

**CYNGOR CYMUNED
TRELAWNYD & GWAENYSGOR
COMMUNITY COUNCIL**

Minutes of the **Meeting of Trelawnyd & Gwaenysgor Community Council** held remotely on Thursday, 8th April 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, and J.C. Whiteway.

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

IN ATTENDANCE: J. Baker (Clerk).

1. 246/20. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
4. 249/20.	D.J. Smith		✓	Member of Trelawnyd Village Hall Committee
4. 249/20.	H.S. Papworth		✓	Spouse of member of Trelawnyd Village Hall Committee
18. 263/20.	D.H. Ellis	✓		Acquaintance of proposed recipient of contribution
19. 264/20.	H.S. Papworth		✓	Spouse of resident making broadband enquiry.

2. 247/20. PRESENTATION

Nigel Seaburg, Streetscene Coordinator, Flintshire County Council, attended the meeting to give an update on Streetscene matters affecting the local community. Following a request through Cllr Tim Roberts the hedge along the main road had now been cut. Litter picks had been undertaken in both villages along the main road and Gwaenysgor road. Councillors reported the following matters: the soakaway work by Bryn Yr Odyn had not yet been completed, a solar powered litter cam was suggested as a visible deterrent, bigger signs were required by the school field to deter dog fouling. Teams had been patrolling the area. A jetter would be hired to remove the flooding in the field. Tremeirchion village had deployed signage on street light posts to alert residents to defib locations. Litter picking had been undertaken by volunteers on grass verges, who had been supplied with bags, gloves, pickers.

RESOLVED:

- 1) That Cllr D.H. Ellis follows up with the Welsh Hearts on the defib signage.
- 2) That the Clerk writes to Steve Jones, Chief Officer, Streetscene and Transportation, Flintshire County Council, to investigate the provision of litter cams.

3. 248/20. MINUTES & MEETINGS

3. 248/20.1. 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 11th March 2021.

3. 248/20.2. Matters Arising

2. 231/20.2. The planters had now been replaced.

5. 234/20. Cllr Tim Roberts had provided an email update to members on the various issues raised.

13. 242/20. The bridleway paths were now in better condition and drying up.

Cllr D.H Ellis reported there was no reply yet from John Hill concerning the green in the Marian, and the footpath access. The path was blocked, and the stiles require repair work.

RESOLVED:

Clerk to write a composite letter to Steve Jones, Flintshire County Council to follow up on the above outstanding matter.

4. 249/20. TRELAWNYD MEMORIAL HALL LEASE

The Chair stated the Clerk had contacted Gareth Legal, Flintshire County Council who unfortunately could not assist with any legal advice related to the validity of the lease. Cllr D.J. Smith did report that it was a similar outcome following the Hall Committee's enquiries with the FLVC.

The Chair further reported that the Council had commissioned DTM Legal to advise on the lease and they had been supplied with the relevant documents.

There were further documents available from the Hall Committee, to be supplied by Cllr D.J. Smith as Secretary. The outcome of the Hall Committee's own legal advice would be shared with the Council once the trustees had reviewed it.

Cllr D.H. Ellis reported that an architect had now assessed the external works, and the estimated cost was circa £85k for the known works identified during the assessment. This cost included scaffolding costs and the biggest item was window repairs. The Chair requested that the report be shared with members.

RESOLVED:

That the Chair and Clerk assess the additional index of documents when supplied by the Hall Committee and send on to DTM Legal any further relevant information.

5. 250/20. CLERK'S REPORT

The Clerk reminded members that if they wish to decline the £150 annual allowance payment, they must send an email to confirm this.

The Clerk requested access to the Council's archives in the Hall to check on the condition of old minutes of meetings and financial records, and the general condition of the records. This was to ensure they were accessible and in some semblance of order. There was also a storage cupboard to put together which could then be utilised for some of the Council records. Access could be arranged through Cllr D.J. Smith, as keyholder, as required.

The Clerk suggested members consider having a Council Crest which could be used on the website, letterheads, newsletters, etc. This was in keeping with most local councils. A crest could be designed by local school/artists and commemorate different aspects of the local community such as farming, buildings, landmarks, etc. Once produced it could strengthen the branding of the Council and local community.

The Clerk relayed a message from Colony of Ants, the Council's registered company for its website domain name, that provided some background information on a maintenance package should members wish to consider this, to enhance the functions and features of the community website.

RESOLVED:

- 1) That the Clerk seeks expressions of interest from members to form a working group to consider the Council Crest idea further.

- 2) That the Council continue to utilise Colony of Ants for domain name support, but not to upgrade to any website maintenance package. Clerk to inform the supplier. The Chair would investigate whether any suitably qualified local resident would be interested in helping to maintain and develop the website.

6. 251/20. COUNTY COUNCILLOR'S REPORT

Cllr Tim Roberts did not attend the meeting. Members queried the progression of the meeting to consider traffic and road safety issues on Gwaenysgor Hill, and the placement of illuminated signs on the A5151.

RESOLVED:

That the Clerk follows up on the above matters with Cllr Tim Roberts.

7. 252/20. REPRESENTATIVE / LIAISON COMMITTEE REPORTS

There were no matters to report.

8. 253/20. 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
66	BP	Clerk	March Salary/Allowance	429.00	***
67	BP	HMRC	PAYE Mar 2021	100.60	***
68	BP	Clerk	Reimbursement – Office 365, Domain Reg, Postages	34.69	****
69	BP	Gwaenysgor Village Hall	Donation (Covid)	300.00	^^^
70	BP	Urdd Gobaith Cymru	Financial Assistance	100.00	**
			Total	964.29	

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

9. 254/20. 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	Flintshire County Council Updates	Various
D	Rob Roberts MP Updates	Various
E	Hannah Blythyn MS Updates	Various
F	Secretary of TMHC – Response to Lease Offer	9 Mar 2021
G	Cyber Security Guide	13 Mar 2021
H	Cllr Tim Roberts – Update on Various Matters	16 Mar 2021
I	Dewi Ellis – Ash Dieback Query Response	18 Mar 2021
J	PC Kelly French-Jones – Grab a Gripe Results	19 Mar 2021
K	Steve Jones, FCC – Letter on Litter Collection	22 Mar 2021
L	Letter from Welsh Government – Local Government and Elections (Wales) Act 2021	25 Mar 2021
M	Welsh Government Climate Change Newsletter	27 Mar 2021
N	PCSO Mathew Griffiths – Policing Issues	31 Mar 2021

10. 255/20. BIODIVERSITY COMMITTEE

The Chair reported that the next meeting of the Committee would take place on Thursday 15th April 2021 remotely using Zoom. The Clerk was to send an agenda on to all attendees in due course.

11. 256/20. ASSET REGISTER 2020/21

Members considered the revised draft asset register. A final listing was required at the financial year end to support the Council's Annual Return and Financial Statements, and to satisfy the Auditors.

RESOLVED:

That the Asset Register be accepted and approved, subject to the following amendments:

- Line 6 – generators to be recorded as 1 per village;
- Line 9 – the phone box to be omitted;
- Line 13 – there were 4 litter bins not 2;
- Line 22 – the traffic name signs to be omitted.

12. 257/20. REVISED COUNCIL POLICIES

Members considered the revised model policies for both Standing Orders and Financial Regulations.

RESOLVED:

That the policies be approved and published subject to the following amendments:

- Standing Orders – Change maximum meeting time from 3 to 2 hours;
- Financial Regulations – 1.14 Revise £10,000 down to £5,000 for grant or single commitment, 4.1 & 4.5 revise Clerk limit down from £1,000 to £500.

13. 258/20. CLERK 13 WEEK PROBATIONARY REVIEW

Members considered the Clerk's probation period, as set out in the contract of employment. Members discussed the requirement for an appraisal in November/December and the need to review the process.

RESOLVED:

- 1) That members approve the Clerk's retention and continuous employment, following a successful period of probation.
- 2) That the Clerk makes arrangements for a meeting of the Staffing Sub-Group to review the appraisal process in May/June 2021.

14. 259/20. BANK RECONCILIATION, PAYMENTS & ACCOUNTS 31.03.21

Members had before them the financial documentation from the Clerk who explained the entries and relevant figures. The aggregated bank balances as of 31st March 2021 were confirmed as £26,132.83. The position had improved from the quarter 3 report by circa £3k, due to a commitment being removed that had related to streetlighting charges, that the County Council had confirmed would not now be rechargeable.

RESOLVED:

That the bank balances and quarterly accounts as stated be endorsed and approved by members.

15. 260/20. ANNUAL REVIEW OF INTERNAL CONTROLS/INVESTMENT POLICY

Members considered the above documents that had been prepared by the Clerk and were a mandatory requirement for the Council to hold and review annually. Members discussed the savings and investment account and its current balance.

RESOLVED:

That the documents be approved. Clerk to arrange for a bank transfer from the Council's current account to its investment account, to bring the total invested value up to £10,000.

16. 261/20. MEMBERSHIP OF ONE VOICE WALES 2021/22

Members considered the annual renewal request, with the total fees for the 2021/22 year calculated at £142.00.

RESOLVED:

That members approve continued membership of One Voice Wales. Clerk to arrange the renewal payment.

17. 262/20. FLVC BEST KEPT COMMUNITIES COMPETITION 2021

Members considered the Council entry into the above competition.

RESOLVED:

That this matter be delegated to the forthcoming Biodiversity Committee meeting on Thursday 15th April.

18. 263/20. ITEMS FROM CLLR D. ELLIS

- i) Members considered a financial contribution towards a community biodiversity project. Mr Chris Cairns of the Marian was working on a wildflower meadow and tree planting forest area. Mr Cairns had been involved in many projects around the village, including for the school.

RESOLVED:

That this matter be delegated to the forthcoming Biodiversity Committee meeting on Thursday 15th April.

- ii) Cllr Ellis reported the edge of the green on the roadside going to Trelogan was being affected by the cars being parked there. The green was now very muddy and may benefit from proper parking bays. Cllr H.S. Papworth reminded members about the previous resolution to install no parking signs on the former village green in Well Street.

RESOLVED:

- 1) That Cllr Ellis approach the County Council to find out if any support can be provided on the roadside parking matter.
- 2) That Cllr Papworth approach Linda, the former Clerk, for any relevant background information, to enable the Clerk to proceed with an order to supply and install the no parking signs on the former village green site.

19. 264/20. COMMUNITY PETITION REQUEST

Members had received correspondence from residents requesting that the Council launch a petition to support local broadband connectivity. Some parts of the village were believed to be already connected while others could not access the service. Connection had been available for around two years on selected properties.

RESOLVED:

That in the first instance the Clerk contact BT for a status report on the current position.

20. 265/20. CLOSE OF MEETING

The Chair closed the meeting at 8.30pm.

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Chair