

Selattyn and Gobowen Parish Council

Minutes of the Amenities and Services Committee meeting held on 24.11.21 at The Pavilion, Gobowen commencing at 19.30

In the Chair: Cllr Crow

Present: Cllr Dyke, Cllr Davies, Cllr Emery, Cllr Evans, Cllr Lloyd, Cllr McKenna

In attendance: B Laraway – Parish Clerk & RFO; 1 member of the public

Apologies : Cllr Macey

AS / 355. To receive and approve apologies and reasons for absence

Apologies and reason for absence was received and approved from Cllr Macey.

AS / 356. Disclosable Pecuniary Interests

a. No disclosable pecuniary interests were declared.

b. There were no applications for dispensation

AS / 357. Public Participation session

The member of the public present spoke about the condition of the River Perry along the playing field and the banks on both side of that stretch of river.

The member of the public left the meeting.

AS / 358. To confirm the minutes of the meeting held on 22 September 2021.

RESOLVED: The minutes of the meeting held on 22 September 2021 were confirmed as a true record of the meeting.

AS / 359. To consider the Clerk's progress report

RESOLVED: To note the Clerk's progress report ([Appendix A](#))

RESOLVED: To note the Clerk's verbal update regarding recent vandalism to one of the toddler swings.

RESOLVED: To include an item about walking dogs on the playing field in the next edition of the Parish Roundabout magazine

AS / 360. Pavilion

a. Fire risk assessment

RESOLVED: To note the Fire Risk Assessment and that the fire prevention measures and alarm system in place at the Pavilion are sufficient.

b. Hire charge for Parliamentary by-elections on 16th December

RESOLVED: To note the hire charge of £250.

Selattyn and Gobowen Parish Council

AS / 361. *Playing Fields*

a. Annual playground inspection report and recommendations

RESOLVED: To make arrangements for the zip wire traveller to be removed or secured. Approval of costs delegated to Parish Clerk in consultation with the committee chair.

RESOLVED: To arrange repairs to flat swings and single point swing.

b. Quote to repair the Aerial Runway.

RESOLVED: To check the existing aerial runway seat as it was new in 2020.

RESOLVED: To recommend acceptance of the quote to Full Council.

c. Quote for the supply and installation of a kissing gate in the gap in the hedge near the Sports Court.

RESOLVED: To approve the quote for the supply of a kissing gate.

RESOLVED: To consider a donation for installation when the Parish Paths Partnership have confirmed that they can carry out the work.

RESOLVED: To contact Shropshire Council to determine if permission is needed to install the gate

RESOLVED: To fix a 'Keep your dog on a lead' sign on the gate when it is installed.

d. Benches

i. Email from Three Parishes Big Local offering two benches

RESOLVED: To accept the offer of 2 benches and to state the Council's policy of recycled plastic benches only.

RESOLVED: One additional bench to be located on the playing field.

RESOLVED: To seek feedback from residents regarding potential locations through social media.

ii. Quotes for benches to add to 2022/23 budget.

RESOLVED: To include two further benches at £700 each in the 2022/23 budget.

e. Grasscutting - To consider the revised quote for grasscutting following the change of specification agreed at 22.9.21 Amenities and Services committee meeting.

RESOLVED: To defer this item to the next meeting as the revised quote had not been received.

Selattyn and Gobowen Parish Council

AS / 362. River Perry

a. Councillor feedback from the site meeting with Shropshire Wildlife Trust

RESOLVED: To note the verbal feedback from Cllr Dyke, Cllr Evans and Cllr McKenna.

b. Proposal and quote from Shropshire Wildlife trust for River Perry bank design.

RESOLVED: To recommend to Full Council that the proposal and quote is accepted.

RESOLVED: That any design should also address the access to the playing field alongside the river.

AS / 363. Hengoed Cemetery

a. Proposed response to the Defra Consultation on changes to the Environmental Permitting regulations in relation to small scale cemeteries.

RESOLVED: To agree the proposed response to the consultations from DEFRA and NALC.

RESOLVED: To copy the response to the Secretary of State for Environment, Food and Rural Affairs.

b. Shallow graves and second burials.

RESOLVED: To waive the purchase fee of a new grave in the event that a grave recorded as a double grave in the cemetery records is too shallow for a second interment.

RESOLVED: To identify a grave in the 3rd quarter of the cemetery and set it aside to be used in the event that a grave recorded as a double grave in the cemetery records is too shallow for a second interment.

c. Request received for a memorial bird table to be sited at the cemetery.

RESOLVED: To draft a memorial policy to cover requests for benches and other memorial items; to include headstones and memorials appropriate for other faiths.

RESOLVED: To write back to the family to advise them that a decision will be deferred until a policy is agreed.

AS / 364. Allotments – final drafts of the Tenancy and management agreements.

RESOLVED: To agree the final drafts of the Allotment Tenancy agreement and management agreement.

Cllr Evans requested it be minuted that he took no part in the discussion and voting for Agenda Item AS/364 Allotments.

Selattyn and Gobowen Parish Council

AS / 365. *Waste bins in the Parish – locations for additional bins.*

RESOLVED: To include 3 additional bins in the 2022/23 budget.

RESOLVED: Proposed locations are the grassed area on Chirk Road adjacent to Disley Close, Preeshenlle Lane entrance to Forsters Meadow, next to the canal in Henlle.

RESOLVED: To contact Shropshire Council for permission to site bins in these locations and to confirm that bins in these locations are accessible to be emptied.

AS / 366. *Supplier Contract review*

RESOLVED: Parish Clerk, with support from Cllr Emery, to carry out the one year review of the Pavilion Management, Parish Maintenance, Playing Field Grass cutting, Cemetery Grass cutting and Streetlight maintenance contracts with the Contractors.

AS / 367. *Gobowen Planters – dead heading and watering in 2022.*

RESOLVED: Derwen College students will dead head the summer planting during term time. Cllr Crow will take responsibility for dead heading outside of term time.

RESOLVED: Cllr Crow will take responsibility for watering. Cllr Evans will support.

RESOLVED: Risk assessment to be carried out for tasks undertaken by Council volunteers.

AS / 368. *Correspondence*

a. Parish Paths partnership: stile on Oswestry road (delegated to Amenities and Services Committee by Council)

RESOLVED: To write to Shropshire Council to request that a pedestrian warning sign is sited in the vicinity.

b. Three Parishes Big Local :offer of equipment from Community Equipment Library.

RESOLVED: To request display boards, cutlery and an insulated pump flask.

AS / 369. *Mirror and post for allotments entrance (delegated to Amenities and Services Committee by Council)*

RESOLVED: To defer this item to the next meeting as it was requested by Cllr Westwood Bate.

AS / 370. *Five year plan*

RESOLVED: To remove Gobowen Pavilion sign from the 5 year plan.

Selattyn and Gobowen Parish Council

RESOLVED: To add completion dates when a project is completed.

RESOLVED: Parish Clerk to find out how other burial authorities of small cemeteries deal with soil stores.

RESOLVED: To add traffic free routes to Gobowen to the Parish Council's draft Green policy action plan.

AS / 371. 2022-23 Budget – to consider proposed budget for Allotments, Cemetery, Parish Amenities, Pavilion and Playing field.

RESOLVED: To make the following changes to the draft budget:

- Remove the costs of the zip wire repairs from the budget and fund from reserves.
- Reduce the no. of additional bins included in the budget to 3.
- Add costs for 2 benches

RESOLVED: To recommend the draft budget to Full Council subject to the above changes

AS / 372. 2022-23 Charges – to consider proposed charges for the Pavilion, Playing Fields, Cemetery, Allotments.

RESOLVED: To recommend the proposed charges for 2022-23 to Full Council.

AS / 373. Future Agenda Items

RESOLVED: To accept the following future agenda items:

- Burial of non-Parishioners at Hengoed Cemetery.
- Neighbourhood Fund (Full Council)

AS / 374. Future meetings

RESOLVED: To note the date of the next meeting Wednesday 23rd March 2022 at 7:30pm..

AS / 375. Closed Session

RESOLVED: 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

[Cllr Crow moved that Standing Order 3x be suspended to allow the business of the meeting to be concluded

RESOLVED: *To suspend Standing Order 3x for 10 minutes].*

Selattyn and Gobowen Parish Council

AS / 376. *Cemetery management software*

RESOLVED: To make a recommendation to Full Council regarding the preferred future supplier of cemetery management software.

AS / 377. *Hengoed Cemetery – new garden of remembrance*

RESOLVED: To accept Quote 2, using panda gravel.

RESOLVED: To prepare an area equivalent to 52 ashes plots for the first stage of the development

Meeting closed 21:40

Selattyn and Gobowen Parish Council

Appendix A – Item AS/359 Clerk’s report

1. Pavilion

- a. Pavilion Repairs and Maintenance Task and Finish Group.

No progress to report.

- b. The fridge has been switched off and unplugged as it was not being used by any group. This has an estimated annual energy cost saving of £163.
- c. Cold water tap in changing room was reported by the caretakers as flowing very slowly. This has now been repaired.

2. Playing Field

- a. There has been no progress with investigating the drainage issues on the field. The river level remains higher than the drainage outlet point.
- b. Contractors have been instructed to clear the debris from the River Perry which will be completed by the end of November.
- c. Dogs on the playing field – improved signage and enforcement. This was identified as a future agenda item at the last Amenities and Services committee. Further investigation is needed.

The Clerk has been approached on 3 separate occasions by people providing the car number plate belonging to an individual whose dog runs loose and fouls the field. The Clerk has not taken any action with this information.

3. Allotments

- a. Three new tenants have taken up the vacant half plots.
- b. There are currently 11 people on the waiting list. The longest wait time stands at 18 months.
- c. The Allotment Management committee raised a number of questions at the meeting with Parish Council representatives in September. These are still being investigated and will be brought to the next meeting of the Amenities and Services committee.

4. Other items

- a. Two streetlights have been identified (from historic records) as belonging to the Parish Council but did not appear on the inventory. One on Fairfield Mews and one in Pant Glas – they have now been added to the inventory.
- b. The annual streetlight survey has not yet been carried out by the contractor.
- c. The Phase 3 streetlight upgrade and the installation of the new streetlight on Old Chirk Road have been delayed by parts being unavailable. Highline do not currently have any details of when they will receive supplies.
- d. The Parish Maintenance contractors reported that a hedge bordering Agnes Hunt bungalows was growing into the roof of the bus shelter on Whittington Road. This has been reported to Derwen College. No feedback yet received.

Selattyn and Gobowen Parish Council

5. Outstanding Actions from previous Amenities & Services committee meetings

- Memorial Safety policy
- Quotes for fence repair at Hengoed Cemetery
- Cemetery Shelter roof repair
- Scanning / photographing Cemetery paper records
- Bus Shelter St Martins Road
- Hedge between car park and Fernhill avenue