

Selattyn and Gobowen Parish Council

MINUTES of a meeting of the PARISH COUNCIL on Wednesday 11 JULY 2018 at Gobowen Pavilion, St Martins Road, Gobowen at 7.00pm

In the Chair – Cllr Macey

Present: Councillors: S West-Wynn, R Macey, M McKenna, T Bird, D Lloyd, C Emery, N Harness, T Broom, A Whitelaw, E Morgan, H Ellis, A Britner

Also present: Locum Clerk, Rosemary Wood; three members of the public, being the candidates for co-option, including Mr Neil Evans who was co-opted to the Parish Council at item reference 884.

879	<p>To receive apologies and reasons for absence</p> <p>Apologies for absence were received from Cllrs: Westwood Bate and Crow. Apologies had also been received from Shropshire Councillor Mark Jones and PC Katie Leclere.</p> <p>Absent: None</p>
880	<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 item 894a Acquisition of Allotment Land.</p> <p>b) To consider any applications for dispensation. None received.</p>
881	<p>To ratify the Finance and Executive Committee’s appointment of Locum Clerk</p> <p>It was RESOLVED to ratify the Committee’s appointment of Rosemary Wood as Locum Clerk.</p>
882	<p>To confirm the Minutes of the Full Council Meeting held on 13.06.18</p> <p>Proposer: Cllr West-Wynn Seconder: Cllr Emery</p> <p>It was RESOLVED to confirm the minutes of the full council meeting held on 13.06.18 and authorise the Chairman to sign them as a true record.</p>
883	<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>None</p>
884	<p>Councillor Co-option – To consider applications to fill the casual vacancy and vote. Voting took place for three candidates by a show of hands. Mr Neil Evans received a majority vote on the first round of voting and was duly co-opted to the Parish Council. Cllr Macey stated that all three candidates had made strong applications and he thanked the other two candidates for their application and encouraged them to apply for any future vacancy. The other two candidates then left the meeting.</p> <p>Cllr Evans signed the Declaration of Acceptance of Office and took his seat at the table. No declaration of</p>

	any disclosable pecuniary interest in a matter to be discussed at the meeting was made.
885	<p>Reports</p> <p>a) Progress Report – To consider the Clerk’s progress report. It was RESOLVED to note the Report with the following points raised:</p> <ul style="list-style-type: none"> • Selattyn Wall – it was clarified that the inspection of the wall by Shropshire Council was due to be completed by the end of June, with the report to be made available by the end of July. • Solar Farm Mast – Cllr Macey is waiting to hear from Connecting Shropshire before he can update Council. • Floral display in Gobowen – It was RESOLVED to arrange for daily watering of the floral displays in the centre of Gobowen whilst the weather remains dry, up to a maximum cost of £200. • Silent Soldier – It was RESOLVED to order one Silent Soldier, to be delivered to Cllr Morgan’s house, with arrangements for fixing to be agreed at the September meeting. <p>b) Report on Transitional Arrangements – Cllr Macey reported that the Locum Clerk is to be the point of contact for the Parish Council and to manage the finances using cheques. Social media will be managed by Cllr Macey, the cemetery by Cllr McKenna and community meals by the Community Meals Lead Volunteer Coordinator (with any applications for new volunteers to be put on hold). It was RESOLVED to suspend publishing of the next edition of Round About and to roll payments from advertisers forward. Cllr Macey also reported on storage arrangements for Council papers.</p> <p>c) Shropshire Council - To receive reports from Shropshire Council elected councillors. Shropshire Councillor Mark Jones was not present. Cllr Macey reported on Shropshire Council’s Consultation on Discretionary Rate Relief Policy.</p> <p>d) Other Reports – To receive reports from councillors attending meetings, training sessions and site visits on behalf of the parish council.</p> <ul style="list-style-type: none"> • Cllr Macey reported that most of the potholes have been repaired, that the roundabout in the centre of Gobowen had been cut and looks tidy and that residents have commented on the improvements made by the flowers. • Cllrs Morgan and McKenna gave a report on the SALC training that they had attended, ‘Planning from a Local Council Perspective’. The training had underlined the importance of a Neighbourhood Plan, which would have to be noted in the planning process and the importance of engaging the local community in the preparation of such a plan. It was RESOLVED that the Planning Committee should begin considering (on an informal basis at this stage) the options for preparing a Neighbourhood Plan, including the role that the Parish Council could have and who would need to be engaged in the community. • Cllrs Macey and Emery reported that they had attended SALC training, ‘Chairmanship Skills’, which had been very useful and practical and they will be seeking to implement some of the recommendations from the training when the new Clerk is in post. • Cllr McKenna reported on the St. Martin’s Community Led Housing Information Morning that he had attended. • Cllrs Emery and Macey reported on the LJC meeting that they had attended, which included a presentation from the Clinical Commissioning Group and robust debate concerning the Future Fit Consultation. <p>e) Police report – To receive the police report and note the CCTV report. No Police representative was present, but it was RESOLVED to note the brief written report received.</p>
886	<p>Financial Matters</p> <p>a) – c) <i>Approved on block</i> Proposer: Cllr West-Wynn Seconder: Cllr Lloyd</p> <p>a) Monthly statement - To approve the monthly financial statement and bank statements against bank reconciliation. RESOLVED to approve.</p>

b) **Payments** - To approve outstanding payments and payments made prior to the meeting. **RESOLVED** to approve.

c) **Income** -To note income received since the last meeting and receive a report on outstanding income. **RESOLVED** to note.

BACS/Chq Payments made before 11.07.18					Act
Chq / BACS	Supplier	Net	Vat	Gross	
BACSCM55	RJAH - May Meals	420.00	84.00	504.00	
	Total	420.00	84.00	504.00	
Current Account Cheque Payments					
Chq	Supplier	Net	Vat	Gross	
300778	Shropshire Council - Hire of Selattyn School for June meeting	10.00	0.00	10.00	LGA 1972 s.134(4)
300779	P Crow - fixing of locks to pavilion cupboards to secure the documents inside	22.00	0.00	22.00	LGA 1972 s.111
300780	Royce Landscapes - Top up dips on Playing Field with top soil and grass seed. Emergency action as agreed with Chair and Vice Chair of A&S Committee as identified by Play Inspector as a H&S Issue	160.00	0.00	160.00	LGA 1972 s.111
300781	HMRC Inland Revenue Payments (Clerk NI & Tax) + PC NI contribution (92.34)	249.24	0.00	249.24	LGA 1972 s.112(2)
300782	Cllr M McKenna - Mileage to cllr training event - Planning	18.00	0.00	18.00	LG(FP)A 1963 s.5
300783	Cllr S Crow - Expenses - Envelopes for Riparian Rights Letter	3.75	0.00	3.75	LGA 1972 s.111
300784	Brewers July Invoice (litter picking, pavilion duties, watering, grasscutting, cleaning bus shelters, removal of safe from clerk's office to the Pavilion)	315.00	0.00	315.00	SC Maint. Fund HA 1980 s.96 LG (MP)A 1953 s.4 / PCA 1957 s.1; LGA 1972 s.111
300785	Brewers August Invoice (cheque dated 1st August) (litter picking, pavilion duties, watering, grasscutting, cleaning bus shelters)	375.00	0.00	375.00	SC Maint. Fund HA 1980 s.96 LG (MP)A 1953 s.4 / PCA 1957 s.1; LGA 1972 s.111
300786	Highline Electrical Ltd - annual lighting stock survey	592.00	118.40	710.40	PCA 1957 ss.3(1) & 7 / HA 1980 s.301 / OSA 1906 s.10
300787	Philip Crow-holiday cover (2-8July, 3hrs) (litter picking, watering, open/close pavilion)	30.00	0.00	30.00	LGA 1972 s.111
300788	Shropshire Council (chq payable to Post Office Ltd) - streetlight electricity (April-June 2018)	791.67	158.33	950.00	PCA 1957 ss.3(1) & 7 / HA 1980 s.301 / OSA 1906 s.10

	Total	2566.66	276.73	2843.39	
	Total cheques paid since last meeting	2986.66	360.73	3347.39	
BACS, Standing Orders and DD payments					
BACS No.					
BACS193	Derwen College - Summer Planting - Gobowen (491.67 + VAT) and Selattyn (108.33 + VAT) (as per approved quotes ref minute: 818/18)	600.00	120.00	720.00	LGA 1972 s.137
BACS194	Mr Fire Safety Ltd - Fire Risk Assessment for Pavilion, Fire Extinguishers replaced, directional exit sign, keep clear notice fire extinguisher service	177.50	35.50	213.00	LGA 192 s.111
BACS195	Clerk's Salary - Month 4 - Final Payment	1193.41	0.00	1193.41	LGA 1972 s.112(2)
BACS195	Clerk's Expenses (mileage 38.25 and expenses - key cutting and storage boxes)	61.95	0.00	61.95	
BACS196	Shropshire Council - Elections Recharge 4th May 2017	100.00	0.00	100.00	RPA 1983 s.36(5)
BACS197	DCK Accounting Solutions - Monthly Payroll Processing Fee	25.00	5.00	30.00	LGA 1972 s.111
DD	Pension Contribution (Employer 17.36, Staff 20.83)	38.19	0.00	38.19	LGPSR SI 2007/1166, LGPS SI 2008/238&239
DD	BT Busines Bill - Pavilion Phonenumber, Broadband (61.30 + VAT) and Mobile (£18.00 + VAT) - Now paid as a combined bill - monthly.	79.30	15.86	95.16	LGA 1972 s.111
DD	Veolia (payment taken on 28.07.17) - 2 lifts	28.98	5.80	34.78	LGA 1972 s.214(6)
	TOTAL	2304.33	182.16	2486.49	
	Total outgoings for June	5290.99	542.89	5833.88	
Current Account Income					
Income banked in June after the June Meeting					
BACS	Allotment Tenancy Payment - Plot 13	30.00	0.00	30.00	
BACS	Roundabout Advertising - Support my Computer 1/8 page advert	50.00	10.00	60.00	
BACS	Interest on Unity Trsut Deposit Account - paid 30.06.18	15.99	0.00	15.99	

BACS	Interest on HSBC BMM Account - paid 29.06.18	4.30	0.00	4.30	
Income banked in July					
148	Scottish Power - Playingfield Wayleave	13.09	0.00	13.09	
	TOTAL INCOME	113.38	10.00	123.38	
Community Meals Account Payments					
	Supplier	Net	Vat	Gross	
BACSCM56	K Griffiths - Expenses June (mileage)	10.85	0.00	10.85	
	TOTAL	10.85	0.00	10.85	
Community Meals Income					
000059	Direct Payment - July Meals Pierce	40.00	8.00	48.00	
000059	Community Meals income - June 2018	326.67	65.33	392.00	
BACS	Direct Payment - July meals Smithers	80.00	16.00	96.00	
	TOTAL INCOME	446.67	89.33	536.00	

- d) **1st Quarter Budget Report** – It was **RESOLVED** to note the Report.
- e) **1st Quarter Internal Controls** – Cllr Emery reported that he had reviewed the accounts for the 1st quarter and needed to obtain clarification on two points:
- (i) The Clerk's overtime for work on Round About had been paid as an expense, so no deductions had been made for tax or NICs.
- (ii) A cheque for £210 paid in 2016 does not appear on any payment account.
- It was **RESOLVED** that Cllr Emery should obtain clarification on these points and report back to full Council.
- f) **Streetlighting**
Consider Annual Charge for Streetlight Electricity through the Streetlighting Joint Energy Agreement, reason for price increase and alternative options. It was **RESOLVED** to note that the increase in price from 2017/18 to 2018/19 was due to an increase in the price of energy and it was **FURTHER RESOLVED** to continue with the Streetlighting Joint Energy Agreement for 2018/19.
- g) **Changes to the charges on the Unity Trust Account**
It was **RESOLVED** to note and accept the new charges.

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Planning Items

a) Planning Decisions – To note

- I. **Reference:** 18/01491/FUL (validated: 29/03/2018)
Address: 4 Pantglas, Oswestry, Shropshire, SY10 7HS
Proposal: Erection of garage with first floor study over following removal of existing shed
Decision: Refuse

	<p>II. Reference: 18/01404/FUL (validated: 09/04/2018) Address: 59 West Place, Gobowen, SY11 3NS Proposal: Erection of first floor extension to rear elevation Decision: Grant Permission</p> <p>III. Reference: 18/01888/FUL (validated: 02/05/2018) Address: Brook House, Hengoed, Oswestry, Shropshire, SY10 7EF Proposal: Erection of wooden stable block Decision: Grant Permission</p> <p>IV. Reference: 18/01443/FUL (validated: 09/05/2018) Address: Henlle Lane, Henlle, Gobowen, Oswestry, Shropshire, SY10 7AX Proposal: Change of use of land to form holiday park including the siting of 19 chalet/lodges with manager's lodge/office; formation of vehicular access, on-site roads and parking areas; installation of bio-disc sewage treatment plant; installation of boundary screening and formation of 2m high boundary embankment, planting scheme Decision: Refuse</p> <p>V. Reference: 17/03638/FUL (validated: 27/07/2017) Address: Proposed Residential Development Land To The South Of, Henry Robertson Drive, Gobowen, Shropshire Proposal: Residential development comprising of 12no. apartments and 8 dwellings; formation of vehicular access and parking Decision: Grant Permission</p> <p>VI. 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 Decision: Refuse</p> <p>RESOLVED to note.</p> <p>b) Planning applications for consideration</p> <p>I. Reference: 18/02772/FUL (validated: 18/06/2018) Address: Glopa Farm, Old Racecourse, Oswestry, Shropshire, SY10 7HP Proposal: Erection of a single storey side extension</p> <p>It was RESOLVED to MAKE A REPRESENTATION with the following comment:</p> <p>The Parish Council have no comment to make on this application.</p>
888	<p>Committee and Working Groups</p> <p>a) Finance and Executive Committee – To note that the meeting on 28 June 2018 was inquorate and that the meeting will be rearranged as quickly as possible.</p> <p>RESOLVED to note.</p> <p>b) Amenities and Services Committee – To note the draft minutes and agree recommendations from the committee meeting held on 28 June 2018</p> <p>I. Adopt the reviewed Allotment Management Policy</p> <p>II. Adopt the reviewed Cemetery Rules & Regulations and Memorial Safety Policy</p> <p>RESOLVED to adopt all above.</p> <p>c) Vacancies – Appoint Councillors to fill the vacancies on various committees</p> <p>It was RESOLVED to elect the following Councillors onto the Committees:</p> <p>I. Finance and Executive Committee (one vacancy – Vice Chairman) – Cllr Emery</p> <p>II. Planning Committee (one vacancy) – Cllr Evans</p>

	<p>III. Amenities and Services Committee (three vacancies) – Cllr Evans (two vacancies carried forward)</p> <p>d) Road Safety Concerns – Consider setting up a Working Group to Review the Parish Road Safety Concerns. It was RESOLVED that a Working Group was not needed.</p>
889	<p>Pavilion and Playing Fields</p> <p>a) River Perry – Consider quote to clear the Parish side of debris and overgrown trees. It was RESOLVED to note that quote not yet received.</p> <p>b) Fun Day on 18 August – Receive an update from the Amenities and Services Committee and consider risk assessments and plans for the event as supplied by the organiser. It was reported that a number of matters remain outstanding, particularly staffing of the event and risk assessment.</p> <p>It was RESOLVED that the Amenities and Services Committee are to satisfy themselves as to whether everything has been received and the decision as to whether or not the event should proceed will then be made at the Finance and Executive Committee meeting.</p>
890	<p>Consultations – Consider a response</p> <p>a) The Shropshire’s Great Outdoors 2018-28 strategy https://shropshire.gov.uk/get-involved/shropshire-s-great-outdoors-2018-28/</p> <p>It was RESOLVED to submit the following comment in response to the Consultation: The Parish Council supports the strategies as currently outlined.</p> <p>b) Shropshire Council Statement of Licensing Policy 2019 – 2024 http://shropshire.gov.uk/get-involved/statement-of-licensing-policy-2019-2024/</p> <p>It was RESOLVED to submit the following comment in response to the Consultation: The Parish Council has no comment to make.</p>
891	<p>Correspondence forwarded to Councillors for consideration and information</p> <p>a) To note the attached appendix of items which have been circulated and hard copies to be shared at the meeting. RESOLVED to note.</p>
892	<p>Meeting Dates – To note the date, time and location of the next meeting. The next meeting is Wednesday 12th September, 7.00, Gobowen.</p>
893	<p>Future Agenda Items</p> <p>Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</p> <ul style="list-style-type: none"> • Highways – to collate a list of worn highway signs for reporting. • Black Bridge, Gobowen – in a poor state of repair, needs reporting to Shropshire Council.
894	<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> <p><i>Cllr Ellis left the room and did not take part in discussions or decisions.</i></p> <p>a) Acquisition of Allotment Land – To consider associated costs and appoint a solicitor to act on the council’s behalf during the purchase. It was RESOLVED to instruct GHP Legal. <i>Cllr Ellis re-joined the meeting.</i></p> <p>b) Shropshire Local Plan Review – Elect Councillors to form a Sub-Group. It was RESOLVED to elect Cllrs Crow, Morgan, Emery, Ellis, West-Wynn and Evans.</p> <p>c) Staffing Matters – Update from the Finance and Executive Committee. It was RESOLVED that the</p>

	Finance and Executive Committee are to consider the options for recruitment of a new Clerk and to circulate their recommendations to members before the holding of an extraordinary meeting to consider those recommendations.
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Meeting closed: 21.00