

Selattyn and Gobowen Parish Council

Draft minutes of the Amenities and Services Committee held on 27 March 2024 at Gobowen Pavilion commencing at 7:00pm

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

AS / 542. To receive apologies and reasons for absence

RESOLVED: Apologies were received from Cllr Emery.

AS / 543. Disclosable Pecuniary Interests

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

AS / 544. Public Participation session

There were no members of the public present.

AS / 545. To confirm the minutes of the meeting held on 24 January 2024

RESOLVED: To add the wording 'by persons unknown' to minute AS/532. The minutes were corrected by hand.

RESOLVED: The corrected minutes of the meeting held on 24 January 2024 were confirmed as a true record of the meeting and duly signed by Cllr Crow.

AS / 546. To consider the Clerk's progress report

The Clerk gave the following verbal update:

- Updated grave digging fees had been received since the meeting papers were distributed. The fees have increased to reflect the increase in the minimum wage and other costs that take effect from 1 April 2024.
- A partial grave collapse had occurred while digging the adjacent grave at Hengoed Cemetery on 27th March. The ground conditions were extremely wet.

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

AS / 547. To review the Committee's Terms of Reference and recommend any changes to Full Council

RESOLVED: To recommend the following changes:

- 5.6 Add a footnote to define the term 'co-opted committee member' in this context
- 5.9 Slight wording change 'made up' instead of 'constructed'
- 5.11.1 Add bins and bleed kits to the list of Parish Council amenities
- 5.11.7 Increase emergency expenditure limit to £2,000 per instance

AS / 548. Hire agreements review

- a. Pavilion

RESOLVED: To add the requirement to complete the accident book following any accidents.

RESOLVED: To remove the words 'if they are full' from condition 3.

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b. Playing Field

RESOLVED: To make two minor changes to the wording of condition 1F.

AS / 549. Allotment Management

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

The Clerk's report was considered.

RESOLVED: To alter the tenancy agreement when a change is next needed so that allotment policies are held in a separate document.

RESOLVED: To write to Gobowen Allotment Society regarding public liability insurance and to request a copy of the Society's constitution and confirmation of the value of public liability insurance held by the Society.

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

RESOLVED: To make a recommendation to Full Council to take out a subscription for Scribe Allotments. Set up costs £189 + vat. Annual Charge £348 + vat

AS / 550. Hengoed Cemetery

a. Restriction of Non-Parishioner burials at Hengoed **to discuss and make recommendations** to the Parish Council concerning any exceptions and a start date for the change.

RESOLVED: To make the following recommendations

- Non-Parishioners can be buried in existing graves or pre-purchased plots.
- Non-Parishioners can be buried in a new grave if, within the last 5 years, their last place of private residence was in the civil parish of Selattyn and Gobowen and they had to leave the Parish for nursing or residential care.
- No other exceptions
- Changes to come into effect from 1st January 2025.

b. Soil Store Management – **to receive report and consider** next steps.

RESOLVED: Not to carry out waste testing. The Clerk was asked to obtain a quote to dispose of the waste soil as non-hazardous waste in accordance with the classification of cemetery waste in Section 20 of the List of Wastes (England) Regulations 2005.

c. Ground conditions – **to receive report and consider** any action.

RESOLVED: To obtain a quote for a cemetery drainage assessment.

d. Fence painting and weeding – **to agree** to buy paint and other materials and **to discuss** and agree resource to carry out painting and weeding.

RESOLVED: To buy paint, gloves and brushes and to arrange a volunteer work party to carry out the work in the drier weather.

AS / 551. Pavilion

a. **To consider** request for use of the Pavilion on 27th April

RESOLVED: To agree the request.

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b. To consider action to resolve issues identified during maintenance inspections

RESOLVED: To monitor the mossy path alongside the Pavilion for improvement during the drier weather.

RESOLVED: To make an appeal for a volunteer to fix the loose tiles.

c. To consider carrying out a new Legionella Risk Assessment **£490** + vat

The existing risk assessment and legionella management actions were discussed.

RESOLVED: Not to employ the external contractor to carry out a new risk assessment as it was considered that the current risk assessment remains valid and all actions are being taken and recorded.

AS / 552. Playing Field

a. 2024-25 Playing Field inspections – to agree service required

RESOLVED: To request 12 x monthly inspections and an annual ROSPA inspection.

b. To consider river clearance quote for 2024-25

The quote was not available. The item was deferred to the next appropriate meeting.

c. Playing Field signage and surfaces – to discuss and agree any action

RESOLVED: To obtain a quote for signage for consideration at the next meeting.

d. Use of bouncy castles and other inflatables on the playing field – to agree draft policy.

RESOLVED: To agree the policy.

e. Painting play equipment to agree to buy paint and other materials and to discuss resource to carry out the painting.

RESOLVED: To buy paint, gloves and brushes and to arrange a volunteer work party to carry out the work in the drier weather.

f. Multiplay Target climber repair – to receive report and **consider** quotes.

RESOLVED: To agree the quote from Ray Parry playground services to supply and install 3 replacement wooden platforms and a missing foothold. **£1600** + vat.

AS / 553. Graham Edwards Tournament – to agree terms and conditions.

RESOLVED: To make no changes to the terms and conditions from last year's tournament.

AS / 554. Streetlights

a. To agree concrete column replacement programme for 2024-25

RESOLVED: To get a quote to replace all columns. To wait for the streetlight condition report before agreeing the timeframe for replacing SG003 on Almond Avenue.

AS / 555. Five year plan – to consider any updates.

RESOLVED: To add the following to the plan:

- Relocation of bin store at Hengoed Cemetery
- Turfing between graves in the first quarter at Hengoed Cemetery

RESOLVED: To set the date for the annual meeting with the allotment committee – Wednesday 4th September 2024.

RESOLVED: To suspend standing order 3x to allow the remainder of the business to be completed.

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AS / 556. Festive lighting – to receive report on Solar Powered Christmas Trees and discuss

The report was discussed. Cllr Mckenna volunteered to map potential locations in Gobowen village and report back to the next meeting.

AS / 557. Future Agenda Items

None

AS / 558. Closed Session

RESOLVED: That, 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 involve the likely disclosure of confidential information

AS / 559. Allotment Management – deposit refunds.

RESOLVED: To refund the deposits to the previous tenants of two recently vacated plots.

AS / 560. Hengoed Cemetery – grave digging

This matter was not discussed as there was no report available.

Meeting closed 21.11

Appendix A Clerk's Report

1. Tree work at Cemetery

Cllr McKenna has removed the ivy from the tree at the cemetery on 28th January. This was identified as an action during the August 2022 tree inspection.

2. Allotment renewals

One tenant failed to renew and did not respond to any of the reminder emails and letter. The Clerk wrote to the tenant on 19 February terminating their tenancy and the plot has been offered to the next person on the waiting list.

3. Landlord's Gas Safety Record

The annual inspection and service of the Gas Central Heating Boiler at the Pavilion took place on 5th February 2024. The boiler passed all parts of the inspection.

There was a failure recorded during the inspection, however, as there was no Carbon Monoxide alarm in the building.

A Carbon Monoxide alarm has now been purchased and is currently sited on top of the fridge. The alarm needs to be fixed to the wall.

4. Pavilion

- The shower rail in the away changing room was found to be broken when the Pavilion was cleaned on Monday 26th February. A new rail has been purchased and installed. The Clerk contacted the football team about the breakage and was advised that the rail often fell down and had to be put back up again. The Cleaner has confirmed that this is often the case. On this basis, the charge for the replacement shower rail has not be passed on to the hirer. If this continues with the new shower rail, a more robust fitting should be considered.

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- The Caretaker reported that there was mould on the wall in the cupboard under the boiler but could not find any source of damp. The cupboard is being left open to air and it will be monitored.

5. Grave digging costs

Grave digging at Hengoed Cemetery is carried out through David Davies & Sons Funeral Director as the Council's preferred grave digger. Grave digging costs are charged directly to the funeral director arranging the burial but the Council is often asked to confirm the charges when a burial is booked.

David Davies & Sons have advised new fees with immediate effect:

- New plot (one day backfill same day) £830
- New plot (over two days) £990
- Re opener (one day backfill same day) £770
- Re opener (over two days) £930
- Cremated remains plot £161.39

6. Memorial Safety inspections – update

Status of 16 headstones classed as Priority 1 (failed hand test and at risk of falling),

Repair completed by family 3

Headstone has been removed for 2nd burial – no longer a risk 1

Contact has been made with family but no repair yet 3

Sign & Stake remain in place – no contact with family. 9

Status of 23 headstones classed as Priority 2

Repair has been carried out 2

Family have been in contact and confirmed they will arrange repair 2

Contact from family – letter sent. No details of repair yet. 5

Contact details on file – letter sent. No response yet. 4

No contact details on file. Notice placed on grave. 9

Headstone checked by stonemason in presence of Clerk. No issue. 1

7. Playground inspections

Playground inspections were carried out on 29th January, and 22nd February. During the January inspection, it was noted that the bolts were very loose in the base of the spinning dish and were tightened by the inspector.

There were no new risks identified. Copies of the reports will be available to read at the committee meeting if required.