

**CYNGOR CYMUNED
TRELAWNYD & GWAENYSGOR
COMMUNITY COUNCIL**

Minutes of the **Meeting of Trelawnyd & Gwaenysgor Community Council**
held remotely on Thursday, 14th January 2021 at 6.30pm.

PRESENT: Councillor J.E. Lloyd-Ellis (Chair).
Councillors: D.M. Allen (Vice Chair), D.H. Ellis, M. Jones, P. Jones,
H.S. Papworth, D.J. Smith, J.C. Whiteway.
County Councillor: T. Roberts.

APOLOGIES FOR ABSENCE were received from Councillor A.N. Jones.

IN ATTENDANCE: J. Baker (Clerk).

1. 191/20. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
8.199/20.	D.J. Smith		✓	Member of Trelawnyd Village Hall Committee

2. 192/20. MINUTES & MEETINGS

2. 192/20.1. Approval of Minutes

RESOLVED:

That the minutes of the following meetings be approved as a correct record. Minutes were to be signed at soon as practical. Clerk to arrange with the Chair.

- Trelawnyd & Gwaenysgor Council meeting held on Tuesday 12th November 2020.

2. 192/20.2. Matters Arising

166/20. Streetlights. Clerk to follow up on turning off lights at night, and a quotation for LED lights.

171/20. (139/20). Risk Assessment. Clerk to bring updated version to next meeting for approval, which would include reference to outside volunteers.

172/20. Play Area. Richards Roberts, Aura Leisure had advised the slides and swings had been painted and repaired, as necessary.

172/20. Streetlighting Contract. This had been signed by the Chair and the Clerk would send on the signed copy to FCC Streetscene.
178/20. Biodiversity. Standard agenda item going forward. Progress had been affected by lockdown. A sub-group meeting was to be arranged shortly.
180/20. Asset Register. Clerk to bring updated version to next meeting for approval.
182/20. Emergency First Aid Kit. Clerk to purchase and deliver to Cllr. D.H. Ellis.

3. 193/20. CORRESPONDENCE

The Clerk reported that going forward there would be a monthly agenda listing of all circulated items to members between meetings. Any items of correspondence requiring attention from members would be added to the agenda at forthcoming council meetings.

4. 194/20. CLERK'S REPORT

The Clerk thanked both the Chair and former Clerk for their time during the handover period.

The Chair and Cllr. D.J. Smith had reported a spate of dog fouling that had affected the Trelawnyd community. The Clerk had reported the matter and awaited a response from FCC Streetscene.

To improve the council's financial payment system, the Clerk requested internet banking. This would enable direct payments to be made and minimise the use of cheques. Internet banking would provide instant access to the council's transactions and balances daily, instead of waiting for the month end statement. The clerk would require adding to the bank mandate to facilitate this change, to enable the payments to be processed this way.

The Clerk requested the use of HMRC Basic PAYE tools online, to process the monthly payroll. This would save the council money and simplify the process involved.

The Clerk requested the engagement of a call off arrangement with a specialist ICT supplier, to provide support to the Clerk as and when required. New arrangements were required for internet security, anti-virus, and a cloud back up to protect and manage the council's data going forward.

RESOLVED:

That the Clerk be given approval to proceed with internet banking, payroll migration and the ICT arrangements.

4. 195/20. COUNTY COUNCILLOR'S REPORT

Cllr. T. Roberts provided the monthly report on relevant matters at the County Council.

County Councillor Kevin Hughes of Gwernymynydd Ward had passed away recently and would be sadly missed by all friends and colleagues. Condolences were sent to the family.

There were some communication issues arising from the coronavirus lockdown and subsequent home working. Recycling operations had continued to be challenging during this period.

5. 196/20. REPRESENTATIVE / LIAISON COMMITTEE REPORTS

Cllr. D.H. Ellis had attended a Trelawnyd VA Primary School governors remote meeting recently that covered safety and financial matters.

6. 197/20. PLANNING

Consideration was given to applications forwarded to the Community Council as part of the County Council's planning consultation.

RESOLVED:

That the following responses be submitted to the County Planning Authority.

Application Number	Proposal Details
062245	Extension and alterations to dwelling. Location: Rose Cottage, Trelawnyd, Rhyl, Flintshire, LL18 6EB. The council has no objection to this application. Members had asked that neighbouring properties were notified, and their responses considered.

7. 198/20. REVIEW OF RESILIENCE PLAN

It was noted that the plan had now been approved.

8. 199/20. TRELAWNYD MEMORIAL HALL LEASE / MERGER OF TRELAWNYD COMMUNITY ASSOCIATION WITH MEMORIAL HALL COMMITTEE

The council were committed to formalising their ownership of the Hall. However, the deeds of ownership had not yet been located. Some evidence had been obtained on parish council minutes from 1910 that confirmed the transfer of possession from the Rali family (formerly of Mia House) to the council. The deeds of ownership were required to formally register the Hall as a council asset.

The Trelawnyd Community Association and Memorial Hall Committee were planning to merge, which had seemed a logical step to both parties based on their common values, objectives, and membership. The new body had requested a 25-year lease from the council to secure and support its long-term aspirations and operations. There were circa. 7 years remaining on the existing lease. Some maintenance work was to be undertaken shortly. FLVC could assist with a new lease but legal sign off would be required from both parties. Members requested that the council should have a representative appointed to attend the new body's committee meetings.

RESOLVED:

- 1) That Cllr. D.H. Ellis contact the council's solicitors for further advice in relation to the deeds.
- 2) That Cllr D.J. Smith arranges for the new body's constitution to be circulated to members at the next council meeting.
- 3) The matter of the length and terms of any new lease agreement would be further considered by the council at its next meeting.

9. 200/20. STAFFING SUB-GROUP

Members considered the ratification of the appointment of the new Clerk and starting salary grade, as recommended by the Staffing Sub-Group. The Chair also referred to an outstanding matter raised by the former Clerk that related to a payment for accrued annual leave not taken. Cllr. D.M. Allen had discussed this matter with the Advisory, Conciliation and Arbitration Service (ACAS) on behalf of the Council and obtained advice on how to proceed. Cllr. H.S. Papworth was to arrange some flowers as a thank you to Linda for her services to the council.

RESOLVED:

- 1) That the Clerk's appointment be formally approved by the council. The starting salary grade was confirmed at LC1 SCP 15, with a review after six months, and thereafter every twelve months. A contract of employment was now to be considered by the Staffing Sub-Group, before being brought to full council for approval at the next council meeting.
- 2) That the council support the request by the former Clerk for the accrued annual leave payment. Chair and Clerk to liaise on the calculations and arrange payment.

10. 201/20. FOOTPATH PAST THE CROWN

This matter was part of a wider project planned by the County Council to access Welsh Government funding, to provide an active travel walking and cycling route through the village going past The Crown Public House. A survey and feasibility study were planned to be completed by September 2021 which would also consider the traffic volumes and speed passing through this route.

11. 202/20. WIRING OF GENERATORS

The Chair stated options were being considered for the wiring with the Hall being a listed building.

RESOLVED:

That Cllr. T. Roberts chases up the matter with the County Council.

12. 203/20. SWITCHING OFF STREETLIGHTS AT NIGHT

Members had accepted this required further investigation as it was a proven way of reducing energy costs.

RESOLVED:

That the Clerk write to Jamie Bennett, FCC Streetscene, and request some options to determine a way forward.

13. 204/20. ANNUAL RETURN & ACCOUNTS 2019/20

Members considered the completed annual return now that a qualified audit opinion had been given. There were several issues that had been outlined by the Internal Auditor that were believed to now be addressed, but in any case, would be followed up by the Clerk in due course. The Clerk would be reviewing the bank and accounts shortly for the current year.

RESOLVED:

- 1) That the Annual Return and Accounts be approved; Clerk to publish on the website.
- 2) That the Clerk presents both the bank reconciliation and accounting statements for the period April to December 2020 to the next council meeting.

14. 205/20. ACCOUNTS FOR PAYMENT

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – NOVEMBER & DECEMBER 2020

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
44	CHQ	Clerk	Reimbursement for Wreaths/Cupboard	184.49	****
45	CHQ	Gwaenysgor Village Hall	Contribution in lieu of Covid	300.00	^^^
46	CHQ	Delyn Press	Newsletter Printing	55.00	^^
47	CHQ	Cymen Cyf	Translation of Newsletter	102.00	****
48	CHQ	Former Clerk	Backpay	82.60	***
51	CHQ	Colony of Ants	Web Hosting	70.00	****
TOTAL				794.09	

Powers to Make Payments:

- * The Independent Remuneration Panel for Wales (IRPW) Regulations for the remuneration of members and co-opted members of relevant authorities – Part 5 Community/Town Councils
- // Local Government Act 1948 S.33
- /// Local Government Act 1972 S.34
- ** Local Government Act 1972 S.137
- *** Local Government Act 1972 S.112, 151
- **** Local Government Act 1972 S.133
- ^ Local Government Act 1972 S.111
- ^^ Local Government Act 1972 S.144, S.145
- ^^^ Local Government (Miscellaneous Provisions) Act 1976 S.19
- ^^^^ Local Government Act 1972 S.143
- *^ Local Government Act 1972 S.140
- **^ Local Government Act 1972 S.176
- ***^ Local Government Act 1972 S.13
- *^^^ Local Government Act 1972 S.34
- **^^ Local Government (Misc. Provisions) Act 1953 S.4
- ^^** Local Government Act 1972 S.173, S.174
- ^^^* Local Government (Miscellaneous Provisions) Act 1976 S.4
- < Local Government Act 1972 S.124
- # Local Government Act 1972 S.142
- ## Representation of the People Act 1983 S.34 (repealed by Representation of the People Act 1985)
- ### War Memorials (Local Authorities' Powers) Act 1923
- #### Litter Act 1983 S.5-6
- ***** Local Government & Rating Act 1997 S.31
- *# Parish Councils Act 1957 S.3

15. 206/20. ANNUAL PRECEPT & BUDGET SETTING 2021/22

Members had before them the annual estimates of income and expenditure for the 2021/22 financial year. The Clerk explained the figures and provided further information on precept setting and the impact on the council's reserves.

RESOLVED:

That a standstill precept position is approved by members for the 2021/22 financial year. Chair and Clerk to sign the precept form and Clerk to inform the County Council. The relevant figures were confirmed as follows:

- **Precept & Budget: £23,005**
- **Band D Charge: £54.95**
- **% Uplift: 0.00%**
- **Band D Weekly Household Equivalent: £1.06**
- **Increase Per Household Per Week: £0.00**

16. 207/20. CLOSE OF MEETING

The Chair closed the meeting at 8.25pm.

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Chair