

# Selattyn and Gobowen Parish Council

---

## Amenities and Services Committee Meeting

Gobowen Pavilion St Martins Road

Wednesday 27<sup>th</sup> September at 7:00pm

*Bridget Laraway*

Parish Clerk

21 September 2023

### **AGENDA**

***AS / 503. To receive and approve apologies and reasons for absence***

***AS / 504. Disclosable Pecuniary Interests***

- a. Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.
- b. To consider any applications for dispensation

***AS / 505. Public Participation session***

A period of 15 minutes will be set aside for the public to speak on items on the agenda.

***AS / 506. To confirm the minutes of the 28 June 2023 & 26 July 2023 meetings***

***AS / 507. Reports – to consider***

- a. Clerk's progress report
- b. Notes from annual meeting with Gobowen Allotment Society committee

***AS / 508. Correspondence***

- a. Christmas decorations in the village – **to consider**

***AS / 509. Allotment matters arising from the annual meeting with Gobowen Allotment Society committee – to consider***

- a. Update to Allotment Management agreement to remove the requirement that the allotments are to be self-funding.
- b. Waiting list length and policy on purchasing additional land
- c. Process and resource for clearing overgrown plots when a tenant leaves.
- d. Policy on planting non-fruiting trees and shrubs
- e. To increase the deposit required from a new plot holder to £50 for a full plot (retaining at £25 for a half plot).
- f. To increase the frequency of plot inspections to monthly throughout the year.
- g. To make the following additions to the rule about materials spread or laid on allotments:
  - i. Not to allow cardboard or artificial grass
  - ii. To allow wood chippings to be used for narrow paths and as mulch
  - iii. To permit horticultural membrane to be used on more than 25% of the plot during the months of November to March. Usage to continue to be restricted to no more than 25% during the remainder of the year.

# Selattyn and Gobowen Parish Council

---

- h. To introduce a new Tenancy agreement with effect from 1 January 2024 incorporating the changes agreed under agenda items AS/509 a-g and including a term allowing the Parish Council to increase allotment rents.
- i. To agree £25 donation to Gobowen Allotment Society for plot clearance.

## **AS / 510. *Playing Fields***

- a. **To consider** cutting down the hedge between the playing field and Fernhill Avenue (delegated from 13.9.23 Council)
- b. Unofficial bike track – **to consider** any action
- c. Request for use of playing fields for rounders – **to consider**
- d. August 2022 tree inspection – annual review of report and actions
- e. Playing Field Path – **to consider** report from working group
- f. Memorial Plaque – **to agree** to write to GR Contracting.

## **AS / 511. *Pavilion***

- a. **To consider** and agree policy for free use of Pavilion for fundraising events and community initiatives (e.g. Neighbourhood watch meetings; Community Speedwatch training).
- b. **To consider** request to run a tuckshop during Gobowen Celtic home games (delegated from 13.9.23 Council)
- c. **To authorise** the Parish Clerk to sign a Letter of Authority for Energy Prices Direct to obtain energy price quotes on behalf of the Parish Council.

## **AS / 512. *Hengoed Cemetery***

- a. Memorial Safety inspection report – **to consider**.
- b. Levelling and Turfing quote - **to consider**
- c. August 2022 tree inspection – annual review of report and actions
- d. Quote for removal of tree next to shelter – **to consider**
- e. Removal of mature Skimmia shrub in the headstone space of Grave 157 – **to discuss**.
- f. Interments of ashes in the Elizabeth Garden – **to agree** casket specifications
- g. General grounds maintenance (weeding, sweeping etc) – **to discuss**

## **AS / 513. *Maintenance Contracts from April 2024***

- a. **To consider** and agree the work specifications and contract length for the following Parish Council maintenance contracts.
  - i. Playing field grounds maintenance
  - ii. Cemetery grounds maintenance
  - iii. Parish general maintenance
  - iv. Pavilion caretaking and cleaning
  - v. Streetlight maintenance
- b. **To consider** and agree the terms and conditions of the contracts
- c. **To consider** and agree the tender and contract award timetable.

# Selattyn and Gobowen Parish Council

---

## **AS / 514. Streetlights**

- a. **To consider** quote for streetlight labelling
- b. Streetlight SG85 Old Whittington Road – **to consider** permanent removal or installation of metal column and re-siting of streetlight (delegated from 13.9.23 Council meeting)

## **AS / 515. Five year plan – to consider and agree any actions**

## **AS / 516. Future Agenda Items**

## **AS / 517. Time and date of next meeting – 7:30pm Wednesday 22<sup>nd</sup> November 2023 (Budget meeting)**

## **AS / 518. Closed Session**

**To resolve:** 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.

## **AS / 519. To confirm the Confidential minutes of the Extraordinary meeting of the Amenities and Services committee held on 26<sup>th</sup> July 2023.**