

Selattyn and Gobowen Parish Council

Minutes of the meeting of the Parish Council on Wednesday 10th May 2017 at Gobowen Pavilion, St Martins Road, Gobowen at 7.00pm

In the Chair – Cllr Ellis

Present: Councillors: S Crow, H Ellis, D Lloyd, C Emery, R Macey, M Keeling, S Westwood Bate, S West-Wynn

Also present: 7 candidates for co-option, 1 member of the public, 1 member of the press, Unitary Councillor Mark Jones.

Prior to the start of the meeting Cllr Ellis spoke of the sadness at the sudden loss of Ian Bennett who had been a Cllr for 20 years. A minutes silence was held.

628 Election of Chairman and Declaration of Acceptance of Office

It was **RESOLVED** to elect Huw Ellis as chairman and he duly signed the declaration of acceptance of office.

629 Election of vice chairman and Declaration of Acceptance of Office

It was **RESOLVED** to elect Cllr West Wynn as Vice Chairman and he duly signed the declaration of acceptance of office.

630 Declarations of acceptance of Office - to note that declarations of office had been signed and received from Councillors prior to the meeting taking place.

It was **RESOLVED** to note that all declarations of office of councillors present at the meeting had been received and that Cllr Morgan would be allowed to sign her declaration of office form before the June Parish Council meeting.

631 To receive apologies and reasons for absence

The following Cllr was noted as Absent:

Cllr Morgan

Change to the order of the agenda:

It was RESOLVED that Item 641d (Police Report) be taken next on the agenda

The PCSO went through the police report and provided detailed information on the recent speed checks that have been carried out in Gobowen. The findings were as follows:

5/4/17 – 61 vehicles checked, average speed of 26mph recorded on a 30mph road (Chirk Road). Whittington Road, 49 vehicles checked, average speed of 31.2mph recorded on a 40mph road.

14/04/17 - St Martins Road, 67 vehicles checked average speed of 25.8mph recorded on a 30mph road

20/04/17 – Whittington Road, 54 vehicles checked, average speed of 32.6mph recorded on a 40mph

24/04/17 - St Martins Road, Max speed of 47mph recorded in a 30mph.

RESOLVED to note the report and a request placed to keep up the presence in the village in regards to speed checks.

632 Disclosable Pecuniary Interests

- a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. **None declared.**
- b) To consider any applications for dispensation. **None received.**
- c) To note that register of interests form and expenses form must be submitted to the Monitoring Officer within 28 days of the election date. **RESOLVED** to note.

633 To confirm the Minutes of the Council Meeting held on 12.04.17

The minutes from the Parish Council meeting held on 12.04.17 were **APPROVED** and it was **RESOLVED** that the minutes be signed as a true record.

634 Public Participation session - a period of 15 minutes will be set aside for the public to speak on items on the agenda.

A members of the public spoke on the following matters:

- Request for a speed camera on St Martin's Road. Witnessed the overtaking half way up the hill past a tractor doing an excessive speed just before the fatality on Saturday morning. It was **NOTED** that this is a matter for the Road Safety Partnership. Question was put to the council - If the money is raised can a speed camera be put in place? It was **RESOLVED** that this be addressed under the Road Safety Item and the Clerk to contact the Road Safety Partnership to request more information which will be brought to a future meeting.
- Planning Item 643b – Comments made including not enough parking, loss of natural light and heating to next door property and over development of the site.
- Shropshire Councillor Mark Jones introduced himself and addressed councillors and members of the public present.

635 Councillor Co-option – To consider applications to fill the ordinary vacancies and vote on application for co-option

Applications from the 8 candidates were considered and following a ballot vote, it was **RESOLVED** that the following candidates be elected by co-option and they duly signed their declaration of acceptance of office forms:

- Tony Bird
- Amy Britner
- Tony Broom
- Mike McKenna
- Alison Whitelaw
- Nigel Harness

It was **FURTHER RESOLVED** that due to Alison Whitelaw's absence; she would be allowed to sign the declaration of acceptance of office at the next meeting.

The Chair welcomed the newly co-opted members to the meeting.

The Chair also gave a note of thanks to those councillors who have stood down at the end of this term: Ron Jones, Percy Cherrington, John Davies, Paul Drury, Linda Lindup. He also thanked Cllr David Lloyd for his long standing representation of the parish council during his role as Shropshire Councillor.

636 Council Committees

- a) **To review terms of reference and delegated powers of each committees. RESOLVED to adopt with no amends.**
- b) **To nominate Councillors onto the following committees:**
 - Finance and Executive Committee (Seven Members including Chairman)
 - Planning Committee (Six Members)
 - Amenities and Services Committee (Nine Members)
 - Grievance Panel (4 members)
 - Discipline panel (5 members)
 - Appeals panel (4 members)

It was **RESOLVED** that the following councillors are elected onto the committees listed below:

Finance and Executive Committee (Seven Members including Chairman)

Cllr Crow, Cllr Lloyd, Cllr West-wynn, Cllr Ellis, Cllr Morgan, Cllr Keeling, Cllr Bird

Planning Committee (Six Members)

Cllr Emery, Cllr Ellis, Cllr West-Wynn, Cllr Broom, Cllr McKenna, Cllr Harness

Amenities and Services Committee (Nine Members)

Cllr Macey, Cllr Emery, Cllr Crow, Cllr Ellis, Cllr Broom, Cllr Britner, Cllr Keeling, Cllr McKenna. 1 seat on the committee still vacant and it was **RESOLVED** that Cllr Whitelaw be asked if she would be interested in being a member of the Committee.

Grievance Panel (4 members)

Cllr West-Wynn, Cllr Emery, Cllr Harness, Cllr Britner

Discipline panel (5 members)

Cllr Lloyd, Cllr Ellis, Cllr Broom, Cllr Bird, Cllr Westwood Bate

Appeals panel (4 members)

Cllr West-Wynn, Cllr Emery, Cllr Harness, Cllr Britner

637 Appointment of Representatives – to appoint representatives to the following outside bodies

It was RESOLVED to appoint the following representatives

- a) SALC Area Committee of Parish & Town Councils (Chairman and 1 Member) – **Cllr Ellis, Cllr Westwood Bate**
- b) Oswestry Racecourse Management Committee (1 Member) - **Cllr Morgan (Cllr Macey as reserve)**
- c) Oswestry Hill Fort (1 member) – **Cllr Morgan**
- d) Local Joint Committee (1 member and reserve) – **Cllr Ellis (Cllr Crow reserve)**
- e) Gobowen Allotment Society (2 members) – **Cllr Morgan**
- f) Gobowen Library / Community Hub Partnership (1 member) – **Cllr Crow**
- g) Gobowen Youth Project (1 member) – Cllr Macey. It was **RESOLVED** that the Parish Council pursue what is happening in regards to the Project and that this be put on a future agenda for discussion.
- h) Hamner Morris Charity – **Cllr West-Wynn**

638 General Power of Competence – to note eligibility criteria and loss of ability to use this power

It was **NOTED** that having not met the criteria as defined in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Selattyn and Gobowen Parish Council is now no longer eligible to use the General Power of Competence as defined by s1 Localism Act 2011.

The response from NALC regarding the Community Meals Project was noted.

639 To Receive the Annual Accounts – to consider the following

- a) Annual Financial Statement 2016-17. **RESOLVED** to agree the Annual Financial Statement
- b) Internal Auditors Report 2016-17. **RESOLVED** to note. A thank you to Cllr Emery and the Clerk was noted.
- c) To confirm the Annual Governance Statement 2016-17 (Part 1 of the annual return). **RESOLVED** to answer yes to statements 1 – 8 on the Annual Governance Statement and not applicable to item 9. The Annual Governance Statement was duly signed by the Chairman.
- d) To agree Part 2 of the Annual Return of Accounts. **RESOLVED** to agree and the Annual Return of Accounts was duly signed by the Chairman.

640 Annual Review Of Council Regulations And Procedures

- a) **Standing orders and financial regulations** - To review. **RESOLVED** to adopt with no amends.
- b) **Code of Conduct** – To review. **RESOLVED** to adopt with no amends.
- c) **Agree to delegate the undertaking of a review of the following policies to the Finance and Executive Committee to report back to Full Council at the July meeting:**
 - Complaints Procedure - To review the Council's complaints procedure

- Freedom of Information Act 2000 and the Data Protection Act 1998 – To review the Council’s procedures for handling requests made under these acts
- Press and Social Media Management policies – To review
- Expenses Policy – To review
- Health and Safety Policy – To review
- Community Meals Volunteer Policy – To review

RESOLVED to agree.

641 Reports

- a) **Progress Report** – To consider the Clerk’s progress report. **RESOLVED** to note with the following comments:
- Planting up is scheduled for 22nd and 23rd May and the new planter for Selattyn has arrived.
 - Concerns raised with regards to the lack of response to HGVs missing the signs and markings on the route to Selattyn. **RESOLVED** that this be raised under road safety concerns.
- b) **Shropshire Council** - To receive reports from Shropshire Council elected councillors. **RESOLVED** to note the report from Cllr Macey.
- c) **Other Reports** – To receive reports from councillors attending meetings and site visits on behalf of the parish council. **None received.**
- d) **Police report** – To receive a report including reported incidents and CCTV report. Report Received earlier in the meeting.

642 Financial Matters

- a) **Monthly statement** - To approve the monthly financial statement and bank statements against bank reconciliation. **RESOLVED** to approve.
- b) **Payments** - To approve outstanding payments and payments made prior to meeting. **RESOLVED** to approve.
- c) **Income** -To note income received since the last meeting. **RESOLVED** to note.

BACS/Chq Payments made before 12.04.17					Act
Chq	Supplier	Net	Vat	Gross	
BACSCM25	RJAH - March Meals	322.50	64.50	387.00	
	Total	322.50	64.50	387.00	
Current Account Cheque Payments					
Chq	Supplier	Net	Vat	Gross	
300711	HMRC Inland Revenue Payments (Clerk NI & Tax) + PC NI contribution (78.97)	206.24	0.00	206.24	LGA 1972 s.112(2)
300712	Phil Crow - key cutting - additional key for pumping station gate 5.00, dead bolt on pavilion door 10.00, labour 5.00)	20.00	0.00	20.00	LGA 1972 s.111; LGA 1894 s.8(1)(i)
300713	Daren Brewer April Invoice (bus shelters and railway carriage £45.00, Roundabout cuts x 2 £60.00, Rough area by PF x 2 cuts £20.00, allotments x2 £20.00)	145.00	0.00	145.00	SC Maint. Fund HA 1980 s.96 LG (MP)A 1953 s.4 / PCA 1957 s.1
300714	B Townson - Internal Audit Fee 2016-17 accounts	150.00	0.00	150.00	LGA 1972 s. 111
300715	Internal Transfer of Funds - please see below.				
	Total	521.24	0.00	521.24	

	Total cheques paid since last meeting	843.74	64.50	908.24	
BACS, Standing Orders and DD payments					
BACS No.					
BACS84	Agritel - Stationery (folders) for Councillor Induction Packs	37.98	7.60	45.58	LGA 1972 s.111
BACS85	Peninsula - Annual Fee in accordance with agreement 204552	2304.00	460.80	2764.80	LGA 1972 s.111
BACS86	Amberol - New planter for Selattyn + Delivery (agreed at April meeting)	244.50	48.09	293.40	LGA 1972 s.137
BACS87	Sign and Poster - Plaque to thank funders of new play equipment	55.00	11.00	66.00	LGA 1972 s.137
BACS88	Came and Company - Insurance - additional to policy (new play equipment - pro-rata payment until policy end)	26.34	2.63	28.97	LGA 1972 s.111
BACS89	Lawrence Direct - Photocopying documents for Cllr Induction Packs	40.50	0.00	40.50	LGA 1972 s.111
BACS90	Parish Clerk's Expenses (phone and broadband 21.00, mileage 36.00, stamps and stationery 12.85)	69.85	0.00	69.85	LG(FP)A 1963 s 5
BACS91	Ass. to the Parish Clerk's Expenses (refuse sacks 1.40, bin liners 1.00, colour printouts 1.60, wet wipes 0.50, A4 laminator pouches 2.75, handwash 1.00)	8.25	0.00	8.25	LG(FP)A 1963 s 5
BACS92	Highline Electrical (SG69 Day Burn, SG14 Light Out)	151.00	30.20	181.20	PCA 1957 ss.3(1) & 7 / HA 1980 s.301 / OSA 1906 s.10
BACS	Bank Charges - Returned Cheques Allotment Tenancy Payment (paid April)	12.00	0.00	12.00	LGA 1972 s.111
DD	Pension Contribution (Employer 7.66, Staff 6.13).	13.79	0.00	13.79	LGPSR SI 2007/1166, LGPS SI 2008/238&239
DD	BT Business Bill - Pavilion Phonenumber, Broadband and Mobile - Now paid as a combined bill - monthly. Due to £72 credit being added to the account, there is nothing to pay this month and the account is £2.40 in credit. The credit was due to a price increase on the mobile bill and the initial price being honoured so this has been paid back as a one off credit to cover 24 months	0.00	0.00	0.00	LGA 1972 s.111

DD	Veolia (payment taken on 28.05.17)	27.24	5.45	32.69	LGA 1972 s.214(6)
SO	Clerk's Salary	1118.86	0.00	1118.86	LGA 1972 s.112(2)
SO	Ass. to Parish Clerk's Salary	656.44	0.00	656.44	LGA 1972 s.112(2)
	TOTAL	4765.75	565.77	5332.33	
	Total outgoings for May	5609.49	630.27	6240.57	
Current Account Income					
126	Allotment Rents - Plots 2, 11, 15 (paid in in April) - 2 cheques (total £60) have since been returned to drawer	30.00	0.00	30.00	
126	Cemetery Income - Headstones on 407 and 408 (paid in in April)	200.00	0.00	200.00	
127	Allotment Rents - Plots 13, 14, 20 and 25. Cash paid in at NATWEST	120.00	0.00	120.00	
128	Cemetery Income - Additional Inscription on D2 (£40), 2nd Interment D2 (non-parishioner Admin Fee (£150)	190.00	0.00	190.00	
128	Allotment Rent - plot 17	30.00	0.00	30.00	
128	Three Parishes Big Local - Community Chest Grant (Roundabout)	500.00	0.00	500.00	
128	Roundabout Advert - Support My Computer 1/8 page	50.00	0.00	50.00	
BACS	Allotment Rent + Bank Charges	72.00	0.00	72.00	
BACS	Bank Interest - HSBC Money Manager Account - April	2.55	0.00	2.55	
BACS	4th Quarter VAT Reclaim	4987.10	0.00	4987.10	
BACS	Pavilion Hire - Voyage Care (Paid 20.04.17)	70.00	0.00	70.00	
BACS	Pavilion Hire - Private Event Sat 13th May 3 hrs (Paid 24.04.17)	30.00	0.00	30.00	
	TOTAL INCOME	6281.65	0.00	6281.65	
Community Meals Account Payments					
	Supplier	Net	Vat	Gross	
BACSCM26	K Griffiths - Expenses April (mileage 8.00, containters and lids 112.73)	120.73	0.00	120.73	
	TOTAL	120.73	0.00	120.73	
Community Meals Income					
000045	Direct Payment - May Meals	52.00	0.00	52.00	
000045	Community Meals income - April	336.00	0.00	336.00	
	TOTAL INCOME	388.00	0.00	388.00	

- d) **Internal Transfer of Funds** – Approve. **RESOLVED** to approve.
 e)

BANK TRANSFER - INTERNAL TRANSFER OF FUNDS				
300715	Internal Transfer of funds from Unity Trust Current Account to HSBC Community Account and then into the HSBC Business Money Manager Account. Transfer from unity trust to HSBC done via cheque number 300715 and paid into HSBC account.	9750.00	0.00	9750.00
n/a	Internal Transfer of funds from Unity Trust Current Account to Unity Trust Deposit Account	45000.00	0.00	45000.00

- f) **Insurance** – Consider insurance of the phone kiosks. It was **RESOLVED** that there is appropriate cover for the kiosks under ‘Street Furniture’ in the existing policy.
 g) **Direct Debits** – To note current Direct Debits. **RESOLVED** to note.
 h) **Signatories** – To agree four signatories and complete the forms. It was **RESOLVED** that Cllrs Harness and West-Wynn be added as signatories along with existing signatories Cllrs Morgan and Crow and that Mr Cherrington and Cllr Lloyd be removed.
 i) **Gobowen Roundabout** – Agree to increase the print run by 100 copies for the Summer edition onwards. **RESOLVED** to agree and the quote approved.

643 Planning Items

a) Planning Application Decisions – To note recent planning decisions

Reference: 16/05552/REM (validated: 07/12/2016)

Address: Tilings , Whittington Road, Gobowen, SY11 3NA

Proposal: Approval of Reserved Matters pursuant to outline application 13/01005/OUT for a residential development and alterations to access road (to include appearance, landscaping, layout and scale)

Decision: Grant Permission

Reference: 17/00703/FUL (validated: 16/02/2017)

Address: Proposed Dwelling Adjacent 1 Police Houses, St Martins Road, Gobowen, Shropshire

Proposal: Erection of 1No dwelling and formation of pedestrian accesses

Decision: Grant Permission

Reference: 17/01016/FUL (validated: 03/03/2017)

Address: Camping Site, Pentreclawdd Farm, Pentre Clawdd, Gobowen, Oswestry, Shropshire, SY10 7AE

Proposal: Erection of an amenity building and all associated works

Decision: Grant Permission

Reference: 17/01142/FUL (validated: 10/03/2017)

Address: Stone House, Hengoed, Oswestry, Shropshire, SY10 7ES

Proposal: Erection of Implement store

Decision: Refuse

RESOLVED to note.

20.37 - The meeting was adjourned for 5 minutes.

b) Planning applications for consideration

Reference: 17/01422/FUL (validated: 06/04/2017)

Address: Proposed Dwelling Adjacent Sunnybank, Old Whittington Road, Gobowen, Shropshire

Proposal: Erection of two semi-detached dwellings

It was **RESOLVED** to submit an **OBJECTION** with the following comments.

- Gross over-development of an unsuitably small site
- The design is out of character with surrounding buildings

- Highways Safety - Access onto a narrow road – concerns were submitted regarding this stretch of road to Shropshire Council by the Parish Council on 20th Sept 2016.
- Bus Shelter is adjacent to the site and marked out bus stop is directly opposite the site
- Insufficient car parking for a 4 bedroom house - Only space for one car per property

c) Wat's Meadow 106 Agreement – Receive an update and agree

The information gathered was discussed and it was resolved that a submission be put together, from the council, clearly evidencing that the agreement has not been met and it is not acceptable. Cllr West-Wynn to support with submission and for it to be shared with the Hilton-Jones family.

21.00 – It was RESOLVED that Standing orders be suspended to allow for remaining agenda items to be discussed.

644 Road Safety

a) Consider road safety issues in the Parish and agree May submission to Shropshire Council

13	By the Co-op Gobowen and on Old Whittington Road	Faded lines on Pedestrian Crossing – Reported to Dave Gradwell and the Highway Maintenance Team have been asked to include it in their road marking programme.
14	Chirk Road, Gobowen	Traffic calming. West Mercia Safer Roads Partnership – request to carry out speed enforcement. Better road markings needed.
15	Twmpath Lane, Gobowen	More pedestrian use now due to new restrictions put in place by Derwen College and the road needs to be safe for pedestrians – paths, lighting
16	Weston Rhyn through to Bath Banks Selattyn	Linked to Number 4. Need for better signage to stop large HGV lorries getting stuck.

RESOLVED to submit.

It was also noted that the weeds are deteriorating the quality of the road surface at Henlle and this be submitted to the Highways Maintenance Team.

It was FURTHER RESOLVED to set up a working group to review existing lists and make a consistent set of submissions which are then considered annually by Shropshire Council at budget setting. This would then be agreed by Full Council at the September meeting for the September submission and will ensure that the Parish Council's submissions are meeting the required criteria.

- b) Consider the change in public access arrangements to Derwen College and the safety of Twmpath Lane for pedestrian users. RESOLVED to note and concerns have been logged as part of Road Safety submission.**

645 Hengoed Cemetery – Discuss and agree new Grave Digging arrangement in the Cemetery

The options were discussed and it was **RESOLVED** to appoint Clive Humphries as the sole preferred grave digger in Hengoed Cemetery. It was **FURTHER RESOLVED** that the clerk obtain all Risk Assessments, Method Statements and Public Liability Insurance before any digging commences. It is only in exceptional circumstances that another grave digger be given permission to work in the cemetery and in this instance the same applies – all risk assessments, method statements, insurance must be obtained prior to the work being carried out.

It was noted that the Parish Council's policy has not changed – it is the responsibility of the undertaker to contract the gravedigger and not the parish council. The Parish Council just stipulate who can be used and ensure all Health and safety obligations are met.

646 Gobowen Pavilion and Playing Field

- a) Consider event proposal for the unveiling of the plaque and formal launch of the new play equipment. RESOLVED to approve the proposed plans and that the clerk book an ice cream van, tea and coffee van,**

book press, invite funders and purchase balloons and bunting. The event will take place on Thursday 20th July from 9.30am – 1pm.

- b) Consider revised fee for Graham Edwards Tournament due to a reduced number of matches. **RESOLVED** to approve.
- c) Consider frequency of Pavilion Fixed Wire Electrical Check and approve Asset Inspection Schedule. It was **RESOLVED** that the PAT testing be carried out every 2 years and fixed electrical testing every 5 years. The Asset Inspection Schedule is to be updated to reflect this.
- d) Rose Queen – Update on activities. **RESOLVED** to agree activities providing Insurers and Peninsula approve all Risk Assessments.
- e) Playing Field – discuss environmental concerns. **RESOLVED** to defer this matter to the Amenities and Services Committee.
- f)

647 Members and Staff Training – Discuss and approve attendance and training arrangements

Training opportunities were discussed. The proposal to run training at the Pavilion was favoured and it was **RESOLVED** that the Clerk contact St Martins Parish Council to see if they would be interested in attending and sharing the cost.

It was **FURTHER RESOLVED** that Cllrs contact the clerk once they have had time to consider the training plan and place requests for the courses they wish to be booked onto.

648 50th Anniversary – Receive and consider proposal for a Parish Walk organised with the Parish Paths Partnership

It was **RESOLVED** that the walk take place on Sunday 16th July. It will be 5 miles (2 1/2 – 3 hours). Meeting at the Pavilion at 9.30am for 10am start. Drinks to be provided mid-way and at the end. All interested are asked to Pre-register with Cllr Mike McKenna. No dogs. An article to be placed in the Roundabout to help advertise the walk.

649 Correspondence forwarded to Councillors for consideration and information

To note:

- a) E-Newsletters - Public Sector Executive, Rural Services Network, Rural, NALC and SALC Bulletins
- b) A5 Gledrid TM Bulletin – 10th April, 17th April, 24th April
- c) Messenger – Issue 13
- d) Connecting Shropshire Newsletter – Next Shropshire Broadband Contract
- e) SALC/NALC – Housing White Paper
- f) Shropshire Council – BT Payphone Final Outcome
- g) SALC – Information Bulletins
- h) Road Closure - Road to be closed: The Cross, outside former public House Hart and Trumpet, Date: 22 May 2017, Times: 5 days (24 hours), Purpose: To locate existing water main and other services. To install mains connection, valve, washout, pressure test, chlorinate and sample
- i) P3 Group – Update on currently ROW projects
- j) Rural Services Network – Rural Housing Spotlight E-Newsletter
- k) SALC – T&PC Notes and Environmental Maint. Grant FAQ
- l) Three Parishes Messenger – Issue 14
- m) NALC Chief Executive Bulletin 15th – 21st April
- n) NALC DIS 906 Newsletter
- o) Kier Services – Highways - Road Scheme Notification - A483 Mile End Roundabout to Welsh Border - Both Directions. Start of works: 24 April 2017. End of works: 29 April 2017. Hours of work: Night working: 20:30hrs to 06:00hrs.
- p) Shropshire Council – Pharmacy Opening Times over the May Bank Holiday
- q) Water Plus – Letter informing the Parish Council that the way we pay for water as a business has changed – Severn Trent will still supply the water but meter readings, billing and customer services will be done by water plus, working as agents for Severn Trent.

650 a) To note Date and Time of the next meeting. **Wednesday 14th June, 7.00pm, Selattyn School.**

- b)** To approve dates for committee meetings for 2017-18. **RESOLVED** to approve.

Meeting closed at 21.43