



# Oswestry Rural Parish Council

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**NOTICE IS HEREBY GIVEN** that the Ordinary Meeting of Oswestry Rural Parish Council will be held at Canal Central, Maesbury commencing at 7 pm on **Thursday 26 June 2025** and Members are hereby summoned to attend for the purpose of transacting the following business.

K L Lloyd

Signed by:  
Kathryn Lloyd CPFA  
The Clerk & RFO

Date of issue: 20 June 2025

## A G E N D A

### **FILMING AND RECORDING OF COUNCIL MEETINGS AND THE REQUIREMENTS OF THE DATA PROTECTION ACT 2018**

Any person present at a Council meeting may not orally report or comment about a Council meeting as it takes place but otherwise may; film photograph, or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting. Anyone making a recording for non-domestic purposes is advised to seek advice on their obligations to ensure any processing of personal information complies with the Data Protection Act.

**Anyone who objects to being filmed or recorded should notify the Clerk prior to the commencement of the meeting.**

#### **1. Chairman's Welcome**

- a) Chairman's engagements

#### **2. Apologies for absence**

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

#### **3. Police Report**

- a) To receive a report from The Oswestry Safer Neighbourhood Team (3a)
- b) To CONSIDER any changes to Policing Priorities (Contract in place to September 2025)

#### **4. Shropshire Council Report**

To receive a report from Shropshire Councillor Andy Davis

#### **5. Public Participation**

In accordance with Standing Orders 3(e) members of the public may make representations, answer questions, and give evidence in respect of the business on the agenda.

This does not include matters relating to the council's administration. Should anyone wish to discuss business which is not included on the agenda please write to the Clerk who will make arrangements for appropriate action.

#### **6. Minutes**

- a) To CONSIDER and APPROVE the minutes from the Annual General Meeting of the Parish Council meeting held on 15 May 2025 (appendix 6a)

*NOTE: In accordance with Standing Order number 12(a)(b) draft minutes served on councillors shall be taken as read. There shall be no discussion about the draft minutes except in relation to their accuracy.*

## **7. Co-option Applications – Trefonen with Treflach and Rhydygroesau**

- a) To CONSIDER applications for co-options on to Trefonen with Treflach and Rhydygroesau of Oswestry Rural Parish Council and invite the applicants to present themselves to members. To AGREE appointments. (appendix 7)

## **8. Disclosure of Pecuniary Interests, Bias, and Pre-determination**

In accordance with Section 29 of the Localism Act 2011 Members are personally responsible for deciding whether or not they should disclose an interest at this meeting. Where a matter arises at a meeting which relates to a Member's Disclosable Pecuniary Interests, they must disclose the interest, not participate in any discussion nor vote on the matter and must not remain in the room unless they have been granted a dispensation. If it is a 'sensitive interest,' Members do not have to disclose the nature of the interest, just that they have an interest. (Please refer to Appendix B in the Council's Code of Conduct).

Members are also reminded they should not make decisions with a closed mind and must declare a bias and not vote on matters where their decision could be considered to be pre-determined.

## **9. Dispensations**

- a) To consider and approve any requests for dispensations

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

- a) To receive any declarations of acceptance of gifts and hospitality

## **11. Planning Matters**

### **a) Planning Decisions**

To NOTE the following:

<b>Planning Application Details</b>	<b>Planning Proposals</b>
25/01045/FUL Unit 3, Mile House Farm, Shrewsbury Road, Aston, Oswestry, Shropshire, SY11 4JF	Change of use from Class B2 to Class E (gym)  Decision: Refuse
25/01315/FUL Unit 4 The Barn, Top Farm, Woolston, West Felton, Oswestry, Shropshire, SY10 8HY	Change of Use of agricultural building to squash court for personal use.  Decision: Refuse
25/01448/FUL Holly Cottage, Aston Square, Aston, Oswestry, Shropshire, SY11 4LR	Proposed new single-storey side extension to link existing garage and main dwelling.  Decision: Grant Permission

### **b) Planning Applications**

To CONSIDER and APPROVE a response to the following February 2025 planning applications:

<b>Planning Application Details</b>	<b>Planning Proposals</b>
25/02017/FUL The Barn, Top Farm, Woolston, West Felton, Oswestry	Erection of extension to agricultural building
Appeal 25/03369/REF Unit 4 The Barn, Top Farm, Woolston, West Felton. Oswestry , SY10 8HY	Change of Use of agricultural building to squash court for personal use

**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.

## **12. Clerk's Report**

To receive and NOTE a report from the Clerk (appendix 12)

## **13. Financial Matters**

To CONSIDER and APPROVE:

- a) Income and expenditure , balances to 31 May 2025 and forecasted outturn position at 31 March 2026 13a,aii,aiii
- b) Bank reconciliation to 31 May 2025 (appendix 13b)
- c) Provisional Payments for June 2025 (appendix 13c)
- d)Update CCLA Bank Mandate (Bank Request)

## **14. Campaign for Rural England Membership**

- a)To CONSIDER and APRPOVE membership of CPRE.

## **15. Committees/Working Groups**

To CONSIDER and APPROVE the appointment to:

- a) Road Safety Working Group (whose objectives are to promote, assist and help improve road safety throughout the parish for the benefit of all road users)
- b) Cemetery Working Group (whose objectives are to explore options for improving land at Trefarclawdd cemetery and ensure there is adequate burial space for future interments)
- c) Environment Working Group (whose objectives are to refer concerns about environmental issues to the appropriate body/organisation)

## **16. Review of Policies / Terms of Reference:**

To AGREE deferment of items a & b :

- a) Financial Regulations
- b) Standing Orders

To REVIEW and AGREE Terms of References:

- c) Terms of Reference for the Personnel Committee
- d) Terms of Reference for the Road Safety Working Group
- e) Terms of Reference for the Cemetery Working Group
- f) Terms of Reference for the Environment Working Group
- g) Terms of Reference for the Finance Committee

## **17. Communications Working Group**

- a)To RECEIVE a report on the proposal for a Communications Working Group (Cllr Richard Fowler)
- b) To CONSIDER Terms of Reference subject to responsibilities not yet agreed

## **18. Risk Management**

- a) To CONSIDER and APPROVE risk assessment inspections of the council's assets
- b) To CONSIDER and APPROVE the annual risk assessment (18b)

## **19. Representatives on Outside Bodies**

- a) To elect a member to represent the Parish Council on the Trefonen Village Hall Committee.

## **20. Cemetery Working Group**

- a) To CONSIDER and APPROVE the following:

1. Cemetery be closed to the public and for burials during the first two weeks of August to facilitate planned major maintenance work
2. Subject to approval, the closure be advertised on the web site, facebook , notice boards and a sign fixed to the cemetery gates. Funeral Directors and Stonemasons to be formally notified.
3. That space be added to the Cemetery Rules and Rights of Burial documents to collect phone and mobile numbers and email and domestic addresses
4. That Cemetery Rules be amended so that all payments made by Funeral Directors be made in advance and only by bank transfer to an account nominated by the Clerk and then Finance Group
5. That a general tidy up of certain plots be planned.
  - i. Photos attached of examples of plots not conforming to guidelines/rules
  - ii. To maintain the grassed lawn concept of the cemetery
  - iii. Approach identified plot holders requesting compliance and giving say six months' notice that in the event continued non-compliance items will be removed and plots seeded
  - iv To be advertised on website, Facebook and notice boards.

## **21. Environment Working Group**

To receive an update from the Environmental Working Group

- a) Water Pollution (Cllr Iain Campbell)

## **22. Oswestry Post Office Update**

- a) To receive an update on Oswestry Post Office (Cllr Martin Bennett)

## **23. Social Media**

- a) To receive an update on Social Media (Cllr Richard Fowler)

## **24. Website**

- a) To receive the report on the website (Cllr Richard Fowler)

## **25. Morda Play Area Update**

- a) To receive reports on the Morda Play Area and AGREE any ACTIONS (Cllr Andy Davis)

## **26. Neighbourhood Plan**

- a) To receive information on Neighbourhood Plan (Cllr Andy Davis)

## **27. Correspondence**

- a) To CONSIDER correspondence from a resident raising concerns at Trefarclawdd Farm and AGREE any ACTIONS

## **28. Consultations**

- a) Shropshire Council Survey – Call for Information , Town & Parish Councils .Consultation period from mid June - 18 August 2025 (appendix 28a)

## **29. Date for Next Meeting**

To NOTE that the Ordinary Parish Meeting will take place on **Thursday 31 July 2025** at Rhydycroesau Village Hall from 7.00 pm.

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## **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

## **30. Rhydycroesau Village Hall**

- a) To receive an update from The Clerk following the use of the Hall for the AGM and AGREE any actions

## **31. Burial Issues**

- a) To NOTE recent issues at Trefarclawdd Cemetery (The Clerk)

## **32. Quotes – Internal Audit Service 2025/26**

- a) To CONSIDER quotes for the Internal Audit Services for 2025/26 (The Clerk)

## **33. Planning Enforcement**

- a) To NOTE planning enforcement notifications received (The Clerk)
- b) To CONSIDER any further ACTIONS on previous Planning Enforcements