

Selattyn and Gobowen Parish Council

Draft minutes of the Amenities and Services Committee held on 24 January 2024 at Gobowen Pavilion commencing at 8:00pm

In the Chair: Cllr Crow
Present: Cllr Dyke, Cllr Emery, Cllr McKenna, Cllr Mellor
In attendance: Mrs B Laraway, Parish Clerk & RFO
Apologies: Cllr Evans.
Absent: Cllr Macey, Cllr Westwood-Bate

AS / 528. *To receive apologies and reasons for absence*

RESOLVED: Apologies were received from Cllr Evans.

AS / 529. *Disclosable Pecuniary Interests*

- a. There were no declarations of disclosable pecuniary interests
- b. There were no applications for dispensation

AS / 530. *Public Participation session*

There were no members of the public present.

AS / 531. *To confirm the minutes of the meeting held on 22 November 2023*

RESOLVED: The minutes of the meeting held on 22 November 2023 were confirmed as a true record of the meeting and duly signed by Cllr Crow.

AS / 532. *To consider the Clerk's progress report*

The Clerk gave the following verbal update:

- Ashes have been scattered on the Elizabeth Garden at Hengoed Cemetery
- The Pool table has been repaired
- The collapsed grave at Hengoed Cemetery has been reinstated.

The Clerk's verbal and written reports were noted ([Appendix A](#))

RESOLVED: To write a thank you letter to Parkinsons Machines & Vehicles, Chirk

RESOLVED: To put a notice on the noticeboard at Hengoed Cemetery advising that scattering ashes is not permitted anywhere in the Cemetery.

AS / 533. *Correspondence –*

- a. Environment Agency – Regulation of new Cemetery Developments was **NOTED**.

AS / 534. *Maintenance Contracts – to consider quotes for the following contracts and make recommendations to Council*

Anonymised quotes were considered for each of the following maintenances contracts.

- a. Playing Field maintenance

Two quotes had been received. Two other suppliers had shown interest but had not submitted a quote.

RESOLVED: To recommend Supplier A for a three year contract with a yearly review.

- b. Cemetery Maintenance

Two quotes had been received. Two other suppliers had shown interest but had not submitted a quote.

RESOLVED: To recommend Supplier A for a three year contract with a yearly review.

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c. Streetlighting and Pavilion Electrical Maintenance

Two quotes had been received.

RESOLVED: To recommend that a 1 year contract is awarded to Supplier A

RESOLVED: To recommend that the Electrical maintenance contract is split between two contracts for future quotes - Streetlighting Maintenance and Pavilion Maintenance.

d. Pavilion Caretaking and Cleaning

One quote had been received

RESOLVED: To recommend that the quote is accepted.

e. Parish Maintenance (Allotments, Bus Shelters, Benches, Litter Picking)

One quote had been received

RESOLVED: To recommend that the quote is accepted.

AS / 535. Pavilion

a. **RESOLVED:** To take the following actions to resolve issues identified during maintenance inspections

- Front disabled access ramp – To ask a local building contractor to look at the ramp and make a recommendation.
- Potential blocked drain – To continue to monitor. The surface water drainage system is a soakaway so shouldn't block.
- Overflowing guttering – Councillors volunteered to inspect and remedy any blockages.
- Basin tap in away changing room – To arrange for tap to be replaced.

b. Changes in Fire Safety legislation for Non Residential premises – **to receive** report and **consider** any actions.

RESOLVED: To create and circulate a document to all Councillors summarising their responsibilities under Fire Safety Legislation.

RESOLVED: To arrange intruder alarm service.

RESOLVED: Clerk to undertake Fire safety training and to check requirement for Fire Marshall / Fire warden training.

c. **To consider** temporary keyholder for the Pavilion

RESOLVED: The temporary keyholder was agreed. The Clerk was asked to arrange keys and to ensure they are returned when no longer required.

AS / 536. Playing Field

a. The ROSPA inspection report was **NOTED**. It was agreed to discuss Playing Field signage and surfaces at a future meeting.

b. **To consider** quote for repair of issues identified as moderate risk

RESOLVED: To accept the quote of £312+vat for 4 x flat swing seats

RESOLVED: To request a new quote for the supply of 2 sets of anti-wrap swing bars and the installation of 4 sets (using 2 sets in storage at the Pavilion)

RESOLVED: To find out if alternative material platforms are available for the Mission Target Climber and re-consider costs at a future meeting.

RESOLVED: Cllr McKenna and Cllr Crow will investigate a repair for the Embankment slide.

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- c. **To consider** quote for railings along boundary with Fernhill Avenue (to replace removed hedge)

RESOLVED: To recommend to Council that the quote of £4130+vat is accepted.

AS / 537. Hengoed Cemetery

- a. **To consider** restricting burials in new graves at Hengoed Cemetery to parishioners only (delegated from 11 October 23 Council meeting Item 1963e)

The committee considered a report from Cllr McKenna and Cllr Crow and did not reach a decision. Given the sensitive nature and importance of the issue, it was agreed that the decision needs to be made by the Council. No recommendation was made.

- b. Gravedigging arrangements – **to consider** report

RESOLVED: To make no changes to the permitted 'Hours of Interments' published in the Cemetery rules.

The committee will review the Health & Safety documentation of an alternative grave digger at the next meeting.

- c. New grave maintenance – **to consider** report

The committee discussed groundskeeping approaches to reduce the risk of damage to floral tributes on new graves.

RESOLVED: To leave a gap of bare soil a minimum of 30cm wide along the length of new graves.

RESOLVED: To instruct the grounds maintenance contractors to leave a margin of untrimmed grass around any tributes on new graves. This will be included in the information sent to families following a burial.

- d. Christmas Tributes on graves – **to agree** arrangements for removal.

RESOLVED: Cllr Crow and Cllr McKenna volunteered to remove the Christmas tributes from the Cemetery.

AS / 538. Allotment Management

- a. **To receive** the Clerk's report on training attended and **consider** any actions.

This item was deferred to the next meeting.

- b. **To consider** subscribing to Scribe Allotments to improve Allotment management efficiency.

This item was deferred to the next meeting.

AS / 539. Streetlights

- a. **To consider** labelling specification and quote

RESOLVED: To recommend to Council that the quote of **£1632.20 + vat** is accepted.

AS / 540. Future Agenda Items

- Painting play equipment

AS / 541. Future meetings

To note date of the next meeting: Wednesday 27th March 2024 7pm

Meeting closed 22:00

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Appendix A Clerk's Report

1. Veolia Waste Transfer Note

The Clerk has completed the Waste Transfer Note required by Veolia regarding waste collections from Hengoed Cemetery. This is a declaration regarding the nature of the waste, valid for 12 months from 1st October 2023 and must be kept on file by the Council for a period of 2 years from expiry.

2. Memorial Safety inspections – update on resolution

Status of 17 headstones classed as Priority 1 (failed hand test and at risk of falling),

Repair completed by family	2
Headstone has been removed for 2 nd burial – no longer a risk	1
Contact has been made with family but no repair yet	3
Sign & Stake removed* – contact with family but no repair yet	2
Sign & Stake removed* – no contact with family	3
Sign & Stake remain in place – no contact with family.	6

Status of 22 headstones classed as Priority 2

Notice placed on grave no contact to date	12
Notice placed on grave – contact has been received from family but no repair to date	3
Contact details on file – letter sent. No response to date.	4
Contact details on file – letter sent. Grave owner has been in contact.	2
Headstone checked by stonemason in presence of Clerk. No issue.	1

*The Clerk will arrange for the warning signs and stakes to be re-instated as soon as possible. New supplies of warning signs to be ordered.

3. Playground Equipment Inspections and maintenance

The monthly playground inspections were carried out on 29.9.23, 26.10.23, 24.11.23, 11.1.24 by Shropshire Council.

A medium risk issue was identified during the September inspection which was addressed in October. The crotch straps on two of the cradle swing seats were replaced.

During the same visit, the bushes on the flat swings were replaced as it had previously been identified that they were worn.

There remains one medium risk item on the Shropshire Council play equipment inspection reports. As reported previously to this committee, a trip hazard caused by a lip in the path where the tarmac path meets the gravel path has been recorded as a medium risk.

Copies of the playground inspection reports can be provided to Councillors on request.

During this period, the ROSPA report was also carried out and is the subject of a report on the meeting agenda.

4. Allotment Tenancies

One tenant did not renew at the start of January. The plot has been offered to the person at the top of the waiting list. At the time of writing this report, it had been a week since the offer was made and the Clerk had not received a response. This will be chased up.

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5. Christmas Tree Pit

Gobowen Community Group reported that the quality of the pit installation in Gobowen village was poor. The Clerk will follow this up with the contractor.

6. Correspondence from football team regarding tuck shop

At the September meeting, this committee considered a request to run a tuck shop during home games. The Committee granted the request subject to conditions – see minute AS511b for details.

A response has been received from the team, making the following points:

- They didn't understand the basis of the additional charge if they were not permitted to use the water boiler and all service was to be from a table at the door.
- They had no idea how much a tuck shop would generate so it would have been a nice gesture to allow a trial period free of charge to see if it is feasible. The aim was to raise valuable funds towards running the club.
- They may operate something outside the Pavilion independently of using the building using their own flasks, table etc.

DRAFT