

# PEN-Y-FFORDD COMMUNITY COUNCIL

## Minutes of the Meeting held in the War Memorial Institute on Wednesday 9<sup>th</sup> May 2018

**Present:** Councillors Mr J Priddin (Chairman), Mr D Williams, Ms C Hinds, Mr D Walker, Mrs M Jones, Mrs E Davies, Mr R Bestwick and Dr Smith-Bellis

**Absent:**

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

### 18. Apologies

Apologies were received from Councillors Mrs S Kenworthy, Mr M Rothero, Mr R Wakelam, Mrs L Vidamour and Mr A Wight.

### 19. Declaration of Interest – Members Code of Conduct

There were no Declarations of Interest received.

### 20. Minutes of the Council Meeting held on 11<sup>th</sup> April 2018

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

### 21. Matters arising

**Min 342 -** Cllr Williams reported that work on the pot holes on the Vounog Hill should be undertaken this evening.

**Min 359 –** Cllr Davies asked whether a response had been received from FCC with regard to the Nature Reserve? Cllr Williams advised that the letter to FCC re the Nature Reserve has not yet been sent, he will liaise with Cllr Wight and endeavour to send as soon as possible.

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

### 22. Public Questions

Mrs Ranson wished to start by publicly thanking Cllr Williams for his year as Chairman, whilst it was a difficult year with difficult decisions he had displayed a sense of caring which has been appreciated by the village. She then presented the following:

- i. Has or will the Council be doing anything in honour of the First World War Centenary? Cllr Hinds suggested speaking to local schools, Cllr Davies advised that the WMI will be hold an event, Cllr Williams proposed to include this on the June agenda for the council to consider.
- ii. Has the recent Health and Safety Survey by Hanson been made public? The Clerk will liaise with Hanson to request this information.
- iii. She expressed her concern that during a FCC Planning Committee Meeting she had witnessed Officers slating the Design Commission for Wales which is a publicly funded body via Welsh Government, she felt that this was not acceptable and should not be allowed. Cllr Williams advised that the Council too had concerns that recommendation in the report from the Design Commission for Wales had been totally disregarded and that the Council are in the process of preparing a letter to FCC.

#### **RESOLVED:**

- i. The First World War Centenary will be included on the June agenda.
- ii. The Clerk will seek to obtain a copy of the recent Health and Safety report undertaken by Hanson.
- iii. Concerns made by Mrs Ranson will also be included in the Council's letter to FCC.

### 23. Visitors

Jessica Pritchard – FCC Transportation provided members with details of the current Consultation on Flintshire County Councils Bus Network Review and the four options.

The Clerk advised that the Consultation document she was referring to had not been provided to the Council and she was only in receipt of the original letter with the four options. JP was not aware that this had not been circulated and will provide members with copies. She also advised that FCC have agreed to extend the comments closing

date until June, which will now allow Town and Community Councils to review the consultation at their June meetings.

JP advised that FCC would be willing to hold a 'Drop In Event'.

**RESOLVED:** copies of the Consultation will be circulated to members and included on the June agenda for consideration.

\* Jessica Pritchard left the meeting at 7.35pm

## 24. Internal Audit and Annual Return for the Year Ended 31 March 2018

- i. The Clerk informed and provided members with a copy of the Internal Audit which had been completed and returned, she was pleased to advise that no major issues have been identified.

### **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 decisions on behalf of the Council.*

**Clerks note:** A draft Terms of Reference for the Joint Working Group has now been drawn up.

### **Issue 2**

A review of the Council website found that the information about Councillors does not currently show political affiliations.

This is information required by section 55 of the Local Government (Democracy) (Wales) Act 2013.

#### **Recommendation**

*If Councillors have political affiliations this should be stated on the website.*

**Clerks note:** This has now been actioned.

### **Guidance note 2018**

Data Protection Law will change significantly on May 25th 2018 due to the 2016 EU Directive General Data Protection Regulation (GDPR) taking effect.

GDPR replaces the 1998 Data Protection Act and it will impose new obligations on Data Controllers and Data Processors and provides enhanced rights for individuals. Compliance with GDPR could have resource implications for local councils.

#### **Recommendation**

*The impact of GDPR on the council should be identified through review of ICO and NALC guidance and the Data Protection policy, risk assessment and internal controls should be updated accordingly*

**Clerks note:** The Council are already in the process of this.

### **Follow up of 2016/17 Audit Recommendation**

No signed confirmation of receipt could be located for the £4000 grant to the War Memorial Institute.

#### **Recommendation**

*Signed confirmations of receipt should be secured for all significant grants/ donations*

#### **Outstanding**

**Clerks note:** This had been included as a request in all letters asking for receipt of the grant, unfortunately, this had not been followed up and checked if received. A check process will be implemented for future.

- ii. The Annual Return has been completed and the Notice of Appointment of Date for the Exercise of Electors Rights, together with information leaflet will be displayed between 14th – 27th May with the documents being available to view between 29th May – 25th June.

The Clerk advised that photographic evidence has to be provided of the above Notice which is to be included with the supporting information, therefore, all supporting information will be presented at the June meeting for certification by the Chair & Clerk.

**RESOLVED:**

- i. The Internal Audit Report with the Clerks actions was received and noted.
- ii. The Council approved the Annual Return Ended 31 March 2018 which was signed by the Clerk/RFO and Chairman. The Notice of Appointment of Date for the Exercise of Elector's Rights will be between 14th - 27th May with the documents being available to view between 29th May – 25th June. All supporting information will be certified at the June Meeting.

**25. National Salary Award 2018-2020 & Home Allowance**

The Clerk reported that notification has been received that The National Joint Council for Local Government Service (NJC) has reached a pay agreement for 2018/19 and 2019/20. The new pay scales for 2018/19 will be with effect from 1st April 2018: Clerk – 2% and Streetscene Operative – 7.59%. The increase for 2019/20 will be released later this year.

She also informed the Council that home allowance payments will now be paid via payroll, therefore incurring the necessary tax and ni. Approval for the clerk's home allowance to be increased by 2%.

**RESOLVED:** the above was received and all increases approved by the Council. Clerk salary and home allowance – 2% and Streetscene Operative salary – 7.59%.

**26. Community Transport/Bus Services**

FCC have released a Consultation on Flintshire County Councils Bus Network Review which had been discussed under Visitors. As the date has now been extended, this will be included on the June agenda.

**RESOLVED:** this will be included on the June agenda.

**27. Working Groups**

Cllrs Williams and Smith-Bellis informed the Council that they have taken a tour of the village to assess locations for planting of poppies, daffodils and trees. They will prepare a location plan for the Council's approval.

Due to the absence of a number of members, it was proposed to defer the allocation of projects to the working groups until the June meeting.

**RESOLVED:** the report was received and noted. Cllrs Williams and Smith-Bellis will draw up a location plan for the planting which will be presented to the council for approval. Allocation of projects to the Working Groups will be included on the June agenda.

**28. Millstone Playing Field**

The Clerk informed the Council that following a recent routine inspection from FCC the following has been identified:

- 1) Cracking of the mesh on the MUGA.
- 2) There is movement in the ground fixing of the first fitness item, it may be acceptable but it is worth checking with manufacturer/installer.
- 3) The seesaw in the Toddlers play area is cracking underneath the seat and the upright climbing frame has loose fixings. Richard Roberts – Aura will pick this up with Hagsplay

The Clerk has reported items 1 & 2 to Ludus Leisure who have advised this will be reviewed within the next week.

Cllr Hinds reported that she has been successful in securing a donation of £800 for Hanson towards to the replacement fencing. Cllrs Williams and Hinds advised that the replacement fencing will be 3ft in height. They will inform members of when the work will commence as they will be a need for volunteers to assist with the general tidy up.

Cllr Williams also asked the Clerk to follow up and ascertain if Ludus are able/willing to assist with the improvements to the soundproofing of the skate ramps? Improvements needs to be undertaken as soon as possible.

**RESOLVED:** the above reports were received and noted. The Clerk will continue to liaise with Ludus regarding the repairs and also make enquiries regarding the soundproofing of the skate ramps. Cllrs Williams and Hinds will liaise with members regarding the commencement of the fence works.

## 29. Consultations

Copies of the below consultations were provided to members with the agenda.

### i. **Edition 10 of Planning Policy Wales**

The Welsh Government is proposing to revise Planning Policy Wales (PPW) in light of the Well-being of Future Generations (Wales) Act 2015. The Welsh Government is conducting a public consultation on edition 10 of PPW. Comments to be submitted by 18<sup>th</sup> May 2018.

Cllr Williams advise that Cllr Wight was in the process of preparing a draft response.

### ii. **Green Paper; Strengthening Local Government: Delivering for People**

To review the green paper which explains the ambitions for local government. It presents options which could lead to larger and more sustainable local authorities in Wales, which can deliver effective and sustainable public services. Comments to be submitted by 12<sup>th</sup> June 2018.

### iii. **FCC – Draft Planning Enforcement Policy**

FCC have provided a proposed policy which sets out an intended approach to planning enforcement by the Council. The updated policy will assist in providing a more accountable and equitable enforcement service. Comments to be submitted by 12<sup>th</sup> June 2018.

There were no comments from members on (ii) & (iii). Cllr Williams suggested that he would be happy to liaise with Cllr Hinds and prepare a response from the Council.

**RESOLVED:** Cllr Wight is in the process of preparing a draft response in relating to (i) and the Council fully supported Cllrs Williams and Hinds to provide a response on behalf of the Council to (ii) and (iii).

## 30. Planning Applications

- a) To review and consider Planning Applications received.
- i. Ref: 058250. Resiting of garden fence. 2 Maple Way, Penyffordd. **Supported on the condition that there are no objections from neighbouring properties.**
  - ii. Notification of Householder Appeal. Ref: APP/A6835/D/18/3196528. Ref: 057525. Conversion of loft space into bedrooms by using dormer roof to the rear elevation. 32 Green Park, Penymynydd.
  - iii. Ref: 058305. Demolition of existing open porch and erection of extension to front of dwelling. 31 Ffordd Derwyn, Penyffordd. **Supported on the condition that there are no objections from neighbouring properties.**
  - iv. Ref: 058310. Erection of 24no. dwellings and associated gardens and car parking. Land West of Greenwood Grange, Chester Road, Dobshill. **Fully support this application. Flintshire County Council and Wates have consulted actively with both Penyffordd Community Council and the local community throughout the process and have made improvements to the scheme as a result of the feedback they have received. The addition of this affordable housing as well as the associated infrastructure improvements will help to provide for the needs of those most in need in our community and is welcomed.**
  - v. Ref: 058319. Erection of extension to rear of dwelling. 17 Hawarden Road, Penyffordd. **Supported on the condition that there are no objections from neighbouring properties.**
  - vi. Amendment to submitted application. Ref: 058164. Outline application for residential development. Land East of Vounog Hill, Penyffordd.
  - vii. Ref: 058335. Erection of rear single storey extension sun room with conversion of existing garage and erection of new detached garage. **Supported on the condition that there are no objections from neighbouring properties.**

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

- b) To receive Notifications of Planning Decisions made by Flintshire County Council.
- i. Ref: 057758. Demolition of existing piggeries and construction of ancillary building to serve existing equestrian/stables business. Blackbrook Farm, Lower Mountain Road, Penyffordd. **Approved**
  - ii. Ref: 057908. Relocation of existing access and extension of existing Class B1 site to provide parking and turning of delivery vehicles. Bank Farm, Lower Mountain Road, Penyffordd. **Refused**

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

- c) To review Ongoing and Proposed Planning Applications.
- Cllr Williams provided a brief report of the status of the below:
- i. Penyffordd Single Site School – work has now commenced.
  - ii. Land at Chester Road, Penymynydd – Nothing further to report at this stage.
  - iii. Rhos Road (Retirement) – Application is now being dealt with by a new Planning Officer, Katie Jones.
  - iv. Rhos Road (40) – Application is now being dealt with by a new Planning Officer, James Beattie.
  - v. Vounog Hill – Application received and the council has responded.

vi. Dobshill (former Council Depot) – Application received and the council has responded.

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

### 31. Youth Club Building and Surrounding Site

Cllr Williams reported that a meeting with the Scouts and Football Club was held to assess the options of a Community Asset Transfer (CAT), they will now draft ideas and plans. He has also communicated with the FLVC who have advised the Council would be able to submit an Expression of Interest (EOI) with no commitment to proceed. Cllr Williams proposed for the Council to submit an EOI (stage 1) which was unanimously agreed.

**RESOLVED:** the Council unanimously agreed to submitting an EOI for the Youth Club building. Cllr Williams will obtain the necessary forms.

### 32. Community Council's Year End Report & Newsletter

Cllr Williams advised the draft report/newsletter is near completion for approval by the Council. Cllr Walker asked for confirmation that details of the budget/precept will be included, which Cllr Williams agreed.

**RESOLVED:** Cllr Williams will finalise the draft report and submit to the council for approval.

### 33. The Independent Review Panel – 'Pop in Session'

The council consider the request from the Independent Review Panel for Wales who were asking the council to open our doors on Thursday 24th May 2018 to collect views from our community and promote the event in our area.

**RESOLVED:** the Council will not be participating in this event.

### 34. Correspondence

The following correspondence was received, acknowledged and noted.

- PCSO A Ellis provided an updated police report. Members were extremely concerned regarding the report of knives being found in a children's play area and also the incident of glass being broken in the muga at the Millstone play area.
- The Clerk advised members of upcoming OVW Training Events and also advised members to contact her if there were any specific training requirements.
- The next County Forum will be held on Thursday 10<sup>th</sup> May, 6.30pm – 8.30pm at Connah's Quay Town Council.  
**RESOLVED:** Cllr Walker will be attending.
- The Clerk informed members that she had attended an event held by the Independent Remuneration Panel for Wales at Llandudno earlier that day. She advised that she will be preparing a report for the council to consider at the June meeting which will include; how members will be paid, when payment will be made and amounts to be paid under determinations 52 & 53.

**RESOLVED:** the Clerk will prepare a report for the council to consider at the June meeting.

### 35. Members Items (AOB)

- Cllr Hinds reported the safety concern of the ongoing access issue off Alyn Drive into Berwyn Avenue due to parking of cars, especially of an evening and requested that this be passed to the PCSO.

**RESOLVED:** the Clerk will pass this information to the PCSO.

The meeting was closed at 9.10pm

Chair..... 13<sup>th</sup> June 2018