

# Selattyn and Gobowen Parish Council

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## Minutes of the Parish Council meeting held on Wednesday 13<sup>th</sup> September 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 Lander, Cllr Macey, Cllr McKenna, Cllr Mellor.

**In attendance:** Mrs B Laraway (Parish Clerk and RFO)  
6 members of the public  
2 Co-option candidates

**Apologies:** Cllr Morgan, Cllr Evans, Shropshire Cllr Mark Jones, Police.

**Absent:** Cllr Westwood Bate,

### ***1927. To receive apologies and reasons for absence***

Apologies from Cllr Morgan, Cllr Evans, Shropshire Cllr Mark Jones and West Mercia Police's Oswestry Rural North Safer Neighbourhood team received.

### ***1928. Co-option of Parish Councillors (2 vacancies)***

There were two candidates for the two vacancies.

**RESOLVED:** To co-opt Alan Martin and Ashley Morris as Parish Councillors. The candidates duly signed declarations of acceptance of office.

### ***1929. Disclosable Pecuniary Interests***

- a. Cllr Emery declared a personal (non-pecuniary) interest in items 1944a-d and didn't take part in these agenda items.  
Cllr McKenna declared a personal (non-pecuniary) interest in items 1944a-d and didn't take part in these agenda items.
- b. There were no applications for dispensation

### ***1930. Public Participation session***

Four members of the public spoke on the following matters:

- Community Speedwatch results
- Vehicle Activated Signs (VAS) for Chirk Road
- Thank you to the Parish Council for free use of the Pavilion for Breast Cancer Now fundraising event, and to Parish Councillors for supporting the event.
- Almond Avenue signage (directed to Shropshire Council)
- Number of road signs around the village when no work is being done (directed to Shropshire Council)
- Grass cutting schedule for roundabout and other areas in the village (directed to Shropshire Council)
- Delay in painting play equipment on the field
- Delay in installing Adult Gym equipment
- River Perry bank (playing field)
- Request for play equipment for children with disabilities
- Incidents taking place in the Memorial Carriage
- Delay in completing the work to cut the hedge or install fence on Fernhill Avenue.

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## 1931. *Minutes*

- a. **RESOLVED:** The minutes of the Full Council meeting held on 12 July 2023 were confirmed as a true record of the meeting and were duly signed.
- b. The draft minutes of the Finance and Executive Committee held on 26<sup>th</sup> July 2023 were **NOTED**
- c. **RESOLVED:** The minutes of the Planning Committee meeting held on 9<sup>th</sup> August 2023 were confirmed as a true record of the meeting.

## 1932. *Reports - to consider*

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

The Clerk's report was noted. Cllr Emery reported that the Community Litter Picker Equipment had been placed in the storage box at the Pavilion.

- b. Shropshire Council elected Councillors

Shropshire Councillor Robert Macey reported on the following items:

- Shropshire Council's grass cutting contractors have a specification that they are supposed to stick to but grass growth has been affected by the weather cycles this summer. There is a penalty clause in the contract which Shropshire Council are looking at. Shropshire Council is asking residents to report any areas that are in need of attention through their website, customer service number or the Fix My Street app.
- Shropshire Council has signed a Memorandum of Understanding with bordering Local Authorities to enable them to work together to deliver projects and access Government funding.
- At their meeting on 21<sup>st</sup> September, the Council will consider a Pyrolysis project – to produce biochar which may bring in an income to the Council.
- The Council continue to work towards the £51million of savings needed to be identified. £11million already in place. A further £34.3 million has been identified and the Council is confident that they will be in place by the end of the year.

Councillors asked questions on the following matters:

- How often Shropshire Councillor's contractors check grass height / length.
- Memorandum of Understanding and whether this will have a negative effect on the no. of projects funded by UK Government.
- Concerns about staffing number and the impact of cost savings on jobs. Highways & Traffic engineers of particular concern as the County doesn't employ as many officers as other Highways authorities.
- Changes being made to a property in Pant Glas and how this aligns with the area's conservation status.

- c. Police Report

The Police had sent their apologies. There were no questions or comments about the report.

- d. Other reports

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- Cllr McKenna reported that the annual meeting between the Gobowen Allotment Society committee and representatives of the Parish Council had taken place. A number of items are being referred to the Amenities and Services committee.
- Cllr McKenna reported that the Parish Paths Partnership had not received a response to their correspondence with the Shropshire Council Rights of Way officer regarding the green lane at the end of Fernhill Lane.
- Cllr Emery reported that, as part of the Community Speedwatch initiative, he had spoken to PC Booth at West Mercia Police who can advise the Council on VAS equipment.

## **1933. Financial matters**

### **a. Monthly statement**

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

### **b. Payments**

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

### **c. Income**

**RESOLVED:** To note income received in July and August ([Appendix B](#))

### **d. Quote for allotment hedge reduction**

**RESOLVED:** To approve the quote of £475 to reduce the height of the allotment hedge alongside the B5069.

### **e. Neighbourhood Fund expenditure report to approve**

**RESOLVED:** The Neighbourhood Fund expenditure report was approved and duly signed by the Clerk, Cllr Dyke and Shropshire Councillor Macey.

### **f. Graham Edwards Memorial Trophy – to agree value of security deposit refund**

**RESOLVED:** To agree to refund the full security deposit **£100**

### **g. Expenditure – to approve:**

- i. Evolution Arbtech – Emergency work to horse chestnut tree on Gobowen Playing Fields. **£500.00**

**RESOLVED:** Approved

- ii. Imprint design & print – August Parish Roundabout **£932**

**RESOLVED:** Approved

- iii. D W Shotton Landscapes Ltd – River Perry works £4980 + £978 vat **Total £5868.**

**RESOLVED:** Approved

- iv. Parish Clerk expenses £2 parking, £12.99 Pavilion ceiling paint, £9.79 padlock. **Total £24.78**

**RESOLVED:** Approved

- v. Parish Clerk mileage (March to August) Cemetery **£43.20** Other **£51.30**

**RESOLVED:** Approved

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- h. Donation to Poppy appeal – **to agree** donation value for 2 x remembrance wreaths and 7 x lamppost poppies.

**RESOLVED:** To donate **£100**.

## **1934. *Playing Field hedge complaint***

**To consider** report and agree action.

It was proposed that the hedge be cut down as close as possible to ground level as soon as possible. Full removal of the hedge and replacing it with a fence was proposed to be carried out when the issues with retaining wall responsibility / stability have been resolved.

**RESOLVED:** To assess any risk or other implications of cutting the hedge as close as possible to ground level.

**RESOLVED:** To delegate the decision on proceeding with cutting the hedge to the Amenities and Services committee to consider at their meeting on 27<sup>th</sup> September.

## **1935. *Annual Governance and Accountability Review (AGAR) 2022-23***

The External Audit report (section 3 of the AGAR) was noted. The Clerk was thanked for her work in completing the AGAR. ([Appendix C](#))

## **1936. *Parish Council insurance***

**RESOLVED:** The sums insured were noted. The renewal payment of **£1984.71** was approved.

## **1937. *Pavement Clearance works***

**To consider** quotes and award contract

**RESOLVED:** To agree to proceed with the works and to award the contract to Evans Construction & Civil Engineering Ltd. Total contract value **£19,356.10** plus vat.

**RESOLVED:** To write to Oswestry Town Council and request a contribution towards the works to be carried out on the B5069 between the A5 roundabout and the parish boundary.

**RESOLVED:** To delegate the scheduling of the works to the Clerk in accordance with the principles discussed and agreed at the meeting.

## **1938. *Streetlight SG85 Old Whittington Road –***

- a. **To note** correspondence requesting removal of streetlight to allow decayed BT pole to be replaced.

The correspondence was **NOTED**

- b. **To consider** permanent removal of streetlight (**£1777 + vat**) or installation of new steel column and transfer of streetlight (**£2422.50+ vat**)

**RESOLVED:** To delegate this item to the Amenities and Services committee to be decided at their meeting on 27<sup>th</sup> September. Cllr Emery and Cllr Crow volunteered to visit the location of the streetlight and report back to the committee meeting.

## **1939. *Correspondence***

- a. Graham Edwards Memorial Trophy – thank you to Parish Council **to note**

The correspondence was **NOTED**

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**b. Information circulated by email to note**

The correspondence was **NOTED**

**c. Restoring Shropshire's Verges – invitation to attend free conference and lunch on 13<sup>th</sup> October. To consider making a donation per delegate attending the event.**

Cllr Crow, Cllr McKenna and Cllr Clare expressed an interest in attending the event.

**RESOLVED:** To make a donation of £60 for these 3 delegates, and to cover mileage costs.

**1940. Pavilion bookings and building access**

**a. To discuss bookings information being shared with Councillors and agree process**

**RESOLVED:** The Clerk will enable access to the online Pavilion bookings calendar for all Councillors through their gov.uk email addresses. This will enable Councillors to view dates and times of bookings, and name of event only.

**b. To discuss and agree arrangements for keyholders to access the building for reasons other than a booked session.**

**RESOLVED:** To consider upgrading the Pavilion alarm to enable individual access codes for each keyholder. This will be included in the Pavilion refurbishment project under discussion. As an interim measure, a signing in and out book will be introduced.

**1941. Gobowen Christmas Tree**

**To receive** report and **consider** estimated costs for groundworks.

The Clerk gave a verbal report.

**RESOLVED:** To agree the quote of **£895** + vat for the installation of a permanent Christmas tree pit and cover. It was noted that this cost was for a cover rated up to 1.5tonnes.

**RESOLVED:** To use the Planters / Seating / Lights earmarked reserve for this project.

*Cllr Macey left the meeting.*

**1942. Motions for consideration**

**a. Additional projects for the Oswestry Area Place Plan (Cllr Ellis)**

**RESOLVED:** To submit the following projects to the Oswestry Area Place plan:

- Cycle route along Old Chirk Road to link up with Weston Rhyn Parish Council's proposal.
- Provision of allotments in other areas of the parish
- Cycle route linking Gobowen with St Martins

**b. Video & Live streaming Parish Council meetings (Cllr Lander)**

**RESOLVED:** To agree the motion in principle, subject to costs. Cllr Lander and the Clerk were asked to investigate options and costs for consideration at a future meeting.

**1943. Pavilion and Playing Field – to consider**

**a. Correspondence requesting play equipment for children with disabilities.**

The Clerk was asked to meet with the parishioner and find out more information. For consideration at a future meeting.

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- b. Request for occasional use of football pitch for under 18 team.

**RESOLVED:** Not to agree the request.

- c. Request to run a tuckshop during Gobowen Celtic home games

The Clerk was asked to find out more information about the proposal for consideration at the Amenities and Services committee meeting on 27<sup>th</sup> September.

*Cllrs Emery and McKenna had declared a personal interest in Item 1944 and took no part in the discussion.*

## **1944. Gobowen Community Group's bonfire night (29/10/23)**

- a. To consider briefing document from Gobowen Community Group

The briefing document was noted. There were no questions.

- b. To consider the following requests for permission for the event:

- i. To hold bonfire and fireworks

**RESOLVED:** To grant permission for the bonfire and fireworks.

- ii. To sell alcohol at the event

**RESOLVED:** To grant permission for the sale of alcohol at the event subject to appropriate licensing agreements being in place.

- iii. To place a banner on the playing field railings.

**RESOLVED:** To grant permission for a banner to be placed on the playing field railings advertising the event.

- c. **To consider** arrangements for post-event litter picking

**RESOLVED:** To accept Gobowen Community Group's offer to litter pick after the event.

- d. **To consider** any hire charge and/or security deposit for Pavilion use for the event.

**RESOLVED:** To allow free use of the Pavilion (no hire charge) and to set a security deposit of £75.

***RESOLVED:** To suspend Standing Order 3x to allow the business of the meeting to be concluded.*

## **1945. Shropshire Association of Local Councils (SALC) AGM 3<sup>rd</sup> November 2023**

- a. To confirm attendance and agree voting representatives

**RESOLVED:** Cllr Dyke, Cllr Crow and the Clerk will attend the AGM. Cllr Dyke and Cllr Crow were nominated as voting representatives.

- b. To agree to fund costs of attendance

**RESOLVED:** To agree travel costs. Attendees did not want to stay for the meal.

- c. To consider any motions or nominations for the Jan Snell award to submit to the meeting.

**RESOLVED:** Not to submit any motions or nominations.

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## **1946. Consultations – to agree any response from the Parish Council**

- a. Model financial regulations (National Association of Local Councils consultation)

**RESOLVED:** To delegate the response to the Clerk in consultation with the Chair of the Finance and Executive Committee. The Clerk was asked to circulate the response to all Councillors.

## **1947. B5069 avenue of trees**

To receive verbal report and **consider** budget request for project **£900**.

**RESOLVED:** To agree a budget of £900 subject to confirmation being received from Shropshire Council that the Parish Council will not be held liable for inspection or maintenance costs for the trees after planting.

## **1948. Planning applications for consideration**

- a. Reference: [23/03404/FUL](#)

**Address:** Henlle Hall, Preeshenlle Lane, Gobowen, SY10 7AX

**Proposal:** Erection of 2no Removeable Holiday Let Chalets and ancillary site works.

**RESOLVED:** To OBJECT to the planning application with the following comments:

- Overdevelopment of the site. The original planning application for this part of the site was for 10 lodges, which was reduced to 8 to prior to obtaining planning consent. This application, if approved, would put the no. of lodges in this part of the site back up to 10.
- The Ecology report is 7 years old so does not take into account the impact of the development that has already taken place on the site. An up to date Ecology report should be provided.
- The Parish Council has concerns about the adequacy and effectiveness of the sewage treatment facilities for this entire site. Residents report an unpleasant stench along Henlle Lane in proximity to this site.

- b. Reference: [23/03617/FUL](#)

**Address:** Brooklands, Drovers Way, Selattyn, SY10 7DP

**Proposal:** Minor amendment to external ground level and partial internal ground level amendment. All other works to form part of separate application 23/03633/CPE.

**RESOLVED:** To make no comment

- c. Reference: [23/03778/FUL](#)

**Address:** No 3 Oakhurst Cottages, Oakhurst Rd, Oswestry, SY10 7BY

**Proposal:** Re-opening of previously closed off vehicular access to serve single dwelling known as the The Lodge, 3 Oakhurst Cottages (re-submission)

**RESOLVED:** To OBJECT to the planning application for the following reason:

- insufficient highway visibility for vehicles entering and leaving the access location, and for vehicles travelling along the highway approaching the access.

## **1949. Planning applications for information only – to note**

- a. Reference: [23/03633/CPE \(Lawful Development\)](#)

**Address:** Brooklands, Drovers Way, Selattyn, SY10 7DP

**RESOLVED:** Noted

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b. Reference: [23/03780/AGR](#)

**Address:** Proposed Agricultural storage building west of Rhosygadfa, Gobowen

**Proposal:** Erection of Agricultural storage building

**RESOLVED:** Noted

**1950. Planning decisions - to note**

a. Reference: [23/01647/FUL](#)

**Address:** Proposed Stables and Menage North of, Ellis Meadow, Selattyn.

**Proposal:** Proposed stables and menage including access (resubmission).

**Decision:** Grant Permission

b. Reference: [23/01565/FUL](#)

**Address:** Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen.

**Proposal:** Erection of three storey extension. See application for full details.

**Decision:** Grant Permission

c. Reference: [23/01590/FUL](#) & [23/01740/LBC](#)

**Address:** Oakhurst Hall, Oakhurst Road, Oswestry

**Proposal:** Conversion of former coach house into 3No. dwellings.

**Decision:** Grant Permission

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

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

**Proposal:** Erection of an agricultural building for storage.

**Decision:** Grant Permission

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

**Address:** Proposed Stables and premises north of Hengoed

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

**Decision:** Refuse

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

**Address:** Proposed dwelling SW of Vulcan Cottages, Glyn Rd, Selattyn

**Proposal:** Erection of 2 storey house and garage and associated works.

**Decision:** Refuse

g. Reference: [23/03251/LBC](#)

**Address:** Henlle Hall, Preeshenlle Lane, Gobowen, SY10 7AX

**Proposal:** Erection of Kiosk for reception in connection with holiday complex

**Decision:** Withdrawn

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

**Address:** Pentrewern Farm, Gobowen, SY10 7JZ

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

**Decision:** Refuse

i. Reference: [23/02122/FUL](#)

**Address:** The Bryn, Rhosygadfa, Gobowen, SY10 7BN

**Proposal:** Proposed garages with storage facility, together with formation of new vehicular access to replace existing access (revised scheme)



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**Decision:** Refuse

Items 1950a-i were considered en bloc.

**RESOLVED:** Noted

**1951. *Future agenda items***

None

**1952. *Future meetings - to note the date of the next meeting: 11<sup>th</sup> October 2023***

The date of the next meeting was noted.

**1953. *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.

**1954. *Planning Enforcement – to note***

**RESOLVED:** Noted

Meeting closed 21:24

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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 23<sup>rd</sup> 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	The Clerk is meeting with the contractor during w/c 11 <sup>th</sup> September to complete and submit the Section 50 application to Shropshire Council (permission to work on the Highway). Estimated timeframe for permission is 2 weeks from submission. Bus Shelter has been manufactured and is ready for delivery & installation.
Chirk Road Vehicle Activated Signs (VAS)	The Clerk attended the Shropshire Council working group to review the draft VAS guidance. Key info from the meeting: <ul style="list-style-type: none"> <li>• Any VAS installed will be supplied by Shropshire Council's new traffic signals supplier.</li> <li>• Future applications will have to include evidence of speed data. It is being confirmed whether community speedwatch data is considered acceptable data.</li> <li>• VAS have a lifespan of approx. 6 years.</li> <li>• No timescales given on when Shropshire Council expect the guidance to be approved and put into practice.</li> </ul>
Cemetery records	90 graves (out of approx 450 in use) have now been fully updated on Scribe cemetery.
Policies – defibrillator, health & safety, lone working	Defibrillator policy approved. No progress on other two policies.
Litter picker storage	Storage now in place.
Business continuity plan implementation	Still to complete – Cyber insurance quote, photograph burial records (50% complete), scanning burial paperwork.
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)	Grass/wildflower seed has been sown on the spoil pile and at the edges of the engineered sections. Draft riverbank management plan / proposals will be discussed at October Council meeting.

#### Priority 3 - Projects agreed. Minimal activity to date

Project	Update since last meeting
Garden of remembrance signage	None

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Project	Update since last meeting
Adult exercise equipment	The Clerk has met with one equipment provider at the playing field and they are working up a first stage design proposal. This design proposal can then be looked at by the Amenities and Services committee before deciding on who to approach for quotes or whether to issue and invitation to tender. The Clerk has been contacted by a member of Oswestry Olympians who has signed up as a champion for <a href="#">#together we move</a> through Energize and is looking at how training sessions can be provided to encourage people to use Outdoor Gym Equipment.
Hengoed phone kiosk	None
Tree avenue Gobowen to St Martins	Cllr Ellis & Cllr Macey have continued to progress this project. Shropshire Council has suggested that small leaved lime trees and sessile oaks would be suitable. At the time of writing, a quote received indicated costs for a standard bare rooted tree (1.75-2m) are £24 for a small leaved lime and £16 for sessile oak.

### Priority 4 - Projects agreed but not yet started

Project	Update since last meeting
Repainting of play equipment	None
New Clerk laptop	Complete. New laptop and hard drive backup now in use.
Allotments – hedge cutting along main road	On agenda September Council meeting.
Cyber insurance	None

### Parish Clerk's Progress report continued

#### 1. Water Quality Testing

In response to an email request, the Clerk has given permission to Stantec to access the Playing Fields to carry out environmental monitoring on the River Perry. No details have yet been provided regarding dates. The Clerk has requested that the Parish Council receive a copy of the testing results.

#### 2. Horse Chestnut Tree

In early August, emergency tree work was carried out on the horse chestnut tree on the playing field near the steps to Fernhill Avenue. A resident had reported a large broken branch.

The Tree surgeon was asked to assess the long term viability of the tree while carrying out the work. He reported that there was an inherent weakness where the large branch had broken off. The breakage was caused by this weakness combined with a strong summer storm while the tree was in full leaf. The remaining branch unions in the crown were inspected for similar weaknesses and none were visible. The long term viability of the tree should therefore be fine.

### 3. Playing Field

A number of young people have been digging holes in the area at the far end of the playing field during the school holidays. This was initially reported to the Clerk by the litter picking contractors. This was raised with the Chair & Vice Chair of the Amenities and Services committee and it was decided to take no action. The view was that the young people were using their initiative to construct a bike track.

The Clerk received correspondence from a resident on 21<sup>st</sup> August regarding this matter, asking that it is investigated as the holes could cause an accident. The Clerk thanked the resident for raising the matter and advised that the situation was being monitored.

### 4. Remembrance Sunday

The road closure request has been approved. As in 2022, a complete halt to through traffic for the period of the 2 minutes silence has been agreed. Volunteers to 'man' the road closure will be identified in October.

Rev Nicholson has confirmed that the service will take place at All Saints' Church from 10am followed by the procession to the War Memorial for wreath laying. The Clerk and Cllr Lander have contacted individuals to lay wreaths on behalf of the Parish Council.

### 5. Play equipment

The Clerk received a complaint from nearby residents that the swings (flat seat) are squeaking when in use. This has been referred to the play equipment inspector to check (and hopefully rectify) during his next monthly visit.

### 6. Selattyn Bench

This was delegated to the Clerk at February's Council meeting (Item 1811). The bench has now been ordered and The Docks have kindly agreed to take delivery of the bench. Total cost (bench + fixings + delivery) **£397 + vat**

### 7. War Memorial Planters

The solicitors acting for the haulage company have confirmed that the costs of replacement planters have been covered and the details have been passed to their finance team to arrange payment. The Clerk will order the replacement planters as soon as the payment is received.

### 8. Parish Roundabout Delivery

One of the volunteers delivering the Parish Roundabout reported that they slipped on mud and fell whilst delivering their magazines. They didn't require any first aid but they did suffer bruising. This has been recorded in the Accident Book.

### 9. Memorial Safety Inspections

Cllr Westwood Bate and the Clerk carried out the Memorial Safety inspection in August. 17 Memorials were identified as unsafe, were staked, and had a warning sign placed upon them. A full report will be presented to the Amenities and Services committee later in September.



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### Payments made prior to meeting

Ref	Supplier	Description	Net	Vat	Gross	Act
BACS 2023-107	Shropshire Wildlife Trust	Riverbank Engineering works	£1,179.75	£235.95	£1,415.70	Open Spaces - Open Spaces Act 1906, s.9-10
SO 2023-108-110	Parish Clerk & NEST	Staff Salary; Pension contributions	£2320.84	£0.00	£2320.84	Local Government Act 1972 s 112 (1); LGPS SI 20008/238&239
DD 2023-111	Vodafone Limited	Mobile phone	£18.08	£3.61	£21.69	Local Government Act 1972 s.111
CARD 2023-112	Post Office Ltd	Stamps / postage	£38.80	£0.00	£38.80	Local Government Act 1972 s.111
CARD 2023-113	Lloyds Bank Commercial Card Services	Multipay card monthly fee	£3.00	£0.00	£3.00	Local Government Act 1972 s.111
CARD 2023-114	Amazon EU SARL UK Branch	Pavilion cleaning materials	£2.50	£0.50	£3.00	Community centres - Local Government Act 1972, s.133
CARD 2023-115	MDP Tools	Pavilion cleaning materials	£4.50	£0.00	£4.50	Community centres - Local Government Act 1972, s.133
CARD 2023-116	Meraki Colour	Printing	£2.33	£0.47	£2.80	Local Government Act 1972 s.111
BACS 2023-117	World of Tech Ltd	Office Equipment	£837.46	£167.49	£1,004.95	Local Government Act 1972 s.111
BACS 2023-118	DCK Payroll Solutions	Payroll Services	£30.00	£6.00	£36.00	Local Government Act 1972 s.111
DD 2023-119	Veolia ES	Refuse emptying	£68.34	£13.67	£82.01	Burial grounds, cemeteries and crematoria - Local Government Act 1972, s.214(6)
DD 2023-120	SSE	Pavilion Gas	£11.70	£0.58	£12.28	Community centres - Local Government Act 1972, s.133
DD 2023-121	Water Plus	Pavilion Water	£42.33	£0.00	£42.33	Community centres - Local Government Act 1972, s.133
DD 2023-122	Water Plus	Allotment water	£18.66	£0.00	£18.66	Allotments - Smallholdings & Allotments Act 1908, s.23
BACS 2023-123	Brewer, D	Pavilion Caretaking and Cleaning	£367.28	£0.00	£367.28	Community centres - Local Government Act 1972, s.133

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Ref	Supplier	Description	Net	Vat	Gross	Act
BACS 2023-124	Brewer, D	Allotment Path Cutting	£54.50	£0.00	£54.50	Small Holdings and Allotments Act 1908 s26
BACS 2023-125	Brewer, D	bus shelter cleaning	£49.05	£0.00	£49.05	Bus shelters - Local Government (Misc. shelters Prov.) Act 1953, s.4
BACS 2023-126	Brewer, D	Playing Field grasscutting rough area	£21.80	£0.00	£21.80	Open Spaces - Public Health Act 1875 s.164
BACS 2023-127	Brewer, D	Litter picking	£141.70	£0.00	£141.70	Open Spaces - Public Health Act 1875 s.164
DD 2023-128	SSE	Pavilion electricity	£122.42	£6.12	£128.54	Community centres - Local Government Act 1972, s.133
BACS 2023-129	SaLC	Minutes & Agenda training	£20.00	£0.00	£20.00	Local Government Act 1972 s.111
BACS 2023-130	Shropshire Council	Room hire - Gobowen library	£24.00	£0.00	£24.00	Local Government Act 1972 s.111
BACS 2023-131	Phil Crow	Parish Maintenance	£50.00	£0.00	£50.00	Community centres - Local Government Act 1972, s.133
BACS 2023-132	SCrewfix	Changing Room Toilet parts	£10.39	£2.09	£12.48	Community centres - Local Government Act 1972, s.133
BACS 2023-133	Colour Supplies Ltd	Shed maintenance	£20.74	£4.15	£24.89	Small Holdings and Allotments Act 1908 s26
BACS 2023-134	Colour Supplies Ltd	pavilion ceiling paint	£19.99	£4.00	£23.99	Community centres - Local Government Act 1972, s.133
BACS 2023-135	Phil Crow	Planters project	£2.79	£0.00	£2.79	General Power of Competence - Localism Act 2011, s.1- 8
BACS 2023-136	J C Dyke Supplies Ltd	Shed maintenance	£4.95	£0.00	£4.95	Small Holdings and Allotments Act 1908 s26
BACS 2023-137	Tool Station Ltd	Shed maintenance	£3.67	£0.74	£4.41	Small Holdings and Allotments Act 1908 s26
BACS 2023-138	The Parish Noticeboard Company	Noticeboard	£1,112.50	£222.50	£1,335.00	
BACS 2023-139	Evolution ArbTech	Tree work	£500.00	£0.00	£500.00	Open Spaces - Open Spaces Act 1906, s.9-10

## Selattyn and Gobowen Parish Council Meeting 13.9.23

Ref	Supplier	Description	Net	Vat	Gross	Act
BACS 2023-140	Shropshire Council (Joint Energy)	Streetlighting power	£769.87	£153.97	£923.84	Highways - Parish Councils Act 1957 s.3
CARD 2023-141	Memsafe Ltd	Memorial Safety Signs	£55.00	£11.00	£66.00	Local Government Act 1972 s.111
CARD 2023-142	Memsafe Ltd	Memorial Safety Signs	£55.00	£11.00	£66.00	Local Government Act 1972 s.111
CARD 2023-143	ETC Saw Mills	Memorial Safety Signs	£15.00	£3.00	£18.00	Local Government Act 1972 s.111
CARD 2023-144	Colour Supplies Ltd	Memorial Safety Signs	£10.48	£2.10	£12.58	Local Government Act 1972 s.111
BACS 2023-145	PKF Littlejohn	External Audit	£420.00	£84.00	£504.00	Local Government Act 1972 s.111
BACS 2023-146	Imprint Design & Print	Printing	£932.00	£0.00	£932.00	Newsletters - LGA 1972 s.142
DD 2023-147	Ocean Telecom (UK) Limited	SOGEA connection (broadband)	£198.25	£39.65	£237.90	Local Government Act 1972 s.111
DD2023-148	Ocean Telecom (UK) Limited	Staff telephone	£47.00	£9.40	£56.40	Local Government Act 1972 s.111
CARD	Lloyds Bank Commercial Card Services	Multipay card monthly fee	£3.00	£0.00	£3.00	Local Government Act 1972 s.111
DD 2023-150	British Telecom	Pavilion broadband	-£77.39	-£15.48	-£92.87	Community centres - Local Government Act 1972, s.133
DD 2023-151	Vodafone Limited	Mobile phone	£18.08	£3.61	£21.69	Local Government Act 1972 s.111
SO 2023-152-155	Parish Clerk & NEST	Staff Salary; Pension contributions	£3171.60	£0.00	£3171.60	Local Government Act 1972 s 112 (1); LGPS SI 20008/238&239
DD 2023-156	Water Plus	Allotment water	£166.84	£0.00	£166.84	Allotments - Smallholdings & Allotments Act 1908, s.23
		<b>Totals</b>	<b>£12888.80</b>	<b>£970.12</b>	<b>£13858.92</b>	



## Selattyn and Gobowen Parish Council Meeting 13.9.23

### Forthcoming payments for approval

Ref	Supplier	Description	Net	Vat	Gross	Act
BACS 2023-157	DCK Payroll Solutions	Payroll Services	£30.00	£6.00	£36.00	Local Government Act 1972 s.111
BACS 2023-158	Brewer, D	Pavilion Caretaking and Cleaning	£332.45	£0.00	£332.45	Community centres - Local Government Act 1972, s.133
BACS 2023-159	Brewer, D	Allotment Path Cutting	£54.50	£0.00	£54.50	Small Holdings and Allotments Act 1908 s26
BACS 2023-159	Brewer, D	bus shelter cleaning	£49.05	£0.00	£49.05	Bus shelters - Local Government (Misc. shelters Prov.) Act 1953, s.4
BACS 2023-159	Brewer, D	Playing Field grasscutting rough area	£71.80	£0.00	£71.80	Open Spaces - Public Health Act 1875 s.164
BACS 2023-159	Brewer, D	Litter picking	£141.70	£0.00	£141.70	Open Spaces - Public Health Act 1875 s.164
BACS 2023-163	Cartridge People	Councillor expenses	£39.41	£7.88	£47.29	Local Government Act 1972 s.111
BACS 2023-163	Cartridge People	Printer ink	£49.08	£9.82	£58.90	Local Government Act 1972 s.111
DD 2023-165	Information Commissioner's Office	Data protection registration	£35.00	£0.00	£35.00	Administration of the council - Local Government Act 1972 s 112 (1)
BACS 2023-166	Zurich Town & Parish	Insurance	£1,984.71	£0.00	£1,984.71	Local Government Act 1972 s.111
BACS 2023-167	Highline Electrical Ltd	Smoke detectors	£179.47	£35.89	£215.36	Community centres - Local Government Act 1972, s.133
BACS 2023-168	Aubergine 262 Ltd	Website domain management	£100.00	£20.00	£120.00	Local Government Act 1972 s.111
BACS 2023-169	Bridget Laraway (Parish Clerk)	Staff Travel (Cemetery)	£43.20	£0.00	£43.20	Local Government Act 1972 s.111
BACS 2023-170	Bridget Laraway (Parish Clerk)	Staff travel expenses	£51.30	£0.00	£51.30	Local Government Act 1972 s.111
BACS 2023-171	Colour Supplies Ltd	pavilion ceiling paint	£18.98	£3.80	£22.78	Community centres - Local Government Act 1972, s.133
BACS 2023-170	Bridget Laraway (Parish Clerk)	Staff travel expenses	£2.00	£0.00	£2.00	Local Government Act 1972 s.111

## Selattyn and Gobowen Parish Council Meeting 13.9.23

Ref	Supplier	Description	Net	Vat	Gross	Act
BACS 2023-173	Dan Shotton (D W Shotton Landscapes Ltd)	River Perry Bank Repair	£4,890.00	£978.00	£5,868.00	Open Spaces - Open Spaces Act 1906, s.9-10
BACS 2023-174	Marmax Recycled Products	Selattyn Bench	£397.00	£79.40	£476.40	Highways - Parish Councils Act 1957 s.1
DD 2023-175	Water Plus	Pavilion Water	£20.78	£0.00	£20.78	Community centres - Local Government Act 1972, s.133
DD 2023-176	Ocean Telecom (UK) Limited	Staff telephone	£47.00	£9.40	£56.40	Local Government Act 1972 s.111
DD 2023-177	Veolia ES	Refuse emptying	£45.56	£9.11	£54.67	Burial grounds, cemeteries and crematoria - Local Government Act 1972, s.214(6)
DD 2023-178	SSE	Pavilion Gas	£11.69	£0.58	£12.27	Community centres - Local Government Act 1972, s.133
Bank charges	Unity trust	bank charges	£29.85	£0.00	£29.85	Local Government Act 1972 s.111
		<b>Totals</b>	<b>£8624.53</b>	<b>£1159.88</b>	<b>£9784.41</b>	

### Income received in July and August 2023

<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>
Pavilion Hire	875.00	0.00	875.00
VAT refund	0.00	746.54	746.54
Memorial Fees (1)	80.00	0.00	80.00
Bank interest / Dividends	3039.17	0.00	3039.17
Roundabout advertising	55.00	11.00	66.00
Allotment rentals	6.87	0.00	6.87
Wayleave	13.09	0.00	13.09
<b>Totals</b>	<b>4069.13</b>	<b>757.54</b>	<b>4826.67</b>

### Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **Selattyn and Gobowen Parish Council – SH0147**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

26/08/2023

Annual Governance and Accountability Return 2022/23 Form 3  
Local Councils, Internal Drainage Boards and other Smaller Authorities\*

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