

Selattyn and Gobowen Parish Council

Minutes of the Parish Council meeting held on Wednesday 12 April 2023 at The Pavilion, Gobowen, commencing at 7pm.

- In the chair:** Cllr Emery
- Present:** Cllr Broom, Cllr Clare, Cllr Crow, Cllr Dyke, Cllr Ellis, Cllr Evans, Cllr Macey, Cllr McKenna, Cllr Mellor, Cllr Morgan, Cllr Westwood-Bate.
- In attendance:** Mrs B Laraway (Parish Clerk & RFO)
Shropshire Cllr Mark Jones
PCSO D Hughes
7 members of the public
- Apologies:** Cllr Lander

1837. To receive apologies and reasons for absence

Apologies and reasons for absence were received from Cllr Lander.

1838. Co-option of Parish Councillors (2 vacancies)

- a. To co-opt to fill the vacancies
This item was deferred to a future meeting as no applications had been received.
- b. To sign the Declaration of Acceptance of office forms
This item was deferred to a future meeting as no applications had been received.

1839. Disclosable Pecuniary Interests

- a. Cllr McKenna declared a personal interest in 1844g and 1853. Cllr Emery declared a personal interest in 1853.
- b. There were no applications for dispensation.

1840. Public Participation session

1 member of the public spoke about the following topic:

- Road safety issue in Rhosygadfa.

1841. Minutes

- a. **To confirm** the minutes of the Full Council meeting held on 8 March 2023.

An amendment was agreed to Item 1829c: to change the wording 'Green Lane' to read 'green lane'.

RESOLVED: Following this amendment, the minutes were confirmed as a true record of the meeting and were duly signed by Cllr Emery.

- b. Draft minutes Finance & Executive committee held on 22nd March 2023 **to note**
(Appendix A)

RESOLVED: Noted

- c. Draft minutes Amenities & Services committee held on 22nd March 2023 **to note**
(Appendix A)

RESOLVED: Noted

1842. Reports - to consider

Item 1842c was taken at this point in the meeting. The minutes record the meeting in the order of the published agenda.

PCSO D Hughes left the meeting.

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a. Parish Clerk's progress report ([Appendix B](#))

The Clerk gave the following verbal update to the written report:

- STAR Housing have reported that 4 residents remain at Fairfield Close still to be rehomed. The empty properties will be boarded up in the near future as a preventative measure against vandalism and arson. There has been some evidence of break-ins.

b. Shropshire Council elected Councillors.

Cllr Macey and Cllr Jones gave verbal reports ([Appendix B](#)). Councillors asked questions on the following subjects:

- Nature of support being provided to bring empty homes back into use.
- Whether the scrutiny committees cover all of Shropshire Council's services, including planning issues.
- Which authority is responsible for clearing blockages in the River Perry
- Shropshire Council boundary changes
- Pothole repair programme. School Lane was identified as still requiring repairs.
- Domestic waste collection – what proportions are burnt or recycled?
- VAS on Chirk Road near Disley Close has been reported a number of times for repair.

c. Police Report ([Appendix B](#))

PCSO Hughes gave the following verbal report:

- Community Speedwatch training will be carried out when they receive confirmation that the volunteers have been cleared.
- Difficulty in getting information out to the community. Community engagement van wasn't well attended.
- Issues on and around the footbridge over the railway. The area would benefit from improved lighting and access.

d. Other reports

- Cllr Mckenna gave verbal reports from the Parish Paths Partnership and the Bryn Y Castell Coppice Conservation Group.

1843. Financial matters

a. Monthly statement - **to note** bank reconciliation. ([Appendix C](#))

RESOLVED: Noted

b. Payments - **to approve** payments ([Appendix C](#))

RESOLVED: Approved

c. Income - **to note** income received in March ([Appendix C](#))

RESOLVED: Noted

d. Neighbourhood Fund – **to note** 2023 payment £58,850.05 expected 23 April 2023.

RESOLVED: Noted

e. Emergency expenditure – **to approve** payment of **£550** on 3.4.23 authorised under the delegated powers of the Amenities and Services committee for emergency tree works.

RESOLVED: Approved.

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- f. Banking – to approve transfer of £10,000 from Unity Trust Current Account to Unity Trust deposit account made by the Clerk on 25/03/23 under delegated powers (Financial Regulation 5.5c)

RESOLVED: Approved

- g. CCLA investment account application (agreed at December meeting Item 1752a)

- i. To agree signatories and sign application form

RESOLVED: To agree signatories – Cllr Crow, Cllr Emery, Cllr Morgan, Cllr Westwood-Bate. The application form was duly signed.

- ii. To agree value of initial deposit.

RESOLVED: To agree an initial deposit of £25,000

1844. Coronation celebrations grant applications – to consider grant applications totalling £2,050. Note: Total 2023/24 budget for Civic & Seasonal Occasions £2,200

Councillors considered the varied range of events and estimated attendance figures which ranged from 20 to 150.

RESOLVED: To award each of the following applicants £2 per head based on the estimated attendance provided for each event, ensuring that parishioners attending the events will benefit equally. The values of grants awarded are indicated in the list below.

- a. Hengoed Community Group **£200**
- b. Selattyn Coronation picnic **£300**
- c. Gobowen WI **£40**
- e. Meadowbrook Court residents' association **£100**
- f. Perry Road and area residents **£150**
- g. Parish Paths Partnership **£60**

RESOLVED: To award applicant (d) St Mary's Church £150 towards their Flower Festival as no estimate of attendance had been provided.

Shropshire Cllr Mark Jones left the meeting.

1845. Finance and Executive Committee

- a. To consider the following recommendations:

- i. To pay the Clerk's salary by standing order from April 2023

RESOLVED: To agree to pay the salary by standing order from April 2023.

- ii. To pay HMRC by direct debit from April 2023 and sign direct debit form.

RESOLVED: To agree to pay HMRC by direct debit. The mandate was duly signed by Cllr Emery and Cllr Morgan at the end of the meeting.

- iii. To apply for a [Unity Corporate Multipay Card](#) for use by the Clerk.

RESOLVED: To apply for a Unity Corporate Multipay Card. The application forms were duly signed by Cllr Emery, Cllr Morgan and the Clerk at the end of the meeting.

RESOLVED: To set the single item spending limit set at £200 and the monthly spending limit at £500.

- b. To nominate and agree a 'Secondary Programme Administrator' for the Unity Corporate Multipay Card as required by Unity Trust Bank

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RESOLVED: To nominate Cllr Westwood-Bate as the Secondary Programme Administrator. The application form was duly signed by Cllr Westwood Bate at the end of the meeting.

1846. Amenities and Services Committee

- a. To receive and consider a report on the St Martins Road bus shelter project.

RESOLVED: To proceed with the bus shelter project and install a 2-bay open front shelter. Quotes to be approved at a future meeting.

Cllr Crow asked that it be minuted that she had voted against proceeding with the project.

The Clerk was asked to investigate if Neighbourhood Fund reserves can be used.

- b. To consider the following recommendations:

- i. To carry out the following maintenance work to the Pavilion at an estimated total cost of £3570 + vat

- Board and skim changing room and toilet ceilings, including electrical works
- Install ventilation fans to changing rooms
- Replace 3 radiators in changing rooms

RESOLVED: To carry out the recommended maintenance works.

- ii. To purchase a 3 door A2 aluminium noticeboard with header and ornate posts, black with gold lettering for Hengoed Cemetery. Cost £2225 + vat excluding delivery and installation.

RESOLVED: To purchase the recommended noticeboard.

1847. River Perry Engineering works

- a. **To receive** report and **to consider** appointment of recommended contractor

RESOLVED: To appoint Contractor A to carry out the works at a price of **£4,890 + vat**.

- b. **To consider** draft Execution of Works contract

RESOLVED: To agree the Execution of Works contract

- c. **To consider** planting scheme report from Shropshire Wildlife Trust.

RESOLVED: To agree the planting scheme design proposal with one change – to replace the Walnut tree with an alternative specimen.

RESOLVED: To request that Contractor A carry out the planting scheme works at the end of the Engineering works subject to a satisfactory quote (to be considered at the next meeting).

1848. Planning applications for consideration

- a. **Reference:** [23/00876/PMBPA](#) (validated 7.3.23)

Address: Proposed Conversion of agricultural building north of Tyr-Onen Hengoed

Proposal: Application for prior approval under Part 3, Class Q of the Town & Country Planning (General Permitted Development)(England) Order 2015 for the change of use from agricultural to form one residential unit.

Note: There was a previous planning application [22/04491/PMBPA](#)

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RESOLVED: To **OBJECT** with the following comments as submitted under the previous planning application 22/04491/PMBPA

- Specific consideration should be given to the building operations around the foul drainage necessary to support the conversion of this agricultural building into a 4-bedroom dwelling.
- Hengoed is not connected to the mains sewerage system. The Parish Council's preference is for Shropshire Council to install mains drainage in Hengoed rather than rely on developers to install individual soakaways and waste treatment units.
- The scale of the development will create 1 large dwelling. Local housing need is for smaller dwellings.
- Concerns that the agricultural building is not in good enough condition for a Class Q conversion.

RESOLVED: To add the following additional comment:

- There is no indication where the run off from the digester is going to be disposed.

b. Reference: [23/00893/FUL \(validated 1.3.23\)](#)

Address: Street Record Hammonds Place, Gobowen

Proposal: Energy improvement works to 27 properties including cladding, window and door replacements, roof insulation and replacement rainwater goods

RESOLVED: To **SUPPORT** the application.

c. Reference: [23/01275/FUL](#) (validated 3.4.23)

Address: 1 Albi Houses, St Martins Road, Gobowen, SY11 3NJ

Proposal: Replacing single storey extensions, at the rear, with new enlarged single storey extension. Replacing concrete garage and lean to with a two-storey side extension.

RESOLVED: To make **NO COMMENT**.

1849. Planning decisions - to note

a. Reference: [22/05675/FUL](#)

Address: Proposed stables and Menage North Of, Ellis Meadow, Selattyn

Proposal: Proposed stables and manege including access

Decision: Withdrawn

b. Reference: [23/00091/FUL](#)

Address: Meadow Lea, Whittington Road, Gobowen, Oswestry, SY11 3NA

Proposal: Proposed detached garage

Decision: Grant Permission

c. Reference: [22/04664/FUL](#)

Address: Holly Cottage, Old Chirk Rd, Gobowen, Oswestry, SY11 3LW

Proposal: Erection of 1no dwelling

Decision: Grant Permission

d. Reference: [23/00418/FUL](#)

Address: Greenacres, Glyn Rd, Selattyn, SY10 7DR

Proposal: Erection of two storey side extension (revised scheme)

Decision: Refuse

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RESOLVED: Items 1849a to 1849d were considered en bloc and noted.

1850. Correspondence

- a. Items circulated by email **to note**

RESOLVED: Noted

- b. B4579 Selattyn to Ysguborissa surface dressing work – request from Shropshire Council for feedback on concerns, queries or any local issues that need to be taken into consideration when scheduling works **to consider**

The Council did not identify any concerns, queries or local issues.

- c. Request received to print obituary in Parish Roundabout magazine **to consider**

RESOLVED: To ask Selattyn magazine what they do and to agree a policy at a future meeting.

1851. Consultations – to consider any response from the Parish Council.

- a. [Shropshire Council Customer Service Centre reduced opening hours](#)

RESOLVED: To not submit a response from the Parish Council. Councillors to submit individual responses should they wish to do so.

- b. DLUHC Consultation On Infrastructure Levy – request from NALC for views from member councils to inform NALC's response.

RESOLVED: To not submit a response from the Parish Council. Councillors to submit individual responses should they wish to do so.

1852. Communities Prepared Shropshire, Telford & Wrekin Community Emergency Planning programme.

RESOLVED: Cllr McKenna, Cllr Morgan, Cllr Macey will attend the workshops subject to their availability when the dates are known.

Cllr Emery left the room. Cllr Morgan chaired the next item.

1853. Gobowen Community Fun day 1 July 2023.

- a. **To note** Event Planning document

RESOLVED: Noted

Councillors commented that the Emergency Vehicle access route on the Pavilion car park must be kept clear at all times.

- b. **To consider** the following requests from Gobowen Community Group for the event:

- i. Request for permission to provide a bar offering alcohol for sale at the event.

RESOLVED: Approved

- ii. Request for permission to use Pavilion electricity supply for the bar and popcorn machine, both sited on the car park.

RESOLVED: Approved

- iii. Request for permission to provide tethered hot air balloon rides at the event.

RESOLVED: Approved

Cllr Emery entered the room and resumed the Chair.

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1854. Agenda Item Request Form

To consider draft form for use by Councillors when submitting agenda items / motions for Council or Committee meetings ([Standing Order 9](#))

RESOLVED: To introduce the form on a 6-month trial basis and then review. The wording of Standing Order 9 to be updated to reflect the trial basis of the form.

2 members of the public left the meeting.

1855. Motions

- a. Proposal to write to Shropshire Council to request that road safety issues in Rhosygadfa are addressed as a matter of urgency

RESOLVED: Cllr Emery and the Clerk to write to Shropshire Council Highways to request that the bollards are moved from the verge so that the grassed area can again be used for vehicles to pass safely.

2 members of the public left the meeting.

1856. Future agenda items

None

1857. Future meetings - to note the date of the next meeting: Annual Parish Council Meeting 10th May 2023

RESOLVED: Noted.

1858. 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 item to be considered involves the likely disclosure of confidential information.

3 members of the public left the meeting.

RESOLVED: *To suspend standing order 3x for 15 minutes to allow the business of the meeting to be concluded.*

1859. Planning Enforcement

- a. **To receive and consider** update report.

RESOLVED: To request an update on three of the planning enforcement cases.

- b. Planning Enforcement case **to note**

RESOLVED: Noted

1860. Finance & Executive committee recommendation to consider

RESOLVED: **To update** the Statement of Main Terms and Conditions to reflect changes to the NJC green book that come into effect from 1 April 2023 and changes to employment legislation made under the Good Work Plan 2020.

Meeting closed 21:10

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Draft Minutes of the Finance and Executive Committee meeting held on 22.3.23 at The Pavilion, Gobowen commencing at 18:00

In the Chair: Cllr Morgan
Present: Cllr Broom, Cllr Crow, Cllr Dyke, Cllr Ellis (part), Cllr Emery
In attendance: Mrs B Laraway - Parish Clerk and RFO
Apologies: Cllr Macey
Absent: Cllr Westwood Bate

FE / 353 To receive and approve apologies and reasons for absence

RESOLVED: Apologies and reasons for absence were received from Cllr Macey.

FE / 354 Disclosable Pecuniary Interests

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

FE / 355 Public Participation session

There were no members of the public present.

FE / 356 To confirm the minutes of the 23 November 2022 meeting

RESOLVED: The minutes of the meeting held on 23 November 22 were confirmed as a true record of the meeting.

FE / 357 To consider the Clerk's progress report

The Clerk gave a verbal update on the following items:

- Redwood Bank has now been contacted by one of the Council's signatories and the instruction issued in October is being implemented.
- HSBC account has now been closed, a cheque for the balance received and banked with Unity Trust.
- The Casual vacancy is being advertised with a closing date of 5th April to co-opt at April Full Council.

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

FE / 358 Financial – to consider and make a recommendation to Full Council

- a. To consider applying for a Unity Corporate Multipay Card for use by the Clerk and to set item and monthly expenditure limits.

RESOLVED: To recommend to Full Council to apply for a Unity Corporate Multipay Card for use by the Clerk with a single item spending limit of £200 and a monthly spending limit of £500.

- b. To agree to make arrangements to pay the Clerk's salary by standing order

RESOLVED: To recommend to Full Council that the Clerk's salary is paid by standing order from April 2023.

- c. To agree to make arrangements to pay HMRC by direct debit (will require a change to Financial regulation 6.7).

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RESOLVED: To recommend to Full Council that arrangements are made to pay HMRC by direct debit from April 2023.

FE / 359 **Terms of Reference review**

To review the document introduction, the terms of reference of the Finance Committee and its sub-committees, the responsibilities delegated to the Clerk and consider any changes to recommend to Full Council

RESOLVED: To recommend the following changes to Full Council for consideration at the Annual Parish Council meeting in May:

- Item 4 - To insert the word 'committee' to distinguish between the Committee Chairman and the Chair of the Council.
- Item 21 - To change the frequency of review of policies from 'annually' to 'regularly'
- Item 21 – To add Risk Management Policies and Business Continuity to the list of policies that this committee has responsibility to review.
- Item xiv (page 7) – to update to reflect current practice of referring urgent planning applications to the Planning Committee Chairman, not the Council Chairman.

FE / 360 **Standing Orders review**

To review the Council's standing orders and consider any changes to recommend to Full Council.

RESOLVED: To recommend the following changes to Full Council for consideration at the Annual Parish Council meeting in May:

- 9b – To add reference to an 'appropriate form' if the proposal to introduce a form for requesting motions to be added to the agenda is agreed at the April Full Council meeting.
- 15b (xiv) - to update to reflect current practice of referring urgent planning applications to the Planning Committee Chairman, not the Council Chairman.
- 18a (v) - Update value from £25,000 to £30,000 in line with the Public Contracts (Amendments) Regulations 2022, effective from 21 December 2022.
- 18c - Update value from £25,000 to £30,000 in line with the Public Contracts (Amendments) Regulations 2022, effective from 21 December 2022.

The Clerk was also asked to check the consistency of pronoun use (he / they) in the document.

FE / 361 **Financial Regulations Review**

To review the Council's Financial Regulations and consider any changes to recommend to Full Council.

RESOLVED: To recommend the following changes to Full Council for consideration at the Annual Parish Council meeting in May:

- 2.6 – Grammar corrected in final bullet point
- 6.7 – Insert 'refuse collection, broadband, pensions, HMRC and Corporate Credit Card' into the list of services that can be paid by direct debit.

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- 6.7 – Change to wording to reflect current practice of setting up direct debit arrangements online or by telephone rather than signing forms.
- 11.1a(i) – Insert ‘broadband’ and ‘refuse collection’ to reflect current practice.
- 11.1b - Update value from £25,000 to £30,000 in line with the Public Contracts (Amendments) Regulations 2022, effective from 21 December 2022
- 11.1b (footnote) – update values to reflect legislation in place from 1 January 2022.
- 11.1(h) - Update value from £25,000 to £30,000 in line with the Public Contracts (Amendments) Regulations 2022, effective from 21 December 2022

FE / 362 *Asset register – to review and agree any changes ([Appendix B](#)).*

RESOLVED: To approve the updates made by the Clerk.

RESOLVED: To dispose of 3 mobile phones no longer in use and remove from the Asset Register.

RESOLVED: To add the two milestones in Gobowen village with a nominal value of £1 each.

FE / 363 *Parish Council telephone landline – to consider transfer of contract to local supplier.*

RESOLVED: To transfer telephone landline contract to a local supplier. Monthly cost £12+vat. No set up fees.

FE / 364 *Pavilion broadband – to consider renewal of existing contract or transfer to local supplier.*

RESOLVED: To transfer the contract to a local supplier. Monthly cost £35.00 + vat. £500 set up costs.

FE / 365 *Devices – to discuss purchase / provision of devices for all Councillors*

Cllr Ellis entered the meeting.

A discussion took place covering the following issues:

- Chromebooks vs tablets
- Need to keep operating systems current
- Turnover of Councillors
- Wifi only or SIM capable
- Improved security of data.

The Clerk took an action to contact NALC / SALC to ask if there is the possibility of devices being bought in bulk to reduce cost.

The Clerk took an action to contact the new broadband provider (FE/364) for recommendations / suggestions.

To be reconsidered at a future meeting.

FE / 366 *Three Parishes Big Local Legacy Fund – to suggest and discuss potential projects for investing the remaining funds (£8718)*

Two projects were suggested – Installation of Christmas tree groundworks in Gobowen village and enhancements of local green spaces. To be discussed at Full Council.

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FE / 367 *Defibrillator Management and Maintenance*

- a. To agree policy

RESOLVED: To agree the draft policy.

- b. To consider and agree stock levels to be maintained for electrode pads.

RESOLVED: To purchase a spare set of electrode pads and maintain stock at one spare set.

FE / 368 *Document disposal - to agree the secure disposal of the following paper-only documents.*

- a. Invoices issued (Income) 2012/13 financial year.

RESOLVED: To agree the secure disposal of the paper-only documents.

FE / 369 *Future Agenda Items*

- Use of 'The Cloud' for Council business (Cllr Crow).
- Recruitment and Retention of Councillors (Cllr Morgan)

FE / 370 *Future meetings*

The Clerk was asked to draft and circulate a proposed meeting schedule for all Parish Council and committee meetings for 2023/24.

FE / 371 *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.

FE / 372 *Staff matters.*

To consider and make recommendations to Full Council concerning updates to the Statement of Main Terms of Employment in accordance with changes to the NJC Green Book and changes to employment legislation made under the Good Work Plan 2020.

RESOLVED: To recommend to Full Council that the Statement of Main Terms of Employment is updated with the changes.

Meeting closed: 19:21

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Appendix A – Clerk's progress report

1. Banking – update on outstanding actions previously agreed.

- Redwood Bank – 95 days' notice was given in October to withdraw the balance in excess of £85,000. No acknowledgement has been received, and the withdrawal has not appeared in the current account. This is being chased.
- HSBC – the instruction to close the account has been issued. Two signatories have received phone calls regarding the closure to verify it; one of the signatories was advised that a letter would be sent. No letter yet received.
- United Trust Bank – the re-investment in the high interest bond cannot go ahead until the funds are received from HSBC. The window for re-investing as an existing customer has now expired and the Council will have to re-apply to United Trust Bank as a new customer.
- CCLA – it will be on the agenda for full Council to sign application forms when the HSBC account has been closed. Hopefully, this will be the April meeting.

2. Financial Support for community group

The Clerk took an action at the November meeting (FE/346) to investigate options for financial support. The Clerk investigated the options that had been discussed and can advise that none were feasible.

3. Councillor Skills Audit

Completed Skills audits have been received from 7 (of 13) Councillors. The items were removed from this meeting agenda as analysis has not been able to be carried out.

4. Casual vacancy

The Clerk has been advised by Shropshire Council that no request for a by-election has been received and that the Council is to co-opt to fill the vacancy as soon as practicable. The vacancy will be advertised as soon as possible.

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Appendix B – Asset Register (updated)

Selattyn and Gobowen Parish Council Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value
Administration			
Civic Regalia	2005	735.00	735.00
Cross Cut Shredder	2019	100.00	100.00
Filing cabinet (4 drawer lockable)	unknown	1.00	1.00
Laminator	unknown	1.00	1.00
Laptop (HP - Clerk's current laptop)	2017	510.00	510.00
Laptop (not in use)	2013	216.00	216.00
Mobile Phone (Samsung Galaxy A13 Smartphone)	18/10/22	179.99	179.99
Phonak hearing equipment	20/09/2021	885.00	885.00
Printer (Brother Laserjet DCP-L2500D B/W)	2017	129.99	129.99
		2,757.98	2,757.98
Allotments			
Allotment Land	2019	8,010.00	8,010.00
Allotment Shed	2009	750.00	1,000.00
		8,760.00	9,010.00
Gobowen Playing Field			
2 x Plastic Benches	2011	725.00	725.00
3 x metal benches	unknown	1.00	1.00
4 x small metal benches	unknown	1.00	1.00
Aerial Runway (Zipwire)	2011	5,350.00	5,350.00
Cantilever swing	2011	4,000.00	4,000.00
Car Park Barrier	2017	1,850.00	1,850.00
Climbing frame (3 x small metal units)	unknown	1.00	1.00
Climbing frame (metal car)	unknown	1.00	1.00
Fencing	2020	6,515.00	2,718.15
Fencing - playing field	unknown	1.00	1.00
Gossip Shelter	2007	4,200.00	4,200.00
Low Rotator	2014	2,980.00	2,980.00
MUGA Accessories	2009	1.00	1.00
MUGA Fencing	2015.00	25,613.00	10,872.61
Multi Use Games Area	2009	1.00	70,000.00
Multiplay Climber	2017	16,240.00	16,240.00

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Oyster roundabout	2014	4,566.00	4,566.00
Playing field	1970	1.00	1.00
Pole Spin	2014	1,670.00	1,670.00
Quad flyer	2011	3,800.00	3,800.00
Slide (1 x embankment slide)	unknown	1.00	1.00
Small multiplay unit	2013	12,000.00	12,000.00
Spring rider (4 seat)	2011	1,000.00	1,000.00
Spring Rider (single seat)	2011	650.00	650.00
Swings (1 x 4 swing unit cradle seats)	unknown	1.00	1.00
Swings - 1 x 4 swing unit flat seats	unknown	1.00	1.00
		91,170.00	142,631.76

Hengoed Cemetery

Hengoed Cemetery	1992	1.00	1.00
Notice Board	unknown	1.00	1.00
Stone Shelter	unknown	1.00	1,000.00
Wrought Iron Gates	unknown	1.00	1.00
		4.00	1,003.00

Parish Amenities

3 Tier Floral Fountain Planter	2014	594.00	594.00
3 x Barrel Planters	2014	224.00	224.00
4 x Barrel Baskets and liners	2014	599.00	599.00
Bleed Control Kit - Selattyn	21/11/2022	85.00	85.00
Blockwork bus shelter	unknown	3,000.00	3,000.00
Blockwork bus shelter	not known	3,000.00	3,000.00
Blockwork bus shelter	unknown	3,000.00	3,000.00
Bus Shelter	unknown	2,000.00	2,000.00
Bus Shelter	unknown	2,000.00	2,000.00
Bus Shelter	unknown	2,000.00	2,000.00
Bus Shelter	unknown	2,000.00	2,000.00
Bus Shelter	unknown	2,000.00	2,000.00
CCTV Camera	2014	315.00	315.00
CCTV Camera	2014	315.00	315.00
CCTV Camera x 2	2014	630.00	630.00
CCTV Dome Camera	2014	1,258.00	1,258.00
CCTV Dual PTZ & Fixed, Pole Mount & POE injector	07.10.22	1,388.00	1,388.00
CCTV Operating equipment	2014	1,705.00	1,705.00
Defibrillator	2021	1.00	1.00
Defibrillator and Storage cabinet	2017	1.00	1.00

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Defibrillator and Storage cabinet	2017	1,680.00	1,680.00
Defibrillator Cabinet	01/05/2018	480.00	480.00
Litter Bin	16/4/21	300.00	300.00
Litter Bin	15/9/22	350.00	350.00
Litter Bin	15/9/22	350.00	350.00
Litter Bin	29/4/22	350.00	350.00
Milestone	unknown	1.00	1.00
Milestone	unknown	1.00	1.00
Noticeboard	2009	500.00	500.00
Noticeboard	2012	330.00	330.00
Noticeboard	unknown	1.00	1.00
Noticeboard	2010	185.00	185.00
Noticeboard	2013	185.00	185.00
Phone Kiosk	2011	1.00	1.00
Phone Kiosk	2017	1.00	1.00
Road Closure Signs	2017	235.62	235.62
Seat	unknown	1.00	1.00
Seat	2010	200.00	200.00
Seat (metal)	unknown	1.00	1.00
Seat (metal)	unknown	1.00	1.00
Seat (plastic)	unknown	1.00	1.00
Seat (plastic)	unknown	1.00	1.00
Seat (plastic)	2012	500.00	500.00
Seat (Wooden)	unknown	1.00	1.00
Stone Bus Shelter	2003	5,000.00	5,000.00
Trough Planter	2016	199.00	199.00
Trough Planter	2017	199.00	199.00
War Memorial	unknown	1.00	7,558.47
		37,170.62	44,728.09

Pavilion

Chairs and Trolley	2013	1,185.00	1,185.00
CPR manikins	2017	1.00	1.00
Crockery	unknown	1.00	1.00
Filing cabinet (4 drawer)	unknown	1.00	1.00
Fire Extinguisher	unknown	1.00	1.00
Fire extinguishers x 2	2018	80.00	80.00
Fire proof safe	unknown	1.00	1.00
Noticeboards	2013	100.00	100.00
Past Chairman's Board x 2	unknown	1.00	1.00

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Pavilion Building	unknown	194,112.00	279,270.00
Tables (6 large, 1 small)	2010	1,000.00	1,000.00
Vacuum Cleaner & cleaning equipment	26/07/2021	105.00	105.00
		<hr/>	<hr/>
		196,588.00	281,746.00

Streetlights

Solar Streetlight	2014	1,380.00	1.00
Streetlights	Various	33,136.00	1.00
		<hr/>	<hr/>
		34,516.00	2.00

Grand Total: **370,966.60** **481,878.83**

DRAFT

Selattyn and Gobowen Parish Council

DRAFT Minutes of the Amenities and Services Committee held on 22 March 2023 at Gobowen Pavilion commencing at 7:30pm

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

AS / 464 To receive and approve apologies and reasons for absence

RESOLVED: Apologies were received from Cllr Macey and Cllr Evans.

AS / 465 Disclosable Pecuniary Interests

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

AS / 466 Public Participation session

There were no members of the public present.

AS / 467 To confirm the minutes of the meeting held on 23 November 2022

RESOLVED: The minutes of the meeting held on 23 November 2022 were confirmed as a true record of the meeting.

AS / 468 Reports

- a. Clerk's progress report

The Clerk gave a verbal update on a report received from GCG that will be submitted to Full Council in April.

RESOLVED: The report was noted ([Appendix A](#))

RESOLVED: To thank Mr Crow for his work to repair the Cemetery noticeboard and clean the window grille at the Pavilion.

- b. Allotment Management committee minutes.

RESOLVED: Noted.

AS / 469 Terms of Reference review

To review the Amenities and Services committee terms of reference and consider any changes to recommend to Council.

RESOLVED: To recommend the following changes to Full Council for consideration at the Annual Parish Council meeting in May:

- Item 4 – To insert the word 'committee' to distinguish between the Committee Chairman and the Chair of the Council.
- Item 8 – Pavilion Caretaking and Cleaning contract added to the list of contracts falling under the remit of this committee.
- Item 16 – To add Allotment Tenancy Agreement as a document falling under the remit of this committee to review.

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AS / 470 **St Martins Road Bus Shelter**

To receive update and to consider design options.

RESOLVED: To prepare a report for the next Full Council meeting and to ask the Council to decide whether or not the project should go ahead.

AS / 471 **Fees and Charges**

- c. **To consider** and agree a definition of the word 'community' as used in the Playing Fields Fees and Charges description. (delegated from Full Council 14.12.22)

RESOLVED: To change the wording in the Hire Charges to read "Events organised by parish-based community groups or organisations.

- d. **To consider** and agree criteria for free or reduced rate use of Pavilion by parishioners for non-profit / charity events.

RESOLVED: All requests for free or reduced rate use of Pavilion by parishioners for non-profit / charity events will be considered at an ordinary meeting of the Amenities and Services committee or Full Council.

RESOLVED: To agree a policy during the fee setting discussions for 2024/25.

AS / 472 **Parish Roundabout Adverts Policy**

To approve policy developed from principles agreed at November 2022 Amenities and Services Committee meeting.

RESOLVED: To approve the policy.

AS / 473 **Playing Fields**

- e. Football pitch inspections – **to consider** the practice of Parish Councillors inspecting the pitch prior to matches and **to agree** the purpose of such inspections.

RESOLVED: The Parish Council will no longer undertake pitch inspections prior to matches. Health and Safety of every football match is the responsibility of the teams and referee.

- f. Play equipment inspections – **to agree** frequency of inspections for 2023/24 **and to approve** price from Shropshire Council to provide play inspection service.

RESOLVED: Twelve monthly inspections plus annual ROSPA inspection agreed. **Total £416.**

- g. Bonfire area repair and ongoing maintenance – **to consider** correspondence received from Gobowen Community Group

RESOLVED: To ask Gobowen Community Group to re-seed the bonfire area and, in future years, build the bonfire on top of the grass as it will likely recover.

- h. Adult exercise equipment – **to consider** suitable location.

RESOLVED: The area between the Pavilion and the football field was agreed as the preferred location; in the field of vision of the CCTV cameras.

- i. Playing Field path – **to consider** forming working group to develop path repair / upgrade options, agree terms of reference and appoint members.

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RESOLVED: To set up a working group to write a specification for repair work to the playing field path. Agenda item at next Amenities and Services committee to review / agree specification, and to agree timeframe for tender process and project delivery. Cllr Crow and Cllr Emery were appointed to the working group.

AS / 474 Pavilion

- a. Pavilion equipment – **to consider** adopting the equipment stored at the Pavilion that was purchased by The Green Room.

RESOLVED: To agree to adopt the following items of equipment from the Green Room: Fridge freezer, overhead projector, 4 comfy chairs and 1 matching table, Air Hockey Table, Table Tennis Table, Pool Table.

RESOLVED: To inspect the equipment and obtain quotes for any necessary repairs.

- b. Pavilion hire agreement – **to consider** and agree updated hire agreement.

RESOLVED: To agree the updated hire agreement. The Clerk was asked to arrange laminated signage for inside the Pavilion advising on the maximum occupancy numbers as specified in the fire risk assessment.

- c. Pavilion maintenance proposal – **to consider** report from Cllr Crow regarding Pavilion maintenance project and likely costs.

RESOLVED: To recommend the following repairs to Full Council:

- Board and skim changing room and toilet ceilings. £1770+ vat. (plus cost from electrician to alter light fittings)
- Install ventilation fans to changing rooms £1097.25 + vat
- Replace 3 radiators in changing rooms - £480

- d. Internal notice boards – **to consider** number and purpose and **to agree** how many are required.

RESOLVED: To retain the noticeboard containing the Parish Map, and the small lockable noticeboard to the left of the store room door. The other large noticeboards will be discussed again when Health & Safety notice requirements have been confirmed.

AS / 475 Hengoed Cemetery

- a. Updated Cemetery rules - **to consider** and agree.

RESOLVED: To agree the updated Cemetery Rules.

- b. Updated Memorial Permit application form - **to consider** and agree

RESOLVED: To agree the updated Memorial Permit Application Form.

- c. Sunken graves - **to receive** report and **to consider** management implications including backfilling and headstone installation.

RESOLVED: To change the rules for initial installation and re-installation of memorial headstones. A minimum period of 12 months since the latest interment in a grave is now required before a Memorial Permit can be issued. This rule change applies with immediate effect to any and all graves that do not currently have a headstone installed

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as at 23rd March 2023. No decision was made to change backfilling practice; Clerk to monitor.

The Clerk was asked to write to all affected families and local stonemasons.

- d. Bin store and fence **-to consider** painting during 2023/24.

RESOLVED: Cllr Crow will contact the volunteers who helped with snowdrop planting. Regular painting to be added to the committee Five Year Plan.

- e. Request received to add leaf clearance to autumn / winter maintenance schedule - **to consider**

RESOLVED: To refuse the request to add leaf clearance to the autumn / winter maintenance schedule.

- f. Infill for sparse hedge in newest quarter (4th quarter) - **to consider** resource and acquisition of trees.

RESOLVED: To agree in principle. Cllr McKenna will investigate sources and prices of trees.

- g. Purchase of replacement noticeboard - **to consider**

RESOLVED: To recommend to Full Council that a 3 door A2 Aluminium noticeboard with header and ornate posts, black with gold lettering, is purchased. Cost **£2225** + vat, excluding delivery and installation.

- h. Purchase of plot markers to mark 4 unused plots and 1 reserved plot in Quarters 2 and 3. Unit cost £12. Total **£60** plus vat (supply only) – **to consider**

RESOLVED: To agree to purchase 4 plot markers. Total **£60** plus vat.

AS / 476 Allotments

- a. Allotment rental fees for future years (delegated from FC 14.12.22) – **to consider**

RESOLVED: To increase Allotment annual tenancy fees to £36 for a full plot, £18 for a half plot from 1 January 2025.

- b. Hedge cutting quote – **to consider**

RESOLVED: To defer this item to the next committee meeting.

AS / 477 River Perry

- a. Quote for monthly river clearance - **to consider**

RESOLVED: To agree the quote of £47.50 per month, Annual Cost **£570.00**

- b. Tender responses for River Perry engineering project – **to agree** delegation to the Clerk or a working party including the Clerk to work with Shropshire Wildlife Trust to score and shortlist tender responses.

RESOLVED: To set up a working group to work with Shropshire Wildlife Trust to score and shortlist tender responses. Cllr Dyke and the Clerk were appointed to the working group.

AS / 478 Streetlights

- a. Concrete column upgrade – **to agree** to proceed with the next phase and discuss timing. Quote of £19,100.77 + vat was agreed by Council and included in 2023/24 budget.

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RESOLVED: To request the Council's Streetlight Maintenance Contractor to carry out the next phase as soon as possible.

RESOLVED: *To suspend standing order 3x to allow the business of the meeting to be concluded.*

b. Christmas lights on street lights – to discuss.

RESOLVED: Cllr Emery & Cllr Crow will contact the Parish Council's Streetlight Maintenance Contractor for advice and report back to the next Committee meeting.

AS / 479 *Five year plan – to consider and agree any updates.*

The Five-year plan was reviewed and minor changes made. No projects were added.

AS / 480 *Future Agenda Items*

None.

AS / 481 *Future meetings*

The Clerk was asked to draft and circulate a proposed meeting schedule for all Parish Council and committee meetings for 2023/24.

AS / 482 *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.

AS / 483 *Pavilion key holder – to agree temporary change to nominated keyholder.*

RESOLVED: To agree the temporary change.

Meeting closed 21:55

Appendix A Clerk's Report

1. Playground Inspections

Playground inspections were carried out on 22.11.22, 11.1.23, 13.2.23. All issues identified were low risk. There were no new issues identified. Copies of the playground inspection reports can be provided to Councillors on request.

2. Playing Field / Fernhill Avenue boundary wall and hedge

The Clerk has checked through minutes and other correspondence going back to 2012. The boundary wall has not been adopted by Shropshire Council and remains the responsibility of the building developer. Contact will have to be made with the developer for permission to remove the hedge around the new streetlight and replace with a fence.

3. Playing Field hedge (St Martins Road)

20 mixed native hedgerow whips have been received from the Shropshire Council Free Tree scheme for planting in the hedge. This is a mix of Blackthorn, Hawthorn, Dogwood, Dog Rose, Field Maple, Hazel and Guelder Rose. The trees are in the care of Cllr

Selattyn and Gobowen Parish Council

McKenna and will be planted by the Playing Field Maintenance contractors when they maintenance season commences.

4. Pavilion Fire risk Assessment

The written report has now been received, confirming that there are no actions required. The maximum occupancy of the building was confirmed as 60 persons. This information has been added to the draft updated booking form for the information of all hirers.

5. Pavilion inspection

The Clerk identified that there are two loose floor tiles in the front changing room during the routine maintenance inspection in January. They do not present a trip hazard and are being monitored.

6. Pavilion Maintenance

The windowsill at the front of the building and the external door of the rear changing room have now been replaced. The window grilles had to be removed for the repair to the windowsill, and the windows and grilles were cleaned while they were removed. Thanks are due to Mr P Crow for removing and cleaning the grilles and cleaning the windows.

7. Pavilion users

A positive review meeting was held with representatives of The New Saints FC Foundation Ltd. There were no actions from the meeting.

8. Pavilion Fire door

The Clerk found the external kitchen fire door ajar when visiting to carry out routine fire alarm testing on Thursday 16th February. When contacted, the caretakers advised that they had last visited the building on Tuesday 14th February to clean and that all doors had been secured at the time. There was no evidence of anything having been disturbed in the building and there had been no reports of the alarm going off.

9. Cemetery noticeboard

The cemetery noticeboard was blown off its supports in the winds in early January. There was some damage to the noticeboard but it was able to be re-installed. Thanks are due to Mr P Crow for re-instating the Noticeboard.

10. Streetlight labelling

The Streetlight maintenance contractor is providing a quote for the relabelling of all streetlights for consideration at the next committee meeting

11. Fairfield Mews streetlight

The repair to this light is still outstanding. SP Energy Networks advised that they had been out on 7th December and fixed the fault yet Highline reported that there was no power to the light when they visited on 13th February. It has been referred back to SP Energy Networks.

Selattyn and Gobowen Parish Council

Appendix B - Reports

Parish Clerk's Progress Report

Priority 1 – Active projects

Project	Update since last meeting
New Parish Council website	8 documents converted to accessible format. Council minutes since 2018 now fully completed.
St Martins Road Bus Shelter	On agenda for 12.4.23.
Chirk Road VAS	No progress since February meeting. Still awaiting Shropshire Council policy publication.
Note: PCC grant expenditure deadline has been extended to 30th June.	
Cemetery records	No progress since January meeting.
Policies – defibrillator, health & safety, lone working	Defibrillator policy approved at F & E committee.
Litter picker storage	New stock expected in the country in Feb 2023.
Business continuity plan implementation	75% complete
Strategic Plan development	No progress since December meeting

Priority 2 - Forthcoming projects (timescale agreed)

Project	Update since last meeting
River Perry engineering work (Invitation to tender process starts Feb 2023)	On agenda for 12.4.23.

Priority 3 - Projects agreed. Minimal activity to date

Project	Update since last meeting
Garden of remembrance signage	None
Adult exercise equipment	None
Hengoed phone kiosk	None
Tree avenue Gobowen to St Martins	None

Priority 4 - Projects agreed but not yet started

Project	Update since last meeting
Repainting of play equipment	None
New Clerk laptop	None
Allotments – hedge cutting along main road	Discussed at A & S 22.3.23. No decision made pending correspondence expected from Allotment committee.
Allotments – new fence with field	None
Cyber insurance	None

Selattyn and Gobowen Parish Council

Parish Clerk's Progress report continued

1. Precept

Shropshire Council have advised that the precept of £92,028 will be paid on 26th April 2023.

2. Thank you letters / emails

Thank you letters or emails have been received from the following organisations for Parish Council grants:

- The Docks (Selattyn Christmas Tree)
- Trustees of Selattyn Burial Ground
- Gobowen Community Group
- Crane Quality Counselling
- Selattyn PCC (St Mary's Church)
- Gobowen Ladies Guild

3. Community Meals Service

The Council received an enquiry regarding whether the Community Meals Service would re-start post Covid. The Clerk has responded that there are no current plans to resurrect this service.

4. Footpath diversion – Selattyn

Shropshire Council has notified the Parish Council of a Public Path diversion order to the footpath east of Old Rectory, Selattyn.

The full width of that part of Footpath 2 leaving a stile at point A on the [Order Map](#) (SJ 2697 3393) running in a general ENE direction on a natural surface to a stile at point B on the Order Map (SJ 2720 3398). A total distance of approximately 240 metres onto a line leaving FP 1 at point C on the Order Map (SJ2697 3398) running in a general easterly direction on a natural surface to a gate at point B on the Order Map (SJ 2720 3398). A total distance of approximately 233 metres with a width of 2 metres throughout its length.

5. United Trust Bond

At the Full Council meeting held on 12 October 2022, it was resolved to invest £85,000 in a United Trust Bank 18-month bond (Item 1708d). The implementation of this resolution was affected by the delay in HSBC acting on the Council's instruction to close the HSBC account. United Trust Bank advised the Clerk on 3rd April 2023 that they no longer offer accounts to Parish Councils. The Clerk will look for an alternative deposit account and report back at a future meeting.

6. West Mercia Police Smartwater Scheme

West Mercia Police have written to the Council confirming that the SmartWater scheme continues in 2024, as follows:

- 25% of the total cost of the required SmartWater kits for your chosen area.
- 100% of the signage cost to promote your new We Don't Buy Crime are.
- A dedicated PCC funded post to co-ordinate the project and be your first point of contact.
- Police volunteer support in kind (where possible)

Estimated cost to the Parish Council if a kit were to be purchased for every home in the parish would be $1850 \times £8.90 \times 75\% = £12,348.75$. Kits can be purchased for part of the parish, it doesn't have to be the full parish.

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7. Grant Feedback from Signal UK

The recorded delivery letter sent on 16th February 2023 has been returned as 'Gone Away'. The Clerk will continue to work to trace the charity.

8. Community Payback Resource

The Clerk has met with the West Midlands Probation Service and looked at the suggested work of 'siding back' the pavement between Gobowen and Moors bank. The Probation Service have since advised that they are unable to help with this work due to the speed of the road and the proximity to traffic.

Other potential projects were discussed and are being considered by the Probation Service in relation to risk and suitability.

The Probation Officer advised that much of their work is at closed cemeteries; details have been forwarded to the Trustees of Selattyn Burial Ground.

Shropshire Councillor Report

Cllr Macey gave the following report:

- HM Planning inspector has made a decision on the Henlle Golf Club appeal and has dismissed the appeal.
- The Council's ICT and digital strategy has been reviewed. The Council has ensured that the strategy includes that alternatives to digital interaction will remain available for residents.
- The Council is reducing the number of Scrutiny committees from 5 to 4 and the 4 new committees are aligned with the headings in the Shropshire Plan – Economy & Environment, People, Transformation & Improvement, Health.
- The Local Cycling and Walking Infrastructure plan (LCWIP) consultation starts next week.
- The Council has announced a service providing help and advice (not funding) for owners of empty homes in Shropshire to try and get the homes back into use.
- Discussions with Shropshire Highways on the Rhosygadfa road safety issue raised in the Public Participation session of this meeting.
Help for owners of empty homes announced. 1300 across shropshire. Additional support – practical advice to get them back into use.

Cllr Jones gave the following report:

- Planned resurfacing between Jasmine Gardens and the A5, and between Gobowen and St Martins.
- Shropshire Council is turning Coton Hill House in Shrewsbury into temporary accommodation for homeless people.
- STAR Housing have appointed a new managing director and internal restructuring is taking place.
- Boundary review for Shropshire Council seats will be back under consideration next month.
- Business case being developed to manufacture biochar from wood waste.

Selattyn and Gobowen Parish Council

Police Report

Parish Council Meeting Gobowen & Selattyn March '23

Location	Incidents
A5 FIVE CROSSES ROUNDABOUT, GOBOWEN, SHROPSHIRE	4
TR-Highway Disruption	3
AD-Duplicate	1
LANE FROM B5069 RUNNING SOUTH OF CANAL AT ST MARTINS MOOR, ST MARTINS MOOR, SHROPSHIRE	3
CR-Harrassment/Stalking	1
PS-Civil Dispute	1
AD-Duplicate	1
ROWAN CLOSE, GOBOWEN, SHROPSHIRE	2
CR-Crime Unlisted	1
PS-Domestic Incident	1
HENRY ROBERTSON DRIVE, GOBOWEN, SHROPSHIRE	2
AS-Nuisance	2
PERRY VIEW, RHEWL, GOBOWEN, SHROPSHIRE	2
PS-Concern for safety	1
PS-Sudden/Unexplained Death	1
WEST PLACE, GOBOWEN, SHROPSHIRE	1
CR-Sexual Offence	1
TREWERN AVENUE, GOBOWEN, SHROPSHIRE	1
CR-Harrassment/Stalking	1
OLD CHIRK ROAD, WESTON RHYN, SHROPSHIRE	1
PS-Abandoned Call	1
THE CROSS, GOBOWEN, SHROPSHIRE	1
PS-Suspicious circumstances	1
FROM B4579 FROM PENTRE DAFYDD CROSSROADS TO MEADOWFIELDS, HENGOED, SHROPSHIRE	1
CR-Sexual Offence	1
CROSS FOXES, THE CROSS, GOBOWEN, SHROPSHIRE	1
TR-Road Related Offence	1
FERNHILL LANE, GOBOWEN, SHROPSHIRE	1
PS-Concern for safety	1
FERNHILL LANE, GOBOWEN, SHROPSHIRE	1
PS-Suspicious circumstances	1
HAMMONDS PLACE, GOBOWEN, SHROPSHIRE	1
PS-Abandoned Call	1
DAYWELL JUNCTION AT FORD AT RIVER PERRY, DAYWELL, GOBOWEN, SHROPSHIRE	1
PS-Suspicious circumstances	1
FERNHILL LANE, GOBOWEN, SHROPSHIRE	1
PS-Sudden/Unexplained Death	1
ST MARTINS ROAD, GOBOWEN, SHROPSHIRE	1
TR-RTC Death/Injury	1
B5069 FROM FIVE CROSSES ROUNDABOUT TO TREWERN AVENUE, GOBOWEN, SHROPSHIRE	1
TR-Highway Disruption	1
OLD WHITTINGTON ROAD, GOBOWEN, SHROPSHIRE	1
PS-Abandoned Call	1
OLD WHITTINGTON ROAD, GOBOWEN, SHROPSHIRE	1
PS-Abandoned Call	1

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THOMAS PENSON ROAD, GOBOWEN, SHROPSHIRE	1
AS-Nuisance	1
WEST PLACE, GOBOWEN, SHROPSHIRE	1
GE-Messages	1
BRIDLEWAY CARAVAN PARK, CHIRK ROAD B5009 TO BELMONT BRIDGE JUNCTION, HENLLE, GOBOWEN, SHROPSHIRE	1
GE-Police generated activity	1
UPPER HENGOED CROSSROADS TO LLWYN ROAD OSWESTRY END OF, HENGOED, SHROPSHIRE	1
PS-Firearms	1
BATH BANKS, SELATTYN, SHROPSHIRE	1
TR-Highway Disruption	1
HEATHER BANK, GOBOWEN, SHROPSHIRE	1
PS-Abandoned Call	1
COLDWELL GARDENS, GOBOWEN, OSWESTRY, SHROPSHIRE	1
PS-Suspicious circumstances	1
PLEASANT GROVES, JUNCTION FOR DAYWELL MANOR TO DAYWELL JUNCTION A5, DAYWELL, GOBOWEN, SHROPSHIRE	1
PS-Abandoned Call	1
ROBERT JONES AND AGNES HUNT ORTHOPAEDIC HOSPITAL, SOCIAL CLUB, ROBERT JONES AND AGNES HUNT ORTHOPAEDIC HOSPITAL, GOBOWEN, SHROPSHIRE	1
AS-Environmental	1
CO-OPERATIVE RETAIL SERVICES LTD, SUPERMARKET, THE CROSS, GOBOWEN, SHROPSHIRE	1
AS-Nuisance	1
PENTREPANT LODGE, B4579 FROM BROGYNTYN HALL JUNCTION TO OAKHURST ROAD, PENTRE PANT, OSWESTRY, SHROPSHIRE	1
PS-Suspicious circumstances	1
ROBERT JONES AND AGNES HUNT ORTHOPAEDIC HOSPITAL, CHAPEL OF REST, ROBERT JONES AND AGNES HUNT ORTHOPAEDIC HOSPITAL, GOBOWEN, SHROPSHIRE	1
GE-Other Agency	1
Grand Total	40

Selattyn and Gobowen Parish Council

Appendix C – Financial Matters

Bank Reconciliation

Bank Reconciliation at 31.03.23

	Cash in hand 01.04.22		£ 327,497.35
	ADD		
	Receipts 01.04.22 - 31.03.23		£ 183,534.74
			£ 511,032.09
	SUBTRACT		
	Payments 01.04.22 - 31.03.23		£ 146,903.60
A	Cash in hand 31.03.23 (per cash book)		£ 364,128.49
	Cash in hand per Bank Statements		
	Cash 31.12.22	£	-
	United Trust Bank 13.9.22	£	-
	Redwood Bank 95 day notice 28.7.22	£	85,264.49
	Nationwide 31.03.23	£	86,417.90
	HSBC Business Money Mgr 20.03.23	£	-
	Unity Trust Deposit 31.03.23	£	80,486.40
	Unity Trust Current 31.03.23	£	111,819.70
			£ 363,988.49
	Less unrepresented payments		£ 363,988.49
	Plus unrepresented receipts		£ 140.00
B	Adjusted Bank Balance		£ 364,128.49
A = B Checks out OK			

Unrepresented receipts:

£140 cheque for Memorial Permit

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Payments made prior to meeting

Ref	Supplier	Description	Net	Vat	Gross	Act
BACS 2022-339	SALC	Councillor Training	75.00		75.00	LGA 1972 s.111
BACS 2022-343	ORP Surveillance Ltd	CCTV Camera maintenance	501.39	100.28	601.67	LG&RA 1997 s.31
BACS 2022-342	Gobowen Allotment Society	Hedgecutting	30.00		30.00	LGA 1972 s.111
DD 2022- 340	Vonage Limited	Staff telephone	16.00	3.20	19.20	LGA 1972 s.111
DD 2022- 341	Water Plus	Pavilion Water	18.55		18.55	LGA 1972 s.133
DD 2022- 350	SSE	Pavilion Gas	37.59	1.87	39.46	LGA 1972 s.133
DD 2022- 344	Veolia ES	Refuse emptying	45.56	9.11	54.67	LGA 1972 s.214(6)
DD 2022- 349	Vodafone Limited	Mobile phone	15.83	3.17	19.00	LGA 1972 s.111
BACS 2022-345 to 2022-348	Parish Clerk / HMRC / NEST	Salary / PAYE / Pensions / NI / (Month 12)	3082.94		3082.94	LGA 1972 s.112(2) LGPSR SI 2007/1166, LGPS SI 2008/238&239
BACS 2022-351	Highline Electrical Ltd	Streetlight repair	100.00	20.00	120.00	Parish Councils Act 1957 s.3
BACS 2022-352	Gobowen Ladies Guild	Parish Grants	37.50		37.50	GPC
BACS 2022-356	Preeshenlle URC church	Parish Grants	1,000.00		1,000.00	GPC
BACS 2022-354	ALL Saints Church	Parish Grants	300.00		300.00	GPC
BACS 2022-358	St Marys Church	Parish Grants	300.00		300.00	GPC
BACS 2022-368	Unity trust	bank charges	4.50		4.50	LGA 1972 s.111
BACS 2022-3363	Selattyn Burial Ground Trustees	Parish Grants	500.00		500.00	GPC
BACS 2022-355	Selattyn Produce and Craft Show	Parish Grants	100.00		100.00	GPC
BACS 2022-353	The New Saints FC Foundation Ltd	Parish Grants	2,000.00		2,000.00	GPC
BACS 2022-363	Crane Quality Counselling	Parish Grants	100.00		100.00	GPC
BACS 2022-359	Selattyn C of E Primary School	Parish Grants	500.00		500.00	GPC
BACS 2022-360	Selattyn C of E Primary School	Parish Grants	500.00		500.00	GPC
BACS 2022-365	Friends of Gobowen School	Parish Grants	250.00		250.00	GPC

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BACS 2022-366	Friends of Gobowen School	Parish Grants	250.00		250.00	GPC
BACS 2022-357	Parish Paths Partnership	Parish Grants	150.00		150.00	GPC
BACS 2022-367	Unity trust	bank charges	32.40		32.40	LGA 1972 s.111
BACS 2022-364	Gobowen Community Group	Parish Grants	250.00		250.00	GPC
BACS 2022-362	Bryn Y Castell Coppice	Parish Grants	150.00		150.00	GPC
DD 2023-1	British Telecom	Pavilion Broadband	44.95	8.99	53.94	LGA 1972 s.133
Total	n/a	n/a	10,392.91	146.62	10,538.83	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 2023-2	Brewer, D	bus shelter cleaning	49.05	0.00	49.05	LG(MP)A 1953, S.4
BACS 2023-2	Brewer, D	Litter picking	87.20	0.00	87.20	Public Health Act 1875 s.164
BACS 2023-3	Brewer, D	Pavilion Management	174.40	0.00	174.40	LGA 1972 s.133
BACS 2023-4	DCK Payroll Solutions	Payroll Services	30.00	6.00	36.00	LGA 1972 s.111
BACS 2023-5	DCK Payroll Solutions	Payroll Services – Year end	30.00	6.00	36.00	LGA 1972 s.111
BACS 2023-6	SALC	Cllr Dyke – Data Protection Training	30.00	0.00	30.00	LGA 1972 s.111
BACS 2023-7	Evolution Arbtech	Tree work – playing field	550.00	0.00	550.00	LGA 1972 s.111
BACS 2023-8	Cartridge People	Printer ink & drum	99.84	19.96	119.80	LGA 1972 s.111
BACS 2023-9	EDGE IT	Microsoft 365 licences – Clerk & Councillors	951.60	190.32	1141.92	LGA 1972 s.111
BACS 2023-11	Lyreco	Envelopes; Printer paper	115.79	23.16	138.95	LGA 1972 s.111
BACS 2023-12	Highline Electrical Ltd	Streetlight annual electrical testing	255.00	51.00	306.00	Parish Councils Act 1957 s.3
TOTAL	n/a	n/a	2372.88	296.44	2669.32	n/a

Income received in March 2023

<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>
Pavilion Hire	80.00	0.00	80.00
Bank Interest HSBC, Nationwide, Unity Trust	1766.01	0.00	1766.01
Cemetery – Memorial Fee x 2	220.00	0.00	220.00
Cemetery – Interments x 4	4795.00	0.00	4795.00
Roundabout Advertising x 3	320.00	64.00	384.00
Totals	7181.01	64.00	7245.01