



NOTICE IS HEREBY GIVEN that a meeting of the above-named Parish Council will be held by Zoom video commencing at 7 pm on Tuesday **24 November** 2020 and Members are hereby summoned to attend for the purpose of transacting the following business. Here is the [Zoom](#) link to the meeting.

Signed:

Sharon Clayton MPA, BA (Hons), Fellow SLCC
Clerk

Date of issue: 17 November 2020

AGENDA

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 local policing team

4. Shropshire Council

To receive a report from Shropshire Councillor Joyce Barrow

5. Public Participation

Members of the public will be given an opportunity to make representations to the Parish Council on matters included on the agenda or which are of public interest

6. Minutes

To consider and approve the minutes from a Parish Council meeting held on 27 October 2020

7. Disclosure of Pecuniary Interests

Members are required to declare a disclosable pecuniary interest in a matter to be discussed at this meeting and which is not included in the Register of Interests. Members should leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the Register of Members' Interests maintained by the monitoring officer.

Members are reminded that there is no requirement to update their DPLs unless a discussion takes place that relates to any interest declared on their DPL.

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	Proposals
	None received at the issue date of this agenda

b) Planning Applications

To consider and approve a response to the following:

Planning Application Details	Proposals
20/04398/FUL Vine Cottage, Middleton Road, Middleton, Oswestry	Erection of an agricultural storage shed
20/04516/FUL The Byg Farm, Old Racecourse, Oswestry	Demolition of majority part of existing agricultural building, north side part of existing structure to be retained and converted to one dwelling and erection of detached carport with store
20/04547/VAR Ridgewood, Coed Y Go, Oswestry	Variation of condition number 2 (vary design to include removal of conservatory from approved plans) application reference 14/02077/FUL
20/04567/FUL Proposed affordable dwelling west of vine Cottage, Middleton Road, Middleton, Oswestry	Erection of single plot exception (SPE) affordable dwelling and garage
20/04660/HHE 26 The Terraces, Morda, Oswestry	Erection of a single storey rear extension to semi-detached dwelling, dimensions 4.15 metres beyond the rear wall, 3.30 metres maximum height, 2.30 metres high to eaves

c) Tree Works

Planning Application Details	Proposals
20/04121/TPO 11 St Anne's Drive, Morda	Works to reduce the tree in girth by 76m and height by 12m of one Sycamore tree protected by The Council of the Borough of Oswestry (Morda House, Morda, Oswestry) TPO 1977

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 in order to meet response timeframes.

d) Fairhaven Camping

To NOTE the response received from Natural England concerning Fairhaven Camping

11. Clerk's Report

To receive a report from the Clerk

12. Financial Matters

To consider and approve:

- a) Income and expenditure and bank reconciliations to 31 October 2020
- b) Payments for November 2020 (details to follow)
- c) To NOTE that the external audit is complete and to NOTE the auditor's comments

13. Trefonen Bus Shelter

To consider and approve the regular cleaning of Trefonen Bus Shelter at a cost of £6 per month (retrospective)

14. Investment Strategy

To consider and approve an amendment to the Council's Investment Strategy

15. Scheme of Delegation

To consider and approve an addition to the Council's Scheme of Delegation

16. Blocked Bridleway

To consider and approve action required to unblock the bridleway at Llynclys Quarry (Cllr. Pam Broomby)

17. Strategic Plan and Action Plan

- a) To consider and approve a review of the Parish Council's Strategic Plan
- b) To consider and approve the Parish Council's Action Plan Monitoring Report

18. Grant Award

To consider and approve a grant award to Rhydycroesau Village Hall

19. Newsletter

To consider and approve the December issue of the Parish Council's newsletter

20. Maesbury Road Signage

To consider the signage at Maesbury Road (Cllr. Tony Milner)

21. The Terraces Brick Works

To consider and approve action concerning the Terraces Brick Works (Cllr. Les Maguire)

22. Tree Planting Projects

To consider and approve the allocation of trees for tree planting projects within the parish

23. Aston Water Pump

To consider and approve that works to Aston Water Pump proceed as agreed on 25 August 2020 (minute no: 806/20) without grant funding towards the cost as this project is not eligible.

24. Consultation

To consider and approve a response to consultation received

25. Correspondence

To receive and NOTE correspondence emailed to Members including the following:

- a) SALC information bulletin and NALC information
- b) Letter of thanks for grant aid from Trefonen Defibrillator
- c) Letter of thanks for grant aid from Morton Playing Field Committee
- d) Email of thanks for grant aid from Hope House

26. Agenda Items for Next Meeting

Members are invited to suggest items for inclusion on the agenda for the next meeting

27. Date for Next Meeting

To NOTE that the next meeting will take place by Zoom video on Tuesday 15 December 2020

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

28. Notice Boards

To consider and approve:

- a) A quote for the refurbishment of the notice board removed from Trefonen
- b) A new notice board for Treflach
- c) That the refurbished notice board removed from Trefonen replaces the notice board at Trefarclawdd cemetery

29. Staffing Matters

To consider and approve that the Council continues to pay for the Clerk's continued annual membership of the SLCC

30. Planning Enforcement

To **NOTE** planning enforcement notifications received

Oswestry Rural Parish Council

Minutes
of a virtual Parish Council meeting
held at 7 pm on Tuesday 27 October 2020
by Zoom online video conference

Present:

Chairman: Cllr. Peter Richardson, Cllr. Janet Barlow, Cllr. Pam Broomby, Cllr. John Davies, Cllr. Martin Jones, Cllr. Bob Kimber, Cllr. Les Maguire, Cllr. Claire Mahoney, Cllr. Phil May, Cllr. Paul Milner, Cllr Tony Milner, Cllr. Robert Milton, Cllr. Elliot Roberts Jones.

Clerk to the Council:

Sharon Clayton

In attendance:

Approximately 15 members of the public.

832/20 Chairman's Welcome

The chairman welcomed everyone to the meeting.

833/20 Apologies for Absence

Apologies were received as follows:

Councillor	Reason for absence
Peter Davies	Family commitment
Tracy Rowe	Illness

These apologies were accepted and AGREED as APPROVED absence.

834/20 Police Report

The following written report was received from the Oswestry Rural South Safer Neighbourhoods Team:

01/10/20 – Bogus callers/theft – Maesbury
 01/10/20 – RTC (damage only) – Redwith
 02/10/20 – Theft – Mile End Services
 03/10/20 – Bogus caller – Morda
 03/10/20 – Dangerous driving – A5
 03/10/20 – Theft (make off from taxi) – Morda
 10/10/20 – Theft – Mile End Services
 10/10/20 – Highway incident (mud) – Morda
 10/10/20 - Covid rule enforcement - Morda
 11/10/20 – Covid rule enforcement – Morda
 12/10/20 – Theft – Mile End Services
 12/10/20 – Dangerous Dog offence – Morda
 17/10/20 – Theft – Mile End Services
 17/10/20 – Drink driving offence – Mile End
 26/10/20 – Highway incident (sheep in road) – Trefonen.

In addition, a mini-police officer had been given to Trefonen Primary School to assist with traffic/pupil safety.

NOTED.

835/20 Shropshire Councillor Report

Cllr. Joyce Barrow gave the following verbal report:

- There had been a lot of issues around food for children and therefore Shropshire Council would be providing food at Christmas for those in receipt of free school meals. Anyone struggling should contact Cllr. Barrow.
- As Chair of the Place Overview Committee Cllr. Barrow had established a liaison group to look at the problems being caused by agricultural vehicles within the community. The group includes representatives from West Mercia Police, OPEC's, the NFU and Shropshire Council and members will be considering guidance, regulations, advice, joint working, communications and making recommendations to agree an agenda and action plan to develop their remit for at least the next 12 months. A reference group of interested parties would also be formed to understand the impact of local issues, prioritise concerns, focus on delivering improvements and feedback to the liaison group. The first meeting of the liaison group would be on 24 November 2020.
- The COVID-19 rate had reached over 100 in 100,000 in the last week which, if continued, would put Shropshire in tier 2 of COVID-19 restrictions.
- A planning application from McDonalds had been submitted to Shropshire Council which the Parish Council may wish to respond to as it adjoins the parish.

NOTED.

836/20 Public Participation

There were no requests to speak.

837/20 Minutes

The minutes of a Parish Council meeting held on 29 September 2020 were considered for approval. It was **PROPOSED, SECONDED and RESOLVED** that, following agreed amendments thus; to remove the word "since", at minute number 823/20 and to add "It was **NOTED** that there had recently been a change in trustee membership of Morda and Sweeney Village Hall; one of the three trustees had resigned, thus leaving two trustees", the minutes be signed and **ADOPTED** as a true record.

838/20 Disclosure of Pecuniary Interests

Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the Register of Members' Interests maintained by the Monitoring Officer.

None declared.

839/20 Dispensations

None requested.

840/20 Declaration of Acceptance of Gifts and Hospitality

None declared.

841/20 Planning Matters**a) Planning Decisions**

The Chairman advised Members that he had attended planning training provided by Ian Kilby at Shropshire Council.

NOTED.

The following planning decisions were **NOTED**.

Planning Application Details	Proposals
20/03012/LBC Penylan Hall, Penylan Lane, Oswestry	Installation of entrance gates and modifications to stone wall (amendment to previously approved 18/01428/LBC). Permission GRANTED 9 October 2020. <i>The Parish Council supported this application.</i>

20/03177/FUL Golden Grove, Treflach	Removal of existing porch and erection of new extended porch and steps. Permission GRANTED 13 August 2020. <i>The Parish Council supported this application.</i>
20/03229/FUL The Waen Farm, Maesbury Marsh, Oswestry	Erection of outbuilding for domestic storage; formation of hardstanding and parking to include change of use of land. Permission GRANTED 22 October 2020. <i>The Parish Council supported this application although expressed concern that the location plans were inadequate.</i>

b) Stopping Up of Highway

The following was **NOTED**.

NATTRAN/WM/S247/4237	Town and Country Planning Act 1990 – Section 247 Stopping up of highway at end of access track from Middleton Road, Oswestry Rural, Ball – OS Grid Reference: E:331220, N:328428
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c) Planning Applications

The following planning applications were considered:

Planning Application Details	Proposals
20/03851/FUL Maesbury Hall, Newbridge, Maesbury	Erection of new traditionally styled, part glazed rear entrance porch and boot room above existing structure following partial dismantling of existing 20 th century rear lean-to porch. It was PROPOSED, SECONDED and AGREED to support.
20/03852/LBC Maesbury Hall, Newbridge, Maesbury	Erection of new traditionally styled, part glazed rear entrance porch and boot room above existing structure following partial dismantling of existing 20 th century rear lean-to porch affecting a Grade II Listed Building. It was PROPOSED, SECONDED and AGREED to support.
20/04145/FUL Proposed development at land off Mile End Roundabout, Oswestry	Construction of prefabricated steel pedestrian/cyclist bridge over the central carriageway of the newly created A5 north, with a span of approximately 59m, by 3.5m wide with ramped access on either side; landscaping scheme and all ancillary works. It was PROPOSED, SECONDED and AGREED to support.

842/20 Clerk's Report

Members received a written report from the Clerk on action taken following decisions made at the last Parish Council meeting.

The Clerk also gave the following verbal update:

- With reference to information from Lanyon Bowdler the Clerk had responded stating that the only interest the Parish Council has in Morda Village Hall and Trefonen Village Hall is as custodian trustee.

NOTED.

843/20 Financial Matters

a) Income and Expenditure and Bank Reconciliations

Members considered for approval income and expenditure and bank reconciliations up to 30 September 2020.
It was PROPOSED, SECONDED and AGREED that the income and expenditure and bank reconciliations to 30 September 2020 be APPROVED.

b) Payments for October 2020

Members considered for approval payments for October 2020.

It was PROPOSED, SECONDED and AGREED that the following payments for the month of September 2020 be APPROVED.

PAYEE	DESCRIPTION	AMOUNT £
Scottish Power	Street lighting power	250.49
Silver Marbles	Website accessibility assistance	36.00
Mark Evans	Bus shelter cleaning	54.00
SALC	Councillor training	30.00
Royce Landscapes	Grounds maintenance	1335.00
HMRC	PAYE/NI	178.15
Sharon Clayton	Salary/expenses/reimbursements	963.06
	TOTAL	2846.70

844/20 Damage to Verges and Hedgerows

As instructed the Clerk had written to Owen Patterson MP to express concern about large heavy vehicles using narrow country lanes and he had passed on those concerns to the Secretary of State for Transport, Grant Shapps MP who advised that Shropshire Council has powers to manage traffic.

NOTED.

845/20 Remembrance 2020

Members considered for approval plans for this year's Remembrance 2020 in light of the COVID-19 Regulations.

It was PROPOSED, SECONDED and AGREED that:

- a) **The Chairman would lay a wreath at Trefonen Cross at 11 am on Sunday 8 November 2020.**
- b) **Due to current COVID-19 restrictions there would be no service.**
- c) **The lamp post poppies would be installed for the occasion.**
- d) **A message would be posted on the local Facebook page advising of this year's plans.**

846/20 Speeding at Coed Y Go

- a) Members received an update from the Safer Roads Working Group following a socially distanced site visit held at Coed Y Go on 26 October 2020. In attendance were two local residents, Cllr. Les Maguire, Shropshire Councillors Steve Davenport and Joyce Barrow, and David Gradwell from Shropshire Council. The meeting discussed concerns about the amount, speed and size of passing traffic. Local residents had collected data from 800 vehicles on one day and 750 vehicles on another day.

Shropshire Council had agreed to install two automatic traffic counters (ATC) for one week; one at Coed Y Go and one near the outskirts, although local residents would continue with their manual traffic counts. The ATC would not be installed during the current COVID-19 lockdown conditions since it may not give normal results of traffic movements.

It was PROPOSED, SECONDED and AGREED that the written notes taken at the site meeting should be forwarded to all Councillors.

Members also received information from West Mercia Road Safety Team concerning 20mph speed limits. 20mph zones and 20mph limits are generally self-enforcing based upon the conditions of the road and other traffic calming measures. As the local highway authority Shropshire Council is responsible for introducing 20mph limits and has agreed that the police would not be called upon to enforce these limits.

NOTED.

- b) Shropshire Council had agreed to install a traffic/speed counter at Coed Y Go at a cost of £525 + VAT per week.

NOTED.

- c) Members considered for approval how much CIL funds should be allocated to traffic calming. It was agreed that any allocation of funding should be shared equally throughout the parish.

It was PROPOSED, SECONDED and AGREED that the allocation and prioritisation of funds would be considered when updating the Place Plan.

847/20 Nantmawr Speeding Restrictions

Cllr. Phil May informed Members that a quest to introduce speeding restrictions in Nantmawr had been ongoing for several years. Nantmawr is a split village with part of it lying in Nantmawr and part in Llanyblodwell.

At its next meeting to be held in November 2020 Llanyblodwell Parish Council would be considering how the speed limit could be reduced from 60mph to 30mph along with other speed restriction options. Shropshire Council had repeatedly said that there was no money available and there were insufficient traffic officers to monitor and enforce speed limits. The installation of suitable signage may be the only solution.

NOTED.

848/20 Grant Applications

Members considered for approval the allocation of grant awards.

It was PROPOSED, SECONDED and AGREED that the following awards be made:

Recipient	Award £
Hope House	750
Morton Playing Field Committee	750
Trefonen Defibrillator	120
TOTAL	1620

849/20 Tony Cheetham Community Service Award

Members considered plans for this year's Tony Cheetham Community Service Award.

It was PROPOSED, SECONDED and unanimously AGREED that, due to the present COVID-19 restrictions, there would be no award this year and plans would be considered further in March 2021.

850/20 Shropshire Council Community Tree Scheme

a) Members were informed that this scheme had closed due to unrepresented demand. However, the Woodland Trust was still providing free trees.

It was PROPOSED, SECONDED and AGREED to consider acquiring trees at a future meeting.

b) Members considered where new trees should be planted.

It was PROPOSED, SECONDED and AGREED that this should be considered further at a future meeting.

c) Members considered for approval the purchase of appropriate tree guards.

It was PROPOSED, SECONDED and AGREED that this should be considered further at a future meeting.

851/20 Consultation

Members considered for approval a response to the following consultation:

a) National Pavement Parking

It was PROPOSED, SECONDED and AGREED to support Option 3, National Restrictions, and the Clerk should respond on behalf of the Council

b) Shropshire Council's Cultural Strategy

No response.

852/20 Correspondence

Members received the following:

a) SALC information bulletin and NALC information.

b) Information concerning the coronavirus.

c) Letter of thanks from Trefonen C of E Primary School.

d) Letter from Rt. Hon. Owen Paterson MP.

NOTED.

853/20 Agenda Items for Next Meeting

It was **AGREED** that the following matters should be discussed at the next Parish Council meeting:

- Maesbury road signage (Cllr. Tony Milner)
- The Terraces brick works (Cllr. Les Maguire)
- Blocked bridleways (Cllr. Pam Broomby)

854/20 Date of Next Meeting

It was **NOTED** that the next meeting would take place by Zoom video on Tuesday 24 November 2020.

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.

855/20 Contract

Members received information concerning the reason for the change of name of the contractor who maintains green spaces for the Parish Council.

It was PROPOSED, SECONDED and AGREED to write to Mrs Royce expressing the Council's good wishes.

856/20 Cemetery

Members considered for approval how to deal with an ongoing breach of regulations at Trefarclawdd cemetery.

It was PROPOSED, SECONDED and unanimously AGREED that the letter as drafted by the Clerk be sent to the family and the subsequent response considered at the next meeting.

857/20 Planning Enforcement

There were no planning enforcement notices received.

The meeting closed at 20:59.

Signed: _____
Chairman

Date: _____

Clerk's Monthly Report

The following is a report on action taken following decisions made at the last parish council meeting.

MONTH	MINUTE NUMBER	RESOLUTION/AGREED ACTION	TASK COMPLETE	COMMENTS
2020 July	422/19	Inform Shropshire Council that the Council would like to take on the undisputed land at Chapel Green.	Yes	Awaiting a response from Shropshire Council. See above.
August	804/20	Arrange for the new notice board to be installed and replace the one in Trefonen.	Yes	
	806/20	Apply for grant aid for the refurbishment of the hand pump at Aston Square.	Yes	This project is not eligible for grant funding.
October	841/20(c)	Respond to planning applications	Yes	
	845/20	Forward to all Councillors the written notes from the Coed Y Go site meeting held on 26 October 2020 to discuss speeding issues.	Yes	
	847/20	Grant applications	Yes	The recipients have been paid by BACS.
	851/20	Respond to consultation	Yes	
	855/20	Write to Mrs. Royce	Yes	
	856/20	Write to family concerning a burial at Trefarclawdd cemetery	Yes	

FINANCE



Expenditure		Budget	Balance	October	Allocated Reserves
		2020/2021		2020	
General Administration					
Clerk Salary / Employer NI/ Home Working Allowance		£12,970.00	£5,321.68	£7,648.32	
Stationery		£700.00	£279.45	£420.55	
Postage		£360.00	£200.15	£159.85	
Clerk Travel Costs		£660.00	£523.20	£136.80	
Audit Fee (internal)		£300.00	£300.00		
Audit Fee (external)		£90.00	£90.00		
Professional/Legal Fees		£500.00	-£370.00	£870.00	£1,000.00
Insurance		£800.00	-£15.56	£815.56	
Meeting Room Hire		£500.00	£386.07	£113.93	
SALC Subscription		£1,600.00	£13.12	£1,586.88	
SLCC Subscription		£246.00	£246.00		
Data Protection		£35.00	£35.00		
Quality Award Scheme		£0.00			£150.00
Communication					
Newsletter		£500.00	£500.00		£2,000.00
Website		£250.00	-£110.00	360.00	
Notice board repair/replacement		£7,125.00	£3,750.00	£3,375.00	
Training					
Clerk		£500.00	£475.00	£25.00	
General (Councillor)		£400.00	£370.00	£30.00	£275.00
Elections					
		£3,430.00	£3,430.00		
Parish Maintenance					
Street Lights - electricity		£960.00	£249.36	£710.64	
Street Lights - repairs		£250.00	£250.00		
Street Lights - new		£0.00			£2,000.00
Grounds Maintenance - Cemeteries		£3,340.00	£1,127.00	£2,213.00	
Grounds Maintenance -Green Spaces		£3,340.00	£1,208.00	£2,132.00	
Grounds Maintenance - New Green Spaces		£1,000.00	£1,000.00		
Morton Churchyard		£425.00	£0.00	£425.00	
Bus Shelter - cleaning		£650.00	£272.00	£378.00	
General Repairs		£200.00	£200.00		
Leisure and Community					
General Power of Competence		£3,650.00	£3,625.00	£25.00	£1,000.00
Strategic Plan		£1,000.00	£1,000.00		£6,812.00
Morda Village Hall					£2,000.00
Tony Cheetham Community Grant Award		£52.00	£52.00		
Contingency		£1,000.00	£1,000.00		
AED		£0.00			£400.00

Sub Total			£46,833.00	£25,407.47	£21,425.53	
Neighbourhood Fund Projects						£6,643.00
Allocated reserves						£22,280.00
Unallocated reserves (Neighbourhood Funds)						£31,471.00
					TOTAL	£53,751.00
General reserves						£58,958.00
Total reserves					Approved	£112,709.00
Total net expenditure			£46,833.00	£25,407.47	£21,425.53	
VAT			0	0	£369.68	
Total gross expenditure					£21,795.21	
Income			Budget 2020/2021	Balance	October 2020	
Precept			£45,583.00	£0.00	£45,583.00	
Cemetery Fees			£1,000.00	-£12,800.00	£13,800.00	
Interest			£200.00	£101.72	£98.28	
Donations			£50.00	-£1,050.00	£1,100.00	
Grants received			£0.00			
Sub total			£46,833.00		£60,581.28	
Neighbourhood Fund					£34,405.40	
Total net income			£46,833.00		£94,986.68	
VAT refunds					£727.40	
Total income received					£95,714.08	

Income and expenditure to date:

MONTH	EXPENDITURE	INCOME	BALANCE
	£	£	£
31-Mar-20		B/F	135659.56
2020			
April	-7283.57	80,728.37	216387.93
May	-2940.29	1,108.04	217495.97
June	-1734.61	57.23	215818.59
July	-2469.98	456.19	216274.78
August	-1724.64	10954.08	225504.22
September	-2795.42	807.39	223516.19
October	-2846.70	1602.78	222272.27
November			
December			
2021			
January			
February			
March			
BALANCE	-21795.21	95,714.08	209,578.43

Bank balance as at 31 October 2020:

Current account 10649120	2521.32
Deposit account 11313924	182003.77
Reserve account 21514768	53.34
PSDF	25000.00
	209578.43

Section 3 – External Auditor Report and Certificate 2019/20

12c

In respect of **OSWESTRY RURAL PARISH COUNCIL – SH0136**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

- The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.
- **The smaller authority should ensure that it has regard to the level of reserves held when considering future precept requests.**

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

31/10/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



Oswestry Rural Parish Council

INVESTMENT STRATEGY

Local Government Act 2003

Section 15(1)(a) of the Local Government Act 2003 applies to financial years on or after 1 April 2018. Statutory guidance on local government investments has been issued by the Secretary of State in pursuance of this legislation to which local authorities, including parish councils, must have regard. The Parish Council is the corporate body responsible for authorising investment activities.

This Investment Strategy demonstrates the Council's prudent investment of funds held on behalf of its community.

Definition of investment

An investment is defined as all of the financial assets and non-financial assets held by the authority primarily or partially to generate profit. Investment also includes loans made by a local authority to others but does not include pension funds or trust fund investments.

Objectives

This Investment Strategy has two underlying objectives:

- *Security* – to protect a capital sum investment from loss.
- *Liquidity* – to ensure that any funds invested are available for expenditure when needed.

When entering into any investment the Council will consider the balance between security, liquidity and yield.

The investment objective is to raise additional revenue from high interest using unallocated funds that are not part of the Council's operating costs.

Investment choice

The Council may choose to invest funds in any of the following:

- Bank
- Building Society
- CCLA either in the Public Sector Deposit Fund or the Local Authorities' Property Fund

Risk management

The limit of cover from the Financial Services Compensation Scheme is ~~£75,000~~, **£85,000** therefore unallocated reserves will be held in a number of bank accounts. Before investing funds the Council will:

- Assess the risks and likely return.
- Consider a wide range of investment opportunities.
- Consider the liquidity of the investment.
- Consider the expected cash flow requirements e.g. funds invested will not exceed more than 6 months average expenditure (precept divided by 12 months multiplied by 6).

All investments will be undertaken with due diligence.

The Council may seek professional, independent advice, if felt necessary, to ensure that all investments are low-risk and easily accessible.

Long-term investments will be a minimum of £25,000 and a maximum of ~~£75,000~~ **£85,000** in any one account. The minimum investment term will be 12 months.

Monitoring risk

Performance of the funds invested will be regularly monitored against the expected return. If interest rates fall significantly a more stable account will be sought, unless there is a general downturn in interest rates.

The Council will monitor the performance of all investments on a monthly basis.

*This Investment Strategy was adopted on:
27 August 2019 - minute number 446/19*

Review date: August 2021



Oswestry Rural Parish Council

SCHEME OF DELEGATION

The Parish Council consists of 15 councillors who represent the people of Oswestry Rural. The Council has powers in pursuance of the Local Government Act 1972, Section 101, to delegate specific responsibilities to its officers, committees, working groups or another authority.

There are some matters that can only be resolved by the full Council at properly convened meetings and these are as follows:

1. Fix dates, times and venues for Council and committee meetings.
2. Elect a Chairman and Vice Chairman (the latter is at the discretion of the Council since there is no legal requirement).
3. Appoint committees and their membership.
4. Appoint Members to represent the Council on outside bodies.
5. Determine Terms of Reference for committees and working groups.
6. Determine whether the press and members of the public may attend committee and sub-committee meetings.
7. Determine whether members of the public may participate in committee and sub-committee meetings.
8. Dissolve committees and sub-committees.
9. Grant dispensations.
10. Approve Standing Orders and Financial Regulations.
11. In an election year, review whether the Council is eligible to exercise the power of general competence.
12. Set the final annual budget and precept.
13. Approve virements from budget headings.
14. Approve the Council's banking arrangements and borrowing.
15. Approve capital expenditure not already included in the annual budget.
16. Approve purchase and disposal of Council owned assets.
17. Approve accounting statements and annual governance statement.
18. Address recommendations in any report from the internal and external auditors.
19. Write off bad debts.
20. Approve the appointment of the Clerk/RFO.
21. Approve the Clerk's salary.

The Council has the following Scheme of Delegation:

COMMITTEE	TERMS OF REFERENCE		POWERS OF DELEGATION
Personnel	Membership:	Four Members.	<ol style="list-style-type: none"> 1. No delegated power. 2. Power to approve. 3. Power to approve. 4. No delegated power. 5. Power to approve. 6. Power to ensure compliance. 7. Power to approve. 8. Power to deal with employee issues.
	Quorum:	Three Members of the Committee.	
	Authority:	LGA 1972m S101 and S102.	
	Conditions:	The Council's Standing Orders shall apply.	
	Appointment:	<p>Each annual Parish Council meeting.</p> <p>The first order of business of the first meeting after its annual appointment shall be to elect a Chairman.</p>	
	Delegation:	The Committee may arrange to devolve any of its functions to a sub-committee of to the Clerk.	
	Meetings:	As required.	
	Confidentiality:	Due to the confidential nature of the business to be transacted meetings will be conducted in private in accordance with the Data Protection Act 2018 and the Public Bodies (Admission to Meetings) Act 1960.	
			1. To appoint staff as required to carry out the decisions and functions of the Parish Council.
			2. To agree and review employee contracts of employment.
			3. To agree and review employee job descriptions, qualifications and person specifications.
			4. To consider/review employee rates of pay and hours of work in accordance with NALC/SLCC pay scales.
			5. To agree employee training needs.
			6. To ensure compliance with all legislative requirements relating to the employment of staff.
			7. To carry out and review the performance of employees in accordance with the Staff Performance Management Policy and Procedures.
			8. To deal with employee issues in accordance with the Council's grievance procedures.

COMMITTEE	TERMS OF REFERENCE		POWERS OF DELEGATION	
Personnel	Information:	<p>Members will receive an agenda and supporting documents in accordance with the Council's Standing Orders.</p> <p>Notice of meetings shall be published in accordance with the Council's Standing Orders.</p>	<p>9. To deal with employee disciplinary matters in accordance with the Council's Disciplinary Procedures.</p> <p>10. To carry out an annual review of all policies relating to employment.</p> <p>11. To consult relevant bodies e.g. SALC, NALC, SLCC for employment advice where necessary.</p> <p>12. To delegate areas of responsibility to a sub-committee, working group or the Clerk.</p>	<p>9. Power to deal with disciplinary matters.</p> <p>10. Power to review and approve.</p> <p>11. Power to seek advice.</p> <p>12. Power to delegate.</p>
	Restrictions:	<p>Only Members of the Committee may vote and attend unless under special circumstances.</p> <p>If invited to attend non-committee members shall be subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.</p> <p>The Committee may not consider:</p> <p>a) Complaints by one Council employee against another Council employee, or between a Council employee and the Council as an employer. These matters shall be dealt with under the Council's disciplinary and grievance procedures.</p>		

COMMITTEE	TERMS OF REFERENCE		POWERS OF DELEGATION
		b) Complaints against Councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 1 July 2012 and, if a complaint against a councillor is received by the Council, it shall be referred to Shropshire Council's Standards Committee.	
	Record keeping:	All meetings will be minuted. Once approved all minutes shall be adopted by the Council.	

<i>Adopted:</i>	<i>25 February 2020</i>
<i>Minute no:</i>	<i>633/20</i>
<i>Reviewed:</i>	<i>24 November 2020</i>
<i>Next review:</i>	<i>May 2022</i>

WORKING GROUP	TERMS OF REFERENCE	POWERS OF DELEGATION
Safer Roads Working Group	To work with local residents to try to find a solution to road traffic issues.	No delegated power.

ADMINISTRATION	JOB DESCRIPTION	POWERS OF DELEGATION
Clerk	<p>To carry out functions as outlined in job description. Specific responsibilities include:</p> <ol style="list-style-type: none"> 1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed 2. To prepare, in consultation with appropriate members, agendas for all meetings of the Council and its committees; to attend such meetings and prepare minutes for approval. 3. To issue notices, agendas and minutes for meetings and to implement decisions made following a meeting. 4. To ensure that the Council's obligations to insure are properly met. 5. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications. 6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. 7. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields. 8. To maintain the Parish Council's website. 9. To draw up both on his/her own initiative and as a result of suggestions by councillors' proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action. 10. To supervise any other member of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff. 	<ol style="list-style-type: none"> 1. Statutory duty to carry out all functions of the Council in accordance with Standing Orders and in particular to serve or issue all the notifications required by law. 2. Duty to carry out the instructions of the Council as agreed at properly constituted meetings. 3. To manage the Council's service provision. <p>All major decisions carried out by the Clerk using delegated powers will be reported to the next Parish Council meeting.</p>

ADMINISTRATION	JOB DESCRIPTION	POWERS OF DELEGATION
	<ol style="list-style-type: none"> 11. To act as a representative of the Council as required and attend any Conferences/Seminars as required. 12. To prepare in consultation with the Chairman, press releases about the activities of, or decisions of, the Council. 13. To attend to the maintenance and administration of Council amenities, to include correspondence with users and contractors. 14. To manage/monitor projects to improve parish amenities in accordance with Council agreed specifications. 15. To act as the conduit between councillors and members of the public, providing an effective, constructive and polite service to all stakeholders. 16. To undertake continuous professional development including attendance at training courses relevant to the role of Clerk. 17. To undertake other tasks allocated by the Council which are within the competence and capability of the post holder. 	
Responsible Financial Officer	<p>To carry out financial functions as outlined in job description. Specific responsibilities include:</p> <ol style="list-style-type: none"> 1. To maintain the Council's financial accounts by recording transactions, monthly bank reconciliation, quarterly financial reporting, quarterly VAT returns and preparing end of year accounts for audit purposes. 2. To interrogate all invoices received by the Council and ensure value for money on all goods and services provided, ensuring invoices are reported to the Council and paid in a timely fashion. 3. To issue invoices on behalf of the Council for goods and services provided, ensuring payment is received. 4. To pay salaries and other emoluments in accordance with HMRC regulations. 	<p>Statutory duty to carry out all the financial functions of the Council in accordance with:</p> <ol style="list-style-type: none"> 1. Standing Orders 2. Financial Regulations 3. Accounts and Audit Regulations 4. General Data Protection Regulations 5. Any other legislation and regulations that apply to local councils.

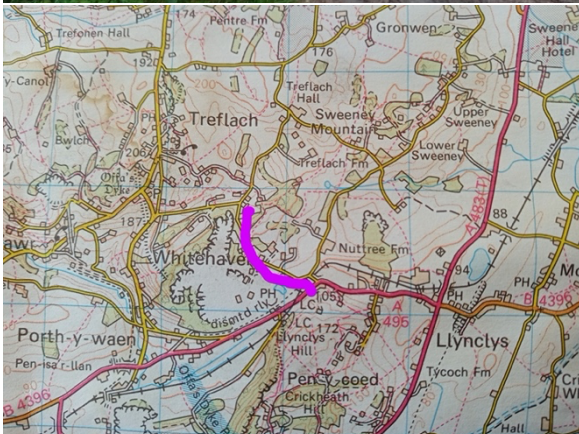
Blocked Bridleway at Llynclys Quarry

A number of residents are asking for the Parish Councils to help to re-open a blocked bridleway that runs from Porth-Y-Waen to Wern-Y-Weil alongside Llynclys Quarry. The route is reported to have been used for many years until the beginning of 2020.

The Parish Council has previously met with local residents, Llanyblodwel Councillors, Shropshire Council officers and the quarry management to discuss issues with the quarry. The quarry has changed hands over the years and the meetings have ceased.

Local residents would like the Parish Council to write to the owners and ask for these meetings to re-commence. The residents have done a lot of research into the history of the quarry footpaths and want this blocked bridleway to be unblocked. It is thought that the quarry has not instructed the bridleway to be blocked but residents have received no reply from Tarmac who is the current owner.

It is thought there was a planning application to move the footpath as part of the Llynclys Quarry Restoration published on 5 November 2013.



Local residents request that the Parish Council writes to the owners of the quarry to ask that the footpath is unblocked and that the yearly meeting with stakeholders be reinstated.

Cllr. Pam Broomby



Oswestry Rural Parish Council

Strategic Plan 2020 – 2023

The parish of Oswestry Rural covers 24 square miles and is the largest civil parish in Shropshire. It lies south of Oswestry with Rhydygroesau bordering Wales on the west side. The population is circa 4,500 (2011 Census).

Oswestry Rural does not have a main village but has several populated communities. For electoral purposes the parish is divided into 5 wards: Maesbury with Aston, Morda with Sweeney, Rhydygroesau with Llanforda, Sychtyn and Trefonen with Treflach. The Parish Council has 15 councillors who represent the community and make decisions which in their opinion are for the benefit of the community whom they serve.

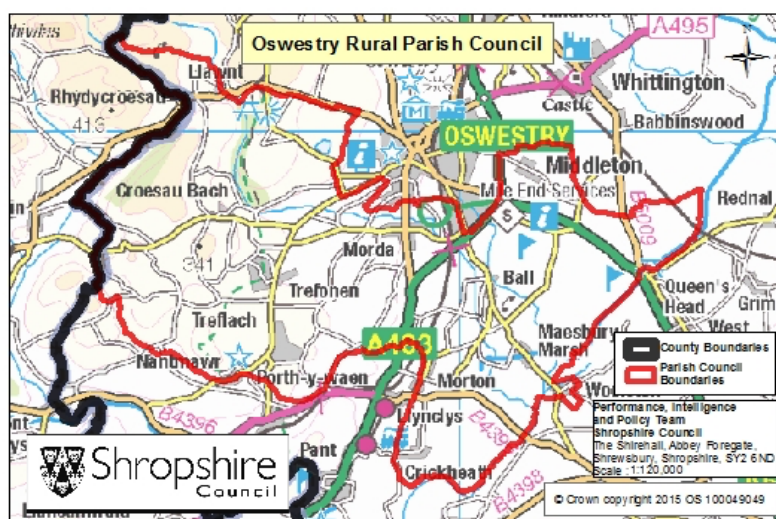
Within the parish there are 93 listed buildings recorded in the National Heritage List for England of which 3 are Grade II*, whilst the others are Grade II, the lowest grade. The earliest listed buildings are timber framed or have a timber-framed core. Most of the listed buildings are farmhouses, farm buildings, houses and cottages including three country houses, a holy well, road bridges, a public house, two former mills, two milestones, a former chapel and three pumps with basins.

The Montgomery Canal passes through the parish at Maesbury Marsh.

This Strategic Plan builds on and replaces the Business Plan 2015 – 2018 adopted by the Parish Council in April 2018. The Strategic Plan is a compilation of:

- Actions identified from responses to the Parish Survey carried out in 2014.
- Outstanding actions from the 2006 Parish Plan.
- The on-going requirements to support the maintenance of the infrastructure and assets within the parish.

This Strategic Plan assists the Council to make key decisions which will help it to achieve its aims and objectives which are intended to improve the quality of life for the people it serves.



Introduction

Purpose of this Strategic Plan

This Strategic Plan sets out the Parish Council's aims and objectives, the actions required to achieve them, the timescale, and the budget required over a three-year period. These planned activities form the basis for setting future budgets.

Reason for this Strategic Plan

This Plan is a strategic guideline for the Council to work within in order to deliver the aspirations of the local community within a planned budget and timeframe.

This Plan is a 'live' document that will evolve through community engagement and will assist Councillors to make decisions in the best interests of those they serve.

As a 'live' document this Strategic Plan will be monitored and updated regularly to demonstrate progress.

Community Involvement in the Strategic Plan Process

To ensure that this Strategic Plan adequately represents the best interests of the parish, members of the local community are invited to participate in its development. This Plan is the Council's main source of communicating its actions and welcomes comments from community members to help shape how the Plan evolves.

Monitoring the Strategic Plan

This Strategic Plan will be reviewed by the Parish Council on a regular basis, at least annually, so that progress can be monitored. It will be updated as actions are completed and where progress is impeded the council will consider what actions are necessary and whether further work is required.

As a 'living' document this Plan will be regularly reviewed to show progress and ensure it is up to date.

The old water pump at Aston Square



CATEGORY	TOPIC	ACTION	OBJECTIVE	TIMESCALE	BUDGET
THEME 1 PARISH COUNCIL GOVERNANCE Communication	Website	Ensure it is kept up to date and complies with WCAG 2.1.	To improve communication between the parish council and residents and businesses by: <ul style="list-style-type: none"> * Promoting the activities of the council. * Informing about local and county wide issues. * Improving the effectiveness of the Parish Council. 	Ongoing	£300 per annum
	Newsletter and Annual Report	Ensure a minimum of 4 newsletters are published annually. There is no requirement for newsletters and annual reports to be printed and distributed to every household as long as they are published online.	<ul style="list-style-type: none"> * To provide a regular newsletter about the council's activities and other information of local interest. * To provide an Annual Report that includes a Chairman's Report for the past year and how the Council has spent its money. 	Ongoing	£65 per 100
	Social Media	To communicate and spread information quickly.	To enhance other means of communication.	Ongoing	None
	Parish Council meetings	To: <ul style="list-style-type: none"> * Publish agendas, supporting information and minutes on website. * Post agendas on notice boards. 	To provide information about the council's decisions and encourage members of the public to attend council meetings and participate in the public session.	Ongoing	Included in Clerk's duties.
	Local Council Award Scheme	Ensure that the council meets the minimum criteria and maintains the Foundation Award.	To work towards 'Quality' and 'Quality Gold' Award.	May 2021	Included in Clerk's duties. The cost to attain Quality Gold is £180.

CATEGORY	TOPIC	ACTION	OBJECTIVE	TIMESCALE	BUDGET
Theme 2 COMMUNITY Leisure and recreation	Upgrade of Morda and Sweeney Village Hall	Work with the Management Committee, partners and stakeholders.	To improve the building and its amenities.	Ongoing	£92,000 in earmarked reserves.
	To improve and enhance local facilities.	To provide grant funding to local voluntary groups and charities.	To increase social capacity for local voluntary groups and the wider community.	Annually	£2,650 included in 2020/2021 budget. £1,620 was awarded in October 2020 + £17 for the poppy wreath for Remembrance.
	Signage of settlements	Make improvements to landscape features at the entrance of settlements.	To preserve the rural identity of settlements within the parish.	Ongoing	Prices range between £360 and £2,200.
	Trefarclawdd Cemetery	Produce a comprehensive maintenance and improvement plan for implementation.	To ensure the cemetery is well maintained and provides peace and tranquillity for all visitors.	12 months	Possible A Management Plan is now in place.
	Local policing	<ul style="list-style-type: none"> * Request police reports from the Safer Neighbourhood Team for Parish Council meeting. * Publish details of police reports in minutes. 	To help reduce crime and the fear of crime.	Monthly	No budgetary implications
	Streetlights	Convert SOX streetlights to LED.	To support energy efficiency and lower running costs.	Complete	Annual cost of electricity approx. £960. £25 per hour for streetlight repairs. £250 included in 2020/2021 budget for repairs.

CATEGORY	TOPIC	ACTION	OBJECTIVE	TIMESCALE	BUDGET
Theme 4 TRAFFIC AND TRANSPORT Highways	A483-Maesbury Junction	Work with Shropshire Council and Highways England	Safer junction	6 months	No budgetary implications DELETE?
	Winter gritting bins	Work with Shropshire Council	To ensure an adequate supply	Ongoing	No budgetary implications DELETE?
	Highways issues	Publish information on the Parish Council's website.	To assist people to report highways issues directly to Shropshire Council (the highway authority).	Ongoing	No budgetary implications
	Traffic calming schemes	Ensure that road safety issues are included in the Place Plan for Oswestry and that sufficient funding is allocated.	To seek solutions to speeding and improve road safety.	Annually	Grant funding of £5,156.94 has been awarded by the PCC to install 2 VAS ¹ in Trefonen. £1,000 is allocated in the 2020/2021 budget for the Strategic Plan to purchase additional VAS.
Theme 5 ECONOMY AND TOURISM Visitor attractions	Shopping and places of interest	Work with Shropshire Council, Oswestry Town Council, businesses and other partners to support the local economy.	To promote and sustain economic development.	Ongoing	No budgetary implications.

¹ Vehicle Activated Signs

CATEGORY	TOPIC	ACTION	OBJECTIVE	TIMESCALE	BUDGET
Theme 6 HOUSING AND HEALTH Social wellbeing	Supporting health and wellbeing	To support adequate affordable housing and health provision.	To ensure that people have access to social care, health care and good living standards.	Ongoing	No budgetary implications.
Theme 7 PLANNING Local policy	Future development within the parish.	<ul style="list-style-type: none"> * Respond to planning applications and policy review representing the views of the local community. * Encourage residents to respond to consultation to ensure their views are taken into consideration. 	To continue to comment on all key strategic planning and consultations that affect the parish to ensure that, through the Parish Council, the views of the local community form part of the decision-making process.	Ongoing	No budgetary implications.
	Understanding planning policy	Councillor and clerk training.	To ensure the Parish Council's responses are based on material consideration.	Ongoing	Cost of training. <i>£500 allocated for the Clerk and £400 allocated for councillors in the 2020/2021 budget.</i>

Budget Implications

OBJECTIVE	2019/2020		2020/2021		2021/2022	
	CAPITAL	REVENUE	CAPITAL	REVENUE	CAPITAL	REVENUE
Theme 1	BUDGET					
Continue to review and improve website		£195		£250		£300
Continue to publish parish newsletter and Annual Report		*£4,000		£500		Printing costs = £65 per 100
Review locations and size of notice boards		£3,000		£7,125 (£1,125 per unit)		£1,125 per unit
Consider councillor surgeries				£500		Cost ² of room hire
Review training needs of councillors and clerk		*£550		£900		
Work towards and maintain Local Council Awards Scheme standards		£150		0 £150 held in reserves		The Quality Award (£150 included in earmarked reserves)
Attend relevant conferences and meetings		*included within training budget		*included within training budget		*included within training budget
Theme TOTAL		£7,895		£9,275		

² Rhydygroesau Village Hall - £40 per session, Morda Village Hall - £30 or £20 for small room, Trefonen Village Hall - £30 per session

OBJECTIVE	2019/2020		2020/2021		2021/2022	
	CAPITAL	REVENUE	CAPITAL	REVENUE	CAPITAL	REVENUE
Theme 2	BUDGET					
Upgrade of Morda and Sweeney Village Hall			£92,000 held in earmarked reserves			
Recognise the work carried out by groups and individuals on a voluntary basis through the Tony Cheetham Community Service Award	£125	£650		£52		£52
Continue to fund the community grant scheme to assist with community development		£2,000		£3,650		
Theme TOTAL	£125	£4,650	£125	£3,702		
Theme 3	BUDGET					
Support and work with Artificial External Defibrillators (AED) groups to maintain these services		£400		£400 held in earmarked reserves		
Theme TOTAL		£400		£400		0
Theme 4	BUDGET					
Support road safety schemes					Approx. £2,500 for purchase and installation of 1 VAS	
Theme TOTAL		0		0		0

<i>Last reviewed:</i>	<i>26 March 2019</i>
<i>Reviewed by:</i>	<i>Sharon Clayton - Clerk November 2020</i>
<i>Approved:</i>	
<i>Minute no:</i>	
<i>Next review date:</i>	<i>April 2021</i>



Oswestry Rural Parish Council

ACTION PLAN

1 April 2020 to 31 March 2021

Monitoring Report November 2020

Introduction

This Action Plan accompanies the Council's Strategic Plan. It monitors the objectives of the Plan and provides details of the outcomes of the Council's vision for the parish.

The Council's aims are to:

- Deliver local services cost effectively and efficiently through best value.
- Ensure that community development is driven by the local community and that it represents their needs and ambitions.
- Represent the views of the local community by working with them to improve the local environment and preserve its heritage.

The Council's objectives are to:

- Work closely with the local community by listening to their views, needs and aspirations and assist to bring these into fruition.
- Demonstrate openness, transparency and accountability in all Parish Council activities.
- Support the local economy.
- Work with partners and stakeholders to improve and enhance the local environment.
- Support the work of voluntary groups and organisations.
- Represent the views of local residents in response to local planning applications.
- Promote ethical and fair practices to promote harmony and social inclusion.
- Support efforts to sustain the social, environmental and economic capital within the parish.
- Ensure that Councillors and staff are sufficiently trained to deliver public services to the people served by the Parish Council.

The Strategic Plan includes the principles of the Council's aims and objectives first agreed in April 2018. The Plan is monitored through the Council's Action Plan which is updated annually and is therefore a 'live' document. This enables the Council to track and monitor progress against its objectives and timescales. As the Action Plan is published on the Council's website members of the community are encouraged to assist with monitoring its progress and invited to comment on its further development.

Monitoring Report November 2020

CATEGORY	TOPIC	ACTION	OBJECTIVE	TIMESCALE	BUDGET	UPDATE	COMPLETED
THEME 1 PARISH COUNCIL GOVERNANCE Communication	Website	Ensure it is kept up to date and complies with WCAG 2.1.	To improve communication between the parish council and residents and businesses by: <ul style="list-style-type: none"> * Promoting the activities of the council. * Informing about local and county wide issues. * Improving the effectiveness of the Parish Council. 	Ongoing	Included within clerk's duties	<p>The website is kept up to date at least weekly. Over the past few months, it has been updated so that it conforms to the new accessibility regulations in accordance with WCAG 2.1</p> <p>New pages have been added to include information about crime prevention, funding opportunities, and how complaints are dealt with. All supporting documents, except confidential, are posted online with agendas and minutes. Financial information includes income and expenditure to date.</p> <p>All new Word documents are checked for accessibility issues before being converted to PDFs and published on the website.</p>	Ongoing
	Newsletter and Annual Report	Ensure a minimum of 4 newsletters are published annually.	<ul style="list-style-type: none"> * To provide a regular newsletter about the council's activities and other information of local interest. 	Ongoing	<p>£300 for printing costs has been allocated in the 2020/2021 budget.</p> <p>There is no requirement for newsletters and annual reports to be printed as long as they are published online.</p>	<p>Annual Reports for 2018/2019 and 2019/2020 have been published on the website.</p> <p>A newsletter was printed in November 2019, 200 copies have been distributed at strategic places. It is also published on the website.</p> <p>The last newsletter to be</p>	Ongoing

CATEGORY	TOPIC	ACTION	OBJECTIVE	TIMESCALE	BUDGET	UPDATE	COMPLETED
			<ul style="list-style-type: none"> * To provide an Annual Report that includes a Chairman's Report for the past year and how the Council has spent its money. 			published online was April 2020. There were no printed copies due to the coronavirus.	
	Notice Boards	To review locations and size of notice boards.	<ul style="list-style-type: none"> * To inform about Council meetings and the activities of the council. * To provide local information. 	12 months	£1,125 per double unit	<p>The Council has now installed 9 new double unit notice boards.</p> <p>The notice board at Trefonen has been removed for refurbishment and has been replaced by a new one.</p>	
	Social Media	To communicate and spread information quickly.	To enhance other means of communication.	Ongoing	Included in Clerk's duties.	The Council has a Twitter account which is used to disseminate pertinent information.	Ongoing
	Parish Council meetings	<p>To:</p> <ul style="list-style-type: none"> * Publish agendas, supporting information and minutes on website. * Post agendas on notice boards. 	To provide information about the council's decisions and encourage members of the public to attend council meetings and participate in the public session.	Ongoing	Included in Clerk's duties.	The Parish Council's website includes agendas, supporting documents and minutes, including draft minutes.	Ongoing
	Councillor surgeries	To discuss issues of concern.	To interact with members of the public in a forum other than Parish Council meetings.	6 months	Cost of venue hire. Rhydygroesau Village Hall is £40 per session. Morda Village Hall is £30 or £20 for small room.		To be considered.

CATEGORY	TOPIC	ACTION	OBJECTIVE	TIMESCALE	BUDGET	UPDATE	COMPLETED
					Trefonen Village Hall is £30 per session.		
	Training	Ensure that Clerk is adequately trained and that Councillors have access to pertinent training.	To keep up to date with current policy and legislation.	Ongoing	£500 in 2020/2021 budget for Clerk and £400 for councillors.	The Clerk and some Councillors have received training during 2020.	Ongoing
	Local Council Award Scheme	Ensure that the council meets the minimum criteria and maintains the Foundation Award.	To work towards 'Quality' and 'Quality Gold' Award.	May 2021	Included in Clerk's duties. The cost to attain Quality Gold is £180.	£150 has been included in the approved budget for 2019/2020. Work is in progress to achieve Quality Status in this fiscal year. It has not been possible to achieve Quality Gold this year due to there not being 2/3 elected Councillors. All other criteria have been met except for 'Councillor Profiles'.	Work in progress
Theme 2 COMMUNITY Leisure and recreation	Upgrade of Morda and Sweeney Village Hall	Work with the Management Committee, partners and stakeholders.	To improve the building and its amenities.	Ongoing	£92,000 in earmarked reserves.	The Parish Council is the Custodian Trustee of Morda and Sweeney Village Hall. The village hall is a registered charity and has a Management Committee. Cllr. Robert Milton represents the Parish Council on the Management Committee.	Ongoing
	To improve and enhance local facilities.	To provide grant funding to local	To increase social capacity for local voluntary groups	Annually	£2,650 included in 2020/2021 budget.	Parish Council representatives are on various committees.	Ongoing

CATEGORY	TOPIC	ACTION	OBJECTIVE	TIMESCALE	BUDGET	UPDATE	COMPLETED
		voluntary groups and charities.	and the wider community.		£1,620 was awarded in October 2020 + £17 for the poppy wreath for Remembrance.		
Theme 3 ENVIRONMENT Social and environmental capital	Community litter picks	Publicise in newsletters	To keep roads and lanes clean and tidy.	Ongoing	No budgetary provision.	DELETE?	
	Signage of settlements	Make improvements to landscape features at the entrance of settlements.	To preserve the rural identity of settlements within the parish.	Ongoing	Possible	This is something that can be done as part of traffic calming measures through the installation of gateway signage.	Work in progress
	Trefarclawdd Cemetery	Produce a comprehensive maintenance and improvement plan for implementation.	To ensure the cemetery is well maintained and provides peace and tranquillity for all visitors.	12 months	Possible	The Clerk has undertaken a comprehensive audit of the cemetery map to ensure it is up to date and accurate. The Clerk has also developed a Cemetery Management Plan approved in June 2020.	Work in progress.
	Local policing	<ul style="list-style-type: none"> * Request police reports from the Safer Neighbourhood Team for Parish Council meeting. * Publish details of police reports in minutes. 	To help reduce crime and the fear of crime.	Monthly	No budgetary implications	The local policing team are invited to all parish council meetings. If they are unable to attend, they usually provide a written report.	Ongoing
	Streetlights	Convert SOX streetlights to LED.	To support energy efficiency and lower running costs.	Complete	Annual cost of electricity approx. £960.	Streetlight faults reported to the Clerk are passed on to the Parish Council's contractor for action.	

CATEGORY	TOPIC	ACTION	OBJECTIVE	TIMESCALE	BUDGET	UPDATE	COMPLETED
					£250 included in 2020/2021 budget for repairs.		
	Artificial External Defibrillators (AED)	Provide grant funding to support the maintenance of AEDs.	To help save lives.	Ongoing	It cost around £100 for annual maintenance.	£400 is held in reserves.	
Theme 4 TRAFFIC AND TRANSPORT Highways	A483-Maesbury Junction	Work with Shropshire Council and Highways England	Safer junction	6 months	No budgetary implications	Work complete.	Yes DELETE?
	Winter gritting bins	Work with Shropshire Council	To ensure an adequate supply	Ongoing	No budgetary implications	See below.	DELETE? – not Parish Council responsibility
	Highways issues	Publish information on the Parish Council's website.	To assist people to report highways issues directly to Shropshire Council (the highway authority).	Ongoing	No budgetary implications	A new page has been included on the Parish Council's website, "Report an issue", that informs of the Parish Council's responsibilities and includes contact details for reporting environmental issues directly to Shropshire Council.	Ongoing
	Traffic calming schemes	Ensure that road safety issues are included in the Place Plan for Oswestry and that sufficient funding is allocated.	To seek solutions to speeding and improve road safety.	Annually	Grant funding of £5,156.94 has been awarded by the PCC to install 2 VAS ¹ in Trefonen. £1,000 is allocated in the 2020/2021 budget for the Strategic Plan to purchase additional VAS.	Awaiting Shropshire Council to install signs. The Parish Council's Safer Roads Working Group is working with local residents to decide where other traffic calming measures might be needed.	Ongoing

¹ Vehicle Activated Signs

CATEGORY	TOPIC	ACTION	OBJECTIVE	TIMESCALE	BUDGET	UPDATE	COMPLETED
Theme 5 ECONOMY AND TOURISM Visitor attractions	Shopping and places of interest	Work with Shropshire Council, Oswestry Town Council, businesses and other partners to support the local economy.	To promote and sustain economic development.	Ongoing	No budgetary implications.		Ongoing
Theme 6 HOUSING AND HEALTH Social wellbeing	Supporting health and wellbeing	To support adequate affordable housing and health provision.	To ensure that people have access to social care, health care and good living standards.	Ongoing	No budgetary implications.	Regular updates from Shropshire Council and local health care providers are sent to Councillors. Pertinent information is published on the Parish Council's website. The Parish Council supports the delivery of affordable homes.	Ongoing
Theme 7 PLANNING Local policy	Future development within the parish.	<ul style="list-style-type: none"> * Respond to planning applications and policy review representing the views of the local community. * Encourage residents to respond to consultation to ensure their views are taken into consideration. 	To continue to comment on all key strategic planning and consultations that affect the parish to ensure that, through the Parish Council, the views of the local community form part of the decision-making process.	Ongoing	No budgetary implications.	All planning applications and consultations are emailed to Councillors for consideration and comment at each Parish Council meeting.	Ongoing
	Understanding planning policy	Councillor and clerk training.	To ensure the Parish Council's	Ongoing	Cost of training.	The Clerk has provided all Councillors with a list of	Ongoing

CATEGORY	TOPIC	ACTION	OBJECTIVE	TIMESCALE	BUDGET	UPDATE	COMPLETED
			responses are based on material consideration.		£500 allocated for the Clerk and £400 allocated for councillors in the 2020/2021 budget.	material planning considerations and other pertinent information.	

<i>Updated by:</i>	<i>Sharon Clayton, Clerk</i>
<i>Reviewed:</i>	<i>November 2020</i>
<i>Approved:</i>	
<i>Minute no:</i>	

TITLE OF REPORT:	GRANT FOR RHYDYCROESAU VILLAGE HALL
REPORT BY:	Clerk - Sharon Clayton
BACKGROUND:	<p>Each year the Parish Council awards grants to local groups and charities. All applications must be received by 1 April each year and the awards are made at the Annual Parish Meeting. The usual procedure has not been possible this year and the Council extended the closing date until September 2020. Only 3 applications were received and these were considered at the October Parish Council meeting and grant awards agreed.</p> <p>A grant application has recently been received from Rhydycroesau Village Hall due to the exceptional circumstances the trustees find themselves in this year and, because of lockdown, the village hall has lost income and is in need of funds.</p>
ISSUES:	Due to COVID-19 restrictions the village hall has not been able to offer its usual social and fund-raising events which means that income has been reduced leaving insufficient funds to meet expenditure. Funds are needed to ensure that the wide range of artistic and cultural activities normally provided can still be provided in 2021.
LEGAL OBLIGATIONS:	None
FINANCIAL IMPLICATIONS:	<p>The Parish Council has £3,650 in this year's budget for grants. £1,665 has already been spent leaving a balance of £1985.</p> <p>Rhydycroesau Village Hall are asking for a grant of £500 to support continued activities that have been costed at £3,089.28.</p> <p>The Council has reserves of £92,000 allocated to Morda and Sweeney Village Hall.</p>
COMMUNITY BENEFIT	To provide community facilities for members of the public.
CLERK'S COMMENTS:	The Council has a policy that grants should be considered altogether and there is a cut-off date of 1 April each year. However, this year the closing date was extended until 30 September 2020 due to COVID-19 and its associated restrictions.
PROPOSAL:	As the Council is the Custodian Trustee of the village hall and has offered substantial support to Morda and Sweeney Village Hall it seems only fitting that a grant should be awarded. It is recommended that a grant of at least £1,000 be awarded to help keep the venue open for community activities.
DATE OF MEETING AT WHICH THIS WILL BE CONSIDERED:	24 November 2020



Oswestry Rural Parish Council

NEWSLETTER

For the Parish of Oswestry Rural

Remembrance activities this year have had to be scaled down and even cancelled due to COVID-19 regulations. 2020 is the 75th anniversary of Victory in Europe Day. On Tuesday 8 May 1945 Germany's armed forces made an unconditional surrender to the Allies of World War II marking the end of World War II in Europe.



We had intended to mark the occasion by placing poppies on our lamp posts but all public gatherings were cancelled and lockdown enforced.

We also intended to hold our regular Remembrance Service at Trefonen Cross on Sunday 8 November but another lockdown was in place. However, following government advice for permitted events the Chairman, Cllr. Peter

Richardson laid a wreath, and a few people gathered to pay their respects. Just before lockdown we managed to place the poppies on the lamp posts and local residents provided a poppy display. Thank you to all who contributed in some way.



We remembered them.

PARISH COUNCILLORS

Maesbury with Aston Ward

Martin Jones
07989 036708

Tony Milner
01691 610742

Peter Richardson (Chairman)
01691 679932

Morda with Sweeney Ward

Janet Barlow
01691 658134

Les Maguire
07595 589429

Phil May (Deputy Chairman)
01691 829064

Paul Milner
07581 223599

Robert Milton
01691 676110

Rhydygroesau with Llanforda Ward

Peter Davies
01691 652853

Tracy Rowe
07740 100076

Sychtyn Ward

Elliot Roberts-Jones
01691 652843

Trefonen with Treflach Ward

Pam Broomby
01691 653479

Bob Kimber
01691 679646

John Davies
07980 680845

Claire Mahoney
07545 376231

CLERK

Sharon Clayton MPA, BA (Hons)
Fellow SLCC

01952 884372

clerk@oswestryrural-pc.gov.uk

www.oswestryrural-pc.gov.uk

Safer Roads Working Group

We have set up a Safer Roads Working Group to work with local residents to try to find solutions to road traffic issues. The group is currently working with residents at Coed Y Go to try and reduce the speed limit from 60mph to 30mph. The road is very narrow and used by large agricultural vehicles



thus making passing hazardous. Shropshire Council has agreed to install a traffic counter to assess the number and speed of traffic passing through. We also plan to assist residents at Nantmawr who have the same issues.

Furthermore we are supporting Trefonen C of E Primary School in a bid to introduce a 20mph zone outside the school. The police have helped with this little police officer!

Spiggots Bridge

We are pleased to announce that we have been successful in our application to list Spiggots Bridge as Grade II. Bridge number 80, thought to have been built circa 1796, is situated at Coed-y-Rae Lane at Maesbury Marsh where it stands on the 12-mile Llanmynech branch which was opened in 1796. The bridge provides vehicle access across the Montgomery Canal and the canal is a popular tourist route for canal boats.



Parish Council Meetings

This year has been a difficult year for many. The coronavirus has caused much devastation and disruption and our sympathies go to all those who have lost loved ones. As a consequence we have not been able to hold any physical meetings and will not do so for the foreseeable future. Until further notice our meetings will be held by Zoom video and the meeting link is on our agendas which can be found on our [website](#).

Future meeting dates:

15 December 2020, 26 January 2021, 23 February 2021, 30 March 2021, 27 April 2021, 25 May 2021. All commence at 7 pm.

You are most welcome to join us.