

# Selattyn and Gobowen Parish Council

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## Minutes of the Parish Council meeting held on Wednesday 10<sup>th</sup> January 2024 at The Pavilion, Gobowen, commencing at 7pm

**In the Chair:** Cllr Morgan

**Present:** Cllr Clare, Cllr Crow, Cllr Dyke, Cllr Ellis (part), Cllr Emery, Cllr Evans, Cllr Macey, Cllr Martin, Cllr McKenna, Cllr Mellor, Cllr Morris, Cllr Westwood Bate.

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

**Apologies:** Cllr Broom, Cllr Lander, PCSO Hughes.

### **2017. To receive apologies and reasons for absence**

Apologies were received from Cllr Broom and Cllr Lander.

### **2018. Disclosable Pecuniary Interests**

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

### **2019. Public Participation session**

Two members of the public spoke on the following matters:

- Agenda Item 2025c (Road Safety meeting)
- Continued delay in installation of Vehicle Activated Speed Sign
- Request that someone gives feedback at future Parish Council meetings about actions being taken with regards to Community Safety in the parish (e.g. traffic calming, drugs etc.)
- Right of Way at the end of Fernhill Lane, Gobowen.

### **2020. Minutes**

- a. **RESOLVED:** To amend the minute for Item 2005 to read 'and goalposts'. The minutes were amended by hand.

**RESOLVED:** The amended minutes of the Full Council meeting held on 13 December 2023 were confirmed as a true record of the meeting and were duly signed.

### **2021. Reports - to consider**

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

The Clerk gave a verbal update on allotment tenancy renewals and the Freedom of Information request in hand. The Clerk's written and verbal reports were **NOTED**.

- b. Shropshire Council elected Councillors

Shropshire Councillor Robert Macey gave a verbal report covering the following matters:

- Shropshire Council's 2024/25 budget consultation.
- Adult social care costs will account for approximately 80% of the budget; for the first time there are more people over the age of 60 than working age people in the county.
- Right of Way at the end of Fernhill Lane, Gobowen
- Extended road closure for Nant Lane, Selattyn
- Road Safety
- Streetlight LED upgrade on Bypass Road, Gobowen

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Councillors asked questions on the following matters:

- Progress with repair of existing Vehicle Activated Sign on Chirk Road, Gobowen
- Progress with relocation of 30mph sign in Selattyn
- Progress with correcting Garside Close junction, Hengoed
- Records of people aged over 60 moving into Shropshire

*Cllr Ellis entered the meeting.*

**c. Police Report**

There was no police report.

**d. Other reports**

Cllr Mckenna gave a verbal report on Gobowen Community Group's successes in 2023, delivering 5 major events, and asked that a vote of thanks be recorded in the minutes.

## **2022. Financial matters**

**a. Monthly statement**

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

**b. Payments**

**RESOLVED:** To approve payments made during December and forthcoming for January. ([Appendix B](#))

**c. Income**

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

**d. Expenditure – to approve:**

- i. River Perry Planting works as per agreed quote **£2300+vat**
- ii. Peninsula annual fee (HR and Health & safety advice) **£2304+vat**
- iii. Gobowen Playing Fields Grounds Maintenance 2023/4 **£3820**
- iv. Hengoed Cemetery Grounds Maintenance 2023/4 **£2733**
- v. Clerk training – Allotment Management (Site facilities and Health and Safety) **£30+vat**

Items 2022d (i – v) were considered en bloc. **RESOLVED:** Approved

**e. Banking**

**RESOLVED:** To approve transfer of **£30,000** from Unity Deposit account to Unity Current account for expenditure to April 2024.

## **2023. 2024/25 Budget and Precept**

**a. To agree** an update to the budget set at the December meeting

**RESOLVED:** To agree to update the 2024/25 budget to include £270 for Pavilion water.

**b. To set** the precept

Options for the 2024/25 Precept value were considered by the Council, including a 0% increase, a 4.6% increase and a 10% increase. The Clerk advised the Council that recommended practice is to increase the precept by at least the same value as any inflation value used in setting the budget (4.6%).

A motion to set a 0% increase was proposed, seconded and approved by a majority vote.

**RESOLVED:** To set the 2024/25 Precept at **£93,038** (0% increase)

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## **2024. CCTV Maintenance contract**

**RESOLVED:** To agree the quote of **£684**+vat and to sign the 2024 maintenance contract.  
The contract was duly signed by the Clerk.

## **2025. Correspondence**

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

**NOTED**

b. Snowball Community app - **to consider** any action

**RESOLVED:** To request an article for an edition of the Parish Roundabout magazine and to share the information on the Parish Council's facebook page.

c. Road Safety – **to nominate** a Councillor to attend meeting with Community Speedwatch Team and Derwen College.

The Clerk gave details of the time and date of the meeting and advised that they planned to attend. There was no volunteer to attend. Councillors noted that a meeting during the working day was difficult for those that work.

d. Emergency Planning Event Friday 26<sup>th</sup> January 10am – 3pm  
Cllr Mckenna and Cllr Westwood-Bate were nominated to attend.

e. Littering at Pentre David junction – **to consider** request for signage.

**RESOLVED:** Not to agree the request as it was considered that signage would be unlikely to be effective. The Council asked the Clerk to thank the resident for their time and effort in clearing the litter.

Cllr Macey advised that he would pass the information on to Shropshire Highways and ask them to monitor the junction.

f. Request to book 2-page advert in next 5 editions of Parish Roundabout magazine – **to consider**

**RESOLVED:** Not to agree the request for a 2-page advert as it would increase the pages of adverts above the maximum number previously agreed by the Council.

## **2026. Play equipment for children with disabilities or special needs.**

The Council considered a report summarising the results of the short survey carried out in November and December 2023 and discussed the equipment that was suggested, and other comments made in the survey responses. It was noted that these facilities could be included in the previously discussed community consultation.

**RESOLVED:** To add the community consultation to the Finance & Executive committee agenda to progress.

**RESOLVED:** To include the play equipment on the agenda for the Amenities and Services committee.

## **2027. West Mercia PCC Safer Roads Fund – to consider an application.**

Councillors discussed potential road safety initiatives across the parish and noted the complex requirements of the application process and deadline of 2<sup>nd</sup> February.

**RESOLVED:** To re-consider at the September Council meeting with the aim of developing projects ready for the next round of funding.

**RESOLVED:** To send feedback to the PCC regarding the short application window.

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## **2028. Consultations – to consider any response from the Parish Council.**

- a. Shropshire Council 2024/25 budget consultation.

**RESOLVED:** Not to submit a response from the Parish Council. Councillors were encouraged to submit individual responses.

## **2029. Street naming consultation 23/06285 to consider**

**RESOLVED:** To agree the name proposed by the developer

**RESOLVED:** To add Alderman Lloyd to the Parish Council's suggested street names list

## **2030. Future agenda items**

- Solar panels on the pavilion (Cllr Crow)

## **2031. Future meetings**

Date of next meeting: 14<sup>th</sup> February 2024.

## **2032. 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.

## **2033. Planning Enforcement**

The Planning Enforcement report was **NOTED**.

**RESOLVED:** To request monthly progress reports on this enforcement case.

## **2034. Correspondence**

The confidential correspondence was **NOTED**.

*Meeting closed 20.37*

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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)	No progress since December meeting (copied below). Update was requested from Shropshire Council on 18.12.23 but no response yet received.  December update: 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	Contract signed by contractor. Gobowen to Moors Bank works scheduled to be completed towards the end of Feb. Works will be carried out in one visit and the invoicing split between 2 financial years to meet the conditions of the grant. This has been discussed with Shropshire Council and there were no objections.
Maintenance contract tenders	Closing date is 10 <sup>th</sup> January.
Playing field hedge	Works to be completed 8 <sup>th</sup> January.
Devices for Councillors	To be considered at February 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 where contact details known. Three families have got in touch in response to notices left on headstones on 1 <sup>st</sup> December.

## Parish Clerk's Progress report continued

### 1. Playing Field / Fernhill Avenue retaining wall

Shropshire Council has not been able to establish who has responsibility for the retaining wall. They are unable to give permission for the hedge / railings works as the wall is not in their ownership.

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It is suggested that the Parish Council proceed with the hedge / railing works and, if the wall is damaged through the course of the works, arrange for the wall to be repaired.

The Clerk will seek quotes for supply and installation of railings for consideration at a future meeting.

## 2. Defibrillators

The Clerk was notified on 2<sup>nd</sup> January that the Hengoed defibrillator had been deployed. The spare electrode pads were taken to Hengoed on 3<sup>rd</sup> January and the defibrillator put back in service.

New pads have been ordered to replace the spare set. Cost £59.95 + vat.

## 3. Parish Roundabout adverts

Bookings for adverts for the next 5 editions are now being taken. Existing advertisers have been invited to renew their advert, and 5 new advertisers have shown an interest. The Clerk took the decision to book for 5 editions to move the renewal date to April from 2025 so that the renewals weren't being processed at the same time of year as the allotment tenancy renewals.

## 4. Allotment tenancy renewals

Allotment renewal invitations were sent out by email on 1 December, with a deadline of 31<sup>st</sup> December for renewal. At the time of writing this report, 1 plot holder has advised that they won't be renewing and 9 renewals remain outstanding. Outstanding renewals will be chased during w.c. 8<sup>th</sup> January.

## 5. Freedom of Information requests

A freedom of information request has been received and is in hand, as follows:

- Request for copies of all correspondence between Selattyn and Gobowen Parish Council and Shropshire Council relating to the B5069 avenue of trees project.

## 6. Resolutions passed at December 2023 Council meeting

At the time of writing this report the following resolutions passed at the December Council meeting remain outstanding due to the holiday period.

2003. Replacement CCTV equipment

2004c. Items in storage at the Pavilion

2006a. Subscription to The Purple Guide

2006b. Planning working group inaugural meeting

2008. River Perry bank maintenance

The actions will be progressed as soon as possible.

## 7. Live streaming Council meetings (Motion submitted by Cllr Lander)

Options and costs are still being investigated for consideration at a future meeting.

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## Appendix B Financial Matters

### Bank reconciliation

	<b>Bank Reconciliation at 01/01/2024</b>		
	Cash in Hand 01/04/2023		364,128.49
	<b>ADD</b>		
	Receipts 01/04/2023 - 01/01/2024		176,503.14
			540,631.63
	<b>SUBTRACT</b>		
	Payments 01/04/2023 - 01/01/2024		109,589.06
			431,042.57
<b>A</b>	<b>Cash in Hand 01/01/2024</b> (per Cash Book)		<b>431,042.57</b>
	Cash in hand per Bank Statements		
	Petty Cash	01/05/2023	0.00
	Multipay Card	11/12/2023	-125.19
	CCLA Public Sector Deposit Fund	31/12/2023	178,879.89
	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	01/01/2024	72,029.36
	Unity Trust Current Account	01/01/2024	7,908.39
			<b>430,917.38</b>
	Less unrepresented payments		
			430,917.38
	Plus unrepresented receipts		125.19
			431,042.57
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>431,042.57</b>
	<b>A = B Checks out OK</b>		

#### Unrepresented receipts:

£125.19 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
<b>BACS 2023-280; DD 2023-281</b>	Parish Clerk, Nest	Staff Salary, Pension Contributions	£3350.97	£0.00	£3350.97	Local Government Act 1972 s 112 (1) Pensions Act 2003 s.3; s33.
<b>DD 2023-283</b>	Vodafone Limited	Mobile phone	£18.08	£3.61	£21.69	Local Government Act 1972 s.111
<b>DD 2023-284</b>	Water Plus	Pavilion Water	£20.29	£0.00	£20.29	Local Government Act 1972, s.133
<b>DD 2023-285</b>	Ocean Telecom (UK) Limited	Staff telephone	£47.00	£9.40	£56.40	Local Government Act 1972 s.111
<b>CARD 2023-286</b>	Lloyds Bank Commercial Card Services	Multipay card monthly fee	£3.00	£0.00	£3.00	Local Government Act 1972 s.111
<b>CARD 2023-287</b>	Post Office Ltd	Stamps / postage	£26.25	£0.00	£26.25	Local Government Act 1972 s.111
<b>CARD 2023-288</b>	Post Office Ltd	Postage (Parish Roundabout)	£42.75	£0.00	£42.75	LGA 1972 s.142
<b>CARD 2023-289</b>	Amazon	Silica Gel for Cemetery Noticeboard	£16.98	£0.00	£16.98	Local Government Act 1972 s.111
<b>DD 2023-290</b>	Unity trust	bank charges	£30.45	£0.00	£30.45	Local Government Act 1972 s.111
<b>CARD 2023-291</b>	Stans Superstore	Kettle	£15.99	£0.00	£15.99	Local Government Act 1972, s.133
<b>CARD 2023-292</b>	Wel Medical Ltd	Defibrillator spares	£75.95	£15.19	£91.14	Public Health Act 1936 s.234
<b>DD 2023-293</b>	Water Plus	Allotment water	£24.20	£0.00	£24.20	Smallholdings & Allotments Act 1908, s.23
		<b>Totals</b>	<b>£3671.91</b>	<b>£28.20</b>	<b>£3700.11</b>	



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## Forthcoming payments for approval

Ref	Supplier	Description	Net	Vat	Gross	Act
<b>BACS 2023-294</b>	DCK Payroll Solutions	Payroll Services	£30.00	£6.00	£36.00	Local Government Act 1972 s.111
<b>DD 2023-295</b>	Veolia ES	Refuse emptying	£45.56	£9.11	£54.67	Local Government Act 1972, s.214(6)
<b>DD 2023-296</b>	SSE	Pavilion Gas	£66.54	£3.33	£69.87	Local Government Act 1972, s.133
<b>BACS 2023-297</b>	Brewer, D	Pavilion Caretaking and Cleaning	£168.95	£0.00	£168.95	Local Government Act 1972, s.133
<b>BACS 2023-298</b>	Brewer, D	bench cleaning	£34.00	£0.00	£34.00	Parish Councils Act 1957 s.1
<b>BACS 2023-298</b>	Brewer, D	bus shelter cleaning	£49.05	£0.00	£49.05	Local Government (Misc. shelters Prov.) Act 1953, s.4
<b>BACS 2023-298</b>	Brewer, D	Litter picking	£43.60	£0.00	£43.60	Public Health Act 1875 s.164
<b>BACS 2023-301</b>	SLCC Enterprises Ltd	Staff Training	£30.00	£6.00	£36.00	Local Government Act 1972 s.111
<b>BACS 2023-302</b>	SaLC	Councillor Training	£30.00	£0.00	£30.00	Local Government Act 1972 s.111
<b>BACS 2023-303</b>	D W Shotton Landscapes Ltd	River Bank Planting Scheme	£2,300.00	£460.00	£2,760.00	Public Health Act 1875 s.164
<b>BACS 2023-304</b>	Peninsula	Peninsula contract annual fee	£2,304.00	£460.79	£2,764.79	Local Government Act 1972 s.111
<b>BACS 2023-305</b>	A G Royce Garden and Property Maintenance	Playing Field grasscutting	£3,820.00	£0.00	£3,820.00	Public Health Act 1875 s.164
<b>BACS 2023-306</b>	A G Royce Garden and Property Maintenance	Cemetery grasscutting	£2,733.00	£0.00	£2,733.00	Open Spaces Act 1906,
<b>REFUND 74</b>	Plot 12 Allotments	Overpayment tenancy fee	£3.00	£0.00	£3.00	Smallholdings & Allotments Act 1908, s.23
		<b>Totals</b>	<b>£11,657.70</b>	<b>£945.23</b>	<b>£12602.93</b>	

## Selattyn and Gobowen Parish Council

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### Income received in December 2023

<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
Pavilion Hire	£55.00	0.00	£55.00
Interest	£1310.43	0.00	£1310.43
Allotment Tenancy Payments	£366.00	0.00	£366.00
Interment Charges	£390.00	0.00	£390.00
<b>Totals</b>	<b>£2121.43</b>	<b>0.00</b>	<b>£2121.43</b>