

Selattyn and Gobowen Parish Council

Minutes of the Amenities and Services Committee held on 23 November 2022 at Gobowen Pavilion commencing at 7:45pm

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

AS / 445. To receive and approve apologies and reasons for absence

RESOLVED: Apologies and reasons for absence from Cllr Dyke, Cllr Evans and Cllr Macey were received and approved

AS / 446. Disclosable Pecuniary Interests

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

AS / 447. Public Participation session

The member of the public present spoke about the hedge bordering the playing field car park.

The member of the public left the meeting.

AS / 448. To confirm the minutes of the meeting held on 5 October 2022

RESOLVED: The minutes of the meeting held on 5 October 2022 were confirmed as a true record of the meeting.

AS / 449. Reports

- a. Clerk's progress report

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

- b. Report from Bryn Y Castell Coppice Conservation Group (BYCCCG) in response to recent correspondence and issues discussed at Council meetings.
 - i. BYCCCG will continue to monitor water levels and the impact on the dry ditch and report back to the Parish Council at a future date. (1665c 13 July 2022): **NOTED**
 - ii. BYCCCG have confirmed that they will carry out the periodic tree surveys recommended in the recent Tree safety inspection. (AS440 5 Oct 2022): **NOTED**
 - iii. BYCCCG have carried out the remedial work on the Oak trees recommended in the recent Tree safety inspection. (AS440 5 Oct 2022): **NOTED**
 - iv. **To consider** alternative arrangements for regular clearance of the River Perry (BYCCCG have advised that they are unable to undertake this work) (AS419b 29 June 2022)

RESOLVED: To ask the Playing Field Maintenance contractors for an updated quote for the river clearance work.

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AS / 450. Correspondence

- a. Invitation to attend Three Parishes Big Local end of project celebration
RESOLVED: Cllr Emery will attend on behalf of the Parish Council.
- b. Playing Field hedge (letter from resident)
RESOLVED: Noted

AS / 451. Playing Fields

Cllrs Emery and McKenna took no part in the discussion for agenda item AS451a.

- a. Gobowen Community Group events – **to consider** request for permission to use the playing field and pavilion for the following events:
 - i. Community Funday - Saturday 1st July 2023
 - ii. Bonfire and Fireworks event – Sunday 29th October 2023
 - iii. Bonfire and Fireworks event – Sunday 3rd November 2024

On the Clerk's advice, agenda Item AS451a was deferred to the Full Council meeting on 14th December.

Gobowen Community Group were congratulated on the 6th November 2022 bonfire and fireworks event.

- b. Fernhill Avenue hedge – **to consider** options to replace or re-instate boundary adjacent to new streetlight column.
RESOLVED: To remove the section of hedge between the gate and the existing metal fencing along the boundary between Fernhill Avenue and the playing field. The hedge will be replaced with metal fencing, matching the existing fencing. Parish Clerk to contact Shropshire Council regarding retaining wall.
- c. Playground inspection reports
RESOLVED: Noted
- d. Annual ROSPA inspection (14th September 2022)
 - i. **To note** the report from the inspection.
RESOLVED: Noted
 - ii. **To note** that the overall risk assessment is Low Risk, with all individual elements being assessed as either low risk or very low risk.
RESOLVED: Noted
 - iii. **To consider** carrying out remedial work on the surface issues identified in the report
RESOLVED: Not to carry out remedial work on the surface issues due to the low risk level in the ROSPA report. Councillors will make note of alternative surface options in other playgrounds. To be reconsidered at a future date.

AS / 452. Adult Exercise equipment project

RESOLVED: To respond to Three Parishes Big Local with the following information:

- Confirmation that the £13,115 grant funds are ringfenced for the Adult Exercise equipment.

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- Confirmation that an Invitation to Tender process, or 3 x quote process will be followed in accordance with the Council's adopted Financial Regulations.
- High level project plan culminating in proposed equipment installation date of Spring / Summer 2024.

AS / 453. Pavilion

- a. **To consider and agree** next steps to draft work specification for minor repairs and decoration (delegated from Full Council Item 1682)

RESOLVED: To accept the offer of help from a retired decorator to draft work specification. Cllr Crow volunteered to accompany them.

Cllrs Emery and McKenna took no part in the discussion for agenda item AS453b.

- b. **To consider and agree** value of any security deposit refund to Gobowen Community Group for the hire of the Pavilion on 6th November. Value of security deposit was £75.

On the Clerk's advice, agenda Item AS453b was deferred to the Full Council meeting on 14th December.

AS / 454. Hengoed Cemetery

- a. Request received for interment of ashes without Funeral Director in attendance **to consider**

RESOLVED: The request was not approved.

RESOLVED: To update the Cemetery Rules to specify that a Funeral Director must be in attendance at all interments at Hengoed Cemetery.

- b. Interment of ashes in Garden of Remembrance and Elizabeth Garden. **To consider and agree** approach to plot allocation and management.

RESOLVED: The remaining plots in the Garden of Remembrance will be utilised before any interments take place in the Elizabeth Garden.

AS / 455. Streetlights

- a. Concrete column upgrade next phase – **to consider** quote

RESOLVED: The quote was agreed and costs will be included in the 2023/4 budget.

- b. List of streetlights for removal

- i. **To consider** unit cost for removal and decide whether to proceed with removal of the lights when they next fail

RESOLVED: To note the unit cost of £958.10+vat for removing a concrete or steel column and associated Scottish Power service.

RESOLVED: To take the following metal streetlights off the list for removal:

- SG88 Old Whittington Road
- SG92 St David's Close
- SG93 St David's Close
- SG95 Brynafon Close
- SG96 Brynafon Close
- SG108 Perry Road
- SG115 Rhewl Lane
- SG120 Penycae Avenue

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- SG125 Southlands Avenue

RESOLVED: To consider whether to remove or replace the following concrete column streetlights when the lights next fail:

- SG30 Fernhill Lane
- SG35 Fernhill Avenue

- ii. SG92 (St David's Close) – **to agree** to repair or remove

RESOLVED: To repair streetlight SG92 on St David's Close

AS / 456. St Martins Road Bus Shelter

To consider quotes and designs for agreed specification and make a recommendation to Full Council.

RESOLVED: To obtain further quotes from two of the suppliers for a shelter with (a) aluminium panels in the bottom half and (b) an enclosed single entry.

AS / 457. Parish Roundabout newsletter – advertising

To consider and agree draft advertising policy (delegated from Full Council 28.9.22)

RESOLVED: The draft Parish Roundabout advertising policy was agreed.

AS / 458. 2023/24 Budget – for consideration and recommendation to Full Council.

- a. Current earmarked reserves for Amenities and Services

RESOLVED: To make the following changes to earmarked reserves:

- Remove completed projects from earmarked reserves and transfer balances to the general reserve: Aerial Runway repairs **£90**, Pavilion replacement door **-£2.50**, New Streetlight adj All Saints Church **£439.93**, Bin Rhewl Lane / St Martins Rd **£125**.
- Reduce the Streetlight LED conversion reserve to **£1,226**
- Increase the Bus Shelter reserve from £2195 to **£8000**
- Increase Defibrillator reserve to **£1000**

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

RESOLVED: To suspend Standing Order 3x

- b. Draft budget for Amenities and Services

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

- Increase Playing Field inspections by 9%
- Rename the new budget line 'coronation event' to 'civic and seasonal occasions'. Budget to include coronation event and any Christmas or other seasonal expenditure.
- Add new budget line for youth work development **£1000**

AS / 459. Future Agenda Items

- Pavilion equipment (non-Parish Council assets)

AS / 460. Future meetings

NOTED: Date of the next meeting: Wednesday 22nd March 2023 7:30pm

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AS / 461. 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 / 462. Grave digging

To consider and agree any action in response to correspondence received.

RESOLVED: To reply to the correspondence as agreed at the meeting.

RESOLVED: To review the wording of the Cemetery Rules & Regulations document.

AS / 463. Pavilion key holder – to note temporary change

RESOLVED: The temporary change was noted

Meeting closed 21:55

Appendix A – Clerk's Report

1. Allotments

- a. Renewals have been received from 4 tenants. The deadline is 31st December 2022.
- b. Plot 13b (half plot) will be vacant from 1 January. The Clerk is contacting people on the waiting list in turn to fill the plot.

2. Hengoed Cemetery

- a. The small leaved lime tree has been ordered and will be delivered in the coming weeks. The tree is a 3m specimen and will be delivered directly to the cemetery entrance. The Clerk is working to arrange appropriate resource to receive, store and plant the tree.
- b. The updated cemetery rules and regulations are still in development, approximately 90% complete.

3. Pavilion

- a. The Intruder alarm was serviced on 4th November. No record could be found of the 'engineer' access code.
- b. The building Fire Risk Review was carried out on 7th November. The verbal report received on the day was that there were no issues; the written report is yet to be received. The reviewer noted that one of the foam fire extinguishers is borderline; this will continue to be checked in the monthly inspections carried out by the Parish Clerk.
- c. Damage to the changing room door. The football team involved have agreed the charges and confirmed that the invoice will be paid shortly. The police investigation is being handled by the SNT local to the football team – the Oswestry Rural North SNT are chasing them for a progress report.
- d. TNSFC Community Foundation have been invited to attend a review meeting as a regular hirer of the Pavilion building as agreed at 5th October meeting. No response has been received to date.
- e. Gobowen Celtic FC were invited to attend a review meeting. They have opted to provide feedback as a 'wish list' by email, as follows:

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- 2 larger changing rooms with 3 showers in each
- 1 small changing room for match officials (1 shower should suffice)
- A better boiler which keeps the showers hot if all are on
- Separate toilets (not in changing rooms)
- Store room for football nets, flags, line marker, balls etc etc
- Permanent fence / barrier around the pitch which also needs lengthening by approx 15 yards
- Improved drainage of the field.

4. Playing Fields

- a. The Parish Council's application to Shropshire Council's community tree scheme for 20 mixed hedgerow trees has been successful. The trees will be planted in the hedge along St Martins Road. Shropshire Council will notify the Parish Council of the date and time for collection from the nominated nursery.
- b. The Annual ROSPA inspection report highlighted that the embankment slide steps were worn. These have since been replaced.
- c. The Annual ROSPA inspection report highlighted that a number of items of play equipment needed repainting. The Council has previously agreed to progress this and there is an action outstanding with the Clerk to write a work specification and obtain quotes.

5. Streetlights

The streetlight on Fairfield Mews is out due to a power fault and has been reported to Scottish Power.