



Oswestry Rural Parish Council

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NOTICE IS HEREBY GIVEN that a meeting of Oswestry Rural Parish Council will be held at Trefonen Village Hall commencing at 7 pm on Tuesday **27 July 2021** and Members are hereby summoned to attend for the purpose of transacting the following business. [Zoom link](#) Passcode: n781SjA\ *Please note access to a virtual meeting is dependent on available technology.*

Signed:

Sharon Clayton BA (Hons) Fellow SLCC
Clerk

Date of issue: 20 July 2021

A G E N D A

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

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

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

1. Chairman's Welcome

2. Apologies for absence

To receive apologies for absence

3. 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 at the discretion of the Chairman

4. Police Report

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

5. Minutes

To CONSIDER and APPROVE the minutes from a Parish Council meeting held on 22 June 2021

6. 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

7. Dispensations

To consider and approve any requests for dispensations

8. Declaration of Acceptance of Gifts and Hospitality

To receive any declarations of acceptance of gifts and hospitality

9. Committees/Working Groups

To CONSIDER and APPROVE the appointment of:

- Personnel Committee (4 members)
- Road Safety Working Group (established 26 March 2019 whose Terms of Reference are to work with partners to formulate a Project Plan to improve road safety within the parish)

10. Schedule of Future Meetings

To CONSIDER and APPROVE dates and venues for future meetings from 30 November 2021 to 31 May 2022

11. Representatives on Outside Bodies

To CONSIDER and APPROVE the appointment of representatives for the following:

- Shropshire Association of Local Councils (Oswestry Area)
- Rhydycroesau Village Hall Management Committee
- Emergency Planning Officer

12. Planning Matters

a) Planning Decisions

To NOTE the following:

Planning Application Details	Planning Proposals
21/00962/VAR Trefarclawdd Farm, Tref-Ar-Clawdd, Oswestry	Application reference number 18/02895/FUL Condition Number(s): 2 Conditions(s) Removal: Revised Elevation plan RJC-MZ272-03 Revised Elevation plan RJC-MZ272-15 WITHDRAWN 5 July 2021
21/00963/VAR Trefarclawdd Farm, Tref-Ar-Clawdd, Oswestry	Application reference number 18/05455/FUL Condition Number(s): 2 Conditions(s) Removal: Revised Elevation plan RJC-MZ272-03 A Revised Elevation plan RJC-MZ272-12 WITHDRAWN 5 July 2021
21/01334/EIA Land off Mile End Roundabout, Oswestry	Hybrid Planning Application for: Full planning permission - formation of a 360m spine road; two 3.5m wide foot and cycleways; one 2m wide footpath; one electricity substation; supporting utilities infrastructure; drainage system; landscaping and ancillary works; Outline planning permission - 10 plots to be delivered in four phases, providing: - a hotel (use class C1) up to 30,000sq. ft; - three units providing up to 6,000sq. ft of hospitality and up to 3000sq. ft of services; - five mixed use units providing general industry with ancillary office (B2 & E) providing up to 180,000sq. ft; - one office unit (use class E) providing up to 15,000sq. ft; - one light industrial unit (use class E) providing up to 63,000sq. ft; - two mixed use units providing storage/distribution with ancillary office (B8 & E)

Planning Application Details	Planning Proposals
	providing up to 200,000sq. ft; - the provision of green infrastructure and all ancillary works. Permission GRANTED 13 July 2021. <i>The Parish Council objected to this application as follows:</i> 1) Any jobs created will be low paid. 2) A new hotel will take away trade from established hotels in Oswestry. 3) The proposed development will take away trade from the town of Oswestry. 4) The site is located in open countryside.
21/01760/FUL 9 Belle Vue, Morda	Erection of two storey side extension Permission GRANTED 02.07.21 <i>This application was supported by the Parish Council.</i>
21/01878/FUL The Mile House Farm, Shrewsbury Road, Aston	Erection of agricultural building for storage WITHDRAWN 28.06.21 <i>The Parish Council supported this application.</i>
21/01958/FUL Summerhill, Trefonen	Application under Section 73A of the Town and Country Planning Act 1990 for the erection of a triple carport/hay feed store with external staircase to office and craft room above with dormer windows Permission REFUSED 22 June 2021 <i>The Parish Council objected on the grounds that it should not become another dwelling.</i>
21/02501/FUL Berlian, Dallas Lane, Trefonen	Erection of single storey side extension Permission GRANTED 7 July 2021 <i>The Parish Council supported this application.</i>

b) Planning Applications

To CONSIDER and APPROVE a response to the following:

Planning Application Details	Planning Proposals
19/03030/FUL The Elms, Middleton	Application under Section 73A of the Town and Country Planning Act 1990 for the use of land and buildings for production, storage and sale of biomass fuel and animal bedding (re-submission) (amended description)
21/02954/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 a single residential dwelling (revised scheme)
21/03040/FUL Unit Mo12, Mile Oak Industrial Estate, Oswestry	Erection of commercial building and all associated works
21/03226/FUL Summerhill, Trefonen	Application under Section 73A of the Town and Country Planning Act 1990 for the erection of a triple carport/hay feed store with external staircase to office and craft room above with dormer windows

NOTE: Planning applications not listed above that are received after the issue of this agenda and included on Shropshire Council's website will also be considered to meet response timeframes.

c) 21/00442/FUL – Development of 20 Affordable Homes on land to the north of Weston Road, Morda

To CONSIDER and APPROVE an invitation to meet and engage with the developer concerning the above

d) Footpath Diversion

To CONSIDER and APPROVE a response to the proposed diversion of part of Footpath 11Y in association with planning application number 20/01605/FUL at Blackthorn Fishery, Ty Canol, Trefonen

13. Clerk's Report

To receive and NOTE a report from the Clerk

14. Councillor Reports

To receive reports/updates from

- a) Shropshire Councillor Joyce Barrow
- b) Parish Councillors

15. Financial Matters

To CONSIDER and APPROVE:

- a) Income and expenditure for June 2021
- b) Bank reconciliations for June 2021
- c) Payments for July 2021 (information to follow)
- d) The allocation of reserves and Neighbourhood Funds based on ideas for spending from members of the public
- e) Retrospective – annual Zoom subscription £199.90 + VAT (discounted price)
- f) The cost for the distribution of poll cards for the forthcoming by-election to fill the vacancy for Morda with Sweeney Ward

16. The Queen's Green Canopy

To CONSIDER and APPROVE that a tree be planted in Trefarclawdd cemetery as part of the [Queen's Green Canopy](#) initiative

17. Airband Installation

- a) To NOTE confirmation from 'Connecting Shropshire Economic Growth' that, wherever possible, Airband will use highways land to install their equipment. This requires no landowner consents. However, in all cases, should there be a need to install equipment on privately-owned land, **Airband will seek consent and appropriate permissions from landowners.** (Information previously provided)
- b) To NOTE that a pole is to be installed by Airband on the public verge at Gibraltar Lane, Treflach (information previously provided)

18. Litter Bins

To CONSIDER and APPROVE the purchase and installation of litter/dog waste bins at strategic locations within the parish

19. Trefonen Village Hall

To CONSIDER and APPROVE who the new trustee of Trefonen Village Hall should be with regards to updating the Deed of Appointment of 7 March 1997

20. Annual Report 2020/2021

To CONSIDER and APPROVE the Annual Report 2020/2021

21. Road Safety

- a) To NOTE information from Shropshire Council concerning plans to introduce 20mph speed restrictions outside schools (information previously provided)
- b) To receive an update on road safety and agree any further action required

22. Fairhaven Campsite

To receive an update on activities at Fairhaven Campsite (Cllr. John Davies) (information previously provided)

23. Recycling

To CONSIDER the removal of recycling waste containers and APPROVE any action required (Cllr. Martin Jones)

24. Mile End Industrial Estate

To CONSIDER access and egress at Mile End Industrial Estate and APPROVE any action required (Cllr. Martin Jones)

25. Consultation

To CONSIDER and APPROVE a response to the following consultation:

- o 'Statement of Principles' under provisions contained in the Gambling Act 2005 – [further information](#)

26. The Wiseman Report

To NOTE that the police have confirmed that no action will be taken against the Parish Council following receipt of a report written by Paul Wiseman, and the matter is now concluded

27. Agenda Items for Next Meeting

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

28. Date for Next Meeting

To NOTE that the next meeting will take place on Tuesday 31 August 2021 at Trefonen Village Hall

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

(Included with this agenda is a report to assist Members to understand how confidential matters relating to Parish Council business should be treated. A breach of confidentiality is a breach of the Code of Conduct.)

29. Notice Boards Maintenance

To CONSIDER and APPROVE a quote to re-varnish notice boards throughout the parish

30. Stock Fencing at Trefarclawdd Cemetery

To CONSIDER and APPROVE a quote for the installation of stock fencing at Trefarclawdd cemetery

31. War Memorial at Maesbury

To CONSIDER and APPROVE a quote to carry out work and add a new inscription to the War Memorial at Maesbury

32. Website

To CONSIDER and APPROVE a quote for a new website that conforms with WCAG 2.1 including council email transfer

33. Planning Enforcement

To NOTE any planning enforcement notifications received

Oswestry Rural Parish Council

Minutes of a Parish Council meeting held at 7 pm on Tuesday 22 June 2021 at Rhydycroesau Village Hall

Present:

Chairman: Cllr. Paul Milner, Cllr. Martin Bennett, Cllr. John Davies, Cllr. Peter Davies, Cllr. Martin Jones, Cllr. Roger Jones, Cllr. Bob Kimber, Cllr. Les Maguire, Cllr Tony Milner, Cllr. Robert Milton, Cllr. Peter Richardson, Cllr. Steve Watts.

Clerk to the Council:

Sharon Clayton

In attendance:

Approximately 8 members of the public.

1056 Chairman's Welcome

The Chairman welcomed everyone to the meeting. He explained that other venues had been sought but were not available and that the meeting had to go ahead because the AGAR needed to be approved before 30 June 2021 and therefore the meeting could not be postponed.

Cllr. Peter Richardson asked for it to be noted that 5 of the existing councillors had asked for this meeting to be postponed as the venue was not suitable in view of the rule of 6, and it was undemocratic for the meeting to go ahead.

Before continuing with the meeting, the Chairman paid tribute to the late Evelyn Lloyd Williams, former Chair of the Parish Council, who died on 2 May 2021 aged 88. He also advised those present that Cllr. Phil May had resigned as a councillor and it was agreed by all that Phil should be thanked for his service to the Council and to the community.

1057 Co-option of Councillors

Eight applications had been received from candidates who wished to be considered for co-option to fill six vacancies following the local elections on 6 May 2021 although one had withdrawn leaving seven for consideration.

Following an informal public meeting held by Zoom on 15 June 2021 at which candidates attended to introduce themselves and state why they wished to be considered for co-option, Members considered for approval the co-option of councillors to fill the casual vacancies as follows:

- Morda with Sweeney Ward – 3 vacancies
- Trefonen with Treflach Ward – 1 vacancy
- Sychtyn Ward – 1 vacancy

Voting took place as follows:

Roger Jones received sufficient votes to be co-opted to represent Sychtyn Ward.

Tom Martin and Chris Woods had put themselves forward to be co-opted to represent the Trefonen with Treflach Ward and, after being put to the vote at which there were 6 votes for Mr Woods and only 3 votes for Mr Martin, Chris Woods was duly co-opted.

Roger Bennett, Les Maguire, Steve Mason and Steve Watts had put themselves forward to be co-opted to represent the Morda with Sweeney Ward. There were 5 votes for Mr Bennett, 4 votes for Mr Maguire, 2 votes for Mr Mason and 7 votes for Mr Watts. Martin Bennett, Les Maguire and Steve Watts were duly co-opted.

1058 Declaration of Acceptance of Office

Cllr. Bob Kimber signed his Declaration of Acceptance of Office, and all newly co-opted Members signed their Declaration of Acceptance of Office, witnessed by the Clerk.

1059 Apologies for Absence

There were no apologies.

1060 Public Participation

One member of the public referred to correspondence that the Parish Council received from SALC and NALC and said it should be included on the website alongside other supporting information for Council meetings so that members of the public could comment. She also asked how members of the public could have items included on the agenda. She was informed to ask her local Ward Councillor to make a request on her behalf.

1061 Police Report

There was no report from the police.

1062 Minutes

The minutes of the Annual Parish Council meeting held on 18 May 2021 were considered for approval.

It was PROPOSED, SECONDED and RESOLVED that the minutes be APPROVED and ADOPTED as a true record.

1063 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.

The following interests were declared:

Cllr. Robert Milton declared a non-pecuniary interest in planning application number 21/02283/FUL, Corner House Morda, as he was known to the applicant and Cllr. Peter Richardson declared a pecuniary interest in Fairhaven Campsite although it was not to be discussed at this meeting.

1064 Dispensations

None requested.

1065 Declaration of Acceptance of Gifts and Hospitality

None declared.

1066 Committees/Working Groups

This was deferred.

1067 Schedule of Future Meetings

This was deferred.

1068 Representatives on Outside Bodies

This was deferred.

1069 Planning Matters**a) Planning Decisions**

The following planning decisions were **NOTED**.

Planning Application Details	Planning Proposals
20/00462/FUL Yew Tree Farm, Crickheath	Construction of 40m x 20m outdoor riding arena to include the erection of a boundary fence and gate Permission GRANTED 25 May 2021 <i>The Parish Council objected unless the footpath was re-routed and included on the definitive map.</i>

21/00394/FUL Lavender Cottage, Morda Bank, Morda	Erection of porch; replacement roof tiles to garage and render front elevation Permission GRANTED 20 May 2021 <i>The Parish Council supported this application.</i>
21/00911/FUL Trefonen Hill, Trefonen	Erection of roof extension over garage and installation of cabrio Velux roof windows Permission GRANTED 26 May 2021 <i>The Parish Council supported this application.</i>
21/01114/FUL Angel Cwtch, Morton	Erection of single storey extension Permission GRANTED 19 May 2021 <i>The Parish Council supported this application.</i>
21/01164/FUL Ty Nant, Sychtyn, Trefonen	Erection of detached self-contained residential unit as ancillary accommodation to main house, following demolition of former bothy building; erection of workshop/stables with loft above Permission REFUSED 3 June 2021 <i>The Parish Council objected to this application and could not support it until there was sufficient detail about where the development was to take place.</i>
21/01265/FUL Grange Cottage, Morton	Erection of first floor extension Permission GRANTED 21 May 2021 <i>The Parish Council supported this application.</i>
21/01457/FUL Pentre Issa, Trefonen	Change of Use for proposed office in granary and erection of building for purposes falling within Class E of the use classes order Permission GRANTED 28 May 2021 <i>The Parish Council supported this application.</i>
21/01504/VAR Offa Cottage, Chapel Lane, Trefonen	Variation of Condition No. 2 (External materials) and No. 3 (approved plans) pursuant of OS/07/15243/FUL to allow for a change in facing materials and approved integral garage to be used as residential accommodation
21/01620/FUL Springfield Cottage, 1 Aston Square, Aston	Erection of single storey infill extension to front/side including improvements to the existing porch and principal entrance Permission GRANTED 25 May 2021 <i>The Parish Council supported this application.</i>
21/01863/FUL Pentre Issa, Trefonen	Conversion of Grade II barn range to form ancillary residential/holiday-let accommodation WITHDRAWN <i>Whilst the Parish Council supported this application it found that the location plan contained insufficient detail to identify the site, especially in a rural location.</i>
21/01864/LBC Pentre Issa, Trefonen	Conversion of Grade II barn range to form ancillary residential/holiday-let accommodation WITHDRAWN <i>Whilst the Parish Council supported this application it found that the location plan contained insufficient detail to identify the site, especially in a rural location.</i>
21/01898/REM Land west of Ty Draw, Oak Lane, Treflach	Approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline permission 14/01986/OUT for the erection of four dwellings including access Permission REFUSED 9 June 2021 <i>The Parish Council asked if the s106 was still applicable and Shropshire Council has confirmed that reserved matters will not change the requirements of the s106.</i>
20/02511/FUL Quarry House, Nantmawr, Oswestry	Change of Use from holiday let property to dwelling house Permission GRANTED 19 May 2021 <i>The Parish Council supported this application.</i>

b) Planning Applications

The following planning applications were considered:

Planning Application Details	Planning Proposals
21/00692/EIA Morton Ley Farm, Morton	Erection of two additional poultry sheds, five feed bins, vehicular access and landscaping scheme; and associated works. It was PROPOSED, SECONDED and AGREED to object on the grounds of over development of the site and highways issues.
21/02244/FUL Agricultural land to the north of Woodhill, Trefonen	Formation of new agricultural field, vehicular access and associated gate. It was PROPOSED, SECONDED and AGREED to defer comment until the next meeting provided Shropshire Council had more information concerning the access.
21/02283/FUL Corner House, Morda	Erection of two story, two-bedroom annexe following demolition of existing brick build outhouse. It was PROPOSED, SECONDED and AGREED no objection.
21/02501/FUL Berllan, Dallas Lane, Trefonen	Erection of single storey side extension. It was PROPOSED, SECONDED and AGREED to support.
21/02541/LBC Pentre Farm, Woodhill, Trefonen	Installation of 18 replacement windows affecting a Grade II Listed Building. It was PROPOSED, SECONDED and AGREED to support.

1070 Clerk's Report

This was deferred.

1071 Councillor Reports

These were deferred.

1072 Financial Matters

a) Income and Expenditure

Members considered for approval income and expenditure for May 2021.

It was PROPOSED, SECONDED and AGREED that income and expenditure for May 2021 be APPROVED.

b) Bank Reconciliations

Members considered for approval bank reconciliations for May 2021.

It was PROPOSED, SECONDED and AGREED that bank reconciliations for May 2021 be APPROVED.

c) Payments for June 2021

Members considered for approval payments for June 2021. Members were informed that retrospective approval was required for the refurbishment of the notice board which had needed more work than previously quoted.

It was PROPOSED, SECONDED and AGREED that the following payments for the month of June 2021 be APPROVED.

PAYEE	DESCRIPTION	AMOUNT £
Colin Turner	Bus shelter cleaning	25.00
A G Royce	Grounds maintenance	720.00
Colin Turner	Bus shelter cleaning and refurbishment of notice board	326.30
Mark Evans	Bus shelter cleaning	60.00
Best Host	Domain name renewal for website	98.00
Morda Village Hall	Room hire	30.00
Lanyon Bowdler	Legal fees for registration of properties	480.00
MDL Carpentry	Fitting knobs and adjusting doors to notice boards and installation of refurbished notice board at Trefarclawdd cemetery	420.00
Silver Marbles	Website maintenance	36.00

Bernard Morris	Internal audit	65.00
HMRC	PAYE/NI	190.35
Sharon Clayton	Salary/expenses/reimbursements	979.46
	TOTAL	3430.11

d) Lanyon Bowdler

Members considered for approval the cost of further work to be carried out by Lanyon Bowdler concerning registration/transfer of title deeds at an estimated cost of £1,100 + VAT.

It was PROPOSED, SECONDED and AGREED that cost be APPROVED.

e) Insurance

Members considered for approval whether to purchase Cyber Package insurance at a cost of £319.20 for one year.

It was PROPOSED, SECONDED and AGREED that it was too expensive and should not be pursued.

1073 Annual Governance and Accountability Return 2020/2021

a) Annual Internal Audit

Members considered for approval the Annual Internal Audit Report for the financial year 1 April 2020 to 31 March 2021.

It was PROPOSED, SECONDED and AGREED that the internal audit for 2020/2021 had been carried out in accordance with the Parish Council's needs and planned coverage and that the Annual Internal Audit Report be APPROVED.

b) Annual Governance Statement

Members considered for approval the Annual Governance Statement for 2020/2021.

It was PROPOSED, SECONDED and AGREED that the Parish Council has a sound system of internal control, including arrangements for the preparation of the Accounting Statements and that the Annual Governance Statement for 2020/2021 be APPROVED.

c) Accounting Statement

Members considered the Accounting Statement for 2020/2021.

It was PROPOSED, SECONDED and AGREED that the Parish Council has ensured that its financial management is adequate and effective and has a sound system of internal control and the Annual Governance and Accountability Return for 2020/2021 had been completed in accordance with Proper Practices.

All other agenda items were deferred to the next meeting.

The Chairman thanked everyone for their attendance and closed the meeting at 19:45.

Signed: _____
Chairman

Date: _____

TITLE OF REPORT:	FUTURE MEETINGS AND ROOM HIRE
REPORT BY:	Clerk - Sharon Clayton
BACKGROUND:	At the Annual Parish Council meeting held on 18 May 2021 dates and venues for future Parish Council meetings were agreed. However, it was further agreed that the Marches School or North Shropshire College could be used as alternative venues. Unfortunately, due to social distancing these venues are not available.
ISSUES:	<p>For the past few years the Parish Council has alternated its meeting venues between Morda and Sweeney, Trefonen and Rhydycroesau village halls. Now that Morda and Sweeney Village Hall is no longer available to the Parish Council it has presented difficulties because the rooms available at other village halls within the parish are not big enough for social distancing. Furthermore, with the new COVID variants it is possible that social distancing may remain in force for several months thus exacerbating the problem.</p> <p>From November 2021 to 31 May 2022 the Parish Council has agreed to hold meetings at Trefonen Village Hall. However, it is not available on Tuesday evenings from November 2021 onwards and therefore, if the Parish Council wishes to continue to use and support this venue, the Council will need to change the day of the week on which it meets. Mondays and Thursdays are available but, as bank holidays tend to fall on Mondays this could impact on meeting attendance. It is therefore advisable to change the day of meetings from November onwards to Thursday evening.</p>
LEGAL OBLIGATIONS:	Local Government Act 1972, Schedule 12, Part II, 10(1) allows parish council meetings to be held within or without its area. However, it is good practice to support venues within the parish and to hold meetings local to all parishioners.
FINANCIAL IMPLICATIONS:	<p>Rhydycroesau Village Hall - £40 per session. Morda and Sweeney Village Hall - £30 for main hall and £20 for small room. Trefonen Village Hall £30 per session and £6 for small room. Oswestry School approximately £10 per hour</p>
COMMUNITY BENEFIT	Members of the public can attend Parish Council meetings, request to speak during the public session and observe the decision-making process. Meetings at village halls within the parish also help to support them in accordance with room charges as shown above.
CLERK'S COMMENTS:	The Coronavirus Regulations which allowed virtual meetings no longer apply and whilst it may be desirable for the Parish Council to continue to record meetings for members of the public to watch virtually, the Parish Council will need to seek expertise and set aside sufficient funding to bring this into fruition.
PROPOSAL:	That, should the Parish Council wish to continue to meet at Trefonen Village Hall, it changes the meeting day to Thursday from November 2021 to May 2022 as follows: 25 November 2021 16 December 2021 27 January 2022 24 February 2022 31 March 2022 14 April 2022 (Annual Parish Meeting) 28 April 2022 26 May 2022 (Annual Parish Council meeting) (Note: the small room at Rhydycroesau Village Hall may be available as an alternative.)
DATE OF MEETING AT WHICH THIS WILL BE CONSIDERED:	27 July 2021.

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.
2021				
April	1013	Provide the Environment Agency with a grid reference for the specific flood area at Morda.	Yes	Provided the Environment Agency with a grid reference by email (19.7.21)
	1026	Arrange for commemorative seat and tree at Trefarclawdd cemetery.	Work in progress	
May	1052(d)	Find out when the mast at the Racecourse will be connected.	Work in progress	Airband have responded stating that they are not aware that they are connecting any new masts as any network build is now using 'fibre to the premises' technology, rather than 'fixed wireless access'. The location in question with a postcode or descriptor is necessary to provide more detail.
June	1056	Send thanks to Phil May for his years of service to the community as a parish councillor.	Yes	
	1069(b)	Respond to planning applications.	Yes	Please note that the Parish Council originally supported application number 21/00692/EIA (Morton Ley Farm) in February 2021 provided that atmospheric dispersion is monitored, and public footpaths are kept clear. In June 2021 the Parish Council agreed to object on the grounds of overdevelopment of the site and highways issues. This objection could not be lodged as the consultation period has ended.

TO NOTE:

- The refurbished notice board previously situated at Trefonen has been installed at Trefarclawdd cemetery.
- Following being informed that overgrown hedges are causing a blind spot Shropshire Council has applied for property ownership of a derelict building on the corner of Weston Land adjacent to Maesbury Road Industrial Estate under the Highways Act requiring that they cut back the hedges and ivy.
- The Parish Council has received an environmental maintenance grant from Shropshire Council of £1,500.

Expenditure	Budget 2021/2022	Balance	June 2021	Allocated Reserves
General Administration				
Clerk Salary / Employer NI/ Home Working Allowance	£13,112.00	£9,724.96	£3,387.04	
Stationery	£730.00	£561.74	£168.26	
Postage	£403.00	£355.90	£47.10	
Clerk Travel Costs	£310.00	£211.00	£99.00	
Audit Fee (internal)	£75.00	£10.00	£65.00	
Audit Fee (external)	£300.00	£300.00		
Professional/Legal Fees	£500.00	£100.00	£400.00	£1,000.00
Insurance	£850.00	£23.61	£826.39	
Meeting Room Hire	£300.00	£258.01	£41.99	
SALC Subscription	£1,600.00	(£24.23)	£1,624.23	
SLCC Subscription	£256.00	£256.00	£0.00	
Data Protection	£35.00	£35.00	£0.00	
Quality Award Scheme	£0.00			£150.00
Communication				
Newsletter and Annual Report	£65.00	£65.00		£2,000.00
Website	£270.00	£112.00	158.00	
Website domain name	£98.00			
Notice board maintenance	£300.00		£721.30	
Training				
Clerk	£500.00	£440.00	£60.00	
General (Councillor)	£500.00	£500.00	£0.00	£275.00
Elections	£3,430.00	£3,430.00		
Parish Maintenance				
Street Lights - electricity	£960.00	£726.00	£234.00	
Street Lights - repairs	£100.00	£100.00		
Street Lights - new	£0.00			£2,000.00
Grounds Maintenance - Cemeteries	£3,450.00	£2,762.00	£688.00	
Grounds Maintenance - Green Spaces	£2,205.00	£1,633.00	£572.00	
Morton Churchyard	£550.00	-£0.50	£550.50	
Bus Shelter - cleaning	£1,020.00	£765.00	£255.00	
General Repairs	£1,200.00	£1,200.00		
Leisure and Community				
Grants	£3,070.00	£3,070.00		£1,000.00
Strategic Plan (VAS)	£0.00	-£3,781.04	£3,781.04	£6,812.00
Morda Village Hall	£0.00			£92,000.00
Tony Cheetham Community Grant Award	£55.00	£55.00		
Contingency	£0.00	£0.00		
AED	£0.00			£400.00
Sub Total	£36,244.00	£22,565.15	£13,678.85	
Neighbourhood Fund Projects				£6,643.00

Allocated reserves				£112,280.00
Unallocated reserves (Neighbourhood Funds)				£31,471.00
			TOTAL	£143,751.00
General reserves				£58,958.00
Total reserves			Approved	£202,709.00
Total net expenditure	£36,244.00	£22,565.15	£13,678.85	
VAT	0	0	£905.92	
Total gross expenditure			£14,584.77	
Income	Budget 2021/2022	Balance	June 2021	
Precept	£35,114.00	£0.00	£35,114.00	
Cemetery Fees	£1,000.00	-£500.00	£1,500.00	
Interest	£80.00	£72.37	£7.63	
Donations	£50.00	£50.00		
Grants received	£0.00			
Sub total	£36,244.00		£36,621.63	
Neighbourhood Fund			£44,330.34	
Total net income	£36,244.00		£80,951.97	
VAT refunds			£568.47	
Total income received			£81,520.44	

Contact tel 03457 60 60 60
 see reverse for call times
 Text phone 03457 125 563
 used by deaf or speech impaired customers
www.hsbc.co.uk

Your Statement

Oswestry Rural Parish
 Council
 64 Cherrybrook Drive
 Broseley
 Shropshire
 TF12 5SH



Account Summary	
Opening Balance	244,464.44
Payments In	5.98
Payments Out	3,000.00
Closing Balance	241,470.42

Interest Rate - Valid as at end date of the statement period
 0.01% AER

31 May to 30 June 2021

International Bank Account Number
 GB32HBUK40353211313924
Branch Identifier Code
 HBUKGB4148G

Account Name
 Oswestry Rural Parish Council

Sortcode **Account Number** **Sheet Number**
 40-35-32 11313924 101

Your Business Money Manager details					
<i>Date</i>	<i>Payment type and details</i>		<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
30 May 21	BALANCE BROUGHT FORWARD				244,464.44
02 Jun 21	CR	PUBLIC SECTOR DEPO		0.45	244,464.89
21 Jun 21	TFR	403532 10649120 INTERNET TRANSFER	3,000.00		241,464.89
30 Jun 21	CR	GROSS INTEREST TO 29JUN2021		5.53	241,470.42
30 Jun 21	BALANCE CARRIED FORWARD				241,470.42

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

Your Statement

Oswestry Rural Parish
 Council
 64 Cherrybrook Drive
 Broseley
 Shropshire
 TF12 5SH



Account Summary	
Opening Balance	285.55
Payments In	0.01
Payments Out	0.00
Closing Balance	285.56

Interest Rate - Valid as at end date of the statement period
 0.01% AER

29 May to 28 June 2021

International Bank Account Number
 GB14HBUK40353221514768
Branch Identifier Code
 HBUKGB4148G

Account Name
 Oswestry Rural Parish Council

Sortcode **Account Number** **Sheet Number**
 40-35-32 21514768 111

Your Business Money Manager details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
28 May 21	BALANCE BROUGHT FORWARD			285.55
28 Jun 21	CR GROSS INTEREST TO 27JUN2021		0.01	285.56
28 Jun 21	BALANCE CARRIED FORWARD			285.56

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

Your Statement

Oswestry Rural Parish
 Council
 64 Cherrybrook Drive
 Broseley
 Shropshire
 TF12 5SH



Account Summary

Opening Balance	4,343.26
Payments In	3,075.00
Payments Out	3,405.11
Closing Balance	4,013.15

31 May to 30 June 2021

International Bank Account Number

GB84HBUK40353210649120

Branch Identifier Code

HBUKGB4148G

Account Name

Oswestry Rural Parish Council

Sortcode

40-35-32

Account Number Sheet Number

10649120 645

Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
30 May 21	BALANCE BROUGHT FORWARD			4,343.26
01 Jun 21	CR CHQ IN AT 403532		75.00	
	BP A G Royce			
	OSWESTRY RURAL PC	720.00		3,698.26
21 Jun 21	TFR 403532 11313924			
	INTERNET TRANSFER		3,000.00	6,698.26
29 Jun 21	BP COLIN TURNER			
	Notice board	326.30		
	BP MARK EVANS			
	BUS SHELTER CLEAN	60.00		
	BP Pascal Bourguignon			
	22921	98.00		
	BP MDL Carpentry			
	Notice boards	420.00		
	BP SILVER MARBLES			
	0008719	36.00		
	BP Bernard Morris			
	Internal audit 21	65.00		
	BP HMRC PAYE/NIC CUMB			
	671PR00169499	190.35		
	BP SHARON CLAYTON			
	SALARY AND EXPENSE	979.46		
	BP LANYON BOWDLER			
	217397	480.00		
	BP Morda Village Hall			
	Room hire	30.00		4,013.15
30 Jun 21	BALANCE CARRIED FORWARD			4,013.15

31 May to 30 June 2021

Your Statement

Account Name
 Oswestry Rural Parish Council

Sortcode **Account Number** **Sheet Number**
 40-35-32 10649120 646

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

Credit Interest Rates	<i>balance</i>	<i>AER</i> <i>variable</i>	Debit Interest Rates	<i>balance</i>	<i>EAR</i> <i>variable</i>
Credit interest is not paid			Debit interest		21.34%

STATEMENT

Mrs S Clayton
Oswestry Rural Parish Council
64 Cherrybrook Drive
BROSELEY
Shropshire
TF12 5SH

CLIENT: OSWESTRY RURAL PARISH COUNCIL

ACCOUNT NAME: Oswestry Rural Parish Council

ACCOUNT NUMBER: 0132240001PC

Statement at 30 June 2021

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/06/21	Brought Forward			25,000.00	
30/06/21	Carried Forward			25,000.00	

Statement of Dividends paid during the month to 30 June 2021

Date	Receiving Account	Amount Paid £
30-06-21	Nominated bank account	0.66

From May 2020, prices and yields for CCLA's Funds will no longer appear in the Financial Times. To view the fund prices and yields, please visit www.ccla.co.uk

Income and expenditure to date:

MONTH	EXPENDITURE	INCOME	BALANCE
	£	£	£
31-Mar-21		B/F	203833.46
2021			
April	-6829.24	36,183.46	233187.68
May	-4350.42	45,255.99	274093.25
June	-3405.11	80.99	270769.13
July			270769.13
August			270769.13
September			270769.13
October			270769.13
November			270769.13
December			270769.13
2022			
January			270769.13
February			270769.13
March			270769.13
BALANCE	-14584.77	81,520.44	270,769.13

Bank balance as at 30 June 2021:

Current account 10649120	4013.15
Deposit account 11313924	241470.42
Reserve account 21514768	285.56
PSDF	25000.00
	<u>270769.13</u>
	<u><u>270769.13</u></u>

IDEAS FOR SPENDING

15d

At a Parish Council meeting held on 27 April 2021 it was agreed that members of the public should be invited to put forward their ideas of how they would like to see the Council's reserves and Neighbourhood Funds spent. Below is a list of suggestions received from local residents.

SUGGESTION	LOCATION	COMMENTS
Provide Zoom like capabilities at all physical Parish Council meetings. If necessary to provide communal Wi-Fi in each of the village halls.		
Improve the Parish Council's website to provide more content, e.g. interactivity, community outreach and involvement, push notifications and subscriptions, surveys, suggestion submission.		The Clerk is making enquiries about a new website.
Provide funds for community initiatives e.g. traffic calming at Coed-Y-Go.	Coed-Y-Go	The Parish Council is already working with local residents at Coed-Y-Go to facilitate traffic calming. The installation of a traffic counter is awaited.
Provide litter picking equipment for volunteers to collect litter.	Throughout the parish.	
Provide hanging flower baskets.	Throughout the parish.	
Improvements and new play equipment at the play area. Some steps to the slide are unsafe. To include a small pump track for scooters and bikes and something for older children. More seats and tables.	Trefonen	Newly planted trees are being used as apparatus. Steps up to the mound are worn away. Younger children que to use the equipment. A deterrent is needed to prevent dog owners from driving into the car park from where they throw balls for their dogs to chase across the football field and into the play area and not cleaning up after their dog.

IDEAS FOR SPENDING

15d

SUGGESTION	LOCATION	COMMENTS
Installation of footpath as the road is not suitable for pedestrians when the road is busy.	Between Trefonen and Treflach.	
A bike and scooter track for young children.	Trefonen.	
Tarmac/gravel pump track for scooters and bikes on the playing field.	Trefonen.	
A footpath.	Trefonen – Treflach to the Royal Oak.	
More dog waste bins.	Chapel Lane by Fron field and end of Bellan Lane as you go into the ODP path across the fields.	

TITLE OF REPORT:	ALLOCATION OF RESERVES																		
REPORT BY:	Clerk and RFO - Sharon Clayton																		
BACKGROUND:	<p>The Parish Council previously approved the following reserves:</p> <table border="0"> <tr> <td>£1000</td> <td>professional and legal fees</td> </tr> <tr> <td>£150</td> <td>Local Council Award Scheme</td> </tr> <tr> <td>£2000</td> <td>newsletter</td> </tr> <tr> <td>£275</td> <td>councillor training</td> </tr> <tr> <td>£2000</td> <td>new streetlights</td> </tr> <tr> <td>£6812</td> <td>Strategic Plan</td> </tr> <tr> <td>£1000</td> <td>general power of competence</td> </tr> <tr> <td>£400</td> <td>AED</td> </tr> <tr> <td>£6643</td> <td>Neighbourhood Fund Projects</td> </tr> </table> <p>It is recommended that these reserves be revised in accordance with Appendix 1.</p> <p>The Parish Council no longer qualifies to apply for the Local Council Award Scheme nor to use the general power of competence, newsletters are no longer printed and distributed to households within the parish, and the Council no longer wishes to support the redevelopment of Morda and Sweeney Village Hall. These funds therefore need no longer be earmarked.</p> <p>As the Council has considerable Neighbourhood Funds these can be earmarked for infrastructure improvements such as the installation of gateway signs at the entrance of each village within the parish. These would help to slow traffic and could include a speed limit sign alongside the name of the village. Flower planters could also be installed to make the area even more attractive.</p> <p>Gateway signs start from circa £375 depending on size and material. The Council could consider allocating £500 for each gateway sign and planter.</p>	£1000	professional and legal fees	£150	Local Council Award Scheme	£2000	newsletter	£275	councillor training	£2000	new streetlights	£6812	Strategic Plan	£1000	general power of competence	£400	AED	£6643	Neighbourhood Fund Projects
£1000	professional and legal fees																		
£150	Local Council Award Scheme																		
£2000	newsletter																		
£275	councillor training																		
£2000	new streetlights																		
£6812	Strategic Plan																		
£1000	general power of competence																		
£400	AED																		
£6643	Neighbourhood Fund Projects																		
ISSUES:	<p>The Parish Council is holding too much money in reserves. NALC promotes local councils as statutory bodies that work towards improving community well-being and providing better services. "Their activities fall into three main categories: representing the local community; delivering services to meet local needs; striving to improve quality of life and community well-being." [NALC 2021]. The money the Council is holding should therefore be spent in accordance with local need as outlined in the Place Plan.</p>																		
LEGAL OBLIGATIONS:	<p>Regulatory Requirements for the use of the Neighbourhood Fund</p> <p>Any Neighbourhood Fund monies received, must be used to support development by funding:</p> <ul style="list-style-type: none"> ○ The provision, improvement, replacement, operation or maintenance of infrastructure; or ○ Anything else concerned with addressing the demands that development place on an area. <p>If these funds are not used to support development as specified, or within five years of receipt, Shropshire Council can require the repayment of these monies in line with the Regulations, however Shropshire Council has no intention of doing so if it is not spent within five years.</p> <p>If the community's infrastructure priorities are consistent with Shropshire Council infrastructure priorities for the area, to maximise efficiency and minimise project management complexity, it can be agreed that Shropshire Council retains the Neighbourhood Fund to spend on these infrastructure priorities.</p>																		
FINANCIAL IMPLICATIONS:	<p>As of 31 March 2021, the Parish Council carried forward balances of £203,834.</p> <p>Since 2015 the Parish Council has received a total of £168,699.45 in Neighbourhood Funds of which only £26,685.43 has been spent leaving £141,014.02 unspent. (See appendix 2)</p>																		

	<p>The revised reserves, if approved, will leave a greater amount in the general reserves and this can be earmarked for projects.</p> <p>The following are some of the projects included in the Place Plan for Oswestry Rural with suggested reserve allocations alongside them:</p> <ul style="list-style-type: none"> ○ Tackle litter problems in Sychtyn, Rhydycroesau, Trefonen, Treflach, Morda, Sweeney, Maesbury – £3,000 for new litter bins including the cost of emptying. ○ Repair and provision of improved signage at various locations – £1,000. ○ Traffic calming at Coed-y-Go and Nantmawr - £2,000.
COMMUNITY BENEFIT	Funds spent within the local community will improve the social and environmental capital within the parish.
PROPOSAL:	<p>That the Parish Council:</p> <ul style="list-style-type: none"> ○ Approves the allocation of reserves to make improvements within the parish as recommended in Appendix 1. ○ Earmarks £6,000 in Neighbourhood Funds for new litter bins, improved signage and gateway signs.
DATE OF MEETING AT WHICH THIS WILL BE CONSIDERED:	Tuesday 27 July 2021

Oswestry Rural Parish Council

Neighbourhood Funds received to date

YEAR	CIL FUNDS RECEIVED	TOTAL CIL FUNDS AVAILABLE	CIL FUNDS ALLOCATED	CIL FUNDS SPENT	CIL FUNDS RETAINED	REASON FOR SPEND
	£	£	£	£	£	
Neighbourhood Funds received and spent						
2014/2015	231.45				231.45	
2015/2016	1311.53	1542.98			1542.98	
2016/2017	7220.02	8763.00		2120.31	6642.69	£2120.31 maintenance and improvements to Trefarclawdd cemetery
2017/2018	25167.96	31810.65		4930.00	26880.65	£400 cemetery and £4530 street lights
2018/2019	48485.59	75366.24		19134.10	56232.14	Street lights upgrade
2019/2020	7547.16	63779.30		1501.02	62278.28	Street lights upgrade
2020/2021	34405.40	96683.68		0	96683.68	
2021/2022	44330.34	141014.02				
	168699.45	141014.02		27685.43		
Balance	113328.59					

EARMARKED RESERVES 2021/2022

	Revised allocated reserves			
	£	£	£	
Earmarked reserves:				
Reserve 1	1000		1000	Professional/legal fees
Reserve 2	150	-150	0	Quality Award Scheme
Reserve 3	2000	-2000	0	Newsletter
Reserve 4	275		275	Councillor training
Reserve 5	2000		2000	Street lights - new
Reserve 6	6812		6812	Strategic Plan
Reserve 7	1000	-1000	0	General Power of Competence
Reserve 8	92000	-92000	0	Morda Village Hall - rebuild
Reserve 9	400		400	AED
Reserve 10	6643		96684	Neighbourhood Fund Projects (£6643 included in funds received to March 2021)
TOTAL	112280	-95150	107171	

Neighbourhood Funds unspent up to March 2021 is £96684

Allocated reserves	107171
Unallocated reserves	96663
General reserve as at 31 March 2021	<u>203834</u>

Minute no: 690/20(b) dated 26 May 2020 it was agreed to earmark £92,000 towards the cost to rebuild Morda Village Hall.

This was based on £2,000 already held in reserves for Morda Village Hall, £31,471 in unallocated reserves and unallocated

Neighbourhood Funds and £58,958 in unallocated reserves brought forward from 2019/2020 making a total of

£92,429.00

This decision was rescinded on 18 May 2021 (minute no: 1050). Ownership of property unknown.

Dear Sir or Madam,

In September 2020, Shropshire Council approved the development of a programme for introducing 20mph speed restrictions outside schools, where existing highway conditions suggest it would be appropriate to do so. We have now started our programme of data collection and feasibility work and would like to provide you with some further information on the project and the forthcoming surveys in your area.

What is proposed?

There is no single generic approach for the introduction of a 20mph speed restriction, and site-specific characteristics determine the level of intervention that may be required. In some circumstances this may be physical traffic calming, and in others current conditions could suggest that a 20mph speed restriction is unnecessary or inappropriate and would deliver minimal benefits.

The Council has committed to undertaking the necessary data collection and feasibility work to identify appropriate measures that will deliver the greatest benefits to the school community, local residents, other highway users and the local environment. As part of this work, parking behaviour and existing traffic regulations near schools will also be reviewed and, where appropriate, enforceable parking measures will be introduced.

What does this mean for the schools in your area?

Data collection and feasibility work will only be carried out where schools do not currently have a mandatory 20mph speed restriction or where schools with multiple access points would benefit from the introduction of a 20mph speed restriction where one does not already exist.

At schools where data collection is carried out, this will provide an up to date insight into current traffic behaviour outside of school and could present the following potential benefits:

- Identification of funding to implement a low speed environment outside of your school, where appropriate and where supported by a positive response to consultation with the wider community.
- An opportunity to promote active travel to school which can improve the health of pupils, improve air quality outside of school and help to relieve parking pressure.
- An opportunity for Shropshire Council to enforce parking restrictions outside of school.
- An opportunity for school pupils to engage in the process. We have offered schools the opportunity to discuss how we can link into their curriculum work.

What next?

A programme of traffic data collection, site reviews and feasibility work has been initiated.

You can expect to see any of the following in the vicinity of schools in your area:

- Automatic Traffic Counters (ATCs) on the road(s) near to school. These are black tubes that run across the road and collect data on traffic flow, traffic speeds and vehicle type over seven days, 24 hours a day.
- Individuals in high visibility clothing with a hand-held speed recording device at the start and end of the school day, on a designed date. These will only be used where site-specific problems mean that ATCs will not be appropriate.
- Individuals carrying out highway assessments and measurements in high visibility clothing.

Traffic data collection commenced on Friday 21st May 2021 at some schools, and we will be carrying out the remaining surveys, after the half term break, which will include a school / some schools in your area. All traffic surveys are due to be completed by Wednesday 30th June 2021. The installation of equipment will be carried out in one of two phases by the survey company 'Severnside' either during the week following Thursday 3rd June 2021 or the during the week commencing Monday 14th June 2021.

No surveys will take place during half term week, although installation of equipment may be carried out during that time to ensure that data collection can commence from 7th June 2021.

Due to varying traffic levels and behaviour during the Covid-19 pandemic, the robustness of any data collected will be considered before commencing the surveys. It is important that the traffic environment outside of the school entrance(s) is considered to be representative of the medium to long-term situation so that we can get a realistic a view of current behaviour at school start and end times. Schools will be contacted with in advance of any surveys taking place. The survey work should not cause any disruption outside schools and is simply a means of data collection to evidence and understand the right options to be considered outside each school. In order to support reliable data collection, school operations should remain as normal.

Where the potential for the introduction of traffic management measures are identified, we will endeavour to engage with individual schools, the neighbouring community and elected representatives on any proposals.

It is currently planned that the programme of scheme delivery will commence in April 2022 and will span several years.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Confidentiality

This information has been compiled to assist Councillors to understand how confidential matters considered by the Parish Council should be treated. It is supported by legislation and information provided by NALC.¹

Exempt information

LGA 1972, Sch. 12A, Part I

- Information relating to an individual.
- Information which is likely to reveal the identity of an individual.
- Information relating to the financial or business affairs of any particular person.
- Information relating to any consultations or negotiations, or contemplated consultation or negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.
- Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- Information which reveals that the authority proposes:
 - a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - b) To make an order or direction under any enactment.
- Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Public Bodies (Admission to Meetings) Act 1960

Where the public are excluded from a meeting of a relevant local government body...the body may also prevent any person from reporting on the meeting using methods:

- a) Which can be used without that person's presence at the meeting, and
- b) Which enable persons not present at the meeting to see or hear the proceedings at the meetings as it takes place or later.

"Reporting" means:

- a) Filming, photographing or making an audio recording or proceeding at a meeting;
- b) Using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- c) Reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later to persons not present.

Confidential Business

There are few cases where there is good reason to exclude the public and press from Council meetings or to impose secrecy upon Members. The following are examples of business which should be discussed in confidence:

¹ National Association of Local Councils

- a) Engagement, terms of service, conduct and dismissal of employees;
- b) Terms of tenders, and proposals and counter-proposals in negotiations for contracts;
- c) Preparation of cases in legal proceedings; and
- d) The early stages of any dispute.

*Public Bodies (Admission to Meetings) Act 1960
Local Government Act 1972, ss100 and 102.*

Standing Orders

11 Management of Information

- a) The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b) The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c) The agenda, papers that support the agenda and the minutes of a meeting **shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d) Councillors, staff, the Council's contractors and agents **shall not disclose confidential information or personal data without legal justification.**

18 Handling Staff Matters

- a) A matter personal to a member of staff that is being considered at a meeting of the Council or the Staffing Committee is subject to Standing Order 11 above.
- b) Only persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance and capabilities, grievance and disciplinary matters.
- c) The Council shall keep written records relating to employees secure.
- d) Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- e) **Only persons with line management responsibilities shall have access to employee records** referred to in Standing Orders 18(b) and (d) above if so justified.

The 'Need to Know'

The following is an extract from NALC's Legal Topic Note 1, "Councils' Powers to Discharge their Functions'.

"Councillors do not have a 'need to know' of all aspects of council business and cannot claim an automatic right to see all council documentation and information. In other words, councillors are not permitted a fishing expedition in respect of council documentation and information simply because they are councillors. The following may prove helpful in establishing whether a councillor has a 'need to know':

- If a councillor is a member of a committee, he has the right to inspect documents or to obtain information relating to the business of that committee;
- If a councillor is not a member of a particular committee, he has to demonstrate why sight of the document(s)/or receipt of the information in question is necessary to enable him to perform his duties as a councillor;
- If the councillor's motive for seeing the documents/obtaining information is indirect, improper or ulterior, then the documentation or information should be withheld.

*Sharon Clayton
Clerk
July 2021*