

**CYNGOR CYMUNED
TRELAWNYD & GWAENYSGOR
COMMUNITY COUNCIL**

Minutes of the **Meeting of Trelawnyd & Gwaenysgor Community Council**
held remotely on Thursday, 11th February 2021 at 6.30pm.

PRESENT: Councillor J.E. Lloyd-Ellis (Chair).

Councillors: D.H. Ellis, A.N. Jones, M. Jones, P. Jones, H.S. Papworth,
D.J. Smith, J.C. Whiteway.

County Councillor: T. Roberts.

APOLOGIES FOR ABSENCE were received from Councillor D.M. Allen.

IN ATTENDANCE: J. Baker (Clerk).

1. 208/20. **DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT**

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
8. 217/20	D.J. Smith		✓	Member of Trelawnyd Village Hall Committee
18. 228/20	D.J. Smith		✓	Member of Trelawnyd Village Hall Committee
18. 228/20	J.C. Whiteway		✓	Member of Gwaenysgor Village Hall Committee

2. 209/20 **PRESENTATION – ASH DIEBACK DISEASE TREE WORKS**

Dewi Ellis, Tree Inspector, Flintshire County Council, joined the meeting and provided a report to Members that covered the ongoing tree felling and maintenance works being undertaken by the County Council to combat Ash Dieback disease in the local area. Several trees had been identified and were affected along the A5151 Trelawnyd to Lloc road. The four stages of the work were to secure, treat leaf canopy 25-50% affected, treat canopy 50-75% affected and treat canopy 75-100% affected which was classified as an emergency.

The situation had been ongoing for 18 months and the remedial works were required to stop the disease taking hold and affecting the stability of the trees. Letters were to be sent out to private landowners next month requesting that they act on affected trees on their land. The County Council could issue an enforcement notice to ensure compliance.

Members raised concerns about the ash being removed from site. Mr Ellis explained this had been factored into the quotation from the contractor and was a standard item for this type of work. The value of any removed ash was compromised by the offcuts being in a diseased condition.

Members suggested that the Biodiversity Sub-Group could investigate a recovery plan for the affected areas where tree removal had been necessary. Members were reminded to report any other concerns to the County Council for investigation.

RESOLVED:

That Mr Ellis be thanked for attending the meeting.

2. 210/20. MINUTES & MEETINGS

2. 210/20.1. Approval of Minutes

RESOLVED:

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

- Trelawnyd & Gwaenysgor Council meeting held on Thursday 14th January 2021.

2. 210/20.2. Matters Arising

199/20. Trelawnyd Memorial Hall Lease. There was no further update on sourcing the deeds to the Hall. The draft constitution for the proposed merged body had been circulated.

202/20. There was no update from the County Council regarding the wiring of generators at the Hall.

204/20. The Council's annual return and accounts had been published on the website.

206/20. The County Council were informed of the precept for the 2021/22 year.

3. 211/20. CLERK'S REPORT

The Clerk continued to progress several one-off tasks to ensure systems and procedures were fit for purpose going forward. These one-off tasks had reduced week by week and workload continued to steady.

The Clerk had spoken to Jamie Bennett, Streetscene, Flintshire County Council, about several outstanding matters. Mr Bennett had agreed to waive

any streetlighting charges which may have been due from January 2020 up to February 2021. Should members wish to re-join the inspection process it was £25 per light over a cyclical 5-month period. The Clerk was also advised it was not recommended to switch any of the streetlights off intermittently through the night. The upgrade to LED of any lights would cost £197.50 per unit, but the recommended approach, if members wish, would be to upgrade them on a staggered basis as and when they need repair.

The work continued with the Council's ICT systems and processes. It was recommended to switch over to Microsoft 365 Business standard. Anti-virus had now been installed but encryption and a backup facility were still required. A business email address would enable the Council to migrate its email system to a proper business domain in its own name. This would give the Council a proper domain identity and many Councils were now working this way. The labour element for all the work described was £288 as quoted by the appointed contractor.

The Clerk suggested the implementation of a grant awarding policy, in line with best practice guidance. Applicants would complete an application form containing information to support the requested amount and state the purpose the grant was to be used for, and would be expected to supply a constitution, recent bank statement and set of accounts for members to consider before the approval of any awards. Successful applicants would also be requested to confirm receipt of any payment made and provide some feedback to the Council on how the money had been used and benefitted the local community.

RESOLVED:

- 1) That the Clerk contact Jamie Bennett to confirm the quantity of lights affected by any maintenance or upgrade agreement, and to challenge the advice given on turning the lights off, given the AONB Dark Skies Initiative.
- 2) That the Clerk proceeds with the necessary ICT work; new Council email address was confirmed as clerk@tgcc.wales.
- 3) That the Clerk drafts a grant awarding policy for consideration by members at the next meeting.

4. 212/20. COUNTY COUNCILLOR'S REPORT

Cllr. T. Roberts had left the meeting by this point and would provide a report at the next Council meeting. Members did however wish to commend the County Council on their response to the recent cold weather and the deployment of gritting and snow clearing crews in the local area.

RESOLVED:

That the Clerk writes to Cllr. Tim Roberts to pass on the Council's thanks to the gritting crews.

5. 213/20. **REPRESENTATIVE / LIAISON COMMITTEE REPORTS**

Cllr. D.H. Ellis reported from a recent school governor meeting that some remedial repairs to the school roof were required to address dampness.

6. 214/20. **CORRESPONDENCE**

Members noted as received the following correspondence that had been previously circulated by the Clerk.

Ref.	Details	Circulation Date
A	One Voice Wales News & Training Updates	Various
B	Visit Wales News Updates	Various
C	Welsh Government Consultations	18 th Jan 2021
D	Flintshire Garden Waste Collection Service	18 th Jan 2021
E	Menter Iaith – Virtual St. David's Day	20 th Jan 2021
F	Rob Roberts MP – Press Release Jobseekers	22 nd Jan 2021
G	Welsh Government Digital Communications Guide	22 nd Jan 2021
H	Welsh Government Letter – Accounts Deadlines	25 th Jan 2021
I	FLVC Covid Vaccine Rollout	26 th Jan 2021
J	NALC Coronavirus Update	27 th Jan 2021
K	Social Farms & Gardens Newsletter	29 th Jan 2021
L	WLGA Coronavirus Update	1 st Feb 2021
M	Flintshire Youth Provision Surveys	2 nd Feb 2021
N	Complaint to FCC – Hedge Report	2 nd Feb 2021

6. 215/20. **PLANNING**

There were no planning applications to consider.

7. 216/20. **ACCOUNTS FOR PAYMENT**

RESOLVED:

That the following schedule of accounts be approved for payment.

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
52	CHQ	Scottish Power	Electricity Charges 30/6-30/09	211.55	*#
53	CHQ	Clerk	January Salary/Allowance	429.00	***
54	CHQ	Scottish Power	Electricity Charges 30/9-31/12	211.55	*#

55	CHQ	HMRC	PAYE Quarter 3/PAYE Jan 2021	312.00	***
56	CHQ	Clerk	Reimbursement - Stationery & Postages	57.90	****
57	CHQ	Cllr. H.S. Papworth	Reimbursement for Flowers (Former Clerk)	25.00	****
58	CHQ	Audit Wales	Audit of Accounts 2019/20	247.10	***
59	CHQ	AVOW	Payroll Charges 14/9-30/12	23.00	***
			Total	1,517.10	

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

8. 217/20. TRELAWNYD MEMORIAL HALL LEASE / MERGER OF TRELAWNYD COMMUNITY ASSOCIATION WITH MEMORIAL HALL COMMITTEE

The Clerk had not yet received the draft constitution. This was to be followed up. Cllr D.J. Smith reiterated the Committee's intentions to serve the requisite three months' notice from tonight's meeting date (Thursday 11th February 2021) to the Council of their intention to terminate the lease agreement and vacate the hall, unless a new twenty five year lease was forthcoming from the Council. There was urgent repair works required on the Hall as set out in a recent surveyor's report.

RESOLVED:

That a Special meeting of the Council be called on Thursday 18th February 2021, for members to consider further the Committee's request for a new lease with the proposed merged body.

9. 218/20. BIODIVERSITY SUB-GROUP

The Clerk had received a request from local resident members of the sub-group for a meeting to be called. Members discussed generally the purpose of the sub-group and how it could best work going forward. If the sub-group were to make its own decisions it would need to be redefined as a formal committee of the Council.

RESOLVED:

That the Clerk draft new terms of reference to reconstitute the sub-group as a committee. The new terms of reference were to then be considered at the next Council meeting, ahead of any meeting being called.

9. 219/20. STAFFING SUB-GROUP

The Sub-Group had met recently to discuss the Clerk's contract of employment, and the former Clerk's payment in lieu of accrued annual leave and residual items of equipment held. The Sub-Group made its recommendations to the Council.

RESOLVED:

- 1) That the Clerk's contract of employment be approved. Chair and Clerk to sign in due course.
- 2) That the former Clerk be paid a sum of £300.00 in full and final settlement of any leave payments owed. Clerk to relay offer and make payment.
- 3) That the former Clerk's laptop passes to Cllr A.N. Jones to use for Council/community duties.

10. 220/20. BANK RECONCILIATION, PAYMENTS & ACCOUNTS 31.12.20

Members had before them the financial documentation from the Clerk who confirmed the new format and explained the entries and relevant figures. The aggregated bank balances as at 31st December 2020 were confirmed as £29,604. The accounts for the same period reflected actual expenditure and

remaining commitments broadly in line with this year's budget. The Clerk stated that there were two unrepresented cheques from prior years that required a determination from members.

RESOLVED:

- 1) That the bank balances and quarterly accounts as stated be endorsed and approved by members.
- 2) That approval be given to write back the two unrepresented cheques (101453 & 101495) related to the 2018/19, and 2019/20 prior years. Clerk to process the relevant accounting entries.

11. 221/20. ANNUAL RISK ASSESSMENT

The draft risk assessment document for 2020/21 had been circulated to members with the agenda. Members considered the revised format.

RESOLVED:

That the risk assessment document be approved subject to one minor amendment. Section covering Breach of Confidentiality – “or other delegated Councillor” to be added after Clerk, Chair and Vice Chair in the Controls to Manage Risk Column. Clerk to amend as stated.

12. 222/20. ASSET REGISTER 2020/21

The draft asset register for 2020/21 had been circulated to members with the agenda.

RESOLVED:

That this matter be deferred to the next Council meeting for further consideration.

13. 223/20. DAMAGED PLANTERS

Members considered the replacement of the planters on the seating area near Llys Mostyn.

RESOLVED:

That the planters be replaced. Clerk to arrange with the County Council's Streetscene Department and liaise with Nigel Seaburg.

14. 224/20. NHS, SOCIAL CARE & FRONTLINE WORKERS DAY

A national day of commemoration was planned for Monday 5th July 2021. This involved several activities, should the Council wish to participate, that included flag flying, ringing of church bells, social gatherings, etc. Members recognised the importance of both villages taking part in the event.

RESOLVED:

- 1) That the Clerk arranges for two working groups to consider further how best to shape the event locally.
 - Trelawnyd Working Group – Cllrs J.E. Lloyd-Ellis, D.H. Ellis & A.N. Jones.
 - Gwaenysgor Working Group – Cllrs D.M. Allen, P. Jones & J.C. Whiteway.
- 2) That the Clerk order two commemorative flags to raise at the event.

15. 225/20. HM LAND REGISTRY SURVEY

Members considered taking part in the above online survey. It was suggested that two separate surveys could be completed for both villages.

RESOLVED:

That the survey is completed by two groups as follows:

- Trelawnyd Working Group – Cllrs D.H. Ellis & H.S. Papworth.
- Gwaenysgor Working Group – Cllrs D.M. Allen, P. Jones & J.C. Whiteway.

16. 226/20. WELSH GOVERNMENT CONSULTATION – LITTER & FLY TIPPING

Members considered taking part in the above survey. A one-off working group was proposed to complete the survey. Members also expressed concern at the litter situation in the local area, particularly as two further fast-food outlets at Lloc had just obtained planning approval. The County Council were committed to fortnightly litter picks at other village locations in the County and members requested a similar regime be introduced locally.

RESOLVED:

- 1) Clerk to arrange a one-off working group and seek members' expressions of interest to take part in completing the survey.

- 2) Clerk to write to the Chief Officer, Streetscene, Flintshire County Council outlining members' concerns over the litter situation.

17. 227/20. FLINTSHIRE COUNTY COUNCIL SUMMER PLAYSCHMES 2021

Members considered the email from Janet Roberts, Flintshire County Council concerning this year's schemes. The Council had previously supported the play schemes that catered for both villages.

RESOLVED:

That the Clerk write back to Janet Roberts and confirm the Council's support for a five-week local playscheme for Summer 2021.

18. 228/20. APPLICATIONS FOR FINANCIAL ASSISTANCE

Members had before them a list of donations paid to date for the current year, and the details of the new applications for consideration as follows:

- Urdd Gobaith Cymru £Any Amount.
- Gwaenysgor Village Hall £2,000.
- Trelawnyd Village Hall £2,000.

RESOLVED:

That donations are approved for the following amounts to the stated organisations. Clerk to make arrangements as follows:

- Urdd Gobaith Cymru = £100 March 2021 pay run.
- Gwaenysgor Village Hall = £2,000 April 2021 pay run (2021/22 year).
- Trelawnyd Village Hall = £2,000 April 2021 pay run (2021/22 year).

19. 229/20. CLOSE OF MEETING

The Chair closed the meeting at 8.40pm.

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Chair