Minutes of the meeting of the Parish Council on Wednesday 9th June 2021 at 7pm

In the Chair: Cllr Emery

Present: Councillors Clare, Crow, Davies, Dyke, Ellis, Evans, Lloyd, Macey, Morgan, Westwood-

Bate, Worthing.

In attendance: B Laraway - Parish Clerk & RFO

Also present: Steve Swann (Development Manager, Wrekin Housing), 2 members of the public

1348	To receive apologies and reasons for absence
	Apologies were accepted from Shropshire Cllr Mark Jones
1349	Co-option of Parish Councillors – two applications received
	It was RESOLVED to defer the co-option of parish councillors until the next meeting as
	neither candidate was present.
1350	Disclosable Pecuniary Interests
1330	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. None
	b) To consider any applications for dispensation. None
1351	Affordable Housing – Presentation by Wrekin Homes on their proposed Southlands
	Avenue development.
	Steve Swann, Development Manager for Wrekin Housing gave a presentation about the
	proposed 38 property affordable homes development on Southlands Avenue in Gobowen. The planning application has not yet been submitted.
	The planning application has not yet been submitted.
	The presentation was NOTED and Councillors had an opportunity to ask questions.
1352	a) To sign the previously agreed minutes of the Full Council meeting held on 22.04.21
	(Agenda Item 1332b)
	RESOLVED: The previously agreed minutes of the Full Council meeting held on 22.04.21
	were duly signed as a true record.
	b) To confirm the minutes of the Full Council meeting held on 12.05.21.
	RESOLVED: The minutes of the Full Council meeting held on 12.05.21 were agreed and
	duly signed as a true record
	FURTHER RESOLVED: The Parish Clerk will, in future, circulate the minutes of previous
	meetings in a separate email to the agenda and other meeting papers.
	meetings in a separate email to the agenda and other meeting papers.
1353	Public Participation session - a period of 15 minutes will be set aside for the public to
	speak on items on the agenda.
	1 member of the public procent cooks about vehicles parking outside the Cross Faves in
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	1 member of the public present spoke about vehicles parking outside the Cross Foxes in Gobowen. Vehicles are parking on an area of pavement that is not marked as parking spaces, blocking pedestrian and wheelchair access. The member of the public commented that they had been in correspondence with Shropshire Council about the issue and had

received a reply advising that Shropshire Council will contact the Parish Council about the issue.

1354 Reports

a) **Progress Report** – To consider the Clerk's progress report (Appendix A). The Clerk gave a further verbal update regarding the criteria for new salt bins.

Cllr Ellis asked about the Parish Roundabout magazine and the possible formation of a committee to support the Clerk to re-launch the magazine.

It was **RESOLVED** to **NOTE** the Clerk's progress report.

It was **FURTHER RESOLVED** to include the Parish Roundabout magazine on a future agenda.

b) **Shropshire Council** - To receive reports from Shropshire Council elected councillors.

Shropshire Councillor Robert Macey reported:

- New leadership Lezley Picton is the new leader of Shropshire Council and has appointed a new cabinet.
- *Priorities* Improving the county's roads and tourism are high on the new Council's agenda.
- Roads in Gobowen a number of roads, and the pedestrian crossing in the centre
 of Gobowen village have been marked up for repair. The pothole repairs that have
 recently been carried out on Twmpath Lane will be finished off with surface
 dressing works in July.
- Flooding on Twmpath Lane Cllr Mark Jones has asked for further investigation into this issue as the drains have been cleared twice but the issue still occurs.

Questions from Councillors:

- Cllr Clare asked if the money being spend on the Shrewsbury Relief Road will affect funding for other roads in the county. Cllr Macey advised that the Shrewsbury Relief Road was majority funded from external sources and will not impact Shropshire Council's plans to invest in roads across the county.
- Cllr Ellis asked about Shropshire Council's tourism strategy. Cllr Macey advised that the Council now has a tourism officer in post.
- c) Other Reports
 - i. Police report. None

1355 | Financial Matters

a) Monthly statement - To note bank reconciliation.

Appendix B Item 1355a Monthly Statement

RESOLVED: NOTED

b) **Payments - To approve** payments made during May and forthcoming for June where known **Appendix B Item 1355b Payments**

RESOLVED: APPROVED

c) **Income -To note** income received since the last meeting.

Appendix B Item 1355c Income

RESOLVED: NOTED

d) **Banking – To note** closure of Unity Trust Community Meals account on 12.5.21 and transfer of balance £2,295.89 to Unity Trust Current Account.

RESOLVED: NOTED

e) HSBC account safeguard review - To note update.

RESOLVED: The verbal update was **NOTED**

- f) Expenditure:
 - i. **To approve** Councillor and Clerk training costs:
 - Cllrs Davies, Evans and Morgan Code of Conduct training October 2021 £30
 - Clerk Creating Accessible Excel documents July 2021 £30 + vat

RESOLVED: APPROVED

- g) Streetlight expenditure
 - i. **To consider** the quote received for the installation of a new streetlight on Old Chirk Road.

Appendix B Item 1355g (i) Streetlight Quote

RESOLVED: APPROVED

ii. **To note** the 2021/22 joint energy agreement price for Streetlight electricity. **£3328.36+vat**. This represents a 5% decrease on 2020/21 prices and is £172 below budget.

RESOLVED: NOTED

h) **Grants – To consider** the amount of grant funding to award TNS Community Foundation towards their funding gap (minute 1315g)

It was **RESOLVED** by majority vote to award a grant of £1504 to TNS Community Foundation to cover the funding gap for delivery of youth work in Gobowen.

1356 | Planning Items

a) Planning Decisions - To note

a. Reference: 21/01572/FUL (validated: 29.03.2021)

Address: Land opposite Gyrn Cottage, Gyrn Rd, Selattyn, Oswestry, SY10 7DL.

Proposal: Siting of metal storage container (resubmission)

Decision: Refuse

b. Reference: 21/01687/FUL (validated: 01/04/2021)

Address: Land Adjacent To Carreg-Y-Big, Selattyn, Shropshire

Proposal: Construction of a 25m x 40m manage for private use only to include change

of use of land and erection of post and rail fencing

Decision: Grant Permission

RESOLVED: NOTED

It was **FURTHER RESOLVED** that the Clerk would find out the reason that 21/01572/FUL was refused permission and report back.

b) Planning applications for consideration – None

Streetnaming – To review the list of potential new street names held by the Parish Council.

It was **RESOLVED** that Councillors should forward any ideas for street names to the Parish Clerk for consideration on a future agenda.

It was **FURTHER RESOLVED** that the Parish Clerk will contact Oswestry Town Museum as a possible source of suggestions.

1358 Defibrillators

a) Defibrillator and CPR awareness courses – To consider the offer received from a local Community First Responder to provide free Defibrillator and CPR Awareness courses in the Parish. Two hour practical sessions utilising the latest government Covid19 guidance and Resuscitation Council protocols.

It was **RESOLVED** that the Clerk will liaise with the Community First Responder to arrange courses in the Parish.

b) Request for additional defibrillator in Gobowen – To consider the request received from a resident of the housing estate at the end of Old Chirk Road for the installation of a defibrillator in that area. The resident suggested that the defibrillator could be installed on the outside of their property and offered to contribute to the cost.

It was **RESOLVED** that the Clerk will contact the resident, explain how the other defibrillators in the area were funded and clarify what the resident is requesting from the Parish Council.

1359 | Police and Crime Commissioner

a) Town and Parish Council Survey – To consider a response from the Council to the PCC's survey. Deadline for responses is 18 August 2021.

It was **RESOLVED** that Cllr Macey and Cllr Morgan will work with the Clerk to draft a response from the Parish Council.

b) PCC grants for safer roads – To consider the grant documentation and conditions and discuss ideas for qualifying projects in the Parish.

It was **RESOLVED** that this will be considered as a future agenda item. The funding is available until March 2022.

1360 Graham Edwards Memorial Tournament – To agree terms and hire charges.

It was **RESOLVED** to **AGREE** the following terms and costs.

• The pavilion main room, kitchen and changing rooms and the outside area are to be cleaned by the tournament organisers after each match.

- The tournament organisers are responsible for line marking on the pitch and must use the correct material.
- A copy of the insurance certificate for the tournament must be forwarded to the Parish Clerk before the start of the tournament
- A risk assessment must be in place before the tournament starts; a copy to be forwarded to the Parish Clerk (template attached to the booking form)
- In the event of bad weather and/ or deteriorating pitch conditions The Parish Council has the final say on whether matches are played.
- A litter pick must be undertaken following each game and excess litter removed from the site.
- Any damage caused to the pitch or pavilion resulting from the tournament will be the responsibility of the tournament organisers to rectify.
- The goal mouths to be re seeded if needed at the end of the tournament by the Graham Edwards Committee.
- A Pavilion conditions of hire form must be filled in (copy attached) and adhered throughout the tournament.
- The cost for use of the Pavilion will be charged at £300 (15 matches x £20 per match) and £100 refund will be given following the tournament, providing the above terms are adhered to.
- A COVID 19 risk assessment must be forwarded to the Parish Clark in advance of the tournament if there are any local or national COVID-19 restrictions or guidelines in place at the time of the tournament. The COVID 19 risk assessment must, as a minimum, include appropriate cleaning routines
- The Pavilion is used for a Youth Café on Monday evenings. Any equipment and materials for the Graham Edwards Memorial Tournament that are being stored at the Pavilion must be placed in the changing room on the Playing field side of the pavilion each Sunday evening before locking up.

It was **FURTHER RESOLVED** to arrange for the pavilion to be cleaned by the Caretakers on two additional occasions so that it is cleaned before and after Youth Café. Additional cost **£30.**

1361 Committees

a) To appoint Councillors to the vacancies on the Amenities & Services committee (1 vacancy) and the Planning committee (2 vacancies)

It was **RESOLVED** to appoint Cllr Dyke to the Amenities & Services committee.

b) Consultation task and finish group – To agree objectives and membership numbers and to nominate Councillors on to the task and finish group.

It was **RESOLVED** to defer this item until the September Full Council meeting.

1362 | Councillors

a) Training – To consider the SALC programme of Councillor training for 2021 and agree attendance

It was **RESOLVED** that the Clerk will investigate 'bespoke' training for the Council.

It was **FURTHER RESOLVED** that attendance at the GDPR training course will be discussed at the next Finance and Executive Committee meeting. b) Contact information and consent form – to note that 'Councillor contact information and consent' forms and copies of the privacy notice had been distributed prior to the meeting. It was **RESOLVED** to **NOTE** that Councillors had been asked to complete these forms for the Clerk's records in advance of the meeting. 1363 Proposed Transfer of GP Services from St Martins Surgery to Chirk Surgery – to consider and agree any response to the consultation document. It was proposed to submit a response to the consultation document opposing the transfer of services, and to include the following points: Transport difficulties, frequency of bus services. Population growth in both St Martins and Gobowen. Proposed: Cllr Clare; Seconded Cllr Dyke. It was **RESOLVED** to oppose the transfer of services. Councillors asked the Clerk to draft and submit a response on behalf of the Council. 1364 Bath Banks Wall (Cllr Morgan) – To consider It was **RESOLVED** to report the partially collapsed wall to Shropshire Council. 1365 Alley - Old Chirk Road / Co-op (Cllr Westwood-Bate) - To consider It was **RESOLVED** that Cllrs Emery, Westwood Bate and Worthing would visit the alley and black bridge and report back to a future meeting. 1366 **Correspondence** forwarded to Councillors for consideration and information a) Appendix of items which have been circulated by email – To note **RESOLVED: Noted** b) Hope House – Thank you letter for grant – To note **RESOLVED: Noted** c) Parking outside the Cross Foxes – To note It was **RESOLVED** that Cllr Macey will liaise with Shropshire Council and request a site visit. d) Fernhill Lane sewage flooding – To consider Cllr Crow advised the Council that the flooding had been a recurrent problem for many years. Cllr Clare asked if the sewage / drainage system in the area was of sufficient size to cope with the additional development taking place in the area. It was **RESOLVED** to write a letter to Severn Trent Water. **Selattyn Burial Ground – To consider** the invitation to a tour of Selattyn Burial Ground 1367 received from the Burial Ground trustees. It was **RESOLVED** that Cllr Morgan would accept the offer of a tour of the Burial Ground.

1368 Proposed date Annual Parish meeting Wednesday 21st July – To consider the proposed date and agree a venue.

It was **RESOLVED** that 21st July is agreed as the date for the Annual meeting of the Parish subject to any Covid-19 regulations permitting a gathering of this size. Final decision to be made at 14th July meeting.

1369 | Future Agenda Items

Councillors are 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.

It was **RESOLVED** to agree the following items for future agendas.

- Green policy (Cllr Morgan)
- WAT's meadow dog fouling and grassed areas (Cllr Evans)
- Parish Roundabout committee (Cllr Ellis)
- Reports from task and finish groups (Cllr Emery)
- Request received for additional signage at the zebra crossing in Gobowen village centre (Cllr Emery)

1370 To note the date of the next meeting: Wednesday 14th July. RESOLVED: NOTED

1371 Exclusion of press and public

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.

a) Planning – To note Planning application 21/02601/CPL RESOLVED: NOTED

Meeting closed 20:57

Appendix A - Item 1354a Clerk's progress report

1. Salt bin Trewern Avenue.

Following correspondence from a resident, a request was raised on 26th January with Shropshire Council to install a salt bin at the entrance to Trewern Avenue. The map of salt bins in the area shows that there are 12 bins north of the roundabout in the centre of Gobowen and 0 bins south of the roundabout.

26.05.21 Reply received from Shropshire Council advising that the request doesn't meet the criteria for a salt bin.

2. Build-up of stones under bridge on Old Chirk Road.

Shropshire Council have advised that remedial work will be included in their work programme. I have written to the resident who contacted the Parish Council about the issue.

3. External Audit

The AGAR (Annual Governance and Accountability return) was submitted to PKF-Littlejohn, the external auditor, on 1st June. The period for the exercise of public rights to view the Parish Council accounts has been set as Thursday 3rd June – Wednesday 14th July inclusive (30 working days). Notice regarding this period has been published on the Parish Council website, facebook page and noticeboards.

4. Mobile Speed Camera deployment

The Police Road Safety Team have advised that they are waiting for Shropshire Council's team to address the signage on St Martins Road. The delay in resolving this is hindering their mobile enforcement.

5. Parish Roundabout magazine

The intended production of an edition of the Parish Roundabout magazine in June 2021 will not take place due to the Parish Clerk's workload over the past months. At present, a likely production schedule is not known.

6. Zoom subscription

The Parish Council's paid Zoom subscription has not been renewed. Free Zoom (limited to 40-minute sessions) and Microsoft Teams remain available for virtual meetings. A paid Zoom subscription can be re-activated if needed.

7. Accessible website legislation

The Public Sector bodies (Website and Mobile applications) Accessibility Regulations 2018 came into force from 23 September 2020 and require all public sector bodies, including local councils, to ensure that reasonable adjustments are made to websites so that they are accessible to people with various disabilities including impaired vision, motor difficulties, cognitive impairments, learning disabilities, impaired hearing and deafness.

The Parish Clerk will carry out an audit and impact assessment of the Parish Council website and report to the next meeting of the Finance and Executive committee.

In addition to website layout and content, any downloadable documents for the public domain need to meet the regulations. This includes agendas, minutes, charges schemes, forms and any other documents that the Parish Council publishes online. The Parish Clerk has attended "How to write accessible word and PDF documents" training and will be introducing layout and style changes to public facing Parish Council documents over the coming months.

Appendix B Financial Matters

Item 1355a Bank reconciliation

Selattyn and Gobowen Parish Council

	Bank Reconciliation at 01	1/06/2021		
	Cash in Hand 01/04/2021			288,207.58
	ADD Receipts 01/04/2021 - 01/06/202	113,326.81		
				401,534.39
	SUBTRACT Payments 01/04/2021 - 01/06/202	21		10,973.68
A	Cash in Hand 01/06/2021 (per Cash Book)			390,560.71
	Cash in hand per Bank Statemen	nts		
	Cash	31/05/2021	26.00	
	Nationwide Busines 95 Day Sav	31/03/2021	85,650.54	
	HSBC Business Money Manage	31/05/2021	85,109.68	
	HSBC Community Account	31/05/2021	0.00	
	Unity Trust Community Meals A	12/05/2021	0.00	
	Unity Trust Deposit Account	31/05/2021	62,725.17	
	Unity Trust Current Account	31/05/2021	157,180.18	
				390,691.57
	Less unpresented payments			130.86
				390,560.71
	Plus unpresented receipts			0.00
В	Adjusted Bank Balance			390,560.71
	A = B Checks out OK			
		_		

Item 1355b Payments

Payments	made prior to	o meeting				
Chq / BACS	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	Gross	<u>Act</u>
DD 2021- 35	Opus Energy	Pavilion Gas	£10.34	£0.52	£10.86	LGA 1972 s.133
BACS 2021-36	Hengoed with Gobowen PCC	Room Hire – All Saints Church Hall	£25.00	£0.00	£25.00	LGA 1972 s.111
DD 2021- 37	Veolia	Hengoed Cemetery refuse collection- 2 lifts	£32.40	£6.48	£38.88	LGA 1972 s.214(6)
DD 2021- 38	Water Plus	Pavilion Water	£33.38	£0	£33.38	LGA 1972 s.133
BACS 2021-39- 2021-42	Parish Clerk	Salary / Pensions / NI / PAYE (Month 1)	£2673.43	£0	£2673.43	LGA 1972 s.112(2) LGPSR SI 2007/1166, LGPS SI 2008/238&239
DD 2021- 43	Unity Trust Bank	Bank Charges	£13.65	£0	£13.65	LGA 1972 s.111
BACS 2021-44	Highline Electrical Ltd	Streetlight Repair	£54.00	£10.80	£64.80	PCA 1957 s.3 HA 1980 s.301
BACS 2021-46	SALC	Good Councillor's Guide 2018 x 8	£27.20	£0	£27.20	LGA 1972 s.111
BACS 2021-47	Vonage	Staff telephone	£16.00	£3.20	£19.20	LG (FP) A 1963 s.5
2021-48	Wilko	Stationery	£3.33	£0.67	£4.00	LGA 1972 s.111
		TOTAL	£2888.73	£21.67	£2910.40	

Forthcoming payments for approval						
Chq/	Supplier	Description	<u>Net</u>	<u>Vat</u>	Gross	Act
BACS						
DD 2021- 45	Water plus	Allotment Water 24.11.20-17.03.21	£67.77	£0	£67.77	LGA 1972 s.111
BACS 2021-49	SLCC	Parish Clerk training	£30.00	£6.00	£36.00	LGA 1972 s.111
DD 2021- 50	Water plus	Allotment Water 17.3.21 –24.05.21	£32.96	£0	£32.96	LGA 1972 s.111
DD 2021- 51	ВТ	Pavilion Phoneline & broadband	£33.45	£6.69	£40.14	LGA 1972 s.111
BACS 2021-52	DCK Accounting Solutions	Monthly Payroll processing fee – May	£25.00	£5.00	£30.00	LGA 1972 s.111
BACs 2021-53	Lyreco UK Ltd	Stationery. paper, file dividers, envelopes, staples	£62.46	£12.49	£74.95	LGA 1972 s.111
DD 2021- 54	Veolia	Hengoed Cemetery refuse emptying – 2 lifts	£32.40	£6.48	£38.88	LGA 1972 s.214(6)

						1875 s. 164 LGA 1972 s.111
		Litter picking £90				Public Health Act
		Playing field £40,				S.4
61		cleaning £45,				LG(MP)A 1953,
58,59,60,		Bus Shelter				1908, s26.
2021-		maintenance £50,				Allotments Act
BACS	D Brewer	Allotment	£225.00	£0.00	£225.00	Small Holdings &
		£110, Cleaning materials £7.86				
56, 57		Pavilion cleaning				
2021-55,		Caretaking £100,				
BACS	D Brewer	Pavilion	£216.54	£1.32	£217.86	LGA 1972 s.133

Item 1355c Income

Income May	2021				
		<u>Description</u>	<u>Net</u>	<u>Vat</u>	Gross
BACS	Shropshire Council	Neighbourhood Fund	£23,290.78	£0	£23,290.78
Cheque	Allotment rental	Plot 17	£30.00	£0	£30.00
Interest	HSBC	Business Money Manager – May	£0.72	£0	£0.72
Cheques	Memorial Fees	2 Memorials	£210.00	£0	£210.00
BACS	P Crow	Repayment of expenses overpaid in error.	£28.79	£0	£28.79
		TOTAL	£23,560.29	£0	£23,560.29

Item 1355g(i) Quote for installation of new streetlight on Old Chirk Road.

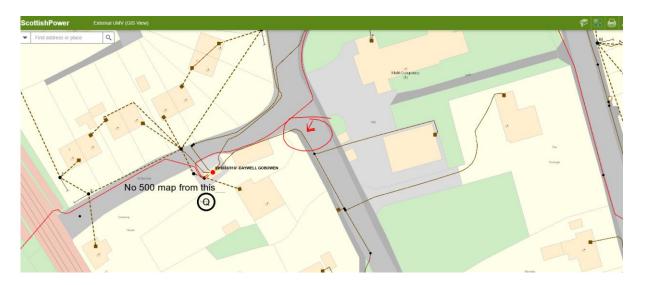
Note: There has been £1,500 in Earmarked reserves for this streetlight since 2019/20 budget.

Highline Electrical Costs as per contract schedule 2021-2024:

Holophane LED Lantern £258.00 Photocell £19.00 5m column £268.00 + Labour £180.00 SP new service charge £1,113.07

Shropshire Council excavation permit £440.00

Total Cost £2278.07(net) + £455.61(vat) = £2733.68



The circle and arrow (red) indicate the proposed location of the new streetlight.

Selattyn and Gobowen Parish Council