

Selattyn and Gobowen Parish Council

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

In the Chair: Cllr Dyke

Present: Cllr Broom, Cllr Clare, Cllr Crow, Cllr Ellis, Cllr Emery, Cllr Evans, Cllr Lander, Cllr Macey, Cllr McKenna, Cllr Westwood-Bate.

In attendance: Mrs B Laraway (Parish Clerk and RFO)
5 members of the public
PC Royston Alderwick (Oswestry Rural South SNT)

Apologies: Cllr Morgan, Cllr Mellor, Shropshire Cllr Mark Jones.

1906. *To receive apologies and reasons for absence*

Apologies from Cllr Morgan, Cllr Mellor and Shropshire Cllr Mark Jones were received.

1907. *Disclosable Pecuniary Interests*

- a. Cllr McKenna declared a personal (non-pecuniary) interest in items 1911d(iii) & 1913d and didn't take part in these agenda items.
Cllr Emery declared a personal (non-pecuniary) interest in items 1911d(iii) & 1918b and didn't take part in these agenda items.
- b. There were no applications for dispensation

1908. *Public Participation session*

Three members of the public spoke on the following matters:

- Planning application 23/02473 FUL
- Thank you to the Parish Council for supporting the Gobowen Family Fun day.
- Experience of hiring Pavilion building
- Timescale for painting play equipment.
- Timescale installing adult exercise equipment.
- River Perry banks
- Almond Avenue street name signage.

1909. *Minutes*

- a. Cllr Evans had sent apologies for the meeting but had been incorrectly recorded as absent. The minutes were corrected by hand.
RESOLVED: The corrected minutes of the Full Council meeting held on 14 June 2023 were confirmed as a true record of the meeting and were duly signed.
- b. Cllr Evans had sent apologies for the meeting but had been incorrectly recorded as absent.
RESOLVED: The corrected minutes of the Planning Committee meeting held on 21st June 2023 were confirmed as a true record of the meeting.
- c. The draft minutes of the Amenities and Services Committee held on 28th June 2023 were **NOTED**.

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The Clerk was asked to circulate committee meeting agendas to all Councillors in future, not just committee members. In the case of an Extraordinary meeting, the Clerk was asked to telephone Councillors that did not acknowledge receipt of meeting papers.

1910. Reports - to consider

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

The Clerk's report was noted. Councillors asked questions about the Shropshire Council VAS policy working group and the Christmas Tree installation.

The Clerk was asked to involve Councillors in the meeting with Shropshire Wildlife Trust to develop the river bank management plan.

The Police report was taken at this point in the meeting. The minutes record the business of the meeting in the order of the published agenda.

PC Royston Alderwick left the meeting.

b. Shropshire Council elected Councillors

Shropshire Councillor Robert Macey reported on the following items:

- Bollards at Rhosygadfa have been removed as a result of action taken by Shropshire Highways.
- Most of the grassed areas across the Parish have now been mowed. Councillors are asked to let Cllr Macey know if they were aware of any that had been missed.
- Relocation of 30mph signs in Selattyn is ongoing.
- No grants for the repair of listed walls yet identified. This is still being investigated.
- WATs meadow – progress with transfer of land to Shropshire Council from builders and original landowners. The area of land identified for play equipment has not yet been transferred.
- Primary and Secondary school places. The percentage of pupils getting a place at one of their shortlisted schools, or their preferred choice is higher than the national average.
- The HAF (Holiday Activities & Food) programme is up and running and can be booked online.
- Shropshire Council passed a motion on 6th July to write to the government and ask them to ban disposable vapes.
- A new destination management plan to increase tourism has been agreed. A new organisation, One Shropshire, has been formed that brings together a number of tourism organisations and Shropshire Council to develop the local tourism offering.

Councillors asked questions on the following matters:

- The possibility of the play equipment at Wat's Meadow being located elsewhere on the site.
- Ownership of the land on the left hand side at the entrance to Wat's Meadow.
- Re-surfacing work on St Martins road and zebra crossing.
- Concerns that all the houses that will be affected by the School Streets programme have been contacted.
- Delays in removing / replacing streetlights on ByPass Road.

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c. Police Report

PC Royston gave a verbal update on action being taken to resolve problems of anti-social behaviour on Thomas Penson Road and the investigations into anti-social behaviour at the Pavilion.

Councillors raised the following matters:

- Presentation of police report – can incidents on the same roads be grouped together?
- Meaning of acronyms on the police report
- Young people crossing the road & walking in the road without due care and attention to vehicles (Wat's Meadow estate)
- Parking issues on Wat's Meadow estate.
- Reports of underage drinking in the alley between the Co-op and Old Chirk Rd.

d. Other reports

- Cllr Macey gave a verbal report about the B5069 avenue of trees project. Proposed tree sites and species has been sent to Shropshire Council's arboriculturist for comment.
- Cllr McKenna gave a verbal report that the Parish Paths Partnership is in correspondence with the Shropshire Council Rights of Way officer regarding the green lane at the end of Fernhill Lane.

1911. *Financial matters*

a. Monthly statement

The Clerk explained that the direct debit arrangement is in place with HMRC but they have not yet claimed any payment or advised if the payments will be claimed monthly or quarterly.

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

b. Payments

The contract for maintenance around the playing fields was discussed. The Clerk was asked to arrange for the contractors to recommence cutting along the Severn Trent Water access road.

RESOLVED: To approve payments made in June and forthcoming for July ([Appendix B](#))

c. Income

RESOLVED: To note income received in June ([Appendix B](#))

d. Expenditure - **to approve:**

- i. Highline Electrical Ltd – Pavilion electrical works to accommodate replaced ceilings, LED fittings, Ventilation fans **£1559.67+vat**

RESOLVED: Approved

- ii. N Varley – Changing room ceilings - board and skim **£1770**

RESOLVED: Approved

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- iii. Gobowen Community Group – reimbursement of security deposit **£75**
Cllr Emery & Cllr McKenna didn't take part in this agenda item.
RESOLVED: Agreed.

1912. *Governance matters*

a. Deeds and leases

RESOLVED: To write to National Westminster Bank and request the release of legal documents lodged with the Oswestry branch in 2003.

RESOLVED: Cllr Dyke and Cllr Crow to sign the letter on behalf of the Council.

RESOLVED: To authorise the Parish Clerk to take custody of the documents on behalf of the Council.

RESOLVED: Finance & Executive committee to discuss future safe storage of these and other important documents.

b. Local Government Association Code of Conduct guidance.

The Clerk explained that the document is intended to provide guidance to the Council and Councillors in complying with the adopted Code of Conduct. The document was noted and no action agreed.

1913. *Planning applications for consideration*

a. Reference: [23/02548/FUL](#)

Address: 2 Vulcan Cottages, Glyn Road, Selattyn, SY10 7DR

Proposal: Erection of 2 storey house and garage and associated site works

RESOLVED: To make the following representation:

- The Parish Council is in agreement with Shropshire Highways. There is insufficient information available on the application to make a comment.

b. Reference: [23/02473/FUL](#)

Address: Proposed Stables and premises north of Hengoed. OS grid reference SJ284335.

Proposal: Erection of stables, tackroom and foodstore, manege, yard and access.

RESOLVED: To object with the following comments:

- A public right of way exists across this field. The plans submitted with the application do not identify the location of the development in relation to the public right of way so any impact cannot be assessed.
- The application states that 'the client would like a cesspit'. This statement is vague and there is no cesspit shown on any of the plans. Further information is required regarding why this development needs a cesspit and where it will be located.
- In common with previously refused planning applications 18/04600/FUL and 22/05708/FUL, the development is remotely sited within open countryside away from any existing agricultural development and will have a detrimental visual impact on the character of the surrounding landscape.

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c. Reference: [23/02327/FUL](#)

Address: Pentrewern Farm, Gobowen, Oswestry, SY10 7JZ.

Proposal: Conversion of redundant agricultural buildings into 6No dwellings with associated ancillary outbuildings and installation of package treatment plant.

RESOLVED. To object with the following comments:

- The Pentrewern Farm site and associated agricultural buildings are classed by the Environment Agency as being Flood Zone 3 – at high risk of flooding. The site has flooded 6 times in the last 6 years. The use of a drainage pipe for surface water drainage from the site is considered insufficient – an attenuation pond or other means of protecting the site from flooding (such as a bund) is needed.
- The proposal states that the package treatment works will drain to a stream. This stream regularly floods so is unsuitable for this intended use.

RESOLVED. To request that, in the event that Planning permission is granted, the installation of lighting at the junction of the Hengoed and Gobowen roads is a planning condition. This is a dangerous junction that is unlit and the provision of 6 additional dwellings will increase the risk at this junction.

d. Reference: [23/02557/FUL](#)

Address: Ysgubor Issa Farm, Pant Glas, SY10 7DE

Proposal: Erection of an agricultural building for storage.

RESOLVED: To make a representation with the following comments:

- If planning permission is granted, the Parish Council request that it is conditional that the building is, in future, only to be used for the purpose as stated in the application form.
- If planning permission is granted, the Parish Council request that it is conditional on the movements associated with the site remaining unchanged and that any increased movement will result in the need for improved access.

1914. *Planning applications for information only - to note*

a. Reference: [23/02554/AGR](#)

Address: Cross Lanes Farm, Hengoed, SY10 7AB

Proposal: Proposed two agricultural tracks.

b. Reference: [23/02819/AGR](#)

Address: Birch House, Selattyn, SY10 7DY

Proposal: The building is to be an extension/lean to off a current agricultural building on the farm. It will be used to store fodder (silage / straw and also farm machinery)

RESOLVED: To note the planning applications

1915. *Planning decisions - to note*

a. Reference: 23/01275/FUL

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

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

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Decision: Grant Permission

b. Reference: [23/01921/FUL](#)

Address: The Stables, Ebnal Hall Farm, Rhosygadfa, SY10 7BL

Proposal: Conversion of stable building to 1No dwelling, installation of package treatment plant and associated works (resubmission).

Decision: Refuse

RESOLVED: To note the planning decisions.

1916. *Planning appeal - to note*

Reference: [23/03149/REF](#)

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

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

RESOLVED: To note the planning appeal.

1917. *Planning appeal – to consider*

Reference: [23/03157/REF](#)

Address: Land adj Tyn Y Wern, Hengoed, Oswestry.

Proposal: Erection of 3 stables, tack room/feed store and hay store, formation of hard standing and alterations to existing field access.

RESOLVED: To submit the following comments:

- The Parish Council supports the Planning Officer's decision to refuse the application.
- The Parish Council stands by its comments previously submitted and does not wish to submit further comments.

1918. *Committee recommendations - to consider*

a. Planning Committee – Oswestry Area Place Plan review.

RESOLVED: To agree the Planning Committee's recommendations.

b. Amenities and Services Committee – draft policy on use of Bouncy Castles and other inflatables on the playing field.

RESOLVED: The draft policy was not agreed. Principles of a revised policy were discussed. The policy is to be re-written based on these principles and re-considered at a future meeting.

1919. *Festive lighting – to receive progress report and consider additional expenditure.*

RESOLVED: Not to proceed with the project. The annual cost of £4190 is considered too high.

RESOLVED: To write an article for the Parish Roundabout magazine asking for suggestions from residents for festive decorations.

1920. *B5069 Footway siding out works (part funded by Environmental Maintenance Grant)*

a. To consider draft tender documents.

RESOLVED: To make changes to the tender to remove the contract value and update the approach to disposing of arisings.

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- b. **To agree** key dates for tender process.

RESOLVED: To delegate this to the Parish Clerk.

- c. **To consider** and agree delegation of tender award.

RESOLVED: Cllr Emery will open the tender responses with the Parish Clerk. The award of the tender will be considered at September's Council meeting.

Cllr Lander left the meeting

Standing Order 3x was suspended to allow for the business of the meeting to be concluded.

1921. Biodiversity duty – to consider report and agree any action.

RESOLVED: To delegate to the Finance and Executive committee to consider at their next meeting.

1922. Consultations – to consider submitting a response from the Parish Council

- a. Shropshire Council statement of licensing policy 2024-2029

RESOLVED: Not to submit a response from the Parish Council.

- b. Police & Crime Commissioner's Town and Parish Council Survey

RESOLVED: To agree the draft response. The Clerk was asked to submit it on behalf of the Parish Council.

1923. Correspondence circulated by email to note.

RESOLVED: Noted

1924. Remembrance Day – to consider and agree arrangements for road closure and wreath laying

RESOLVED: To apply for the same road closure arrangements as 2022. Nominations for wreath laying were discussed and will be contacted by the Parish Clerk.

1925. Future agenda items

None

1926. Future meetings - to note the date of the next meeting: 13th September 2023

RESOLVED: Noted

Meeting closed 21:20

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Appendix A Clerk's report

Please find below the list of projects, with updates where relevant, as prioritised at the Finance & Executive committee meeting on 23rd November 2022.

Priority 1 – Active projects

Project	Update since last meeting
New Parish Council website	No progress since April meeting
St Martins Road Bus Shelter	Next stage is for groundworks contractor and Clerk to apply for Highways Section 50 permit. Works expected to take place early September.
Chirk Road Vehicle Activated Signs (VAS)	See page 2 of this report.
Cemetery records	Updates have continued in June. No exact tally available at the time of writing this report – estimate 20 records added or checked this month.
Policies – defibrillator, health & safety, lone working	Defibrillator policy approved. No progress on other two policies.
Litter picker storage	Combination padlock obtained. Installation to be arranged.
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)	Works completed. Re-instatement work to path surface outstanding at the time of writing this report and will be followed up by Shropshire Wildlife Trust. Grass & wildflower seed in storage at the Pavilion awaiting appropriate weather to be sown on the spoil pile and on the edges of the re-instated sections. Volunteers will be needed to help with this task. The Clerk is meeting with Shropshire Wildlife Trust in late July to create a management plan for the playing field river bank.

Priority 3 - Projects agreed. Minimal activity to date

Project	Update since last meeting
Garden of remembrance signage	None
Adult exercise equipment	Email has been received from Three Parishes Big Local regarding progress.
Hengoed phone kiosk	None

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Tree avenue Gobowen to St Martins	A verbal update will be given at the meeting.
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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.
Cyber insurance	None

Parish Clerk's Progress report continued

1. Highways issue

The Clerk was contacted by a Gobowen resident concerning the signage at Gobowen roundabout. The resident reported that, when approaching the roundabout from the direction of ByPass Road, the position of signage prevents a clear view of traffic emerging from St Martins Road and is a hazard. The resident was asked to report this directly to Shropshire Council.

2. Defibrillator correspondence

Will Quince MP has written to all local councils asking them to register their defibrillators on The Circuit. No action needed as all Selattyn and Gobowen Parish Council defibrillators are registered and the records regularly updated.

3. Swift bricks – reply from Helen Morgan MP

As agreed at June's Council meeting, the Clerk wrote to Helen Morgan MP to ask that she support the proposal to make swift brick compulsory in new housing being debated in Parliament on 10 July. Helen Morgan MP has replied to confirm that she supports the proposal and will attend the debate subject to other Parliamentary business on the day.

4. Chirk Road VAS

The Clerk has previously reported that the deadline for extending the grant received from the Police and Crime Commissioner (PCC) had been extended to 30th June 2023, and that Shropshire Council has been developing a VAS policy since November 2022.

On 3rd July, SALC advised Shropshire Clerks that Shropshire Council's draft VAS policy has now been vetted by Shropshire Council's legal dept. The next stage is for a small working group of Clerks to comment upon the policy before it goes live. No timeframe is yet known for the working group or target go live date.

Shropshire Association of Local Councils (SALC) is writing to the PCC's office regarding the situation and seeking a further extension for all Councils that have received grants that have passed their deadline for spending.

5. War Memorial Planters

Co-op has confirmed by email that they accept liability for the damage to the planters. The Clerk is now awaiting confirmation of the costs that will be covered and how to proceed with the claim and will then place an order for the replacement planters.

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6. Pavilion Usage

STAR Housing have hired the Pavilion for a 4 hour food education and cookery session (being delivered by OsNosh) on 19th July.

7. Village Christmas Tree

It has been identified that there are a number of services (gas, electric, water etc.) in close proximity to the proposed site of the Christmas tree socket. Further information is being obtained from the service providers to confirm the depth of these services before the site can be approved.

8. Parish Council Deeds and Leases

The Clerk has located correspondence between the Parish Council and the Oswestry National Westminster Bank dated November 2003 arranging the deposit of legal documents (listed below) at the bank for safekeeping for an annual charge of £5.00.

- Deeds relating to Part of OS No. 5600
- Deeds of Old Sewage works site
- Deeds and consecration of Hengoed Cemetery
- Oswestry racecourse Common = Commons Act 1890 Documentation
- Litter Act
- Selattyn Parish Council Order 1966 – Land owned
- Manweb Agreements
- Gobowen Playing Field Drainage Grant
- Deed of Surrender – Bryn Y Castell Coppice
- Lease of land – Pant Glas Bus Shelter

The Clerk has visited the bank and they confirm that they have a sealed parcel of documents labelled Selattyn and Gobowen Parish Council. The National Westminster Bank account was closed at least 10 years ago and there is no accounting record of an annual charge of £5 in the last 10 years.

The National Westminster branch has agreed to release the documents to the Clerk and a Councillor attending in person (with identification) subject to receipt of a letter of authorisation signed by 2 signatories and a copy of the relevant meeting minutes.

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Payments made prior to meeting

Ref	Supplier	Description	Net	Vat	Gross	Act
BACS 2023-75	Cllr Westwood Bate	Councillor mileage	43.20	0.00	43.20	Local Government Act 1972 s.111
DD 2023-76	British Telecom	Pavilion broadband	71.34	14.26	85.60	Local Government Act 1972, s.133
BACS 2023-77	N Varley	Pavilion Maintenance	1,770.00	0.00	1,770.00	Local Government Act 1972, s.133
DD 2023-78	Water Plus	Allotment water	11.48	0.00	11.48	Small Holdings and Allotments Act 1908 s23
DD 2023-79	Water Plus	Pavilion Water	20.76	0.00	20.76	Local Government Act 1972, s.133
DD 2023-80	SSE	Pavilion Gas	13.92	0.69	14.61	Local Government Act 1972, s.133
DD 2023-81	Vodafone Limited	Mobile phone	18.08	3.61	21.69	Local Government Act 1972 s.111
BACS 2023-82	Parish Clerk	Staff Salary	2,159.95	0.00	2,159.95	Local Government Act 1972 s 112 (1)
DD 2023-83	HMRC	HMRC Tax and NI	850.76	0.00	850.76	Local Government Act 1972 s 112 (1)
DD 2023-84	NEST	Pension Contribution (Employer)	68.95	0.00	68.95	LGPS SI 20008/238&239
DD 2023-85	NEST	Pension Contribution (Staff)	91.94	0.00	91.94	LGPS SI 20008/238&239
DD 2023-86	Unity trust	bank charges	1.80	0.00	1.80	Local Government Act 1972 s.111
DD 2023-88	British Telecom	Pavilion broadband	23.15	4.63	27.78	Local Government Act 1972, s.133
DD 2023-89	Water Plus	Allotment water	20.75	0.00	20.75	Small Holdings and Allotments Act 1908 s23
		Totals	£5166.08	£23.19	£5189.27	

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Forthcoming payments for approval

Ref	Supplier	Description	Net	Vat	Gross	Act
BACS 2023-90	DCK Payroll Solutions	Payroll Services	£30.00	£6.00	£36.00	Local Government Act 1972 s.111
BACS 2023-91	Brewer, D	Pavilion Caretaking and Cleaning	£306.60	£0.00	£306.60	Local Government Act 1972, s.133
BACS 2023-92	Brewer, D	Allotment Path Cutting	£54.50	£0.00	£54.50	Small Holdings and Allotments Act 1908 s26
BACS 2023-93	Brewer, D	bus shelter cleaning	£49.05	£0.00	£49.05	Local Government (Misc. shelters Prov.) Act 1953, s.4
BACS 2023-94	Brewer, D	Playing Field grasscutting rough area	£21.80	£0.00	£21.80	Public Health Act 1875 s.164
BACS 2023-95	Brewer, D	Litter picking	£141.70	£0.00	£141.70	Public Health Act 1875 s.164
BACS 2023-96	Brewer, D	Bench cleaning	£37.06	£0.00	£37.06	Parish Council Act 1957 s.1
BACS 2023-97	Highline Electrical Ltd	Annual Electrical inspections	£160.00	£32.00	£192.00	Local Government Act 1972, s.133
BACS 2023-98	Derwen College	Gobowen Planters	£293.67	£58.73	£352.40	General Power of Competence
BACS 2023-99	Derwen College	Selattyn Planters	£49.17	£9.83	£59.00	General Power of Competence
BACS 2023-100	Edge IT Ltd	Anti Virus Software (Clerk's laptop)	£68.10	£13.62	£81.72	Local Government Act 1972 s.111
BACS 2023-101	Highline Electrical Ltd	Electrical refurbishment Pavilion	£223.40	£44.68	£268.08	Local Government Act 1972, s.133
BACS 2023-102	Highline Electrical Ltd	Supply & fit ventilation fans Pavilion	£1097.25	£219.45	£1316.70	Local Government Act 1972, s.133
BACS 2023-103	Highline Electrical Ltd	LED light fittings	£239.02	£47.80	£286.82	Local Government Act 1972, s.133
DD 2023-104	Water Plus	Pavilion Water	£17.22	£0.00	£17.22	Local Government Act 1972, s.133
DD 2023-105	SSE	Pavilion Gas	£9.45	£0.47	£9.92	Local Government Act 1972, s.133
DD 2023-106	Veolia ES	Refuse emptying	£46.36	£9.27	£55.63	Local Government Act 1972, s.214(6)
		Totals	£2,843.55	£441.69	£3285.24	

Income received in June 2023

<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>
Pavilion Hire	450.00	0.00	450.00
Interments (5)	4095.00	0.00	4095.00
Environmental Maintenance Grant (Year 1)	1500.00	0.00	1500.00
Bank interest	453.26	0.00	453.26
Totals	6498.26	0.00	6498.26