

Selattyn and Gobowen Parish Council

Minutes of the Parish Council meeting held on Wednesday 14th February 2024 at The Pavilion, Gobowen, commencing at 7pm

In the Chair: Cllr Morgan

Present: Cllr Broom, Cllr Clare, Cllr Crow, Cllr Dyke, Cllr Lander, Cllr McKenna, Cllr Mellor, Cllr Morris, Cllr Westwood Bate.

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

Apologies: Cllr Ellis, Cllr Emery, Cllr Evans, Cllr Macey, Cllr Martin, Shropshire Cllr M Jones.

2035. *To receive apologies and reasons for absence*

Apologies were received from Cllr Ellis, Cllr Emery, Cllr Evans, Cllr Macey and Cllr Martin

2036. *Disclosable Pecuniary Interests*

- a. Cllr Mckenna declared a personal interest (non-pecuniary) in Item 2042 Grant feedback reports.
- b. There were no applications for dispensation

2037. *Public Participation session*

Two members of the public spoke on the following matters:

- Planning application 24/00024/FUL
- Painting of play equipment.
- Timeframe for installation of outdoor gym equipment
- Abandoned metal signs in Gobowen
- Road surface quality at junction of Station Road / Trewern Avenue.
- Query about reason for full road closure for works on the footway on Station Road.
- Possible use of community payback team for litter picking on main roads.
- Playing field pathway and flooding.
- Overgrown hedges on Trewern avenue blocking footways.
- Potholes on railway car park.
- Request for permission to erect a gazebo on the playing field to test it
- Dog fouling around the village and difficulty reporting some locations on Fix My Street.

2038. *Minutes*

- a. **RESOLVED:** The minutes of the Full Council meeting held on 10 January 2024 were confirmed as a true record of the meeting and were duly signed.
- b. **RESOLVED:** The minutes of the Extraordinary Planning Committee meeting held on 17 January 2024 were confirmed as a true record of the meeting and were duly signed.
- c. The draft minutes of the Finance & Executive committee meeting held on 24 January 2024 were **NOTED**.
- d. The draft minutes of the Amenities & Services committee meeting held on 24 January 2024 were **NOTED**.

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2039. *Reports - to consider*

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

The Clerk gave a verbal report that coins from the Gobowen Hoard were on display at Oswestry Library.

The Clerk's written and verbal reports were **NOTED**.

b. Shropshire Council elected Councillors ([Appendix A](#))

The Clerk read out a written report that Shropshire Cllr Macey had provided in advance of the meeting

Councillors made the following comments:

- The Parish Paths Partnership are awaiting a draft letter from Shropshire Cllr Macey regarding the right of way at the end of Fernhill Lane
- Communication to affected residents about the School streets programme being implemented on School Lane has all been by email and applications for permits can only be made online. Concern was expressed that this is not an inclusive policy.
- A request for a briefing note about the implementation of the School Streets programme on School Lane for the Parish Council was made. **Action:** Parish Clerk to follow up.

c. Police Report

The Police report was **NOTED**. There were no police representatives present. Councillors asked for PC Hogg's phone number. **Action:** Parish Clerk to obtain.

d. Other reports ([Appendix A](#))

- i. Carbon Literacy for Parish, Town and Community Councils (Cllr Dyke)
- ii. Pavilion Working Group

Councillors were thanked for their reports. There were no questions.

2040. *Financial matters*

a. Monthly statement

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

b. Payments

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

c. Income

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

d. The 2024/25 Neighbourhood Fund income of **£7865.06** to be received on 26.4.24 was **NOTED**.

e. Expenditure – to approve:

- i. Chairmanship Training (Cllr Lander) **£85**
- ii. Climate Change Parish Council Training (Cllr Dyke) **£120**
- iii. Playing Field hedge removal **£720+vat**
- iv. February Parish Roundabout **£1118**

Items 2040 e(i-iv) were considered en bloc. **RESOLVED:** Approved

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f. Police and Crime Commissioner elections 2 May 2024

RESOLVED: To set the hire charge at **£300**

Item 2051a Planning Application 24/00024/FUL was taken at this point. The minutes record the business in accordance with the published agenda.

2041. Correspondence

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

NOTED

b. Invitation to join the "[Amazing Communities Together](#)" network

RESOLVED: Not to join the network. The Clerk was asked to circulate information about the network to local groups and community buildings and to publish the information on the Parish Council website.

c. Littering at Pentre David Crossroads

Two Councillors reported that they had inspected the area and the littering is all along the verge, not specific to the crossroads. There is no safe space to stop to deposit litter in a bin if one was installed and it is a dangerous road for any litter pickers. Councillors commented that, unfortunately, littering is common across the Parish and that many parishioners litter pick on a voluntary basis.

No action was agreed.

d. Fly tipping and dangerous structures Bypass Road

RESOLVED: To contact Shropshire Council and request action. It was noted that the fly tipping and dangerous structures are on private land.

e. Tree Preservation Order (Muncaster, Old Chirk Road) – **NOTED**

f. Tree Preservation Order (Brynhafon House, Rhewl) – **NOTED**

g. Nomination for attendance at Buckingham Palace Garden Party 8th May 2024 **to consider.**

RESOLVED: Not to submit a nomination. The Chairman has attended on a previous occasion. The terms and conditions specify that it can only be the Parish Council Chairman and that they must not have previously attended.

2042. 2023 Grants – to consider feedback reports from grant recipients

The feedback reports from the grant recipients listed were **NOTED**. There were no questions about the reports received. Five grant recipients hadn't submitted feedback reports.

- Gobowen Community Group
- Selattyn School
- Selattyn Burial Ground
- Selattyn Show
- Bryn Y Castell Coppice Conservation Group
- St Mary's Church, Selattyn
- All Saints' Church, Hengoed with Gobowen

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2043. *Motions*

- a. **To consider** live streaming Council meetings (Cllr Lander)

After a short discussion this item was deferred to the next meeting.

2044. *Devices for Councillors*

RESOLVED: To purchase 10 x Samsung Tab A 10.5” tablets for Councillors complete with stand cases, screen protectors and a per device set up fee. Cost **£1480 inc.vat**

RESOLVED: To purchase 2 x Samsung Tab A 10.5” tablets (spares) complete with stand cases and screen protectors and a per device set up fee. Cost **£296 inc. vat**

RESOLVED: To write a device loan and usage policy.

2045. *Pavement Clearance works*

The Clerk reported that Shropshire Council had programmed Pavement Clearance works to be carried out during 5th – 14th February but the works had not yet been carried out and no updated delivery date has been published.

Shropshire Council's works are for the same section of pavement as the Parish Council's project commissioned in September 2023 (Item 1937).

No action was agreed. The matter will be reconsidered at the next Council meeting.

2046. *Road Safety*

- a. **To receive** and **consider** verbal report from the meeting with Derwen College and Community Speedwatch volunteers held on 24th January 2024.

Cllr Morgan reported on the key discussion points at the meeting:

- Difficulty crossing Whittington Road from Derwen College
- Speeding traffic on Whittington Road
- Speed limit on Twmpath Lane

- b. **To consider** submitting projects to the Oswestry Area Place plan and earmarking funds.

RESOLVED: To submit three projects to the Oswestry Area Place Plan:

- Extend 40mph speed limit on Whittington Road beyond the Twmpath Lane crossroads.
- Village gates at all entrances to Gobowen
- Speed limit countdown signs at entrances to the village.

2047. *Finance and Executive Committee Recommendations to consider*

- a. Community Consultation in 2024

RESOLVED: To add to the agenda for the April Finance & Executive Committee meeting to develop a brief to go out to consultants for pricing.

2048. *Amenities and Services Committee*

- a. **To consider** recommendations for award of maintenance contracts

RESOLVED: To award the following maintenance contracts:

- 3 year Playing Field Maintenance Contract with an annual review to A G Royce Garden & Property Maintenance. Estimated annual cost **£4165**.

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- 3 year Cemetery Maintenance Contract with an annual review to A G Royce Garden & Property Maintenance. Estimated annual cost **£2900**.
- 1 year Streetlight and Pavilion Electrical Maintenance contract to Highline Electrical Ltd. Annual Fixed cost **£1794+vat** plus variable costs for streetlight repairs.
- 3 year Pavilion Caretaking and Cleaning contract with an annual review to D & R Brewer. Estimated annual cost **£2579.50** (based on 83 bookings a year).
- 3 year Parish Maintenance contract with an annual review to D & R Brewer. Estimated annual cost **£3264**

b. To consider recommendation to accept quote for railings along boundary with Fernhill Avenue

RESOLVED: To agree the quote for supply and installation of Heavy Duty 1200mm high galvanised bow top fencing to be installed along the boundary with Fernhill Avenue where the hedge has been removed. **£4130 + vat**

c. To consider recommendation to accept streetlight labelling quote.

RESOLVED: To agree the quote for supply and installation of labels on all Parish Council streetlights. **£1632.20 +vat**

d. To consider Non parishioner burials at Hengoed Cemetery

RESOLVED: To restrict non-parishioner burials in new graves at Hengoed Cemetery from a date to be determined. The Amenities and Services Committee was asked to discuss and make recommendations concerning any exceptions and a start date for the change.

2049. Pant Glas Noticeboard – to discuss

RESOLVED: To remove the noticeboard as it is considered unsafe. Cllr Lander volunteered to arrange removal.

2050. Village Halls Week 18-24 March 2024

To consider taking part in the [annual campaign](#) organised by Action with Communities in Rural England (ACRE).

RESOLVED: To add to a meeting agenda for the autumn for consideration for 2025.

2051. Planning application – to consider

a. Reference: [24/00024/FUL](#)

Address: The Sycamores, St Martins Road, St Martins, Oswestry, SY10 7BJ

Proposal: Demolition of existing dwelling and farm buildings and erection of replacement dwelling and new garage.

RESOLVED: To make no comment

2052. Planning applications for information only – to note

a. Reference: [24/00100/CPL](#)

Address: The Gables, 2-3 Pantglas, Oswestry, SY10 7HS

Proposal: Lawful development certificate for replacement windows

The planning application was **NOTED**.

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2053. Planning decisions – to note

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

Address: 12 Meadow Way, Gobowen, SY11 3LY

Proposal: Single Storey extension to the rear

Decision: Grant Permission

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

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

Proposal: Single Storey sunroom extension to side and rear of dwelling

Decision: Grant Permission

c. Reference: [23/01526/VAR](#)

Address: Garside Close, Hengoed, Shropshire

Proposal: Application under Section 73A of the Town and Country Planning Act 1990 for the variation of Condition No.2 attached to planning permission dated 26 March 2018 to reposition the rear boundaries of plots 4,6,8 and 10.

Decision: Grant Permission

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

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

Proposal: Conversion of redundant agricultural barns into 5No dwellings with associated ancillary outbuildings and installation of package treatment plant.

Decision: Grant Permission

Planning decisions 2053a-d were **NOTED**.

2054. Graham Edwards Memorial Trophy

To consider proposed dates and **agree** Pavilion Hire Charge.

RESOLVED: To agree the proposed dates. The Pavilion Hire Charge for the event was set at £200 plus a £100 security deposit.

2055. Shropshire Council Planning Enforcement updated protocol – to note protocol requirement for Parish Councils.

The updated planning enforcement protocol was **NOTED**. It was agreed to include the protocol in Parish Councillor induction packs.

2056. Future agenda items

- Monitoring by the Council / Councillor(s) of compliance with legislation and other matters including staffing matters.

2057. Future meetings - to note the date of the next meeting: 13th March 2024.

2058. Closed Session – to resolve that:

RESOLVED: In accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press are excluded from the remainder of the meeting on the grounds that the following items to be considered involve the likely disclosure of confidential information.

2059. Planning Enforcement

The Planning Enforcement case was **NOTED**.

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RESOLVED: To suspend Standing Order 3x to allow the business of the meeting to be concluded.

2060. Finance and Executive Committee Recommendations – to consider

a. Staff Salary

RESOLVED: To agree the change to the Parish Clerk's salary with effect from 1 April 2024.

2061. Staff Matters – to consider

a. Annual leave request

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

2062. Pavilion maintenance – to consider quote

RESOLVED: To agree the quote for Pavilion maintenance. **£480+vat**

Meeting closed 21:04

Appendix A Clerk's report

The Clerk's priorities and workload were reviewed at the Finance & Executive committee meeting held on 17th January and new priorities agreed. The updates below reflect the new priorities.

In hand projects

Project	Update since last meeting
Chirk Road Vehicle Activated Signs (VAS)	Clerk has been contacted by Shropshire Council's Officer. Still awaiting prices and legal agreement to be finalised. No indication of when this will be progressed.
Maintenance contract tenders	Awaiting decision at this meeting to progress.
Playing field fence	Awaiting decision at this meeting to progress.
Devices for Councillors	Awaiting decision at this meeting to progress.

Priority Projects

Project / Task	Update since last meeting
Parish Council website	½ day spent on 2 nd February to complete 2 further pages. Approx 50% complete
Health and Safety Policy	No progress since 17 th January.
Digitising Cemetery Records	One to two hours per week were agreed. Update on progress of full project will be given at the next meeting.

Parish Clerk's Progress report continued

1. Street Vote Development Orders consultation

The Clerk submitted the consultation response agreed by the Planning Committee at their meeting on 17th January. A copy of the response was forwarded to the Society for Local Council Clerks (SLCC) so that the comments could be considered for their response. An acknowledgement email was received from SLCC's national planning advisor confirming receipt and advising that many of the issues identified by Selattyn & Gobowen PC were in line with those of other Councils and the SLCC, particularly in relation to the relationship between Street Vote development orders and neighbourhood planning.

2. Mud on Ebnal Lane

The Clerk was contacted about deep mud and slurry on Ebnal Lane and this was followed up with Shropshire Council.

3. CCTV

The new radio transmitters were installed on 5th February.

4. Place Plan submissions

The Clerk has followed up the project submitted to the Place Plan in August. Originally Shropshire Council had advised that Parish and Town Councils would receive feedback in December. The current timescale is the end of February / beginning of March due to the high volume of projects submitted, particularly relating to Highways.

Appendix A Shropshire Councillors Report

- **Council Finances:** The revised Medium Term Financial Strategy is coming forward to Cabinet next week. This will be taking into account the increased financial pressures from in-year inflation and ever-increasing demand within adult and children's social care. As I mentioned in the talking about the consultation last month some difficult choices are having to be made about how the council budget is managed. Full Council is at the end of the month where the budget will be the main item and we will report back in March following this.
- **School Streets:** The School Streets initiative on School Lane is progressing and local residents should now have received a letter on the latest with signage going up to explain the changes this week.
- **Racecourse to Rhydygroesau Road:** There has been a diversion in place due to works by Severn Trent which has been causing some concerns in the way it is being managed. We understand that there are further remedial works required now to the highway but this in hand.
- **Pavement Siding (Gobowen to St Martins):** Referencing the report from the clerk on your agenda we will continue to ascertain the exact dates for the siding work and continue to encourage its inclusion in the programmed works.
- **Local enquiries:** I am seeing a slight increase in the number of housing related enquiries most of which relate to the overall size of demand on housing services.
- **Speeding in Gobowen:** As reported at the last meeting we are discussing this with Highways Officers and will update accordingly at future meetings.

Appendix A Other reports

i. Carbon literacy for Parish, Town, and Community Council (Cllr Dyke)

Jan. 2024. A 2-day course, Run by S O S. Save Our Shropshire.

Aims.

- Reach out to the community.
- How humans can work together to save the planet.
- Save our Shropshire.
- An awareness of the carbon cost and impact of everyday activities, and the ability and motivation to reduce emissions, on an individual, community and organisational bases.

Those attending.

- 3 Shropshire Councillors.
- 2 Both Shropshire and Parish Councillors.
- 4 Parish Councillors.

- 1 Parish Clerk.

Why carbon literacy in our Council.

- Our values
- Influence / impact.
- Duty /ethics.
- Political and social will.
- Government and sectoral targets.
- Financial savings.
- To be the best.
- Believe that we should all demand a lower cost of living and a better life for all – based on understanding the facts.

The primary greenhouse gases.

- Carbon Dioxide CO₂
- Methane CH₄
- Nitrous Oxide N₂O
- F-Gases [various]

Local impact already being felt.

- Flooding.
- Heatwaves and drought.
- Wildfires.

The impact of climate change is disproportionately felt by some individuals and communities. Age, income, race, ethnicity, gender, sexuality, disability and location are some factors which affect an individual's exposure and ability to recover from climate change impact.

UK. Policy.

- The Government has pledged to reach net zero greenhouse gas emissions by 2050 and reduce emissions in line with interim targets called 'carbon budget'
- The latest carbon budget committed to a 77% reduction from 2035 to 1990 levels.

The amount of warming we will see will depend on what we do now.

Nature is what it is – if it doesn't like what is happening it will change.

Not easy to control – but if we don't nature will do it.

What is happen now is a result of the changes over the years – so too late to change that.

Because of industry and our actions, the CO₂ has been released far more quickly that it use to be.

Conclusion

- We need to share good practise.
- Enable practical action by local people.
- Lead by example.

- As the Council we need to be aware when tendering for services for work to be done and any purchases we make we considered our carbon footprint. Wherever possible aiming for as negative footprint as we can.
- Breaking this down into the effect on health, equality/community, financial savings, green spaces, and resilience. Therefore, proving the best for the planet and our community.
- The greatest threat to our planet is the belief someone else will save it.

ii. Pavilion Working Group

At the Council meeting held on 13 December 2023 the following next steps were agreed:

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

The group met on 16th January and discussed paint and decoration options and the potential for replacement doors and flooring. Obtaining advice on heating and shower options was also discussed and a member of the group reported on options for an external body to carry out a consultation.

The group discussed whether a redesigned kitchen should be in scope for the project at this stage and will further consider this at the next meeting. One of the group members has design expertise and access to design software so could be commissioned to carry out the design instead of an external designer.

The group is next meeting on 15th February.

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Payments made prior to meeting

Ref	Supplier	Description	Net	Vat	Gross	Act
BACS 2023-307	ORP Surveillance Ltd	CCTV Camera maintenance	£685.00	£137.00	£822.00	Local Government and Rating Act 1997, s.31
CARD 2023-308	Wordpress	Website (wordpress)	£85.00	£17.00	£102.00	LGA 1972, s.142
SO 2023-309; DD 2023-310; DD 2023-312	Parish Clerk, HMRC, Nest	Staff Salary, Tax, National Insurance, Pension Contributions	£5679.70	£0.00	£5679.70	Local Government Act 1972 s 112 (1) Pensions Act 2003 s.3; s33.
DD2023-313	Vodafone Limited	Mobile phone	£18.08	£3.61	£21.69	Local Government Act 1972 s.111
DD 2023-314	Water Plus	Pavilion Water	£20.76	£0.00	£20.76	Local Government Act 1972, s.133
DD 2023-315	Water Plus	Allotment water	£17.48	£0.00	£17.48	Smallholdings & Allotments Act 1908, s.23
DD 2023-316	Ocean Telecom (UK) Limited	Staff telephone	£47.00	£9.40	£56.40	Local Government Act 1972 s.111
CARD 2023-317	W H Smith Ltd	Stationery	£7.99	£0.00	£7.99	Local Government Act 1972 s.111
BACS 2023-318	Save our Shropshire CIO	Councillor Training	£120.00	£0.00	£120.00	Local Government Act 1972 s.111
CARD 2023-319	Lloyds Bank Commercial Card Services	Multipay card monthly fee	£3.00	£0.00	£3.00	Local Government Act 1972 s.111
BACS 2023-320	Imprint Design & Print	Printing	£1,118.00	£0.00	£1,118.00	LGA 1972 s.142
CARD 2023-321	Tool Station Ltd	Line marking paint	£19.12	£3.82	£22.94	Sections 9 and 10 Local Government Act 1972, s.214
		Totals	£7821.13	£170.83	£7991.96	

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Forthcoming payments for approval

Ref	Supplier	Description	Net	Vat	Gross	Act
BACS 2023-322	David Davies & Sons	Collapsed Grave repair	£50.00	£0.00	£50.00	Sections 9 and 10 Local Government Act 1972, s.214
BACS 2023-323	J M Contractors	Playing Field Hedge Removal	£720.00	£144.00	£864.00	Public Health Act 1875, s.164
BACS 2023-324	Memsafe Ltd	Memorial Safety Signs	£100.00	£20.00	£120.00	Sections 9 and 10 Local Government Act 1972, s.214
BACS 2023-325	M F S Systems	Intruder alarm service	£85.00	£17.00	£102.00	Local Government Act 1972, s.133
BACS 2023-326	DCK Payroll Solutions	Payroll Services	£30.00	£6.00	£36.00	Local Government Act 1972 s.111
DD 2023-327	Veolia ES	Refuse emptying	£74.22	£14.84	£89.06	Burial grounds, cemeteries and crematoria - Local Government Act 1972, s.214(6)
DD 2023-328	Ocean Telecom (UK) Limited	Staff telephone	£47.00	£9.40	£56.40	Local Government Act 1972 s.111
BACS 2023-329	Brewer, D	Pavilion Caretaking and Cleaning	£299.75	£0.00	£299.75	Local Government Act 1972, s.133
BACS 2023-330	Brewer, D	bus shelter cleaning	£49.05	£0.00	£49.05	Local Government (Misc. shelters Prov.) Act 1953, s.4
BACS 2023-330	Brewer, D	Litter picking	£54.50	£0.00	£54.50	Public Health Act 1875 s.164
REFUND 113	Plot 22 Allotments	Overpayment tenancy fee	£3.00	£0.00	£3.00	Smallholdings & Allotments Act 1908, s.23
BACS 2023-332	Ellesmere Town Council	Neighbourhood Planning Course (Clerk)	£30.00	£0.00	£30.00	Local Government Act 1972 s.111
		Totals	£1542.52	£211.24	£1753.76	

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Income received in January 2024

Description	Net	VAT	Gross
Pavilion Hire	£486.25	0.00	£486.25
Roundabout Advertising	£2088.18	£397.01	£2485.19
Allotment Tenancy Payments	£462.00	0.00	£462.00
VAT Refund	£0.00	£7371.98	£7371.98
Totals	£3036.43	£7768.99	£10805.42