

# PENYFFORDD COMMUNITY COUNCIL

## Minutes of the Ordinary (Hybrid) Meeting held on Wednesday 8<sup>th</sup> November 2023

**Present:** Councillors Mrs P Ransome (Chair), Mr A Sloan (Vice), Mr M Rothero, Mr R Wakelam, Mr D Walker, Mr P Blackman, Mrs L Overington, Mr A Ibbotson and Youth Rep Miss Boleyn

**By Video:** Councillor J Priddin

**Absent:** Councillor S Williams

**Also Present:** Mrs Sarah A Hughes, Clerk & Responsible Financial Officer and 1x Member of the Public

### 111. Apologies

Apologies for absence were received from Cllrs D Williams and O Thompson.

### 112. To receive any Declarations of Interest – Members Code of Conduct

A Declaration of Interest was made by Cllr Walker in relation to agenda no. 7 (min117) – Annual Grants.

### 113. Chairman's Announcements

It was acknowledged that it has been the wettest month and there continues to be issues with flooding which the Cty Cllrs are pursuing. She thanked all those involved that helped with the flooding on October, this was a great example of the community working together.

It was a disappointing turnout of members attending the Place Plan Training, with limited apologies being submitted. It was an excellent course and had been intended to assist all members with the place plan review.

A great turn out for this year's bonfire hosted by the WMI which she thanked all involved in this community event and again another great example of the community working together.

A reminder that the Remembrance Parade will commence at 2.30pm from the WMI followed by the service.

### 114. To receive and approve the Ordinary Minutes of the 1st October 2023

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

### 115. To review and report on any Matters Arising from previous meetings

**Min 86** - Memorial garden project – work is progressing on various options for redesigns and hoped that details will be ready to submit in December in order to assist with the budget review.

**Min 98/80** - To date no response has been received from Anthony Stanford of Lee Waters MS.

**RESOLVED:** a response will be pursued.

**Min 99** – Responses from Ysgol Penyffordd and Cllr Ian Roberts, Leader of the Council were provided to members. The Head advised that the drop-off circle was intended as a trial, which was unfortunately unsuccessful and they have no plans to re-open the car park, as to do so would endanger children once again. Cllr Wakelam reported that he was aware of parents that would be willing to assist in managing the drop-off circle.

**RESOLVED:** a copy of the original letter sent will also be shared with the Cabinet Member for Education, Mared Eastwood and the Cabinet Member for Streetscene Dave Hughes.

**Min 103 c** - Response provided to members re planning Re Bank Farm.

**Min 105** - Paul Calland has now provided a written statement regarding the Old School site. It has been requested by a resident to try to retain the plaque for Kimberley Wetherington that was inside the school.

**RESOLVED:** the statement will be shared with the community on noticeboards, facebook and the website. Ysgol Penyffordd and Paul Calland will be asked about the plaque.

**Min 106** - Order for the defib was higher than estimated, as it had been omitted to factor in that the defib in the kiosk would also need a cabinet. The Clerk liaised with the Chair before placing the order.

**Min 110** A request has been submitted to FCC Enforcement.

*\*\*7.05pm Cllr Priddin left the meeting.*

### 116. To receive any Public Questions/Correspondence

The MoP reported issues within the village;

Melwood Close to Holly Drive pathway needs clearing; weeding & overgrown hedges, street light out on Kent Close, street lights being blocked by overgrown trees on Kent Close and Bilberry Close and old school site grass and hedge cutting.

**RESOLVED:** the Melwood Close to Holly Drive pathway will be cleared by the groundsman and all other issues will be reported to FCC.

### 117. Annual Grant Applications

A late application was received and members voted as to whether it should be considered. Following members reviewing all applications received, which is an increase on last year, a proposal was made that the available grant budget should be equally split between all applications.

Cllr Ibbotson suggested the council to consider revising the application form for 2024.

**RESOLVED:** the council approved on this occasion they will include the late application. Cllr Ibbotson will prepare a proposal for a revised 2024 Grant Application. Grants were awarded of £246.87 to the following groups and payments approved to be included in this months payment schedule.

- |   |                                    |
|---|------------------------------------|
| - Penyffordd Rainbows                   | - Castell Alun Friends Association |
| - Friends of Penyffordd School          | - Millstone Community Allotments   |
| - Penyffordd Area Community Association | - Penyffordd Beaver Scout Colony   |
| - Penyffordd Bowling Club               | - Penyffordd Brownies              |
| - Penyffordd Cub Scout Pack             | - Penyffordd FC                    |
| - Penyffordd Scout Troop                | - Penyffordd Toddler Group         |
| - St Johns Home School Association      | - Penyffordd Tennis Club           |
| - Penyffordd WI                         | - Wales Air Ambulance              |

The council also approved the following annual donations:

- |                          |                         |
|--------------------------|-------------------------|
| - Penyffordd WMI - £4000 | - Flintshire CAB - £300 |
|--------------------------|-------------------------|

### 118. Bank Balances and Accounts for Payment

To report balances of all bank accounts and to review and authorise monthly accounts for payment.

**Bank Balances** Current £19091.74 Deposit £172326.57 Play Area £8894.70

**Bank Transfers** Deposit Acc to Current Acc £10,000.00

#### Payments Received

S Jones Defib Donation £120.00

#### Unpresented Chqs/Payments

Mammoth Workwear	Staff Uniform	£150.14
Poppy Appeal	Poppy Wreath	£50.00
Mega Electrical	Installation of Defib PYM	£2,976.00

#### Accounts for Payment

Payee	Details	Amount
Scottish Power	*Electricity Charges - Changing Rooms	£66.59
Defib Store	*2 Zoll AED's and 1x cabinet	£2,572.80
Flintshire County Council	Streetlighting Maintenance (pym rd)	£711.00
Flintshire County Council	Electricity Charges - April - Sept 2023	£265.28
Coniston	AED Training	£68.00
RN Electrical	Service of CCTV Cameras	£525.00
Planning Aid Wales	Place Plan Training	£770.00
WoodsWork CIC	Nature Area Management	£340.00
Mr C Jones	Mileage and Expenses (inc plants)	£162.15
Mrs S Hughes	Mileage and Expenses (inc plants)	£112.42
Staffing Cost	Oct-23	£3,936.29
H & R Roberts & Sons	Equipment & supplies for Groundsman	£33.12
FirstFence Ltd	Replacement parts for Changing room Fencing	£70.57
HSBC	Monthly Charge (sept-oct)	£10.00
Grant Applications	As listed above (min 117)	£8250

**RESOLVED:** the above accounts be approved and will be processed for payment. The payment schedule was signed by the Chairman/or Vice Chairman and countersigned by two bank signatories. (

### 119. Internal Auditor Letter of Engagement

**RESOLVED:** The Letter of Engagement was reviewed, approved and will be signed by the Chairman and Clerk. JDH Business Services will be appointed as the Internal Auditor for 2023/24.

### 120. Independent Remuneration Panel for Wales – Draft Report 2024/25

- a) The [Independent Remuneration Panel Draft Annual Report 2024/25](#) has now been published for consultation which members reviewed and considered.
- b) It was also reported The Panel has received guidance from HMRC, regarding the treatment of tax on councillor allowances. The exemption to the £156 payment made under the Determination of the Independent Remuneration Panel and the flat rate consumables payment of £52. Cllr Sloan suggested that payments should not be paid via payroll and that members should be responsible to report any payments received to HMRC.

**RESOLVED:** the reports were received and noted with no comments were made. Payments to members will be included on the December agenda.

### 121. To Receive the County Councillors Report

Cllr Wakelam reported he had been visiting the Cubs, Beavers, Brownies and Rainbows. He reported that it was raised that the Min-y-Ddol play area requires maintenance/improvements and the seat on the zipwire at the Groves was broken.

**RESOLVED:** as the Min-y-Ddol play area is maintained by a Management Company, the council will try to establish who this is and will write to them. The zipwire at the Groves play area will be reported to FCC/Aura.

### 122. Planning

- a) To consider planning applications received from Flintshire County Council. The Council also considered any additional applications that may have been received between the issue of agenda and the meeting:

**RESOLVED:**

- i. [ADV/000862/23](#). 2 x Aluminium Composite Material (ACM) panels on powder coated poles. Unit 1, Henffordd Farm, Old Hope Road, Penymynydd. **Objection. It is believed that the application is not capable of being determined and should be rejected on the grounds of conflicting / incomplete information. Specifically, on the application form, the dimensions given are an advertisement of 2.25m, whereas on the plans the width is shown as being 5.15m. Equally the height of the advertisement itself is shown on the application form as 1.15m mounted 2.25m above the ground, whereas the plans show an advertisement of 2.1m height mounted 2.8m above the ground.**
  - ii. [FUL/000984/23](#). Creation of outhouse to rear of existing garage for additional storage. 73, Ffordd Glynne, Penymynydd. **Supported, the council agree for a delegated decision to be made by the Planning Officer.**
  - iii. [FUL/000951/23](#). A small flat roof dormer window, in an existing loft conversion to house a new bathroom. 2 Bannel Bridge, Bannel Lane, Buckley. **Supported, the council agree for a delegated decision to be made by the Planning Officer.**
  - iv. [FUL/000975/23](#). Two storey rear and single storey side extensions. Style end, Chester Road, Penymynydd, Pen-y-mynydd. **Supported, the council agree for a delegated decision to be made by the Planning Officer.**
- b) There were no Notifications of Planning Decisions made by Flintshire County Council.
  - c) Members received the Extension Notice – Higher Kinnerton Footpath No.8 and discussions were had as to whether this could legally be challenged.  
**RESOLVED:** the council will write again to FCC and Redrow which will be signed the council and both County Councillors.

*\*\*8.00pm Cllr Blackman arrived*

### 123. Councillor Vacancy

Members were provided with the expression of interest letters from all four applicants.

**RESOLVED:** the council agreed to interview all four applicants on 15<sup>th</sup> November. A proposal and vote will then be undertaken at December meeting.

#### 124. Place Plan

Members considered the proposal from Cllr Ransome regarding progression of the Place Plan Review.

**RESOLVED:** To form a Steeping Group of interested members (Cllrs Ransome, Ibbotson, Sloan, Wakelam, Overington, Rothero, D Williams and Youth Rep Miss Boleyn) to move forward, in meeting with PAW, meeting with Andy Roberts FCC and in finalising the plan which will then be resubmitted to council.

#### 125. Dog Bins

Members considered the proposal from Cllr Ibbotson regarding the installation of dog waste bins on Lower Mountain Rd and Platt Lane.

**RESOLVED:** the council approved to consult with Ian Williams and subject to FCC being willing to empty bins, to purchase and install dog waste bins. This will be allocated against the 'footpaths' budget and bins will be purchased up to the £2000 budget.

#### 126. FCC Polling District, Place and Polling Station Review 2023/2024

Members reviewed and discussed the consultation on the polling district boundaries and the polling places/stations within those boundaries.

**RESOLVED:** no comments will be submitted.

#### 127. National Salary Award 2023 - 24 & Home Office Allowance

The National Association of Local Council (NALC) have been informed that the National Joint Council (NJC) Salary Award 2023/24 has finally been agreed and the new rates of pay applicable from 1st April 2023. The award is £1925 on all pay points (pro rota). The Home Office Allowance was also reviewed.

The Clerk also informed members of the increase to the Real Living Wage 2023/24.

**RESOLVED:** the Salary Award for 2023/24 was received and noted and will be processed in the December payroll. The council approved an increase of £1.70 p/w (in line with the salary % increase) to be applied to the Home Allowance for 2023/24. All increases will be back dated to 1<sup>st</sup> April 2023.

#### 128. Issues Raised with Flintshire County Council

A 'FCC Issue Log' has been prepared to allow the council to regularly monitoring the progress of issues raised. Members will provide the Clerk with updates on the issues.

**RESOLVED:** the report was received and noted. Additional issues will be reported appropriately to FCC and included on the Log.

#### 129. To acknowledge and note correspondence received.

- OVW & Planning Aid Wales Training & Events
  - Woodwork CIC Monthly report
  - OPCC North Wales Newsletter #31
  - WBRUA Newsletter and Invite to the AGM on 17th November
  - Summer Playscheme Report, including information on All Year-round Play Provision.
- RESOLVED:** Mr Darren Morris will be invited to the February meeting.
- FCC - Feedback from visits by Independent Members of the Standards Committee

*\*\*8.55pm – Cllr Overington left the meeting.*

#### 130. Members Items/Future Agenda Items

- Thanks were expressed to FCC Streetscene Staff for their assistance with the community bonfire. They were all very helpful, friendly and courteous.
- The Environment WG was asked to co-ordinate a meeting with the Groundsman to review the recently undertaken Asset Inspection.

The meeting commenced at 6.30pm and closed at 9.15pm

Chair..... 13<sup>th</sup> December 2023