

# Minutes of Weston Rhyn Parish Council - Annual Meeting - 09/05/22

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**Date and time:** 09/05/22 07:00 pm to: 09/05/22 09:30 pm

**Present:** Helen Belton, James Bavin, James Wallace, Polly Smith, Maggie Rowlands, Sue Barnett, Phil Barnett, Alwyn Hughes, Pam Manley, Simon Greaves, Sheila Haskell

**Absent:** Mark Jones, Rob Macey, Alison Layland, Paul Herbert, John Mattocks

**Location:** Institute

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## Topics

### 1. Elections

**Note** The retiring Chairman (if present) shall preside over this item, which shall be the first business of the Council. The Chairman shall be selected from those holding elected office. The elected Chairman shall sign a Declaration of Acceptance of Office in the prescribed form before taking the Chair.

#### 1-1. Elect the Chairman

**Decision** It was proposed, seconded and resolved that Cllr John Alwyn Hughes be elected to the position of Chairman.  
Cllr Hughes signed his Declaration of Acceptance of Office.

#### 1-2. Elect the Vice-Chairman

**Decision** It was proposed, seconded and resolved that Cllr Phil Barnett be elected to the position of Vice Chairman.  
Cllr Barnett signed his Declaration of Acceptance of Office.

### 2. Public Participation

**Note** At the outset of the meeting, members of the public are invited to question Councillors or raise any issues of concern for a 15-minute period. In the event of no issues being raised, the Parish Council meeting to commence at 7pm.  
No one present.

### 3. Apologies

**Note** Cllr John Mattocks (personal appointment), Cllr Alison Layland (personal appointment), Cllr Paul Herbert (isolating).  
Shropshire Councillors R Macey and M Jones.

### 4. Declarations of Interest

**Note** To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Act Pecuniary Interests) Regulations 2012.  
None declared.

## 5. Minutes of last meeting of 11th April 2022

**Decision** Approved.

## 6. Reports

### 6-1. Police

**Note** A report had been circulated from PCSO Peter Roberts.

Cllr S Barnett asked if the Neighbourhood Matters information was national or local.

PCSO Peter Roberts had responded to last month's question about accident blackspots.

### 6-2. Shropshire Councillors

**Note** A report from Shropshire Cllr Rob Macey had arrived and been forwarded to councillors.

Greenshoots had wanted to know when the Pentre Woods footpath was going to be reinstated. Cllr Smith as co-ordinator for the P3 group was able to advise that Helen Beresford had said that funding for the project needed to be found but had suggested that possibly the volunteers from the Weston Rhyn P3 group may be able to help. This was of course subject to their availability as they were still undergoing training and of course have many other maintenance issues in the Parish to address. There were more than 50 public Rights of Way in the parish and probably 50% of them needed maintenance.

### 6-3. Greenshoots

**Note** A report was read out by Cllr Rowlands. Will be added.

### 6-4. Chairman

**Note** Cllr A Hughes thanked councillors that turned up to the Annual Parish Meeting.

25 people, including 10 Parish Councillors, as well as Shropshire Councillor Rob Macey, which he said was a good turn out for Weston Rhyn. It would have been helpful if those who have complaints about the village or the Rec, had been present.

A discussion followed about ways to get more to attend.

Speakers must be considered months in advance.

The Council could presume it is doing a good job, unless it hears to the contrary.

Some thought it was a good meeting, which showed that there is lots going on in the village.

The Clerk would write up the minutes of the Annual Parish Meeting soon.

**Task** ☐ Weston Rhyn Clerk to write the minutes for the WR Annual Parish Meeting

*Owned by Weston Rhyn Parish Clerk due 31/05/22*

### 6-5. Village Institute

**Note** Carl Rowley arrived during the meeting and Standing Orders were suspended to allow him to speak. A Musicians Charity has started renting the room upstairs. They are paying £375 pm to use the space. There were now 3 rooms upstairs, with a door to the stairway, so that the public cannot wander in. A grand piano had been delivered and other musical instruments. There is approx. £15,000 in the current account and £12,000 in the savings account. Bookings were starting to rise, post Covid lockdown. The Pavilion Cafe and the Bowling Green were doing well, with different days being tried with the Cafe. There were now 3 teams in the Oswestry League and they had been entered into the Shropshire Cup. Planning permission wasn't needed for the Cafe, as the building is actually portable, with only the slab being permanent. The size of it also meant that permission was not needed. Volunteers are running the Cafe; more volunteers would mean more opening times. The Alcohol Licence is going through at the moment, with a sign going up soon. The Cafe has a hygiene rating of 5. A presentation had been planned - 'How to avoid spamming'. There had been no response to the email from the Clerk, to book the institute for this meeting. A block booking would be made for the rest of the year.

## 6-6. Weston Rhyn Trust

**Note** A report was provided. Attached. The costs were going up for the playground equipment and an order needed to be placed soon. A Trust Meeting would be held after this meeting. An order needed to be placed now to comply with Big Local.

**Note** Report -

 [Trust report May 2022.pdf](#)

## 7. Planning

### 7-1. Conversion of Former Church

**Note** Conversion of former church into residential accommodation and to create an additional first floor area. To create a parking area at the front of the property with new gate and railings. Open for comment icon

Presbyterian Church Of Wales Station Road Weston Rhyn Shropshire

Ref. No: 22/01548/FUL | Validated: Tue 12 Apr 2022 | Status: Pending Consideration

The Council had no issue with this.

Shropshire Council would look at the access onto the road.

The Council only asked that they would consider Green renovations and the clerk would make a comment about this.

The owner would like to see old pictures of the Church if anyone has any.

### 7-2. Bat and Bird Boxes

**Note** Discharge of Condition 3 (Bat and bird boxes) and 4 (External lighting) relating to Planning Permission 21/05948/FUL

Sycamores Vicarage Lane Weston Rhyn Shropshire SY10 7RE

Ref. No: 22/01824/DIS | Validated: Thu 14 Apr 2022 | Status: Pending Consideration

For information only.

### 7-3. Update on Aspen Grange

**Note** Cllr Smith had attended the meeting of Selattyn and Gobowen Parish council and she reported that residents in that Parish were very concerned about the removal of people from Gobowen to the new STAR housing site at Aspen Grange, Weston Rhyn. An update report had been received from S & G in which it said that Mr Ahmed from STAR housing had contacted Weston Rhyn Parish Council with a view to coming and giving a presentation. No such contact had been received so the Clerk was asked to contact Mr Ahmed and invite him to a meeting. Cllr Smith would send Clerk his contact details.

**Task** ☐ Weston Rhyn Clerk was asked to summons Shropshire Councillor M Jones to a meeting, along with Mr Ahmed, in July or September.

*Owned by Weston Rhyn Parish Clerk due 31/05/22*

**Decision** The Clerk was asked to summons Shropshire Councillor M Jones to a meeting, along with Mr Ahmed. This would be for the July or the September meeting.

#### 7-4. Update on Aqueduct Cottages

**Note** Cllr S Barnett had contacted the empty homes teams. This notice had expired on the 11th April and hadn't been complied with. Following this, Shropshire Council secured the ground floor. Cllr Barnett had asked them to secure the gate and the ground floor, but this has not been done. Next, they were talking about long term resolutions. Shropshire Cllr Rob Macey had made a comment about the house in his report, submitted above (6.2).

**Task** ☐ Shropshire Councillors R Macey and M Jones are asked to pursue the issue with No. 6 Aqueduct Cottages as a matter of urgency, requesting for the gate, as well as the ground floor, to be secured, as a starter.

*Owned by Rob Macey due 06/06/22*

**Task** ☐ Shropshire Councillors R Macey and M Jones are asked to pursue the issue with No. 6 Aqueduct Cottages as a matter of urgency, requesting for the gate, as well as the ground floor, to be secured, as a starter.

*Owned by Mark Jones due 06/06/22*

#### 7-5. Update on planning on High Street, will add detail

**Note** This had been reported to the Enforcement Officer but there had been no response so far.

#### 7-6. Update on CIL funding

**Note** Cllr P Barnett reported on his findings to date but this required further investigation. Since 2012, Weston Rhyn has received £62,000. Cllr P Barnett to report at the next meeting.

### 8. Policies

**Note** The Defib and the benches would eventually be added to the insurance.

#### 8-1. Code of Conduct

**Note** New councillors would be invited to take part in training.

**Decision** The Code of Conduct was accepted and it was noted that bullying and harassment could be found at number 2 in the Code of Conduct.

## 8-2. Standing Orders and Financial Regulations

**Note** Some amendments had been suggested.  
The NALC Standing Orders would be accepted, subject to the following.  
Council would keep;  
Councillors should only talk once on an item.  
Minimum quorum is 3.  
Items on committees and sub-committees.  
Items referring to the Proper Officer (the Clerk)  
Council would change;  
Councillors need to stand to address the council.  
Items are requested by the clerk 7 days before a meeting, instead of 9.  
The wording from part 15 in council's 2019 standing orders, about committees, would be incorporated.

**Decision** The NALC Standing Orders, with agreed amendments, would be adopted and approved. Cllr P Smith and the Clerk were thanked for their work, as well as councillors who had helped with this.

**Decision** The Financial Regulations were adopted and approved.

## 8-3. Social Media

**Decision** The policy sent out, would be personalised to this Council and added to the next agenda.

**Task** ☒ ~~Weston Rhyn Clerk to personalise the social media policy and agenda for next meeting~~

*Owned by Weston Rhyn Parish Clerk due 31/05/22*

## 8-4. Complaints

**Decision** The policy sent out, would be personalised to this Council and added to the next agenda.

**Task** ☒ ~~Weston Rhyn Clerk to personalise the complaints procedure to this council and agenda for the next meeting.~~

*Owned by Weston Rhyn Parish Clerk due 31/05/22*

**Decision** A continuity policy/business interruption policy was needed.

**Task** ☒ ~~Cllr Smith would help the Clerk to agenda a Business Interruption Policy~~

*Owned by Polly Smith due 31/05/22*

## 8-5. SALC Area Committee

**Decision** Cllr M Rowlands was elected to be the representative for this council.

## 9. Community

### 9-1. Jubilee

**Note** The bookmarks for the schools had arrived and were given to Cllr A Hughes to deliver. The cost had come to £149.75 and Cllr Wallace was thanked for his work.

**Task** ☒ ~~Cllr Hughes would deliver bookmarks to the school after the Clerk had received a response.~~

Owned by **Alwyn Hughes** due 31/05/22

## 9-2. Swift Boxes on Public Buildings

**Note** Deferred.

## 9-3. Defib in the Phone Box

**Note** The cheque had been sent and council was waiting for feedback from the company. Cllr P Barnett would then contact Highline nearer time of fitting.

**Task** ☐ Cllr Barnett would contact Highline, re the Defib, nearer the time of fitting

Owned by **Phil Barnett** due 28/07/22

## 9-4. Place Plans

**Note** No update at the present time.

**Task** ☐ Cllr Rowlands would liaise with Cllr Mattocks regarding Place Plans

## 9-5. Grant Policy

**Note** The policy and form had been sent out to TNS, Qube and to Men's Sheds.

# 10. Highways

## 10-1. Wern Turn

**Note** As per the instruction from the April meeting, the Chair had drafted a letter to the householders and this was read out to council. It was agreed that this was very much an ongoing issue that needed careful management. It was noted that our Shropshire Councillors had not taken this concern forward on behalf of the village. The clerk was asked to send the draft letter and previous correspondence to SALC for advice. It was also agreed that the letter be copied to Highways.

## 10-2. Maintenance Issues - to arrange a site meeting

**Note** Chairman and Vice Chairman agreed to meet with Shropshire Council Highways to discuss ongoing issues in the Parish. Clerk to arrange.

**Decision** The meeting was adjourned and re-started with Council approval at 9pm.

# 11. Streetlighting

**Note** Highline would be contacted about energy saving ideas, such as dimming lights or turning off lights. It was anticipated that the light at the Quinta would soon be lit.

**Task** ☐ Cllr Barnett would speak to Highline about energy saving ideas.

Owned by *Phil Barnett* due 31/05/22

## 12. Finance and Governance

### 12-1. Authorise payments

**Decision** Payments of £4,942.13 were accepted and authorised.

### 12-2. Receive Annual Accounts

**Decision** The accounts presented were accepted and approved.

### 12-3. Councillor Email addresses

**Decision** Cllr Haskell and the Clerk would liaise on this issue and look at prices.

**Task** ☐ Cllr Haskell and the Clerk would liaise on finding prices for email addresses

Owned by *Sheila Haskell* due 31/05/22

### 12-4. Community Governance Review

**Note** There were no updates.

## 13. Answer any questions

**Note** None to answer.

## 14. General Correspondence

**Note** A correspondence list would be sent in week 4, rather than just prior to the meeting. Councillors and Clerk were asked to make the subject box of emails relevant to content.

## 15. Receive items for next meeting

**Note** PO Box number.

## 16. Date and Time of next meeting

**Note** 13th June at 7pm at Chirk Bank Methodist Church

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### Next Meeting

Meeting title: Weston rhyn parish council meeting

Date and time: 14/06/22 07:00 pm to: 14/06/22 09:00 pm

Location: Chirk Bank Methodist Church, Chirk Bank



## Task Summary

### New Tasks

**Task** ☐ Weston Rhyn Clerk to write the minutes for the WR Annual Parish Meeting

Owned by **Weston Rhyn Parish Clerk** due 31/05/22

**Task** ☐ Weston Rhyn Clerk was asked to summons Shropshire Councillor M Jones to a meeting, along with Mr Ahmed, in July or September.

Owned by **Weston Rhyn Parish Clerk** due 31/05/22

**Task** ☐ Shropshire Councillors R Macey and M Jones are asked to pursue the issue with No. 6 Aqueduct Cottages as a matter of urgency, requesting for the gate, as well as the ground floor, to be secured, as a starter.

Owned by **Rob Macey** due 06/06/22

**Task** ☐ Shropshire Councillors R Macey and M Jones are asked to pursue the issue with No. 6 Aqueduct Cottages as a matter of urgency, requesting for the gate, as well as the ground floor, to be secured, as a starter.

Owned by **Mark Jones** due 06/06/22

**Task** ☒ ~~Weston Rhyn Clerk to personalise the social media policy and agenda for next meeting~~

Owned by **Weston Rhyn Parish Clerk** due 31/05/22

**Task** ☒ ~~Weston Rhyn Clerk to personalise the complaints procedure to this council and agenda for the next meeting.~~

Owned by **Weston Rhyn Parish Clerk** due 31/05/22

**Task** ☒ ~~Cllr Smith would help the Clerk to agenda a Business Interruption Policy~~

Owned by **Polly Smith** due 31/05/22

**Task** ☒ ~~Cllr Hughes would deliver bookmarks to the school after the Clerk had received a response.~~

Owned by **Alwyn Hughes** due 31/05/22

**Task** ☐ Cllr Barnett would contact Highline, re the Defib, nearer the time of fitting

Owned by **Phil Barnett** due 28/07/22

**Task** ☐ Cllr Rowlands would liaise with Cllr Mattocks regarding Place Plans

**Task** ☐ Cllr Barnett would speak to Highline about energy saving ideas.

Owned by **Phil Barnett** due 31/05/22

**Task** ☐ Cllr Haskell and the Clerk would liaise on finding prices for email addresses

Owned by **Sheila Haskell** due 31/05/22