

Selattyn and Gobowen Parish Council

Minutes of the Amenities and Services Committee held on 28 June 2023 at Gobowen Pavilion commencing at 7:00pm

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

AS / 484. To receive and approve apologies and reasons for absence

RESOLVED: Apologies were received from Cllr Evans.

AS / 485. Disclosable Pecuniary Interests

- a. Cllr Emery declared a personal interest (non-pecuniary) in item AS489a.
- b. There were no applications for dispensation

AS / 486. Public Participation session

There were no members of the public present.

AS / 487. To confirm the minutes of the meeting held on 22 March 2023

RESOLVED: The minutes of the meeting held on 22 March 2023 were confirmed as a true record of the meeting.

AS / 488. Reports

- a. Clerk's progress report

The Clerk gave a verbal update on further progress with the Adult Exercise Equipment project.

RESOLVED: The report was noted ([Appendix A](#)). In particular, the committee noted the trip hazard identified on the June playground inspection report (between the tarmac path and the gravel path) and agreed that committee members would inspect the hazard.

RESOLVED: To thank Mr Crow and Cllr McKenna for the tree planting that they had carried out.

- b. Changing room refurbishment project.

Cllr Crow gave a verbal report. The changing room ceilings have been boarded, skimmed and painted. Ventilation fans have been installed.

AS / 489. Graham Edwards Memorial Trophy

- a. To consider request for permission to sell alcohol from the Pavilion at the tournament final, 2pm – 6pm, on Sunday 30th July.

RESOLVED: To grant permission for alcohol to be sold from the Pavilion at the tournament final on Sunday 30th July between 2pm and 6pm, subject to the following conditions.

- Permission is granted for this instance and is on a trial basis. Permission for this instance does not imply that permission will be granted for any future events.

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- No glass bottles.
- There are no public toilet facilities at the Pavilion. Access to the changing room toilets must be limited to players and match officials.
- b. To consider request to hold a BBQ at the tournament final, 2pm-6pm, on Sunday 30th July

RESOLVED: To grant permission for a BBQ to be held at the tournament final, 2pm-6pm on Sunday 30th July, subject to the following conditions:

- The BBQ is NOT to be located:
 - On the car park or under the gossip shelter adjacent to the car park as the car park will be in use for car parking
 - On the Sports Court.
 - Between the Pavilion building and the playing field path.
- Queues must be managed to ensure that they don't flow onto the car park or block any pedestrian or vehicle access to the field.

AS / 490. *Playing Fields*

- a. To consider request to use junior pitch for U8s and U11s.

RESOLVED: To agree the request. The Clerk was asked to advise the organisers that the Parish Council maintains the area as a playing field, not a football pitch. The organisers will be responsible for pitch inspections and safety, and for pitch marking.

RESOLVED: To request that the organisers inspect the goal posts.

- b. To consider request to site storage container to support U8s and U11s

RESOLVED: To deny the request. The Parish Council holds the Playing Field under the Open Spaces Act 1906. This act limits the area of structures to less than 5% of the area of any Public Open Space.

- c. To consider introducing policy for the use of Bouncy Castles and other inflatables on the playing field and to agree policy principles.

RESOLVED: To recommend to Full Council that a policy for the use of Bouncy Castles and other inflatables on the playing field is introduced, and that the basis of the policy is that bouncy castles and other inflatables are not permitted to be used on the field under any circumstances.

RESOLVED: In the absence of an adopted policy at this time, the Clerk was asked to write to Gobowen Community Group and request that the group check their Public Liability Insurance thoroughly for their event on 1st July to ensure that it covers both the provision and operation of the inflatables that will be in use at the event.

AS / 491. *Pavilion*

- a. Legionella Risk Management – to review risk assessment and management plan and consider whether updated risk assessment needed.

RESOLVED: Not to commission an updated risk assessment at this time. There have been no changes to the internal pipework or water storage facilities and the risk management plan is being followed.

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RESOLVED: To reconsider updating the risk assessment if any change is introduced to the plumbing or water storage facilities.

- b. Refurbishment / Maintenance – to discuss and agree minor maintenance works equipment

None agreed.

AS / 492. Hengoed Cemetery

- a. Correspondence – to consider

- i. Grave maintenance and damage to headstone (Grave 364)

RESOLVED: To take no action regarding the damage to the headstone base. There is no evidence to identify when or how the damage occurred.

RESOLVED: To level and turf the area in front of the headstone when the annual levelling and turfing is carried out.

- ii. Request to install additional base in front of headstone (Grave 468)

RESOLVED: To deny the request.

- b. Tree planting to fill out hedge – to consider

RESOLVED: To use the whips left over from the playing field hedge to fill out the Cemetery hedge in the autumn. Cllrs McKenna and Mellor kindly volunteered.

- c. Maintenance matters – to consider

- i. Levelling and turfing

RESOLVED: To obtain a quote for consideration at the next committee meeting.

- ii. Plot markers and the impact of dry weather

RESOLVED: To raise, level and returf the areas around the plot markers when the returfing is carried out.

- iii. Management of soil store

RESOLVED: To obtain a quote for emptying the soil store for consideration at the next committee meeting and to investigate legislation relating to disposal of arisings.

AS / 493. River Perry

- a. To consider carrying out water quality testing (estimated cost £300).

RESOLVED: Not to carry out water quality testing as the Parish Council is not responsible for monitoring or enforcing water quality.

AS / 494. Streetlights

- a. To consider quote for streetlight labelling.

RESOLVED: To defer this item to the next committee meeting. The Clerk was asked to find out more information about the design and materials of the labels.

AS / 495. Bus Shelter – to discuss and agree base design and material.

RESOLVED: To agree a concrete base with pockets for the upright stanchions of the bus shelter. The Council acknowledged that the top finish of these pockets after the installation of the shelter may not be an exact match for the concrete base.

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RESOLVED: To agree that the path around the side and entrance of the shelter will be tarmac as the material is more suited to the ground conditions and to minimise trip hazards.

AS / 496. Five year plan – to consider and agree any updates.

The Five-year plan was reviewed and changes made.

AS / 497. Future Agenda Items

None.

AS / 498. Future meetings

The next meeting will be held on Wednesday 27th September 2023 at 7pm at Gobowen Pavilion.

Meeting closed 21:15

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Appendix A Clerk's Report

1. Hengoed Cemetery - Environmental Permitting (England and Wales) Regulations 2016 Consultation

The Government's response to the consultation was published on 22nd March. The full response documents can be read [here](#). In summary, the draft regulations proposed to introduce minimum grave area requirements, minimum distances from land drains and a requirement that the base of a grave must be at least 1m above the water table. All of these would have had significant impact on the management of Hengoed Cemetery.

The consultation response submitted by the Parish Council disagreed with these conditions. The outcome of the consultation is that the conditions will only be applied to new cemeteries or extensions to existing cemeteries when the legislation goes through parliament.

2. Station car park CCTV

Oswestry Control Centre has reported that the camera at the far end of the car park is being obscured by overgrown trees. The trees are growing within the Kier / Network rail compound. Kier have been contacted and asked to cut the trees back.

3. Playground Inspections

Playground inspections were carried out on 13.3.23, 25.4.23, 5.6.23. There were no new issues identified. One item has been re-assessed from low risk to medium risk in the latest report – a trip hazard caused by a lip in the path where the tarmac path meets the gravel path. Copies of the playground inspection reports can be provided to Councillors on request.

4. 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. **No progress since last meeting.**

5. Playing Field hedge (St Martins Road)

Cllr McKenna and Mr P Crow kindly volunteered to plant some of the 20 mixed native hedgerow whips that had been received from the Shropshire Council Free Tree scheme for planting in the hedge. They were unable to plant them all due to the hedge growth and the ground conditions. The remaining whips remain in the care of Cllr McKenna.

6. Pavilion Electrical Inspections

The following inspections took place on 22nd June:

PAT Testing – no issues

Fire alarm servicing – no issues

Emergency lighting inspection – no issues

Electrical Installation Condition Report (EICR) – The installation was passed as satisfactory. There were 2 observations recorded (two of the shower pull cords failed to isolate the Neon light on the isolate but did isolate the shower supply). The report indicates that remedial action is not required.

7. Fairfield Mews streetlight

Following many months of correspondence with Scottish Power and Highline, the light was repaired in April 2023.

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8. Christmas Lights

Details of the process for obtaining permission for erecting Christmas lights have now been received from Shropshire Council. Each proposed streetlight will need to have an annual structural inspection at the cost of the Parish Council. The Clerk is currently waiting for a list of approved contractors from Shropshire Council to obtain a quote for the structural inspections.

9. Adult Exercise Equipment

The Clerk has contacted Energize Shropshire Telford & Wrekin to find out if there is any research or advice available about Outdoor Gym areas, and has been put in contact with a fitness instructor who specialises in supporting people to get active at outdoor gyms. The next stage is to contact a small number of equipment providers for design and cost ideas to be used as a basis for an invitation to tender.

10. Allotment Hedge cutting (roadside hedge) (AS 476b March meeting)

This item was deferred at the last meeting as a suggestion was made during the meeting that the Allotment Society Committee would cut the hedge voluntarily. The Clerk has approached the Allotment Society and asked them to confirm and provide likely timescale but has not yet received a response.

Note: The Parish Council's insurance policy requires that volunteer activity is agreed in advance and documented.

11. Outstanding actions from March meeting

AS475h Plot markers – no progress

AS474a Pavilion Equipment – no progress

AS475g Cemetery Noticeboard – partly complete