

Selattyn and Gobowen Parish Council

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

- a. **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.

- b. **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

- a. 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.

- b. 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.**

- c. 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.

- d. 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.

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

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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.

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

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

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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.