

Selattyn and Gobowen Parish Council

Minutes of the meeting of Parish Council on Wednesday 13th April 2016 at The Pavilion, Gobowen at 7.00pm

In the Chair – Councillor Crow

Present; Councillors: P Cherrington, S Crow, J Davies, P Drury, H Ellis, C Emery, R Jones, D Lloyd, L Lindup, S West-Wynn, E Morgan, R Macey

Also present: PCSO Hughes and PCSO Fairley

404 To receive apologies and reasons for absence

Apologies

Cllr I Bennett, Cllr S Westwood Bate

405 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.

Cllr Ellis declared an interest in item 410b 16/00490/ful and 16/00947/ful

Cllr Morgan declared an interest in item 410b 16/01093/VAR

b) To consider any applications for dispensation - none received

406 To Confirm the Minutes of the Council Meeting held on 09.03.16

It was RESOLVED to confirm the minutes of the council meeting held on 09.03.16. The minutes were approved and duly signed as a true record.

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

No one in attendance

408 Reports

a) Progress Report – To consider the Clerk's progress report. **RESOLVED** to note the report with the following comments:

- Cllrs request to be copied into all communication regarding Selattyn Wall.
- CCTV – did not work between 16th February – 24th March. Clerk to contact ORP to seek a month's refund
- Coldwell Gardens – The name change to the correct spelling is in process
- Cllrs asked to send updated personal information for the website Cllr details page to the Clerk

b) Other reports - To receive and consider reports from Shropshire Council elected councillors and other reports from councillors attending meetings and site visits on behalf of the parish council.

RESOLVED to note the reports from Cllr Lloyd and Cllr Macey.

Cllr Crow reported that she met with the Shropshire Council Rights of Way (ROW) Officer regarding the black bridge and ROW considers it to be the responsibility of the Railway. At the meeting the Parish Path Partnership initiative was discussed. Suggestion for the Parish Path Partnership representative to

be a speaker at the Annual Parish Meeting.

c) **Police reports** including reported incidents and the March police report. **RESOLVED** to note the report.

409 Financial Matters

a) **Monthly statement** - To approve the monthly financial statement and bank statements against bank reconciliation. It was reported by the Clerk that the bank statements were not presented as they had been delivered to the internal auditor. **RESOLVED** to note the monthly financial statement.

b) **Payments** - To approve outstanding payments and payments made prior to meeting. Clerk to report on recently set up Direct Debits and Standing Orders. **RESOLVED** to approve payments and Cllrs agreed and approved for the following Direct Debits and standing orders to be set up.

- Pavilion Gas – will start with Npower when contract starts in April
- Pavilion Electricity – will start with Npower when contract starts in June
- Veolia – Cemetery Refuse Collection
- Severn Trent (Pavilion and Allotments) – 6 monthly direct debit set up in line with bills being issued
- Clerk’s Salary – Monthly standing order set up to go out 14th of the month (from May 2016)

BACS/Chq Payments made before 13.04.16					
(All the following were paid before 31.03.16 - 2015-16 accounts)					
Chq	Supplier	Net	Vat	Gross	Act
BACS	Shropshire Council 4th Quarter Streetlight Electricity	960.94	192.19	1153.13	Parish Councils Act 1957, S.3; Highways Act 1980, S.301
BACS	Lion Printing - Spring Roundabout 1700 copies	403.00	0.00	403.00	Local Govt. Act 1972, S.142
BACS	Southern Electric - 4th Quarter Pavilion Electric	94.55	4.72	99.27	S.111, LGA 1972
BACS	Highline Electrical - works arising from streetlight survey (£5447) agreed at September meeting, Replace damaged column SG45 (£835) agreed at March meeting	6282.00	1256.40	7538.40	Parish Councils Act 1957, S.3; Highways Act 1980, S.301
	Total	7740.49	1453.31	9193.80	
Current Account Cheque Payments					
Chq	Supplier	Net	Vat	Gross	
300629	ALC - Road Safety Event	20.00	0.00	20.00	LGA 1972 s.111
300630	ALC - End of Year/Audit Training	20.00	0.00	20.00	LGA 1972 s.111
300631	Selattyn Primary School - Hire of Room for March meeting (cheque made payable to Shropshire Council)	10.00	0.00	10.00	LGA 1972 s.134(4)
300632	Trustees of the Selattyn Burial Ground	500.00	0.00	500.00	LGA 1972 s.214(6)

300633	Gobowen Allotment Society (£50 admin donation, £5 allotment donation sent to the Parish Council in Error)	55.00	0.00	55.00	Small Holding & Allotments Act 1908, S.23
300634	BT Business Bill - Pavilion Broadband (1st April-30th June quarterly bill)	103.50	20.70	124.20	S.111, LGA 1972 & LG(FP)A 1963 s.5
300635	P. Crow – a) Holiday Cover for the Assistant to the Parish Clerk (11.25 hrs at £10 per hour = £112.50) b) Expenses to fix Allotment Shed (£72.98)	185.48	0.00	185.48	a) S.111, LGA 1972 b) SHAA 1908 s.26
300636	Brewer - April invoice (Bus shelters 40.00, railway carriage 5.00, Roundabout 2 cuts 60.00, Allotments 2 cuts 20.00, rough area 2 cuts 20.00)	145.00	0.00	145.00	Shropshire Council Maintenance Grant HA 1980 s.96 LG(MP)A 1953 s.4 / PCA 1957 s.1
300637	SALC Affiliation Fee 1st April 2016 - 31st March 2017	1277.82	0.00	1277.82	LGA 1972 s.143
300638	Assistant to the Parish Clerk - Expenses (Refuse sacks 1.40, bin liners 1.00, internet connection 5.00, telephone calls 5.00)	12.40	0.00	12.40	LG(FP)A 1963 s 5
300639	Clerk's Salary	1072.27	0.00	1072.27	LGA 1972 s 112(2)
300640	SCRAP				
300641	HMRC Inland Revenue Payments (Clerk NI and Tax - 115.95) + (PC NI contribution - 70.69)	186.64	0.00	186.64	LGA 1972 s 112(2)
300642	Clerk's Expenses (Mileage 92.25, telephone and broadband 21.00, postage, parking and envelopes 24.50)	137.75	0.00	137.75	LG(FP)A 1963 s.5
	Total	3725.86	20.70	3746.56	
	Total cheques paid since last meeting	11466.35	1474.01	12940.36	
BACS, Standing Orders and DD payments					
BACS No.					
BACS1	Agritel - 5 reams of copy paper, 5 x LA files, 5 x ringbinders 3 x month dividers, 1 x number dividers	40.37	8.08	48.45	LGA 1972 s.111
BACS2	Scribe - renewal of software	245.00	49.00	294.00	LGA 1972 s.111 &

	licence				S.111, LGA 1972
BACS3	Edge IT systems (Epitaph 145.00 and Remote Back Up 120.00)	265.00	53.00	318.00	LGA 1972 s.111 & S.111, LGA 1972
BACS4	Highline Electrical - Hammonds Place 67 and 82 replaced 2 part photocell (26.00), Hammond Place SG69 light out (32.00), Daywell Crescent SG17 light out (37.00), labour 3.5 hours (87.50)	182.50	36.50	219.00	Parish Councils Act 1957, S.3; Highways Act 1980, S.301
BACS5	Agritel - Toner replacement for Clerk's Printer Q5949X	39.75	7.95	47.70	LGA 1972 s.111
DD	BT Business Bill - Pavilion Phonenumber	20.99	4.20	25.19	S.111, LGA 1972
SO	Assistant to the Parish Clerk - Salary	643.50	0.00	643.50	LGA 1972 s 112(2)
DD	Veolia (payment to be taken on 28.04.16)	26.08	5.22	31.30	Open Spaces Act 1906, sections 9 & 10
	TOTAL	1463.19	163.95	1627.14	
	Total outgoings for March/April	12929.54	1637.96	14567.50	
Current Account Income – March-April					
BACS	Allotment Tenancy Payment - Plot 8 (Paid early 14.03.16) Included in 2015-16 accounts	30.00	0.00	30.00	
BACS	Fusion Arts - Pavilion Hire Summer 2015 (Late payment - Invoice 23 Paid on 17.03.16) Included in 2015-16 accounts	50.00	0.00	50.00	
BACS	HMRC - 3rd Quarter VAT Refund Included in 2015-16 accounts	1479.86	0.00	1479.86	
109	Oswestry Town Council - Roundabout advertising. Included in 2015-16 accounts	100.00	0.00	100.00	
109	Gobowen Celtic - 12th March. Included in 2015-16 accounts	45.00	0.00	45.00	
109	Gobowen Celtic - 26th March. Included in 2015-16 accounts	45.00	0.00	45.00	
109	Pavilion Hire - Party - 3 Hours. Included in 2015-16 accounts	30.00	0.00	30.00	
BACS	Pavilion Hire - IT Project (4th quarter)	90.00	0.00	90.00	
BACS	Pavilion Hire - Fusion Arts (12 sessions Jan-March)	240.00	0.00	240.00	
109, 110 & 111	Plot Tenancy Payments (including Clerk's cheque converting cash payments) for plots - 1, 3, 4, 5, 6, 7, 9a, 10, 11,	695.00	0.00	695.00	

	12, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28. Plot 1 included a £5 donation to the Allotment Society which has been refunded				
111	Hengoed Cemetery Income (sale of plot 408 to non-parishioner £1000, admin fee £130, Interment of Ashes £120, admin fee £130, re-opened grave plot 347 admin fee £130)	1510.00	0.00	1510.00	
112	Plot Tenancy Payment - Plot 9 (half plot)	15.00	0.00	15.00	
	TOTAL	4329.86	0.00	4329.86	
Community Meals Account Payments					
	Supplier	Net	Vat	Gross	Localism Act 2011, ss.1-8 General Power of Competence
BACS	SPIC - New Volunteer DBS checks x 2 (payment made prior to the meeting - included in 2015-16 accounts)	22.00	2.00	24.00	
300062	K. Griffiths - Expenses	48.60	0.00	48.60	
	TOTAL	70.60	2.00	72.60	
Community Meals Income					
000032	Community Meals (March meals-included in 2015-16 accounts)	536.00	0.00	536.00	
000032	Direct Payment (April Meals)	52.00	0.00	52.00	
BACS	Direct Payment (Advance payment for 6 months from April 7th)	308.00	0.00	308.00	
	TOTAL	896.00		896.00	

c) Income -To note income received since the last meeting. **RESOLVED** to note

d) 4th quarter budget report – **RESOLVED** to note

e) Earmarked reserves from 2015-16 accounts – **RESOLVED** to note

f) Appointment of Internal Auditor 2016/17 – To consider the Finance and Executive Committee’s recommendation to appoint Bernard Townson as internal auditor for 2016/17. **RESOLVED** to appoint Bernard Townson as internal auditor for 2016/17.

g) Roundabout Printing – Approve new quote for 2016/17 printing of the Roundabout to increase the print run but reduce overall cost. **RESOLVED** to approve the new quote and change suppliers to Imprint Newtown due to significant annual savings. Agreed to use the savings to develop the newsletter and investigate a colour front cover and increase the number of pages to enable text size to be made slightly larger to make it easier to read. Clerk to inform councillors of the deadline date for the next edition of the roundabout to enable them to submit articles.

h) Changes to Unity Trust Current Account Terms and Conditions – For discussion. **RESOLVED** that the Clerk close the Hengoed Cemetery Account as this will reduce the £6 monthly charge for the account.

Monitor the transaction charges and revisit as a future meeting to discuss considering changing to a different bank to avoid the bank charges.

Planning Items

A 10 minute break was taken to consider planning applications. The meeting reconvened at 20.13

a) Planning Application Decisions – RESOLVED to note recent planning decisions

Reference: 16/00319/FUL (validated: 27/01/2016)

Address: West View, Hengoed, Oswestry, Shropshire, SY10 7EU

Proposal: Erection of a single storey and first floor rear extensions and detached garage

Decision: Grant Permission

Reference: 16/00543/FUL (validated: 15/02/2016)

Address: Land Adjacent To Mardy Pumping Station, Selattyn, Shropshire

Proposal: Erection of extension to stable; menage; fencing, 2 no gates; contained muck area and concrete base to existing barn.

Decision: Grant Permission

b) Planning applications for consideration -

Cllr Ellis left the meeting at 20.12.

Reference: 16/00490/FUL (validated: 02/03/2016)

Address: Pentre Kendrick, Old Chirk Road, Weston Rhyn, Shropshire, SY10 7LA

Proposal: Formation of vehicular access and installation of pair of galvanised 5 bar gates

RESOLVED: No comment. Neutral stance.

Cllr West-Wynn declared an interest in 16/00947/FUL and 16/01093/VAR and left the meeting at 20.16

Reference: 16/00947/FUL (validated: 01/03/2016)

Address: The Fields, Hengoed, Oswestry, Shropshire, SY10 7EQ

Proposal: Erection of a two storey front extension and a single storey rear extension

RESOLVED to submit the following comments as an **OBJECTION:**

- **Over development of a single unit (if the proposed plans increase the size of the building by more than 75%)**

Cllr Ellis returned to the meeting at 20.19. Cllr Morgan declared an interest in application 16/01093/VAR and left the meeting at 20.19.

Reference: 16/01093/VAR (validated: 10/03/2016)

Address: Foresters House, Racecourse Road, Oswestry, Shropshire, SY10 7PW

Proposal: Variation of Condition No.4 attached to permission 13/00363/FUL to allow use of the extension for the purposes of the applicant's specific occupation

RESOLVED: No comment. Neutral stance.

Cllr Morgan and Cllr West-Wynne re-joined the meeting at 20.21.

Reference: 16/01193/FUL (validated: 17/03/2016)

Address: Fairview, Whittington Road, Gobowen, Oswestry, Shropshire, SY11 3NE

Proposal: Erection of single storey extension to rear

RESOLVED: No comment. Neutral stance.

c) Reconsultation due to Amendment on application 15/04968/REM - Proposed Residential Development To The South Of Fernhill Lane, Gobowen. Proposal: Approval of Reserved Matters (layout, appearance, scale and landscaping) pursuant to permission 14/02792/OUT for residential development – Consider the amended proposal which now contains drainage calculations

RESOLVED to submit the following comments as an **OBJECTION**:

- Some of our initial comments have not been addressed
- Traffic calming – request for 2 level access crossings where the 2 footpaths are - from the large estate across Fernhill Lane to access the playing field.
- Disappointed the housing mix does not adequately represent the demographic of the area and specific housing need. Refer to comment on Coldwell Gardens as there are direct correlations.
- Inaccuracies – On page 6 the village is to the West and not to the East as stated and on the drainage Outfall Plan it names Hanley Lane NOT Fernhill Lane

d) Draft Supplementary Planning Documents (SPD) consultation - Type and Affordability of Housing, Natural Environment and Historic Environment SPDs – To consider.

RESOLVED that councillors will consider the consultation further and submit comments either via the Clerk or independently.

411 Finance and Executive Committee and Amenities and Services Committee - To agree recommendations from the committee meetings held on 05.04.16 and note verbal reports

- a) Pension Scheme** – Consider the Finance and Executive Committee’s recommendation to set up a workplace pension scheme with the National Employment Savings Trust (NEST). **RESOLVED** to set up a workplace pension scheme with NEST and to notify all Parish Council’s Employees of their options
- b) Gobowen Allotments** – Consider the Amenities and Services Committee’s recommendation to review the management agreement in six months. **RESOLVED** to agree
- c) Gobowen Pavilion** – Consider the Amenities and Services Committee’s recommendation to pursue grant funding for loft insulation, following the Energy Efficiency Audit. **RESOLVED** that the clerk pursue funding and quotes for loft insulation

The verbal reports covered the following:

The Amenities and Services Committee:

- Have used their authority to arrange maintenance work to action the securing of the bin, repair/slabbing in front of the bench and the repair and infill of the hedge on St Martin’s Road
- The Cemetery rules and Memorial Safety policy was reviewed with no changes
- The grounds maintenance contract was reviewed after the first year and no comments/amends made
- The request to pre-purchase a grave has been declined

The Finance and Executive Committee:

- Approved the lone worker risk assessment
- The Asset Inspection Schedule and Risk Assessments are being updated and amended to reflect Peninsula’s involvement with H&S. They will be brought to the next F&E meeting for discussion
- The Financial Regulations were reviewed and will be brought to the May Full Council meeting
- An internal controls checklist is to be implemented

RESOLVED to agree the recommendations and note the verbal reports.

- 412 Local Council Award Scheme** – Agree the cost for re-registering as the 12 month free trial has now lapsed. Agree the criteria that must be met to achieve the Foundation Award and agree to meet this as well as supporting the Clerk to achieve the 12 CPD points required.

It was **RESOLVED** that the Parish Council agree to re-register for the award once the clerk has achieved the required 12CPD points agreed and to meet the criteria required to achieve the award.

- 413 VAT** – Consider the latest response from NALC VAT Advisors

It was **RESOLVED** to note the response and that the Clerk will attend the VAT training session on 14th September provided by ALC and as a result, change the September Full Council meeting to the Thursday 15th September.

414 Road Safety Concerns

- a) Update from Shropshire Council following recent request for road narrowing signs at the Twmpath Lane and Whittington Road Junction.
- b) Option of a traffic survey on route from junctions with the B4579 Selattyn road through to Upper Hengoed – consider Shropshire Council’s proposal for the Parish Council to fund the survey to ensure it is carried out in the next 12 months
- c) Bath Banks, Selattyn – Issues with blocked access to property and excessive weight on the bridge. It was noted that the issue is the width of the road and a number of cars parked on the side of the road.

It was **RESOLVED** that Cllr Lloyd and Macey will arrange a meeting with Simon Jones (Portfolio Holder at Shropshire Council) to discuss all concerns in the parish and visit the sites. A list to be compiled prior the meeting. It was **RESOLVED** that all of the above to be added to the next Road Safety submission.

- 415 Correspondence** forwarded to Councillors for consideration and information

To note:

- a) Annual Town and Parish Emergency Planning Briefing – note change of date to 1st June
- b) EU Referendum – Request to hire the Pavilion – note that the hire form has been completed and returned. It was **RESOLVED** that the polling booths could not be stored between the PCC Election and EU Referendum.
- c) Post 16 Education Transport Assistance – Consultation on arrangements
- d) Letter from Mr Evans – the River Perry has now been cleared of debris
- e) Letter from St Mary’s Church – Thank you for the grant
- f) Letter from Marie Curie – Thank you for the grant
- g) Newsletters - Public Sector Executive, Rural Services Network, Came and Company Insurance, NALC, Broadband Campaign
- h) Update from Voluntary & Community Sector Assembly
- i) Bulletin from NALCs Chief Executive
- j) Broadband Campaign – response from the Rt Hon Owen Paterson MP
- k) Rural Pharmacies – response from the Rt Hon Owen Paterson MP

It was RESOLVED to note

For discussion:

- a) **Request from Big Local to include a Loan Shark awareness leaflet in the summer edition of the Roundabout.** To be slotted in at printing stage. **RESOLVED** to agree on the basis that the cost of the flyers is covered by Big Local and they are inserted at time of printing.

416 Date of meeting

To note date and time of the next meeting - approve date for the Annual Parish Meeting.

RESOLVED to approve 11th May 2016 for the next full council meeting and Tuesday 17th May for the Annual Parish Meeting at 7pm.

Meeting closed at 21.00