

Selattyn and Gobowen Parish Council

Minutes of the meeting of the Parish Council on Wednesday 14th March 2018 at Selattyn School, Selattyn at 7.00pm

In the Chair – Cllr Ellis

Present: Councillors: H Ellis, S West-Wynn, M Keeling, R Macey, A Britner, N Harness, A Whitelaw, E Morgan, M McKenna, T Bird, S Crow.

Also present: 6 members of the Public.

798	<p>To receive apologies and reasons for absence</p> <p>It was RESOLVED to accept apologies for absence from Cllr Emery, Cllr Broom, Cllr Lloyd and Cllr Westwood Bate.</p>
799	<p>Disclosable Pecuniary Interests</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. Cllr Ellis declared an interest in Planning Application 18/00962/FUL and a potential bias in 18/00873/FUL . Cllr Macey declared an interest in Grants and Donations due to his involvement with All Saints Church.</p> <p>b) To consider any applications for dispensation. None received.</p>
800	<p>To confirm the Minutes of the Full Council Meeting held on 14.02.18.</p> <p>It was RESOLVED to approve the minutes of the meeting held on 14.02.18 and they were duly signed as a true record.</p>
801	<p>Public Participation session - a period of 15 minutes will be set aside for the public to speak on items on the agenda.</p> <p>Members of the public spoke on the following matters:</p> <ul style="list-style-type: none"> • Wat’s Meadow and the issue that there has been no further development with improving the Broadband provision. Cllr Macey provided an update at this stage and informed Cllrs and the Public that a meeting will take place shortly on escalated areas and Wat’s Meadow is one of these areas. The funding has been secured and it is now down to OpenReach to put the infrastructure in place. Cllr Macey will provide the contact details of who the public can contact to report their issues personally. <p><i>Cllr Ellis left the room and Cllr West-Wynn took over to Chair while the following points were raised by the public:</i></p> <ul style="list-style-type: none"> • Planning Application 18/00962/FUL – points were raised relating to the lane that will be used to access the proposed development and that it is not capable of taking the size of vehicles that this will involve – the width of road and concealed turnings pose serious issues. • Planning Application 18/00962/FUL – The development would have significant impact on a very narrow lane that is used as a ‘recreational’ lane used mainly by joggers, cyclists and horse riders. Previously there was minimum impact on the lane and now the road surface and verges are suffering. Accessibility issues were raised and proximity to the neighbouring property. The development may create environmental issues such as an increase in pests and noise. Visibility is a concern – 6ft tall

silage clamp. The preferred site is in a Flood Zone 3 area which is why it has been moved nearer the neighbouring property. Concerns that the entrance and some of the buildings will fall in the flood zone and a proposal put forward to move the development nearer to the farm.

19.19 - Cllr Ellis re-joined the meeting when discussions had ceased.

802

Reports

- a) **Progress Report** – To consider the Clerk’s progress report. It was **RESOLVED** to note the report and that the Clerk follow up the following points:
 - **Selattyn Wall** – the bad weather has caused more deterioration and loose stones are falling – Clerk to report to Shropshire Council.
 - **Footpath from Oswestry to Orthopaedic has now been sided back** – Clerk to send a thank you to Shropshire Council
 - **Litter in Gobowen Centre**
 - **Sign for West Place** – This needs to be replaced as a matter of urgency.
 - **Road surface** on the roundabout is deteriorating very quickly. Not all issues have been marked.
 - **Salt Bins** – lid broken top of Fernhill Lane.
 - **Drain Cover in Selattyn now fixed.**
- b) **Public Health concerns** - Complaint Ref:- 18/00020/PHSEPU – Receive update from Severn Trent on the funding period for the associated works. It was **NOTED** that no further update has been received from Severn Trent in regards to the funding period for the associated works and that this be followed up at a future meeting.
- c) **Shropshire Council** - To receive reports from Shropshire Council elected councillors
Cllr Macey’s report covered the following points:
 - Last month the council have been looking at Youth Commissioning. Previously Selattyn, Gobowen and Weston Rhyn have received £12k but funding is reducing and originally the proposal was that all funds would go to the Market Towns. Public consultation is now complete and the Market Towns will have their funds reduced and this area will retain the full £12k for the next 12 months. Age group for funding is 10-19 years. For younger ages, the funding has been added to with 3PBL funding. It was **NOTED** that Youth Club in Gobowen is going well and being very well attended.
 - CIL – Task and Finish Group due to come back on 28th March and will put forward recommendations for making it easier to understand and easier to access funds.
 - Kier are starting as the new Highways contractor from April.
 - Bin collections in the bad weather – no issues have been reported this time
- d) **Other Reports** – To receive reports from councillors attending meetings, training sessions and site visits on behalf of the parish council.
 - i. SALC AGM – Report from Cllr Ellis. It was **NOTED** that the Council were awarded Runner Up in the Jan Snell Award for the Community Meals Project and thanks were given to those involved. Cllr Ellis also reported that the potential relocation of SALC outside of Shirehall was mentioned at the AGM – it was noted that money has been set aside for them to re-locate which was viewed by Councillors as a significant loss and it was **RESOLVED** that the parish council make their views on this known to SALC and Shropshire Council.
- e) **Police report** – To receive the police report and note the CCTV report. The CSO went through the written report that had been circulated to Cllrs. It was **RESOLVED** to note the Police Report.

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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 the meeting. **RESOLVED** to approve. Cllr Crow declared an interest in the payment of cheque number 300752.
- c) **Income** -To note income received since the last meeting. **RESOLVED** to note.

BACS/Chq Payments made before 14.03.18					Act
Chq / BACS	Supplier	Net	Vat	Gross	
BACSCM47	RJAH - Jan Meals	297.50	59.50	357.00	

Total		297.50	59.50	357.00	
Current Account Cheque Payments					
Chq	Supplier	Net	Vat	Gross	
300750	HMRC Inland Revenue Payments (Clerk NI & Tax) + PC NI contribution (78.97)	206.44	0.00	206.44	LGA 1972 s.112(2)
300751	A Bird - Cllr Expenses (Refreshments) - GDPR Working Group	7.80	0.00	7.80	LGA 1972 s.111
300752	P Crow - Pavilion Management - 8 hrs	80.00	0.00	80.00	LGA 1972 s.111
	Total	294.24	0.00	294.24	
	Total cheques paid since last meeting	591.74	59.50	651.24	
BACS, Standing Orders and DD payments					
BACS No.					
BACS161	Highline Electrical - Repair to pavilion light on gable end	150.00	30.00	180.00	LGA 1972 s.111
BACS162	Wem Town Council - Cllr x 2 and Clerk Cemetery Training	165.00	33.00	198.00	LGA 1972 s.111
BACS163	Ray Parry Playgrounds - Basket Swing repair - new chains, shackles and bearing (PO:10) - Order agreed at Dec A&S committee (maintenance)	750.00	150.00	900.00	LGA 1972 s.111; LGA 1892 s.8 (1)(i)
BACS164	Parish Clerk's Expenses (phone and broadband 21.00, mileage Feb/Mar - 166 miles £74.70, stamps - £5.60). 0.20p overpayment on Salary Standing Order deducted from expenses	101.10	0.00	101.10	LG(FP)A 1963 s 5
BACS165	Imprint - Spring Newsletter - 1830 copies (4th edition in the year printed at half price)	249.00	0.00	249.00	LGA 1972 s.142 (1A)
BACS166	Shropshire Council - Play Equipment Inspections (Feb and March)	240.00	48.00	288.00	LGA 1972 s.111; LG(MP)A 1976 s.19(3)
BACS167	Daren Brewer March Invoice - Bus Shelter Cleaning 45.00, litter picks x 4 40.00, bench cleaning and inspecting 36.00	121.00	0.00	121.00	SC Maint. Fund HA 1980 s.96 LG (MP)A 1953 s.4 / PCA 1957 s.1
Direct Payment	Bank Charges on Unity Trust Current Account 5.12.17 - 4.03.18	26.40	0.00	26.40	LGA 1972 s.111
Direct Payment	Bank Charges on Unity Trust Community Meals Account 5.12.17 - 4.03.18	19.95	0.00	19.95	LGA 1972 s.111
DD	Water Plus - Pavilion 1st Nov - 6th Feb (payment was taken on 23rd Feb)	24.00	0.00	24.00	LGA 1972 s.111
DD	Water Plus - Allotments 3rd Feb 2017 - 1st Dec 2017 (payment to be taken on 31st March)	181.97	0.00	181.97	LGA 1972 s.111
DD	Npower - Pavilion Gas 27/11/17 - 29/01/18	51.91	2.60	54.51	LGA 1972 s.111

DD	NPower - Pavilion Gas 28/01/18 - 28/02/18	33.57	1.68	35.25	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 Busines Bill - Pavilion Phonenumber, Broadband (58.30 + VAT) and Mobile (£18.00 + VAT) - Now paid as a combined bill - monthly.	76.30	15.26	91.56	LGA 1972 s.111
DD	Veolia (payment taken on 28.03.17) - 2 lifts	28.98	5.80	34.78	LGA 1972 s.214(6)
SO	Clerk's Salary - Month 12	1118.86	0.00	1118.86	LGA 1972 s.112(2)
	TOTAL	3351.83	286.34	3638.17	
	Total outgoings for March	3943.57	345.84	4289.41	
Current Account Income					
Income banked in February after the February meeting					
BACS	Roundabout Advertising - Morris Cook	50.00	10.00	60.00	
BACS	Interest on HSBC BMM Account paid 22.02.18	5.04	0.00	5.04	
Income banked in March					
139	Cemetery Income - Edmund Rowlands - Interment in the Memorial Garden - D4	590.00	0.00	590.00	
140	Pavilion Hire - Three Parishes Wildlife Group	20.00	0.00	20.00	
140	Cemetery Income - Edmund Rowlands - Interment in the Memorial Garden - C5	270.00	0.00	270.00	
140	Roundabout Advertising - Oswestry Town Council	100.00	20.00	120.00	
BACS	Roundabout Advertising - PJA Plumbing	50.00	10.00	60.00	
	TOTAL INCOME	1085.04	40.00	1125.04	
Community Meals Account Payments					
	Supplier	Net	Vat	Gross	
BACSCM48	K Griffiths - Expenses Feb	8.00	0.00	8.00	
	TOTAL	8.00	0.00	8.00	
Community Meals Income					
000055	Direct Payment - March Meals Pierce	43.33	8.67	52.00	
000055	Community Meals income - Feb 2018	183.33	36.67	220.00	
BACS	Direct Payment - March Meals Smithers	86.67	17.33	104.00	
	TOTAL INCOME	313.33	62.67	376.00	

- d) **VAT Registration** – To note update from the Clerk on the Partial Exemption Calculation and agree if support is required. It was **NOTED** that conflicting advice regarding the calculation had been received and that the Clerk was still seeking clarification. It was **RESOLVED** that the Finance and Executive Committee be delegated power to decide if paid for assistance is required to complete the calculation.
- e) **Grants and Donations** – To consider applications for Parish Grants, donations to Parish Churchyards and donation to Defibrillator Trainers.

It was **RESOLVED** to approve the following grants and donations.

Act: LGA 1972 S.137

Parish based organisations

Applicant	Details	Agreed Amount	Chq no
Selattyn Produce and Craft Show		£90.00	300756
Gobowen Library	Grant made in July 2017	£5000 .00 (budgeted for separately)	BACS105

Oswestry Area organisations

Applicant	Details	Agreed Amount	Cheq No
Defibrillator Training	No	£50.00	300757
Royal British Legion	Poppy Wreath and donation (agreed at Dec meeting)	£50.00	300741

County based organisations

Applicant	Agreed Amount	Chq no.
Mind Shropshire	£50.00	300758
No Panic	£50.00	300759
Marie Curie	£50.00	300760
Shropshire Playing Fields Association	£50.00	300761

Churchyard Maintenance Donations 2017/18

Chq number		Amount	Act
300753	All Saints PCC church maintenance donation		LGA 1972 s.214(6); LGA 1972 s.215(1)&(2)
300754	St Marys PCC maintenance donation		
300756	Preeshenlle URC Church maintenance donation		
300708	Harlech churchyard maintenance donation (grant made in April 2017)	500.00	

It was **FURTHER RESOLVED** to earmark the budget underspend (£110.00) and put this into earmarked reserves to re-consider the TNS grant application when more information on the future of Youth Funding is available.

- f) **Environmental Maintenance Grant 2018/19** – Receive an update and discuss Gobowen Roundabout. The Clerk reported that the council can shortly expect an update on the EMG for 2018/19 and the council considered the maintenance of Gobowen Roundabout in the interim, before a decision is reached. It was **RESOLVED** not to carry out any grass cutting until the council have confirmation that the grant will continue in 2018/19. The Clerk is to notify the parish council contractor.

	<p>g) Opening A New Savings Account – Complete the Nationwide Application Form to open the 95 Day Notice Savings Account. To be signed by all 4 signatories. Agree initial amount to be transferred to the account.</p> <p>The Clerk reported that the Savings Account had now been opened using the online application form and that the welcome pack had been received and that all 4 signatories are required to send in sample signatures. In order to maximise interest, it was RESOLVED that £80,000 be transferred to the Nationwide Account from the HSBC account and this transfer was actioned via Cheque No 100001 from the HSBC Community Account.</p>
804	<p>Planning Items</p> <p>a) Planning Decisions – To note</p> <p>I. It was NOTED that there were no planning decisions to consider.</p> <p>b) Planning applications for consideration</p> <p>I. Reference: 18/00525/FUL (validated: 19/02/2018) Address: Upper Hengoed Cottage, Hengoed, Oswestry, Shropshire, SY10 7EU Proposal: Erection of rear extension to create sun room and infill walls under existing over sailing roof to create utility; existing masonry wall repaired and upgraded with new skin of brick work and new brickwork double garage</p> <p>It was RESOLVED to MAKE A REPRESENTATION with the following comments:</p> <ul style="list-style-type: none"> • The Parish Council have no comments to make on this application. <p>II. Reference: 18/00873/FUL (validated: 27/02/2018) Address: Tyn Y Wern, Hengoed, Oswestry, Shropshire, SY10 7EP Proposal: Erection of a single storey extension.</p> <p>Cllr Ellis did not take part in discussions or the decision – bias</p> <p>It was RESOLVED to MAKE A REPRESENTATION with the following comments:</p> <ul style="list-style-type: none"> • The Parish Council have no comments to make on this application <p>III. Reference: 18/00962/FUL (validated: 05/03/2018) Address: Pentre Kendrick, Old Chirk Road, Weston Rhyn, SY10 7LA Proposal: Construction of silage clamp and formation of vehicular access</p> <p>Cllr Ellis left the room and did not take part in discussions or the decision.</p> <p>It was RESOLVED to MAKE A REPRESENTATION with the following comments:</p> <ul style="list-style-type: none"> • The Environment Agency indicate that the Access Road is in a Zone 3 Flood Risk Area and the Parish Council understand that the road is prone to flooding. • There is a new access road but this is not stipulated in the application. • The Parish Council has serious concerns regarding the lane which will be used to access the site and the new access road. It is the view of the Parish Council that the lane is not wide enough and the surface material not sufficient to take the size of vehicle that would be servicing the proposed facility. • The proposed Silage Clamp will create a large amount of surface water run off in an existing flood risk area. <p>20.37 – Cllr Ellis re-joined the meeting</p> <p>c) Wat’s Meadow – Receive and consider information from Shropshire Council regarding the legal position for enforcing the 106 agreement. It was NOTED that no information had been received from Shropshire Council regarding the legal position for enforcing the 106 agreement and it was RESOLVED that this be followed up and brought back to a future meeting.</p>

	<p>d) Local Plan Review – Note the report from Planning Policy and Agree to delegate the Planning Committee responsibility for considering and reviewing the information on proposed Hubs including housing guidelines, development boundaries and potential site allocations. It was RESOLVED to NOTE the report and to DELEGATE responsibility to the Planning Committee to review the information when it is received.</p> <p>e) Traveller Site, Henlle – Discussion following meeting with the Leader of Shropshire Council. It was RESOLVED that in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the discussions on this item on the grounds that the following items to be considered involves the likely disclosure of confidential information. It was FURTHER RESOLVED that this item be dealt with at the end of the meeting following item 810.</p> <p>f) Community Led Plan – Consider setting up a Working Group to discuss the information and report back to Full Council. It was RESOLVED to set up a working group (Cllr Macey, Cllr West-Wynn, Cllr Morgan, Cllr Ellis and the Clerk) to discuss all the information that has been received and report back to Full Council at a future meeting.</p> <p>g) Consultation on the draft revised National Planning Policy Framework – https://www.gov.uk/government/consultations/draft-revised-national-planning-policy-framework Consider the documentation and agree to delegate responsibly for submitting a response to the Planning Committee. It was RESOLVED to DELEGATE responsibility for completing a draft response to the Planning Committee which will then be brought back to full council in May for consideration before submission.</p>
805	<p>Hengoed Defibrillator – Discuss the letter from Hengoed Community Group and consider:</p> <p>a) Receiving a gift of funds from the Group to enable the council to purchase a Defibrillator Cabinet. RESOLVED to approve.</p> <p>b) Taking on the ownership of the Defibrillator in Hengoed so that it is insured by the Parish Council. RESOLVED to approve and it was NOTED that the Clerk would inform the insurers and that this would result in an approximate 0.50p increase on the premium.</p>
806	<p>GDPR and Data Protection</p> <p>21.00 – It was RESOLVED to suspend standing orders to enable the remainder of the agenda to be discussed.</p> <p>a) Receive a verbal report from the GDPR Working Group. The Group raised the following points in their report:</p> <ul style="list-style-type: none"> • RECOMMENDATION that all councillors have a dedicated Parish Council email address managed by the Parish Council • REQUEST that all councillors do an audit of the data they hold at home / on personal computers and submit this to the Parish Clerk • RECOMMENDATION that the council move to using the Cloud / OneDrive as a place to share documents with each other (each councillor would have a login) • RECOMMENDATION that the cupboards in the pavilion that hold personal data on cemetery and finance are secured and locked. • RECOMMENDATION that once the DPO is appointed, the Working Group meet with them as soon as possible to progress forward with privacy statements, security of data, retention policies, impact assessments. • Until privacy statements have been set up and are GDPR compliant, the allotment tenancy renewals will not be sent out. <p>It was RESOLVED to note the report and agreed that the group continue to do more research into parish council email accounts including preparing quotes and options for councillors to consider. It was AGREED that the cupboards in the Pavilion need to be made lockage. It was NOTED that the allotment renewals would not be sent out until they have been confirmed as GDPR compliant. It was FURTHER RESOLVED that the group report back again at the April meeting following the meeting with the DPO.</p> <p>b) Agree to appoint a DPO. It was RESOLVED to appoint DM Payroll Services as DPO and the contract for a 12-month agreement was signed by the Clerk.</p>

807	<p>Hengoed Cemetery – To note the report and approve quote to turf new graves in the Cemetery</p> <p>It was RESOLVED to note the report and the quote to turf 20 new graves was approved.</p>
808	<p>Correspondence forwarded to Councillors for consideration and information</p> <ul style="list-style-type: none"> a) To note the attached appendix of items which have been circulated and hard copies to be presented at the meeting. RESOLVED to Note. b) To consider the letter received from the owner of The Meadows. RESOLVED to thank the land owner for making contact with the Parish Council and for keeping Councillors informed. c) To note information from HSBC regarding the creation of HSBC UK. RESOLVED to note. d) Invitation to speak at Gobowen Old Friends in November – Discuss who will attend to deliver a presentation at their November meeting. It was RESOLVED that Councillors Ellis, Macey, McKenna and West-Wynn attend and deliver a presentation – subject to be agreed.
809	<ul style="list-style-type: none"> a) Date of next meeting - To note date, time and location. Committees - 4th April, Full Council 11th April, 7.00pm, Gobowen Pavilion. b) Annual Parish Meeting – Agree a speaker. It was AGREED that the Parish Council invite Hengoed Community Group to deliver a presentation on the War Memorial Project and the work they have been undertaking to commemorate the 100 year anniversary since the end of WW1.
810	<p>Exclusion of press and public</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> <ul style="list-style-type: none"> a) War Memorial Project – Receive an update on the project, the work completed by the Working Group and agree a process for continuing with the project. The Parish Council will continue to enthusiastically take an interest in the project and greatly appreciate the extensive work the group has done. It was RESOLVED that the project be passed to Hengoed Community Group to complete as they will have more freedom to develop their ideas further. It was FURTHER RESOLVED that the community group should apply to the Parish Council for the funds earmarked for the project using the grant application form. b) Staffing matters – Discuss staffing and Pavilion duties and agree to delegate future recruitment for the role to the Finance and Executive Committee The Clerk presented the proposal from The Brewers for managing the Pavilion on a contractual basis. The quote was APPROVED and it was RESOLVED to offer them the Contract prepared by Peninsula (Contract for Services) and that it be signed before work commences. It was FURTHER RESOLVED that Councillor Crow and the Clerk meet with them to complete a handover process and that they start as soon as possible. c) Traveller Site, Henlle – It was RESOLVED to note the information provided at the meeting with the Leader of Shropshire Council and that the Clerk follow this up in June if no progress has been made by this point.

Meeting closed: 21.27