

# **CYNGOR CYMUNED TRELAWNYD & GWAENYSGOR COMMUNITY COUNCIL**

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**Minutes of The Meeting of  
Trelawnyd & Gwaenysgor Community Council,  
Held via ZOOM,  
On Thursday 8<sup>th</sup> October 2020 at 6.30**

**1. (A) 145/20**

**PRESENT**

Councillor E. Lloyd-Ellis (Trelawnyd Ward) (Chair)  
Councillor David Allen (Gwaenysgor Ward) (Vice Chair)  
Councillor Helen S. Papworth (Trelawnyd Ward)  
Councillor John Whiteway (Gwaenysgor Ward)  
Councillor David J. Smith (Trelawnyd Ward)  
Councillor David Ellis (Trelawnyd Ward)  
Councillor Peter Jones (Gwaenysgor Ward)  
Councillor Abi Jones (Trelawnyd Ward)

County Councillor Tim Roberts

Clerk & Financial Officer Linda Evans

**1.(B) 146/20**

**APOLOGIES**

Councillor Meilir Jones (Trelawnyd Ward)

**2. 147/20**

**DISCLOSURES OF INTEREST**

Councillor David Smith disclosed an interest in agenda item 17.

**3. 148/20**

**TO APPROVE THE MINUTES OF THE MEETING HELD ON 10<sup>th</sup> SEPTEMBER 2020**

The Minutes were proposed as correct by Councillor John Whiteway and seconded as correct by Councillor David Smith and formally approved by the Members present.

**4. 149/20**

**MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 10<sup>th</sup> SEPTEMBER 2020**

Reference was made to the following matters:

**17. 138/20** – there was a discussion concerning the Clerk's appraisal and incremental increase in salary. It was stated that the increment should be applied on the anniversary of the Clerk's appointment and should not be predicated on the outcome of the appraisal. It was decided that this matter be discussed in a separate meeting without the Clerk's presence.

**Meeting to be arranged by Chair**

**5(B). 103/20** – the decorator who had first been approached had presented a further invoice which separated out the costs. It was stated that the Trelawnyd Memorial Hall Committee had already made arrangements to deal with the railings and handrail.

**11(B). 131/20** – the lockable cupboard has not yet been purchased.

**21. 142/20** – the Biodiversity Sub-group had met earlier in the week with Councillor Carolyn Thomas, FCC Cabinet Member for Streetscene and Countryside. Advice on sowing wildflower seeds and bulb planting was shared.

**19. 140/20** – it was agreed that Councillor David Ellis would meet with the solicitor to hand over the requested documentation to facilitate the acquisition of the Absolute Title.

**20. 141/20** – FCC had responded in August to state that the case was in hand but there had been no further action. Councillor David Ellis stated that he had reported missing signage and blocked footpaths to John Hill.

#### **Clerk to Contact Public Rights of Way Department**

**18. 139/20** – it had been ascertained that FCC's insurance would not cover the Street Warden volunteers. It was decided, therefore, to contact BHIB to ask if they would be covered under the Community Council insurance.

**Clerk to contact BHIB**

#### **5.(A) 150/20**

##### **CORRESPONDENCE**

The following correspondence had been received:

1. Letter from McKenzie-Jones requesting further information to pursue the Absolute Title;
2. Letter from internal auditor wishing to confirm contract;

**Clerk to sign contract and return to JDH**

3. Letter from FCC regarding ownership of green space in Well Street.
4. Email from AONB wishing to attend the next meeting.

**Clerk to invite Steve Jones**

5. Letter from a Gwaenysgor Resident concerning the supposed extension to the car park in the Eagle and Child.

**Councillor Tim Roberts to make enquiries and to inform Clerk**

#### **5.(B) 151/20**

##### **CLERK'S REPORT**

1. The Clerk stated that there was still uncertainty about the ownership of the green spaces in Well Street as they do not appear on the Land Registry. It was decided, therefore, that 'No Parking' signs should be purchased and erected.

Proposed - Councillor David Smith

Seconded - Councillor David Ellis

**Clerk to purchase signs**

2. The Clerk reported that the registration required by the Pensions Regulator had been completed and would not require further attention until 2023.

#### **6. 152/20**

##### **COUNTY COUNCILLOR'S REPORT**

County Councillor Tim Roberts stated that FCC staff continue to work from home, which means it remains difficult to get hold of people. He reported that Field Cottage had been inspected and is now being built in accordance with the original plans. Concerns about the extension of the Eagle and Child carpark had been raised (please see 5(A) 150/20 above).

#### **7.(A) 153/20**

##### **PLANNING APPLICATIONS**

There had been one planning application – ref 016744. The Clerk asked Councillors for feedback in order to respond before the deadline.

## **7.(B) 154/20**

### **PLANNING DECISIONS**

No planning decisions had been received.

## **8. 155/20**

### **REPRESENTATIVES/LIAISON COMMITTEE REPORTS**

Nominations for the Community Council Representative on Trelawnyd School Governing Body were requested. Councillor David Ellis was nominated by Councillor David Smith and the nomination was seconded by Councillor Ed Lloyd-Ellis. This was carried unanimously.

No other meetings had taken place.

## **9. 156/20**

### **AUDIT RESPONSE**

The Clerk had received notification from BDO (Auditor acting for Wales Audit Office) requesting clarification on 3 items. Final sign off is expected in the next few weeks.

## **10. 157/20**

### **REMEMBRANCE SUNDAY**

There was a discussion concerning how to conduct events on Remembrance Sunday. It was proposed that 2 wreaths be ordered.

Proposed – Councillor David Ellis

Seconded – Councillor Peter Jones.

**Clerk to contact British Legion for advice and to order wreaths**

## **11. 158/20**

### **ASSET REGISTER**

It was requested that the Asset Register be presented in such a way as to separate out the Assets of the two villages. It was agreed that the Register should display the purchase price and the replacement value. The Clerk requested that the whole process be refreshed to ensure accuracy and Councillor David Ellis agreed to assist in making an inventory of the Trelawnyd Assets.

**Clerk to create renewed list**

## **12. 159/20**

### **REVIEW OF STANDING ORDERS**

**SO 15 Public Meetings** – all Community Council meetings are, officially, public meetings whereby members of the public are permitted to speak during the first 10 minutes. It was stated that this would need to be publicised.

**Clerk to put information on website**

**SO 18 Start time** – during the Covid crisis, meetings have been undertaken via Zoom and have commenced at 6.30. SOs state that they should commence at 7.15 but Councillors agreed that meeting should continue to be held at 6.30 during the crisis.

Proposed – Councillor David Smith

Seconded – Councillor David Ellis

It was agreed that, to comply with the law, a Covid ‘codicil’ should be added to the SOs.

**SO 22(a) Quotes** – it was suggested that the Standing Order should read, ‘On receiving a proposal involving purchase of equipment or services, the Proposer and Clerk will attempt to identify, as far as is practicable, at least 3 suppliers who will then be asked to quote.’

**SO 26 Contacting FCC** – there was some discussion regarding the statement that says that all Community Council contact should be made only through the Clerk. It was agreed that the wording of the SO should read, ‘All normal interaction with the County Council regarding Community Council business will be through the Clerk, except where a sub-committee or individual councillor has been agreed as the council

lead on the business under discussion. In such cases, all proposals will be subject to a final authorisation by the full council.'

**Clerk to update SOs**

**13. 160/20**

**QUARTERLY ACCOUNTS**

An error in accounting was pointed out, therefore this item was deferred.

**Clerk to rectify error**

**14. 161/20**

**PRECEPT MONITORING**

The Clerk reported that the internal auditor had recommended regular precept monitoring. It was proposed that the Chair and Clerk meet to review the budget headings.

Proposed – Councillor John Whiteway

Seconded – Councillor David Ellis

**Clerk to arrange meeting with Chair**

**15. 162/20**

**ANNUAL NEWSLETTER**

A draft was circulated. Councillor Helen Papworth reported that there had been a meeting with Councillor Carolyn Thomas who had explained that, in her wards, a caretaker had been appointed to deal with litter etc. It was suggested that this could be discussed in the next Biodiversity group.

The format of the Newsletter was discussed and it was agreed that the Clerk should seek quotes for A3 folded flyers.

It was suggested that the Newsletter be put on the next agenda.

**Clerk to obtain quotes**

**16. 163/20**

**ACCOUNTS FOR PAYMENT**

**Approval of Accounts for Payment July - September 2020**

<b>Cheque no.</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
614	Scottish Power	199.32	9.97	209.29
615	ICO Data Protection Fee	40.00	0.00	40.00
616	Gwaenysgor Village Hall – Contribution to Expenditure During Covid (Mar-end June)	300.00	0.00	300.00
617	AVOW – Payroll Charges July-Sept	34.50	0.00	34.50
618	HMRC – PAYE quarter 2 (ending Oct 5 <sup>th</sup> 2020)	260.20	0.00	260.20
619	Linda Evans – Reimbursement for payment of subscriptions to Zoom and Microsoft	179.89	23.98	203.87
	<b>Total</b>	<b>1013.91</b>	<b>33.95</b>	<b>1047.86</b>

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The accounts for payment were approved.  
 Proposed – Councillor David Ellis  
 Seconded – Councillor Helen Papworth

**17. 164/20**  
**APPLICATIONS FOR SUPPORT**

There were two applications for support:

Gwaenysgor Defibrillator – a request had been received for support in paying for a new battery for the defibrillator. The entire cost = £176 plus £10 delivery plus VAT. This was approved.

Proposed – Councillor Ed Lloyd-Ellis  
 Seconded – Councillor David Ellis

Trelawnyd Memorial Hall - it was stated that the initial grant had been entirely spent. Subsequently the Hall had received support from WCVA but this, too, had been spent. It was requested that the Hall be granted a further £390 per month for October, November and December, with a review in January.

This was approved.  
 Proposed – Councillor Davie Ellis  
 Seconded – Councillor Peter Jones

There being no further business, the meeting closed at 8.00pm

**SIGNED BY**  
**THE CHAIR.....**

**DATE OF APPROVAL.....**