

CYNGOR CYMUNED TRELAWNYD & GWAENYSGOR COMMUNITY COUNCIL

**Minutes of The Meeting of
Trelawnyd & Gwaenysgor Community Council,
Held in Trelawnyd Memorial Hall,
On Thursday 14th January, 2016, At 6.45pm**

**1(A). 01/16
PRESENT**

Councillor Peter Jones (Gwaenysgor Ward) (Vice Chair)
Councillor Paul Bartley (Trelawnyd Ward)
Councillor J. Edward Lloyd-Ellis (Trelawnyd Ward)
Councillor Ian Papworth (Trelawnyd Ward)
Councillor David W. Paulus (Trelawnyd Ward)
Councillor David J. Smith (Trelawnyd Ward)

Councillor Nigel Steele-Mortimer (Flintshire County Councillor)

Acting Clerk & Financial Officer R. Phillip Parry

**1(B). 02/16
APOLOGIES**

Councillor David H. Ellis (Trelawnyd Ward) (Chair)
Councillor John C. Whiteway (Gwaenysgor Ward)

**1(C). 03/16
ABSENT**

1(D). 04/16

Councillor Peter Jones as Acting Chairman for the evening, wished Members a Happy New Year, and introduced the Members individually to the Acting Clerk R. Phillip Parry.

1(E). 05/16

Standing Orders were suspended:

The Acting Chairman Councillor Peter Jones welcomed to the meeting Mr. Alan Roberts (Flintshire County Council Leisure Manager - Public Open Spaces), together with his assistant Mr. Richard Roberts.

Mr. Alan Roberts advised the Members, in relation to the match funding for the Trelawnyd play area during this financial year - whereby a total of £6,000.00 will be spent on equipment - with the

Community Council contributing £1,800.00. The new equipment will require low maintenance, with a lifespan of at least 10 years. The new equipment would be installed before the end of the financial year (31st March, 2015).

Mr. Roberts referred to the transfer of assets, and in particular, the two play areas in Trelawnyd and Gwaenysgor. Mr. Roberts advised that the present maintenance cost of each play area is £1,350.000 per year. Included in this cost are weekly inspections, undertake minor repairs and replace used parts (wear & tear), but not fund any new refurbishment. The cost does not include the ground maintenance function or cleansing, as this is provided by Street Scene, and to-date, these costs are not known. The Community Council would also have to insure the play area and equipment.

The Flintshire County Council could be contracted to carry out the weekly inspections and minor repairs, at the above cost, including the services of Street Scene (at a further unknown cost), but the Community Council are able to seek these contracts elsewhere.

Mr. Roberts advised that the next step, should the Community Council agree, is to complete an Expression of Interest form. The lease agreement would be for 27 years, with no ownership aspect. Councillor Peter Jones enquired as to who owned the land where the play areas are sited. Mr. Roberts advised that he was unaware, but would research and advise the Clerk.

The Acting Chairman Councillor Peter Jones, thanked both Mr. Alan Roberts and Mr. Richard Roberts for attending the meeting, and for their informative address.

The Members agreed the following: Councillor Ian Papworth to complete an Expression of Interest form to Flintshire County Council - in relation to the play areas in Trelawnyd and Gwaenysgor. The Acting Clerk advised that the form was internet based and he would forward the link to Councillor Papworth.

1(F). 06/16

Standing Orders were restored:

2. 07/16

DISCLOSURE OF INTEREST

There were no Disclosure of Interest Declared.

3. 08/16

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 19TH NOVEMBER, 2015, INCLUDING SUPPLEMENTARY MINUTES OF THE SAME DATE

The following was clarified:

Minute number 1983 – To re-route traffic via the A55 at St. Asaph.

Minute number 1984 – The planning meeting was the normal monthly meeting.

Minute number 1986 – The County Council must prepare for austerity cuts.

Minute number 1(A). 1992 – Councillor M. Roberts was not present at the supplementary meeting.

The Minutes were proposed by Councillor David Smith and seconded by Councillor Edward Lloyd-Ellis as correct and formally agreed by the Members present.

4. 09/16

MATTERS ARISING

The Acting Clerk referred to the following matters from the previous Minutes:

Minute no: 1982 (page 1), in relation to the report by Councillor David Ellis, which referred to the installation of a Zebra crossing in Trelawnyd. The Acting Clerk read out an e-mail from Mr. Anthony Stanford to Councillor David Ellis: in brief, as follows: ‘the County Council have undertaken a great deal of work since the site meeting before Christmas. Concerns of safety in Trelawnyd are not associated with the crossing point alone but also linked to existing street lighting provision and the existing surface, carriageway markings and signage provision. Trelawnyd will be submitted within this year’s Annual Grant submission to the Welsh Assembly Government Safer Routes in The Community Criteria. And given the high score for which it obtained, I am very hopeful that this year’s bid will be a successful one’

The Acting Clerk advised the Members that Councillor David Ellis, had commenced the initial negotiations with the Flintshire County Council Highways Department, in his role as School Governor. However, Councillor Ellis would wish the Community Council to now take the matter forward.

Minute number: 1982 (page 1), sub minute number 1972. Councillor Nigel Steele-Mortimer referred to the speed limit review, and reported that speed limits were presently being altered on a number of roads within the County.

5(A). 10/16

CORRESPONDENCE

The following correspondence had been received, that was required to be either advised to, or dealt with by the Members;

- (1) The Acting Clerk referred to the Internal Auditor’s report which had been received following the end of year accounts for 2014 / 2015. It appeared that the report had been brought to the attention of the Members, but had not been recorded in the Minutes. The Acting Clerk advised that it was an audit requirement that the Council approve the Internal Audit report, and agree to take forward the recommendations.

The Members agreed the following: To formally accept the Internal Auditors report for the financial year 2014 / 2015, and comply with the recommendations.

- (2) The Acting Clerk advised in relation to correspondence from The Post Office, who advised that a Post Office facility would be provided in the Trelawnyd Memorial Hall, on Monday’s from 10.30pm to 15.30pm. The service will commence on Monday 11th January, 2015.
- (3) Flintshire County Council were enquiring if the Community Council would financially support the 2016 Summer Play Scheme. Whilst the County have applied for funding, the outcome will not be announced until late January to February. **The Members provisionally agreed to fund the 2016 scheme.**
- (4) Notification from the Community Council’s Internal Auditor (JDH Business Services Ltd), that the fee for the 2015/ 2016 audit will be £120.00 plus VAT. The Clerk sought the Members approval of the fee, and also to confirm that the services of JDH Business Services were to continue for 2016. **The Members agreed.**
- (5) The Acting Clerk referred to the following various consultations that had been advised to the Members by e-mail: Welsh Assembly - Draft Local Government (Wales) Bill / Office of the Crime Commissioner - Policing Priorities / Flintshire County Council - Formal Supplementary Planning Guidance Notes Consultation.

- (6) North Wales Police - notification in relation to a Consultation Meeting to be held on Monday 8th February 2016 at 5.30pm at Deeside Police Station. The Acting Clerk advised that Councillor David Ellis had agreed to attend.
- (7) Flintshire County Council Code of Conduct training evening, to be held at the Cymau Community Centre on the 26th January at 6.00pm. Councillor Ian Papworth had been registered to attend.
- (8) Invitation to attend a Welsh Government Engagement event on the Draft Local Government (Wales) Bill, in Llandudno on 4th February – time to be confirmed. The Clerk advised that following the invitation being cascaded to all Councillors, Councillor Ian Papworth had been registered to attend the event.
- (9) Information from the North Wales Energy Advice Centre, advising in relation to hold ‘Community Hub’ Sessions in Flintshire - to include Trelawnyd Memorial Hall, between 7.00pm and 0.00pm, on Thursday 28th January, and Gwaenysgor Village Hall, between 2.00pm and 4.00pm, on Wednesday 3rd February.

The following correspondence was taken as received:

- (i) Notification in relation to the next meeting of One Voice Wales, to be held at The Parish Hall, Chirk.
- (ii) Citizens Advice Bureau - Annual Report.
- (iii) St. Kentigern Hospice - Annual Report.

5(B). 11/16

CLERK’S REPORT

- (a) The Acting Clerk advised the Members of a deposit to the Council’s bank account, the sum of £4,550.00, being the third and final payment of the 2015 / 2016 precept for the current financial year.
- (b) The Acting Clerk advised of a further deposit of £20.00, received from the former Clerk to the Community Council, in payment for the purchase of the Council’s old laptop.
- (c) The Acting Clerk advised that he had been requested by Councillor Peter Jones, to search for correspondence in relation to the BT Red K6 Giles Scott telephone box in Gwaenysgor, which had reported the box as requiring repair. The Acting Clerk advised that no correspondence was located but he had contacted BT, who require the telephone number of the box. Councillor Jones advised that he would supply the Acting Clerk with the number.
- (d) The Acting Clerk advised that he had been contacted by Councillor Paul Bartley, asking for the Clerk to arrange with Street Scene, for the gullies to be cleaned in the lane leading to the Marian Mills area. The work was completed the following day, with Councillor Bartley advising the Clerk that the vehicles used for the cleaning had deposited a tremendous amount of mud on the road. The Acting Clerk advised that this had been advised to the Street Scene Supervisor.
- (e) The Acting Clerk advised that he had received the agreement from the Caerwys Town Councillors, that he could utilize the Town Council’s stationery during the time of his temporary position with the Trelawnyd & Gwaenysgor Community Council. The stationery and photocopying charges would be billed at the completion of the Clerk’s contract. Although postages had been purchased by the Acting Clerk separately (as per the accounts payable this evening). **The Members agreed.**
- (f) The Acting Clerk referred to the Community Council’s two bank accounts, and requested that the documentation be sign by two bank authorized signatories to place his name as a signatory and to receive the bank statements from the HSBC Bank. The Acting Clerk also advised that there was a requirement to transfer moneys between the two accounts to cover the cheques issued at meetings. The Acting Clerk requested that the necessary forms be authorized and signed. The Acting Clerk further seeked the approval of the Members, that

his salary and home working allowance be paid by standing order. **The Members agreed to the above three requests from the Acting Clerk.**

5(C). 12/16

CLERK'S TEMPORARY CONTRACT OF EMPLOYMENT

The Acting Clerk referred to the monthly working hours, which were less than the national recommended minimum hours for the size and make-up of the Council. The Acting Clerk advised, that he wished to provide the Council with information in relation to working hours of other Community Councils of similar size, including the payment of a home working allowance. The Acting Clerk sought the agreement of the Members, that the matter be placed on the February agenda. **The Members agreed.**

5(D). 13/16

TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 31ST DECEMBER, 2015

The Acting Clerk as Financial Officer provided the Members with a copy of the Quarterly Statement of Accounts, to the end of December, 2015. **The Members approved the Statement of Accounts, and the document was signed by the Acting Chair, Councillor Peter Jones.**

5(E). 14/16

TO RECEIVE, CONSIDER AND APPROVE THE BUDGET FOR THE FINANCIAL YEAR 2016 / 2017

The Clerk as Financial Officer provided the Members with an accounts spreadsheet, which indicated the present financial balances (as per the Minute above), including an estimation as to the balances as at the end of March 2016. The spreadsheet also provided the Members with a suggested precept for the financial year of 2016 / 2017, based on previous spending and allocations.

After discussion, it was proposed and seconded, and agreed by **the Members, to increase the precept for the forthcoming financial year to £15,650.00 – an increase of £2,000.00 (14.65%).** The Clerk advised that the Band D property charge would be £37.92 (15.05%), an increase of £4.96p a year (41p a month). The lower property bands would pay less per month.

The Acting Chair, Councillor Peter Jones, signed the estimates for the end of the financial year 2015 / 2016, together with the precept allocation pro forma, advising Flintshire County Council in respect of the Community Council's financial requirements for 2016 / 2017.

5(F). 15/16

The Acting Clerk referred to the budget estimates for 2016 / 2017, and advised that he felt that the present running costs of the Community Council, did not reflect the previous number of year's precepts, which has resulted in a nil financial balance being placed in the Council project budget heading. It was noted that the balance carried over from the previous financial year was £9,873.32, and whilst a percentage of this balance can be made available for projects, the Council should keep a healthy balance in their account to budget for unforeseen and / or emergency expenditure – as stated in the Governance and Accountability for Local Councils in Wales - Practitioners' Guide, including the guidance notes from The Wales Audit Office.

The Acting Clerk suggested to the Members that he produce for the February Council meeting, an Annual Investment Strategy for 2016 / 17, to include a Project Portfolio. The Project Portfolio will contain the project submissions agreed by the Council Members, which can be reviewed, as necessary, during the financial year. **The Members agreed.**

6. 16/16

COUNTY COUNCILLOR'S REPORT (CLLR NIGEL STEELE-MORTIMER)

County Councillor Nigel Steele-Mortimer advised the Members in respect of a meeting which was held recently, to discuss the concerns of residents in relation to inconsiderate parking. Councillor Steel-Mortimer referred to the private road running parallel to London Road, by which the residents on London Road (north side) get access to their properties. Any third parties parking in this private road obstruct such access. Councillor Steele-Mortimer referred to a piece of land which is bounded on the north by the County Council garages in Bron Haul and, on the south, by the private road in question. Councillor Steel-Mortimer sought the views of the Members, in relation to the Community Council expressing an interest in taking over the lease of the land from the Flintshire County Council. This land could be utilised for parking.

The Members agreed the following: They were not averse to a possible Asset Transfer, and suggested that Councillor Steele-Mortimer provide the Acting Clerk with further information, to enable him to make further enquiries with the relevant department in County Hall. The Acting Clerk advised, that he would provide Councillor Steele-Mortimer with a copy of the letter written to County Hall.

7. 17/16

REPRESENTATIVES / LIAISON COMMITTEE REPORTS

- (a) Councillor Peter Jones provided the Members with an update in relation to pending projects by the Gwaenysgor Conservation Group, including the attendance at a meeting with Cadwyn Clwyd.
- (b) Councillor Ian Papworth reported on a meeting he attended with Councillor David Ellis, in the Offices of the Welsh Border Community Transport, in Buckley. Councillor Papworth provided information in relation to the services offered by this charity, who provide transport for individuals and groups; for shopping, various outings and medical appointments. There is a yearly cost to Councils of £500.00. Councillor Papworth sought the Members approval to invite a representative from the Charity to attend the February Council meeting.

The Member agreed the following: The Acting Clerk to formally invite Mr. Gary Feathers, to the Council meeting to be held on Thursday 11th February, at 7.15, in Gwaenysgor Village Hall.

8(A). 18/16

PLANNING APPLICATIONS

There were no planning applications received from Flintshire County Council, for consideration by the Members at the meeting.

8(B). 19/16

PLANNING DECISIONS

The Clerk advised in relation to the following planning decision notices, received from Flintshire County Council:

- (a) Application number: 054345, for the fell of 1 no Sycamore, at Bryn Siriol, Ffordd Penrallt, Gwaenysgor. No objections raised.

- (b) Application number: 054199, for the erection of two storey extension to dwelling at, Ty Capel, Lon Capel, Gwaenysgor. Approved.

9(A). 20/16

COMMUNITY LIGHTING

The Clerk advised that Councillor Ian Papworth, had reported the following light out of order:

Lamp number: On the corner near to the Church entrance, Cwm Road, Dyserth.

The Acting Clerk advised, that if possible could all reports of faulty lights be reported to him. This will ensure that the lamp number / address is recorded, which will assist when checking accounts received for payment.

9(B). 21/16

Councillor Ian Papworth read out to the Members a report in relation to street lighting. The report referred to the consultations with Flintshire County Council, both in relation to the upgrading of street lighting and street lighting repairs, including funding towards a safe route to school in Trelawnyd.

Councillor Papworth sought the approval of the Members, to place at least £2,000.00, aside for street lighting improvements. This would show support by the Community Council to the application by Flintshire County Council to the Welsh Assembly, in relation to the County's bid for funding.

The Members agreed the following: That the Acting Clerk place the sum of £2,000.00 in the project portfolio.

10. 22/16

COVENANT ON ANY FUTURE SALE OF THE MEMORIAL HALL (CLLR DAVID SMITH)

Councillor David Smith addressed the Members in relation to the Trelawnyd Memorial Hall, and in particular, to the future of the Hall, should the Community Council form part of a larger regional Council area - following the proposed re-organisation of Local Government in Wales by the Welsh Assembly.

Councillor Smith sought the views of the Members in safeguarding the Memorial Hall, and suggested that should the majority of registered electors within the community, wish to preserve the Hall for future use within the community, then possibly a suitably worded covenant could be appended to the deeds.

The Members agreed the following: To support the suggestion by Councillor Smith, and in the first instance, for Councillor Smith, on behalf of the Community Council, to seek legal advice to ascertain the feasibility of a covenant being placed on the Memorial Hall.

11. 23/16

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £

219	R. Phillip Parry (Purchase of stamps – as per receipt)	30.24		30.24
220	Post Office (Postal re-direction fee for six months)	240.00		240.00

12. 24/16

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	The Acting Clerk was advised, that applications for financial assistance, were only considered at the April meeting of the Council each year, and not at monthly meetings.	

13. 25/16

The Members agreed the payments of the above accounts as listed.

There being no further business, the Chairman thanked everyone for attending and closed the meeting.

**SIGNED BY THE
CHAIRMAN.....**

DATE OF APPROVAL.....