

Selattyn and Gobowen Parish Council

Minutes of the Parish Council meeting held on Wednesday 8th November 2023 at The Pavilion, Gobowen, commencing at 7pm

In the Chair: Cllr Dyke

Present: Cllr Broom, Cllr Clare, Cllr Crow, Cllr Ellis (part), Cllr Emery, Cllr Evans, Cllr Lander, Cllr Martin.

In attendance: Mrs B Laraway (Parish Clerk and RFO)
Shropshire Cllr Mark Jones
PCSO D Hughes
1 member of the public (part)

Apologies: Cllr Macey, Cllr McKenna, Cllr Mellor, Cllr Morgan.

Absent Cllr Morris, Cllr Westwood-Bate

1975. To receive apologies and reasons for absence

Apologies were received from Cllr Macey, Cllr McKenna, Cllr Mellor, Cllr Morgan.

1976. Disclosable Pecuniary Interests

- a. Cllr Emery declared a personal (non pecuniary) interest in 1980g and didn't take part in the agenda item.
- b. There were no applications for dispensation

Item 1979c Police report was taken at this point. The minutes record the business in accordance to the published agenda.

Cllr Ellis entered the meeting.

1977. Public Participation session

There were no members of the public present at this point of the meeting.

1978. Minutes

- a. **RESOLVED:** The minutes of the Full Council meeting held on 11 October 2023 were confirmed as a true record of the meeting and were duly signed.
- b. The draft minutes of the Finance and Executive committee meeting held on 25 October 2023 were **NOTED**

1979. Reports - to consider

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

The Clerk gave a verbal report on progress with the playing field hedge and installation of the Christmas tree pit.

- b. Shropshire Council elected Councillors

Shropshire Councillor Mark Jones reported on the following matters:

- Cllr Jones attended a talk by Shropshire Council's waste department to provide an update on Veolia's performance and contract. Shropshire Council are exploring ways that they can make money from waste.
- The North West relief road was approved by planning.
- The Aspen Grange development in Weston Rhyn will start to be occupied very soon.

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Councillors asked questions on the following matters:

- The grid in the pavement outside the sandwich shop in Gobowen village and very lengthy delays in repair.
- Delay in repairing the existing Vehicle Activated Sign (VAS) on Chirk Road and the delay in the installation of new VAS being approved.
- Relocation of 30mph signs in Selattyn in accordance with the section 106 agreement for the Ellis Meadow development.
- Shropshire Council were thanked for repairing the lit bollards on the mini roundabout at the entrance to Wat's Meadow very quickly.

c. Police Report

PCSO Hughes reported on the following matters:

- Changes of personnel within the Oswestry Rural North team.
- Support has been provided for the Community Speedwatch team.
- Crime in the area.
- Hope that lights will be installed on the new black bridge
- Forthcoming training to have more powers to enforce parking matters.
- Cybercrime and the availability of resource to talk to community groups.
- Encouraging sign up to Neighbourhood alerts.

Councillors asked questions on the following matters:

- Cars parking on the pavement on Trewern Avenue, particularly at the junction.

d. Other reports

- Cllr Dyke reported that the librarian is retiring at the end of the month after many years of service in the community. It was **agreed** that the Clerk would write thank you letter on behalf of the Council.
- Cllr Dyke reported on the Shropshire Association of Local Councils AGM which took place online on Friday 3rd November.
- Cllr Clare reported on the Middle Marches Community Land Trust event concerning the maintenance of verges, hedges and meadows. Developers are now required to retain hedges on development sites.

1980. *Financial matters*

a. Monthly statement

RESOLVED: To note the bank reconciliation (Appendix B)

b. Payments

RESOLVED: To approve payments made during October and forthcoming for November (Appendix B)

c. Income

RESOLVED: To note income received in October (Appendix B)

d. 2022-23 VAT Partial Exemption Calculation was **NOTED**.

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e. Banking

RESOLVED: To approve £2224.93 transfer from Redwood Bank to Unity Trust Bank to reduce Redwood Bank Balance to £85,000. The forms were duly signed by those signatories present at the meeting. The Clerk will liaise with the signatories that were absent.

f. Expenditure – **to approve:**

- i. Clerk training: The role of local Councils in Planning **£30**

RESOLVED: Approved

- ii. Bus Shelter **£3395 + vat**

RESOLVED: Approved

- iii. Bus Shelter Base **£2560 + vat**

RESOLVED: Approved

- iv. Scribe Cemetery licence 1 Jan 2024 – 31 December 2024. **£561.60 + vat**

RESOLVED: Approved

- v. Highline Electrical Ltd – 2 x Section 50 permits for recent concrete column upgrades **£1000+ vat**

RESOLVED: Approved. Payment to be made from general reserves.

g. Pavilion hire deposit for bonfire event.

RESOLVED: To re-imburse the £75 security deposit to Gobowen Community Group.

1981. *Correspondence*

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

- b. Derwen College – request to hang banner on playing field railings advertising their Christmas event **to consider**

RESOLVED: To grant permission for the banner. Derwen College to be asked to check the security of the banner during windy weather and to remove it the day after the event.

- c. Resident request that the Parish Council clear up fallen conkers on Fernhill Avenue, the playing field steps and playing field path **to consider**.

This matter was discussed for several minutes. It was noted that Shropshire Council are responsible for road sweeping. It was also noted that conkers and leaves fall from the tree over a period of many weeks which would make it very difficult to keep the steps and path clear at all times. The Clerk reminded the Council that the Parish Maintenance contract will include weekly clearing of the Fernhill Lane steps from 1 April 2024.

RESOLVED: The request was not agreed. The Clerk was asked to write to the resident with the information noted above.

- d. Shropshire Association of Local Councils (SALC) Annual Report and accounts was **NOTED**.

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1982. *B5069 avenue of trees project – to receive report and agree next steps.*

RESOLVED: To proceed with the project. Cllr Macey, Cllr Ellis, Cllr McKenna, Cllr Evans and Shropshire Cllr Jones will form the working party to plant and provide maintenance and aftercare for the trees.

1983. *Solar Farm grant received April 2018 – to consider report*

RESOLVED: To rescind resolution FE380b made at the Finance & Executive committee meeting on 26th July 2023. The letter to Shropshire Council will not be written.

NOTED: The grant of £19,957.98 can be used for any parish council facility or project of general community benefit.

1984. *Motions*

- a. **To consider** funding tennis coaching sessions for young people during the school summer holidays in 2024.

RESOLVED: To agree £600 for the 2024-25 budget for this project.

1985. *Hengoed Cemetery – to discuss and agree next steps*

- a. Matters arising from Memorial Safety inspections

The Clerk had provided a report concerning two headstones and actions taken following the Memorial Safety inspections taken in August 2023.

RESOLVED: To re-prioritise Headstone A to priority 2 and inspect again in twelve months as it is no longer in danger of falling.

RESOLVED: To check that Headstone B remains staked. To write to the family and advise them that the headstone will be laid flat if the stake is repeatedly removed.

- b. Damaged bench

RESOLVED: To write to the bench owners advising that the bench must be removed and a recycled plastic seat can be put in its place.

1986. *River Perry bank maintenance quote – to consider*

This item was deferred to the next meeting as the quote had not yet been obtained.

1987. *Finance and Executive committee recommendations*

To approve the following updated policies:

- a. Accounting Procedures risk assessment
- b. Risk Management policy
- c. Asset inspection schedule

RESOLVED: To approve the updated policies.

1988. *Recent flooding in the parish – to discuss and consider any actions*

RESOLVED: to report the following to Shropshire Council

- Flooding of the houses along station road and the pub in Gobowen.
- Road flooding on Station road and Twmpath Lane was severe and prevented access to the services at the station and the hospital
- Water coming up through manhole covers in Bryn Y Castell Gardens
- The stream from the A5 culvert needs to be dredged as it can't cope with the water flow, and the bridge under the B5069 needs clearing out.

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The Clerk was asked to investigate if a report can be obtained on the flood risk in the parish.

Shropshire Cllr M Jones left the meeting

1989. Pavilion energy contracts – to consider quotes for early renewal of contracts.

RESOLVED: Not to renew the contracts at this time. To be reconsidered at the April meeting.

1990. Planning application to note for information

a. **Reference:** [23/04695/AGR](#)

Address: Rhosygadfa, Gobowen.

Proposal: Erection of agricultural storage building.

RESOLVED: The Planning application was noted

1991. Planning decisions - to note

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

Decision: Grant Permission

c. **Reference:** [23/03633/CPE \(Lawful Development\)](#)

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

Decision: Grant permission

RESOLVED: The Planning decisions were noted

1992. Future agenda items

None

1993. Future meetings - to note the date of the next meeting: 13th December 2023

NOTED.

Meeting closed 20.30

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Appendix A Clerk's report

The Clerk's priorities and workload were reviewed at the Finance & Executive committee meeting held on 25th October. The updates below reflect the new priorities.

In hand projects

Project	Update since last meeting
St Martins Road Bus Shelter	Complete – Shelter installed 31 st October 2023.
Christmas Tree Pit	Awaiting installation date from contractor
Chirk Road Vehicle Activated Signs (VAS)	On hold pending information from Shropshire Council
Pavement Clearance works contract	Draft contract sent to contractor to review. Contract and works start date to be arranged. Also see update on project funding below.
Maintenance contract tenders	Invitation to tender documents not yet issued.
Playing field hedge	Awaiting quotes from contractors. Source of temporary fencing identified – awaiting confirmation of pricing and fencing availability.
Devices for Councillors	Proposals and prices have been obtained from 2 suppliers. Awaiting info from 3 rd supplier.

Priority Projects

Project	Update since last meeting
Parish Council website	No progress since identified as priority project.
Memorial Safety inspection letters	No progress since identified as priority project.

Other matters

1. B5069 Pavement Clearance works funding.

Oswestry Town Council discussed the request from this Council for funding towards this project at their meeting on 11th October. Oswestry TC did not agree to fund any work as they consider it is the responsibility of Shropshire Council to clear the pathways and were concerned that this would not be a sustainable project. Oswestry TC are asking for a meeting with Shropshire Council's portfolio holder to highlight the numerous complaints that they receive about overgrown hedges and will invite this Council to join the meeting.

2. Thank you email received

The Clerk has received an email from a member of the Community Speedwatch team asking that the Council is made aware of the unbelievable community work being carried out by Cllr Craig Emery. The email asks for a mention of thanks to Craig and explains that he is

currently organising or involved in the speed watch group, community litter picks, Gobowen pantomime, fireworks night, and neighbourhood watch to name just a few of his projects.

3. Flower bed maintenance – Gobowen Station car park entrance

Network Rail has confirmed that they are responsible for the maintenance of this planted area and advised that they will be attending on 3rd November to tidy it up. They have no regular maintenance of this area scheduled as they do not employ a Grounds Maintenance Team. The Clerk requested that ground cover plants are planted to keep the weeds down but was advised that there was no funding to purchase plants.

4. Place Plan

Shropshire Council has confirmed receipt of the projects submitted by the Parish Council. These are now being considered within Shropshire Council and it is anticipated that Parish Councils will start to receive feedback in December.

5. Allotment hedge

Awaiting date from contractor for works to be carried out.

6. Play equipment for children with disabilities

The Clerk has met with the resident that requested play equipment. A very short survey has been created and posted on facebook and has received 6 responses to date. A link to the survey will be included in the November Parish Roundabout magazine – closing date 31st December 2023. A report on the survey results will come to Council in early 2024.

7. Bleed Control kits

Options for kits and cabinets are being investigated for consideration at the next meeting.

8. Live Streaming Council meetings (Motion submitted by Cllr Lander)

Options and costs are being investigated for consideration at the next meeting.

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Appendix B Financial Matters

Bank reconciliation

	Bank Reconciliation at 01/11/2023		
	Cash in Hand 01/04/2023		364,128.49
	ADD Receipts 01/04/2023 - 01/11/2023		172,570.57
			536,699.06
	SUBTRACT Payments 01/04/2023 - 01/11/2023		83,991.00
A	Cash in Hand 01/11/2023 (per Cash Book)		452,708.06
	Cash in hand per Bank Statements		
	Petty Cash	01/05/2023	0.00
	Multipay Card	09/10/2023	-222.17
	CCLA Public Sector Deposit Fund	30/09/2023	176,575.80
	Redwood Bank 95 Day notice (ope	28/07/2023	87,224.93
	Nationwide Busines 95 Day Saver	15/08/2023	85,000.00
	Unity Trust Deposit Account	01/11/2023	81,489.38
	Unity Trust Current Account	01/11/2023	22,417.95
			452,485.89
	Less unrepresented payments		
			452,485.89
	Plus unrepresented receipts		222.17
B	Adjusted Bank Balance		452,708.06
	A = B Checks out OK		

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Payments made prior to meeting

Ref	Supplier	Description	Net	Vat	Gross	Act
DD 2023-212	Veolia ES	Refuse emptying	£45.56	£9.11	£54.67	Local Government Act 1972, s.214(6)
DD 2023-213	Water Plus	Pavilion Water	£20.29	£0.00	£20.29	Local Government Act 1972, s.133
DD 2023-214	Ocean Telecom (UK) Limited	Staff telephone	£47.00	£9.40	£56.40	Local Government Act 1972 s.111
DD2023-215	Veolia ES	Annual Duty of care charge	£39.95	£7.99	£47.94	Local Government Act 1972, s.214(6)
BACS 2023-216	SLCC Shropshire Branch	Staff Training	£30.00	£0.00	£30.00	Local Government Act 1972 s.111
300964	C Ford (Royal British Legion Poppy Appeal)	wreath and lamppost poppies	£100.00	£0.00	£100.00	General Power of Competence - Localism Act 2011, s.1- 8
DD 2023-218	SSE	Pavilion Gas	£11.72	£0.58	£12.30	Local Government Act 1972, s.133
DD2023-221	HMRC, Parish Clerk, NEST	Tax & NI, Staff Salary, Pension contributions	£3171.60	£0.00	£3171.60	Local Government Act 1972 s 112 (1) Pensions Act 2008 s3, s33
CARD	Lloyds Bank Commercial Card Services	Multipay card monthly fee	£3.00	£0.00	£3.00	Local Government Act 1972 s.111
DD2023-224	Vodafone Limited	Mobile phone	£21.24	£4.24	£25.48	Local Government Act 1972 s.111
		Totals	£3490.36	£31.32	£3521.68	

Forthcoming payments for approval

Ref	Supplier	Description	Net	Vat	Gross	Act
BACS 2023-226	DCK Payroll Solutions	Payroll Services	£30.00	£6.00	£36.00	Local Government Act 1972 s.111
DD 2023-227	Water Plus	Allotment water	£29.75	£0.00	£29.75	Smallholdings & Allotments Act 1908, s.23
BACS 2023-228	Derwen College	Planters project	£71.40	£14.28	£85.68	General Power of Competence - Localism Act 2011, s.1- 8
BACS 2023-228	Derwen College	Planters project	£281.45	£56.29	£337.74	General Power of Competence - Localism Act 2011, s.1- 8

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Ref	Supplier	Description	Net	Vat	Gross	Act
BACS 2023-230	Matt Euers (Ace Shelters)	New Bus Shelter	£3,395.00	£679.00	£4,074.00	Local Government (Misc. shelters Prov.) Act 1953, s.4
BACS 2023-231	J M Contractors	Bus Shelter Base	£2,560.00	£512.00	£3,072.00	Local Government (Misc. shelters Prov.) Act 1953, s.4
BACS 2023-232	Amberol Limited	Replacement Planters	£297.90	£59.58	£357.48	General Power of Competence - Localism Act 2011, s.1- 8
BACS 2023-233	Starboard Systems Ltd	Scribe Cemetery	£561.60	£112.32	£673.92	Local Government Act 1972 s.111
BACS 2023-234	Highline Electrical Ltd	Section 50 Permits (streetlights)	£1,000.00	£200.00	£1,200.00	Parish Councils Act 1957 s.3
BACS 2023-235	Ray Parry Playground Services	Swing Repairs	£420.00	£84.00	£504.00	Local Government (Miscellaneous Provisions) 1976 s.19
BACS 2023-236	SCRewfix	Noticeboard installation materials	£19.97	£3.99	£23.96	Local Government Act 1972, s.214
BACS 2023-237	Mr S Coady	Christmas Tree Grant Selattyn	£100.00	£0.00	£100.00	General Power of Competence - Localism Act 2011, s.1- 8
BACS 2023-238	Brewer, D	Pavilion Caretaking and Cleaning	£348.80	£0.00	£348.80	Community centres - Local Government Act 1972, s.133
BACS2023-238	Brewer, D	Allotment Path Cutting	£54.50	£0.00	£54.50	Small Holdings and Allotments Act 1908 s26
BACS 2023-238	Brewer, D	bus shelter cleaning	£49.05	£0.00	£49.05	Local Government (Misc. shelters Prov.) Act 1953, s.4
BACS 2023-238	Brewer, D	Playing Field grass cutting rough area	£21.80	£0.00	£21.80	Open Spaces - Public Health Act 1875 s.164
BACS 2023-238	Brewer, D	Litter picking	£98.10	£0.00	£98.10	Open Spaces - Public Health Act 1875 s.164
		Totals	£9219.42	£1727.46	£10946.88	

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Income received in October 2023

Description	Net	VAT	Gross
Pavilion Hire	£65.00	0.00	£65.00
Interment Charges (1)	£610.00	0.00	£610.00
VAT Refund	£0.00	£2599.57	£2599.57
Memorial Fees (1)	£85.00	0.00	£85.00
Roundabout advertising	£20.63	£4.13	£24.76
Totals	£780.63	£2603.70	£3384.33

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2022-23 VAT Partial Exemption Calculation

Selattyn and Gobowen Parish Council Partial Exemption Calculation 2022-23

SGPC charges for a number of services. Some of these are vatable (Parish Roundabout Advertising).

Others are non vatable (Allotments, Community Meals, Cemetery, Pavilion Hire).

VAT legislation permits VAT to be reclaimed on expenses for non-vatable services up to an annual maximum of £7,500. This is a partial exemption.

It is recommended that organisations calculate their partial exemption at least once in every 3 year period and they must evidence that they have done so if required by HMRC.

The details below relate to the last complete financial year - 2022/23

Allotments

Code	Title	Actual	Payments Actual
11	Tenancy Payments	1,111.00	
13	Allotment water		261.53
15	Maintenance / Path cutting		585.99
NET TOTAL		1,111.00	847.52
V.A.T.		0.00	25.36
GROSS TOTAL		1,111.00	872.88

Hengoed Cemetery

Code	Title	Actual	Payments Actual
99	Sale of plots	6,878.75	
101	Interment Charges	2893.75	
103	Memorial Charges	1290.00	
91	Grass cutting		2,913.00
95	Refuse emptying		637.05
97	Maintenance		1,604.92
105	Scribe Software		468.00
107	ICCM Membership		95.00
NET TOTAL		11,062.50	5,717.97
V.A.T.		0.00	307.06
GROSS TOTAL		11,062.50	6,025.03

Pavilion

Code	Title	Actual	Payments Actual
73	Hire income	1,180.00	
65	Gas and Electricity		1412.91
75	Water		212.41
69	Maintenance		1,559.01
67	Broadband		401.40
61	Management & Cleaning		2,188.06
NET TOTAL		1,180.00	5,773.79
V.A.T.		0.00	391.47
GROSS TOTAL		1,180.00	6,165.26

To note: VAT reclaimed on exempt supplies was **£723.89** for 2022/23.

This is well below the £7,500 limit