shropshire Council again to ask for discretionary speed limit at Weston and signage in respect of Aston to direct HGV traffic the Oswestry Industrial Estate 	<p>WIP</p> <p>Yes - awaiting response</p>	<p>The Clerk has requested a schedule of works and payments from Shropshire Council for the Coed y Go speed reduction project. The Clerk has not received a response.</p> <p>Cllr Martin Bennett provided draft letters to the Clerk to send to Shropshire Council and PCC. The Clerk is waiting for a response from Shropshire Council</p>

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		3. Write to the Police Crime Commissioner (PCC) asking for details of grant funding for small scale road safety schemes	Yes	The PCC have advised of grant funding available for small scale road safety schemes. This information has been shared with members of the Road Safety Working Group (RSWG). Members to consider applying for future projects.
	1630	Members agreed for a letter to be sent via the Clerk to the Leader of Shropshire Council in response to the letter from Tracey Darke, Assistant Director of Economy, and Place	Yes – awaiting response	Cllr Martin Bennett provided a letter for the Clerk to send on behalf of the Parish Council. The Clerk has yet to receive an acknowledgement or formal response
	1631	Members agreed to search for a new firm of Solicitors outside of Oswestry to be appointed as the Parish Council's Solicitors	WIP	The Clerk is searching for a suitable firm of Solicitors.
	1639	Members agreed for a draft letter to be amended and sent out to the complainant	Yes	The Clerk sent the revised letter to the complainant. A number of emails were exchanged, and the matter is now closed.
	1640	Members agreed to enter into negotiations with Shropshire Council without prejudice for land transfers	WIP	The Clerk sent an email to Shropshire Council to express the Council's interest in a transfer of amenity land on a leasehold or freehold basis under Community Right. This has been acknowledged and is being taken forward with the relevant Departments / Officers