

Minutes of a Parish Council meeting  
held at 7 pm on Tuesday 30 July 2019  
at Trefonen Village Hall

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**Present:**

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

**Clerk to the Council:**

Sharon Clayton

**In attendance:**

21 members of the public

**405/19 Chairman's Welcome**

The Chairman welcomed everyone to the meeting.

**406/19 Apologies for absence**

Apologies were received from the following:

Councillor	Reason
Tony Milner	Personal
Robert Milton	Work commitment

**These apologies were ACCEPTED.**

Cllr. Peter Davies was **ABSENT**.

**Apologies were also received from Cllr. Joyce Barrow.**

**407/19 Co-option**

Following the resignation of Cllr. Arthur Brown a casual vacancy had arisen in the Trefonen with Treflach Ward. Since a by-election had not been called by the electorate the Council was required to fill the vacancy by co-option. There had only been one expression of interest from Claire Mahoney and her application for co-option was presented to Members for consideration.

**It was PROPOSED, SECONDED and, after being put to the vote with all in favour, it was unanimously RESOLVED that Claire Mahoney be co-opted to the office of Member of Oswestry Rural Parish Council.**

**408/19 Declaration of Acceptance of Office**

The newly co-opted Member, Claire Mahoney signed her Declaration of Acceptance of Office as a Member of Oswestry Rural Parish Council.

**409/19 Local Policing Team Police Report**

The police could not attend the meeting and sent a written report for information which the Chairman read to those present. The Chairman also informed the meeting that the PCC had said when he attended a Parish Council meeting on 28 May 2019 that he would be recruiting four additional police officers for Oswestry.

**NOTED.**

**410/19 Public Participation**

The Chairman invited members of the public to speak.

The Chairman allowed Cllr. Janet Barlow to speak first. She informed the meeting that the parish was fortunate to have two groups from the Parish Paths Partnership who kept the paths maintained, but they were short of volunteers and she encouraged anyone interested to join the Group to help with their good work.

Two members of the public expressed concern about camping activities at Fairhaven in Back Lane, Maesbury. They asked the Parish Council to investigate whether any planning regulations had been breached with this 28-day camping and glamping camp site. According to them a section of hedgerow, believed to be over 30 years old and more than 20 metres in length, was removed on 14 July 2019 in order to widen the entrance to the camp site. Furthermore, a section of agricultural land had been changed to hardcore to lengthen the site entrance. After 90 days the shepherd huts remained on the field, some of which were used for ablutions during a four-day period at Easter. A mirror had been installed, without permission, at the side of the road, purported to be located in a hedge belonging to another resident. Residents were concerned about the concealed site entrance and whether warning signage should be installed to reduce risk from road traffic collisions. Neighbouring residents were interested to learn where the foul water from washing facilities was going. It was purported to be running into a soakaway, although there was no evidence of any ditches having been excavated to accommodate this, and there was some doubt as to whether planning permission had been granted for a newly constructed septic tank to service the camp site. The pop-up camp site had bookings until 4 September 2019, and photographic evidence was available to prove use of the site during Easter and from 26 July 2019.

Local residents object to the noise, especially from screaming children and smoke from BBQs and camp fires and were also concerned whether the disposal of rubbish was being treated as residential refuse or commercial.

#### 411/19 Minutes

- a) The minutes of a Parish Council meeting held on 25 June 2019 were considered for approval. **it was PROPOSED, SECONDED and RESOLVED that the minutes be signed and ADOPTED as a true record.**
- b) The minutes of a Personnel Committee meeting held on 16 February 2017 were **NOTED and ADOPTED.**

#### 412/19 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.

#### 413/19 Dispensations

There were no requests for dispensations.

#### 414/19 Declaration of Acceptance of Gifts and Hospitality

None.

#### 415/19 Planning Matters

##### a) Planning Decisions

The following planning decisions were **NOTED.**

<p>19/01565/FUL The Cottams, Morda Bank, Morda</p>	<p>Change of Use of a section of the Cottams field to an outdoor dog play area for use in dog day care; erection of 6ft fencing, wooden cabin and 3 outdoor lights forming the outdoor play area; use of three rooms within the house for dog day care during the day Monday-Friday. Permission <b>REFUSED</b> 16 July 2019. <i>The Parish Council supported this application although, due to concerns about noise, a sufficient noise impact survey should be carried out to avoid undue nuisance to neighbours, and the times stipulated for dog day care should be adhered to.</i></p>
<p>19/01736/FUL Top Forest, Wern Y Wiel, Treflach</p>	<p>Erection of two storey and single storey extension; refurbishment and upgrade and new garage. Permission <b>GRANTED</b> 29 July 2019. <i>The Parish Council supported this application.</i></p>

19/02329/FUL Moorehouse Farm, Craig- Llwyn, Trefonen	Change of use of chalet outbuilding to holiday let property; formation of car parking for horse boxes and overnight stay. Permission <b>GRANTED</b> 23 July 2019. <i>The Parish Council objected to this application until the issues requested by the Highway Advice Note provided by WSP UK Ltd. had been addressed.</i>
19/02364/FUL 1 Sycamore Fields, Maesbury Marsh, Oswestry	Erection of two storey side extension and attached garage. Permission <b>GRANTED</b> 24 July 2019. <i>The Parish Council supported this application.</i>

## b) Planning applications

The following planning applications were considered:

19/02730/FUL Martindale, 1 Offa House Estate, Treflach, Oswestry	Replacement conservatory and existing flat garage roof with a pitched roof <b>It was PROPOSED, SECONDED and unanimously AGREED to object to this application until more information had been provided concerning the size and scale of the proposed development.</b>
19/02873/FUL Unit MO1A Mile Oak Industrial Estate, Oswestry	Change of Use to D2* from B1**  <i>*Places of worship, church halls, clinics, health centres, crèches, day nurseries, consulting rooms, museums, public halls, libraries, art galleries, exhibition halls, non-residential education and training centres</i> <i>**Offices, not within A2, research and development, studios, laboratories, high tech, light industry</i>  <b>It was PROPOSED, SECONDED and unanimously AGREED to support.</b>
19/03030/FUL The Elms, Middleton, Oswestry	Application under Section 73A of the Town and Country Planning Act 1990 for the use of land and buildings for production and storage of biomass fuel and continued use of building for storage of animal bedding (re-submission). <b>It was PROPOSED, SECONDED and unanimously AGREED to reiterate the previous comments made by the Parish Council that, having listened to local concern, it was PROPOSED, SECONDED and unanimously AGREED to object to the application for the following reasons:</b> <ol style="list-style-type: none"> <li>1. The lane to the premises is unsuitable for the large HGVs visiting the site because the lane is not wide enough. Middleton Lane is sign posted as a quiet lane warning that the road narrows, it is used by pedestrians, horse riders and tractors, and is also marked "Access for residents only".</li> <li>2. The activities on-site create excessive noise and disturb nearby residents.</li> <li>3. The protection and safety of pedestrians along the site route needs to be maintained.</li> <li>4. An Environmental Impact Assessment should be carried out.</li> <li>5. The application should be called-in so that it can be considered by Shropshire Council's Northern Area Planning Committee.</li> </ol>
19/03107/HHE 3 School Lane Trefonen Oswestry	Erection of a single storey rear extension to semi-detached dwelling, dimensions 4.5 metres beyond the rear wall, 3 metres maximum height and 2.15 metres high to eaves. <b>It was PROPOSED, SECONDED and unanimously AGREED to support.</b>
19/03249/REM The Elms, Middleton, Oswestry	Reserved matters pursuant to outline planning permission ref: 17/01399/OUT for the erection of an agricultural workers dwelling to include access, appearance, layout, scale and landscaping. <b>It was PROPOSED, SECONDED and unanimously AGREED to reiterate the previous comments made by the Parish Council that;</b> <ul style="list-style-type: none"> <li>○ the dwelling should be located closer to the farm buildings,</li> <li>○ the dwelling should remain as an agricultural worker's dwelling,</li> <li>○ the development should be subject to a S106 agreement.</li> </ul>

19/03279/FUL Fernhill, Hollies Lane, Trefonen	Erection of extensions and alterations to existing dwelling. <b>It was PROPOSED, SECONDED and unanimously AGREED to support.</b>
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### c) Planning Appeals

The following planning appeals were considered:

19/02744/ENF Plas Issa, Trefonen, Oswestry.	Appeal against alleged breach of Planning Control in relation to Change of Use of land, siting of mobile home including ground works. <b>It was PROPOSED, SECONDED and unanimously AGREED to support the decision of the Shropshire Council planning officer.</b>
19/02743/REF Plas Issa, Trefonen, Oswestry	Appeal against the refusal of an application for Lawful Development Certificate for the proposed temporary siting of residential caravan during building works. <b>It was PROPOSED, SECONDED and unanimously AGREED to support the decision of the Shropshire Council planning officer.</b>

### 416/19 Clerk's Report

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

**NOTED.**

The Clerk also gave the following verbal update:

- The Clerk had sent signed forms to HSBS seeking authorisation for BACS payments and although the bank had confirmed receipt, they were still being processed so cheque payments would continue until authorisation had been confirmed.
- The Clerk had attended two training webinars provided by SLCC which demonstrated how the Parish Council's website needed to conform to the new accessibility guidelines following new legislation. There was much work to be done and the Clerk was beginning to make the necessary changes.
- The Clerk had received a request from the "We Don't Buy Crime" Co-Ordinator at West Mercia Police who wanted to attend a Parish Council meeting to inform about the "We Don't Buy Crime" initiative which uses 'SmartWater'. The team had agreed to attend the Parish Council meeting on 27 August 2019.

**NOTED.**

### 417/19 Financial Matters

#### a) Income and expenditure and bank reconciliations to 30 June 2019

Members received income and expenditure and bank reconciliations to 30 June 2019.

**It was PROPOSED, SECONDED and unanimously AGREED that the income and expenditure and bank reconciliations to 30 June 2019 be APPROVED.**

#### b) Payments for July 2019

Members considered for approval payments for July 2019.

**It was PROPOSED, SECONDED and unanimously AGREED that the following payments for the month of July 2019 be APPROVED.**

PAYEE	DESCRIPTION	AMOUNT £
Sharon Clayton	Salary, expenses and reimbursements for postage	901.75
HMRC	PAYE/NI	214.02
Scottish Power	Street lighting power	248.47
Silver Marbles Ltd.	Website hosting, SSL security and storage upgrade	240.00
SLCC	Training on website accessibility	72.00
Owen's Coaches Ltd.	Parish tour	130.00
Royce Landscapes	Grounds maintenance	597.00
Mark Evans	Bus shelter cleaning	54.00
	<b>TOTAL</b>	<b>2457.24</b>

**c) Retrospective approval**

Members considered for retrospective approval the additional cost of £20 to increase the storage capacity of webmail for the Clerk. This cost would be £5 over the approved budget.

**It was PROPOSED, SECONDED and unanimously AGREED that the additional cost of £20 be approved.**

**d) Reserves**

Members considered for approval the allocation of earmarked and general reserves.

**It was PROPOSED, SECONDED and AGREED that reserves should be allocated as follows:**

RESERVES	EARMARKED £	GENERAL £	RESERVES £
Professional/legal fees	1000.00		
Newsletter	2000.00		
Councillor training	275.00		
Strategic Plan	6812.00		
Community grants	1000.00		
Neighbourhood Fund projects	6643.00		
Neighbourhood Funds (unallocated)	31471.00		
<b>TOTAL</b>	<b>49201.00</b>		49201.00
Unallocated balances brought forward from 2018/2020		58958.00	58958.00
<b>TOTAL</b>			<b>108159.00</b>

**e) Investment**

The Clerk advised Members that two of the Council's accounts with HSBC were only attracting interest of 0.20% APR. At 30 June 2019 one account held £125,548.33 and one held £26,025.98. It was not prudent for all of the Council's money to be held with one bank because it would not all be eligible for protection under the Financial Services Compensation Scheme. If £25,000 was invested with the Public Sector Deposit Fund it would yield 0.7481% net of fees and would also provide better financial risk management.

**It was PROPOSED, SECONDED and AGREED that this should be deferred and considered further at the next meeting.**

**418/19 Road Safety**

- a) Members considered a written report from the Road Safety Working Group which sought to apply for funding from the PCC for the purchase of Vehicle Activated Signs (VAS) to help raise greater awareness of road safety and to help make roads safer within the parish.

**It was PROPOSED, SECONDED and AGREED that the Working Group should develop a project plan (to include where VAS should be located and their cost) and the proposals would be considered at the next Parish Council meeting.**

- b) Members considered speeding issues at Weston Road. Although a 30mph speed limit had been approved 3 years ago no signage was in place.

**It was NOTED that Shropshire Council has approved works that would take place in this fiscal year.**

**419/19 Waen Lane**

The Chairman reported that road works at Waen Lane were complete, the lane was no longer closed, and it was back to normal.

**NOTED.**

**420/19 Maesbury Canal Bridge**

Members considered a proposal that traffic crossing the Maesbury canal bridge should be monitored due to concerns about the volume of heavy traffic using the bridge. Shropshire Council had advised that the bridge had an assessed capacity of 40T and that an automated traffic count would be required to monitor traffic. As there was no available budget for a traffic count the Parish Council would have to pay £600 if it wished to pursue this.

**It was PROPOSED, SECONDED and AGREED that the option of a traffic count should be included within the bid for funding from the PCC, and should be considered as part of road safety measures.**

#### **421/19 The Elms at Middleton**

Discussions earlier in the meeting concerning the two planning applications at the Elms at Middleton had included consideration of how on-site activities could be monitored to ensure lawful operation and therefore there was no further discussion.

**NOTED.**

#### **422/19 Green Spaces**

Members received a written report concerning the Parish Council's interest in acquiring green spaces from Shropshire Council. The Parish Council had expressed an interest in land at Chapel Green and the Community Orchard at Old Mapsis Way in Morda. Shropshire Council had informed that a small strip of land at Chapel Green could not be transferred because of a boundary discrepancy and it was entirely public highway. However, Shropshire Council's solicitors had been instructed to complete the transfer of the Community Orchard.

**It was PROPOSED, SECONDED and AGREED that the Parish Council would like the undisputed land at Chapel Green to be transferred to the Parish Council as well as the Community Orchard.**

#### **423/19 Councillor Training**

- a) Members **NOTED** that Councillor training had been arranged to take place in the upstairs meeting room at Morda Village Hall between 7 and 9 pm on Thursday 26 September 2019.
- b) Councillors considered for approval what their training needs were. The Clerk had recently emailed a training video from Shropshire Council on the Code of Conduct to all councillors, but not all had been able to view it.

**It was PROPOSED, SECONDED and AGREED that the Code of Conduct video should be emailed again to all councillors.**

#### **424/19 Housing Needs Survey**

Members considered for approval how to respond to questions received concerning the Parish Council's Housing Needs Survey carried out in 2018.

**It was PROPOSED, SECONDED and RESOLVED that the Parish Council's agreed response would be sent by email to the person requiring the information.**

#### **425/19 Councillor Reports**

- a) Shropshire Councillor Joyce Barrow was not present so there was no report.
- b) Cllr. Pam Broomby reported that a member of the public had tried to include a water pump situated at Crickheath inside her garden by extending her boundary. The pump was not registered with anyone and Cllr. Broomby proposed that the Parish Council should register the pump as one of its assets.

**It was AGREED that the Clerk would pursue the matter with land registry within a budget of £50.**

Cllr. Bob Kimber reported that one of the roads at the road junction in Morda was obscured by overgrown hedges and he would ask Cllr. Joyce Barrow to ask Shropshire Council to look into it. He also informed that the Trefonen WI had held a fund-raising event to purchase trees and the Tree Officer at Shropshire Council was liaising with them about where new trees should be planted.

Cllr. Peter Richardson reported he had attended two meetings concerning camping and glamping at the pop-up camp site in Maesbury and members of the public had formulated an action plan requesting help from the Parish Council, and this had been considered earlier in the meeting.

**NOTED.**

#### **426/19 Correspondence**

Members received and **NOTED** the following:

- a) SALC information bulletin and NALC information.
- b) Invitation to SALC's Annual General Meeting on 15 November 2019.
- c) Information about Discretionary Housing Payments.
- d) Newsletter from the local policing commander.
- e) Letter from the Canal and River Trust concerning an application for an electricity easement to facilitate solar panels alongside the Montgomery Canal at Crickheath.

#### **427/19 Consultation**

- a) Review of Polling Districts, Polling Places and Polling Stations (information emailed to Members).

It was **PROPOSED, SECONDED and AGREED** that the current situation was adequate.

- b) Local Plan Review 'Strategic Sites' Consultation (information emailed to Members).

It was **PROPOSED, SECONDED and AGREED** no comment since it did not affect the parish of Oswestry Rural.

- c) Draft Local Economic Growth Strategy for Oswestry and Surrounding Area (information emailed to Members).

It was **PROPOSED, SECONDED and AGREED** to submit the following response:

- **The strategy should provide an opportunity for representatives from the farming community to contribute their ideas as to how various councils could help them to develop specialist areas e.g. organic and energy.**
- **The Orthopaedic hospital in Oswestry has an excellent reputation that could be capitalised, such as antibiotics resistance, cancer research etc.**
- **Those places within AONB have a wealth of architecture and fascinating history, especially at Hillfort, and tourist professionals should look at how these assets could be exploited to promote the local economy and increase employment in local hotels, restaurants, pubs etc.**

- d) The identification of specific bus routes and times to NHS facilities within Shropshire (information emailed to Members).

It was **PROPOSED, SECONDED and AGREED** no comment.

#### **428/19 Agenda Items for Next Meeting**

- Affordable housing - to enable feed-back from the pre-meeting on 30 July 2019 following a brief with Shropshire Council officers.
- Green spaces – Cllr. Pam Broomby.
- Crickheath pump – Cllr. Pam Broomby.
- Green energy – Cllr. Martin Jones.
- Road Safety – report from the Working Group.

#### **429/19 Date for Next Meeting**

It was **NOTED** that the next meeting would take place on Tuesday 27 August 2019 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.

#### **430/19 Notice Boards**

Members considered for approval quotes for the purchase of new notice boards.

It was **PROPOSED, SECONDED and AGREED** to defer discussions concerning the notice boards to the next Parish Council meeting.

#### **431/19 Planning Enforcement**

Members were informed of a planning enforcement case.

It was **PROPOSED, SECONDED and AGREED** that concerns raised by members of the public earlier in the meeting should be forwarded to the planning enforcement officer and considered again at the next Parish Council meeting.

At this point in the meeting, and in accordance with Standing Order number 3(x), it was **PROPOSED, SECONDED and AGREED** to continue with the meeting, to enable it to exceed 2 hours.

#### **432/19 Cemetery**

Members considered how to deal with a grave at Trefarclawdd cemetery where the owner had breached the Parish Council's rules and regulations. The Clerk had written to the owner but had received a negative response.

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

- a) **The Parish Council must enforce its policy.**
- b) **To write again to the owner informing that the issue had been discussed in closed session by the full Council who had agreed that the grave should be put back to how it should be within 28 days from the date of the letter so as to comply with health and safety obligations and cemetery policy.**
- c) **As a gesture of goodwill the Parish Council would allow the owner to plant a commemorative tree and install a memorial seat close to the grave and paid for by the Parish Council.**

The meeting closed at 21:19.

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

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

Chairman