

Notes from Penyffordd Community Council Meeting – 13th March 2019

For the purpose of communicating as soon as reasonably possible to our residents, these are notes taken from the meeting and are not approved minutes, therefore, amendments may be made before submitting to the council for approval.

Ordinary Meeting

The Chairman welcomed Mr A Bakewell as a Youth Representative to the Council and introductions were made.

He followed by advising members that to allow for meetings to be productive and timely that every effort should be made to review all documents in advance of the meeting e.g planning applications, Working Group Reports. He will be endeavouring to ensure that meetings are concluded by 9.15pm.

Declaration of Acceptance of Office

Mr Adam Bakewell was appointed as the Community Council's Youth Representative and signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

Visitors

- i. The Clerk informed the council that unfortunately the new Operative would not be attending as he has since withdrawn his acceptance of the position. The Working Group will review the current vacancy.
- ii. Jessica Satchwell did not attend the meeting.

Matters arising

Min 277 – Ian Williams has been to assess Oakland Way for the installation of a salt bin and will be meeting Cllr Wight on site to review and consider a suitable location.

Min 291 – A meeting date is still yet to be confirmed between Wates, William Hall Estate and the Council with regard to the land at Dobshill Pay Area.

Public Questions

There were no public in attendance, however, the Chairman wished to inform and address a matter that had been raised on social media.

Comments had been made by a resident with regard to the location of the CCTV camera on Hawarden Road. She had expressed concerns regarding privacy and lack of communication and assistance from the Community Council. The Chairman and Cllr Wakelam informed the Council that there were aware of these concerns when the camera was initially installed and had in fact spoken to the residents of the property, together with the CCTV Contractors to fully assure them that although the camera had a 360° facility, it had been programmed and set to only cover 180° (Hawarden Road both directions and Chester Road). They had been provided with copies of directional images showing that their property was not affected. They had been informed that the Council did not have access to any of the footage and that it will be only be accessed by the police on a as and when basis. As far as Cllrs Priddin and Wakelam were concerned the residents were satisfied with the assurances.

The Clerk advised that she had liaised with the Contractors and suggested the installation of a shield which would offer further assurances that the camera could not collect footage from the back 180° this would be at a cost of approx. £50. She also reported that due to a fault with the wifi connection, the camera has been removed today for maintenance and therefore the shield can be installed before reinstatement.

The Council approved to provide a shield on the cctv on Hawarden Road and the Clerk will formally write to the residents who have expressed concern. Cllr Wight will provide an updated report on this matter via social media.

Working Groups

The Chairman proposed that due to the council being involved in a number of major projects that future matters being dealt with by the Working Groups are deferred for approximately 3 months.

Cllr Williams advised that the Environment Group have a number of projects that are midway such as purchasing and planting of trees which has already been approved by the Council. He will be making the purchases imminently and requested the assistance of members.

Cllrs Ransome and Bestwick disagreed that the Working Group projects should be deferred as they too are currently midway through projects.

The Chairman, Cllr Wight and Clerk explained that whilst they do not wish for the current projects to go on hold it is more the case that no further projects are taken on. Environment and Transport both have ongoing projects so they were requested to provide to the Clerk a written report in advance of the meeting so that it can be circulated with the agenda, this will let members review and consider before the meeting allowing a more meaningful discussion.

Working Groups will remain as an agenda item stating 'report as appropriate'.

Transport - Cllr Walker advised that the no.28 bus is going to be withdrawn. Cllr Williams stated that he has spoken with FCC who are currently tendering this for a new service. He should be in receipt of further information later in the week. He also advised that the new Depot Manager of Arriva has confirmed he would be willing to meet with the Council and Cllr Williams will co-ordinate this.

Cllr Walker advised that he has distributed 250 community transport timetables, however, additional copies are required and as previously approved by the council he will be needing to get a further 250 printed. Cllr Wakelam asked whether all timetables are displayed at the bus stops. Cllr Walker advised that the community transport is yet to be updated and Cllr Williams stated that it is the requirement of FCC to ensure all up to date timetables are displayed.

Environment – Cllr Bestwick reported that they are waiting to obtain costings for the leaflet graphic designs for both the old and new Village Circular Walks. Cllr Wight advised he would be able to assist with graphic design and will liaise with Cllr Bestwick.

Cllr Wight referred to the road improvements in the centre of the village (by the Millstone, Youth Club etc) regardless of whether the Co-op gain planning approval. FCC Highways needs to address this for health and safety issues. Cllr Ransome explained that the school are looking at alternative walking routes, one being through the Groves, Cllr Blackman raised the issue that the pathway through the Groves does not have lighting and many family's would prefer their children to walk along the main street which has lighting and CCTV.

Cllr Williams advised that he had recently met with Steve Jones, Chief Officer for Streetscene and Transportation and showed him the broader issues within the village taking into account the new developments, new school, Co-op planning etc. Steve Jones acknowledged the concerns and will now arrange a meeting with the appropriate FCC Officers.

Cllr Wight asked if it was the consensus of the Council that they would wish for traffic calming from Rhos Road to Silver Birch Way. Cllr Blackman said that before he could agree to anything he would need to review all the council requirements. The Council agreed that traffic calming is a requirement and Cllr Wight advised that as a starting point he will draft a proposal scheme.

Working Groups will remain as a generic agenda item and should the groups have anything to report they will provide the clerk with a written report to be circulated with the agenda packs.

Cllr Williams will purchase a number of fruit and blossom trees. Cllr Bestwick will liaise with Cllr Wight with regard to the graphic design for the Village Circular Walks and Cllr Wight will draw up a draft traffic calming proposal which will be presented back to the council.

Community Amenities

Cllr Williams provided a brief report received from the Football Club, they had hoped to attend the meeting to report themselves. They are hopefully in the position to have the funds for the second portacabin, however, they also have a contingency plan if needed. They have raised approximately £5000 which is intended for the fitting out of both cabins. They are due to be installed the end of March early April and all services have been agreed e.g water, waste and electricity. Following last month's Council meeting where members had expressed consideration for the Community Council to take on the asset, the Football Club are in agreement to this, however, obviously have concerns that after investing between £5-20k they would require an agreement to have priority access to the facilities. Cllr Williams advised he has briefly spoken to FCC with regard to the possibility of the Community Council taking this on. FCC are in the process of drawing up the legal agreement which can be amended should the Council approve to take on the asset.

Cllr Walker questioned whether planning approval is required for the portacabins? Cllr Williams advised that this was in hand as far as he was aware. Cllr Walker said this should be submitted by the council. Cllr Williams asked the Council that should they be taking on this asset would they approve the planning application fee which is usually approx. £50. This was approved.

Cllr Blackman suggested that a Working Group should be formed to undertake the necessary work to establish all factors involved should the council take on this asset. Cllr Williams also suggested that in the future once the project is complete and functioning that there should also be a Management Group involving the Council, School and club users. Cllrs Williams and Blackman agreed to undertake this role and will make the necessary enquiries and report back to the council.

Cllr Blackman questioned who was the land owner? Cllr Williams advised he was currently looking into this as it is unclear whether it is the school, FCC or Streetscene.

Cllrs Williams and Blackman will form the Working Group and undertake the necessary enquiries establishing all factors involved should the council take on this asset and report back to the full council. Cllr Williams will also ascertain who is the landowner. The Council approved to cover the cost of the planning application fee.

Youth Club Building and Surrounding Site

Cllr Wight reported that Sean Darlington, FLVC has invited them to a meeting on Tuesday 19th March 9.30am – 1.00pm regarding accessing various grants. He will endeavour to attend, however should anyone else wish to attend please register. Cllr Williams confirmed he will also be attending.

He has updated the draft Business Plan which has again been circulated to the Scouts and he is awaiting feedback.

Cllrs Hinds, Ransome and Jones reported on their visit to Caffa Isa, Mynydd Isa – this is an excellent facility providing a number of services; café, child care, play group, library and soon will have the post office located in there. The funding is all received from proceeds of the café and currently have paid staff. Cllr Hinds will provide a detailed report to Cllr Wight which will be included in the Business Plan.

Cllr Wight suggested holding a meeting of local groups.

Millstone Playing Field

The Clerk advised that she had contacted Ludus with regards to opening discussion to reduce the noise from the skate ramps as much as reasonably possible, this may be by filling the ramps with soil ensuring that the work does not affect the warranty in any way. She is awaiting a response but is regularly following this matter up.

Melwood Close Play Area

Cllrs Williams and Wakelam had no details to report and requested this to be carried forward to the April agenda.

Flintshire County Council – Consultations

Copies of the following consultations were provided to members with the agenda for consideration. Members agreed that they will provide individual responses.

- i. The Draft Local Toilets Strategy for Flintshire.
- ii. Proposed Options to Amend the Discretionary Transport Policy – Post 16 and Benefits Entitlement

Planning Applications

- a) To review and consider Planning Applications received.
 - i. Ref: 059574. Erection of single storey rear extension and construction of new bedroom and en-suite above existing garage. Or Old Rock Cottage Orchard House, Penymynydd Road, Penymynydd. **Agreed to a delegated decision provided there are no serious concerns raised by neighbours and that all policy is complied with.**
 - ii. Ref: 059505. Demolition of conservatory and erection of extension to rear of dwelling. Yandilla, Park Lane, Penyffordd. **Support on the condition that there are no concerns raised by neighbouring properties.**
 - iii. Notification that ref: 059352. Erection of 32no. dwellings. Land at Hawarden Road, Penyffordd, will be heard at the Planning and Development Committee meeting on 6th March 2019.
 - iv. Notification that ref: 057396 Land at (north of) Rhos Road, Penyffordd will be heard at the Planning and Development Committee meeting on 6th March 2019. However, further notification has been received that this application will now not be heard at this meeting.
Observation, Support provided the following: Roof lines are in keeping with the request of local members. Pos is an off site contribution where the equipping of the extension to the play area will be decided upon in liaison with Aura, elected members and local residents. Exterior finishes of dwellings will be approved in cooperation with case officer and local members. A traffic calming scheme is in place prior to starting the development. Members are seeking the cooperation of the applicant and streetscene to engage in a landscaping scheme on the corner of the site near the roundabout, where it is hoped the area can be enhanced in a busy location.
 - v. Ref: 059613. Erection of a single storey detached dwelling house and single storey garage structure, including all other associated works (retrospective). Talossamme, Abbots Lane, Penyffordd. **Strongly object. The Council does not support this application and seeks refusal on the following grounds: Approval was given for a single story dwelling. Although this is single story, the scale and appearance is more in keeping with a two story building. Negative impact on enjoyment of surrounding homes. Although a subjective matter, this is a modern building in a country setting. As a lower building the impact of the design was a concern of neighbours, but the proposed increase in height increase the concerns. No excuse for the error in building too high. It should have been built to plan and in accordance with approval.**

b) There were no Notifications of Planning Decisions made by Flintshire County Council received.

c) To review Ongoing and Proposed Planning Applications.

- i. Redrow Development, Chester Road, Penymynydd – Cllr Wight advised that a further meeting will be organised to meet with Redrow and should anyone have any concerns, these should be passed onto him. The Clerk advised that she had written to Lesley Griffiths AM and is awaiting a response.
- ii. Penyffordd Single Site School – nothing further to report.
- iii. Rhos Road (40) – Cllr Williams advised that is now looking like this application will go to FCC Panning Committee in April 2019.
- iv. Dobshill (former Council Depot) – nothing further to report.
- v. Proposed Co-op Development, Millstone, Penyffordd – nothing further to report.

Barracks Lane

Cllr Blackman reported that the condition of the road is extremely dirty and in places not walkable due to dirt from the nearby farm. Cllr Blackman will report this matter to FCC Streetscene.

Silent Soldiers – Silhouettes

Cllr Blackman advised that the Royal British Legion have approved that the silhouettes can be installed on the back wall (behind the Millennium Clock). Cllr Wakelam advised that they may in fact be too large for the wall.

Cllr Priddin suggested that they could be installed on or in the War Memorial Institute following the refurbishment. The Council will write to the War Memorial Institute to ascertain if they would be willing to have the silhouettes displayed on or in the refurbished building.

Scouts Annual Community Event

Cllr Williams and A Bakewell informed the council that the Scouts will be undertaking their Annual Community Day and have asked if there was anything they could help the council with. Cllr Williams suggested possibly tidying up of the Millennium Clock area, village planters etc, and he asked members to email him any additional ideas.

Social Media

Due to the increased use of social media the Clerk provided members with 'A Guide for Councillors' from the Welsh Local Government Association. She also provided a copy of a draft policy for the council to consider which could be adopted at the AGM.

Cllr Hinds raised concern of the number of negative comments on social media and Cllr Williams raised that the pressure and demands made on them from social media is unrealistic.

Cllr Ransome expressed concern that their contact details, although on the council's website, has been circulated on social media. Cllrs Priddin and Wight explained that this is acceptable and that all members had completed a Privacy Notice on what contact details could and could not be shared in the public domain. It was requested that a further Privacy Notice is circulated for members to make any amendments.

A suggestion was made as to whether the council should consider holding public surgeries throughout the year. This will be included on the April agenda for discussion.

Correspondence

The following correspondence was received, acknowledged and noted.

- Police Report from PCSO Ellis.
- An email from Salli Edwards, Chief Executive, Citizens Advice Flintshire. Citizens Advice Flintshire (CAF) are organising a fundraising Sleep-out Event on the 23rd March to help raise awareness of the problems and worries that some Flintshire residents are experiencing due to Universal Credit and other issues. Cllr Walker proposed for the council to offer financial support of £100 which was seconded by Cllr Smith-Bellis and Cllr Wakelam. Cllr Williams expressed concern of setting a precedence. It was taken to vote and agreed to provide a donation of £100. Cllr Wight commented that the council should be able to make decisions and offer financial support on an individual basis. The Council agreed to make a donation of £100.
- An email from Clwyd Pension Fund with the draft contribution band for 2019/20. The Clerk advised that there will be no changes for the Council.
- An email from Wales Audit Office advising that a decision has been made by the WOA Board that the current contract with the external auditors will end in 2020.
- Emails from Wales Air Ambulance and Llangollen International Musical Festival (1-7 July) seeking financial support. The council will respond advising that Grants and Financial Support will be considered in Oct/Nov.

Members Items (AOB)

- Cllr Wight asked the Clerk whether feedback has been received from FCC Standards Committee from the meeting they attended in December. To date this has not been received but the Clerk will chase this up.
- Cllr Wight requested a future agenda item of a County Councillors Report.
- Cllr Jones asked if a date has been confirmed for the closure of the WMI for refurbishment. Cllr Wight advised this will be communicated as soon as possible.
- Cllr Williams advised that the improvements to the entrance of Alyn Drive has now been completed with the support of FCC. He requested that the Council write to Steve Jones and Ian Williams FCC Streetscene to express the council's appreciation of the collaboration.
- Cllr Wakelam reported that there are loose slates on the bus shelter in Penymynydd (opp St Johns School).
- Cllr Wakelam also requested the Clerk to follow up on the installation of the safety barrier outside of St Johns School, Penymynydd.

Finance Meeting

Matters Arising

Min 298 – the work has been completed on the Millennium Clock. Unfortunately, Smiths of Derby are unable to confirm 100% that the damage could have been due to the car accident and therefore the Community Council will be liable for the repair costs. The clock faces are due to be reinstalled this week.

Min 300 – the Clerk advised that there has been a delay with the defibrillator cabinet for the Bowling Club and is hoped to be delivered next week.

She also informed members that the Bowling Club have organised the following training should anyone wish to attend: Friday 22nd March(Defib) and Mon 25th March (1st Aid) both commencing at 10am - please arrive by 9.50am.

Penyffordd War Memorial Refurbishment Project (Section 106 Agreement)

- i. The Terms of Reference had been amended and presented to the council for approval. Members had no further additions. The Chairman advised that he had not had the opportunity to fully review the new ToR and will liaise with the Clerk. The updated ToR will be issued to the War Memorial Institute.
- ii. Cllr Wight informed the council that the WMI are in the process of compiling the documents to be submitted to planning. At this stage a copy will also be sent to the Clerk who will then provide the necessary update to both FCC and Taylor Wimpey.
The Clerk advised that earlier that day she had been copied into an email from FCC to Taylor Wimpey. FCC informed TW that the Section 106 payment of £200,000 was paid to Penyffordd Community Council by the County Council on the 19th of January 2019 which will be used towards the War Memorial or other community facilities. Also that the Community Council are now able to expend the funds on the above projects without any limit of time. TW have acknowledged receipt of the email and contents.
- iii. The Clerk informed the Council that she has spoken with One Voice Wales following receipt of their Membership Offer. They are offering a 50% reduction for the membership fee for the first year which will be £305. Once a member the council will be able to have access to numerous tools, advice, training etc but as an additional benefit and in support of this project would be able to gain access to a legal advisor service (upto £1000 and/or details of a local Solicitor if needed and access to their VAT Consultant at a cost of £399. Mr Paul Egan has advised that due to the complexity of this project he would certainly recommend the council to obtain appropriate VAT advice, should VAT be claimed in error not only would it need to be repaid the council would also be fined. The Council approved that the Clerk should make arrangements to join One Voice Wales and that as and when ready will also seek advice from the VAT Consultant.

Independent Remuneration Panel for Wales

The Independent Remuneration Panel for Wales Annual Report was circulated to members with the agenda to be reviewed and considered. In accordance with the report Penyffordd Community Council now falls under Band A - Income or Expenditure in 2018-19 of: £200,000 and above.

The rates specified, if adopted, cannot be amended although an individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.

It is a matter for each council to decide: i) when the payment is actually made to the member; ii) how many payments the total amount payable is broken down into; and, iii) whether and how to recover any payments made to a member who leaves their role during the financial year.

For 2019/20 the following Determinations have been adopted by the Council:

Determination	
40 <i>Mandated</i>	All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.
41 <i>Mandated</i>	Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses. Two Senior Roles were identified – the Chairman and Vice Chairman
43 <i>Optional</i>	Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below: <ul style="list-style-type: none"> • 45p per mile up to 10,000 miles in the year. • 25p per mile over 10,000 miles. • 5p per mile per passenger carried on authority business. • 24p per mile for private motor cycles. • 20p per mile for bicycles. Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.
44 <i>Optional</i>	If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims: <ul style="list-style-type: none"> • £28 per 24-hour period allowance for meals, including breakfast where not provided. • £200 – London overnight. • £95 – elsewhere overnight. • £30 – staying with friends and/or family overnight.
45 <i>Optional</i>	Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows: <ul style="list-style-type: none"> • Up to £54.00 for each period not exceeding 4 hours. • Up to £108.00 for each period exceeding 4 hours but not exceeding 24 hours.
46 <i>Mandated</i>	All Community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

The Council also approved that the payments will be made:

- i. In February/March 2020.
- ii. There will be one payment made either by cheque or bacs where no tax deductions will be taken at source. Members will be responsible to report this income to HMRC.
- iii. As the above payments will not be made until the end of the financial year, this will reduce the risk of having to recover any payments made to a member who leaves their role during the financial year. Should any member leave during the financial year the appropriate pro rota payment will be made.

Defibrillator

CLr Priddin reported that he has been contacted by a local resident of Dobshill with regard to fund raising to purchase a defibrillator for the village. She had been due to attend this meeting to make a presentation to the council.

The finance and ordinary meetings were closed at 9.10pm