

Selattyn and Gobowen Parish Council

Minutes of the Special meeting of the Parish Council on Wednesday 23rd January 2019 at the Pavilion, Gobowen at 7.00pm

In the Chair – Cllr Macey

Present: Councillors: A Bird, S Crow, H Ellis, C Emery, N Evans, M McKenna, N Harness, S West Wynn

Also present: J Morgan-Birtles (Clerk)

98 6	<p>To receive apologies for absence</p> <p>It was RESOLVED to accept apologies for absence from Cllrs Whitelaw (prior engagement), Morgan (away) and Broom (prior engagement).</p>																																			
98 7	<p>Declaration of Interest</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 Macey declared an interest in agenda item 990 in relation to his involvement with All Saints Church, Gobowen.</p> <p>b) To consider any applications for dispensation. None received.</p>																																			
98 8	<p>Payments - To approve outstanding payments and agree the 2019/20 CCTV maintenance contract.</p> <p>It was RESOLVED to approve the following payments:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="5" style="text-align: left; padding: 2px;">Current Account Cheque Payments</th> </tr> <tr> <th style="text-align: left; padding: 2px;">Chq</th> <th style="text-align: left; padding: 2px;">Supplier</th> <th style="text-align: right; padding: 2px;">Net</th> <th style="text-align: right; padding: 2px;">Vat</th> <th style="text-align: right; padding: 2px;">Gross</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">300801</td> <td style="padding: 2px;">Cemetery & Facilities Officer salary</td> <td style="text-align: right; padding: 2px;">693.82</td> <td style="padding: 2px;"></td> <td style="text-align: right; padding: 2px;">693.82</td> </tr> <tr> <td style="padding: 2px;">300801</td> <td style="padding: 2px;">Parish Clerk - salary (to end of January)</td> <td style="text-align: right; padding: 2px;">437.55</td> <td style="padding: 2px;"></td> <td style="text-align: right; padding: 2px;">437.55</td> </tr> <tr> <td style="padding: 2px;">300802</td> <td style="padding: 2px;">HMRC (NI and tax)</td> <td style="text-align: right; padding: 2px;">574.91</td> <td style="padding: 2px;"></td> <td style="text-align: right; padding: 2px;">574.91</td> </tr> <tr> <td style="padding: 2px;">300803</td> <td style="padding: 2px;">Royal Mail – provision PO Box No for Council business</td> <td style="text-align: right; padding: 2px;">275.00</td> <td style="text-align: right; padding: 2px;">55.00</td> <td style="text-align: right; padding: 2px;">330.00</td> </tr> <tr> <td style="padding: 2px;">300897</td> <td style="padding: 2px;">W.E.T. Legionella Risk Assessment</td> <td style="text-align: right; padding: 2px;">276.00</td> <td style="text-align: right; padding: 2px;">55.20</td> <td style="text-align: right; padding: 2px;">331.20</td> </tr> </tbody> </table> <p>It was FURTHER RESOLVED to cancel and reissue cheque to Oswestry Town Council for CCTV contract payable for 2018/19. ACTION to negotiate more favourable rate going forward.</p>	Current Account Cheque Payments					Chq	Supplier	Net	Vat	Gross	300801	Cemetery & Facilities Officer salary	693.82		693.82	300801	Parish Clerk - salary (to end of January)	437.55		437.55	300802	HMRC (NI and tax)	574.91		574.91	300803	Royal Mail – provision PO Box No for Council business	275.00	55.00	330.00	300897	W.E.T. Legionella Risk Assessment	276.00	55.20	331.20
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98 9	<p>Fees and Charges for 2019-2020 - To set the following fees and charges</p> <p>a) Hengoed Cemetery b) Pavilion Hire Charges c) Gobowen Allotments d) Community meal charges e) Roundabout Adverts</p> <p>Following consideration of the recommendations from the Amenities and Services Committee</p> <p>It was RESOLVED to approve the proposed charges and set the following charges for 2019-20, to be applied from the 1st April 2019.</p> <p>a) Hengoed Cemetery</p> <p style="text-align: center;"><u>Burial Fees</u></p> <p style="text-align: center;"><u>Parishioner Fees</u></p> <p>The Parishioner Fees listed below apply where the person to be Interred or in respect of whom the right is granted is,</p>																																			

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.

	2019/2020
Administration Fee Fixed fee	£160
Purchase of Plot at the time of burial Parishioner	£360
Interment of Ashes in Garden of Remembrance Parishioner	£200
Introduction of Headstones Cemetery	£130
Garden of Remembrance	£120
Inscription to Headstones Additional wording (complete)	£70
Reduction for Children (at the time of burial) – only applicable to single depth plots Under 18 years	50%
Under 5 years	75%
Under 12 months provided interment is in a baby grave (if available)	Free (if baby grave is available)

Non-Parishioner Fees

	2019/2020
Administration Fee Fixed fee	£310
Purchase of Plot at the time of burial Non-Parishioner	£2210
Interment of Ashes in Garden of Remembrance Non-Parishioner	£890
Introduction of Headstones Cemetery	£130
Garden of Remembrance	£120
Inscription to Headstones Additional wording (complete)	£70

The Clerk informed the meeting that the current setting-out of the fees for Hengoed Cemetery left the Parish Council open to litigation on the grounds of discrimination against those abiding outside the parish.

The Clerk advised that this could be remedied by a simple change to the layout of the fees list: setting the fees at those currently levied against those from outside the parish and by offering discounted fees for parishioners, without any change to the agreed fees for 2019/20.

b) Pavilion Hire

Room Hire – General Use Use of all rooms and toilets – without shower facilities	£10 / hour
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	<p>Use of all rooms, toilets and showers (Parish organisations/clubs) Up to 2 hours in total £45 2 hours to 4 hours in total £65 4 hours to 6 hours in total £90</p> <p>Use of all rooms, toilets and showers (Non-Parish organisations/clubs) Up to 2 hours in total £65 2 hours to 4 hours in total £85 4 hours to 6 hours in total £100</p> <p>Changing Room Hire – Football Teams for duration of game period Including use of showers and toilets. Parish Teams £45 Other Teams £65</p> <p>It was RESOLVED to add to the following note to the Pavilion booking form: <i>“At the discretion of the Parish council, a security deposit may be required.”</i></p> <p>c) Gobowen Allotments Rents 2019/2018 – No change £30 for a full plot £15 for a half plot per year</p> <p>d) Community Meals – No change. Meals payments £4 inc. VAT per meal and volunteer mileage 0.35p</p> <p>e) Roundabout Adverts – No change:</p> <ul style="list-style-type: none"> • 1/8 page - £50.00 + VAT • ½ page - £100.00 + VAT • Full page - £200.00 + VAT 		
<p>99 0</p>	<p>2019-2020 Budget</p> <p>a) To consider budget recommendations from the following committees</p> <ul style="list-style-type: none"> • Finance and Executive Committee • Amenities and Services Committee <p>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 January, were discussed in detail.</p> <p>These Items Included:</p> <p>52. Staff telephone costs – it was RESOLVED that a non-geographic telephone number be obtained at a cost of £16 plus VAT per user (2) per month. Calls would divert via an app installed on the personal mobile telephones of both the Clerk and Cemetery & Facilities Officer. All calls and texts are included (UK only). It was agreed that the situation with the third mobile phone be investigated at renewal.</p> <p>57. Staff training – it was RESOLVED to increase to £750</p> <p>96. Office equipment – it was noted that the purchase of a cross-cut shredder would be in this financial year (£100 approx.) and a hard drive for back-up of laptop (£50 approx). It was RESOLVED to add £300 towards laptop replacement.</p> <p>117. Data Protection Officer – It was RESOLVED to renew for a further 12 months</p> <p>118. Payroll Services – It was RESOLVED to use underspend from current year.</p> <p>71. ACTION – to speak with volunteers</p> <p>39. Chairman's allowance – noted that this cannot be donated but a grant can be given.</p> <p>41. Elections - reserves currently stand at £4500 - It was RESOLVED to maintain and not add to this.</p> <p>99. CCTV – it was considered this was not offering value for money at £2500/annum – ACTION future agenda item to consider renegotiation.</p> <p>Other items discussed (by Cost Centre No.):</p>		

51. Office expenses – **RESOLVED** to increase to £1300
 59. Member training – **RESOLVED** to increase to £1000
 62. Professional fees **RESOLVED** to increase to £40
 101. Peninsula – it was **RESOLVED** to renew for a further 12 months
 17. Gobowen Playing field equipment – **RESOLVED** that underspend to be moved to ear-marked reserves
 67. Sports court maintenance – **RESOLVED** that underspend to be moved to ear-marked reserves for future resurfacing
 100. Hengoed Cemetery expansion – **RESOLVED** that underspend to be moved to ear-marked reserves
 40. Members’ allowance/administration – as most members no longer print off papers, it was **RESOLVED** to reduce to £500.
 11. Pavilion – gas/electricity. Due to underspend, it was **RESOLVED** to reduce to £500
 120. Pavilion management and cleaning – it was **RESOLVED** to reduce to 2000.
 108. Gobowen Central / Library – An application for a grant had been received by the Clerk. There was some discussion and it was noted that the group were seeking funding elsewhere for a feasibility study, which could include possible development of the Pavilion – this was warmly received. It was considered that more information about footfall and activities being offered should be sought together with accounts. It was **RESOLVED** that £5000 would be set aside but this would only be granted if the Parish Council was confident that progress was being and would be made.
 27. New Street lighting – Cllrs Emery and Crow had prepared a full report. It was **RESOLVED** to replace with LED lights as they failed. It was **RESOLVED** to prepare a plan of street lights and to identify those which were considered unnecessary due to dual lighting from others. It was considered that an application to the Public Loans Board would be appropriate when replacement of complete posts became necessary.
 28.29. 30. & 81 It was **RESOLVED** to give £200 to each.

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

33. War Memorials /Armistice – It was **RESOLVED** to reduce to £200.
 49. Clerk to check but it was **RESOLVED** to increase to £750
 103. Clerk to check but it was **RESOLVED** to decrease to £200.

Projects to be considered:

- a. New bus shelter on St Martins Road, to include pedestrian refuge – potentially using Neighbourhood Funding.
 b. Replacement and reconfiguring of street lighting.

b) To agree the budget overall for 2019-2020

The following figures were **AGREED**:

Expenditure (not including the funds drawn from earmarked reserves)
£93918.15

-

Income (not including the precept)
£14853.09

=

£79,065.06
NET EXPENDITURE

It was **RESOLVED** to allocate £2837.50 from Earmarked Reserves making the Total Expenditure for 2018/19 **£96,755.65**.

Budget attached – appendix A.

The budget draws on £2837.50 from Earmarked Reserves for:

- Boundary Fence on Playing Field – (£2000 from Earmarked Reserves)
- War Memorial Booklet – (deferred from 2018/19 budget - £837.50 from Earmarked Reserves)

	<p>c) To set the parish precept for 2019-20 It was RESOLVED to set parish precept of £82,750.00 which equates to a decrease in payment on a Band D property in the Parish.</p>
99 1	<p>Local Plan consultation The two preferred (by Shropshire Council) sites had been identified as:-</p> <ul style="list-style-type: none"> • Off Whittington Road – 75 dwellings • Southlands Avenue – 25 dwellings <p>The land behind Wats Meadow already appears in the local plan.</p>
99 2	<p>Exclusion of press and public <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) Staffing – agree salary scale for 2019/20. It was RESOLVED to agree the revised 2019/20 Salary scales as confirmed by the NJC.</p>

Meeting closed: 21.50

APPENDIX A

Selattyn and Gobowen Parish Council

2019-20 AGREED BUDGET

Cost Centre Name

Administration		Receipts 2019/20	Payments 2019/2020
Code	Title		
51	Office Expenses	0.00	1300.00
52	Staff Telephone costs	0.00	500.00
53	Parish Council insurance	0.00	2000.00
54	Room hire	0.00	50.00
56	Audit fees	0.00	650.00
57	Staff training	0.00	750.00
59	Members training	0.00	1000.00
60	Affiliation fees	0.00	1400.00
61	Subscriptions	0.00	200.00
62	Professional other / fees	0.00	40.00
96	Office Equipment	0.00	300.00
101	Peninsula	0.00	2304.00
104	Website	0.00	85.00
117	GDPR - Data Protection Officer	0.00	200.00
118	Payroll Services	0.00	375.00
112	Local Council Award Scheme	0.00	0.00

0.00	11154.00
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Banking		Receipts 2019/20	Payments 2019/20
Code	Title		
43	Bank Interest	50.00	0.00
44	Bank Charges	0.00	220.00
		50.00	220.00

Community Meals Project		Receipts 2019/20	Payments 2019/20
Code	Title		
71	Volunteer Expenses	0.00	800.00
72	Meal payments	5500.00	4200.00
73	Publicity	0.00	0.00
		5500.00	5000.00

Gobowen Allotments		Receipts 2019/20	Payments 2019/20
Code	Title		
4	Tenancy payments	810.00	0.00
5	Water	0.00	200.00
6	Lease	0.00	120.87
8	Other	0.00	350.00
		810.00	670.87

Gobowen Playing Field		Receipts 2019/20	Payments 2019/20
Code	Title		
16	Other Maintenance	0.00	1570.00

17	Equipment	0.00	1000.00	
18	Inspections	0.00	1450.00	
21	Events	0.00	100.00	
67	Sports Court maintenance	0.00	500.00	
87	Grasscutting	0.00	4000.00	
	<i>Boundary Fence on Playing Field - transfer from earmarked reserves</i>	0.00	-2000.00	
	Boundary Fence on Playing Field	0.00	5700.00	
	Signage	0.00	100.00	
102	Wayleave	13.09	0.00	
				Total Expenditure inc. Earmarked Reserves
			13.09	12420.00
				14420.00

Hengoed Cemetery		Receipts 2019/20	Payments 2019/20	
Code	Title			
22	Sale of plots	3000.00	0.00	
23	Interment Charges	2500.00	0.00	
24	Grasscutting and general maint.	0.00	3000.00	
88	refuse emptying	0.00	377.00	
89	Other maintenance	0.00	250.00	
100	Expansion	0.00	2000.00	
110	Paths in 4th quarter	0.00	0.00	
				Total Expenditure inc. Earmarked Reserves
			5500.00	5627.00
				5627.00

Parish Grants and Civic Expenses		Receipts 2019/20	Payments 2019/20
Code	Title		
37	Parish Grants	0.00	910.00
38	Councillors expenses	0.00	200.00
39	Chairman's allowance	0.00	360.00
40	Members allowance/administration	0.00	500.00

41	Elections	0.00	0.00
		0.00	1970.00

Pavilion		Receipts 2019/20	Payments 2019/20
<u>Code</u>	<u>Title</u>		
9	Hire income	1600.00	0.00
10	Council tax	0.00	1000.00
11	Gas/ Electricity	0.00	500.00
12	Water	0.00	300.00
13	Equipment	0.00	250.00
14	Maintenance	0.00	400.00
120	Management and Cleaning	0.00	2000.00
82	Telephone & broadband pavilion	180.00	650.00
		1780.00	5100.00

Precept		Receipts 2019/20	Payments 2019/20
<u>Code</u>	<u>Title</u>		
74	Precept	82750.00	0.00
93	Neighbourhood Fund	0.00	0.00
		82750.00	0.00

Projects		Receipts 2019/20	Payments 2019/20
<u>Code</u>	<u>Title</u>		
35	Roundabout newsletter	1200.00	1750.00
121	War Memorial Booklet	0.00	837.50
	<i>War Memorial Booklet (transfer from earmarked reserves)</i>	0.00	-837.50
65	Notice boards	0.00	150.00
94	Planters Project Gobowen	0.00	800.00
99	CCTV	0.00	3000.00
105	Planters Project Selattyn	0.00	200.00
108	Library/Community Hub	0.00	5000.00
109	Parish Walk	0.00	50.00

113	Freehold acquisition of land	0.00	0.00	
114	50 year celebration	0.00	0.00	
116	Defibrillator	0.00	200.00	
				Total Expenditure Inc. Earmarked Reserves
		1200.00	11150.00	11987.50

Running Costs		Receipts 2019/20	Payments 2019/20
Code	Title		
25	Bus Shelter maintenance	0.00	500.00
26	Streetlighting maintenance	0.00	5000.00
27	New Streetlights	0.00	8000.00
28	Selattyn/Harlech Cemetery	0.00	200.00
29	Preeshenlle Churchyard	0.00	200.00
30	All Saints Churchyard	0.00	200.00
31	Gobowen Roundabout	0.00	0.00
32	General maintenance - other	0.00	500.00
33	War Memorials / Armistice	0.00	200.00
42	Shropshire Council maintenance grant	0.00	0.00
80	Bus shelter cleaning	0.00	500.00
81	St Marys Church yard	0.00	200.00
90	Streetlighting electricity	0.00	3900.00
		0.00	19400.00

Staff Costs		Receipts 2019/20	Payments 2019/20
Code	Title		
45	Staff vacancies	0.00	0.00
46	Parish Clerk & RFO salary	0.00	14075.88
47	Cemetery Officer salary	0.00	5080.40
49	NI Payments	0.00	750.00
50	Staff Travel expenses	0.00	1000.00
103	Pensions	0.00	300.00
		0.00	21206.28

TOTAL	<u>97603.09</u>	<u>93918.15</u>	TOTAL NET expenditure for 2019/20 (including funds transferred from earmarked reserves)
Expenditure from Earmarked Reserves		-2837.50	
Added to / Drawn From Reserves		<u>3684.94</u>	<u>96755.65</u>