

# Selattyn and Gobowen Parish Council

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## Minutes of the Annual meeting of the Parish Council held on Wednesday 11<sup>th</sup> May 2022 at The Pavilion, Gobowen, commencing at 7pm

**In the Chair:** Cllr Morgan

**Present:** Cllr Clare, Cllr Crow, Cllr Dyke, Cllr Ellis, Cllr Evans, Cllr Lander, Cllr Lloyd, Cllr Macey, Cllr McKenna, Cllr Westwood Bate.

**In attendance:** Mrs B Laraway (Parish Clerk and RFO)  
PCSO D Hughes  
7 members of the public

**Apologies:** Cllr Broom, Cllr Emery, Shropshire Cllr Mark Jones

### **1592. Election of Chairman and declaration of acceptance of office**

**RESOLVED:** To elect Cllr Craig Emery as Chairman. Cllr Emery was absent and will sign the declaration of acceptance of office at the earliest available opportunity.

### **1593. Election of Vice Chairman and declaration of acceptance of office**

**RESOLVED:** To elect Cllr Erica Morgan as Vice Chairman. Cllr Morgan duly signed the declaration of acceptance of office.

### **1594. To receive and approve apologies and reasons for absence**

**RESOLVED:** Apologies from Cllr Broom and Cllr Emery were received and approved. Apologies from Shropshire Cllr M Jones were noted.

### **1595. Disclosable Pecuniary Interests**

- a. There were no declarations of disclosable pecuniary interests in any matter to be discussed at the meeting and which is not included in the register of interests.
- b. There were no applications for dispensation

### **1596. Public Participation session**

2 members of the public spoke about the following subjects:

- River Perry is stagnant and requires clearing on the playing field side of the swing gate
- General state of disrepair and untidiness in the village and what can be done about it

*Cllr Ellis entered the meeting*

### **1597. Minutes**

**RESOLVED:** The minutes of the Full Council meeting held on 13 April 2022 were confirmed as a true record of the meeting and were duly signed by Cllr Morgan.

### **1598. Council Committees and delegated powers**

- a. **To review** terms of reference and delegated powers of each committee and for the Clerk.  
**RESOLVED:** To agree the proposed changes to the terms of reference and delegated powers of each committee and for the Clerk.

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- b. RESOLVED:** To elect the following Councillors on to the committees listed below and to appoint the following Councillors as Chairman for each committee.
- i. Amenities and Services committee** (9 members)  
Cllr Crow (Chair), Cllr Dyke, Cllr Emery, Cllr Evans, Cllr Lloyd, Cllr Macey, Cllr McKenna, Cllr Westwood Bate. 1 vacancy.
  - ii. Finance and Executive committee** (8 members including the Chairman and Vice Chairman)  
Cllr Broom, Cllr Crow, Cllr Dyke, Cllr Ellis, Cllr Emery, Cllr Macey, Cllr Morgan (Chair), Cllr Westwood Bate.
  - iii. Planning committee** (9 members)  
Cllr Broom, Cllr Dyke, Cllr Ellis (Chair), Cllr Emery, Cllr Evans, Cllr Lander, Cllr Lloyd, Cllr Morgan. 1 vacancy.
  - iv. Staff Management sub committee** (3 members of Finance & Executive committee)  
Cllr Macey, Cllr Morgan (Chair), Cllr Westwood Bate. Reserve: Cllr Crow.
  - v. Appeals sub committee** (3 members of Finance & Executive committee)  
Cllr Dyke, Cllr Emery, Cllr Broom

## ***1599. Appointment of representatives - to appoint representatives to the following outside bodies***

**RESOLVED** - To appoint the following representatives to outside bodies:

- a. SALC Area committee** Cllr Emery and Cllr Clare
- b. Gobowen Allotment association** Cllr Morgan
- c. Oswestry Racecourse Management Committee (ORMA)** Cllr Morgan
- d. Gobowen Area Improvement project (GAIP)** No representative as no longer active.
- e. Gobowen Library / Community Hub** Cllr Dyke
- f. Hanmer Morris Charity** Cllr Ellis
- g. Oswestry Hillfort** Cllr Evans

**RESOLVED:** To write to Hanmer Morris Charity and ask for an update on recent activity.

**RESOLVED:** To contact the Oswestry Hillfort groups to ascertain if there is current activity.

## ***1600. Annual accounts - to consider and agree the following:***

- a. Annual Financial Statement 2021-22**  
**RESOLVED:** To agree the Annual Financial Statement 2021-22 ([Appendix A](#))
- b. Internal Auditors report 2021-22**  
**RESOLVED:** To note the Internal Auditors report. ([Appendix A](#)) A thank you to the Clerk was noted.
- c. Annual Governance Statement 2021-22 (section 1 of the AGAR)**  
**RESOLVED:** To answer yes to statements 1-8 and to answer not applicable to statement 9. The annual governance statement was duly signed by the Chairman of the meeting and the Clerk. ([Appendix A](#))
- d. Accounting Statements 2021-22 (section 2 of the AGAR)**  
**RESOLVED:** To agree the Accounting Statements. Section 2 of the AGAR was duly signed by the Chairman of the meeting. ([Appendix A](#))

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- e. Reconciliation of all bank accounts  
**RESOLVED:** To agree the reconciliation of bank accounts for submission with the AGAR ([Appendix A](#))
- f. Explanation of variances and reserves  
**RESOLVED:** To agree the explanation of variances and reserves for submission with the AGAR ([Appendix A](#)).
- g. Review of Council's expenditure incurred under s.137 in 2021-22  
**RESOLVED:** To note that the Council's expenditure under Local Government Act s.137 was £7185.25 in 2021-22. ([Appendix A](#))

## **1601. Asset Register**

**RESOLVED:** To note that the asset register will be reviewed by Council at the June meeting.

## **1602. Review of Council regulations and procedures**

- a. Standing orders - **to review and consider** proposed changes  
**RESOLVED:** To agree the proposed changes to Standing Orders.

*1 member of the public left the meeting*

- b. Financial regulations - **to review and consider** proposed changes  
**RESOLVED:** To agree the proposed changes to Financial Regulations.
- c. Code of conduct - **to review**  
**RESOLVED:** To make no changes to the adopted Code of conduct.

*1 member of the public returned to the meeting*

*PCSO D Hughes joined the meeting.*

- d. Complaints procedure - **to review**  
**RESOLVED:** To make no changes to the adopted Complaints procedure.
- e. **To delegate** the undertaking of a review of the following policies to the Finance and Executive committee to report back to Full Council at the July meeting.
- Procedures, policies and practices relating to Freedom of Information and Data protection obligations.
  - Press and Social media management
  - Employment policies and procedures

**RESOLVED:** To delegate the review of these policies to the Finance and Executive committee to report back to Full Council at the July meeting.

## **1603. Insurance schedule - to note**

**RESOLVED:** To note the insurance schedule.

## **1604. Annual Subscriptions - to review**

- a. **RESOLVED:** To continue the subscription to the Shropshire Union Canal Society £25 per annum.

## **1605. Reports - to consider**

- a. Parish Clerk's progress report ([Appendix B](#))  
**RESOLVED:** To note the report. The Clerk was asked to forward details of the latest correspondence regarding the outstanding Highways items to Cllr Macey.

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*Agenda Item 1605c Police Report was taken at this point in the meeting. The minutes are recorded in the order of the published agenda.*

*PCSO D Hughes and 1 member of the public left the meeting.*

**b.** Shropshire Council elected Councillors

**RESOLVED:** To note Shropshire Councillor Macey's verbal report ([Appendix B](#))

Councillors asked the following questions:

- A report on the current usage statistics of Gobowen library was requested for the Parish Council.
- An update on the enforcement of the planning condition requiring Bridleway caravan park to be vacated during February was requested. Was this enforced during 2022? What are the plans for enforcement in 2023?
- A request was made for more timely placement and removal of Road Closed signs across the parish to ensure that the signs are placed at appropriate locations, are put in place at the start of the road closure and are removed as soon as the road closure is removed.
- An update was requested on the WAT's meadow play equipment and streetlight repairs. Cllr Macey was advised that the Shropshire Council grounds maintenance team had not mowed all the public open space in the area and did not deal with the weeds along the kerbs and in other places.

**c.** Police Report

**RESOLVED:** To note the written police report ([Appendix B](#)) and verbal update. PCSO Hughes was thanked for his report.

PCSO Hughes was asked if there was any literature / stickers or information that could be published on the Parish Council website regarding the Violence against Women and Girls (VAWG) initiative.

**d.** Minutes of Local Policing Charter briefing to Clerks 25.4.22

**RESOLVED:** To note the minutes of the briefing.

**RESOLVED:** To find out if there is a similar briefing process for the general public.

**e.** Other reports

Cllr McKenna gave a verbal report on Parish Paths Partnership activities.

Cllr Morgan gave a verbal report on Oswestry Racecourse activities.

## **1606. Financial matters**

**a.** Monthly statement

**RESOLVED:** To note the bank reconciliation ([Appendix C](#))

**b.** Payments

**RESOLVED:** To approve payments made during April and forthcoming for May ([Appendix C](#))

**c.** Income

**RESOLVED:** To note income received in April ([Appendix C](#))

**d.** Internal transfer of funds

**RESOLVED:** To approve the following transfer of funds between bank accounts:

£35,000 from Unity Trust Current Account to Unity Trust deposit account

£75,000 from Unity Trust Current Account to Redwood Bank 95 day saver account

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e. Current Direct Debits

**RESOLVED:** To note current direct debits ([Appendix C](#))

f. Bank account signatories

**RESOLVED:** Cllr Emery, Cllr Morgan, Cllr Crow and Cllr Westwood Bate remain as signatories for all accounts.

g. Q4 2021/22 VAT rebate **£1146.21** received 12/4/21

**RESOLVED:** To note the VAT rebate

h. Expenditure - **to approve:**

- i. Microsoft 365 yearly licences. 1 x standard for Clerk (£112.80) + 14 x basic for councillor email addresses (£54x14 = £756). Total **£868.80**+ vat.

**RESOLVED:** Approved

- ii. Affiliation fees based on 3258 electors. SALC@39.5p per elector plus £70 Admin fee. NALC @ 0.0749p per elector. Area committee fee £15. Total **£1615.93**

**RESOLVED:** Approved

**RESOLVED:** To request that the return to some face to face training for Councillors is added to the agenda for the SALC area committee.

i. Cemetery Shelter Roof - **to agree** the quote for the supply of materials.

This item was deferred to the next meeting as the quote was still being developed.

## **1607. Local Policing Charter**

- a. To consider and agree a response to the Local Policing Community Charter survey. The survey questions were discussed and key points for the survey response were agreed.

- b. To consider and agree the top 3 concerns for the new version of the Local Policing Charter.

**RESOLVED:** To submit Speeding, ASB and more community engagement as the top three concerns.

## **1608. Fairfields Close update from STAR Housing - to note**

**RESOLVED:** Parish Clerk to contact STAR Housing and request permission to publish the update on the Parish Council website.

**RESOLVED:** To request details of planned activity over the forthcoming months, information about the proposed start date of the feasibility study, and details of who will be involved in the feasibility study.

## **1609. Graham Edwards Memorial Tournament - to agree tournament dates, charges and terms and conditions of pavilion and playing field usage.**

**RESOLVED:** To agree the proposed dates subject to one change - 13<sup>th</sup> July to be moved to 20<sup>th</sup> July.

**RESOLVED:** To agree the proposed terms and conditions.

## **1610. Community events - to nominate and agree Councillors for Parish Council information stall**

- a. Selattyn Village Fete 14<sup>th</sup> May - **Cllr Morgan and Cllr Lander**

- b. Platinum Jubilee event Gobowen 4<sup>th</sup> June - **Cllr Dyke**

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## **1611. Planning applications for consideration**

a. **Reference:** 22/01296/FUL (validated 11.4.22)

**Address:** Ommaroo, Bath Banks, Selattyn, SY10 7EZ

**Proposal:** Erection of an entrance porch with balcony over and balcony to side elevation; side entrance porch with balcony above; rear veranda to other side.

**View online:** [Ommaroo planning application](#).

**RESOLVED:** To make no comment.

b. **Reference:** 22/01992/PA3MA (validated 5.5.22)

**Address:** Gobowen Post Office, Old Whittington Rd, Gobowen, SY11 3JL

**Proposal:** Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3) under Schedule 2, Part 3, Class MA of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)

**View online:** [Gobowen post office planning application](#).

**RESOLVED:** To make a representation with the following comments:

- Request for clarification regarding what this application means and what options are available to the Parish Council in terms of accepted responses. The Parish Council may wish to consider further comment when this is clarified.
- The building has been used as an asset for the community for many years. The loss of the space for a post office will be detrimental to the community.

c. **Reference:** 22/01859/FUL (validated 6.5.22)

**Address:** The Bryn, Rhosygadfa, Gobowen, SY10 7BN

**Proposal:** Proposed garages and first floor studio with storage facility, together with formation of new vehicular access to replace existing access

**View online:** [The Bryn planning application](#).

**RESOLVED:** To object with the following comments:

- Insufficient information for the Parish Council to adequately consider the application. The location plan provides no information to enable the location of the property within the parish to be identified. The existing and proposed block plans and drawings are inconsistent and don't allow for an accurate comparison of the existing and proposed sites.
- Design. The Parish Council query the need for a new vehicular access when there is an existing access point.
- Layout of buildings. The proposed garage is situated as far away as possible from the proposed new vehicular access with the result that a large area of green space will need to be converted into driveway. The proposed garage should be situated nearer to the vehicular access to minimise the impact on green space.

## **1612. Planning decisions - to note**

a. **Reference:** 22/00723/FUL (validated 2.3.22)

**Address:** Southgate Barn, Gyrn Road, Selattyn, SY10 7DL

**Proposal:** Erection of a two storey extension to side with glazed link following demolition of existing lean to.

**Decision:** Withdrawn

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- b. **Reference:** 22/00970/FUL (validated 28.2.22)  
**Address:** 32 Fox's Field, Gobowen, SY11 3PR  
**Proposal:** Erection of a rear extension  
**Decision:** Grant Permission
- c. **Reference:** 21/04955/FUL (validated 1.11.21)  
**Address:** 13 Ferndale Crescent, Gobowen, SY11 3PJ  
**Proposal:** Creation of dropped kerb/footpath crossing and hardstanding for 2No. vehicles, to assist a disabled resident to gain access to dwelling.  
**Decision:** Grant Permission
- d. **Reference:** 22/00865/OUT (validated 22.2.22)  
**Address:** Proposed residential development land south of Garside Close, Hengoed  
**Proposal:** Outline planning permission (all matters reserved) for residential development  
**Decision:** Refuse
- e. **Reference:** 22/01080/VAR (validated 4.3.22)  
**Address:** Land East of Old Rectory, Selattyn  
**Proposal:** Variation of condition no.1 (approved plans) pursuant of 20/05192/VAR to allow for amendments to appearance and layout of dwellings (plots 5-9)  
**Decision:** Grant permission
- Items 1612a-e were considered en bloc  
**RESOLVED:** To note the planning decisions.

## **1613. Correspondence from Parishioners**

- a. Whittington Road speeding traffic (2 emails received)  
**RESOLVED:** To refer the correspondence to Shropshire Council.
- b. Request for VAS on St Martins Road (forwarded by Helen Morgan MP)  
**RESOLVED:** To investigate whether Vehicle Activated Signage (VAS) would be permitted in the St Martins Road / Rhewl Lane junction vicinity by the Highways authority.  
**RESOLVED:** To investigate sources of funding if VAS would be permitted in this vicinity and reconsider VAS models and funding options at a future meeting.

## **1614. Results from internal consultation**

- a. Top 10 identified issues - **to note** issues and **to agree** that these will be the core issues for consultation at the Annual Meeting of the Parish and consultations.  
**RESOLVED:** To agree the core issues for consultation. Concern was expressed regarding wild verges and the need to ensure road safety at junction.
- b. Prioritised list of ideas - **to note** suggested priorities.  
**RESOLVED:** To note

## **1615. Environmental Maintenance Grants - to consider projects within the Parish.**

**RESOLVED:** No application will be submitted for 2022/23 funding. Potential projects for 2023/24 funding will be considered during 2023/24 budget setting.

## **1616. NALC - Direct funding of local councils from Central Government survey - to consider and agree response**

**RESOLVED:** To delegate the survey response to the Clerk.

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## **1617. Correspondence**

- a. Appendix of items circulated by email  
**RESOLVED:** Noted
- b. Thank you card from Friends of Gobowen School  
**RESOLVED:** Noted
- c. Football Foundation Pitch improvement fund  
**RESOLVED:** Not to be involved as the Parish Council's asset is a Playing Field rather than a Football Pitch.
- d. Thank you letter from St Mary's Church  
**RESOLVED:** Noted
- e. 2021 Severn Hospice Yearbook and covering letter  
**RESOLVED:** Noted

## **1618. Future agenda items**

**RESOLVED:** To agree the following future agenda items:

- Impact of climate change on planning decisions - request for presentation from Shropshire Council (Cllr Clare)

*Cllr Crow moved that Standing Order 3x be suspended for 10 minutes to allow the business of the meeting to be concluded*

**RESOLVED:** To suspend Standing Order 3x

## **1619. Future meetings**

- a. Full Council meetings for 2022-23  
**RESOLVED:** To note the Full Council meeting dates for 2022-23 ([Appendix D](#))
- b. Committee meetings for 2022-23  
**RESOLVED:** To approve the Committee meeting dates for 2022-23 ([Appendix D](#))

## **1620. Closed Session**

**RESOLVED:** 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.

## **1621. Parish Clerk - to agree salary increment of 1 scale point from 1 April 2022 for achieving CiLCA qualification as specified in contract of employment.**

**RESOLVED:** To agree the salary increment of 1 scale point from 1 April 2022.

## **1622. Planning enforcement cases - to note**

**RESOLVED:** Noted

# Selattyn and Gobowen Parish Council

## Appendix A - Annual Accounts

### Annual Financial Statement 2021-22

Page 1

6 April 2022 (2021-2022)

#### Selattyn and Gobowen Parish Council STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	288,207.58	
Cash in Hand		
Precept	84,781.00	
Neighbourhood Fund	23,290.78	
VAT refund		
Tenancy Payments	793.75	
Allotment water		271.49
Allotment maintenance		511.76
Allotment expansion		
Grass cutting		4,095.00
Playing field general maintenance		1,070.98
Playing Field inspections		340.00
Equipment repairs		22.11
Litter Picking		1,100.00
Sports Court maintenance		
Events		
Wayleave	13.09	
Playing Field signage		
Playing field equipment		
River Perry Maintenance		
Caretaking and cleaning		1,958.82
Council tax		
Pavilion Gas & Electricity		713.13
Pavilion broadband		396.00
Maintenance		2,126.38
Pavilion equipment		41.67
Pavilion hire	1,560.00	81.66
Water		229.56
Grass cutting		2,863.00
Cemetery Expansion		
Refuse emptying		563.25
Cemetery general maintenance		491.66
Garden of Remembrance Development		
Sale of plots	5,530.00	
Interment charges	4,120.00	
Memorial charges	2,385.00	
Cemetery Management Software		1,141.00
Streetlight LED conversions		1,924.00
Concrete column replacement		
Streetlight maintenance		2,235.00
Streetlight electricity		3,071.20

# Selattyn and Gobowen Parish Council

## Selattyn and Gobowen Parish Council STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
New streetlight (Adj. All Saints Church)		
Gobowen planters		815.87
Selattyn Planters		49.17
Bus Shelter maintenance		
Bus Shelter cleaning		485.00
General maintenance		12.00
Additional bins - emptying		
Defibrillator maintenance		85.85
Parish Grants		3,654.00
Churchyard maintenance donations		750.00
Members allowance / administration		
Chairman's allowance		
Councillors' expenses		76.09
Election costs		
Community Meals surplus grants		2,352.92
CCTV running costs		2,965.00
CCTV equipment		
Roundabout newsletter	912.50	1,331.00
Noticeboards		
Additional bins - purchase		
Bus Shelter St Martins Road		
Parish signage / information points		
War memorials / armistice		72.00
Parish Event		
Road safety measures		
Staff training		238.09
Councillor training		795.00
Bank interest	274.68	
Bank charges		152.10
Peninsula - HR / H & S		2,304.00
Parish Council Insurance		2,108.26
Affiliation Fees (SALC)		1,489.64
Local Council Award Scheme		
Software licences		432.04
Councillor email addresses		538.20
Office expenses (general)		1,570.44
Audit Fees		600.00
Payroll Services		325.00
Professional / membership fees		269.00
Office Equipment		154.17
Staff telephone costs		192.00
Staff travel		95.40
Subscriptions		25.00

# Selattyn and Gobowen Parish Council

## Selattyn and Gobowen Parish Council STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Parish Council website		1,384.00
Room hire		250.00
Data Protection fee		35.00
Parish Clerk & RFO salary		22,584.56
PAYE & NI		8,520.71
Staff pensions		1,605.46
Locum Staff Reserve		
Allotment deposits		25.00
Allotment expansion		
Hengoed Cemetery Maintenance Reserv		820.00
Neighbourhood Fund 2021/22		
Aerial Runway repairs		
Streetlight Maintenance Reserve		
New Garden of Remembrance		
Pavilion Door		
River Perry		
VAT	4,780.86	4,742.25
	<b>128,441.66</b>	<b>89,151.89</b>
<b>Closing Balances:</b>		
Balances in Bank Account		327,497.35
Cash in Hand		
<b>TOTAL</b>	<b>416,649.24</b>	<b>416,649.24</b>

The above statement represents fairly the financial position of the council as at 31 Mar 2022

Signed B. Larewan  
Responsible Financial Officer

Date 6/4/22

### INTERNAL AUDIT REPORT 2021-22 SELATTYN & GOBOWEN PARISH COUNCIL

#### 1 INTRODUCTION

As the Council's Internal Auditor I have independently carried out an examination of areas which meet the internal control objectives as listed on the Annual Governance and Accounts Return (AGAR) and best practices as outlined in the Practitioners' Guide 2021 for the year ended 31<sup>st</sup> March 2022.

The audit has been carried out using a risk assessment basis approach and examines the Council's compliance with its relevant procedures and controls through a review of these controls and by selected sampling. The internal audit report within the AGAR was then completed as per conclusions drawn from these findings.

#### 2 OVERALL

I have completed an examination of Council records made available to me to date and have completed the AGAR's Annual Internal Audit report positively. **The standard of administration and system of internal controls relating to the audit areas examined throughout the financial year were considered to be of a high standard and meet the needs of the Council and those best practices recommended in The Practitioners' Guide. Once again the Council will be subject to a limited assurance review by External Audit and the appropriate AGAR documentation has been completed to fulfill this.**

It was noted that Council reserves continue to grow and will require careful explanation to the External Auditor as to future planned spend on projects. Care should be taken to ensure that the precept receipt expected in April 2022 does not cause bank balances to exceed that protected by FSCS. The table of findings on page 2- 5 supports the above statement.

A sample review of Council meeting minutes confirmed that the Council was quorate when it met and that Council decisions were clearly recorded and Standing Orders followed. Reliance was placed on the Council's website during the audit which was found to be both informative and met transparency requirements.

I would like to thank the Clerk for her patience in scanning in and presenting such well organised records which have assisted the internal audit process. Should you or any members have any queries with this report please do not hesitate to get in touch.

Regards, S D Hackett SDH Accounting & Audit Services Gonsal House Condover Shrewsbury SY5 7EX

Tel 01743 719012

Date: 25/04/2022

## 3 INTERNAL AUDIT DETAILED FINDINGS – SELATTYN & GOBOWEN PARISH COUNCIL 2021/22

Key Control Objective	Findings	The key control objective has been satisfactorily achieved?
<p>A. Appropriate accounting records have been properly kept throughout the financial year.</p>	<p>The primary accounts record examined 1-4-21 to 31-3-22; (i.e. Scribe) was found to be comprehensive, accurate and complete providing a full audit trail. The opening balance was agreed to the previous year's AGAR closing bank balance and detailed testing of a sample of transactions per the accounts confirmed its accuracy. (See B &amp; E &amp; I below.) Significant inter account transfers have been tracked by the auditor, as the Council has managed its funds well during the year to achieve better returns and compliance with FSCS limits minimizing the risk of financial loss.</p>	<p><b>Yes</b></p>
<p>B. Council complied with its financial regulations, payments were supported by invoices/vouchers, and all expenditure was approved and VAT was appropriately accounted for.</p>	<p>A sample of 10 payments were agreed between Council minutes and the Scribe accounts. A further 5 transactions were agreed from the accounts to approved minutes. They were satisfactorily traced to supporting invoices/receipts which bore evidence of the power used to support the payment. The Clerk confirmed and provided evidence that quotes were obtained as required by Financial Regulations for the services selected. VAT was found to be appropriately accounted for within Scribe.</p>	<p><b>Yes</b></p>
<p>C. Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<p>A framework of policies and procedures have been adopted by the Council to mitigate against significant risks to achieving its objectives. The Council's Risk Assessment Schedule was reviewed by F&amp;E Committee in June 2021 and adopted by full council in July 2021. In addition:</p> <ul style="list-style-type: none"> <li>• Independent financial checks have been carried out during the year. These have been formally evidenced on accounting records and copy bank statements.</li> <li>• Peninsula Business Services have been contracted to deliver H&amp;S policies and advice.</li> <li>• Suitable arrangements are in place to protect Council assets via insurance and regular programmed checks and maintenance. (The Council has however chosen not to insure its street lights.)</li> <li>• Financial Regulations; Standing Orders were reviewed and adopted in March 2021.</li> </ul>	<p><b>Yes</b></p>

<p>D. The annual precept requirement resulted from an adequate budgetary process; and progress against the budget was regularly monitored by the Council; and reserves were appropriate.</p>	<p>The Clerk/RFO regularly presents a financial report at Council meetings and highlights any significant issues. Quarterly budget monitoring reports are provided by Scribe and considered by Council.</p> <p>Budget Setting 2022-23 – The Clerk/RFO presented a Budget Projection report, in Dec 2021. This was formally agreed and adopted at the Council's Jan meetings, where Council resolved that the Precept be set at £84,564; total budgeted receipts £97,543 and total budgeted payment being £99,343. Any shortfall being met from Reserves.</p> <p>Reserves – Yearend balance £327,497 contains ear marked reserves £142,737, specifically Neighbourhood Fund £84,578, Solar Farm Community Grant £19,958, Pavilion Grant £10,000 and General Fund £70,224, the later equates to approximately 9 months annual spend.</p> <p>Reserves balances continue to grow and require careful explanation to the external auditor as to the future projected spend on projects.</p> <p>Care should be taken to ensure that the precept receipt expected in April 2022 does not cause bank balance to exceed that protected by FSCS.</p>	<p><b>Yes, it was noted that reserves balances will require careful explanation to the external auditor. Care should be taken to ensure that the precept receipt expected in April 2022 does not cause bank balances to exceed that protected by FSCS.</b></p>
<p>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked.</p>	<p>A precept receipt of £84,781 and Neighborhood fund grant of £23,291 were agreed to a supporting SC remittances. The precept was also agreed to MH CLG precept database.</p> <p>Two VAT claims of £1,185 and £1,009 were agreed to Scribe reports covering 1/1/21-31/3/21 and 1/7-30/9/22.</p> <p>The Council's pricing policies are available on the website; a sample of 6 invoices which included Pavilion hire, Sale of burial plots, Internment Charges, and Memorial charges were agreed to these charges and invoices raised. Adequate source documentation was provided to support the individual transactions examined having been banked.</p> <p>Credit Control/Management – Adequate evidence has been sighted of a number of unpaid invoices relating to prior years</p>	<p><b>Yes</b></p>

# Selattyn and Gobowen Parish Council

	<p>(mainly 2018-19) having been presented to Council to authorise write off. (April 2022 Minutes support their write off Total £600.) Invoices outstanding as at year end were all current i.e. raised in 2022; totaling £151; demonstrating good credit control practices.</p>	
<p>F. Petty Cash has been properly accounted for</p>	<p>None held as at 31/3/2022; as supported by accounting records. Therefore the objective has been met.</p>	<p><b>Yes</b></p>
<p>G. Payroll – Approved salaries have been paid to employees/members and PAYE &amp; NI requirements properly applied.</p>	<p>All pay calculations are processed via DCK Payroll Service. Council authorised set up of the Clerk (the one F/T employee) on the system and any salary changes arising due to approved incremental increases, overtime or new NJC pay rates being approved. The payroll service is also responsible for processing the Clerk's pension based on Council approved Nest employer/employee contribution rates.</p> <p>A review of 9 months of salary payments, including HMRC and pension deductions was carried out. Gross pay and pension deductions were agreed and fluctuations in HMRC payments satisfactorily explained.</p> <p>It is evident that the NJC agreed revised 2020/21 Pay Scales have been applied and that the Clerk has been paid the arrears due and that the appropriate pension deductions were made (March 2022).</p> <p>No allowances have been paid directly to members.</p>	<p><b>Yes</b></p>
<p>H. Asset Registers and investment registers were accurate and properly maintained.</p>	<p>The Asset Register as at 31 March 2022 values assets for AGAR purposes as per JPAG guidance at £336,908 which reflects in year asset movement and the decision taken by Council to remove its street lighting from the register (Value approximately £71K).</p> <p>The Clerk/RFO is currently seeking guidance on the action taken. A detailed street lighting inventory exists therefore assets can be identified and managed. The previous year's asset valuation also excludes street lighting; therefore year on year comparison is possible.</p> <p>No investment register is required.</p>	<p><b>Yes;</b></p>
<p>I Periodic Bank Reconciliations were properly carried out.</p>	<p>The Clerk regularly carries out monthly bank reconciliations which are presented to Council and minuted as such. Evidence was sighted of bank reconciliations and bank statements having been checked by councillors (Nov 2021).</p>	<p><b>Yes</b></p>

# Selattyn and Gobowen Parish Council

	<p>Quarterly sample internal control checks have been carried out by an independent councillor in October and January. The outcome was reported to Council. The Check List is being streamlined and tailored to take account of online payments and better meet the Council's current needs.</p> <p>The following bank reconciliations 1/5/2021; 1/1/22 and 31/3/22 have been re-performed and agreed by the auditor.</p>	
<p>J Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</p>	<p>Accounting statements prepared during the year have been produced by Scribe and have been prepared accurately on a receipts and payments basis.</p> <p>The 21/22 yearend accounting statement and AGAR are produced by Scribe on a receipts and payments basis.</p> <p>Sample testing of transactions; bank reconciliations etc. supported the accuracy of the Scribe accounting records.</p>	<b>Yes</b>
<p>K The Council appropriately certified itself as exempt from a limited assurance review by external audit in 2020/21.</p>	<p>Not examined as the Council did not qualify for a Certificate of Exemption from external audit last year.</p>	<b>Not Covered</b>
<p>L The Council with publishes information on a "free" website/webpage, up to date at the time of the internal audit, in accordance with the transparency code requirements.</p>	<p>The Council's website was relied upon during the internal audit and found to be both informative and easy to navigate. Published documentation met transparency code requirements. (Examined 3-4/1/22; 21/2/22.)</p>	<b>Yes</b>
<p>M Council correctly provided the proper opportunity for the exercise of public rights in 20/21 as required by Accounting and Audit Regulations.</p>	<p>The appropriate Notice for the Exercise of Public Rights (published 1/6/21) was found on the website. The appropriate notice was given with full details of how to contact the Clerk and external auditor. The 20/21 AGAR was also available having been published at the same time. (See below.)</p>	<b>Yes</b>
<p>N The Council has complied with the publication requirements for 2020/21 AGAR.</p>	<p>The AGAR and associated paperwork were found on the Council's website; (published 1/6/21). The AGAR was resolved as approved at the Council's May'21 meeting. The Conclusion of Audit Notice was uploaded to the website on 17/9/21 together with the Audit Certificate and report.</p>	<b>Yes</b>
<p>O Trust Fund – The Council met its responsibilities as a trustee.</p>	<p>The Clerk/RFO confirmed that the Council is not a trustee of a Trust Fund/Charity.</p>	<b>Not Applicable</b>

SDH Accounting & Audit Services

Date 25/04/2022

# Selattyn and Gobowen Parish Council

## Annual Internal Audit Report 2021/22

Selattyn and Gobowen Parish Council, Shropshire

selattyn-gobowenpc.org.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

17/12/21

3/01/2022

21/04/2022

Name of person who carried out the internal audit

Mrs S D Hackett

Signature of person who carried out the internal audit

Date

25/04/22

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

# Selattyn and Gobowen Parish Council

## Annual Governance Statement 2021-22

### Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Selattyn and Gobowen Parish Council, Shropshire

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

11/05/2022

and recorded as minute reference:

1600c MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.selattynandgobowen-pc.org.uk ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

# Selattyn and Gobowen Parish Council

## Accounting Statements 2021-22

### Section 2 – Accounting Statements 2021/22 for

Selattyn and Gobowen Parish Council, Shropshire

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	236,287	288,208	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	83,320	84,781	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	62,577	43,661	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	24,843	32,711	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	69,134	56,441	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	288,208	327,497	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	288,208	327,497	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	331,054	336,908	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>  <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Redacted Signature]

Date

6/5/22 DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

11/05/2022

as recorded in minute reference:

1600d

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

[Redacted Signature]

# Selattyn and Gobowen Parish Council

## Reconciliation of all bank accounts

Name of smaller authority:	Selattyn and Gobowen Parish Council			
County area (local councils and parish meetings only):	Shropshire			
<b>Financial year ending 31 March 2022</b>				
Prepared by (Name and Role):	Bridget Laraway, Parish Clerk and RFO			
Date:	06/05/2022			
			£	£
<b>Balance per bank statements as at 31/3/22</b>				
	Unity Trust Current Account		18,738.70	
	Unity Trust Deposit Account		42,753.86	
	HSBC Business Money Manager		85,119.36	
	Nationwide Business 95 day saver		85,885.43	
[add more accounts if necessary]	Redwood Bank 95 day notice account		10,000.00	
	United Trust 1 year bond		85,000.00	
	account 7			
	account 8			
				327,497.35
Petty cash float (if applicable)				
				-
Less: any un-presented cheques as at 31/3/22 (enter these as negative numbers)				
	item 1			
	item 2			
	item 3			
	item 4			
[add more lines if necessary]	item 5			
	item 8			
Add: any un-banked cash as at 31/3/22				
				-
<b>Net balances as at 31/3/22 (Box 8)</b>				<b><u>327,497.35</u></b>



# Selattyn and Gobowen Parish Council

Explanation for 'high' reserves			
(Please complete the highlighted boxes.)			
Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:			
		£	£
<b>Earmarked reserves:</b>			
Reserve 1	127978		Parish projects - road safety measures, bus shelter, additional bins, noticeboards, events, and any other projects identified when consultation takes place
Reserve 2	24520		Cemetery & Allotments future expansion and maintenance
Reserve 3	5943		Surplus from Community Meals project - now community grant fund
Reserve 4	61719		Streetlight upgrades and new streetlights; CCTV equipment
Reserve 5	2093		Pavilion equipment and maintenance
Reserve 6	11185		Office equipment, locum clerk if needed, election costs
Reserve 7	4000		Community consultation
Reserve 8	19835		Playing field projects and maintenance
		257273	
<b>General reserve</b>	<b>70224.01</b>		
		70224.01	
<b>Total reserves (must agree to Box 7)</b>			<b>327497</b>

## Expenditure incurred under Section 137.

Voucher	Code	Date	Minute	Description	Net	VAT	Total
80	Gobowen planters	16/07/2021	1380b	Watering & Dead heading	£ 30.00	£ -	£ 30.00
81	Selattyn Planters	16/07/2021	1380b	Planters project	£ 49.17	£ 9.83	£ 59.00
82	Gobowen planters	16/07/2021	1380b	Planters project	£ 302.50	£60.50	£ 363.00
83	Gobowen planters	16/07/2021	1380b	Planters project	£ 46.66	£ 9.33	£ 55.99
97	Parish Grants	16/07/2021	1355h	Parish Grants	£1,504.00	£ -	£1,504.00
125	Parish Grants	31/08/2021	1293g	Parish Grants	£ 100.00	£ -	£ 100.00
322	Churchyard maintenance donations	28/03/2022	1546f	Grant	£ 250.00	£ -	£ 250.00
323	Parish Grants	28/03/2022	1546b	Grant	£ 200.00	£ -	£ 200.00
324	Parish Grants	28/03/2022	1546d	Grant	£ 50.00	£ -	£ 50.00
325	Parish Grants	28/03/2022	1546c	Grant	£ 100.00	£ -	£ 100.00
326	Churchyard maintenance donations	28/03/2022	1546h	Grant	£ 250.00	£ -	£ 250.00
327	Community Meals surplus grants	28/03/2022	1547a	Grant	£1,000.00	£ -	£1,000.00
328	Churchyard maintenance donations	28/03/2022	1546g	Grant	£ 250.00	£ -	£ 250.00
329	Parish Grants	28/03/2022	1546e	Grant	£1,500.00	£ -	£1,500.00
330	Community Meals surplus grants	28/03/2022	1547b	Grant	£ 352.92	£ -	£ 352.92
344	Parish Grants	30/03/2022	1546a	Parish Grants	£ 200.00	£ -	£ 200.00
345	Community Meals surplus grants	30/03/2022	1547c	Parish Grants	£1,000.00	£ -	£1,000.00
<b>Totals</b>	n/a	n/a	n/a	n/a	<b>£7,185.25</b>	<b>£79.66</b>	<b>£7,264.91</b>

# Selattyn and Gobowen Parish Council

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## **Appendix B - Reports**

### Parish Clerk's progress report

#### 1. Social media health check - results

Breakthrough Communications were offering free mini social media health checks for town and parish councils. Generally, the results of the report were positive. Recommendations included adding a banner photo to the Parish Council's Twitter account, setting a pinned post / tweet on facebook and twitter to reflect a current priority or key information, using a social media management tool such as Hootsuite to repurpose content from facebook to Twitter and using Instagram to engage a younger audience.

Next steps: The recommendation regarding a pinned post on facebook will be implemented over the coming months. The future use of Twitter and Instagram will be reviewed when the Parish Council's social media management policy is reviewed. [In accordance with the agreed policy, the Parish Council's twitter account is not currently in use]

#### 2. Fire on playing fields

Cllr Emery and a member of the public attended and cleared up a fire that was smouldering near to the zip wire on the playing fields on 10<sup>th</sup> April. There were school exercise books at the scene. Photographs were passed on to the police to investigate. This incident was included in the verbal report given by PCSO Roberts at the April full council meeting.

#### 3. New bin

The new bin agreed at the April council meeting (Item 1575b) is now in position.

#### 4. Parish Council logo

The final logo is being fine tuned and is expected to be available for use by the end of May. The designer will provide a number of different sizes of logo suitable for printing and website uses.

#### 5. Parish Council website

Approx 1/3 of the new website has now been reviewed and updated with new content and documents added by the Parish Clerk. This is expected to be completed in May and the web developers will then schedule a date for the website launch.

#### 6. Pavilion external lighting and CCTV

A site meeting has been arranged with the maintenance contractors, ORP surveillance for w/c 16<sup>th</sup> May.

#### 7. River Perry bank redesign

The ordinary watercourse consent application has been submitted to Shropshire Council by Shropshire Wildlife Trust. If approved, the next stage will be to develop costs for the remedial work and put the work out to tender for completion in the early autumn.

#### 8. Highways issues outstanding

- VAS - still awaiting permission from Shropshire Council as the Highways authority (since 24<sup>th</sup> March). This is needed to submit the grant application to the PCC's safer roads fund.
- Re-location of 30mph speed signs. No update yet received from Shropshire Council
- 20mph zone around the school - no response has been received from Shropshire Council to the request submitted by the Parish Council.

# Selattyn and Gobowen Parish Council

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- Pedestrian warning sign by stile near WAT's meadow roundabout - no response has been received from Shropshire Council
- Bus Shelter St Martins Road - awaiting permission from Shropshire Council (since 18<sup>th</sup> January).
- Hengoed Speed limit reduction to 30mph - no response has been received to the request submitted by the Parish Council.

## 9. Pentre Dafydd Crossroads

The action to write to Shropshire Council and request that this junction is upgraded to a "stop" is outstanding.

### Shropshire Council elected Councillors

Shropshire Councillor Macey gave a verbal report on the following matters:

- Local Cycling and Walking Infrastructure Partnership (LCWIP) have identified a need to improve pedestrian cycling access to the A5 Five Ways Roundabout between Oswestry and Gobowen.
- Pothole repairs in Selattyn are scheduled to take place towards the end of May.
- The alleyway between Fox's Field and Hammonds Place was cleared and is regularly checked for obstructions by Cllr Macey. There have been no further fires that Cllr Macey is aware of.
- A number of streetlight columns in Gobowen have been cut off and will be replaced with new columns.
- A new grit bin is in place at the end of Fernhill Lane
- The Shropshire Libraries consultation is now live and the Parish Council was asked to share the details and encourage local people to respond. The consultation will last for 12 weeks.
- The Energy Bill rebates of £150 have been repaid into those customer's accounts that pay their Council tax by direct debit. Other Council Tax customers are being contacted for their bank details to make payments.
- Shropshire Council have created a cost of living help web page to signpost people to support and resources available.
- Shropshire Council have received a 'Good' rating by Ofsted.
- The site opposite Henlle golf club is being monitored for rubbish being dumped.
- Reports of smells from the ditch alongside Henlle Hall are being investigated.
- The process to request a Tree Preservation Order for the Jubilee Oak planted in Fairfield Close has been started.
- A review of the speed limit on Whittington Road has been requested as a result of contact received from constituents.

### Gobowen Police Report April 2022

02/04/2022 – Malicious communication  
05/04/2022 – Theft  
07/04/2022 – Harassment / stalking  
10/04/2022 – Deception / fraud / forgery  
14/04/2022 – Assault  
14/04/2022 – Criminal Damage

# Selattyn and Gobowen Parish Council

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14/04/2022 – Harassment / stalking  
16/04/2022 – Vehicle Crime  
16/04/2022 – Assault  
17/04/2022 – Criminal Damage  
18/04/2022 – Domestic  
20/04/2022 – Malicious communication  
20/04/2022 – Domestic  
20/04/2022 – Criminal Damage  
24/04/2022 – Domestic  
25/04/2022 – Theft from Vehicle  
26/04/2022 – Domestic  
26/04/2022 – Domestic

Incidents that have been omitted for data protection or non-crime dealt with by police; there have been a total of 57 reports

Abandoned call – 5

Alarm/Intruder – 1 (Business alarm)

ASB – 8 (Neighbour dispute, youth, drugs and drink, 1 on railway line – trespass)

Assault – 2

Concern for Safety – 7 (Various: cardiac arrest, unknown persons)

Criminal Damage – 4 (Front door, vehicle damage and smashed glasses)

Deception / fraud – 1 (Domestic related)

Domestic Incident - 5

Duplicate – 2

Harassment / Stalking – 2 (Same victim)

Highways Incident including vehicle incidents – 10 (No license, no insurance and suspected drug driving, 4 Road traffic collisions)

Malicious Communication – 2

Mental Health - 2

Missing Person – 1

Sudden death – 1

Suspicious Circumstances – 2 (Drug related and derelict building)

Theft and Theft from Vehicle – 2

# Selattyn and Gobowen Parish Council

## Appendix C Financial Matters

### Bank reconciliation

#### Bank Reconciliation at 01.05.22

	Cash in hand 01.04.22		£ 327,497.35
	<b>ADD</b>		
	Receipts 01.04.22 - 01.05.22		£ 124,102.54
			£ 451,599.89
	<b>SUBTRACT</b>		
	Payments 01.04.22 - 01.05.22		£ 4,969.48
<b>A</b>	<b>Cash in hand 01.05.22</b> <small>(per cash book)</small>		<b>£ 446,630.41</b>
	Cash in hand per Bank Statements		
	Cash 01.05.22	£	22.50
	United Trust Bank 16.08.21	£	85,000.00
	Redwood Bank 95 day notice 12.01.22	£	10,000.00
	Nationwide 31.03.22	£	85,885.43
	HSBC Business Money Mgr 30.04.22	£	85,122.86
	Unity Trust Deposit 01.05.22	£	42,753.86
	Unity Trust Current 01.05.22	£	137,855.76
			<b>£ 446,640.41</b>
	Less unrepresented payments		£ 10.00
			£ 446,630.41
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>£ 446,630.41</b>
<b>A = B Checks out OK</b>			

# Selattyn and Gobowen Parish Council

## Payments during April and forthcoming for May

### Payments made prior to meeting

<u>Ref</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Gross</u>	<u>Act</u>
DD 2022-24	SSE	Pavilion Gas	36.26	1.81	38.07	LGA 1972 s.133
BACS 2022-25 to 2022-27	Parish Clerk	Salary / Pensions / NI / PAYE (Month 1)	2,830.92	0.00	2,830.92	LGA 1972 s.112(2) LGPSR SI 2007/1166, LGPS SI 2008/238&239
DD 2022-29	British Telecom	Pavilion Broadband	33.45	6.69	40.14	LGA 1972 s.133
<b>TOTAL</b>	n/a	<b>n/a</b>	<b>2900.63</b>	<b>8.50</b>	<b>2909.13</b>	n/a

### Forthcoming payments for approval

<u>Ref</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Gross</u>	<u>Act</u>
BACS 2022-30	DCK Payroll Services	2021/22 Year end payroll	25.00	5.00	30.00	LGA 1972 s.111
BACS 2022-31	DCK Payroll Services	Payroll April 2022	30.00	6.00	36.00	LGA 1972 s.111
300961	Meadowbrook Court Residents Association	Platinum Jubilee event donation	250.00	0.00	250.00	LGA1972 s.145
BACS 2022-33	Edge IT Systems Ltd	Clerk & Councillor email address licences	868.80	173.76	1042.56	LGA 1972 s.111
BACS 2022-34	SALC	Affiliation Fees SALC £1286.91 + £70 admin, NALC £244.02, Area committee £15	1615.93	0.00	1615.93	LGA 1972 s.111
BACS 2022-36	Highline Electrical Ltd	LED upgrade to SG77 (not working)	285.00	57.00	342.00	Parish Councils Act 1957 s.3
BACS 2022-37	Lyreco	Printer Ink £76.55, Paper £88.85, Envelopes £26.61	192.01	38.40	230.41	LGA 1972 s.111
BACS 2022-38	Shropshire Council	New Bin (Rhewl Lane)	300.00	60.00	360.00	Litter Act 1973 ss.5-6
BACS 2022-39 to 2022-42	D Brewer	Allotment path cutting £40, Bus Shelter Clean £45, Grass cutting £30, Litter pick £90.00	205.00	0.00	205.00	Small Holdings & Allotments Act 1908, s26. LG(MP)A 1953, S.4 Public Health Act 1875 s. 164 LGA 1972 s.111
BACS 2022-43	D Brewer	Pavilion Caretaking £55 Cleaning £117.52	172.52	0.00	172.52	LGA 1972 s.133
BACS 2022-44	Veolia	Cemetery Refuse	45.56	9.11	54.67	LGA 1972 s.214(6)
<b>TOTAL</b>	n/a	<b>n/a</b>	<b>3989.82</b>	<b>349.27</b>	<b>4339.09</b>	n/a

# Selattyn and Gobowen Parish Council

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## Income received April 2022

<u>Payment Type</u>	<u>Received from</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Gross</u>
Cash / BACS	Plot Holders x 2	Allotment fees to 31.12.22	45.00	0.00	45.00
BACS	Allotment holder	Re-imbursed bank fees for returned cheque	6.00	0.00	6.00
BACS	Shropshire Council	Precept	84564.00	0.00	84564.00
BACS	Shropshire Council	Neighbourhood Fund	38237.83	0.00	38237.83
BACS	Gobowen Celtic FC	Pavilion Hire (football)	100.00	0.00	100.00
Interest	HSBC	Bank Interest	3.50	0.00	3.50
<b>TOTAL</b>	n/a	<b>n/a</b>	<b>122956.33</b>	<b>0.00</b>	<b>122956.33</b>

## Direct Debits 2022-23

BT Pavilion Broadband	£40.14 inc.vat
Vonage (Staff telephone)	£19.20 inc. vat
Water plus (pavilion water)	variable
Water plus (allotment water)	variable
SSE (pavilion gas)	variable
SSE (pavilion electricity)	variable
NEST pensions	£139.16 (based on salary)
Veolia (cemetery refuse)	variable according to visits

# Selattyn and Gobowen Parish Council

## Appendix D - Meeting dates

### 2022-23 meeting dates

**Full Council :** Wednesday 8.6.22 (Selattyn School)  
Wednesday 13.7.22  
Wednesday 14.9.22  
Wednesday 12.10.22  
Wednesday 9.11.22  
Wednesday 14.12.22  
Wednesday 11.1.23  
Wednesday 8.2.23  
Wednesday 8.3.23  
Wednesday 12.4.23  
Wednesday 10.5.23

<u>Finance &amp; Executive Committee</u>	<u>Amenities &amp; Services Committee</u>	<u>Planning Committee</u>
Wednesday 29.6.22 6pm	Wednesday 29.6.22 7:30pm	Wednesday 10.8.22 7pm
Wednesday 21.09.22 6pm	Wednesday 21.09.22 7:30pm	n/a
Wednesday 23.11.22 6pm	Wednesday 23.11.22 7:30pm	n/a
Wednesday 22.03.23 6pm	Wednesday 22.03.23 7:30pm	n/a