

Selattyn and Gobowen Parish Council

Minutes of the Meeting of the Parish Council held on 9th November 2011 at The Pavilion, St Martins Road, Gobowen commencing at 7.00 pm

In the Chair – Councillor R. Jones

Present:

Councillors: M. Ambridge, R. Jones, E. Morgan, P. Drury, P. Cherrington, I. Bennett, R. Bowyer, J. Thorpe, M. Turner, S. West Wynn, P. Clare, S. Crow, A. Evans

2 members of the public

1 To receive apologies and reasons for absence

Cllr Lloyd

Cllr Thomas

RESOLVED; that the apologies be accepted

2 Declaration of Interest

“To receive declarations of Interest of personal and prejudicial interest on any item on the agenda in accordance with Section 50-52 of the Local Government Act & The Local Authorities (Model Code of Conduct) England Order 2007”

none

3 Public Participation session

Mr Tomley gave a short presentation on his proposed plans for the development of land behind the Fletcher site, the site comprises of 22 acres, with the first 7 acres already having been developed which comprises of a mixture of dwellings. The next phase is the proposed development of the remaining 15 acres to the north of first 7 acres. Mr Tomley stated that he would like the Parish Council to support the proposals for this next phase of development.

4 To Confirm the Minutes of the Council Meeting held on 12th October 2011.

The minutes from the Parish Council meeting held on 12/10/11 were **APPROVED** and it was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record.

5 Matters Arising from the Minutes

a) Progress Report – for consideration (report attached POH/1/11)

RESOLVED to note the following report

Item Description	Original reference	Update
New Road Building	March 09	Awaiting response from Shropshire Council to concerns raised by residents about whether permission has been granted to use the building as a shop

Selattyn Issues	July 09	<ul style="list-style-type: none"> • School Wall – being monitored • Extension of 30mph zone – notices due to be posted • Phone Box – licence has been signed and submitted
Parish Roundabout	Ongoing	December edition deadline 17/11/11
Gobowen Playing Field	Ongoing	<p>Severn Trent Works - McPhillips to carry out remedial works to ensure all stones are removed from the old compound area and to re seed the area. Work started</p> <p>Goal Posts – posts have been removed on grounds of safety. Football teams are to be invited to Pavilion and Playing Field Committee meeting at the end of November.</p>
Gobowen Pavilion	Ongoing	<p>Fire Assessment – carried out by Valley Security in line with regulations, new fire escape doors complete.</p> <p>Regular and Essential Maintenance – Replacement of water pipes complete, Toilets repaired and stop tap repaired.</p> <p>Fire extinguishers annual check complete</p> <p>Portable appliance testing complete for pavilion and staff electrical appliances (lap tops etc.)</p> <p>Landlords Certificate issues for the boiler</p> <p>Outstanding work</p> <p>Annual Electrical certificate to be organised</p> <p>pipes to be lagged</p> <p>Internet Connection – Plug point still to be installed in storage room then a phone line can be installed</p> <p>Soffits and guttering still to be repaired /straightened</p> <p>Bookings – no new regular bookings booking form requires amendment to include condition that only PAT tested items to be used on the building</p>
Green Room Youth Drop in	Ongoing	Sessions being booked for Wednesday 's in November, currently sessions are well attended with number rising
Parish Heritage Items	Feb 2011	<p>Awaiting details of key heritage items from councillors so an assets list can be compiled</p> <p>It was AGREED that the Clerk would progress this item and that when a list has been compiled it would be circulated to councillors. To include the following important items Watts Dyke and Parish Milestones, Hart and Trumpet.</p>
Not spots	Feb 2011	List of not spots being compiled by Clerk to be sent to Shropshire Council
Gobowen War Memorial	Sept 2011	Grant application has proceeded to the second stage - in process of completing application form. Additional information required on the history of the memorial and date of dedication.

<p>Councillor / Public reports Patrol Signs St Martins Road</p> <p>Barn Conversion Perry Cottage</p>	<p>Oct 2011</p>	<p>Clerk reported that School Zone has now been written instead of Patrol Zone</p> <p>It was reported that this issue had been referred to Melanie Durrant at Shropshire Council – her response was that permission has been granted for the use of the static caravan as a dwelling whilst the conversion is taking place. Once the development has finished then the caravan must be removed. They have no powers to request the removal of the touring caravan. The matters relating to the dogs and noise from the development have been passed onto neighbourhood pollution team</p>
<p>Committees meetings for November</p>		<p>Pavilion and Playing Field 29/11/11 Hengoed Cemetery Committee 22/11/11, Councillors were asked to visit the cemetery prior to attending the meeting.</p>

6 Reports – to receive the following reports

Shropshire Council Report – The Clerk read out Cllr Lloyd’s report (which had been previously circulated) in his absence which included an update on the date of the planning committee which would consider the gypsy site application opposite the entrance to Henlle Park Golf Course. The committee will meet on Tuesday 6th December, Castle View, Oswestry, and it was AGREED that Cllr Jones will represent the Parish Council at this meeting. Cllr Clare asked that Cllr Davies be asked to attend the December meeting of the Parish Council.

Police Report – PC Clarke gave his report which updated on local crimes in the parish. Cllr Morgan reported on an incident of the race course where a post box had been damaged beyond recognition by a suspected firework.

Clerks and Councils meeting 19/11/11, Improving partnership working with town and parish councils meeting 1/11/11 (report attached POH/2/11)

RESOLVED to note the report

3 Parishes Youth Association meeting – Cllr Morgan reported on this project and that a half day of activities will be organised in January

RESOLVED to note the reports

7 Financial Matters

a) Outstanding Payments *(list distributed at meeting)*

RESOLVED to approve the following payments

Chq	Supplier	Net	Vat	Gross
300040	Richard Collier Plumbing Landlords Certificate and boiler service Toilet repairs Replacement of pipe in attic and stop tap	£80 £75 375 £530		£530
300041	GR Contracting Held back payment from playing fields project	£977.63		£977.63
300042	V and W Electrics September	£71.06	£14.21	£82.27
300043	Valley Security			

	Fire Extinguisher and Pat Test	£62.50	£12.50	£75
	Fire Assessment survey	£75	£15.00	£90.00
	Total			£165
300044	Nigel Thomas expenses	£21.72		£21.72
300045	Nigel Thomas	555.10		555.10
300046	Robert Jones and Agnes Hunt (Community Meals October)	162.67	32.50	195.20
300047	HMRC	250.08		250.08
300048	SP Power Systems (transfer SG 15)	145.00	29.00	174.00
300049	G. R Contracting			
	Fire door and materials	870.79		
	Installation of doors	843.66		
	Installation of drainage to ramped entrances	300.00		
	Repair of soffit boards	60.00		
	Metal cladding doors	176.00		
	Total	£2250.45	£450.09	£2700.54
300050	Darren Brewer October			
	Selattyn	£50.00		
	Bus shelter cleaning	£40.00		
	Roundabout Cutting	£60.00		
	War memorial and playing field works	£21.47		
	Total paid			£171.47
300051	Veolia	£45.56	£10.19	£61.15
BACS	Penny O'Hagan	953.45		953.45
BACS	John Ward	91.94		91.94
BACS	John Ward Staffing policy writing	100.00		100.00

Chq 300049 it was noted that 3 quotes had not been received for this work as it was urgent due to work identified as a result of the fire safety audit. The internal auditor had been informed that quotes had not been sought and he was satisfied that the work was of an urgent nature and it was not possible to obtain quotes for specialist work at short notice.

b) Income since the last meeting *(list distributed at meeting)*

VAT reclaimed 1/6 – 30/9 £623.11
Roundabout advertising £175
Pavilion hire £85
Community meals £101.64

c) 2nd quarter internal audit procedure – to receive a verbal report from Cllr Jones on the 2nd quarter receipts and payments accounts review. Cllr Jones has undertaken a study of the receipts and payments file and checked the bank reconciliations as part of the Parish Councils internal financial controls and was satisfied that there were no discrepancies.

RESOLVED to note Cllr Jones's report.

8 Planning Items

a) Planning Application Decisions (For Information Only)

- 1) 10/02513/Cou Application Under Section 73a Of The TcP Act 1990 For The Change Of Use Of Land For The Siting Of 12 Caravans, Erection Of Washroom/Kitchen Facilities And Creation Of New Access Together With Landscaping – *Pending Consideration*
- 2) 11/03049/Out2 Berwyn Villas Gobowen Outline Application (All Matters Reserved) For The Erection Of One Dwelling - *granted*

- 3) 11/03662/Ful Tunnel House, Pant Glas – Change Of Use Of Dwelling Annex To Holiday Let – *granted – The Clerk was asked to query why this application did not go to committee as the Parish Council had recorded objections to the proposals.*
- 4) 11/03775/Ful 2 Meadow Drive, Gobowen Erection Of Two Storey Extension To Side Elevation – *Granted*
- 5) 11/03831/Ful Park Cottage, Henlee Erection Of Porch To Front Elevation, Conversion Of Garages (1 Attached, 1 Detached) To Residential To Include Formation Of First Floor Accommodation, Glazed Link Atrium, Extension To Side/Rear Conservatory To Rear Insertion Of Dormer Windows To Front And Rear Elevations, Erection Of Detached Double Garage - *Pending Consideration*
- 6) 11/03862/Ful Bridleway Field Henlle Gobowen Change Of Use Of Land To A Caravan And Camping Site, Formation Of Hardstanding For An Additional 7 No. Parking Bays, Construction Of Toilet/Shower Block_ - *Pending Consideration*
- 7) 11/03759/Ful Pentre Grange Selattyn Oswestry Sy10 7DZ Erection Of Two Holiday Chalets; Alteration To Existing Vehicular Access And Formation Of Parking Areas; Installation Of Sewage Treatment Plant - *Pending Consideration*
- 8) 11/04341/FUL Hengoed Residential Home, Hengoed, Change of use of ground floor office to residential - *Pending Consideration*

b) Planning Application For Consideration: - none received at time of printing the agenda

c) To Consider Any Other Planning Applications Received After The Issue Of The Agenda
(To Be Notified At Meeting)

11/04564/OUT Land at rear of Tilings, Whittington Road, Gobowen -Outline application with some matters reserved for a residential development and alterations to access road (to include demolition of Tilings)

RESOLVED to object the application for the following reasons

- 1. The proposed development it is outside of the development boundary**
- 2. The proposed access to the site is unsuitable for the number of dwellings proposed**

d) Delivering Local Priorities through partnership working

1) To consider a letter from Shropshire Council requesting that the Parish Council review local priorities identified for spending the community infrastructure levy by 1/1/12. - It was **AGREED** that the Clerk would circulate the questionnaire again along with the community infrastructure priorities already submitted so that Councillors could send comments to the Clerk prior to the December meeting.

2) To nominate 2 councillors to attend a community infrastructure levy workshop on 21/11/11 13.30 – 16.30 at Wem Council Chamber (**copy information attached appendix A**)
It was **AGREED** that Cllr Crow, Cllr Morgan and Cllr Turner would attend

e) 08/15650/FUL Erection of three bedroom house: Rock House, Glyn Road Selattyn – to discuss reports that the development is not being built in accordance with the submitted/approved document. Cllr West Wynn reported that he was very concerned that changes made as part of the non material amendments had altered the building considerable especially in relation to the cladding of the building.

It was **AGREED** that the Clerk be asked to write to Ian Kilby requesting that the Parish Council is notified of significant changes to applications prior to them being approved as non material

amendments.

Cllr Clare gave his apologies and left the meeting 20.13

9 Parish Council Matters

a) Street lighting provision – To consider options to reduce energy bill by switching some of the council's streetlights to part night lighting. It was AGREED that Cllr West Wynn, Cllr Bennett and Cllr Thorpe form a working group to look into this issue in more detail and make recommendations to the Parish Council.

b) Selattyn tool kit results– To discuss results of Selattyn Tool Kit event and identify projects to be developed by the Parish Council

The report was considered and it was RESOLVED that the following areas be progressed by the Parish Council.

1. Selattyn Play area – The Clerk was instructed to write to the Diocese of Lichfield to express the Parish Councils' interest in renting part of a field owned by The Glebe close to Selattyn School for the possible use as a play area for the village
2. Walking routes for Selattyn- The Clerk was asked to find out information about the Parish Paths Partnership and whether Selattyn could join this group with a view to republishing some of the local walks leaflets.
3. Affordable housing – Cllr Turner reported that the best site for affordable housing would be on land owned by the Glebe Field and The Clerk was asked to contact Shropshire Council about whether the site should be include in the SAMDEV document for the parish.

c) Proposed Zebra Crossing at Gobowen – (item taken after item 4) to consider engineers plans for the installation of a pedestrian crossing in Gobowen centre. The Chairman asked Mr Daka from the residents association to outline the proposals for the crossing and the views of the residents and local groups on the plans. It was reported that a zebra crossing from the Chinese takeaway to the post office was the preferred option and that local residents and businesses who had been consulted on this proposals including The Derwen College had responded positively to this proposal. A discussion took place on this item and a number of councillors voiced their opposition to the proposal on safety grounds especially in relation to the proximity of the crossing to the level crossing and the junction with Old Whittington Road. A number of options concerning the Whittington Road junction were discussed including proposals to make it a one way street. The Clerk was asked to establish how much the project was costing.

A motion was proposed that the Parish Council support the installation of a zebra crossing between the Chinese takeaway and the post office.

Following a vote

Votes for the proposal Cllr Jones, Cllr Turner, Cllr Ambridge, Cllr Cherrington, Cllr West Wynn, Cllr Clare, Cllr Bowyer.

Votes against the proposal Cllr Bennett, Cllr Morgan, Cllr Thorpe, Cllr Crow, Cllr Drury.

The motion was carried 7 for 5 against.

d) Remembrance Sunday – to agree arrangements for wreath laying ceremony on Remembrance Sunday It was AGREED that Cllr Jones would lay the wreath at Gobowen War Memorial and that Cllr West Wynn would lay the wreath in Selattyn.

10 Parish Council Committees

a) Financial Regulations – to consider updating financial regulations as per the recommendations of the finance committee. (report attached POH/3/11)

It was RESOLVED to amend the following sections of the parish council's financial regulations

2.1 Each Committee (if any) shall formulate and submit proposals to the Council in respect of revenue and capital costs for the following financial year not later than the end of *January* each year

3.4 The Clerk in consultation with the chairman may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The Clerk shall report the action to the Council as soon as practicable thereafter.

5.1 Cheques or *internet payments* drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed or *electronically authorised* by two members of Council.

11h *When it is to enter into a contract less than £20,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £2500 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.*

b) Council Officer Protocols –To consider response from Shropshire Council following the request that Shropshire Council's Standards Committee be authorised by the parish council to take appropriate action and apply appropriate sanctions to any member who acts in breach of the Protocol.

The Clerk reported that Shropshire Council Standards Committee currently would not be able to consider breaches of the Parish Council's Councillor / Officer Protocols as part of its remit unless the code of conduct for the Parish Council was formally amended to include this item. The Council was advised that the process of amending the code of conduct would involve a formal resolution and the posting of a public notice in the press. However in light of the far reaching changes to the code of conduct that are anticipated to come into force as part of Localism Bill the Clerk recommended that the Parish Council does not pursue this resolution at this moment in time. **It was AGREED that the Clerk would carry out the procedure to formally reverse the resolution at the December meeting as per section 11 of the standing orders.**

11 Correspondence

a) To agree procedures for circulating Parish Council Correspondence – It was **AGREED** that the Clerk would continue to circulate correspondence items via email and bring a hard copy to each meeting for councillors who are not able to access email.

b) To consider the following items of correspondence

Letter to Parish Clerk from Cllr Clare relating to a lack of response to a letter sent by him to John Ward on 04/7/10 – for consideration letter considering if you require a formal response should to the parish council clerk. Following a discussion on this item it was **AGREED** that the letter to John Ward was a personal letter to him and that the Parish Council therefore has no authority to query Mr Ward or the Parish Clerk as to why a response was not sent.

RESOLVED that the Parish Clerk writes to Cllr Clare stating that if he requires a formal response to a letter he sends the Parish Council then the letter should be formally addressed to the Parish

Council.

It was RESOLVED to note the following items

Shropshire Council

Notification of cancellation of recharges for litter bin emptying during 2010/11 and 2011/12

Working in partnership with town and parish councils invitation to meeting on 1/11/11

Items circulated via email (to be found in correspondence file)

Shropshire Council

Notification of changes to garden waste collection service

Cabinet Determination of Statutory Notices: Ifton Heath Primary School and Rhyn Park School and Performing Arts College

Department of Health's new *Be Clear on Cancer* campaign – toolkit

Ofsted Press Office – press release on new online questionnaire that will allow parents and carers to give their views on their child's school at any time of the year.

Severn Trent Regional Flood and Coastal Committee (RFCC) - consultation on a proposal to restructure the RFCC in Midlands into two new committees based on the English Severn and Wye catchments, and the Trent Catchment consultation runs from 10th October 2011 and, until 21 November 2011. The primary driver for this proposed change is the direct and complete representation of each Lead Local Flood Authority within the RFCC structure and the opportunities it will afford to involve local communities in the decision making processes on Flood Risk Management in the Midlands.

West Shropshire Talking Newspaper – request for funds (deferred to March meeting)

Queens Diamond Jubilee Beacons – Guide to taking part

Came and Company – Parish Matters Autumn

Marches Energy Agency - Warm Homes Discount press release

West Mercia Police – notification of launch of 101 – police non-emergency number for roundabout

Association of Local Councils – constitution and AGM papers

Oswestry Health Group minutes 16/9/11

NALC e bulletin 14/10/11

BBC Shropshire notification of consultation on changes to the station

Big Lottery – notification of meeting for Parish Councillors and public 24th November 6.30 for light refreshments, 7pm meeting at Rhyn Park School.

Additional items of correspondence received after the agenda has been published will be distributed at the meeting

After Offa – details of last walk story 11/12/11 1.30 – 4.00 Bronygarth Lime Kilns

Shropshire Council - TORCH RELAY - Shropshire Council is offering support to individuals, communities and organisations wishing to celebrate and be part of the Torch Relay experience.

Please get in touch with Joy Durrant at the Community Arts & Festivals Team, 01743 255077

joy.durrant@shropshire.gov.uk

QUBE notification of grant finder events 16/11/11 10-1pm Qube Oswestry

Rhyn Park School advertising for Arabian Nights play 2/12/11 7pm

Shropshire Housing Group – Annual report

Walkers are Welcome – to consider endorsing the formation of this group, it was **RESOLVED** to endorse the formation of this group

Oswestry Town Council – market advertising material

12 To agree the date and time of the next meeting 14/12/11