

## **SELATTYN and GOBOWEN PARISH COUNCIL**

**Minutes of the Council Meeting held on 8<sup>th</sup> September 2004 in the Pavilion, St Martins Road,  
Gobowen commencing at 7.00pm**

**In the Chair – Councillor D G Lloyd MBE**

**Present:** - Councillors: - R Bowyer, Mrs S Crow, Mrs A Evans, S Jones, T Kirk, D Lloyd MBE;  
D Meredith-Jones, Mrs E Morgan, N J Stokes, J T Thorpe and S Westwood-Bate.

**Others:** - PC S Clarke

### **1) Welcome to New Member**

The Chairman welcomed Councillor Steve Jones to the Council following an un-contested election.

### **2) Public Participation**

Two members of the public were present but did not wish to raise any matter with the Council.

### **3) Apologies**

Apologies for absence were received from Councillors: I Bennett (working), J Manetti (illness) County Councillor DJ Lloyd (illness).

The Chairman informed the meeting of the resignation of the Parish Council Chairman, Councillor Peter Coombes. He read out the letter of resignation from Mr Coombes and went on to praise him for the effort and diligence displayed over his two years as Vice-Chairman and as Chairman.

Members were saddened by the resignation and it was agreed that a letter be sent expressing the Council's appreciation for his representation and work over the past four years.

### **4) Declaration of Interest**

Councillor S Jones declared a prejudicial interest in item 11 (a) and (b) owing to the close proximity of his property to the location of the proposed schemes.

The Chairman invited parishioners in the public gallery to declare any interest, both declined.

### **5) To confirm the Minutes of the Meeting held on 14<sup>th</sup> July 2004**

The minutes of the meeting held on 14<sup>th</sup> July 2004 were approved and signed.

### **6) Matters Arising from the Minutes**

a) A progress report was issued and considered

### **7) Police Report**

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PC Clarke reported on recent crime in the parish area including thefts and burglaries. Councillor S Jones enquired about an under-age drinking incident at the Playing Field on Friday 2<sup>nd</sup> September, but, the officer was unable to respond, as the incident had not yet been reported to him. The Chairman thanked the Officer for his report.

#### **8) County Councillor's Report**

The Chairman reported that Councillor DJ Lloyd was absent due to illness and it was agreed that a card be sent expressing the Members' best wishes.

#### **9) Borough Councillor's Report**

Councillor Lloyd gave details of the new Leader and Portfolio Holders and stated there was nothing further to report due to the recess period.

The Chairman also reported on the Cabinet meeting from 7<sup>th</sup> September when the Parish Council had been criticised and its 'Quality Status' questioned in relation to access to reports and papers for meetings.

The Clerk described the possible reason for this criticism and following discussion it was agreed that a letter of explanation be sent to the Borough Council over this undue criticism.

#### **10) Planning Applications**

The following applications were considered in detail and the recommendations were as follows:

- a) 13334/Full Conversion of existing barn into two holiday lets, one with disabled facilities  
Daywell Manor, Daywell  
  
No Objections
- b) 13370/OUT Outline application for residential development of seven new dwellings and demolition of existing buildings  
Land at 13 Ty-Gwyn and 7-8 New Road  
  
Objection on the following grounds:
  - a) The proposed development area blocks off two 'rights of way' for both residents of Ty-Gwyn and members of the public passing down New Road.
  - b) The proposed development area blocks of the public highway 'lay-by' and the public highway footpath.
- c) CC2004/0032 Change of Use to Social Services Rural Training Centre and Day Base for Adults with Learning Disabilities  
Shropshire County Council  
Victoria Stables, Gobowen  
  
No Objection

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- d) 13398/OUT      Demolition of existing dwelling and erection of four new dwellings and alterations to access.  
Silverways, By-Pass Road  
Gobowen  
No Objection

## 11) Parish Matters

### a) Health & Safety Report of Playing Field

*At this point Councillor Steve Jones, having declared a prejudicial interest, left the meeting room.*

The Clerk reported verbally on the Annual Health & Safety Report of the Playing Field and in addition presented a written report on the safety fencing of the playing field.

Members considered the reports in detail and agreed that:

- i) A contractor is engaged to construct and erect a galvanised bow topped fence along the full length of the wall.
- ii) The local residents overlooking the field on Fernhill Avenue are sent a letter of explanation and invited to a consultation meeting to discuss the scheme.
- iii) A scheme of planting be drawn together, in conjunction with local residents, to screen the fencing once completed.

*Councillor S Jones rejoined the meeting*

### b) Disability Discrimination Act 1995 – Pavilion Alterations

The Clerk presented a written report on the alterations required to ensure that the Council met its legal obligations under Part III of the DDA. Members considered the report and recommendations and agreed that:

- i) A Specialist is engaged to carry out an ‘Access Audit’ of the premises.
- ii) A Contractor is engaged to report on the work, which needs to be carried out.
- iii) If necessary, an Architect is engaged to produce drawings of the work to be carried out.
- iv) Estimates for work be collected as a matter of urgency
- v) The cost of the alterations be met from financial reserves

### c) Gossip Shelter

The Chairman moved that further consideration of the Gossip Shelter be deferred until after the staging of an Open Parish Meeting which would be held in the autumn. This was seconded and agreed.

Members went on to consider the arrangements for the Open Parish Meeting, the consultation of local groups and visits to established 'Gossip Shelters' elsewhere.

It was agreed that:

- a) The Open Parish Meeting be held in the Scout Hall on Monday 1<sup>st</sup> November at 7pm
- b) That arrangements be made for the Executive Committee to consult local Groups
- c) That the Clerk makes arrangements, in conjunction with Councillor Meredith-Jones, to visit existing sites in the Wrexham area.

**d) Verbal Report on Youth Festival**

The Clerk reported on the Youth Festival, which had taken place on 30<sup>th</sup> August 2004. The day had been a success with no trouble or problems being reported and that the event showed a net loss of £125.45, which will be allocated to the Youth Parish Council budget head. He thanked Councillors, Bennett, Coombes, RT Jones, Lloyd, Mrs Morgan and Stokes for their assistance on the day and in particular Councillor Daren Meredith-Jones, who had worked tirelessly not only on the day but for weeks beforehand to bring the groups together.

The Clerk reported that a review of the event would be undertaken jointly with SILO and a report on next year's event would be brought back for Council's consideration.

**e) Hengoed Cemetery**

The Clerk reported that a stress testing had been carried out of the headstones throughout the Cemetery on Monday 16<sup>th</sup> August 2004 and 75 failed the standard test of a 35kgm force.

The graves would now be labelled and the owners would be contacted and advised that the headstones should be re-secured by a stonemason of their choice.

Members considered the report and agreed that a letter is sent to stonemasons advising them of the outcome of the survey and suggesting a sympathetic approach to owners using their services to have headstones re-secured.

**f) St. Mary's Cemetery – Selattyn**

Following on from last month's meeting the Clerk reported that the Trustees of the Cemetery had confirmed that the Trust did not have any insurance cover. Councillor Kirk reported that he would present estimates of the cost of repairs to the next meeting of Council.

**g) Car Parking – Selattyn**

Councillor Kirk reported that he had held discussions with the landowners over the siting of the Car Park for Selattyn and they had agreed to the proposals being progressed. He undertook to report back to Council in due course.

**h) Member's Reports**

- i) Councillor Lloyd reported that he had been approached by a number of residents in Fernhill Lane concerning the possibility of establishing a postal box in the area. It was agreed to request the Regional Postal Deliveries Service to provide an additional postal box in the area.
- ii) Councillor Thorpe again raised the incidence of a noisy neighbour. It was agreed that this be reported to the Borough Council's Housing Division.
- iii) Councillor Kirk reported that the village traffic signage was almost complete and he thanked the County Council for their work. However, the hedge trimming was very untidy and unfinished. It was agreed to report this matter to the County Highways Division.
- iv) Councillor Westwood-Bate again complained of the excessive noise from the Griffiths Tools Building. It was agreed that this matter should be urgently raised with the Borough Council.
- v) He also reported the faded 30MPH sign on Gobowen Road and following discussion it was agreed to report this matter to the County Highways Department and at the same time request that an illuminated 30MPH sign be requested from the County Road Safety Division.
- vi) Councillor Mrs Evans raised the problem of traffic bollards on the A5 and Councillor Westwood-Bate raised the issue of traffic markings. The Clerk reported that to his knowledge the night works on the A5 were continuing. It was agreed that this should be investigated.
- vii) Councillor Mrs Crow queried the nearness of the newly marked junior football pitch to the two-bay swing unit. It was agreed that the Clerk would investigate.
- viii) Councillor Mrs Crow informed Members that the Playing Fields Association would not be staging the bonfire this year unless help was forthcoming from other members of the community.

**i) Representation at the Oswestry Area Parish & Town Councils' Committee**

Following an explanation from the Clerk over the appointment of the Chairman to the Committee at the AGM of the Council it was agreed that Councillor Mrs S Crow now represent the Council.

**12) Financial Matters**

**a) Outstanding Payments for Agreement**

i) Agreed Payments during Recess Period

			£	£
				VAT
2276	John Hicks	Playing Field Inspection	60.28	8.98
2277	SLP	Printing Summer Newsletter	118.83	
2278	PC Fabrication	Balance of Fencing contract	1,564.00	
2279	Straightpoint UK	Hire of Grave Tester	76.38	11.38
2280	V & W Electrics	Erection of Lamp Post	2,254.47	335.78
2281	VP Plc	Graveshore cover	628.63	93.63
2282	The Mount Hotel	Conference accommodation (2)		366.00
2283	Shropshire C.C.	Energy Charge	477.58	71.43
2277	Sodexo	Grounds Maintenance	355.06	52.88
2278	Severn Trent Water	Pavilion Water Rates	330.04	
2279	PCW Cabins	Toilet for Festival	58.75	8.75
2280	Karhire	Van hire for Festival	38.54	4.92
2281	Stans	Drinks for Festival	88.38	7.52
2282	J Owens	Bouncy Castle for Festival	50.00	

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**Total payments for August 6466.94**

**ii Outstanding Payments for September**

			£	£ VAT
2149	Chubb	Pavilion Fire Extinguisher	186.00	27.70
2150	Municipal Mutual	Festival Cover	52.50	
2151	Harry Stebbing - Cemetery	Noticeboard	1070.19	159.39
2152	V& W Electrics Ltd	Pavilion Shower	28.20	4.20
		2153 Lighting Repairs	404.56	432.76
				64.46
2154	Sodexho Ltd	Playing Field Maintenance	355.06	52.88
2155	BT	Parish Phone	111.76	16.64
2156	Daren Brewer			
		- Hengoed Cemetery	135.00	
		- Selattyn	41.66	
		-Additional Grave	10.00	186.66
2290	Clerk	- Mileage Claim for July 2004	82.50	
		2157- Mileage Claim for August 2004	88.00	170.50
2158	Mrs Hodge	– September salary		
2159		& Pay Award- back payment		132.85
2160	Clerk	– September Salary		
2161		& Pay award – back payment		654.04
2162				
		<b>Total payments for September 2004</b>	<b>3352.32</b>	

**b. Income since the last meeting**

	£
Hengoed Cemetery	352.00
Youth Festival	116.13
Pavilion Lettings	93.00
Oswestry Borough Council – 106 payment (Meadow Way)	3580.00
Oswestry Borough Council - Maintenance contribution to Playing Field	1966.42
<b>Total income since last meeting</b>	<b>6107.55</b>

**13) Correspondence**

**a) Matters Requiring attention**

<i>Description</i>	<i>Agreed Action</i>
i) Shropshire County Council – Charter Presentation Evening	Chairman and Vice Chairman
ii) Shropshire County Council – Local Transport Plan an questionnaire.	Clerk to complete

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iii)	Shropshire County Council – Brook Cottage Works.	Received and noted
iv)	Oswestry Borough Council- CPA results	Information
v)	Oswestry Borough Council – Monitoring Officer’s Briefing No.8	Circulate to Members
vi)	Oswestry Borough Council – Grounds Maintenance Grant	£1966.42 received
vii)	Oswestry Borough Council – Licensing Act 2003 Policy	Report to next meeting
viii)	Oswestry Borough Council – Hengoed Cemetery	Confirm action
ix)	ODPM – Consultation on Code of Conduct for Employees	Review Panel to complete
x)	Winross Hacker Young – Auditors queries	Clerk to respond
xi)	SALC – Training for Clerks and Members – various events. Councillor Kirk and Clerk to attend Cemetery session. Councillor Westwood-Bate to attend Planning session.	
xii)	SLCC – Annual General meeting – 20 <sup>th</sup> November 2004	Members’ information
xiii)	Gobowen Youth FC– Application for free use of changing facilities	Approved on condition
xiv)	Soccer skills Community Coaching –Hire of facilities	Approved
xv)	Oswestry Women’s Aid – application for Grant	Defer to March 2005
xvi)	Relate – application for Funding	Defer to March 2005
xvii)	Playing Field Association – Playing Field matters	Defer to Public Meeting

**b) Matters for Information**

<b>Description</b>	<b>Agreed Action</b>
i) Oswestry Borough Council - Planning Permits (8)  Ashlands, St. Martins Road - Bryn Afon House, Rhewl - Ebnal Hall, Rhosygadfa Brook Villa, Weston Rhyn - Old Vicarage Nursing Home, Station Road - Daywell Cottage, Daywell - Ty Chwarel, Pant Glass - Daywell Manor, Daywell	Received and noted
ii) Racecourse Management Cttee. – Minutes	Received
iii) Association of Burial Authorities – Newsletter	Received and noted
iv) Shropshire County Council – Public Transport News	Circulate to Members
v) Playing Fields Association – Newsletter	Circulate to Members
vi) CPRE – Newsletter	Circulate to Members

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**14) Exclusion of Press and Public**

**Resolved: “That under Section 100(A) of the Local Government Act 1992, the Public and Press be excluded for the remainder of the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 5 of part 1 of the Schedule 12A of the Act”**

**a) Website**

The Clerk presented a report on the proposals to establish a Website for the Council. The cost of the proposed scheme was as follows:

Basic Site (without planning application pages)	£320
Site maintenance (updated monthly @ £30/month)	£360
Licence renewal	£120

The set up cost for the first year would, therefore, be £800 and in subsequent years £480 per annum. This is accepting that the planning application pages are not included and that Shropshirecouncils.net would carry out the updating of the pages.

Following consideration it was agreed that the proposal be agreed.

**b) Playing Field Safety Surface – Quotation**

The Clerk presented a quotation from Ray Parry (Playground Services Limited) for the installation of a safety surface under the two bay swing unit at a cost of £1,820 plus VAT, provided that the works can be carried out during the installation of a previously agreed swing unit. Following consideration this was agreed.

**c) Fencing Contract – Quotation**

Further to the decision in item 11 (a) on this matter it was agreed that further quotations be brought forward to the next meeting of Council for consideration.

**d) National Pay Award**

**At this point the Clerk left the meeting**

Members considered the implementation of the National Pay Award for both the Clerk and Caretaker and agreed that:

- i) The 2004 National Pay Award be applied to the salaries of the Caretaker and Clerk in full
- ii) That, in-line with the National Pay Award, in recognition of the Clerk’s attainment of qualifications that his salary scale be extended by one increment to SCP22,
- iii) That, in-line with the National Pay Award, the awards in (i) and (ii) above be back-dated to

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1<sup>st</sup> April 2004

**At this point the Clerk re-joined the meeting**

**15) Emergency Matter**

Following the resignation of the Chairman it was agreed that:

- a) The election of a new Chairman, Vice Chairman and vacant Executive position be included in the agenda of the next meeting
- b) That Councillor N Stokes become a member of the Appraisal Panel

**16) Date and time of the next meeting**

It was agreed that the next meeting would be held on **Wednesday 13th October 2004** in the Pavilion, Gobowen,

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