

# Selattyn and Gobowen Parish Council

Minutes of the Extra Ordinary meeting of the Parish Council on Wednesday 31<sup>st</sup> January 2018 at the Pavilion, Gobowen at 7.00pm

In the Chair – Cllr Ellis

**Present:** Councillors: H Ellis, R Macey, E Morgan, C Emery, M Keeling, T Broom, A Britner, M McKenna, N Harness, T Bird, A Whitelaw.

**Also present:**

<b>780</b>	<p><b>To receive apologies for absence</b></p> <p>It was <b>RESOLVED</b> to accept apologies for absence from Cllrs: Crow, West-Wynn, Westwood Bate, Lloyd</p>																		
<b>781</b>	<p><b>Declaration of Interest</b></p> <p>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. <b>Cllr Macey declared an interest in agenda item 784 in relation to his involvement with All Saints Church, Gobowen.</b></p> <p>b) To consider any applications for dispensation. <b>None received.</b></p>																		
<b>782</b>	<p><b>Payments -</b> To approve outstanding payments and agree the 2018/19 CCTV maintenance contract.</p> <p>It was <b>RESOLVED</b> to approve the following payment:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="6" style="text-align: left; padding: 2px;">BACS, Standing Orders and DD payments</th> </tr> <tr> <th style="width: 15%; padding: 2px;">BACS No.</th> <th style="width: 35%; padding: 2px;"></th> <th style="width: 10%; padding: 2px;"></th> <th style="width: 10%; padding: 2px;"></th> <th style="width: 10%; padding: 2px;"></th> <th style="width: 20%; padding: 2px;"></th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">BACS155</td> <td style="padding: 2px;">OPR Surveillance – Annual CCTV maint. Contract Jan 2018 – Jan 2019</td> <td style="text-align: right; padding: 2px;">452.00</td> <td style="text-align: right; padding: 2px;">90.40</td> <td style="text-align: right; padding: 2px;">542.40</td> <td style="padding: 2px;">LG&amp;RA 1997 s.31</td> </tr> </tbody> </table> <p>It was <b>FURTHER RESOLVED</b> to agree and sign the CCTV maintenance contract from 2018/19</p>	BACS, Standing Orders and DD payments						BACS No.						BACS155	OPR Surveillance – Annual CCTV maint. Contract Jan 2018 – Jan 2019	452.00	90.40	542.40	LG&RA 1997 s.31
BACS, Standing Orders and DD payments																			
BACS No.																			
BACS155	OPR Surveillance – Annual CCTV maint. Contract Jan 2018 – Jan 2019	452.00	90.40	542.40	LG&RA 1997 s.31														
<b>783</b>	<p><b>Fees and Charges for 2018-19 - To set the following fees and charges</b></p> <p>a) Hengoed Cemetery  b) Pavilion Hire Charges  c) Gobowen Allotments  d) Community meal charges  e) Roundabout Adverts – Further review the increased cost of full page adverts as agreed at the 10.01.18 meeting</p> <p>Following consideration of the recommendations from the Amenities and Services Committee</p> <p>It was <b>RESOLVED</b> to approve the proposed charges and set the following charges for 2018-19, to be applied from the 1<sup>st</sup> April 2018 (with the exception of the Roundabout Advertising Rates which will be applied with immediate affect)</p>																		

**a) Hengoed Cemetery****Parishioner Fees**

The Parishioner Fees listed below apply where the person to be Interred or in respect of whom the right is granted is, or immediately before the Death was, an Inhabitant or a Parishioner of Selattyn and Gobowen Parish or within the last five years their last place of private residence was in Selattyn and Gobowen Parish

	<b>SG Charges 2018/19</b>
<b>Administration Fee</b> Fixed fee	<b>£150</b>
<b>Purchase of Plot at the time of burial</b> Parishioner	<b>£350</b>
<b>Interment of Ashes in Garden of Remembrance</b> Parishioner	<b>£190</b>
<b>Introduction of Headstones</b> Cemetery Garden of Remembrance	<b>£120</b> <b>£110</b>
<b>Inscription to Headstones</b> Additional wording (complete)	<b>£60</b>
<b>Reduction for Children (at the time of burial) – only applicable to single depth plots</b> Under 18 years Under 5 years Under 12 months provided interment is in a baby grave	<b>50%</b> <b>75%</b> <b>Free (if a baby grave is available. If not the under 5 fee applies)</b>

**Non-Parishioner Fees**

	<b>SG Charges 2018/19</b>
<b>Administration Fee</b> Fixed fee	<b>£300</b>
<b>Purchase of Plot at the time of burial</b> Non-Parishioner	<b>£2200</b>
<b>Interment of Ashes in Garden of Remembrance</b> Non-Parishioner	<b>£880</b>
<b>Introduction of Headstones</b> Cemetery Garden of Remembrance	<b>£120</b> <b>£110</b>
<b>Inscription to Headstones</b> Additional wording (complete)	<b>£60</b>

**PLEASE NOTE: No reductions apply to non-parishioners. All new prices applicable from 1<sup>st</sup> April 2018.**

**b) Pavilion Hire**

<b>Room Hire – General Use</b> Use of all rooms and toilets – without shower facilities	£10 / hour
<b>Use of all rooms, toilets and showers (Parish organisations/clubs)</b> Up to 2 hours in total 2 hours to 4 hours in total 4 hours to 6 hours in total	£45 £65 £90
<b>Use of all rooms, toilets and showers (Non-Parish organisations/clubs)</b> Up to 2 hours in total 2 hours to 4 hours in total 4 hours to 6 hours in total	£65 £85 £100
<b>Changing Room Hire – Football Teams for duration of game period Including use of showers and toilets.</b> Parish Teams Other Teams	£45 £65

**c) Gobowen Allotments Rents 2017/18** - £30 for a full plot £15 for a half plot per year

**d) Community Meals** - Meals payments £4 per meal and volunteer mileage 0.35p – *This would now be £4 inc VAT*

**e) Roundabout Adverts** – It was agreed at the January meeting of the full council to set these as follows:

- 1/8 page - £50.00 + VAT
- ½ page - £100.00 (increased from £75) + VAT
- Full page - £300.00 (increased from £100) + VAT

The Clerk reported that, after discussing these prices with potential new advertisers and existing advertisers, the full page is considered an excessive increase and also someone could purchase two half pages for less than the cost of a full page.

It was **RESOLVED** to set the cost of a full-page advert at £200.00+VAT. The revised prices will take effect immediately.

**784**

**2018-19 Budget**

- a)** To consider budget recommendations from the following committees
- Finance and Executive Committee
  - Amenities and Services Committee

The Committee Recommendations were considered and any items that were deferred to the full council for further discussion or where there wasn't sufficient information available in December were discussed in detail.

These Items Included:

- a. GDPR and Data Protection – The Clerk reported that a figure of £600 had been quoted so it was **AGREED** that this figure be included in the budget to contract the services of a DPO.

- b. Gobowen Central / Library - As a future consideration, a potential alternative development for the Community Hub was presented in the update supplied by the development group and noted that the group are currently considering options – staying in the current site vs a re-location. It was **RESOLVED** to continue to include £5000 in the budget.
- c. The Old Racecourse – The Clerk reported that Shropshire Council had not yet completed the survey that Oswestry Town Council had requested and so were not able to confirm whether they would be contributing. It was **RESOLVED** to defer this to the 2019/20 budget as the information previously requested is not available to enable the council to make a fully informed decision.
- d. Improvements to the metal benches around the parish – It was **RESOLVED** not to include this in the budget but to monitor their condition and obtain quotes for their replacement in the future.
- e. Christmas Lights – To be discussed. It was **RESOLVED** not to include provision for this in the 2018/19 budget.
- f. New streetlights / columns – It was **RESOLVED** to include £8000 in the budget for new LED lamps as part of a 2-year phase in project.
- g. Bus Shelter Maintenance – The recommendation from the committee to earmark these funds at the end of each year to put towards a new shelter was **AGREED**.
- h. Selattyn/Harlech Cemetery – The A&S Committee recommended that this be reduced from £600 to £200 so that it is equal to the amounts donated to other churchyards in the parish. It was noted that a request has been made from the group who maintain the Cemetery for the £600 donation again in 2018/19. It was **RESOLVED** to allocate £400.00 in the budget and that the council explain that this is due to making donations across all equal churchyards but as it is a larger cemetery it has been agreed this year to give double this amount.
- i. Consultations/Parish Plans – It was **RESOLVED** to cap Earmarked reserves for Elections at £3,500 and additional funds then be earmarked for community consultation / public engagement.
- j. Pavilion – It was **RESOLVED** that the A&S Committee look at a longer-term plan for pavilion use due to its financial burden on the parish council.
- k. War Memorial/Armistice – It was **RESOLVED** to add an additional £50 to the budget for more streetlight poppies.
- l. Grant requests
  - i. TNS - It was **RESOLVED** to defer this until more information is available about youth funding.
  - ii. Ifton Colliery Miners Project – The F&E committee recommended an additional £410 be added to the budget to add to the £90 already given making a total grant of £500. It was **RESOLVED to REQUEST** an update (where they are at re: funding and timescales) on the project and then consider whether to give an additional grant at a later date.

**Other items discussed included:**

- a. Gobowen Planters – It was agreed that the watering be included under Running Cost – General Maintenance.
  - b. Staff Training – Due to a reduction in staffing to one member of staff that this be reduced by £100 to £500.
  - c. Office Equipment – Due to there now not being a need for a second printer, it was agreed that this be reduced to £200 and earmarked each year to save for a new laptop for the Clerk that may be required in 4-5 years.
  - d. Locum Staff – This has been removed and replaced by a pavilion management / cleaning budget item included under the Pavilion budget.
- b)** Approve Finance and Executive Committee recommendations in relation to outsourcing Play Equipment Inspections and Litter Picking and agree a start date of 1<sup>st</sup> February 2018. Note the draft minutes of the meeting on 17.01.18 regarding staffing matters and recruitment.

It was **RESOLVED** to approve the quotes for Play Equipment Inspections (fortnightly) and Litter Picking and that they start from 1<sup>st</sup> February. Litter picking will be as follows:

- 1 pick a week in Nov, Dec, Jan and Feb
  - 2 picks a week in March, April, May, Sept, Oct
  - 3 picks a week in June, July and August
  - It was **FURTHER RESOLVED** to ask if they will carry out a visual check on the play equipment when doing the litter picks and report any issues noted to the Clerk.
- c) To agree the budget overall for 2018-19

The following figures were **AGREED**:

Expenditure (not including the funds drawn from earmarked reserves)

**£97671.5**

-

Income (not including the precept)

**£14673.09**

=

**£82,998.41**

**NET EXPENDITURE**

It was **RESOLVED** to allocate £11337.50 from Earmarked Reserves making the Total Expenditure for 2018/19 **£109009.09**.

Budget attached – appendix A.

The budget draws on £11337.50 from Earmarked Reserves for:

- The purchase of Allotment Land (£5000 from Earmarked Reserves)
- War Memorial Booklet – (£837.50 from Earmarked Reserves)
- Paths in the Cemetery (deferred from 2017/18 budget) – (£3500 from Earmarked Reserves)
- Boundary Fence on Playing Field – (£2000 from Earmarked Reserves)

- d) To set the parish precept for 2018-19

**It was RESOLVED to set parish precept of £82,750.00 which equates to a 2.5% increase on a Band D property in the Parish.**

**The increase is a result of the following:**

- Upgrades to LED streetlights due to the phasing out of SOX lamps (2 year phased in project)
- Indicated loss of the Environmental Maintenance Grant
- Compliance with the new General Data Protection Regulations
- Work to ensure boundaries are secure
- Increase in Parish Grants to local projects
- Purchase of allotment land to secure the future of the Gobowen Allotments

<b>785</b>	<p><b>Exclusion of press and public</b></p> <p><i>To resolve: That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of confidential information.</i></p> <p>a) <b>Staffing</b> – agree salary scale for 2018/19. <b>It was RESOLVED to agree in principle and it was noted that the 2018/19 Salary scales had not yet been confirmed by the NJC.</b></p> <p>b) <b>Pavilion Management</b> – Discuss contract and quotes from interested parties. Discuss alternative staffing arrangements and cover. It was <b>RESOLVED</b> to defer this item to the February Full Council Meeting and in the interim the Clerk is to have informal discussions with interested parties. It was <b>FURTHER RESOLVED</b> to retain the current cover arrangements until an appointment is made.</p> <p>c) <b>Budget item</b> – Allotment Land – Discuss. <b>RESOLVED</b> to note and progress with the purchase in the new financial year.</p>
------------	---

Meeting closed: 20.45