

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

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## **Minutes of the Meeting of Trelawnyd & Gwaenysgor Community Council, Held in Gwaenysgor Village Hall On Thursday 12th July, 2018, at 7.15pm.**

### **1(A). 112 /18 PRESENT**

Councillor Helen S. Papworth (Trelawnyd Ward) (Chair)  
Councillor J. Edward Lloyd-Ellis (Trelawnyd Ward) (Vice Chair)  
Councillor David J. Smith (Trelawnyd Ward)  
Councillor David H. Ellis (Trelawnyd Ward)  
Councillor Peter Jones (Gwaenysgor Ward)  
Councillor Jennifer A. Morris (Trelawnyd Ward)  
Councillor John C. Whiteway (Gwaenysgor Ward)  
Councillor David M. Allen (Gwaenysgor Ward)

Councillor Andrew J. Holgate (Flintshire County Councillor)

Clerk & Financial Officer Linda Evans

### **1(B). 113 /18 APOLOGIES**

Councillor Abigail N. Jones (Trelawnyd Ward)

### **1(C). 114 /18 ABSENT**

There were no absentees.

### **2. 115 /18 DISCLOSURE OF INTEREST**

No Disclosures of Interest were declared.

### **3. 116 /18 TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 14th, June, 2018**

Following corrections, (Minute no.1(A). 95/18 and Minute no. 67/18, the Minutes were proposed as correct by Councillor David Smith and seconded as correct by Councillor David Ellis and formally agreed by the Members present.

#### **4. 117/18 MATTERS ARISING**

Reference was made to the following matters from the previous Minutes;

**Minute no: 12. 84/18 (page 4 from May Minutes)**

The bus shelter has not yet arrived.

**Minute no: 4. 98/18 (page 1)**

The register of assets bears no resemblance to the value. What is required is an investigation into the legal implications and into the valuation of the assets and which assets to include (the Memorial Hall for example). In addition, it was suggested that a policy regarding assets should be written.

**Minute no: 15. 87/18 (page 4 from May Minutes)**

Councillor David Smith recommended that this issue be discussed with Gamlin's.

**Minute no: 10. 103/18 (page 3)**

The Community Resilience Report had been sent and a response had been received with some small suggested changes. It was suggested that Julian Templeton and Ian Papworth be invited to the September meeting.

Councillor Helen Papworth also added that the external auditor had stated that it was not appropriate for the Chair to be acting Responsible Financial Officer and she had reassured him that she had not been acting in that capacity.

**Minute no. 11. 104/18 (page 3)**

It was recommended that the Place Plan sub-committee should meet before the meeting in September. The Clerk to contact the sub-committee to arrange.

**Minute no. 14. 107/18 (page 4)**

External Audit – the main comment was that expenditure was less than the previous year but salary costs were higher. It was suggested that the reasons may include:

- Salary costs had been presented separately from the Working from Home Allowance but the Internal Auditor had requested that they be added together. In addition there had been an increase in salary in April (the previous Clerk had not actually received this increase so it was agreed that the Chair should raise a cheque accordingly).
- As Flintshire County Council had now taken over responsibility for some of the street lighting, it was suggested that this may, in part, account for the lower expenditure.
- The funding that had been earmarked for the land in Gwaenysgor had not yet been spent.
- The Place Plan will enable the Council to plan and implement expenditure more effectively.

The Internal Audit to be emailed to BDO and the Standing Orders, Financial Regulations and the corrective actions from the 2015/16 audit would be appended. In addition it was recommended that procedures and risk assessments for the awarding of contracts should be in place. Councillor David Smith suggested that the Audit requirements should be put onto the agenda for the AGM.

Councillor David Ellis stated that all regulations and policies should be available to all Councillors in the form of a booklet. The Clerk to create the booklet.

**5(A). 118/18  
CORRESPONDENCE.**

Councillor Helen Papworth indicated that correspondence had been received but that this was still in the former Clerk's possession.

Further discussion took place regarding the following:

- The footpath near the Crown Inn – Councillor Ellis to liaise with the Clerk. Match funding may be sought from FCC who, notionally, have agreed to this.
- Councillors have not yet used any expenses. The proforma needs to be completed by 30<sup>th</sup> September 2018.
- Playscheme – the flyers have been put on the noticeboard.
- LL18 is treated as a flood plain. The Clerk to contact the Institute of Insurers for clarification regarding Trelawnyd and Gwaenysgor's position.

**5(B). 119/18  
CLERK'S REPORT**

The newly appointed Clerk has received her contract and role description. In accordance with the HR Policy, annual appraisal will be undertaken and it was proposed that two Councillors take responsibility for the Policy and appraisals. Councillor Edward Lloyd-Ellis and Councillor Jennifer Morris agreed to take on this task with the approval of the Council.

It was proposed that a new laptop and printer be purchased and a limit of £500 was agreed. In addition, the Clerk was asked to change the bank account mandate and the email account. It was suggested that the new Clerk receive support from Philip Parry, Councillor David Ellis agreed to approach him to ask if he might undertake paid support. Councillor David Smith suggested 20 hours at Philip Parry's hourly rate and this was seconded by Councillor Edward Lloyd-Ellis.

**6. 120/18  
COUNTY COUNCILLOR'S REPORT (CLLR ANDREW J. HOLGATE)**

Councillor Andrew Holgate reported the following:

- Sarn Road is to be resurfaced before September.
- The potholes in Gwaenysgor are to be repaired
- Enforcement orders have been made on the Marian, but there are further issues to pursue.
- The discussions on Field Cottage have been deferred until 23<sup>rd</sup> September. The current owners have been doing work on the house but Flintshire County Council (FCC) have informed them that they need planning permission.
- Budget Meeting – FCC is one of the worst funded councils in Wales ranking 19 out of 21 in the funding schedule.

**7. 121/18  
REPRESENTATIVES / LIAISON COMMITTEE REPORTS**

Councillors David Smith and David Ellis attended the recent County Forum meeting and stated that Mr Everett was not present to answer questions.

**8(A). 122/18  
PLANNING APPLICATIONS**

**The following planning application(s) has/have been received:**

One planning application had been received regarding a property in Rectory Lane, Gwaenysgor where permission to separate a house from an adjacent dwelling has been sought. It was proposed that the Councillors representing Gwaenysgor investigate this.

#### **8(B). 123/18**

#### **PLANNING DECISIONS**

No planning decisions were received.

#### **9. 124/18**

#### **COMMUNITY LIGHTING**

Councillor David Ellis had been to see Mr Roberts. FCC and the Community Council each believe the other had removed it. FCC wants £500 to replace it. It was suggested that the Clerk make a request to see the instruction FCC received to remove it.

#### **10. 125/18**

#### **SUPPORT FOR THE NEW CLERK**

This agenda item had already been dealt with under Minute 119/18.

#### **11. 126/18**

#### **WELL STREET, TRELAWNYD**

It had been proposed that, in order to protect the Green, posts and chains be erected to deter cars from being parked on the grass. Chris Kearns objected to this idea and suggested that, as this is a conservation area, trees and shrubs should be planted. A quote from three suppliers is required and Councillor Lloyd-Ellis and the Clerk will action this.

#### **12. 127/18**

#### **WAR MEMORIAL, TRELAWNYD**

No objections have been received and 3 quotes have been given - £3703, £3220 and £3542. It was agreed to accept the lowest quote but there was a suggestion that, as it is the centenary of the 1<sup>st</sup> World War, that FCC should also contribute to this. The Council guaranteed the funding but recommended any grants should be offset against it. Councillor David Smith proposed that the quote for £3220 be accepted and this was seconded by Councillor David Ellis. A sub-committee comprising Medwyn Hughes, Councillor Helen Papworth, Councillor Edward Lloyd-Ellis, Councillor David Smith and Councillor David Ellis was established to carry this forward.

#### **13. 128/18**

#### **GWAENYSGOR PHONE BOX**

Councillor Edward Lloyd-Ellis reported that the owner of the land upon which the phone box is situated was unaware of the legal fees and that all she wanted was to safeguard her property. She is going to contact her solicitor to ask them to expedite and simplify the process. Councillor David Smith requested that a formal meeting with the family be set up in order to ascertain what they really want and to confirm that the source of electricity is not their responsibility. It was agreed that Councillor Edward Lloyd-Ellis, Councillor Peter Jones, Councillor John Whiteway and Councillor David Allen will represent the Council and will endeavour to agree a written agreement with the family. It will also be suggested that there be a review in ten years.

**14. 129/18**

**APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
434	Colony of Ants, Website hosting and support 2018-2019	250.00	0.00	250.00
435	Flintshire County Council. Street Lighting and Maintenance April 2018	78.75	0.00	78.75
	<b>Total</b>	328.75	0.00	328.75

Councillor David Smith proposed that the accounts for payment be accepted and this was seconded by Councillor David Ellis. The Members agreed the payments of the above accounts. It was suggested that the Clerk submit any expenses incurred.

**15. 130/18**

**APPLICATIONS FOR FINANCIAL SUPPORT**

No applications had been submitted.

**16. 130/18**

**ANY OTHER BUSINESS**

Councillor Peter Jones informed the council that he had received correspondence relating to the land in Gwaenysgor. An email from the Chartered Surveyors confirmed that the agreed offer of £1000 would be forwarded to the person dealing with the matter.

**There being no further business, the Chair thanked everyone for attending and closed the meeting at 20.30.**

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

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