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NOTICE IS HEREBY GIVEN that a meeting of Oswestry Rural Parish Council will be held at Trefonen Village Hall commencing at 7 pm on Thursday **24 February 2022** and Members are hereby summoned to attend for the purpose of transacting the following business. Here is the [Zoom link](#).

Signed:
Sharon Clayton MPA, BA (Hons), FSLCC
Clerk

Date of issue: 17 February 2022

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

2. Apologies for absence

To receive apologies for absence

3. Police Report

To receive a report from The North Shropshire and Oswestry Safer Neighbourhood Team

4. Shropshire Council Report

To receive a report from Shropshire Councillor Joyce Barrow

5. Public Participation

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

6. Minutes

To CONSIDER and APPROVE the minutes from a parish council meeting held on 27 January 2022 (appendix 6)

7. 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 directly 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.

8. Dispensations

To consider and approve any requests for dispensations

9. Declaration of Acceptance of Gifts and Hospitality

To receive any declarations of acceptance of gifts and hospitality

10. Planning Matters

a) Planning Decisions

To NOTE the following:

Planning Application Details	Planning Proposals
21/05816/FUL Bromwich Park, Maesbury Marsh	Change of Use from agricultural building and land for wedding ceremonies Permission GRANTED 27 January 2022 <i>The parish council did not object to this application but missed the deadline for comments.</i>

b) Planning Applications

To CONSIDER and APPROVE a response to the following:

Planning Application Details	Planning Proposals
21/05880/HRM Yew Tree Farm, Crickheath	Remove 8m of hedgerow to create safe access
22/00350/FUL Proposed solar farm to the north of Rhydycroesau	Formation of solar park consisting of 3240 solar panels and associated electrical equipment namely inverters, site and DNO substations, battery energy storage units, 2m high deer fence with gates, formation of a permanent access road, CCTV cameras and infrared lighting and a weather station mounted on galvanised steel masts inside the solar park
22/00374/FUL Draengwynion, Nantmawr	Erection of a domestic storage building
22/00376/FUL Ochr, Llawnt	Proposed single storey side extension and erection of rear single storey link following demolition of conservatory together with associated external decking and handrails

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.

11. Clerk's Report

To receive and NOTE a report from the Clerk (appendix 11)

12. Financial Matters

To CONSIDER and APPROVE:

- Income and expenditure to end of January 2022 (appendix 12a)
- Bank reconciliations up to January 2022 (appendix 12b)

- c) Payments for February 2022 (information to follow)

13. Cemetery Fees

To CONSIDER and APPROVE:

- a) A fee for interments that take place outside of normal approved hours (appendix 13)
- b) A charge for not notifying the council of interments without sufficient notice (appendix 13)

14. Treflach Green

To CONSIDER and APPROVE the installation of 'no parking' signs on Treflach Green (Cllr. John Davies)

15. Policy Review

To CONSIDER and APPROVE a review of the Planning Pre-application policy (appendix 15)

16. Trefarclawdd Cemetery

To CONSIDER and APPROVE, in principle, proposals for future action at Trefarclawdd cemetery (Trefarclawdd Cemetery Working Group) (appendix 16)

17. Road Safety

- a) To receive a report from the recent traffic survey at Coed-Y-Go (Cllr. Les Maguire) (appendix 17a)
- b) To NOTE a report from the Road Safety Working Group (Cllr. Martin Bennett) (appendix 17b)
- c) To CONSIDER and APPROVE draft Terms of Reference for the Road Safety Working Group (Cllr. Martin Bennett) (appendix 17c)
- d) To CONSIDER and APPROVE that a new page is added to the parish council website specific to the Road Safety Working Group (Cllr. Martin Bennett)
- e) To CONSIDER and APPROVE that, in accordance with Shropshire Council's Road Safety Policy, Oswestry Rural Parish Council request that Shropshire Council place a 30mph speed limit on the Trefonen Road on both approach to and as it passes through the village of Coed-Y-Go (Cllr. Martin Bennett)

18. Levelling Up

To CONSIDER and APPROVE making representations as thought necessary in response to the Government's proposals outlined in the recent [White Paper](#) on Levelling Up (Cllr. Martin Bennett)

19. Social Media

To CONSIDER and APPROVE booking a free Social Media Health Check through NALC's partnership with Breakthrough Communications (Cllr. Martin Bennett)

20. Morda Notice Board

To CONSIDER and APPROVE the restoration/replacement of the name of 'Oswestry Rural Parish Council' on the notice board at Morda (Cllr. Steve Watts)

21. Affordable Homes at Land North of Weston Road, Morda

To CONSIDER and APPROVE writing to Wrekin Housing Trust concerning plans for the site entrance for the development of affordable homes on land north of Weston Road, Morda (Cllr. Steve Watts)

22. Oswestry Area Committee

To receive a report from the last meeting of the Oswestry Area Committee meeting (Cllr. Peter Richardson and Cllr Martin Bennett)

23. Consultation

To CONSIDER and APPROVE a response to any consultation received

24. Date for Next Meeting

To NOTE that the next meeting will place on Thursday 31 March 2022 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

25. VAS

To CONSIDER and APPROVE a revised quote for the installation of VAS in Maesbury and Treflach and increase the budget accordingly (appendix 25)

26. Planning Enforcement

To NOTE any planning enforcement notifications received

Minutes of a Parish Council meeting

held at 7 pm on Thursday 27 January 2022 at Trefonen Village Hall

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**.

Planning Application Details	Planning Proposals
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>

Planning Application Details	Planning Proposals
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>
21/04986/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 ² porch and 3.7m ² 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:

Planning Application Details	Planning Proposals
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. It was PROPOSED, SECONDED and unanimously AGREED:

	<ol style="list-style-type: none"> 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. 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. 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. 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. 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.
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. 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.
*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. It was PROPOSED, SECONDED and AGREED no objection.
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. It was PROPOSED, SECONDED and AGREED to support.
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. It was PROPOSED, SECONDED and AGREED to support.

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
	TOTAL	1904.00

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
	TOTAL	2452.57

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
TOTAL VIREMENTS	6322.23	6322.23

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:

- The budget for 2022/2023 should be set at £35,886.
- The precept for 2022/2023 should be set at £33,816.
- 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
TOTAL	71275.00

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.

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 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: _____

MONTH	MINUTE NUMBER	RESOLUTION/AGREED ACTION	TASK COMPLETE	COMMENTS
2021				
April	1026	Arrange for commemorative seat and tree at Trefarclawdd cemetery.	Work in progress	
October	1183	Determine the demand, if any, for allotments.	Work in progress	Posters have been provided for notice boards throughout the parish and included on the website. Only one person has expressed an interest at the time of writing.
2022				
January	1222(b)	Write to police concerning lack of attendance at meetings.	Yes	<p>All councillors were sent an email from the Clerk on 2 February 2022 explaining that she had been in touch with Inspector Claire Greenaway-Evans who apologised that no-one could attend. Her teams work set shift patterns and if they are on rest days or a day shift, they cannot attend evening council meetings.</p> <p>With over 40 parish and town councils she is not able to change the officers shifts to accommodate the meetings as this would affect their home life adversely. The Clerk has provided Claire with future council meeting dates, but the February meeting is on children's half term holiday, and one officer is on leave, one on rest days, and another committed to covering the whole of his area on a day shift. Claire is also on leave that week.</p> <p>Claire says she can send an officer from another area to deliver a police report and with a full brief he would be able to answer questions. If the council would like an officer to attend, Claire needs to know what areas the council wishes to raise so that she can put together a comprehensive report.</p> <p>The Clerk asked councillors for their questions by return and none have been received.</p>
	1227(b)	Respond to planning applications.	Yes	
	1232	Ask Morton Playing Field Committee for a more detailed grant application.	Yes	Awaiting a response.
	1233	Publish the Civility and Respect statement on the parish council's website .	Yes	
	1234	Write to local MP and the minister seeking support for legislation to enable the use of virtual and hybrid council meetings.	Yes	

Clerk's Monthly Report on action taken following decisions made at the last parish council meeting.

MONTH	MINUTE NUMBER	RESOLUTION/AGREED ACTION	TASK COMPLETE	COMMENTS
	1235	Amend Community Grant Policy to include "grant applicants should make every effort to attend the meeting at which their grant application would be considered".	Yes	
	1239	Arrange for the planting of a memorial tree in Trefarclawdd cemetery.	Yes	A flowering Cherry has been planted.
	1243	Arrange for tree at Glentworth Green to be pruned.	Yes	

Expenditure	Budget 2021/2022	Balance	January 2022	Allocated Reserves
General Administration				
Clerk Salary / Employer NI/ Home Working Allowance	£13,112.00	£1,821.95	£11,290.05	
Stationery	£730.00	£373.55	£356.45	
Postage	£403.00	£125.02	£277.98	
Clerk Travel Costs	£474.00	-£22.80	£496.80	
Audit Fee (internal)	£75.00	£10.00	£65.00	
Audit Fee (external)	£400.00	£0.00	£400.00	
Professional/Legal Fees	£500.00	£100.00	£400.00	£1,000.00
Insurance	£850.00	£23.61	£826.39	
Meeting Room Hire	£300.00	-£146.89	£446.89	
SALC Subscription	£1,624.23	£0.00	£1,624.23	
SLCC Subscription	£256.00	£0.00	£256.00	
Data Protection	£35.00	£0.00	£35.00	
Quality Award Scheme	£0.00			
Bank charges			£8.50	
Communication				
Newsletter and Annual Report	£40.77	£40.77	£0.00	
Website and domain name	£1,427.00	-£30.00	£1,457.00	
Notice board maintenance	£1,021.00	-£0.30	£1,021.30	
Training				
Clerk	£486.00	£171.00	£315.00	
General (Councillor)	£350.00	£300.00	£50.00	£275.00
Elections	£3,430.00	£3,430.00		
Parish Maintenance				
Street Lights - electricity	£960.00	£11.04	£948.96	
Street Lights - repairs	£100.00	-£26.25	£126.25	
Street Lights - new	£0.00			£2,000.00
Grounds Maintenance - Cemeteries	£3,450.00	£468.00	£2,982.00	
Grounds Maintenance - Green Spaces	£2,205.00	-£483.00	£2,688.00	
Donation	£550.00	-£0.50	£550.50	
Bus Shelter - cleaning	£1,020.00	£170.00	£850.00	
General Repairs	£850.00	£500.00	£350.00	
Other	£473.00	-£62.00	£535.00	
Leisure and Community				
Grants	£3,070.00	£3,070.00	£0.00	
Grants LGA 1972 S137			£520.00	
Strategic Plan (VAS)	£3,781.00	-£0.04	£3,781.04	£6,812.00
Morda Village Hall	£0.00			
Tony Cheetham Community Award	£55.00	£55.00		
Contingency	£0.00	£0.00		
AED	£0.00			£400.00
Sub Total	£42,028.00	£9,369.66	£32,658.34	

Neighbourhood Fund Projects				£96,684.00
Allocated reserves				£107,171.00
Unallocated general reserves	£ (5,784.00)			£90,879.00
<i>Approved 27 January 2022 [minute no: 1230(d)]</i>			TOTAL	£198,050.00
Total net expenditure	£36,244.00	£3,585.66	£32,658.34	
VAT	0	0	£1,407.34	
Total gross expenditure			£34,065.68	
Income	Budget 2021/2022	Balance	January 2022	
Precept	£35,114.00	£0.00	£35,114.00	
Cemetery Fees	£1,000.00	-£3,862.00	£4,862.00	
Interest	£80.00	£54.86	£25.14	
Donations	£50.00	£50.00		
Grants received	£0.00	-£1,500.00	£1,500.00	
Other	£0.00	-£60.26	£60.26	
Sub total	£36,244.00	-£5,317.40	£41,561.40	
Neighbourhood Fund			£44,330.34	
Total net income	£36,244.00	-£5,317.40	£85,891.74	
VAT refunds			£568.47	
Total income received			£86,460.21	
£150 vired from Cllr. to Clerk training. Minute no: 1119(d) 31.8.21				

Year to date balances:

MONTH	EXPENDITURE	INCOME	BALANCE
	£	£	£
31-Mar-21		B/F	203833.46
2021			
April	-6829.24	36,183.46	233187.68
May	-4350.42	45,255.99	274093.25
June	-3405.11	80.99	270769.13
July	-1995.13	1500.66	270274.66
August	-1164.26	325.60	269436.00
September	-5823.25	281.66	263894.41
October	-3433.22	497.73	260958.92
November	-2708.98	400.58	258650.52
December	-1904.00	1,131.67	257878.19
			over pmt -60.26 credited Oct
			257817.93
2022			
January	-2452.07	801.87	256167.73
February			256167.73
March			256167.73
BALANCE	-34065.68	86,460.21	

Bank balance as at 31 January 2022:

Current account 10649120	4394.24
Deposit account 11313924	226487.91
Reserve account 21514768	285.58
PSDF	25000.00
	<u>256167.73</u>



Oswestry Rural Parish Council

13

TREFARCLAWDD CEMETERY

RULES AND REGULATIONS

These Rules and Regulations have been introduced to protect grave owners' rights and to deter people from taking unfair advantage.

All grave owners are subject to these Rules and Regulations which are subject to review.

1. Change of address

Grave owners should notify the council if they change their address to ensure that the council has the correct contact details.

2. Hours of Interments

The hours for all interments are as follows:

Weekdays	9.00am to 4.00pm.
Weekends	By arrangement

These hours may be shortened, at the council's discretion, during winter months, depending on sunset times.

No interment shall take place outside these hours, nor on Good Fridays, Christmas Day or a Bank Holiday except in cases of special emergency or religious reasons and then only at an approved hour and **on payment of an appropriate additional fee.**

The funeral director is responsible for all funeral arrangements and the council undertakes no responsibility in this matter.

3. Notice of Interments

- a) **Not less than two working days' notice shall be given of any interment. Failure to do so may result in additional cost.**
- b) All notices of interment should be addressed to the Clerk on the council's official application form and accompanied by the appropriate fee. No interment may take place until payment is received.
- c) Interments may be refused if:
 - i. If the interment application form has not been received in sufficient time.
 - ii. The details on the interment notice are incorrect.
 - iii. The disposal certificate has not been received prior to the interment to authenticate the identity of the person to be interred.
 - iv. A funeral director has not been appointed to oversee the interment.

4. Burials and Memorials

No burial shall take place, no cremated human remains shall be interred, no tombstone or other memorial shall be placed in the cemetery and no additional inscription shall be made on any tombstone or other memorial without the written permission of the council and after the appropriate fees have been paid.

5. Depth of Private Graves

- a) No private grave will be made deeper than 6 ft 6" (1.98 meters) but if the council finds it impracticable (owing to drainage or other cause) to dig so deep as 6 ft 6" (1.98 meters) in any particular grave space, it reserves the right to specify the maximum depth which can be dug. All coffins or other receptacles shall be buried in accordance with the requirements of Part 1 of Schedule 2 of the Local Authorities' Order 1977. A 6 ft 6" (1.98 meters) grave allows two earth burials. In addition, up to six sets of cremated remains are permitted per full burial plot. No triple depth plots are allowed at the cemetery
- b) Plots for cremated remains are excavated to a depth of 18 inches (0.46 meters). Up to two sets of cremated remains are permitted per cremated remains plot.

6. Surplus Soil

The surplus soil excavated from any grave or vault is to be deposited on such part of the cemetery as the council may determine. **Due to burial arrangements it may be necessary to temporarily cover grave plots on some occasions to enable the excavation of any adjoining grave plots.**

7. Admittance of Workmen

No workman employed in fixing, painting or restoring monuments or gravestones will be admitted, nor materials received into the cemetery on Saturdays, Sundays, Christmas Day, Good Friday, Bank Holidays or on any other day before 9am or after 4pm.

8. Exclusive Right of Burial

- a) The purchase of an Exclusive Right of Burial does not grant ownership of the land, only the right of interment, the grant of which lasts for 99 years from the date of purchase.
- b) Only the owner of the Exclusive Right of Burial has the authority to sanction an interment or the installation of a memorial or further inscription. If the Exclusive Right of Burial belongs to the deceased, ownership must be transferred by completing a Transfer of Exclusive Right of Burial form which includes making a statutory declaration to transfer ownership.
- c) No transfer of an Exclusive Right of Burial shall be deemed valid until verified and registered with the Clerk.

9. Payment of Fees and Charges.

- a) No interment nor work in the cemetery shall take place until the appropriate fees have been paid.
- b) Cemetery fees are reviewed annually.

10. Erection of Monuments.

No person shall erect, remove, or re-erect any monument, gravestone, tablet, inscribed vase, in the cemetery unless written permission from the council has been granted and the appropriate fees have been received.

11. Monuments on Purchased Graves

No monument, gravestone nor tablet will be allowed without the purchase of an Exclusive Right of Burial.

12. Approval of Monuments and Inscriptions

- a) No new monument shall exceed 3ft, 6ins (1.07 meters) in height.
- b) No person shall erect nor fix any monument, gravestone, tablet, nor make any inscription thereon, nor place therein any vase bearing an inscription without the approval of the council and shall, before proceeding to erect or fix any such monument, gravestone, tablet or make any inscription thereon, or

place any such vase bearing an inscription, furnish to the council a description and measurements of every such monument, gravestone, tablet, vase, with copies of the proposed inscription thereon, together with a specification of the material and dimensions to be used.

- c) All installations must be in accordance with current NAMM recommendations.
- d) Monumental tablets must be 18" x 18" (457mm x 457mm) and inscribed with the full name of the deceased, their live years plus one line of personal inscription.
- e) No kerbs nor railings are permitted around any grave.
- f) The council will remove, without notice, any unauthorized memorials, kerbs, railings, ornamentation or horticultural decoration. The council may recover the cost of removal of these items from the holder of the Grant of Exclusive Right of Burial of the grave, in accordance with the powers and procedures set out in Article 14 of The Local Authorities Cemeteries Order 1977.

13. Grave Number on Monuments

The identification number of a grave must be cut at the foot of all monuments or gravestones so as to be visible when erected. All memorials must comply with current NAMM recommendations.

14. Repairs to Graves and Monuments etc.

- a) Grave owners must keep all monuments, gravestones, tablets, or other memorials in good repair. All repairs and reinstallations must be in accordance with current NAMM recommendations. In the event of any such monument etc., becoming dangerous, defective or illegible from want of repair or neglect, the council may, in accordance with the powers and procedures set out in Article 16(2) and Schedule 3 of the Local Authorities' Cemeteries Order 1977, give notice to the owner or owners, requiring them to repair or remove any such monument etc., and if, after the expiration of such notice, the owner or owners have failed to repair or remove any such defective or dangerous monument etc., or if the council is unable to trace the owner(s) after taking such reasonable steps as it may consider necessary for that purpose, then the council may remove the same without any rights of the owner or owners to any compensation for so doing.
- b) An ongoing process of memorial safety testing is in operation, as defined in the separate Memorial Safety Policy available from the Clerk.

15. Receptacles for Flowers etc.

Receptacles for flowers, ornaments etc. shall only be placed on the concrete rafting provided with each plot. The council reserves the right to move or remove any receptacle for flowers, ornaments etc. which it considers unsuitable or unsightly, without notice. Glass, china or other easily breakable pots and bottles are highly dangerous and are not permitted in the cemetery.

16. Glass Shades

Glass shades are not allowed on any grave.

17. Damage

Any person causing damage in the cemetery will be held responsible and the council may recover any associated costs in accordance with Article 18 of the Local Authorities' Cemeteries Order 1977.

18. Conduct

- a) Visitors to the cemetery should conduct themselves in such a way as to respect the privacy of other visitors so that a quiet and peaceful environment may be maintained for the benefit of all.
- b) Visitors must keep to the paths and walkways provided.
- c) Children should be kept under the care and attention of an adult.
- d) All visitors should enter and leave the cemetery by the proper entrance gates.
- e) Cycles are not permitted in the cemetery.

- f) All dogs must be kept on leads when within the cemetery and dog owners are required to remove any dog waste in the bin provided.
- g) The council may at any time exclude any person who conducts themselves in a noisy, disorderly or unseemly manner or is under the influence of drink or drugs or uses improper language or refuses to comply with cemetery regulations.

19. Planting

- a) The planting of plants, shrubs and trees is not permitted on any grave but may be planted in specially designated areas subject to availability.
- b) No bulbs, plants, roses etc., are to be planted in the Garden of Remembrance.

20. Damaged Flowers/Wreaths

- a) Broken or damaged flowers, wreaths, artificial flowers or ornaments will not be allowed to remain on any grave and the council will remove these if the owner fails to do so. All dead floral tributes will be removed from graves at the council's discretion within a reasonable time limit if the owner fails to do so.
- b) Special Christmas tributes will be removed after 31st January.

21. Decoration of Graves or Memorials

Trinkets, toys and solar lights are not allowed on any grave and will be removed by the council and placed in the compound. If not claimed within one month from their removal the council reserves the right to dispose of them as appropriate.

22. Gratuities

No gratuities shall be demanded by any officer or servant of the council.

23. Maintenance

As soon as convenient after the interment of a body or cremated remains the council shall sow grass seed or lay turf at its own expense over the whole of the grave. Thereafter no person, other than the duly authorized officers or servants of the council, shall interfere with or alter the turfed or un-turfed areas of the grave except for the purpose of a further interment therein.

24. Grass Cutting

The council shall keep the turfed areas mown at its own expense but will not undertake to keep clean or maintain memorials, which matter shall be the responsibility of the owner.

25. Memorials

No flat stones laid horizontally, nor memorials, metal vases, chippings, railings, fencing, kerbs or other structures enclosing graves, other than headstones, are permitted in lawn sections of the cemetery. In particular, the erection of decorative borders is not permitted.

26. Wooden memorials

A wooden memorial may be erected over any grave to which an Exclusive Right of Burial has been purchased and prior consent has been given by the council. The council will remove any wooden memorial for which prior consent has not been obtained. Such wooden memorials shall be of hardwood or good quality softwood, the surfaces shall be dressed to a smooth finish. Any inscription on the memorial shall be properly carved into the face of the memorial or by means of an inscribed brass plate affixed to the face of the memorial.

27. Memorial Seating

Memorial seating will be allowed in the cemetery provided that:

- i. Applicants meet the full costs of secure installation.

- ii. Damages and repairs are rectified.
- iii. The council reserves the right to remove any seating which is no longer in a suitable and safe condition.

28. Games

The playing of ball, or any other games or sport within the cemetery is strictly prohibited, in accordance with Article 18 (1) (e) of The Local Authorities' Cemeteries Order 1977.

29. Official Plan

A detailed plan of the cemetery, showing the position of every grave, shall be kept at the office of the Clerk and may be inspected by arrangement without charge.

The council by virtue of its powers under the Local Authorities Cemeteries Order 1977 adopted the foregoing Rules and Regulations at its meeting on 27 October 2015.

These Rules and Regulations will be applied and enforced by the Clerk, with the support of the Council.

I/ We agree to abide by the Rules and Regulations currently in force at Trefarclawdd Cemetery and acknowledge receipt of a copy of the Rules and Regulations.

Name:

Signature:

Date:

Name of Deceased:

Relationship:

Executors name if different from above:

Grave Number:

Reviewed January and numbers 2 and 3 reviewed February 2022



PLANNING PRE-APPLICATION DISCUSSION POLICY

Introduction

Developers are encouraged to enter into pre-application discussions with the planning authority, relevant stakeholders and the community prior to the submission of a formal planning application.

This policy sets out how the parish council will consider planning pre-application discussions ~~not only to respect the interest of the developer but also to preserve and enhance the interests of its residents~~ **with the intention of ensuring the best outcome for those within the parish, and** details how the parish council's views ~~shall~~ **will** be communicated. ~~to the planning authority (Shropshire Council), stakeholders, developers and the community.~~

Oswestry Rural Parish Council's involvement in pre-applications discussions

The Town and Country Planning Act 1990, Schedule 1: Local Planning Authorities: Distribution of Functions, Par. 8(1) provides: A local planning authority who have the function of determining applications for planning permission shall, **if requested to do so** to by the council of any parish situated in their area, notify the council of –

- a) Any relevant planning application; and
- b) Any alteration to that application accepted by the authority.

5) but they (LA) need not notify a council of any alteration which in their opinion is trivial.

In accordance with the above legislation the parish council is informed of all planning applications within the parish of Oswestry Rural.

~~As a statutory consultee in the planning process it is desirable for~~ The parish council ~~to~~ **will** be involved in the pre-application process for the following reasons:

- It has a good understanding of its area and the community.
- ~~It is keen~~ To ensure growth within the parish is of the right type **and** in the right location.
- It provides an advocacy role for its residents, ~~effectively by~~ representing their views. ~~when they feel they are unable to.~~
- The parish council ~~may be a party to S106~~ **needs to be involved in** negotiations ~~on~~ **concerning** community assets ~~required for the~~ **within the** parish.

Pre-application discussions ~~directly with the parish council~~

~~The parish council will normally approach pre-application discussions in the following way:~~

Pre-application discussions will be prompted by the developer contacting the parish council. The developer will be invited to attend a parish council meeting to give a presentation on development plans.

If individual councillors are approached directly by a developer they must make it clear that any opinion expressed is personal and not that of the parish council as a corporate body.

- ~~The developer contacts the Parish Council directly to obtain the view of the Parish Council as a body. Discussions will consist of a presentation to the whole Parish Council at a Parish Council meeting.~~
- ~~The developer contacts the Parish Council directly to seek the informal opinion of individual councillors. The Councillor will not express a view that could be thought of as the view of the Parish Council and will report to the next available meeting that they have been approached and their response will be recorded.~~

Pre-application discussions through Shropshire Council

~~Shropshire Council offers developers a formal pre-application process and will charge a fee for the service. Should the parish council be approached for its opinion these will be considered on individual merits depending and whether discussions are to be confidential.~~

Confidentiality

~~The parish council understands there may be sometimes a need for developers to seek confidential discussions with the Parish Council. The Parish Council is mindful of its duties under the Freedom of Information Act 2000 and the need to ensure that as much information is available to the public as possible.~~

There may be times when discussions with developers might need to be held privately and the parish council will decide whether any pre-application discussions should be confidential in accordance with the details provided by the developer.

~~As a general rule all pre-applications will be considered by the Parish Council in the public domain however the following occasions will be the exception:~~

Private discussions will only occur when:

- Shropshire Council, having processed the pre-application, is satisfied that the application meets the provisions of the Public Interest Test and should remain confidential **and the parish council is made aware of this.** ~~will make that decision made known to the Parish Council. The Parish Council will be guided by Shropshire Council on its approach to the discussions.~~
- The developer has provided a compelling argument that the application is commercially sensitive, and disclosure of information would either prejudice or adversely affect future contract negotiations/transaction.

~~No other reasons will be considered to exclude members of the public and press thus rendering the documents relating to the application confidential.~~

Otherwise members of the public will not be excluded from discussions between developers and the parish council.

Meetings

The Clerk ~~should~~ **will** be present with councillors ~~in~~ **at** pre-application meetings. ~~The Clerk should make clear that discussions will not bind the Council to making any particular decision and that any views expressed by Councillors are personal and provisional. By the very nature of such meetings not all relevant information may be at hand, nor will formal consultations with interested parties have taken place.~~

Discussions at pre-application meetings are informal and any decisions made must be ratified at a properly convened parish council meeting. Notes of meetings will be available to members of the public upon request.

~~Written notes should be made of all meetings (and phone conversations). Notes should record issues raised and advice given.~~

Amendments shown in red

Policy adopted 25 August 2015

Reviewed and adopted 26 September 2017

Next review date September 2020

TREFARCLAWDD CEMETERY

1. The cemetery comprises three main areas
 - a. The existing burial ground
 - b. The enclosed land to the east (Coed-y-Go side)
 - c. The unenclosed land to the west
2. Main issues arising are
 - a. Capacity of the existing burial ground
 - b. The use of the enclosed land to the east
 - c. The use of the unenclosed land to the west
 - d. The need for a ground water survey
3. Capacity of existing burial ground
 - a. The current average number of burials per year is 9
 - b. The existing burial ground has estimated capacity for approximately another 128 burials
 - c. At current average burials per year the existing burial ground has approximately 14 years capacity
4. Use of enclosed land to the East
 - a. Long term dedicated to burial space
 - b. May not be needed for approximately 14 years - See 3c above
 - c. Short Term - Could be utilised as allotments
 - i. Estimated space 2500 sq yds sufficient for
 1. Hard standing separate from burial ground
 2. Approximately 8 standard size allotments of 250 sq yds with space for walkway access
 - ii. Would require
 1. Probable planning permission for
 - a. Separate gated access from Trefonen Road
 - b. Hard standing for vehicles
 2. Possible change of use permissions
 3. Contract enabling ORPC to reclaim space as necessary
5. Use of unenclosed land to the West
 - a. Long term dedicated to
 - i. Burial space (approximately 65 plots)
 - ii. Car park (16/20 vehicles)
 1. Will require new planning application
 - b. May not be needed for a very long time if the enclosed land is utilised as burial ground first
 - c. Action required in short term
 - i. Liaise with Yareal
 - ii. Agree boundary locations
 - iii. Engage contractor to install stock fence to boundary
 - iv. Seek financial contribution from Yareal
 - v. Consider planting a hedge inside the stock fence
 - d. Could be utilised as follows
 - i. Partly as an extension to the existing parking area
 1. Will require new planning permissions
 2. Estimated room for 16/20 vehicles
 - ii. Partly as a sensory Memorial Garden
 1. To be developed as a biodiversity project

2. Perhaps seek sponsorship from Horticultural suppliers
6. The need for a ground water survey
 - a. The average burial numbers are below 100 – currently 9 pa
 - b. ORPC can therefor apply for an “Exempt Facility”
 - c. This obviates the need for a survey
 - d. ORPC will be obliged to ensure future burial plots are 5 sq mts in size
7. Current Situation
 - a. The area has been measured and capacity limits determined
 - b. Discussions with Yareal are ongoing per 5c above
 - c. Discussions held to determine options for the use of the land
 - d. Plans have been drafted
 - e. Presentation of Proposed Actions prepared for ORPC
8. **Proposed Actions**
 - a. Enclosed Land (To the East)
 - i. Long Term
 1. To be used as burial spaced
 - ii. Short Term
 1. To be used as allotments
 - iii. Investigations required for allotment use
 1. New vehicle access to road to separate solemn and casual traffic
 2. Hard standing for casual vehicles
 3. Management process and/or company
 - a. Contract enabling ORPC to easily reclaim land for burial purposes
 4. Planning permissions for above
 5. Offer allotments to
 - a. General public
 - b. Community groups
 - c. Retirement/Care homes
 - d. Local schools
 6. Costings
 - b. Unenclosed Land (To the West)
 - i. To be used as
 1. Memorial garden
 - a. Sensory plants, shrubs, bushes, trees, grasses etc which attract wildlife and provide colour & perfume to create a peaceful reflective environment
 2. Car park
 - ii. Two options considered
 1. “A”
 - a. Access to new car park via existing entrance
 2. “B”
 - a. New access point direct to road
 - iii. Option “A” recommended
 1. More space for Memorial garden and car park
 2. Less planning permission issues
 3. Less cost
 - iv. Investigations required
 1. Location of & Installation of surrounding stock fence
 2. Cost recovery from Yareal
 3. Planting of field hedge inside stock fence
 4. Space allocation to
 - a. Memorial garden

- b. Car park
- 5. Legal linkage to cemetery
- 6. Possible relocation of existing cremated remains space
- 7. Contact with horticultural and other suppliers for sponsorship of Memorial Garden
- 8. Construct of car park
- 9. Costings
- c. Groundwater Survey
 - i. Application for “Exempt Facility”
- d. Caring for Gods acre
 - i. Investigate services available and possible relationship

Report prepared by the Trefarclawdd Cemetery Working Group

February 2022

2021 Road Traffic Count Survey Coed-Y-Go

The residents of Coed-Y-Go have been lobbying for some time for a 30 MPH speed limit through Coed-Y-Go.

To help determine current traffic patterns, Severnside Traffic Management undertook a traffic count/survey (SS550 Coed Y Go near Morda) at the request of Shropshire County Council. These surveys took place on 21-27 October, and 17-23 November 2021, at 2 locations each time.

This document presents a summary (by one of the Coed-Y-Go residents) of the data produced. The focus is based on the 17-23 November 2021 data, Site 2 (the 21-27 October period included school holidays, which would not be representative of a typical week).

High level summary

1. **Amount of Traffic:** The amount of traffic during the work week was exceptionally high....864 vehicles on average per day (this is in line with the Residents' survey earlier in 2021). This is quite astounding for a small country road, and it supports the residents' concern about road safety in their village.
2. **Speed:** The average speed was 37MPH. However, **85%** of vehicles were going over 30MPH. We feel that this is particularly dangerous, as the road is very narrow, with no pedestrian pavement, and many frontages opening directly onto the road.
3. **Traffic composition:** Approximately 19% of the traffic were trucks, farm vehicles etc. The amount of this large vehicle traffic again presents:-
 - a safety hazard because of the topography of Coed-Y-Go, and
 - significant damage to the verges, that the residents have been seeing over the last year
4. **School runs:** The 'rat-run' effect of school runs is approximated to be an increase in traffic of 9% (by comparing Oct 26,26 with Nov 22,23 data). This again adds to the overall safety issues with respect to the amount of traffic through the village.

Conclusion

We believe that these data provide sufficient evidence and support for a speed limit of 30MPH for Coed-Y-Go. We respectfully request the various council bodies put such a limit in place at their earliest possible convenience.

References

Shropshire Council/Severnside Traffic Management Reports
 SS5550 Morda ATC Site 1 Oct 2021.xlsx
 SS5550 Morda ATC Site 2 Oct 2021.xlsx
 SS5550 Morda ATC Site 1 Nov 2021.xlsx
 SS5550 Morda ATC Site 2 Nov 2021.xlsx

A Safer Coed-Y-Go...published by the residents of Coed-Y-Go

Report to Oswestry Rural Parish Council from the Road Safety Working Group.

Councillor M. Bennett

February 14th 2022

Since the last Parish Council meeting the group has met twice with concerned residents.

At the first meeting it was agreed that to better understand the function and working of the group some terms of reference were needed, to ensure that everyone was clear how concerns about road safety could be most effectively addressed. From an initial draft, various iterations of a document have been considered by members of the Group, and a final version agreed.

This agreed set of terms of reference are attached to the report for consideration by the Council.

In terms of raising the profile for reporting issues, the group considered that a new page be added to the Website detailing the Group, its membership, terms of reference, and reporting.

The main business of the first meeting was however to structure a site meeting with Shropshire Councillor Dean Carroll, Cabinet Member for Physical Infrastructure (which includes Highways). An agenda was constructed for that meeting, which took place 10th February 2022 at 5.30 at the home of Cllr R. Jones.

Cllr Carroll was invited to walk the road to assess for himself the nature of the road and the damage being suffered. Following this he met with the Group and residents to discuss his role as Cabinet Member, the processes, and procedures for dealing with road safety matters, and the assistance he could provide, and the group might provide him, in mutually resolving the long-standing complaints and concerns of residents.

These focussed on both the excess speed of domestic traffic, the volume of traffic especially at peak times, the number of agricultural vehicles using the road to the detriment of surface and verges, and the danger to residents emerging onto a highway with no pavement, and those walking the road to access Morda School and other services.

Following the recent data gathered by speed cameras, it was agreed that Cllr Carroll would determine if the source data could be shared with the group. He would raise concerns with Senior Officers, and pass on the Safer Coed-y-Go document, as a way of preliminary assignment of a local traffic engineer.

Cllr Carroll did warn that the process was likely to take some time. The Council had to consider submissions from the Police in respect of areas where accidents had and were occurring, as well as local concerns – around 500 at the current time. Not all of the 500 would be dealt with by the same members of staff, but overall staffing numbers were very low, and prioritizing issues with limited resources a significant problem.

The Traffic Engineer, once assigned, would conduct a desk top exercise based on accident statistics, and then consider a site visit to assess the local highway environment. Advice was offered that this

should not be in summer, as mud on the road which exacerbated the problems was a seasonal matter.

Traffic engineers would consider the matter and any solution and make a recommendation – which might be that a 60mph speed limit on an unclassified road was inappropriate. Support would be required from the Local Member, Parish Council, Community and Portfolio Holder (himself) to implement any new speed limit. A formal request from the Parish Council would assist greatly. It was suggested that residents present a formal petition supporting a 30mph speed limit to the ORPC as evidence of support.

The group considered that it should concentrate on trying to achieve the speed limit and its effects before lobbying for enforcement/VAS's.

It was suggested and agreed that some investigation be made of alternative means – such as signs on wheelie bins at the curtilage of properties, to provide a constant reminder to drivers to mind their speed.

The matter of traffic from Trefarclawdd Farm using the road to Morda – rather than as indicated in a planning permission was raised. Cllr. Carroll advised that this was a planning and therefore enforcement, rather than Highways.

RECOMMENDATIONS

- 1. The Council NOTE the report**
- 2. The Council APPROVES the draft terms of reference**
- 3. The Council AGREES that a new page to be added to the Website specific to the Working Group**
- 4. The Council CONSIDERS a notice of motion in respect of the speed limit request.**

Oswestry Rural Parish Council Road Safety Group

Terms of Reference

1) PREAMBLE

Shropshire Council's Road Safety Policy (March 2013) establishes that town and parish councils will take a primary role in filtering and providing key input in terms of understanding road safety concerns, including speed management, reported by local communities. The perception of danger in addition to accident rates, can be a legitimate trigger for action and road safety work.

Therefore, Oswestry Rural Parish Council establishes a Group to enable it to undertake this role and duty under the policy. The Parish Council will refer all concerns from Members or the public to the group in the first instance in accordance with the Function.

2) NAME

The Group shall be called the **Oswestry Rural Parish Council Road Safety Group**

3) OBJECTIVE

To promote, assist and help improve road safety throughout the Oswestry Rural Parish Area for the benefit of all road users.

4) MEMBERSHIP

The group shall consist of sufficient Councillors to ensure representation from each Ward of the Parish Council. The minimum number of members being the number of Wards within the Parish as established from time to time by Governance Reviews.

5) FUNCTION

The Group's function will be to collect and collate complaints and concerns, referred to it from the Parish Council, and gather evidence, and relevant information regarding highway safety issues throughout the Rural Parish, particularly in relation to matters of vehicular movements e.g. speeding, parking, agricultural traffic, and lighting, signage, drainage, and highway maintenance, to improve Road Safety to:

- reduce the risk of accidents/collisions, casualties/injury/deaths,
- improved driver behavior
- increased awareness of safety issues by children with a positive attitude to the effects of speed and road safety
- less social exclusion for vulnerable road users
- improved quality of life and perceptions of safety by the local community.

Having considered complaints, concerns and evidence, the Group shall devise with the Highway Authority and any other relevant Body as necessary, measures by which such complaints and concerns may best be mitigated, the cost and means of funding such measures and assessment of the support for such measures, in accordance with the applicable Road Safety Policy of the Shropshire Council, West Mercia Police and any other relevant Authority.

The Group shall submit from time to time, to the Council, a prioritized and costed programme for measures to address up to FIVE Highway complaints and concerns, for consideration by the Oswestry Rural Parish Council and onward submission to Shropshire Council by the end of February, May and September in each year.

The group shall advise the Council of sums it may think necessary to be included in the following years budget for addressing Road Safety Issues and indicate the potential use of CIL funding.

Where measures have been devised, agreed, and put in place to address Road Safety Issues, the Group shall, with any other relevant Body e.g., Shropshire Council/Safer Roads Partnership, monitor the effect and success of such measures, to determine if further actions are needed.

6) OPERATION

The group shall liaise with members of the public and representative groups of members of the public, representatives of Shropshire Council and any other person or body which can further the function of the Group.

The Group shall meet as often as needed but not less than TWICE in each Municipal Year.

The Group may devise such internal means of operation as are most suited to its function and may establish a Chair/Convener and any other necessary roles for Members.

At all times the Group shall operate with due regard and in accordance with, the Code of Conduct adopted by Oswestry Rural Parish Council.

The Group shall report to the Parish Council on its activity, having due regard to the advice of the Clerk in relation to Freedom of Information and Confidentiality.



Oswestry Rural Parish Council

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Road Safety Working Group

Terms of Reference

Preamble

Shropshire Council's Road Safety Policy (March 2013) establishes that town and parish councils will take a primary role in filtering and providing key input in terms of understanding road safety concerns, including speed management, reported by local communities. The perception of danger in addition to accident rates, can be a legitimate trigger for action and road safety work.

Therefore, the parish council has established the Road Safety Working Group to enable it to undertake this role and duty under the policy. The parish council will refer all concerns from members or the public to the group in the first instance in accordance with the 'Function' as set out below.

Membership	Sufficient councillors to ensure representation from each Ward in the parish.
Objective	To promote, assist and help improve road safety throughout the parish of Oswestry Rural for the benefit of all road users.
Function	To collect and collate complaints and concerns, referred by the parish council, and gather evidence, and relevant information regarding highway safety issues throughout the parish, particularly in relation to matters of vehicular movements e.g. speeding, parking, agricultural traffic, and lighting, signage, drainage, and highway maintenance, to improve road safety to: <ul style="list-style-type: none">● Reduce the risk of accidents/collisions, casualties/injury/deaths.● Improved driver behaviour.● Increased awareness of safety issues by children with a positive attitude to the effects of speed and road safety.● Less social exclusion for vulnerable road users.● Improved quality of life and perceptions of safety by the local community.
Authority	Local Government Act 1972, Section 101. The group may devise such internal means of operation as are most suited to its function and may establish a Chair/Convener and any other necessary roles for its members.
Conditions	The parish council's Code of Conduct. Data Protection Act 2018. To report to the parish council on the group's activity, having regard to the advice of the Clerk in relation to Freedom of Information and confidentiality.
Appointment	The working group shall be appointed at the Annual Meeting of the parish council. The working group can be dissolved by the parish council at any time.
Delegation	No delegated authority other than the functions laid out in these Terms of Reference.
Meetings	The working group will meet as often as needed but not less than twice in each council year.

RESPONSIBILITIES	
1.	To take a primary role in filtering and providing key input in terms of understanding road safety concerns, including speed management, reported by local communities.
2.	To promote, assist and help improve road safety throughout the parish of Oswestry Rural for the benefit of road users.
3.	To collect and collate complaints and concerns, referred by the parish council.
4.	To gather evidence, and relevant information regarding highway safety issues throughout the parish of Oswestry Rural, particularly in relation to matters of vehicular movements e.g. parking, agricultural traffic, lighting, signage, drainage, and highway maintenance to improve road safety.
5.	To consider complaints, concerns and evidence and devise with the highway authority and any other relevant body as necessary, measures by which such complaints and concerns may best be mitigated, the cost and means of funding such measures and assessment of the support for such measures, in accordance with the applicable Road Safety Policy of Shropshire Council, West Mercia Police and any other relevant authority.
6.	To submit from time to time, to the parish council, a prioritized and costed programme for measures to address up to FIVE Highway complaints and concerns, for consideration by the parish council and onward submission to Shropshire Council by the end of February May and September in each year.
7.	To advise the parish council of sums thought necessary to be included in the following years' budget for addressing road safety issues and indicate the potential use of CIL funding.
8.	Where measures have been devised, agreed, and put in place to address road safety issues, the group shall work with any other relevant body e.g., Shropshire Council/Safer Roads Partnership, to monitor the effect and success of such measures, and determine if further actions are needed.
9.	To liaise with members of the public and representative groups of members of the public, representatives of Shropshire Council and any other person or body which can further the function of the group.

<i>Adopted:</i>	
<i>Minute no:</i>	