

# Selattyn and Gobowen Parish Council

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## Minutes of the Parish Council meeting held on Wednesday 13<sup>th</sup> December 2023 at The Pavilion, Gobowen, commencing at 7pm

**In the Chair:** Cllr Dyke

**Present:** Cllr Broom, Cllr Crow, Cllr Ellis, Cllr Emery, Cllr Lander, Cllr Martin, Cllr McKenna, Cllr Mellor, Cllr Morris.

**In attendance:** Mrs B Laraway (Parish Clerk and RFO)  
Mr R Davies and Mr J Powell (Balfours)  
PCSO D Hughes  
6 members of the public

**Apologies:** Cllr Clare, Cllr Macey, Cllr Morgan.

**Absent** Cllr Westwood Bate, Cllr Evans.

### **1994. To receive apologies and reasons for absence**

Apologies were received from Cllr Clare, Cllr Macey and Cllr Morgan.

### **1995. Disclosable Pecuniary Interests**

- a. There were no declarations of pecuniary interest in any items on the agenda.
- b. There were no applications for dispensation

### **1996. Public Participation session**

Three members of the public spoke on the following matters:

- Slow progress of the Chirk Road VAS project
- Request from the Community Speedwatch volunteers for support from the Parish Council in liaising with Shropshire Council to reduce speeding in Gobowen village.
- Use of the 9v9 football pitch by Oswestry Boys and Girls Club.
- Future maintenance and management of the trees planted on the playing field.

*Item 1999c Police report was taken at this point. The minutes record the business in accordance with the published agenda.*

*PCSO Hughes left the meeting*

### **1997. Presentation by Mr W Shuttleworth, Balfours**

Mr R Davies and Mr J Powell attended the Parish Council meeting in Mr Shuttleworth's place and gave an overview to the Council about re-submitted planning application 23/04928/FUL (Agenda Item 2009b) covering flood risk, extent of alterations to the existing buildings, the number of new buildings, retention of the existing water wheel and pit, entrance visibility splays, surface water attenuation and foul and surface water disposal.

Councillors asked questions or made comments on the following matters:

- Additional concerns raised by Shropshire Council Conservation on 13<sup>th</sup> December
- Flood risk maps published by national agencies do not accurately reflect the flooding that occurs in the locality.
- The Flood risk assessment for the application relies on re-zoning rather than addressing the core issues of flooding. Pentrewern farmhouse flooded six times in six years.
- Long term maintenance of the sewage treatment plant.

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During the question-and-answer session, Mr J Powell advised the meeting that Cllr Ellis had an undeclared conflict of interest, stating that he was an aggrieved former tenant of the property. Mr Powell also made personal comments about Cllr Ellis. The Chair responded that Cllr Ellis was aware of his duty to make such a declaration in relation to any Council business when he considers that he has an interest.

## **1998. Minutes**

- a. **RESOLVED:** The minutes of the Full Council meeting held on 8 November 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 22 November 2023 were **NOTED**
- c. The draft minutes of the Amenities and Services committee meeting held on 22 November 2023 were **NOTED**

## **1999. Reports - to consider**

- a. Parish Clerk's progress report ([Appendix A](#))  
The Clerk's report was **NOTED**.
- b. Shropshire Council elected Councillors  
There were no Shropshire Councillors present
- c. Police Report
  - Cllr Dyke thanked PCSO Hughes for the explanations of the crime codes that appear on the November report.
  - PCSO Hughes advised that a new Police Constable has been appointed. He will email details to the Parish Clerk.
  - PCSO Hughes thanked the Community speedwatch team for recruiting new members to carry out speedwatch in Upper Hengod.
- d. Other reports
  - Cllr McKenna reported that a meeting had taken place between Shropshire Council representatives and parishioners concerning the Fernhill Lane path. The Parish Paths Partnership had not been invited to the meeting.
  - Cllr McKenna reported that he, Cllr Lander and the Parish Clerk had attended Emergency planning training. Parish Council are being urged to develop emergency plans.

## **2000. Financial matters**

- a. Monthly statement  
**RESOLVED:** To note the bank reconciliation ([Appendix B](#))
- b. Payments  
**RESOLVED:** To approve payments made during November and forthcoming for December ([Appendix B](#))
- c. Income  
**RESOLVED:** To note income received in November ([Appendix B](#))

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## d. Banking

**RESOLVED:** To approve £10,000 transfer from Unity Deposit Account to Unity Current Account made by the Clerk under delegated powers.

## e. Expenditure – to approve:

- i. SG85 Streetlight Service removal (see minute AS514b) to be paid from general reserves **£1777+vat**

**RESOLVED:** Approved

- ii. Imprint – November Parish Roundabout **£841**

**RESOLVED:** Approved

- iii. Prees Heath Forest Nurseries (B5069 tree project) **£903.98** + vat. To approve the additional **£3.98** from general reserves (budget was £900) and to approve payment

**RESOLVED:** Approved

- iv. Middle Marches Community Land Trust conference 17<sup>th</sup> November. Donation of £40 was agreed for 2 Councillors (Agenda Item 1961e). A 3<sup>rd</sup> Councillor booked to attend – donation increased to **£60** (£20 each).

**RESOLVED:** Approved

- v. Highline Electrical Ltd – Christmas Tree Pit installation **£895+vat**

**RESOLVED:** Approved.

- vi. Councillor Mileage – Cllr Mckenna **£17.10** (Restoring Shropshire's verges conference 13.10.23); Cllr Martin **£18.00** (Middle Marches Community Land Trust conference 17.11.23)

**RESOLVED:** Approved

- vii. Shropshire Council – Q3 Streetlight electricity **£769.87+vat**

**RESOLVED:** Approved

## 2001. *Internal audit – to note interim report*

The interim report from the internal auditor was **NOTED**.

## 2002. *Draft Budget 2024/25 – to consider recommendations from committees*

- a. Changes to earmarked reserves

- b. Budget proposals including additional projects

The Clerk reported that Veolia had advised of a fee increase from 1 January 2024, increasing the annual budget by £22.

- c. Fees and Charges

Items 2002a-c were considered en bloc.

**RESOLVED:** To agree the committee recommendations for earmarked reserves, budget proposals and additional projects (taking into account the £22 increase from Veolia) and Fees and Charges. ([Appendix C](#))

## 2003. *CCTV – to consider quote for equipment replacement*

**RESOLVED:** To agree the quote for replacement CCTV equipment.

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## 2004. *Pavilion working group*

### a. To receive progress report

The written progress report was **noted**. Cllr Dyke thanked everybody who is involved for their work.

### b. To consider proposed short-term improvements and scope for further project development.

**RESOLVED:** To agree the following next steps:

- To paint the main room (quotes to be obtained)
- To purchase replacement blinds for the main room and the kitchen (quotes to be obtained)
- To investigate improved heating and shower options
- To investigate an external body to carry out a consultation on Pavilion redevelopment.

### c. To consider list of items in storage at the Pavilion and agree continued storage or disposal.

**RESOLVED:** To agree the following actions:

- 'Our fallen' books - to include an article in the Parish Roundabout and on the Parish Council's social media pages advising residents that copies are available on request.
- CPR kit including resuscitation dummy (unused) – to organise CPR training in the parish.
- Christmas tree – to donate to group or charity shop
- Cups and saucers – to donate to group or charity shop
- Selattyn Parish Council metal storage box – to continue to store until a more suitable home is found.

## 2005. *Correspondence*

### a. Information circulated by email **to note**

**NOTED**

### b. Correspondence regarding avenue of trees project **to consider**

The Clerk was asked to reply to the correspondence with the following points:

- Platinum jubilee celebrations included donations for community celebrations which were open to all and the new garden of remembrance was named The Elizabeth Garden.
  - The avenue of trees are a long lasting commemoration.
  - Monitoring the trees will be carried out by knowledgeable volunteers until the trees are established enough to transfer to Shropshire Council.
- ### c. Request from Oswestry Boys & Girls Club for use of small football pitch from January to April 2024.

**RESOLVED:** To agree the request. The Clerk was asked to make the club aware of responsibilities for risk assessment, nets and pitch marking, and goalposts.

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## **2006. Motions**

- a. To consider subscribing to [The Purple Guide](#) website (£25p.a.) (Cllr Lander)

**RESOLVED:** To subscribe to the Purple Guide website

- b. To consider forming a Planning working group to look at the impact of changes in planning laws and regulations (Cllr Dyke)

**RESOLVED:** To form a Planning working group.

## **2007. Provision of devices to Councillors – to receive report and quotes.**

The Clerk was asked to seek further information and quotes.

## **2008. River Perry Bank Maintenance – to consider proposed routine maintenance plan and quote.**

**RESOLVED:** To agree the maintenance plan and quote.

## **2009. Planning applications to consider**

- a. Reference: [23/04790/VAR](#)

**Address:** Residential Development, Land Off Southlands Avenue, Gobowen.

**Proposal:** Variation of condition no.2 of planning permissions ref 22/00201/FUL to allow for increased fence height behind Plots 1-6 and phasing of development.

**RESOLVED:** To make no comment.

- b. Reference: [23/04928/FUL](#)

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

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

**RESOLVED:** To adopt a neutral position with the following comments:

- Highlighting the comments made by SC Historic Environment as being of concern, including overdevelopment of the site.
- If planning permission is granted, the Parish Council requests that the formation of a management company by the developer to manage the shared land and facilities on site is a planning condition.

- c. Reference: [23/04910/FUL](#)

**Address:** 12 Meadow Way, Gobowen, SY11 3LY

**Proposal:** Single storey extension to rear.

**RESOLVED:** To make no comment

- d. Reference: [23/05001/FUL](#)

**Address:** Brynley Croft, 9 Ellis Meadow, Selattyn, SY10 7FE

**Proposal:** Single storey sunroom extension to side and rear of dwelling.

**RESOLVED:** To make no comment

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## **2010. Planning applications for information only – to note**

### **a. Reference:** [23/05269/CPL](#)

**Address:** 30 Daywell Crescent, Gobowen, SY11 3LJ

**Proposal:** Lawful Development Certificate for a single storey rear extension.

The planning application was **NOTED**.

## **2011. Planning decisions - to note**

### **a. Reference:** [23/00087/FUL](#)

**Address:** Proposed Residential Development Land Adj The Tilings, Whittington Road, Gobowen, Shropshire

**Proposal:** Residential development of 15no. dwellings with new vehicular access

**Decision:** Grant Permission

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

**Address:** Granary House, Ebna, Rhosygadfa, Gobowen, SY10 7BL

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

**Decision:** Refuse

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

**Address:** Westbourne House, St Martins Rd, Gobowen, SY11 3PH

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

**Decision:** Grant permission

The planning decisions were **NOTED**.

## **2012. Future agenda items**

- Parish Roundabout magazine production costs (Cllr Crow)

## **2013. Future meetings**

Date of next meeting: 10<sup>th</sup> January 2024.

## **2014. 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.

## **2015. Planning Enforcement**

The Planning Enforcement report was **NOTED**.

## **2016. Staff matters**

**RESOLVED:** To implement the Local Government Services Pay Agreement 2023, backdated to 1 April 2023.

**RESOLVED:** To agree the Parish Clerk's annual leave request.

*Meeting closed 20.55*

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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 25<sup>th</sup> October. The updates below reflect the new priorities.

### **In hand projects**

Project	Update since last meeting
St Martins Road Bus Shelter	Complete
Christmas Tree Pit	Complete
Chirk Road Vehicle Activated Signs (VAS)	Teams meeting with Shropshire Council officer on 3.12.23. They are awaiting contractual prices for supply & maintenance from their supplier and draft agreement documents for Town & Parish Councils from Shropshire Council Legal.
Pavement Clearance works contract	Councillors report that the pavement between Gobowen and Oswestry has been completed by Shropshire Council. Contract start date to be agreed.
Maintenance contract tenders	Documents finalised, circulated to existing contractors and others that have expressed an interest. Posted on facebook. Next steps is to research other local suppliers and invite to tender.
Playing field hedge	Three quotes received. This is the Clerk's next priority to complete.
Devices for Councillors	On agenda for this meeting.

### **Priority Projects**

Project	Update since last meeting
Parish Council website	No progress since identified as priority project.
Memorial Safety inspection letters	All letters sent for any graves with current contact information. Notes left on other graves asking friends / family to get in touch.

## **Parish Clerk's Progress report continued**

### **1. Bus Shelter – thank you.**

A resident of Perry Road has contacted the Council with 'heartfelt thanks' for the new bus shelter on St Martins Road.

## 2. Thank you email received

The Clerk has received the following thank you email from Gobowen Pantomime:

*“I’ve been asked to write to the Council to thank them for their generous grant of £250 towards Gobowen Pantomime.*

*Just to confirm that the grant has now been spent on a mixture of wood & paint for the set alongside a small spend on costumes.*

*The Panto itself is on track to deliver a show to over 400 people across 4 performances and its fair to say we were absolutely blown away by the demand for tickets.*

*Your Grant has allowed us to keep ticket pricing low and fingers crossed we will be in the position to create a sustainable Panto for Gobowen for years to come.”*

## 3. Terrorism (Protection of Premises) draft bill

The Clerk has attended a Society of Local Council Clerks (SLCC) briefing covering this new legislation, also known as [Martyn’s law](#), likely to come in during 2024.

The SLCC highlighted what the introduction of the law will mean for Parish Councils:

- That they engage with freely available counter terrorism advice and training
- That they conduct vulnerability assessments of their operating places, spaces and events
- That they mitigate risks created by the vulnerabilities identified
- That they develop and implement security plans

The scope of the legislation covers premises with a capacity of over 100, or public events with a capacity of over 800. The legislation will place a duty on all premises managers and event organisers, not just public bodies.

There will be an impact for Parish Councils for any events in their buildings or on their land even if they aren’t the event organisers due to the provisions of the [Occupiers Liability Act 1957](#)

## 4. Freedom of Information Requests

The Clerk received a request for information on 25<sup>th</sup> October 2023 which was treated as a Freedom of Information request. It was responded to on 21 November 2023.

### Details of the request:

Re: Agenda item 1666 of July 2022. The following information was requested:

- What the terms of reference are that were ultimately decided?
- Which of the St Martins Councillors were involved?
- Does the subsequent group have any notes / minutes we can review?

### Response

The following information was provided:

- Details of the date, time and location of the task and finish group’s only meeting.
- Copies of emails:
- 090622 from Selattyn & Gobowen Parish Clerk to St Martins Parish Clerk
- 100622 from St Martins Parish Clerk to Selattyn and Gobowen Parish Clerk.



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- 160123 from Selattyn and Gobowen Parish Clerk to task and finish group members and St Martins Parish Clerk.

A second Freedom of Information request was received on 24<sup>th</sup> November. This was withdrawn by the originator on 29<sup>th</sup> November.

## 5. Communications Charter – Shropshire Council

A motion to approach Shropshire Council to set up a Communications Charter with town and parish councils was agreed at the SALC AGM last month. SALC officers have taken this forward with Shropshire Council and a working group is being set up with Shropshire Council Officers and Clerks from a selection of Town and Parish Councils to take this forward. Selattyn and Gobowen Parish Council were invited to be involved and, given the number of Parish Council projects that have been impacted by communications with Shropshire Council, the Clerk has accepted the invitation.

## 6. Grants for Cultural projects

[Vibrant Shropshire](#) has secured £100,000 funding to support organisations to deliver cultural projects over the next 2 years. The deadline for the current round of funding is 11<sup>th</sup> December 2023 but grants will also be made available in 2024 / 25. The types of projects in scope are visual and performing arts, dance, crafts, museums, heritage, history, archaeology, archives, architecture, libraries, open spaces, countryside recreation, sport, hospitality, cafes and restaurants, visitor attractions and locally produced food and drink.

## 7. ROSPA Play equipment inspection.

The inspection report has been received. There are 3 items that have been identified as moderate risk. The Clerk will request a quote for repairs from Ray Parry Playground Services for consideration at January's Amenities and Services committee meeting.

## 8. Correspondence

The Clerk has been contacted by a resident regarding dangerous structures and rubbish being tipped outside the building on the corner of By Pass Road and Old Whittington Road. The Clerk asked the resident to report the matter directly to Shropshire Council.

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

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

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## Appendix B Financial Matters

### Bank reconciliation

	<b>Bank Reconciliation at 01/12/2023</b>		
	Cash in Hand 01/04/2023		364,128.49
	<b>ADD</b>		
	Receipts 01/04/2023 - 01/12/2023		174,456.71
			538,585.20
	<b>SUBTRACT</b>		
	Payments 01/04/2023 - 01/12/2023		101,855.76
<b>A</b>	<b>Cash in Hand 01/12/2023</b> (per Cash Book)		<b>436,729.44</b>
	Cash in hand per Bank Statements		
	Petty Cash	01/05/2023	0.00
	Multipay Card	09/11/2023	-96.98
	CCLA Public Sector Deposit	30/11/2023	178,109.44
	Redwood Bank 95 Day notice	28/07/2023	87,224.93
	Nationwide Busines 95 Day	15/08/2023	85,000.00
	Unity Trust Deposit Account	01/12/2023	71,489.38
	Unity Trust Current Account	01/12/2023	14,941.90
			<b>436,668.67</b>
	Less unrepresented payments		36.21
			436,632.46
	Plus unrepresented receipts		96.98
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>436,729.44</b>
	<b>A = B Checks out OK</b>		

Unrepresented payments:

£28.50 Stamps + £7.71 Printing = Total £36.21

Unrepresented receipts:

£96.98 payment to Lloyds Multipay card (not yet reconciled)

## Selattyn and Gobowen Parish Council

### Payments made prior to meeting

Ref	Supplier	Description	Net	Vat	Gross	Act
DD 2023-225	Ocean Telecom (UK) Limited	Staff telephone	£47.00	£9.40	£56.40	Local Government Act 1972 s.111
BACS 2023-243	Highline Electrical Ltd	Streetlight removal	£1777.00	£355.40	£2,132.40	Parish Councils Act 1957 s.3
BACS 2023-244	Imprint Design & Print	Printing	£841.00	£0.00	£841.00	LGA 1972 s.142
CARD 2023-245	ETC Saw Mills	Cemetery maintenance	£15.00	£3.00	£18.00	Local Government Act 1972 s.111
DD 2023-246	Lloyds Bank Commercial Card Services	Multipay card monthly fee	£3.00	£0.00	£3.00	Local Government Act 1972 s.111
CARD 2023-247	Amazon Services Europe S.a.r.L	Stationery	£13.32	£2.66	£15.98	Local Government Act 1972 s.111
DD 2023-249	Water Plus	Pavilion Water	£20.76	£0.00	£20.76	Local Government Act 1972, s.133
DD 2023-250	SSE	Pavilion electricity	£92.92	£6.14	£99.06	Local Government Act 1972, s.133
DD 2023-251	Veolia ES	Refuse emptying	£45.56	£9.11	£54.67	Local Government Act 1972, s.214(6)
DD 2023-252	SSE	Pavilion Gas	£31.73	£1.58	£33.31	Local Government Act 1972, s.133
CARD 2023-253	Post Office Ltd	Stamps / postage	£28.50	£0.00	£28.50	LGA 1972 s.142
BACS 2023-254; DD 2023-255	Parish Clerk, Nest	Staff Salary, Pension Contributions	£2320.84	£0.00	£2320.84	Local Government Act 1972 s 112 (1) Pensions Act 2003 s.3; s33.
CARD 2023-257	PrintPond Limited	Printing	£6.42	£1.29	£7.71	Local Government Act 1972 s.111
BACS 2023-258	Prees Heath Forest Nurseries	Trees	£903.88	£180.78	£1,084.66	Highways - Highways Act 1980, s.96
DD 2023-259	Vodafone Limited	Mobile phone	£18.08	£3.61	£21.69	Local Government Act 1972 s.111
DD 2023-260	Water Plus	Allotment water	£28.15	£0.00	£28.15	Smallholdings & Allotments Act 1908, s.23
DD 2023-261	SSE	Pavilion electricity	£43.56	£2.18	£45.74	Local Government Act 1972, s.133
		<b>Totals</b>	<b>£6296.72</b>	<b>£575.15</b>	<b>£6871.87</b>	

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### Forthcoming payments for approval

Ref	Supplier	Description	Net	Vat	Gross	Act
BACS 2023-56R	Gobowen Community Group	Security deposit refund	£75.00	£0.00	£75.00	Local Government Act 1972, s.133
BACS 2023-262	Highline Electrical Ltd	Streetlight repair	£138.53	£27.71	£166.24	Parish Councils Act 1957 s.3
BACS 2023-263	Highline Electrical Ltd	Christmas Tree pit	£895.00	£179.00	£1,074.00	LGA 1972, s.145
BACS 2023-264	Mr Fire Safety Ltd	Fire risk assessment; extinguisher service	£135.00	£27.00	£162.00	Local Government Act 1972, s.133
BACS 2023-265	Cheshire Association of Local Councils	Staff Training	£90.00	£0.00	£90.00	Local Government Act 1972 s.111
BACS 2023-266	SLCC	SLCC membership	£298.00	£0.00	£298.00	Local Government Act 1972 s.111
BACS 2023-267	Lyreco UK Ltd	Printer ink	£53.20	£10.64	£63.84	Local Government Act 1972 s.111
BACS 2023-268	DCK Payroll Solutions	Payroll Services	£30.00	£6.00	£36.00	Local Government Act 1972 s.111
DD 2023-269	Veolia ES	Refuse emptying	£45.56	£9.11	£54.67	Local Government Act 1972, s.214(6)
BACS 2023-270	Brewer, D	Pavilion Caretaking and Cleaning	£321.55	£0.00	£321.55	Local Government Act 1972, s.133
BACS 2023-271	Brewer, D	bus shelter cleaning	£49.05	£0.00	£49.05	Local Government (Misc. shelters Prov.) Act 1953, s.4
BACS 2023-271	Brewer, D	Grasscutting rough area	£15.00	£0.00	£15.00	Public Health Act 1875 s.164
BACS 2023-271	Brewer, D	Litter picking	£43.60	£0.00	£43.60	Public Health Act 1875 s.164
BACS 2023-274	A G Royce	Allotment maintenance	£475.00	£0.00	£475.00	Smallholdings & Allotments Act 1908, s.23
BACS 2023-275	A G Royce	Cemetery maintenance	£275.00	£0.00	£275.00	Open Spaces Act 1906,
BACS 2023-276	Cllr A Martin	Councillor mileage	£18.00	£0.00	£18.00	Local Government Act 1972 s.111
BACS 2023-277	Cllr M Mckenna	Cable ties for lamppost poppies	£7.74	£0.00	£7.74	Localism Act 2011, s.1- 8
BACS 2023-278	Cllr M Mckenna	Councillor mileage	£17.10	£0.00	£17.10	Local Government Act 1972 s.111
BACS 2023-279	Shropshire Council	Streetlight electricity	£769.87	£153.97	£923.84	Parish Councils Act 1957 s.3
		<b>Totals</b>	<b>£3752.20</b>	<b>£413.43</b>	<b>£4165.63</b>	

# Selattyn and Gobowen Parish Council

## Income received in November 2023

Description	Net	VAT	Gross
Pavilion Hire	£322.50	0.00	£322.50
Interest	£810.84	0.00	£810.84
Roundabout advertising	£25.00	£5.00	£30.00
<b>Totals</b>	<b>£1158.34</b>	<b>£5.00</b>	<b>£1163.34</b>

## Appendix C 2024/25 Budget, Fees and Charges

### 2024/25 BUDGET FINAL

#### Allotments

		2024-25 Budget	
		Income	Payments
11	Tenancy Payments & deposits	972.00	
13	Allotment water	-	366.00
15	Allotment maintenance	-	660.00
17	Allotment expansion	-	-
	Hedge Maintenance (roadside)	-	0.00
<b><u>COST CENTRE TOTAL</u></b>		<b>972.00</b>	<b>1026.00</b>

#### Gobowen Playing Fields

		2024-25 Budget	
		Income	Payments
31	Grass cutting	-	5160.00
33	Playing field general maintenance	-	2500.00
51	River Perry maintenance	-	1000.00
35	Playing Field inspections	-	490.50
37	Equipment repairs	-	1300.00
39	Litter Picking	-	1202.00
NEW	Playing Field Path Tarmac	-	50000.00
NEW	Playing Field Drainage investigations	-	5000.00
NEW	Replacement Fencing (Fernhill Avenue)	-	2500.00
45	Wayleave	13.09	-
<b><u>COST CENTRE TOTAL</u></b>		<b>13.09</b>	<b>69152.50</b>

#### Pavilion

		2024-25 Budget	
		Income	Payments
61	Caretaking and cleaning	-	3381.00
63	Council tax	-	-
65	Pavilion Gas & Electricity	-	1000.00
67	Pavilion broadband	-	439.00
69	Maintenance	-	1500.00
71	Pavilion equipment	-	-
73	Pavilion hire	1100.00	-
75	Water	-	-
<b><u>COST CENTRE TOTAL</u></b>		<b>1100.00</b>	<b>6320.00</b>

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<b><u>Hengoed Cemetery</u></b>		2024-25 Budget	
		Income	Payments
91	Grass cutting	-	4440.00
95	Refuse emptying	-	689.00
97	Cemetery general maintenance	-	1500.00
NEW	Soil Store emptying	-	1000.00
107	ICCM Membership	-	95.00
105	Cemetery Software	-	587.00
NEW	Headstone Repairs	-	2000.00
99	Sale of plots	7795.00	-
101	Interment charges	4300.00	-
103	Memorial charges	1710.00	-
<b><u>COST CENTRE TOTAL</u></b>		<b>13805.00</b>	<b>10311.00</b>

<b><u>Streetlights</u></b>		2024-25 Budget	
		Income	Payments
121	Streetlight LED upgrade	-	0.00
123	Concrete column replacement	-	26762.00
125	Streetlight maintenance	-	2300.00
127	Streetlight electricity	-	3674.00
<b><u>COST CENTRE TOTAL</u></b>		<b>0.00</b>	<b>32736.00</b>

<b><u>Parish Maintenance</u></b>		2024-25 Budget	
		Income	Payments
141/143	Gobowen & Selattyn planters	-	800.00
145	Bus Shelter maintenance	-	-
147	Bus Shelter cleaning	-	777.00
149	General maintenance	-	100.00
151	Additional bins - emptying	-	565.00
153	Defibrillator maintenance	-	170.00
<b><u>COST CENTRE TOTAL</u></b>		<b>0.00</b>	<b>2412.00</b>

<b><u>Parish Amenities</u></b>		2024-25 Budget	
		Income	Payments
191	CCTV running costs	-	3150.00
195	Roundabout newsletter	1750.00	3824.00
197	Noticeboards	-	-
199	Additional bins - purchase	-	-
203	Misc Parish Amenities	-	200.00
205	War memorials / armistice	-	150.00
<b><u>COST CENTRE TOTAL</u></b>		<b>1750.00</b>	<b>7324.00</b>

<b><u>Parish Grants</u></b>		2024-25 Budget	
		Income	Payments
171	Parish Grants	-	3335.000
173	Churchyard maintenance donations	-	1100.000
175	Members allowance / administration	-	750.000
177	Chairman's allowance	-	360.00
179	Councillors' expenses	-	200.00
181	Election costs	-	-
NEW	Volunteers Week Celebration Event	-	100.00
<b><u>COST CENTRE TOTAL</u></b>		<b>0.00</b>	<b>5845.00</b>

## Selattyn and Gobowen Parish Council

<b><u>Training</u></b>		2024-25 Budget	
		Income	Payments
221	Staff training	-	750.00
223	Councillor training	-	1000.00
<b><u>COST CENTRE TOTAL</u></b>		<b>0.00</b>	<b>1750.00</b>

<b><u>Banking</u></b>		2024-25 Budget	
		Income	Payments
231	Bank interest	8400.00	-
233	Bank charges	-	180.00
<b><u>COST CENTRE TOTAL</u></b>		<b>8400.00</b>	<b>180.00</b>

<b><u>Administration</u></b>		2024-25 Budget	
		Income	Payments
241	Peninsula - HR / H & S	-	2304.00
243	Parish Council Insurance	-	2176.00
245	Affiliation Fees (SALC)	-	1850.00
249	Software licences	-	771.30
250	Councillor Email licences	-	876.00
251	Office expenses (general)	-	785.00
253	Audit Fees	-	706.00
255	Payroll Services	-	437.00
257	Professional / membership fees (SLCC)	-	328.00
261	Staff telephone costs	-	420.00
263	Staff travel	-	250.00
265	Subscriptions	-	30.00
267	Parish Council website	-	399.00
269	Room hire	-	20.00
271	Data Protection fee	-	35.00
NEW	Cyber Insurance Policy	-	299.00
<b><u>COST CENTRE TOTAL</u></b>		<b>0.00</b>	<b>11686.30</b>

<b><u>Youthwork</u></b>		2024-25 Budget	
		Income	Payments
	Youthwork programme development	-	-
	Youth Club / Holiday activities funding		2092.00
NEW	Summer 2024 Tennis Session	-	600.00
<b><u>COST CENTRE TOTAL</u></b>		<b>0.00</b>	<b>2692.00</b>

<b><u>Staff Costs</u></b>		2024-25 Budget	
		Income	Payments
291	Salary, Pension, PAYE & NI, Allowance	-	42682.30
<b><u>COST CENTRE TOTAL</u></b>		<b>0.00</b>	<b>42682.30</b>

## Selattyn and Gobowen Parish Council

<b><u>Earmarked Reserves Projects</u></b>		2024-25 Budget	
		Income	Payments
303	Cemetery Maintenance Reserve		2000.00
93	Cemetery Expansion		2000.00
41	Sports Court resurfacing	-	500.00
144	EMG 23/24 Pavement Clearance works	1500.00	5710.30
259	Office equipment	-	300.00
NEW	Bracket Streetlight Removal Reserve	-	2422.50
NEW	Sport / Activity Infrastructure Project		20000.00
193	CCTV Equipment	-	300.00
<b><u>COST CENTRE TOTAL</u></b>		<b>1500.00</b>	<b>33232.80</b>
<b><u>GRAND TOTAL</u></b>		<b>27,540.09</b>	<b>227,349.90</b>
		NET	<b>199,809.81</b>

### Agreed changes to Earmarked Reserves

- EMG Project 23/24 - reduce to **£11,421** as part of the work has been completed by Shropshire Council
- Allotment Expansion **£3000** – delete this reserve as there is no current plan to procure additional land for allotments.
- Cemetery (Environmental Permitting Regulations) **£1800** – to delete reserve as UK Government has confirmed the regulations won't apply to existing cemeteries
- River Perry project **£4930.25** – to delete the reserve after the planting scheme has been completed
- Streetlight LED conversion **£1226** – to delete the reserve lights except one have now been converted to LEDs.
- Sport / Activity infrastructure – to create a new reserve allocating **£20,000** as an initial amount



## Selattyn and Gobowen Parish Council

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### Fees and Charges

#### Hengoed Cemetery

<b>Parishioner Fees</b>	<b>2024/25</b>
<b>Administration Fee</b> Fixed fee	<b>£205</b>
<b>Purchase of Lawn Grave at the time of burial</b> Parishioner	<b>£435</b>
<b>Purchase of Ashes plot in Garden of Remembrance or Elizabeth Garden</b> Parishioner	<b>£250</b>
<b>Introduction of Headstones</b> Cemetery	<b>£150</b>
Garden of Remembrance	<b>£150</b>
<b>Inscription to Headstones or Tablets</b> Additional wording (complete)	<b>£90</b>

<b>Non-Parishioner Fees</b>	<b>2024/25</b>
<b>Administration Fee</b> Fixed fee	<b>£410</b>
<b>Purchase of Lawn Grave at the time of burial</b> Parishioner	<b>£2450</b>
<b>Purchase of Ashes plot in Garden of Remembrance or Elizabeth Garden</b> Parishioner	<b>£1030</b>
<b>Introduction of Headstones</b> Cemetery	<b>£150</b>
Garden of Remembrance	<b>£150</b>
<b>Inscription to Headstones or Tablets</b> Additional wording (complete)	<b>£90</b>

## Selattyn and Gobowen Parish Council

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### Pavilion and Playing Field Hire

<b>Pavilion</b>	<b>2024/25</b>
<b>Room Hire – General Use</b> Use of all rooms and toilets – without shower facilities	£15/hour
<b>Use of all rooms, toilets and showers (Parish organisations/clubs)</b> Up to 2 hours in total 2hours to 4 hours in total 4 hours to 6 hours in total	£50 £65 £90
<b>Use of all rooms, toilets and showers (Non-Parish organisations/clubs)</b> Up to 2 hours in total 2hours to 4 hours in total 4 hours to 6 hours in total	£65 £85 £100
<b>Changing Room Hire – Football Teams for duration of game period Including use of showers and toilets.</b> Parish Teams Other Teams	£50 £100

<b>Playing Field</b>	<b>2024/25</b>
Misc Community fundraising events (non-profit making) using whole playing field	<b>£50</b>
Misc Community events using whole playing field – no fundraising and not for profit	<b>£0</b>
Commercial events using an area smaller than half the playing field	<b>£100</b>
Commercial events using an area greater than half the playing field	<b>£200</b>
‘Bootcamp’ type activities where the majority of participants are residents.	<b>£1 per head per hour or part hour</b>
‘Bootcamp’ type activities where the majority of participants are non-residents.	<b>£1.50 per head per hour or part hour</b>

## **Gobowen Allotments**

As tenants must be given 12 months' notice of any changes to fees, the charges for 2025 have already been set by the Amenities and Services committee and tenants notified.

<b>Allotment rental</b>	<b>2025</b>
Full Plot annual rent	<b>£36</b>
Half Plot annual rent	<b>£18</b>
Deposit for new tenants – half plot	<b>£25</b>
Deposit for new tenants – full plot	<b>£50</b>

## **Roundabout Adverts**

Proposal is to make no change to Roundabout advert charges. Fees quoted below are the price for 4 editions and are ex-vat

<b>Advert size</b>	<b>2024/25</b>
1/8 page	<b>£55</b>
¼ page	<b>£82.50</b>
½ page	<b>£120</b>
Full page	<b>£240</b>
Back page (colour) when available – surcharge per edition	<b>£25</b>