

# Selattyn and Gobowen Parish Council

**MINUTES of a meeting of the PARISH COUNCIL on Wednesday, 14 November, 2018 at Gobowen Pavilion, St Martins Road, Gobowen at 7.00 pm**

**Present:** Councillors Broom, Crow, Ellis, Evans, Macey (Chairman), McKenna, West Wynn and Whitelaw

Also Present: Two members of the public.

<b>939</b>	<p><b>Apologies</b> Councillors Bird, Emery, Harness, Lloyd, Morgan and Westwood Bate.</p>
<b>940</b>	<p><b>Disclosable Interests</b> a) There were none. b) No request for dispensation was received.</p>
<b>941</b>	<p><b>Public Participation Session</b> Five members of the public were present, and the following matters were raised:</p> <ul style="list-style-type: none"> <li>• The length of time taken for the Planning Authority to reach decisions on planning applications.</li> <li>• Measures taken by the representative of the Youth Club in order to comply with food safety management following their request to open a ‘youth café’ providing hot food at The Pavilion</li> <li>• A further incident with regard to measures requested to reduce speeding at Hengoed at the last meeting</li> <li>• Theft of roof material, speeding along School Lane and drone activity</li> </ul> <p>The Chairman thanked the residents for bringing matters to the Council’s attention and comments in relation to road safety would be taken forward as a priority to the next meeting.</p>
<b>942</b>	<p><b>Minutes</b> Proposed by Cllr West Wynn, seconded by Cllr Ellis.</p> <p><b>RESOLVED: That the minutes of the meeting held on 10 October 2018 be approved as a correct record and signed by the Chairman.</b></p>
<b>943</b>	<p><b>Reports</b></p> <p>a) <b>Locum Clerk’s Report</b></p> <ul style="list-style-type: none"> <li>• The resignation of Cllr Britner was noted. The Locum Clerk would pass on the Council’s thanks and accept the kind offer to continue to inspect the defibrillator. Co-option notices were completed, closing date for applications being 7 December 2019.</li> <li>• Environmental Maintenance Grant information had been circulated and would be considered at the December Council meeting.</li> <li>• Planning applications received and not appearing on the November agenda would go to a meeting of the Planning Committee, date to be arranged. The agenda would be copied to all councillors.</li> <li>• The condition of Selattyn Wall would appear on the next report as an ongoing issue.</li> </ul> <p>b) <b>Shropshire Councillor’s Report</b> Cllr Macey reported on the following matters from Cabinet which included:</p> <ul style="list-style-type: none"> <li>• Agreement in principle to invest in meeting Shropshire’s various housing needs</li> </ul>

- Blighted properties and those that had fallen into disrepair and how they could be brought into use; a business case would go before Shropshire Council in December
- The Local Plan – Proposals for site allocation had been approved for consultation (29th November – 30 January 2019)
- Items that had been added to the CIL 123 List, mostly relating to educational needs
- A strategy to improve drainage capacity in Whitchurch

Cllr Macey drew to Members' attention the upcoming Local Joint Committee, noting agenda items included the Pontcysyllte World Heritage Site, and Canal and River Trust which were of major importance to the area.

**c) Other Reports**

Cllr McKenna stated that the Coppice Conservation and Parish Paths Partnership Groups wished in future to make quarterly reports rather than monthly to the PC. They would continue to meet for work sessions at least monthly. The quarterly reports would also feed into 'Roundabout'. Meanwhile, Cllr McKenna would investigate use of drones in public spaces.

**d) Police Report**

Members noted the report previously circulated.

**e) PCC's Report on Town and Parish Council Survey Results**

Members noted that police visibility had been highlighted as a key issue for which investment was being made. A funding pot had also been made available for Road Safety matters.

944

**Financial Matters**

**a) Payments and b) Income:** A list of outstanding payments and income was circulated. The following amendments were made:

Cheque payments – cheque no 300880 £30 VOID - RBL Poppy Appeal

New cheque no 300884 raised to RBL Poppy Appeal in sum of £50

Cheque no 300883 (Shropshire RCC) changed to cheque no 300885

Cheque no 300884 (Oswestry Heritage Gateway) changed to cheque no 300883

The council were informed that the cheque no. 300871 made payable to Oswestry Heritage Gateway for the sum of £200 had been lost in the post. A new cheque had been raised, cheque no. 300883.

**RESOLVED: To give £50 sum to RBL Poppy Appeal for the 2 wreaths as previously given and to note income received and approve payments as listed, subject to above changes. The lost cheque would need to be stopped before a new cheque was signed.**

*(Note: List of payments and receipts is attached to the minutes.)*

**c) Internal Controls**

Cllr Emery had completed the internal check list and all signed off with the exception of VAT, It was noted that the 2<sup>nd</sup> Quarter VAT had not yet been paid.

**d) Shropshire RCC**

An invitation to renew membership had been received, renewal fee being £26.00.

Proposed by Cllr West Wynn, seconded by Cllr Crow.

**RESOLVED: That membership be renewed.**

**e) Budget 2019/20**

	<p>The RFO had circulated budget information from the previous year. A number of matters were discussed for consideration. The Finance and Executive Committee on 6 December would consider in detail and bring proposals to Full Council with the aim of finalising in January. The Chairman requested councillors to submit comments on the budget to the clerk for consideration by the Committee.</p>
945	<p><b>Planning</b> No items had been included on the agenda. Those received would be considered by the Planning Committee, which would meet as soon as could be arranged.</p>
946	<p><b>Shropshire Local Plan Review</b> Shropshire Council's Cabinet report on proposed site allocations was noted. The Chairman stated that there would be opportunity to make comment during the consultation period.</p>
947	<p><b>Committees</b></p> <p><b>a) Finance &amp; Executive Committee</b> In the absence of the Chair of the Committee, Cllr Macey reported that the Committee's Interview Panel had met and completed the recruitment process with the appointment of the new Clerk and Cemetery and Facilities Officer. He then introduced Mrs Jan Morgan Birtles and welcomed her to the Council in her new role as Clerk to the Parish Council.</p> <p>Jan joined the meeting giving details of her background and experience. Jan would be starting in post on Monday 26 November.</p> <p>The Chairman reported that Mrs Charlotte Parry had been appointed to the position of Cemetery and Facilities Officer, giving details of her background and experience.</p> <p><b>b) Amenities and Services Committee</b> Minutes of the meeting held on 18 October had been circulated and were noted.</p> <p><b>1) Youth Club Request – Youth Café Update</b> The Youth Club's representative, Mr Wayne Greenshields, had informed the meeting during the public session of the measures he was taking to comply with regulations relating to the serving of hot food at the Youth Club meetings on Monday evenings at the Pavilion. Certain conditions would need to be met before the Youth Club registers with Shropshire Council who had supplied information on measures to be taken as set out in their email to the RFO dated 13 November, which the Chairman read from. It was noted that to provide hot food, the Youth Club would bring its own equipment, which they would remove together with any left-over food and cleaning agents following each session.</p> <p>As part of the registration process, the Youth Club would be required to produce evidence that Mr Greenshields had completed his Level 2 Food Hygiene Certificate, a management scheme for the supply of hot food and PAT Testing had been undertaken.</p> <p>The Locum RFO would confirm whether VAT would be applicable with hirers supplying food.</p> <p>In relation to the hire agreement, the Locum clerk confirmed that a risk assessment would need to be completed.</p> <p><b>RESOLVED: That the Youth Club's request to hold a Youth Café serving hot food on Monday evenings at the Pavilion be approved in principle, subject to conditions as required being in place.</b></p> <p><b>2) Noise Nuisance Pavilion Car Park</b> The A &amp; S Committee had considered the issues raised and a number of suggestions were put</p>

	<p>forward in a report, which had been circulated. It was noted that as CCTV cameras were in operation, then discussion with the monitoring providers should take place before further action was considered. The Locum Clerk would contact the monitoring providers to arrange a visit for councillors to view CCTV pictures of the area and to report back to the A &amp; S Committee.</p> <p><b>3) Annual Playground Inspection Report</b> Since the meeting of the A &amp; S Committee a detailed line by line report had been received which noted that some work would require further quotations. The Committee would review the details at the next meeting and would also review the terms of the contract.</p> <p><b>4) Vacant Seats on Committees</b> It was agreed that vacant seats be carried over to the next meeting.</p>
<b>948</b>	<p><b>GDPR – DPO Service</b> A renewal letter had been received from the Council’s Data Protection Officer offering renewal terms based upon a 3-year contract. The Clerk was requested to obtain a quotation to renew the contract for one year only for consideration at a future meeting.</p>
<b>949</b>	<p><b>Roundabout Update</b> The Chairman would arrange with Cllr Emery a January edition.</p>
<b>950</b>	<p><b>Correspondence</b></p> <p><b>a) Mindfulness</b> It was agreed that the Clerk would provide details of advertising in the Roundabout newsletter.</p> <p><b>b) Concerns over bins and support</b> The resident had reported similar concerns earlier in the year. The Locum Clerk would respond.</p> <p><b>c) Builders’ Rubbish – Old Gravel Tip, Ebnal Turn/St Martins- Gobowen Road</b> Concerns were noted, to be actioned.</p>
<b>951</b>	<p><b>Future Agenda Items</b> Speeding had been identified.</p>
<b>952</b>	<p><b>Date of Next Meeting</b> Thursday 12 December 2018, 7pm at Selattyn School.</p>
<b>953</b>	<p><b>Exclusion of press and public</b> <b>RESOLVED:</b> 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 involve the likely disclosure of confidential information.</p>
<b>954</b>	<p><b>Staffing Matters</b> There were no matters to discuss.</p>
<b>955</b>	<p><b>Enforcement Matters</b> Report was noted.</p>

Meeting closed: 21:00