

# Selattyn and Gobowen Parish Council

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## Minutes of the Amenities and Services Committee held on 5 October 2022 at Gobowen Pavilion, St Martins Road, Gobowen commencing at 7:30pm

**In the Chair:** Cllr Crow  
**Present:** Cllr Emery, Cllr Macey, Cllr McKenna  
**In attendance:** Mrs B Laraway, Parish Clerk & RFO  
**Apologies:** Cllr Dyke, Cllr Evans, Cllr Lloyd  
**Absent:** Cllr Westwood Bate

### **AS / 429. To receive and approve apologies and reasons for absence**

**RESOLVED:** Apologies and reasons for absence from Cllr Dyke, Cllr Evans and Cllr Lloyd were received and approved.

### **AS / 430. Disclosable Pecuniary Interests**

- a. No disclosable pecuniary interests were declared
- b. There were no applications for dispensation

### **AS / 431. Public Participation session**

There were no members of the public present.

### **AS / 432. To confirm the minutes of the meeting held on 29 June 2022**

**RESOLVED:** The minutes of the meeting held on 29 June 2022 were confirmed as a true record of the meeting.

### **AS / 433. Reports – to consider**

- a. Clerk's progress report

**RESOLVED:** Noted ([Appendix A](#))

Cllr Macey gave a verbal update on the Shropshire Council dog warden and agreed to provide some details for the Clerk to circulate on social media and in the next edition of the Selattyn and Gobowen Parish Roundabout magazine.

### **AS / 434. Correspondence**

- a. Gobowen Ladies Guild – request for reduced fees for Pavilion use.

**RESOLVED:** To agree a reduced Pavilion hire fee of £25 per session for the 4 dates booked in early 2023 to match what they would have paid at All Saints Church Hall if it was available.

**RESOLVED:** To write to the Ladies Guild suggesting that they make an application for a Parish Council grant to cover the fee difference for any future bookings.

- b. Tricas Construction – request to connect Southlands avenue development streetlights to the existing streetlight electricity supply.

**RESOLVED:** To deny permission to connect to Parish Council streetlight electricity supply following advice received from Shropshire Council and the Parish Council's lighting contractor.

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## **AS / 435. *Playing Fields – to consider playground inspection reports.***

**RESOLVED:** To note the playground inspection reports and the Clerk's verbal update advising that the Zip wire has been re-tensioned to meet the requirements identified in the report.

## **AS / 436. *Pavilion***

**a. To note** the report of damage that occurred on 17<sup>th</sup> September.

**RESOLVED:** Noted

**b. To consider** email correspondence regarding re-imburement for repairs.

**RESOLVED:** To require the full costs for supply and fitting of a like for like repair to be paid by the visiting football team.

**c. To consider** adopting a Pavilion key holder policy and **to approve** draft policy

**RESOLVED:** To approve the draft Pavilion key holder policy with minor wording changes

**d. To approve** the list of authorised keyholders.

**RESOLVED:** The list of current authorised keyholders was approved, with the addition of the Parish Council Chairman.

**e. To consider** holding annual or 6 monthly review meetings with groups that hire the Pavilion on a regular basis (TNSFC Foundation & Gobowen Celtic FC).

**RESOLVED:** To invite each regular hirer (TNSFC Foundation, Gobowen Celtic FC and Graham Edwards Committee) to an annual review meeting, increasing frequency to 6 monthly if necessary.

**RESOLVED:** To include the possibility of review meetings in the Pavilion Hire agreement when next reviewed.

**f. To consider** the amount of deposit to refund to the Graham Edwards Memorial Trophy committee. Total deposit paid was **£100**.

**RESOLVED:** To refund the full deposit of £100

**g. To consider** the Pavilion Intruder Alarm servicing quote. Service £80. Likely replacement parts £35-£90. Total **£80-£170 +vat**

**RESOLVED:** To agree the quote.

## **AS / 437. *Hengoed Cemetery***

**a. To consider** purchasing and planting a [Small Leaved Lime tree](#) – (Tilla Cordata Rancho) to be located at the end of the central path along the hedgeline at the rear of the cemetery. A 3m tall tree (10-12cm girth) is priced at £111 plus £130 delivery. Total £241 plus vat. Supplier was recommended and is used by Shropshire Council.

**RESOLVED:** To purchase and plant a small leaved lime tree for this location. Clerk to check radius of root system and bring back for further discussion if this could impact grave digging in the area.

**b. To consider and agree** a name for the new Garden of Remembrance area at Hengoed Cemetery. Suggestion: The Elizabeth Garden.

**RESOLVED:** To name the new Garden of Remembrance 'The Elizabeth Garden'.

**c. Memorial Safety Policy – to consider** revised policy.

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**RESOLVED:** To adopt the revised Memorial Safety policy with some minor changes.

## **AS / 438. Allotments**

**a.** Notes from the meeting with Gobowen Allotment Society Committee held on 7<sup>th</sup> September **to note**

**RESOLVED:** Noted

**b.** Allotment finance report from 1/4/2016 to 31/3/2022 **to note**

**RESOLVED:** Noted

**c. To consider** recommendations from the meeting with Gobowen Allotment Society committee, updated tenancy agreement and allotment management agreement:

- i.** Bonfires. Update to tenancy agreement **to remove** the requirement that bonfires are restricted to 'diseased' plant material.
- ii.** Residency requirements. **To retain** the requirement that allotment holders must reside in Gobowen village. In the event that there are vacant plots and no interest from Gobowen residents, the plots will be offered to residents from elsewhere in the Parish.
- iii.** Allotment management agreement. **To approve** proposed changes to the responsibility for maintaining the hedge behind the communal shed and communication responsibilities.

*Items 438c(i)-(iii) were considered en bloc.*

**RESOLVED:** To agree the recommendations and make the appropriate changes to the allotment tenancy agreement and allotment management agreement.

**RESOLVED:** To consider the cost and budget implications for Item 438c(iii) at the next committee meeting

## **AS / 439. Streetlights**

**a. To note** the annual streetlight condition inspection report

**RESOLVED:** Noted

**b. To consider and agree** concrete columns to be replaced in the next phase, and timing.

**RESOLVED:** The Clerk was asked to obtain a quote from the streetlight maintenance contractor for the following concrete columns to be replaced:

SG12, SG13, SG14, SG30, SG31, SG34, SG36, SG37, SG38, SG39, SG90.

**c. To review** the list of streetlights identified for removal and recommend any changes to Full Council.

**RESOLVED:** The Clerk was asked to obtain a unit cost for removing a streetlight for consideration at a future meeting.

**RESOLVED:** To replace the failed SOX lamp on one of the streetlights on the list (SG95 Brynafon Close) with an LED lamp.

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**AS / 440. *Tree Safety inspections (Hengoed Cemetery and Gobowen Playing Fields)*  
– to note the inspections and agree next steps.**

**RESOLVED:** Cllr McKenna and 1 other person to undertake the monthly and 'post-storm event' inspections as recommended by the report

**RESOLVED:** The Clerk to liaise with the Bryn Y Castell Coppice Conservation Group to determine if they have capacity to carry out the recommended remedial work on the oak trees.

**RESOLVED:** Removal of the oak tree near the sports court will be incorporated into the riverbank restoration project. Condition to be monitored.

**AS / 441. *St Martins Road Bus Shelter – to consider design, size and cost estimates and make a recommendation to Full Council.***

**RESOLVED:** To obtain quotes for a 2 bay, barrel roof, full end panel shelter with perch seating and toughened glass, without timetable case.

**RESOLVED:** To obtain one or more additional quotes for the concrete base.

Quotes to be considered at the next committee meeting before making a recommendation to Council.

**AS / 442. *Five year plan – to review and agree any changes***

No changes were proposed.

**AS / 443. *Future Agenda Items***

The following future agenda items were agreed:

- Volunteers to enter cemetery data onto scribe cemetery systems for consideration at November Council (Cllr Crow)

**AS / 444. *Future meetings***

**To note** date of the next meeting: Wednesday 23 November 2022 7:30pm

**RESOLVED:** Noted

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## **Appendix A Clerk's progress report**

### 1. Allotments

- a. The tenant of Plot 12 has given notice and the Clerk is in the process of arranging a new tenant. It looks likely that the tenant of an existing half plot will move to Plot 12, freeing up a half plot.
- b. The tenant of another full plot has indicated that they are likely to give notice when the tenancy renewal invitations are issued in November.
- c. There are 13 people on the waiting list. The person at the top of the list has been on the list since September 2020.

### 2. Hengoed Cemetery

- a. The review of the Cemetery Rules and Regulations document is still in progress.
- b. A temporary public notice reminding visitors of the rules for decoration of graves was placed on the cemetery gate in early July. This was removed twice by persons unknown so has not been replaced.
- c. The data download from Epitaph (previously used cemetery software) has now been received as Excel files for uploading on to the Scribe system. The data structures do not directly map so some manipulation is needed before it can be uploaded. A test sample of 25 records has been completed and has transferred with no issues. The remainder of the data is planned to be transferred in sets of 25 records when the Clerk's workload permits.
- d. The data will then need to be checked against paper records and updated to ensure that the online data is a full and accurate set of data. This could be carried out by volunteers with a small amount of training.
- e. The Society for Local Council Clerks (SLCC) issued an update on DeFRA's Environmental Permitting Regulations on 23<sup>rd</sup> September. Amendments to the Regulations are still working their way through the parliamentary process but SLCC have been advised that most local councils with existing burial grounds and requiring no ongoing mitigation measures to protect the environment will experience no change and permits won't be needed.
- f. Quotes and proposed designs for signage for the new Garden of Remembrance will be available for consideration at the next Amenities & Services committee meeting.

### 3. River Perry bank design project

Following agreement at the July Parish Council meeting, Shropshire Wildlife Trust have been engaged to manage the project delivery. It is envisaged that the invitation to tender process will commence in February 2023.

### 4. Pavilion

- a. There have been two instances of damage to the Pavilion, both of which have been reported to the police. On 8<sup>th</sup> August, the main door was banged with a heavy object during the Planning committee meeting. This is visible on CCTV but the individual could not be identified. The police are not taking any further action.

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- b.** The second incident occurred on 17<sup>th</sup> September and is included in the meeting agenda as a discussion item.
- c.** The storage box for litter picking equipment is still to be ordered. The size that had been agreed is out of stock at all suppliers with only much larger sizes available. The Clerk will continue to progress.

## 5. Playing Fields

- a.** Following consultation with the Chair and Vice Chair of the committee, the Clerk submitted an application to the Shropshire Council free tree scheme for 20 Hedgerow trees to be planted in the hedge along St Martins Road. The outcome of the application is not yet known.
- b.** A potential ditch restoration project was discussed at July's Full Council meeting (agenda item 1665c) in response to correspondence received from the Bryn Y Castell Coppice Conservation Group (BYCCCG). It was agreed that a site meeting would be held with representatives of the A & S committee. The meeting will be arranged when dates have been proposed by BYCCCG.
- c.** The hedge between the Playing Field and Fernhill Avenue has been cut back considerably to make space for the new streetlight column to be installed. There is now a significant gap in the hedge, large enough for children to get through the hedge. Options to restore or replace the hedge will be on the agenda for discussion at a future Amenities and Services committee meeting after the new streetlight column has been installed.

## 6. Adult fitness equipment

No progress has been made since the last meeting. Three quotes are still required to progress this.

## 7. Streetlights

- a.** There is no timescale available yet for the new light on Old Chirk Road.
- b.** In response to the request for a quote for replacing missing & outdated labels, the streetlighting maintenance contractor has recommended an overhaul of all labels and will provide a quote for consideration at the next meeting.

## 8. Outstanding actions from previous meetings

- a.** Dogs on playing field and enforcement - options
- b.** Quotes for fence repair at Hengoed Cemetery