

# PEN-Y-FFORDD COMMUNITY COUNCIL

## Minutes of the Meeting held in the War Memorial Institute on Wednesday 8<sup>th</sup> May 2019

**Present:** Councillors Mr A Wight (Chairman), Mr R Bestwick (Vice Chairman) Mr J Priddin, Mr D Williams, Ms C Hinds, Mrs E Davies, Mr D Walker, Mr R Wakelam, Mrs P Ransome, Mr P Blackman, Mr M Rothero and Mr A Bakewell (Youth Representative)

**Absent:** Cllr M Jones

**In attendance:** Mrs S Hughes, Clerk & RFO to the Council  
Ms Jessica Satchwell

### 10. Apologies

Apologies were received from Councillor Dr J Smith-Bellis.

### 11. Visitors

- i. PCSO Andrea Ellis was unable to attend the meeting but provided the Council with an updated report:

Anti-Social Behaviour Issues/Trends: - There has been 1 report of ASB whereby youths have been on the grounds of Penyffordd junior school. No damage has been caused. For awareness and patrols will be conducted.

Crime Issues/Trends - There have been 2 reports of thefts from 2 addresses in Berwyn Avenue area whereby offenders have taken items from the rear garden and shed.

- ii. Jessica Satchwell informed the council that she has intended to attend the meeting to discuss with the council fundraising to purchase a defibrillator for Dobshill after setting up a Just Giving Page, however, she was pleased to advise that after contacting Wates of the new Dobshill development they have agreed to fund the defibrillator. She asked the council to consider the installation and most suitable for it to be installed with options of the garage or pet shop. Cllr Williams suggested a good location would be by the bus stop and new council noticeboard on Chester Road. Cllr Walker offered to communication with the pet shop.

JS asked once this was in place who would be responsible for the upkeep etc? She is having a meeting with Wates tomorrow and will ascertain further details such as will Wates provide the cabinet? will they undertake the installation works? JS will report back to Cllr Priddin.

The Council thanked JS for her attendance and efforts in co-ordinating this venture and agreed to include the installation and location of the defibrillator on the June agenda.

**RESOLVED:** JS will meet with Wates and report back to Cllr Priddin. This item will be included on the June agenda for further consideration.

\*\* JS left the meeting at 7.15pm

### 12. To Receive any Declaration of Interest – Members Code of Conduct

There were no Declarations of Interest received.

### 13. Minutes of the Council Meeting held on 10<sup>th</sup> April 2019

**RESOLVED:** these were approved as a correct record and signed by the Chairman.

### 14. Matters arising

**Min 337/Min 291c** - The letter to WAG has not yet been sent as information is being collated from Cllrs Williams and Wight.

**Min 323** – The Clerk is pursuing FCC with regards to the agreed repairs scheduled for the bus shelter. Ian Williams has confirmed that the safety barrier outside of St Johns School will be installed during whit week.

**Min 342** – Cllr Ransome advised she is liaising with the Head Teacher with regard to capturing the moving on event and closure of the schools by way of recordings and photography, which she is more than happy for the council to do without the children.

**Min 346** - A letter from the chairman has been sent to the Chief Office - FCC Planning.

**Min 347** – The Clerk has contacted Connected Security with the instruction to reinstall the camera, this should be undertaken this week.

The Clerk also provided the Council with a proposed statement for Wynne Construction's Press department in relation to the installation of the defib.

**RESOLVED:** the statement from the council was approved and the Clerk will forward this to Outwrite.

## 15. Public Questions

There were no public questions received.

## 16. Internal Audit and Annual Return for the Year Ended 31 March 2019

i. The Clerk provided members with details of the 2018/19 Internal Audit.

### **Issue 1**

The fidelity cover of £250,000 does not cover the maximum projected cash balance at 31/3/2019 of approximately £363,000 (calculated as year end balance plus first precept instalment).

### **Recommendation 1**

The Council must urgently review the adequacy of their fidelity cover.

### **Action 1**

The Fidelity Cover has been increased with Zurich Insurance as from 18<sup>th</sup> April 2019. Their cover falls into bandings and therefore the Council now has cover for upto £500,000. This has been included at no extra cost and also included in the 2019-20 renewal.

### **Issue 2**

Employee mileage of £214.33 has been included in staff costs in the Annual Return. The draft annual return also restates the 2017/18 balance so that staff costs includes employee mileage.

In order to be included within staff costs the expense must be a Benefit (ie Benefit in Kind) which is a disclosable item on a P11d. Mileage expenses are a benefit that is disclosable on a P11d only to the extent that they are in excess of the 45p tax neutral rate permitted by HMRC. Therefore, only the mileage rate in excess of 45p per mile paid by the council is a discloseable benefit

### **Recommendation 2**

The Annual Return should be amended to include travel expenses as other payment. Staff costs should therefore be £18,506 and other payments should be £35,011.

### **Action 2**

The Annual Return has been amended as advised above.

### **Issue 3**

The following assets have been included within the asset register at an incorrect valuation as they include VAT: CCTV camera included at £2988 when it should be £2490 and Bench included at £567.60 when it should be £473.

### **Recommendation 3**

Assets should be included within the asset register net of VAT.

### **Action 3**

The asset register has been updated to exclude VAT on the CCTV camera and bench.

## **Follow up of 2017/18 Audit Recommendations**

### **Issue 1**

The March 2018 minutes show that the Council are intending to set up a S106 joint working Group.

**Recommendation**

The Council must ensure that the working group is issued with a terms of reference. This will make clear that the working group can only make recommendations to council and cannot make decision on behalf of the council.

**Follow up comments 2018-19**

The terms of reference of the working group does not make it clear that the group cannot commit the council to a liability or expenditure. It also states in section one that the Working Group can make a resolution but in fact they can only make recommendations to their parent committee. The terms of reference also includes a budget and a set of procurement rules for expenditure that also implies there is some authority over make decisions on suppliers that will carry out works. It seems as the rules and expectations of which the WMI are to operate under have been incorporated into the terms of reference for the WMI working group.

**Follow up recommendation**

The Terms of Reference is redrafted to incorporate changed that resolve the above issues,

**Action**

The TOR has been redrafted to make the necessary amendments and has been passed to JDH for their approval before it is approved by the council.

Depending on the feedback from the Auditors the Clerk advised it may be that the Council will be required to create a WMI Project Committee in order to allow for financial delegated powers.

The Clerk also reported that she has been advised that as the expenditure is going to be significantly higher this financial year, the internal audit fee is going to increase from £142.80 to £207+vat.

ii) A copy of the Accounting Statement of the Annual Return was provided to all members advising that in Box 12 for 2017/18, the figure has been restated which was due to the Penymynydd Noticeboard being omitted from the asset figure.

The Notice of Appointment of Date for the Exercise of Elector's Rights will be advertised (on noticeboards and website) between no later than 16<sup>th</sup> June until at least 1<sup>st</sup> July with the documents being available to view between 1<sup>st</sup> July – 26<sup>th</sup> July.

**RESOLVED:**

- i. The 2018/19 Internal Audit Report was received, noted and approved together with the Clerk actions. The Chairman thanked the Clerk.
- ii. The 2018/19 Annual Return was approved by the council and signed by the Chairman and Clerk. The Notice of Appointment of Date for the Exercise of Elector's Rights will be advertised (on noticeboards and website) between no later than 16<sup>th</sup> June until at least 1<sup>st</sup> July with the documents being available to view between 1<sup>st</sup> July – 26<sup>th</sup> July.

**17. Working Groups**

Environment – Cllr Bestwick provided sample of the circular walks leaflet. They have obtained two quotes for the printing of the leaflets, although similar prices their preferred option being the local printers who are able to provide 500 leaflets of each walk for £205 and requested approval from the council

Also as a guide, Cllr Wight has drafted a 'Way Marker' which Cllr Bestwick has liaised with FCC for costings. The Council could purchase 100 - £3.24each or 500 - £1 each. Cllr Bestwick therefore proposed to purchase 500 which would allow both the current circular walks and future walks. FCC have confirmed that they would install the Way Markers.

Cllrs Bestwick and Ransome are also looking to launch the walks through a community activity such as 'Walk the Walk'. Cllr Blackman suggested contacting the local Ramblers.

Cllr Priddin asked whether these walks are pushchair/wheelchair friendly? Cllr Ransome advised that as these are rural countryside walks (with gates/styles) therefore unfortunately would not be suitable, however, they could look at future walks which would be accessible.

Cllr Walker asked how they were intending on distributing the leaflets? Cllr Bestwick suggested distributing copies within the local businesses. Cllr Ransome suggested Sales Offices of the new developments happening within the village.

Cllr Williams requested to ensure that the information included in the leaflet is 100%accurate before production.

**RESOLVED:** the Council approved for the Environment Working Group to proceed with the printing of 500 of each leaflet (500 each) and purchasing 500 Way Markers.

Transport - Cllr Hinds expressed concern of the lack of transport within the village with further changes/withdrawals and suggested that the council could arrange to meet with neighbouring communities.

Cllr Williams proposed writing to Arriva and Steve Jones FCC as the recent changes that came into effect from 29<sup>th</sup> April was not communicated to residents or publicised in advance of the changes. This is not acceptable as advance notice is required.

**RESOLVED:** Cllr Hinds will look to co-ordinate a meeting with neighbouring councils. A letter will be sent to Arriva and Steve Jones Chief Officer FCC Streetscene with regard to advance notice and communication of changes and/or withdrawals.

#### **18. Community Amenities**

Cllr Williams advised that he is still waiting on information from FCC who are in the process of determining current ownership.

**RESOLVED:** the report was received and noted. No further action can be taken until this information is received from FCC.

#### **19. Youth Club Building and Surrounding Site**

Cllr Wight reported that an open meeting was held in April which had good attendance and interest. A smaller meeting will be held whereby they will be looking at creating a Management Committee.

Cllr Williams advised that he is pursuing FLVC.

**RESOLVED:** Cllrs Williams and Wight will continue to chase and liaise with FLVC

#### **20. Community Awards**

The Clerk had only recently obtained information and examples of nomination forms and criteria's from fellow Clerks.

Cllr Walker suggested liaising with FCC as he was aware they held Sports Personality Awards and maybe able to offer advice.

**RESOLVED:** From the information received the Clerk will prepare a draft which will be passed to the Engagement Working Group to review, amend or adapt. On completion this will then be presented to the full council for approval.

#### **21. Millstone Playing Field**

Cllr Williams advised that he has contacted Richard Roberts, FCC and is awaiting to speak to a member of his team for further advice on how to proceed with the installation of materials inside of the skate ramps.

**RESOLVED:** the report was received and noted. Cllr Williams will report at the June meeting.

#### **22. Melwood Close Play Area**

Cllrs Williams and Wakelam had no further details to report but are looking to have plans drawn up to present to the council.

**RESOLVED:** Cllrs Williams and Wakelam will obtain proposed plans for the play area to present to the council.

#### **23. Grow Wild – Youth Grant**

Adam Bakewell was successful in his Grow Wild grant application for £500 which is to be used to purchase wild flowers, shrubs, cherry & fruit trees. The Scouts will participate in the planting. The Clerk met with Mr Bakewell and Cllr Williams on 23rd April in order to complete and sign the necessary paperwork.

Mr Bakewell advised a request had been made for an extension to the 30th September deadline for spending the grant due to the timing of tree planting. Grow Wild have advised that although they are not able to formally agree to an extension as Grow Wild will cease after this year so they need to tie things up, the Council do not necessarily have to have the project complete by the end of September, we just need to have spent/allocated the money and reported this back to Grow Wild. Cllr Williams and Mr Bakewell will look at sourcing the shrubs, seeds and trees.

**RESOLVED:** the report was received and noted. Cllr Williams and Mr Bakewell will look to source the shrubs, seeds and trees. The Council thanked Mr Bakewell and praised him for his efforts.

## 24. Street Naming and Numbering, Residential Development – Land at Rhos Road, Penyffordd

Correspondence has been received from FCC with regard to street names for the Development – Land at Rhos Road, Penyffordd.

The developers for the above scheme has provided FCC with the following name of the proposed new street;

- Village Way / Ffordd y Pentref
- Hamlet Close / Clos Pentref Bach

The Clerk requested an extension to the closing date of the 6th May which has been approved.

**RESOLVED:** the Council will submit the following proposals for consideration:

- Rhos-y-Brwyner Road / Ffordd Rhos-y-Brwyner
- Drovers Road / Ffordd Porthmyn

## 25. Planning Applications

a) To review and consider Planning Applications received.

- Ref: 059785. Erection of a two storey extension to side of dwelling and external alterations including dropping of kerb and formation of driveway extension. 10 Kent Close, Penymynydd. **Supported on the condition that there are no objections raised by the neighbouring properties.**  
[https://digital.flintshire.gov.uk/FCC\\_Planning/Home/Details?refno=059785](https://digital.flintshire.gov.uk/FCC_Planning/Home/Details?refno=059785)
- Notification that ref: 059352. Erection of 32no dwellings. Land At Hawarden Road, Penyffordd was also due to be heard at the 1<sup>st</sup> May FCC Planning Committee Meeting but was since withdrawn.

**RESOLVED:** the above comments will be reported to Flintshire County Council Planning.

- A Pre-application notice received from Real Planning re: Land South of Rhos Road, Penyffordd.
- A Pre-application notice received from Strutt Parker re: Land East of Vounog Hill, Penyffordd.

Cllr Wight expressed concern that the two pre-applications received are the same planning applications that were previously submitted and refused by FCC and there have been no changes to the applications. He proposed that the County Councillors raise with FCC why they would consider these applications, which they had refused, when nothing has changed.

Cllr Williams to expressed concern and questioned whether there had been changed to TAN1 which we were not aware of, which is why the applications are being resubmitted.

**RESOLVED:** Cllrs Williams and Hinds will question these two pre applications with FCC under their County Councillor capacity with Andy Roberts. The Council will also write to FCC Planning asking if they will be considering these applications, which they have already refused, and no changes have been made.

b) The following Notifications of Planning Decisions made by Flintshire County Council were received.

- Ref: 059492. Erection of pitched roof over existing flat roof garage and porch. 34 Penymynydd Road, Penyffordd. **Approved**
- Ref: 059505. Demolition of conservatory and erection of extension to rear of dwelling. Yandilla, Park Lane, Penyffordd. **Approved**
- Ref: 059431. Erection of two storey extension. 16 Priory Close, Penyffordd. **Approved**
- 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. **Approved**
- Ref: 059642. Erection of garage extension, incorporating wet room, utility room and enlarged. 30 Alyn Drive, Penyffordd. **Approved**
- Ref: 059767. Siting of community noticeboard. Road Side Verge, Dobshell Roundabout, Dobshell. **Approved**
- Ref: 059768. Siting of a community noticeboard. Village Green, Watts Road, Penyffordd. **Approved**

c) To review Ongoing and Proposed Planning Applications.

- Redrow Development, Chester Road, Penymynydd – Cllr Hinds reported that vehicles are using Hazel Drive to access the site. Cllr Wight said that a meeting needs to be held with Redrow. He was aware that Redrow have not registered with the Considerate Builders Scheme. He has questioned why during the Easter bank holidays, FCC had approved for Redrow to work.

There was concern that these issues could follow through to future developments within the village if not addressed and appropriate conditions applied to the applications. Cllr Wight suggested reviewing all applications received and commented on by the Community Council over the last two years to ascertain how many the council have supported and how many have been objected to.

He also proposed to invite Andrew Farrow, Chief Planning Officer – FCC to the June meeting giving the number of issues, concerns, loss of trust and to gain an understanding from him what the councils role is in the planning process. Cllr Bestwick questioned that as the council does have a number of grievances with the FCC planning could the council not follow the complaints process and submit a formal complaint.

**RESOLVED:** the Clerk will review and prepare a spreadsheet detailing all planning applications received during the last 2 years showing whether the community council was in support or made an objection.

Mr Andrew Farrow, Chief Planning Officer will be invited to the June meeting. Should the council not be happy with the response received from FCC, consideration will be made as to whether a formal complaint will be submitted to FCC.

- ii. Penyffordd Single Site School – Cllr Wakelam has been contacted to question whether the primary school was oversubscribed? Cllrs Rothero and Ransome (under their school governor roles) advised that they were unable to comment until the letters have been issued.
- iii. Rhos Road (40) – nothing further to report
- iv. Dobshill (former Council Depot) – nothing further to report.
- v. Proposed Co-op Development, Millstone, Penyffordd – nothing further to report.

**RESOLVED:** the above was received and noted.

## 26. Community Council's Year End Report/Newsletter

The past Chairman, Cllr Priddin has drafted his report, Cllr Bestwick provided an extract for the Environment Working Group and the Clerk has prepared a report of the year activity and members attendance.

Cllr Wight asked the Clerk to forward the information and he will review further.

**RESOLVED:** all information received to date will be forwarded to Cllr Wight to review further. This will be included on the June agenda.

## 27. Correspondence

The following correspondence was received, acknowledged and noted.

- FCC Standards Committee feedback
- As the Council are now members of OVW, they have the option to propose two motions for debate at the AGM which will be held on 5th October. Motions have to be submitted by 20th June.
- A Welsh Government survey inviting the clerk to take part in the new POSW town and community council survey.
- Planning Aid Wales Training – 22 May, St Asaph. (emailed to members)
- A thank you letter from Flintshire CAB with regard to the Sleep Out Event Grant.
- Agenda and minutes for the Hanson Liaison Committee Meeting due to be held on Monday 13<sup>th</sup> May.
- Correspondence from Welsh Blood Service – They have World Blood Donor Day coming up soon (14.6.19) and are working with other community councils to bring 'key influencers' (e.g. town mayor, councillors, local celebrity, etc.) to come into local Flintshire sessions to donate in hope that they show key people within the Flintshire community donating, that it will encourage others to do the same.
- An invitation from the Chair of Flintshire County Council to their Civic Service which will be held on Sunday 7<sup>th</sup> July in the Parish Church St Eugain and St Peters, Northop.

**RESOLVED:** the above was received and noted.

- FCC/FLVC – Best Kept Communities Competition 2019. Should the council wish to enter, applications have to be submitted by 14th June.

**RESOLVED:** the Council would like to enter the competition and the details will be passed to the Environment Working Group in order for them to review and prepare the application forms. These will be presented at the June meeting for the council to approved.

## 28. Members Items (AOB)

- Cllr Wakelam highlighted that he had requested for Penymynydd Woods to be included on the May agenda. The Clerk referred back and apologised that this had been missed together with the request from Cllr Walker regarding access to Penyffordd Train Station and Cllr Ransome's request for the Village Sign (Chester Road) also to be included on the May agenda.

**RESOLVED:** these matters will now be reviewed by the Environment Working Groups and further details will be reported back to the full council.

- Cllr Priddin advised that the tree in front of the CCTV camera on the Millstone play area needs attention and cutting back.

**RESOLVED:** Cllr Hinds will speak with members of the allotments to request the tree to be cut back.

- Cllr Williams wished to acknowledge the passing of two local residents; Ms Jessie Thomas who was a former member and Chairman of the Council and Debbie Lawrence.
- Cllr Williams also wished to acknowledge that there were a number of local residents who ran in the London marathon and raised money.
- Cllr Ransome reminded members of the Penyffordd School Moving On events which they are all invited to. Juniors - Wed 22<sup>nd</sup> May 4.30pm and Infants - Thurs 23<sup>rd</sup> May 4.30pm.
- Cllr Hinds asked members to inform her of any concerns they have with the health service as she is due to be having a meeting with BCU (Betsi Cadwaladr University Health Board).
- The Clerk wished to thank the Scouts and Beavers for their recent community work.
- **RESOLVED:** the Council will send letters of thanks to both the Scouts and Beavers.

The Clerk and Council wish to acknowledge and thank Cllr E Davies who this year had served on the community council for 40 years.

The AGM, finance and ordinary meetings were closed at 9.15pm

Chair..... 12<sup>th</sup> June 2019