

Selattyn and Gobowen Parish Council

Minutes of the Parish Council meeting held on Wednesday 11th October 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 Martin, Cllr McKenna, Cllr Morris.

In attendance: Mrs B Laraway (Parish Clerk and RFO)
4 members of the public

Apologies: Cllr Evans, Cllr Mellor, Cllr Morgan, Cllr Westwood Bate, Police.

1955. *To receive apologies and reasons for absence*

Apologies were received from Cllr Evans, Cllr Mellor, Cllr Morgan, Cllr Westwood Bate.

1956. *Disclosable Pecuniary Interests*

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

1957. *Public Participation session*

Members of the public spoke on the following matters:

- B5069 Avenue of trees project
- Lack of response to questions asked at meetings.
- Delay in grid repair outside the sandwich bar (directed to Shropshire Councillor).
- Road safety around Gobowen Primary School and Chirk Road (directed to Shropshire Councillor)

1958. *Minutes*

- a. **RESOLVED:** The minutes of the Full Council meeting held on 13 September 2023 were confirmed as a true record of the meeting and were duly signed.
- b. The draft minutes of the Amenities and Services Committee held on 27 September 2023 were **NOTED**

1959. *Reports - to consider*

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

The Clerk gave a verbal update on the bus shelter, replacement planters, Cemetery noticeboard, silent soldier, playground equipment repairs.

- b. Shropshire Council elected Councillors

Shropshire Councillor Robert Macey reported on the following items:

- 'Zig zag' road markings outside schools are currently under review across the County to ensure that they are enforceable.
- School streets pilot start date is now February 2024.
- Cllr Macey has followed up the Vehicle Activated Speed Signs (VAS) on a number of occasions. There is no update available on the policy being introduced.
- Boundary Commission review recommendations published – the recommendation for this parish is one Shropshire Councillor.

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- Grass cutting has now taken place. The approach to grass cutting in future years is being reviewed.
- Options for resolving the issue of the footpath at end of Fernhill Lane.
- Digital inclusion network launched and Cllr Macey attended the meeting. The network is jointly chaired by AGEUK and Shropshire Council's Head of IT.
- Gobowen Station buildings funding and Gobowen to Oswestry line announcements.
- Shropshire Council Tree scheme open again for this year.

Councillors asked questions on the following matters:

- Public availability of the business case for re-opening Gobowen to Oswestry line.
- Ongoing planning enforcement matters.

c. Police Report

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

d. Other reports

- Cllr McKenna gave an update on the trees report given to the Amenities and Services committee. Cllr McKenna was thanked for his work.
- Cllr Clare reported on the Oswestry Area Committee meeting at Kinnerley village hall which included a presentation by the Environment Agency.

1960. Financial matters

a. Monthly statement

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

b. Payments

RESOLVED: To approve payments made during September and forthcoming for October ([Appendix B](#))

c. Income

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

d. Expenditure – to approve:

- Streetlight concrete column replacement programme (11 columns, 2 lanterns)
£19100.77+ vat
RESOLVED: Approved
- Clerk Training – Allotment Management Tenancy Agreements & Policies
£30+vat
RESOLVED: Approved
- Fundamentals for Councillors Training (Cllr Martin) **£30**
RESOLVED: Approved
- NALC Webinar – Making the planning system work for local councils (Cllr Dyke)
£32.68 + vat
RESOLVED: Approved

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- v. CCTV Management Fee **£2500** + vat

RESOLVED: Approved

- e. Insurance payment for damaged planters received £297.90 – **NOTED.**

1961. *Correspondence*

- a. Information circulated by email was **NOTED.**

- b. Request from Gobowen Community Group to borrow road closure signs for Christmas events

RESOLVED: To grant permission for Gobowen Community Group to borrow the road closure signs.

- c. [Shropshire Council Community Tree Scheme](#) **to consider**

RESOLVED: Not to apply for any trees for Parish Council land. The Clerk was asked to share the information on social media for local residents and groups.

- d. Freedom fibre active cabinet installation **to consider** any questions or concerns

RESOLVED: To request that the cabinet is sited as close as possible to the other cabinets already in that location and that grass cutting access is considered.

- e. Middle Marches Community Land Trust conference invitation **to consider** attendance and **to agree** donation.

RESOLVED: Cllr Martin and Cllr Dyke will attend. Donation of £40 agreed.

- f. Proposed Development at North Drive, Park Hall **to consider** Councillor attendance at consultation

Councillors noted the invitation.

- g. Community Speedwatch correspondence from Derwen College – **to consider** any Parish Council action.

Cllr Emery reported that the Community Speedwatch team are in correspondence with Derwen College.

RESOLVED: No action from the Parish Council as the matter has been picked up by the Community Speedwatch team.

1962. *Remembrance Sunday – to agree volunteers to supervise road closure.*

RESOLVED: To request the loan of walkie talkies from Gobowen Community Group.

RESOLVED: Cllr McKenna, Cllr Clare and Cllr Morris volunteered to supervise the road closure. Two members of the public volunteered to help. The Clerk was asked to liaise with a resident who had volunteered in 2022.

1963. *Motions*

- a. **To consider** writing to Shropshire Council regarding the enforcement of Wats Meadow Section 106 agreement

RESOLVED: To write to Shropshire Council and request that the Section 106 agreement for WATs Meadow is enforced in full.

- b. **To consider** making the Pavilion Disabled Toilet a Stoma friendly accessible toilet

RESOLVED: To make the necessary adaptations to the Pavilion Disabled Toilet.

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- c. **To consider** purchasing bleed kits for all defibrillator locations in the parish
The Clerk was asked to obtain prices for consideration at the next Council meeting.
- d. **To consider** restricting playing field booking to parishioners only
RESOLVED: Any requests from non-parish organisations to book the playing field will be considered on an individual basis at a Parish Council meeting.
- e. **To consider** restricting burials in new graves at Hengoed Cemetery to parishioners only
The matter was discussed at length but no resolution made. Cllr McKenna volunteered to work on a proposal with Cllr Crow for discussion at the next Amenities and Services committee meeting.
- f. **To consider** a donation of £100.00 to facilitate the provision of a Christmas Tree in Selattyn for the benefit of the community (Cllr Lander)
RESOLVED: To agree the donation.

1964. Shropshire Infrastructure Partnership

To agree to sign the Memorandum of Understanding for services from their Voluntary & Community Support Team. Selattyn and Gobowen Parish Council is signed up as a service user for volunteer recruitment.

RESOLVED: To sign the Memorandum of Understanding. This was delegated to the Clerk.

1965. Local Policing Charter – to consider top three concerns in the parish

RESOLVED: To respond to West Mercia Police with the following top three concerns:

- Anti-social behaviour
- Theft (farms) – noting that all types of theft are considered to be an issue at present, particularly theft from vehicles, sheds and businesses.
- Drugs

The Clerk was asked to inform West Mercia police that the Council had not received any feedback about the issues identified and submitted on previous occasions.

1966. River Perry bank maintenance – to consider draft routine maintenance plan

The Clerk was asked to obtain quotes for the proposed maintenance for consideration at the next meeting.

1967. Parish Roundabout – to agree 2024 production schedule

RESOLVED: To agree the 2024 production schedule. The dates for delivery from the printers are 5.2.24, 29.4.24, 19.8.24, 18.11.24.

1968. Allotment tenancy agreement – to consider revised agreement

RESOLVED: To agree the revised agreement with two minor wording changes.

1969. D-Day 80th anniversary commemorations – to consider Parish Council involvement

RESOLVED: To include an article in the Parish Roundabout magazine and advertise on social media.

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RESOLVED: To suspend standing order 3x to enable the business of the meeting to be concluded.

1970. Polling District, Polling Place and Polling Station Review 2023 - to consider any Parish Council response

RESOLVED: Not to submit any response.

1971. Planning applications for consideration

a. Reference: [23/04109/FUL](#)

Address: Granary House, Ebnal, Rhosygadfa, Gobowen

Proposal: Proposed extension to rear to form garden room and covered way.

RESOLVED: To make no comment.

b. Reference: [23/03994/FUL](#)

Address: Westbourne House, St Martins Rd, Gobowen.

Proposal: To build a 10m x 10m shed in the garden

RESOLVED: To make no comment.

1972. Planning decisions - to note

a. Reference: [23/03081/FUL](#)

Address: The Old Bakery, Old St Martins Road, Gobowen, SY11 3JY.

Proposal: Application under Section 73A of the Town and Country Planning Act 1990 for the change of use of existing office to dwelling including kitchen fitting and new window and formation of shower room

Decision: Grant Permission

b. Reference: [23/03250/FUL](#)

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

Proposal: Erection of kiosk for reception in connection with holiday complex

Decision: Refuse

c. Reference: [23/003404/FUL](#)

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

Proposal: Erection of 2no Removable Holiday Let chalets and ancillary site works

Decision: Refuse

RESOLVED: The Planning decisions were noted

1973. Future agenda items

The following items were discussed:

- Defibrillators – possible ways to bring defibrillators back into service more quickly after use. (Cllr Lander). The Clerk was asked to investigate and add to a future agenda.
- Electrical vehicle points (Cllr Mckenna). Cllr Macey advised that funding by Shropshire Council is under review and he will find out when will be an appropriate time to discuss.

1974. Future meetings - to note the date of the next meeting: 8th November 2023

Meeting closed 21:06

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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	Base construction commenced 3.10.23. Waiting for date for bus shelter delivery – Ace Shelters have confirmed it will be before the end of October.
Chirk Road Vehicle Activated Signs (VAS)	Waiting for policy & communication from Shropshire Council.
Cemetery records	110 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.
Business continuity plan implementation	All burial registers now photographed by Cllr Evans.
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)	Management plan on agenda for October meeting.

Priority 3 - Projects agreed. Minimal activity to date

Project	Update since last meeting
Garden of remembrance signage	None
Adult exercise equipment	No progress since last meeting.
Hengoed phone kiosk	Hengoed resident has contacted Clerk and raised concerns about shelf safety and door proximity to highway. In progress.
Tree avenue Gobowen to St Martins	Awaiting information from Shropshire Council officers and Councillors.

Priority 4 - Projects agreed but not yet started

Project	Update since last meeting
Repainting of play equipment	None
Allotments – hedge cutting along main road	Quote agreed. Contractor states will be carried out in late October
Cyber insurance	None

Parish Clerk's Progress report continued

1. Shropshire Council's draft Affordable Warmth Strategy

At February's Council meeting (Agenda Item 1804) the Parish Council agreed to submit comments on Shropshire Council's draft Affordable Warmth Strategy. Shropshire Council has written to the Parish Council thanking for the comments and responding to the points that the Parish Council has raised, as follows:

Comment: There are no details about how Shropshire Council plans to improve households' income (referred to in 1.6, 1.8 and in the first priority for action on page 16 of the document)

Response: [Further explanation and detail has been added to the document to explain how the AWEE team working in partnership with the Council commissioned Keep Shropshire Warm Service, which includes income maximisation for fuel poor households. WHD, State benefits, and the most cost-effective energy tariffs.](#)

Comment: The document contains no information about the current situation or baseline. –

Response: [Baseline data is provided on fuel poverty in Shropshire \(2020\), EPC data, modelling of costs in reaching net zero in Shropshire.](#)

2. Fernhill Lane footpath

The Parish Council was copied into correspondence from the Parish Paths Partnership to the area Rights of Way Officer sent in August 2023. The letter included a report on the current situation and history and enclosed a map. No further correspondence or update has been received.

3. Selattyn Defibrillator

The Clerk received a notification on 17th September from The Circuit that the ambulance service had directed a caller to retrieve the Selattyn Defibrillator. It was checked on 18th September and the pads had been used / removed. Replacement pads were ordered.

4. Good Neighbour Schemes

The Parish Council has been sent information from Community Resource concerning their [Good Neighbours Scheme](#). The Clerk has requested permission to include details in the next edition of the Parish Roundabout magazine as their may be interest within the community to set up a scheme locally.

5. Fairfield Close

STAR Housing has provided the following update:

"We were anticipating to handover the site to contractor in November 2023 with construction starting around June 2024. We have had complications and in part that is that there are three residents are remaining and we are working with them and their families to find suitable alternative homes. Given the complications with gaining vacant possession of the site the decision was made to push the tender period back to January 2024 (c. Five months delay)."

6. Playing Field Retaining wall

The Shropshire Council Officer has reported that they have received documents from the land registry and are now searching the Council's archives for a full history and will be in contact again when this has been completed.

7. Pavement Clearance works

The successful supplier has been notified and the service delivery contract drafted.

The Clerk's letter to Oswestry Town Council will be considered at their meeting on 11th October. When the response is received, the work schedule will be agreed and the service delivery contract issued to the supplier.

8. Video and Live streaming Parish Council meetings

Cllr Lander and the Clerk are continuing to research options. It is anticipated that a report and costs will be available for the November Council meeting.

9. Correspondence received

- The Parish Council received a complaint letter from a resident regarding grass cutting and the absence of bus timetables from cases at bus stops. With the permission of the resident, the letter was forwarded to Shropshire Councillors and the Clerk wrote to the resident to confirm the action taken.
- The Parish Council received an email from a resident stating that the Gobowen looked untidy and unkempt, and querying why the grass hadn't been cut. The Clerk responded to the resident explaining the Parish Council's areas for responsibility. The resident was asked to report any concerns outside these areas directly to Shropshire Council.

10. Play equipment for children with disabilities

The Clerk has written to the resident that raised this matter and suggested a meeting. No response has yet been received.

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Appendix B Financial Matters

Bank reconciliation

	Bank Reconciliation at 01/10/2023		
	Cash in Hand 01/04/2023		364,128.49
	ADD Receipts 01/04/2023 - 01/10/2023		168,424.68
			532,553.17
	SUBTRACT Payments 01/04/2023 - 01/10/2023		52,105.57
A	Cash in Hand 01/10/2023 (per Cash Book)		480,447.60
	Cash in hand per Bank Statements		
	Petty Cash	01/05/2023	0.00
	Unity Trust Current Account	01/10/2023	54,960.47
	Unity Trust Deposit Account	01/10/2023	81,489.38
	Nationwide Busines 95 Day	15/08/2023	85,000.00
	Redwood Bank 95 Day notice	28/07/2023	87,224.93
	CCLA Public Sector Deposit	31/08/2023	175,814.24
	Multipay Card	11/09/2023	-74.96
			484,414.06
	Less unrepresented payments		4,041.42
			480,372.64
	Plus unrepresented receipts		74.96
B	Adjusted Bank Balance		480,447.60
	A = B Checks out OK		

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Payments made prior to meeting

Ref	Supplier	Description	Net	Vat	Gross	Act
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
SO 2023-180 – 183	Parish Clerk, HMRC & NEST	Staff Salary; Pension contributions	£3171.60	£0.00	£3171.60	Local Government Act 1972 s 112 (1); LGPS SI 20008/238&239
CARD	Lloyds Bank Commercial Card Services	Multipay card monthly fee	£ 3.00	£ -	£ 3.00	Local Government Act 1972 s.111
DD 2023-185	Vodafone Limited	Mobile phone	£ 18.08	£ 3.61	£ 21.69	Local Government Act 1972 s.111
BACS 2023-186	Shropshire Union Canal Society	Shropshire Union Canal Society Membership	£ 30.00	£ -	£ 30.00	General Power of Competence - Localism Act 2011, s.1- 8
DD 2023-187	Unity trust	bank charges	£ 0.60	£ -	£ 0.60	Local Government Act 1972 s.111
CARD 2023-188	PrintPond Limited	Printing	£ 3.23	£ 0.65	£ 3.88	Local Government Act 1972 s.111
CARD 2023-189	Post Office Ltd	Stamps / postage	£ 37.50	£ -	£ 37.50	Local Government Act 1972 s.111
CARD 2023-190	Turtle Engineering Limited	Defibrillator spares	£ 111.80	£ 22.36	£ 134.16	Public Health Act 1936 s.234
CARD 2023-191	Consortium	Stationery	£ 36.49	£ 7.30	£ 43.79	Local Government Act 1972 s.111
CARD 2023-192	The Works Stores Limited	Stationery	£ 1.67	£ 0.33	£ 2.00	Local Government Act 1972 s.111
CARD 2023-193	Nalc	Councillor Training	£ 32.68	£ 6.54	£ 39.22	Local Government Act 1972 s.111
DD 2023-194	Water Plus	Allotment water	£ 30.00	£ -	£ 30.00	Allotments - Smallholdings & Allotments Act 1908, s.23
BACS 2023-209	The Parish Noticeboard Company	Noticeboard	£ 1,212.50	£ 242.50	£ 1,455.00	Sections 9 and 10 Local Government Act 1972, s.214
		Totals	£4714.63	£288.39	£5003.02	

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Forthcoming payments for approval

Ref	Supplier	Description	Net	Vat	Gross	Act
BACS 2023-195	Oswestry Town Council	CCTV Monitoring contract	£ 2,500.00	£ 500.00	£ 3,000.00	Crime prevention - Local Government and Rating Act 1997, s.31
BACS 2023-196	SLCC Enterprises Ltd	Staff Training	£ 60.00	£ 12.00	£ 72.00	Local Government Act 1972 s.111
BACS 2023-197	Highline Electrical Ltd	Concrete column replacement	£ 19,100.77	£ 3,820.15	£ 22,920.92	Highways - Parish Councils Act 1957 s.3
BACS 2023-198	SLCC Enterprises Ltd	Staff Training	£ 30.00	£ 6.00	£ 36.00	Local Government Act 1972 s.111
BACS 2023-199	DCK Payroll Solutions	Payroll Services	£ 30.00	£ 6.00	£ 36.00	Local Government Act 1972 s.111
BACS 2023-200	Edge IT Systems Ltd	Councillor email set up	£ 66.00	£ 13.20	£ 79.20	Local Government Act 1972 s.111
BACS 2023-201	Highline Electrical Ltd	Pavilion Maintenance	£ 71.73	£ 14.35	£ 86.08	Community centres - Local Government Act 1972, s.133
BACS 2023-202	Middle Marches Community Land Trust	Councillor Training	£ 40.00	£ -	£ 40.00	Local Government Act 1972 s.111
BACS 2023-203	Gobowen Allotment Society	Allotment deposit	£ 25.00	£ -	£ 25.00	Allotments - Smallholdings & Allotments Act 1908, s.23
BACS 2023-204	Brewer, D	Pavilion Caretaking and Cleaning	£ 292.50	£ -	£ 292.50	Community centres - Local Government Act 1972, s.133
2023-205	Brewer, D	Allotment Path Cutting	£ 54.50	£ -	£ 54.50	Small Holdings and Allotments Act 1908 s26
BACS 2023-205	Brewer, D	bus shelter cleaning	£ 49.05	£ -	£ 49.05	Bus shelters - Local Government (Misc. shelters Prov.) Act 1953, s.4
BACS 2023-205	Brewer, D	Playing Field grasscutting rough area	£ 21.80	£ -	£ 21.80	Open Spaces - Public Health Act 1875 s.164
BACS 2023-205	Brewer, D	Litter picking	£ 98.10	£ -	£ 98.10	Open Spaces - Public Health Act 1875 s.164
BACS 2023-210	K Jones	Silent Soldier repairs	£ 13.98	£ -	£ 13.98	General Power of Competence - Localism Act 2011, s.1-8
BACS 2023-211	P Crow	War memorial maintenance	£ 14.40	£ -	£ 14.40	War memorials - War Memorials (Local Authorities Powers) Act1923,s.1 as extended by LGA 1948 s.133
		Totals	£22467.83	£4371.70	£26839.53	

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Income received in September 2023

Description	Net	VAT	Gross
Pavilion Hire	£270.00	0.00	£270.00
Interment Charges (1)	£380.00	0.00	£380.00
Bank interest / Dividends	£549.72	0.00	£549.72
Allotment rentals / deposits	£29.12	0.00	£29.12
Insurance payment (Planters)	£297.90	0.00	£297.90
Totals	£1526.74	£0.00	£1526.74