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## Minutes of a Parish Council meeting

held at 7 pm on Thursday 30 June 2022 at Rhydycroesau Village Hall

**Present:**

Cllr. Martin Jones (Chairman), Cllr. Martin Bennett, Cllr. Iain Campbell, Cllr. Peter Davies, Cllr. Bob Kimber, Cllr. Paul Milner Cllr. Peter Richardson, Cllr. Jas Singh, Cllr. Steve Watts, Cllr. Mike Weston, Chris Woods.

**Clerk to the Council:**

Sharon Clayton

**In attendance:**

7 members of the public  
Shropshire Councillor Joyce Barrow

**1368 Declaration of Acceptance of Office**

The newly elected Chairman signed his Declaration of Acceptance of Office.

**1369 Chairman's Welcome**

The Chairman welcomed everyone to the meeting and thanked fellow Councillors for electing him as Chairman. He then presented the Tony Cheetham Community Service Award to Will Baker who received the award for maintaining open spaces in the Maesbury area on a voluntary basis.

**1370 Apologies for Absence**

Apologies were received from:  
Cllr. John Davies and Cllr. Roger Jones

**1371 Police Report**

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

- 03/06/2022 – Road Traffic Collision Mile End. Two vehicles involved. No Injury.
- 03/06/2022 – Harassment. Individual receiving unwanted messages.
- 08/06/2022 – Anti social behaviour Royal Oak Treflach. Drunk male refusing to leave.
- 09/06/2022 – Tree down in the road. Chain Lane Trefonen.
- 11/06/2022 – Missing person. Care home.
- 12/06/2022 – Make off without payment. Esso Garage at Mile End services.
- 12/06/2022 – Harassment. Individual receiving unwanted messages
- 13/06/2022 - Harassment. Individual receiving unwanted messages
- 13/06/2022 – Missing person. Care home.
- 13/06/2022 - Harassment. Individual receiving unwanted messages
- 13/06/2022 - Drink driver caught at New Barns Trefonen. Driver was four times over the legal limit.
- 14/06/2022 – Road rage incident at Mile End.
- 15/06/2022 – Domestic incident in Morda.
- 16/06/2022 – Theft from store. Mile end services Spar.
- 17/06/2022 – Theft of two sheep water troughs. Rhydycroesau.
- 18/06/2022 - Road traffic collision Mile end.
- 19/06/2022 - Stolen motor vehicle Morda. Occupants decamped and ran from the scene.
- 19/06/2022 – Maesbury Marsh. Neighbour dispute over a hedge.
- 19/06/2022 – Morda. Malicious communications message received.
- 20/06/2022 - Neighbour dispute. Penylan. Dispute over a boundary fence.
- 22/06/2022 - Domestic incident Trefonen.
- 22/06/2022 – Domestic Incident Morda.
- 24/06/2022 - Dangerous driving incident at Mile end.
- 25/06/2022 - Domestic Incident Morda
- 26/06/2022 – Domestic incident Morda.
- 28/06/2022 – Suicidal male. Racecourse.

**NOTED.**

*Minutes of a parish council meeting held on Thursday 30 June 2022*

### **1372 Shropshire Council Report**

Cllr. Joyce Barrow informed the meeting that her Scrutiny Committee was looking at enforcement in planning. The Committee felt that 21 days was not sufficient time to respond to planning applications and that the response time should be extended to 31 days. She said she would keep the Parish Council updated on progress.

### **1373 Public Participation**

One member of the public expressed concern about the road safety issue in Morton of which he had spoken to Cllr. Martin Bennett. He hoped that the Parish Council would support recommendations in a report compiled by local residents requesting the Parish Council to ask Shropshire Council that the current 30mph speed limit zone be extended.

One member of the public thanked the Parish Council for the proposal from the Road Safety Working Group support a speed reduction in Coed-y-Go. He was pleased that the council would be discussing communication and thanked the Environment Working Group for meeting with Yareal to discuss activities at Trefarclawdd Farm. He also thanked Cllr. Steve Watts for discussing the changes he wished to see made to public participation in Standing Orders and expressed disappointment that other councillors had not responded to him and that his requested changes had not been approved.

One member of the public referred to information she had sent to Councillors concerning the Parish Council's website. She said that councillors should decide what changes should be made to the website and that clerks being allowed to take action without agreement from the council is not democracy.

### **1374 Minutes**

The minutes of a Parish Council meeting held on 26 May 2022 were considered for approval. It was **PROPOSED, SECONDED and RESOLVED that the minutes be APPROVED and ADOPTED as a true record.**

### **1375 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.

### **1376 Dispensations**

None requested.

### **1377 Declaration of Acceptance of Gifts and Hospitality**

None declared.

### **1378 Planning Matters**

#### **a) Planning Decisions**

The following planning decisions were **NOTED.**

Planning Application Details	Planning Proposals
22/00350/FUL Proposed solar farm to the north of Rhydygroesau	Formation of Solar Park consisting of 3,240 solar panels and associated electrical equipment namely inverters, site and DNO substations, battery energy storage units, 2m high deer fence with gates, formation of. Permanent access road, CCTV cameras and infrared lighting and a weather station mounted on galvanised steel masts inside the solar park. Permission REFUSED 24 June 2022. <i>The Parish Council supported this application.</i>
22/01494/FUL 1 Brookside, Morda	Erection of a two-storey rear extension and front porch. Permission GRANTED 23 June 2022. <i>The Parish Council had no objection.</i>
22/00588/FUL The Laurels Barn, Sweeney	Conversion of barn to form one dwelling, formation of vehicular and pedestrian access and installation of package treatment plant. Permission REFUSED 17 June 2022. <i>The Parish Council had no objection.</i>
22/00720/FUL Moorehouse Farm, Craig-Llewyn, Trefonen	Change of Use of equestrian centre, conversion of stable building to workshop, re-surfacing manège to outdoor vehicle store, erection of building, all associated works, to support re-location of existing business. Permission REFUSED 23 June 2022. <i>The Parish Council had no objection.</i>
22/02605/FUL Willow Cottage, Sandrock Lane, Trefonen	Installation of ground mounted solar panel array. WITHDRAWN.

#### b) Planning Applications

The following planning applications were considered for comment:

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 17/06025/OUT (amendments).  Concern was expressed about the relief road proposed as a result of the development and which route the construction traffic would use. There was also concern about sewerage, the capacity of the pumping station, and access to The Mound for less abled people.  <b>It was PROPOSED, SECONDED and AGREED that, as the matter is so complex and the huge number of documents associated with the application, to:</b> <ul style="list-style-type: none"> <li>○ Write to Shropshire Council and ask for more time to respond.</li> <li>○ Ask Oswestry Town Council if it would like to discuss the matter with the Parish Council and arrive at a joint response to this application.</li> <li>○ A planning officer should be asked to explain the application in more detail.</li> </ul>
22/02462/FUL Bridge Cottage, Ball Lane, Maesbury	Erection of single storey extension (re-submission). <b>It was PROPOSED, SECONDED and AGREED to support.</b>
22/02616/FUL Ty Nant, Sychtyn, Trefonen	Erection of ancillary accommodation to main house, following partial deconstruction of former bothy/workshop outbuilding, erection of workshop/stables with hay loft above (re-submission). <b>It was PROPOSED, SECONDED and AGREED to support.</b>
22/02684/FUL Glannant, Little London Lane, Trefonen	Renovation of existing house to include installation of new openings/windows, erection of the proposed canopy to the front elevation, external render/insulation of the walls, replacing the existing fibreglass flat roof with new warm roof finished with a single ply membrane <b>It was PROPOSED, SECONDED and AGREED to support.</b>
22/02688/FUL 13 Nant y Caws, Morda	Erection of a two-storey <b>It was PROPOSED, SECONDED and AGREED to support.</b>

### 1379 Clerk's Report

Members **NOTED** a written report from the Clerk on action taken following decisions made at previous council meetings. The Clerk also informed that there had been no interest to fill the two casual vacancies and that she had put a new page on the Parish Council's website with details about becoming a councillor.

### 1380 Financial Matters

#### a) Income and Expenditure

Members considered for approval income and expenditure to 31 May 2022.

**It was PROPOSED, SECONDED and AGREED that income received to date of £43,042.80 and gross expenditure of £8,081.17 be APPROVED.**

#### b) Bank Reconciliations

Members considered for approval bank reconciliations for May 2022.

**It was PROPOSED, SECONDED and AGREED that bank reconciliations for May 2022 totalling £288,176.51 be APPROVED.**

#### c) Payments for June 2022

Members considered for approval payments for June 2022.

**It was PROPOSED, SECONDED and AGREED that the following payments for June 2022 be APPROVED.**

PAYEE	DESCRIPTION	AMOUNT £
Zurich	Insurance	663.99
EE	Wi-Fi mini monthly plan	16.39
HSBC	Bank charges	10.00
Sharon Clayton	Clerk's salary/expenses/reimbursement	840.57
HMRC	PAYE/NI	382.72
A G Royce	Grounds maintenance and tree pruning	1055.00
Viking	Stationery	84.59
Mark Evans	Bus shelter cleaning	60.00
Colin Turner	Bus shelter cleaning	25.00
Tree 21 Limited	Tree survey	816.00
	<b>TOTAL</b>	<b>3954.26</b>

The following was **NOTED**:

- d) The Parish Council now had a 5-year Fixed Rate Bond with Cambridge and Counties Bank in which £50,000 was invested with an interest rate of 2.5% AER fixed.
- e) The Parish Council now had £75,000 invested with the Public Sector Deposit Fund.
- f) The Parish Council had received an environmental maintenance grant of £1,083 from Shropshire Council.

### 1381 Road Safety

a) Members received a written report from the Road Safety Working Group. A meeting had been held with local residents regarding speeding along the B4396 from Llynclys to the Redwith Bridge. There was a 40mph speed limit through Llynclys but the road outside the settlement had a 60mph speed limit with many bends making it dangerous for residents' vehicles pulling out onto a busy main road and also pedestrians as there was no footpath nor lighting and the road was narrow. Local residents had tried to have the speed limit reduced and had carried out an informal traffic count. They asked the Parish Council to support a speed reduction.

**It was PROPOSED, SECONDED and AGREED that:**

- o **Shropshire Council be requested to undertake a formal traffic survey to establish parameters for a suitable speed limit from Llynclys to Redwith Bridge, passing through the settlement of Morton.**
- o **Shropshire Council should be requested to extend the current limit of 40mph on the B4396 through Morton to the Redwith Bridge.**

- **Shropshire Council should be advised that the Parish Council would prefer the limit to be reduced to 30mph in view of residents' concerns.**

b) Members considered for approval that £15,000 should be allocated towards the installation of traffic calming measures for a 40mph speed limit to be introduced at Coed-y-Go.

**It was PROPOSED, SECONDED and AGREED that £15,000 should be earmarked in reserves for Shropshire Council to install a 40mph speed limit at Coed-y-Go.**

### **1382 Trefarclawdd Cemetery Fees**

Members considered for approval the cessation of a £150 administration fee for interments at Trefarclawdd cemetery.

**It was PROPOSED, SECONDED and AGREED that the £150 administration fee should no longer be charged.**

### **1383 Trefarclawdd Cemetery**

Members received a report from the Trefarclawdd Cemetery Working Group. The Group intended to draw up a planning application for various works at the cemetery for approval by the Parish Council. The Group had met with Yareal to discuss boundary lines so that a fence could be erected and agreed that the contractor appointed to erect the fence would gain access via the existing parking area and not drive over crops on Yareal land. The Group was trying to acquire quotes for fencing. The Group was also investigating the possibility of allotments on part of the cemetery land.

Concern was expressed about mine waste dumped on the land in the past and how it might affect future burials.

**It was PROPOSED, SECONDED and AGREED that the report be NOTED.**

### **1384 Environment Working Group**

a) Members received a report from the Environment Working Group. The Group had met to consider the scope of their Terms of Reference, and how matters of concern would be conveyed to Yareal, and local residents affected by Trefarclawdd Farm. The Group had sent some questions to the farm and had informed the local MP of their remit. They agreed that they were not sufficiently qualified to deal with some environmental matters and asked for a budget to be set aside to pay for independent specialist/legal advice should it be needed.

**It was PROPOSED, SECONDED and AGREED to consider setting aside a budget for independent specialist/legal advice at the next meeting.**

b) In pursuance of Section 40 of the Natural Environmental and Rural Communities Act 2006 Members considered the Parish Council's obligation towards biodiversity.

**It was PROPOSED, SECONDED and AGREED that no decision could be made at this time as information was still awaited from SALC.**

### **1385 Communications**

a) Members considered for approval the appointment of a PR/comms agency to identify and suggest a best practice direct mail strategy to effectively reach out to the population.

**It was PROPOSED, SECONDED and AGREED that quotes be sought.**

b) Members considered for approval the acquisition of a detailed quote for a twice-yearly publication, including information collation, graphic design, print and distribution of an agreed number of mail shots.

**It was PROPOSED, SECONDED and AGREED that quotes be sought.**

c) Members considered for approval improvements to the Parish Council's website.

**It was PROPOSED, SECONDED and AGREED that this be deferred for consideration at the next meeting.**

d) Members considered for approval the provision of insight from Google analytics for hits, click throughs, enquiries and pages visited to assess page readership, relevance and response levels to guide website improvement initiatives.

**It was PROPOSED, SECONDED and AGREED that this be deferred for consideration at the next meeting.**

### **1386 Oswestry Leisure Centre**

**It was PROPOSED, SECONDED and AGREED that discussion concerning the increased fees imposed at Oswestry Leisure Centre which were higher than those at Shrewsbury be deferred for consideration at the next meeting.**

**1387 Consultation**

Members considered for approval a response to the following consultation:

- a) Strategic Outline Business Case to determine the feasibility and benefits of re-opening the railway line between Oswestry and Gobowen (commissioned by Cambrian Heritage Railways).

**It was PROPOSED, SECONDED and AGREED to support the activities to re-open the railway line.**

**1388 Date for Next Meeting**

It was **NOTED** that the next meeting would take place on Thursday 28 July 2022 at Trefonen Village Hall.

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**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.

**1389 Signage**

Members considered for approval a quote for a 'no parking' sign to be installed at Treflach Green.

**It was PROPOSED, SECONDED and AGREED that a quote of £81.74 + VAT from Shropshire Design & Print Solutions Ltd. be APPROVED.**

**1390 Planning Enforcement**

A planning enforcement case was **NOTED**.

The Chairman thanked everyone for their attendance and closed the meeting at 20:25.

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_

Minutes  
of an Extraordinary Parish Council meeting  
held at 6 pm on Thursday 7 July 2022 at Trefonen Village Hall

**Present:**

Cllr. Martin Jones (Chairman), Cllr. Martin Bennett, Cllr. Iain Campbell, Cllr. Bob Kimber, Cllr. Peter Richardson, Cllr. Jas Singh, Cllr. Mike Weston.

**Clerk to the Council:**

Sharon Clayton

**1391 Chairman's Welcome**

The Chairman welcomed everyone to the meeting.

**1392 Apologies for Absence**

Apologies were received from Steve Watts and John Davies.

**1393 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.

**1394 Dispensations**

None requested.

**1395 Declaration of Acceptance of Gifts and Hospitality**

None declared.

**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.

**1396 Appointment of Clerk/RFO**

Members considered for approval granting delegated authority to the Personnel Committee to carry out the recruitment process for the appointment of a Clerk and Responsible Financial Officer following the resignation of Sharon Clayton.

**It was PROPOSED by Cllr. Peter Richardson, Chairman of the Personnel Committee, SECONDED and unanimously AGREED that the Personnel Committee be granted delegated authority to carry out the recruitment process to include interviewing candidates and appointing a new Clerk and Responsible Financial Officer to work 16 hours per week, with a view to increasing these hours if necessary. The salary for the post would be advertised between SCP 24 – 29 and awarded in accordance with experience and qualifications.**

The Chairman thanked everyone for their attendance and closed the meeting at 18:06.

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_



MONTH	MINUTE NUMBER	RESOLUTION/AGREED ACTION	TASK COMPLETE	COMMENTS
<b>2021</b>				
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 three people have expressed an interest so far.
<b>2022</b>				
February	1265	Arrange for the parish council's name to be renewed on the notice board at Morda.	Work in progress	This notice board needs to be replaced following a vehicle collision that has led to the wall needing to be re-built.
March	1286(b)	Risk assessments to be carried out by councillors as agreed.	Work in progress	Comments to be actioned/
May	1357	Write to Shropshire Council to request information concerning the sewage disposal works at Maesbury Road.	Yes	Response awaited.
	1359	Ask Shropshire Council what is the geographical usage of Oswestry Leisure Centre and the relative costs.	Yes	Response awaited.
June	1378(b)	Respond to planning applications with the Council's agreed response.	Yes	Land south of Middleton Road (21/0358/REM). Shropshire Council has agreed to give a short time extension to respond to this application. However, the planning officer says only scale, layout and landscaping to be considered and that 150 dwellings were approved at the outline stage, but the Reserve Matters application is for 120 dwellings. As this number is below the allocated site area it is in accordance with the Local Plan and cannot be considered over development. The planning officer has concerns about access connectivity due to the various landowners involved. Amendments to previous plans are not significant.  Oswestry Town Council has also asked for a time extension to respond further.
	1381(a)	Ask Shropshire Council to undertake a formal traffic survey from Llynclys to Redwith Bridge and passing through Morton and extend the current 40mph speed limit through Morton to the Redwith Bridge.	Yes	The request has been passed to Phil Lloyd who will assess the requirements and feasibility. However only requests in high accident areas will be processed due to budget constraints. There are also a number of criteria that need to be met before the speed limit can be reduced.
	1381(b)	Inform Shropshire Council that the Parish Council has agreed to allocate £15,000 for the installation of a 40mph speed limit at Coed-Y-Go.	Yes	Shropshire Council will seek fee proposals for the scheme.
	1384(b)	No decision to be taken on the Parish Council's obligation towards biodiversity until further information is received.	Yes	SALC has provided information which has been passed to Cllr. Iain Campbell.

MONTH	MINUTE NUMBER	RESOLUTION/AGREED ACTION	TASK COMPLETE	COMMENTS
	1385	Seek quotes for reaching out to the community.	No	Work in progress.
	1387	Respond to consultation with the Parish Council's agreed response.	Yes	

TO NOTE:

- Following the resignations of Councillors Robert Milton and Les Maguire there has been no request for an election and these casual vacancies are being advertised for co-option. A new page "Become a Councillor" has been added to the website.
- The monthly charge for the EE 4GEE WiFi Mini 2020 was £15 per month until April 2022 when the fee increased to £16.39 per month. According to EE this 9.3% increase was brought about by government in response to inflation and regulated by Ofcom.

Expenditure	Budget	Balance	June	Allocated	Unallocated	Neighbourhood
	2022/2023		2022	Reserves	Reserves	Funds
<b>General Administration</b>						
Clerk Salary / Employer NI/ Home Working Allowance	£13,972.00	£10,790.15	£3,181.85			
Stationery	£730.00	£642.71	£87.29			
Postage	£403.00	£302.70	£100.30			
Clerk Travel Costs	£518.00	£380.30	£137.70			
Audit Fee (internal)	£300.00					
Audit Fee (external)	£80.00	£13.00	£67.00			
Professional/Legal Fees	£500.00	£500.00	£0.00	£1,000.00		
Insurance	£860.00	£196.01	£663.99			
Meeting Room Hire	£380.00	£330.83	£49.17			
Zoom annual subscription	£120.00					
SALC Subscription	£1,670.00	-£78.08	£1,748.08			
SLCC Subscription	£270.00					
Data Protection	£35.00					
Bank charges	£100.00	£73.50	£26.50			
<b>Communication</b>						
Newsletter and Annual Report	£30.00					
Website	£504.00					
Website and domain name	£49.00					
Notice board maintenance	£400.00					
<b>Training</b>						
Clerk	£600.00					
General (Councillor)	£200.00			£275.00		
<b>Elections</b>	£0.00					
<b>Parish Maintenance</b>						
Street Lights - electricity	£1,065.00	£606.65	£458.35			
Street Lights - repairs	£100.00					

Street Lights - new	£0.00					£2,000.00
Grounds Maintenance - Cemeteries	£3,450.00	£2,739.00	£711.00			
Grounds Maintenance - Green Spaces	£2,205.00	£1,615.50	£589.50			
Donation - Morton closed churchyard	£550.00	-£31.00	£581.00			
Bus Shelter - cleaning	£1,020.00	£850.00	£170.00			
General Repairs	£1,200.00					
Tree maintenance	£500.00					
Litter picking equipment	£0.00					
Hanging baskets	£0.00					
Dog waste/litter bins	£0.00					
Green spaces and infrastructure	£0.00					
<b>Leisure and Community Development</b>						
Play improvements	£0.00					
Cycling and walking facilities	£0.00					
Cycling and walking promotion	£0.00					
Promotion of meeting facilities	£0.00					
<b>Community Support</b>						
Grants	£3,020.00	£2,020.00	£1,000.00			
Grants LGA 1972 S137						
Tony Cheetham Community Service Award	£55.00					
AED				£400.00		
<b>Highways</b>						
Traffic calming	£0.00					£17,500.00
Traffic calming Coed-y-Go	£0.00					£15,000.00
VAS (Treflach)	£0.00					£6,500.00
VAS (Maesbury)	£0.00					£7,500.00
Litter picking equipment	£0.00			£100.00		
Hanging baskets	£0.00			£1,000.00		
Play improvements	£0.00					£10,000.00
Cycling and walking facilities	£0.00					£10,000.00

Cycling and walking promotion	£0.00			£5,000.00		
Dog waste/litter bins	£0.00					£3,000.00
Meeting facilities promotion	£0.00			£2,000.00		
Green spaces and infrastructure	£0.00					£5,000.00
Contingency	£1,000.00	£1,000.00	£0.00			
<b>Net expenditure</b>	<b>£35,886.00</b>		<b>£9,571.73</b>			
<b>VAT</b>			<b>£40.39</b>			
<b>Gross expenditure</b>			<b>£9,612.12</b>			
<b>Income</b>			June			
			2022			
Precept	£33,816.00		£33,816.00			
Cemetery Fees	£2,000.00		£1,850.00			
Interest	£20.00		£62.84			
Donations	£50.00					
Grants received			£1,083.00			
Other						
<b>Sub total</b>	<b>£35,886.00</b>		<b>£36,811.84</b>			
Neighbourhood Fund			£5,471.14			
<b>Total net income</b>	<b>£35,886.00</b>		<b>£42,282.98</b>			
VAT refunds			£1,599.91			
<b>Total income received</b>	<b>£35,886.00</b>		<b>£43,882.89</b>			
<b>RESERVES</b>						
Neighbourhood Fund Projects						£76,500.00
Allocated general reserves				£9,775.00		
Unallocated general reserves					£141,940.00	
<b>TOTAL RESERVES 31 March 2022</b>				<b>£228,215.00</b>		

Year to date balances:

MONTH	EXPENDITURE	INCOME	BALANCE
	£	£	£
31-Mar-22			253214.88
<b>2022</b>		<b>B/F</b>	
April	-5076.03	39,422.20	287561.05
May	-3005.14	3,620.60	288176.51
June	-1530.95	840.09	287485.65
July			
August			
September			
October			
November			
December			
<b>2023</b>			
January			
February			
March			
<b>BALANCE</b>	<b>-9612.12</b>	<b>43,882.89</b>	

Bank balance as at 30 June 2022:

Current account 10649120	10258.57
Deposit account 11313924	151941.45
Reserve account 21514768	285.63
PSDF	75000.00
Cambridge and Counties	50000.00
	<u>287485.65</u>



## Oswestry Rural Parish Council

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### Personnel Committee

#### Terms of Reference

Membership	<b>FOUR</b> Members of the Parish Council.
Quorum	<b>THREE</b> Members of the Committee.
Authority	Local Government Act 1972, Sections 101 and 102.
Conditions	The Council's Standing Orders apply to all meetings of the Committee.  Members must adhere to the Data Protection Act 2018.
Appointment	The Committee shall be appointed on an annual basis at the Annual Meeting of the Parish Council.  The first order of business of the first meeting of the Committee after its annual appointment shall be to elect a Chairman.
Delegation	The Committee may arrange to devolve any of its functions to a sub-committee or to an officer.
Meetings	The Committee shall meet as required.  Once approved by the Committee the minutes of meetings shall be presented to the next meeting of the Parish Council for adoption.
Confidentiality	Due to the confidential nature of the business to be transacted the meetings will be conducted in private in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.
Information	Committee Members will receive an agenda and supporting documents in accordance with the Council's Standing Orders.  Notice of meetings shall be posted in accordance with the Council's Standing Orders.
Restrictions	Only Members of the committee may vote on agenda items.  If invited to attend non-committee members are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.

	RESPONSIBILITIES	POWERS
1.	To appoint staff as required to carry out the decisions and functions of the Parish Council.	<del>No delegated power.</del> <b>Delegated power to appoint.</b> <del>Committee to recommend the appointment of staff to full Council for approval.</del>
2.	To agree and review employee contracts of employment.	Committee to have the power to approve.
3.	To agree and review employee job descriptions, qualifications and person specifications.	Committee to have the power to approve.
4.	To consider/review employee rates of pay and hours of work in accordance with NALC/SLCC pay scales.	No delegated power. Committee to recommend rates of pay and hours of work to full Council for approval.
5.	To agree employee training needs.	Committee to have the power to approve.
6.	To ensure compliance with all legislative requirements relating to the employment of staff.	Committee to have the power to ensure legislative compliance relating to employment.
7.	To carry out and review the performance of employees in accordance with the Staff Performance Management Policy and Procedure.	Committee to have the power to approve.
8.	To deal with employee issues in accordance with the Council's Grievance Procedures.	Committee to have the power to deal with employee issues.
9.	To deal with employee disciplinary matters in accordance with the Council's Disciplinary Procedures.	Committee to have the power to deal with disciplinary matters.
10.	To carry out an annual review of all policies relating to employment.	Committee to have the power to review and approve.
11.	To consult relevant bodies e.g. SALC, NALC, SLCC for employment advice where necessary.	Committee to have the power to seek advice.
12.	To delegate areas of responsibility to a sub-committee, working group or the Clerk.	Committee to have the power to delegate.

The Committee **may not** consider:

- a) Complaints by one Council employee against another Council employee, or between a Council employee and the Council as employer. These matters are dealt with under the Council's disciplinary and grievance procedures.
- 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.

<i>Adopted:</i>	<i>25 February 2020</i>
<i>Reviewed:</i>	<i>26 May 2022</i>
<i>Minute no:</i>	<i>1346(c)</i>
<i>To be reviewed:</i>	<i>May 2023</i>

Revision shown in red.



POLICY	DATE ADOPTED	DATE REVIEWED	DATE REVIEWED WITHOUT CHANGE	NEXT REVIEW DATE
<b>Administration</b>				
Business Continuity	25-Feb-20		08.12.21	01/02/2022
Climate Change Action Plan	29 October 2019		08.12.21	01/12/2023
Confirming Local Connection	25 August 2015		08.12.21	01/12/2023
Hospitality & Gifts	28 July 2015		08.12.21	01/12/2023
Record Management	25 August 2015		08.12.21	01/12/2023
Record Management Appendix A: documents for retention or disposal schedule			08.12.21	
Remote Meetings	26 May 2020	27 January 2022	Amended for approval Jan 2022	01/01/2023
Training Statement of Intent	25 August 2015		08.12.21	01/12/2023
Website Accessibility Statement	25 February 2020		No longer required on new website	01/02/2021
<b>Cemetery</b>				
Cemetery Fees		27/01/2022	Amended for approval Jan 2022	01/12/2022
Cemetery Rules and Regulations		27/01/2022	Amended for approval Jan and Feb 2022	01/12/2023
Guiding Principles for the Management of Trefarclawdd Cemetery	27 October 2015		20/12/2021	20/12/2023
<b>Communication</b>				

Code of Practice for Dealing with Persistent, Unreasonable and/or Vexatious Complaints	29 October 2019		08.12.21	01/12/2023
Community Engagement	28 January 2020		20/12/2021	20/12/2023
Community Grant	25 August 2015	27 January 2022	Amended for approval Jan 2022	01/01/2025
Complaints Procedure	28 July 2015		20/12/2021	20/12/2023
Email	29 November 2016		05/01/2022	01/06/2023
Information and Data Protection	24 April 2018		05/01/2022	01/01/2025
Information Request	25 August 2015		05/01/2022	01/01/2025
Media	25 August 2015		05/01/2022	01/01/2025
Publication Scheme	30 January 2018		12/07/2022	01/07/2023
Social Media	26 May 2020		05/01/2022	01/01/2025
<b>Elected Members</b>				
Code of Conduct	31 July 2012		A new Code was approved and adopted 26/10/21 (minute no: 1177)	Only necessary if legislation changes
DPI Dispensation Procedure	28 July 2015		20/12/2021	01/05/2023
<b>Employment</b>				
Councillor Clerk Protocol	19 December 2017		05/01/2022	01/01/2025
Councillor Vacancy	29 January 2019		05/01/2022	01/01/2025
Dignity at Work	27 October 2015		05/01/2022	01/01/2025
Disciplinary Procedure	27 October 2015		05/01/2022	01/01/2025
Grievance Procedure	27 October 2015		05/01/2022	01/01/2025
Lone Working	25 February 2020		05/01/2022	01/01/2025
Personnel Committee Terms of Reference	25 February 2020	28 July 2022		01/05/2023
Staff Performance	27 October 2015		12.07.2022	12/07/2023
<b>Finance</b>				

Financial Regulations	27 August 2019	28 May 2022		01/05/2023
Grant Application form	25 August 2015	26 May 2020	12/07/2022	01/05/2023
Investment Strategy	27 August 2019	31 August 2021	12/07/2022	31/08/2024
<b>GDPR</b>				
Data Breach	26 June 2018	30 June 2020	12/07/2022	01/06/2023
Data Protection and Information Security Policy	25 August 2015	26 May 2020	12/07/2022	01/05/2023
Information and Data Protection	24 April 2018		05/01/2022	01/05/2025
Information Request	25 August 2015		05/01/2022	01/01/2025
General Privacy Notice	24 April 2018		12/07/2022	12/07/2025
SAR Procedure (Subject Access Request)	26 June 2018	28 July 2020	12/07/2022	01/07/2023
SAR Checklist Appendix A and Letter B	26 June 2018		12/07/2022	01/07/2023
<b>Legal</b>				
Equal Opportunities	27 October 2015	31 October 2017	12/07/2022	01/07/2025
Health and Safety	27 October 2015	26 May 2022	26/05/2022	01/03/2023
Standing Orders	29 May 2018	26 May 2022		01/05/2023
<b>Planning</b>				
Planning Application Procedures	25 August 2015	26 September 2017	12/07/2022	01/07/2023
Planning Pre-Application Procedure	25 August 2015	26 September 2017	12/07/2022	01/07/2023
<b>Risk Management</b>				
Equipment Hire	29 September 2015		05/01/2022	01/01/2025
Memorial Safety	26 January 2016		12/07/2022	01/07/2024
Risk Management Scheme	27 October 2015	26 May 2020	12/07/2022	01/03/2023
<i>Updated by Sharon Clayton 12 July 2022</i>				

TERMS OF REFERENCE	DATE ADOPTED	DATE REVIEWED	DATE REVIEWED WITHOUT CHANGE	NEXT REVIEW DATE	
<b>WORKING GROUPS</b>					
Environment Working Group	26-May-22		12-Jul-22	May-23	
Road Safety Working Group	24-Feb-22	26-May-22	12-Jul-22	May-23	
Trefarclawdd Cemetery Working Group	31-Mar-22	26-May-22	12-Jul-22	May-23	
<b>COMMITTEES</b>					
Personnel Committee	25-Feb-20	26-May-22	12-Jul-22	May-23	

*Reviewed by Sharon Clayton July 2022*



## TOWN AND PARISH COUNCIL SURVEY 2022

**Please select one answer for each question, unless asked to do otherwise.  
Please ensure only one questionnaire is completed and returned for your individual town/ parish council**

### LOCAL POLICING

- 1 In the Council's opinion, how good a job do you think the police are doing in your town / parish?

Excellent      Good      Fair      Poor      Very poor      Don't know

- 2 In the Council's opinion, how would you rate the visibility of police in your town / parish?

Excellent      Good      Fair      Poor      Very poor      Don't know

How much does the Council agree or disagree with the following statements:

- 3 The police work well with the Council to identify and address local crime and disorder issues

Strongly agree      Tend to agree      Neither agree nor disagree  
Tend to disagree      Strongly disagree      Don't know

- 4 The Council has confidence in the police to resolve crime and disorder issues raised within the local community

Strongly agree      Tend to agree      Neither agree nor disagree  
Tend to disagree      Strongly disagree      Don't know

- 5 On average, how often does the Council contact the police to raise concerns about crime or incidents?

Weekly      Monthly      Every 2 – 6 months  
Once a year      Never      Don't know

- 6 Overall, how would you rate the police response to crime and disorder issues or incidents Raised by the Council?

Excellent      Good      Fair      Poor      Very poor      Don't know / NA

## LOCAL POLICING CHARTER

In March 2021 the Local Policing Charter was launched by West Mercia Police outlining their ongoing commitment to improving the local policing delivery and providing a service that communities both expect and deserve. It sets out the commitment for a truly community based and holistic policing approach. To deliver a consistent, high-quality service to be proud of and that not only keeps people safe, but makes them feel safe. The charter been put together in consultation with local communities, and covers six key areas for improved service delivery: visibility & accessibility, responding to communities, prevention, vulnerability, relationships and partnerships.

The Local Policing Charter can be found at

<https://www.westmercia.police.uk/SysSiteAssets/media/downloads/west-mercia/public-charter.pdf>

- 7 Are you aware of the Local Policing Charter?

Yes      No

- 8 Have the police been in touch to identify your priorities as a Town/Parish Council?

Yes      No

- 9 If answered yes in question 8. In the Councils opinion have the police acted upon the priorities you set out?

Yes      No

- 10 In the Councils opinion have you seen a reduction of crime and increased feeling of safety as a result of the launch of the Local Policing Charter in March 2021?

Yes      No

## CONTACT AND ENGAGEMENT

- 11 In the Council's opinion, how easy and convenient is it to access your local policing teams? (This may be in any form – face to face, email, telephone etc)

Very easy      Fairly easy      Fairly difficult  
Very difficult      Don't know / N/A

12 In the Council's opinion, how easy and convenient is it to access relevant information for the local community from the police?

Very easy	Fairly easy	Fairly difficult
Very difficult	Don't know / N/A	

13 In the Council's opinion how would you rate the level of contact you have with the police?

Excellent	Good	Fair	Poor	Very poor	Don't know / NA
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14 How does the Council contact the police to discuss local issues, seek information or invite to meetings / community events? (Not including reporting crimes)

*Please tick all that apply*

Phone (land line)	Phone (mobile)	Email
Letter	Social media	In person (at a police station etc)
Website	Other	Don't contact the police

15 How often does the Council contact the police to discuss local issues, seek information or invite to meetings / community events etc? (not including reporting crimes)

Weekly	Monthly	Every 2 – 6 months
Once a year	Never	Don't know

16 How would the Council rate the police response to requests for information / meetings etc?

Excellent	Good	Fair	Poor	Very Poor	Don't know / N/A
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17 How often do the police attend Council meetings or other community events in your town or parish area

Weekly	Monthly	Every 2 – 6 months
Once a year	Never	Don't know / not invited

18 How often do the police proactively contact the Council to raise awareness of local issues, share information etc?

Weekly	Monthly	Every 2 – 6 months
Once a year	Never	Don't know

- 19 Does the Council know the members of the police's local Safer Neighbourhood Team? These teams include Inspectors, Sergeants, PCs and PCSOs.

Very familiar                                      Somewhat familiar                                      Not well known  
 Totally unknown                                      N/A

### CRIME AND ANTI SOCIAL BEHAVIOUR ISSUES

- 20 In the Council's opinion how much of a problem, if at all, would you say that crime and anti-social behaviour is in your town / parish council area?

Not a problem at all                                      Not a very big problem                                      Fairly big problem  
 Very big problem                                      Don't know

- 21 Which if any of the following issues would the Council say are currently a problem to people in the town / parish area?

**Please tick one box in each row**

	Not a problem at all	Not a very big problem	Fairly big problem	Very big problem	Don't know
Domestic burglary					
Violent crime					
Anti-social behaviour					
Online crime					
Vehicle crime					
Criminal damage / vandalism					
Crimes against businesses					
Rural crime					
Offences of a sexual nature					
Crimes committed against people due to their gender, age, race, ethnicity religion, disability or sexuality					
Road safety					



Other (please specify in the box below)					
Other:					

### ABOUT YOUR COUNCIL

22 What is the name of your council (or councils if it is a combined parish council group)?

23 Please confirm which Borough / District / City / Unitary area your council is in

Herefordshire	Shropshire	Telford & Wrekin
Redditch	Wyre Forest	Worcester City
Malvern Hills	Wychavon	Bromsgrove

24 Approximately how many people live in your town / parish area?

Less than 500	501 - 1000	1001 - 5000
5001 – 10,000	Over 10,000	

25 Please provide an appropriate, current email address the Commissioner or his staff may use to contact the Council when necessary. Your email will be stored in secure web-based systems. It would not be shared more widely with other third parties.

Yes     No    | Would you like to receive the PCC's monthly newsletter to this email address?

Thank you for taking the time to complete our survey. The survey results will be available to view online at [www.westmercia-pcc.gov.uk](http://www.westmercia-pcc.gov.uk)

EMAIL RETURNS: If you have chosen to complete a word version of the survey, email your completed survey to: [opcc@westmercia.police.uk](mailto:opcc@westmercia.police.uk)

POSTAL RETURNS: If you have chosen to print a copy of this survey to complete and return via Royal Mail (instead of completing online / emailing), post your completed survey to: John Campion, Police and Crime Commissioner, OPCC, West Mercia Police HQ, Worcester, WR3 8SP

Closing Date: Monday 8<sup>th</sup> August 2022