

# PENYFFORDD COMMUNITY COUNCIL

## Minutes of the Ordinary (Hybrid) Meeting held on Wednesday 10<sup>th</sup> January 2024

**Present:** Councillors Mrs P Ransome (Chair), Mr R Wakelam, Mr P Blackman, Mrs L Overington, Mr D Williams, Mr O Thompson, Mr A Ibbotson, Mr J Priddin, Mr M Rothero, Mrs G Nethercott and Youth Rep Miss Boleyn

**By Video:** Councillors Mr A Sloan (Vice) and Mrs S Williams

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

### 154. Declaration of Acceptance of Office – Glenys Nethercott

**RESOLVED:** the Declaration of Acceptance of Office was signed by Cllr Nethercott and witnessed by the Clerk.

### 155. Apologies

Apologies for absence was received from Cllr D Walker.

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

There were no Declaration of Interest received.

### 157. Chairman's Announcements

The Chair welcomed Cllr Nethercott and Mrs Bewley to the meeting and also welcomed back Cllr Priddin. She reiterated the importance of the aim of the council and that the council is guided by the Code of Conduct and Standing Orders.

She wished to acknowledge and thank all for the teamwork required for the recent works at the changing rooms.

Dates to note: 17<sup>th</sup> January – Council Place Plan Working Group Meeting; 30<sup>th</sup> January – Defib Training and 8<sup>th</sup> February – GoSafe Speedwatch Zoom Meeting.

Condolences were expressed to Mr & Mrs Wrench for the loss of their father who had been a resident of the village his entire life. The family as a whole have contributed and supported the community for over 100 years.

*\*\*6.47pm Cllr Ibbotson arrived.*

### 158. To receive and approve the Ordinary Minutes of the 13th December 2023, together with the confidential report.

The Chair wished for the following statement to be included within min 146 for clarity of fact – ‘the voting process was in line with Standing Orders 8a, with members being advised prior to the meeting by the Clerk and reiterated before the vote by the Chair’.

**RESOLVED:** the above statement was approved. With the addition of the above, these were approved as a correct record and signed by the Chairman.

*\*\*6.50pm – 7.00pm Due to technical issues with the hybrid equipment the meeting was paused*

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

**Min 121** – The clerk advised she had spoken with Premier Estates (Management Company for Min y Ddol) regarding the maintenance/improvements for the play area. They advised that the estate is maintained using funds collected for the residents and installing new equipment is extremely costly and makes it almost impossible. She questioned whether this is something the council would like to support? And if there are any grants the site would be eligible for to make such a project feasible?

The clerk also advised that Premier Estates manage Heritage Park.

**Min 135/106** - The Bowling Club defib has now been registered by the community council who will now manage and maintain going forward.

The next defib training session has been booked for Tuesday 30th January 2024 @ 6.30pm at the RBL.

## 160. To receive any Public Questions/Correspondence

- a) Mrs Bewley reported the continued issue of overgrown hedges and trees affecting public footpaths. She also reported issues with street lighting on Bilberry Close and Hulley's Close.
- b) An email received from a resident thanking the Community Council for their work in making our village a better place to live. Positive improvements to be seen throughout the village. It was also asked that if there were available in 2024 for the council to consider siting more litter bins and dog waste bins?

**RESOLVED:** FCC have been informed of the overgrown hedges and trees. The street light issues will be reported to FCC and the council will consider additional bins for 2024.

## 161. 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 £ 6243.78                      Deposit £ 204219.16                      Play Area £ 8884.70

### Payments Received

FCC    Precept    £39,840.33

### Accounts for Payment

Payee	Details	Amount
Mr C Jones	Mileage and Expenses	£18.45
Mrs S Hughes	Mileage and Expenses	£345.03
Staffing Cost	Dec-23	£4,468.49
Avow	Payroll Charges Oct - Dec	£73.14
WoodsWork CIC	Nature Area Management	£340.00
Flintshire Fabrications Ltd	Repairs to the exercise equip & muga	£360.00
H & R Roberts & Sons	Equipment & supplies for Groundsman	£254.56
Mammoth Workwear	Staff Uniform	£113.74
HSBC	Monthly Charge	£10.00

The Clerk reported that Cherry Orchard Farm Ltd invoice from December was reissued and reduced from £240 to £164 and that £289.68 of the expenses for Mrs Hughes relates to the health & safety equipment for the changing rooms.

**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.

## 162. Community Facilities

- a) Changing Rooms – a report was provided to all members advising that the Fire Risk Assessment and Risk Assessment had been completed together with the required essential works. The facility will be reopened and the remaining non-essential works will be undertaken in due course.

Cllr D Williams advised that the Football Club require external storage for equipment and that there is a need for outside toilet facilities for spectators.

Cllr Blackman requested that an official report of what work is required in order to bring the facility to a standard for hire and questioned whether FCC could offer support. Cllr Sloan stated that this could be co-ordinated by the Management Committee, which needs to be reformed, and could gather expertise from qualified residents to assist in preparing a schedule of works.

- b) Old School Site – removal of the asbestos and demolition has started and is due to commence imminently. The Chair questioned whether the council should be considering a budget for 2024? Cllrs Ibbotson and Wakelam stated that due to timescales of FCC it is unlikely that a budget would be required for 2024.
- c) Memorial Garden – Mrs Bewley was invited to join the meeting for this agenda item.

Members were provided with proposed design presented by Cllrs Overington & Mrs Bewley, Cllrs Ibbotson and Blackman which consisted of four various scaled down design options for the project.

There was discussion regarding the designs with an in-principle agreement of the overall scaled down design, however, there were opposing opinions on certain aspects of each design.

Cllr Ibbotson proposed for the council to go to public consultation immediately stating the 3 differing design points. This was not seconded.

Cllr Ransome proposed that Cllrs Overington, Blackman, Ibbotson and Mrs Bewley meet to discuss the differing design aspects and prepare one overall design to go to consultation. This was seconded by Cllr D Williams. Cllr Sloan offered to assist in preparing the public consultation.

**RESOLVED:**

- a) Ysgol Penyffordd and School Governors will be informed that the facility is reopen. The council will write to Richard Roberts, Aura to ascertain if he is able to assist and offer advice/guidance. Cllr D Williams will reinstate the Management Committee to discuss the schedule of works. The council will also write to Ysgol Penyffordd and School Governors to request a meeting to discuss the options for external storage and toilet.
- b) The report was received and noted.
- c) Cllrs Overington, Blackman, Ibbotson, Sloan and Mrs Bewley will meet to review all designs in detail, consider the opposing opinions and prepare one overall design to present at the February meeting. Cllr Sloan will also prepare the public consultation document to present in February.

**163. Christmas Lights**

Cllrs D Williams, Wakelam and Overington undertook a review of the existing Christmas lighting and proposed that new decorations should be purchased to cover continued lighting from the Spar to Watts Road, together with a banner light crossing the road by the Millennium Clock. This would require 8x new lights and sockets installed, 3x replacement lights and 1x banner light and socket. It was considered that it was not feasible for lighting to continue up the Vounog.

Cllr Ibbotson suggested that the council has other options such as: do not replace or purchase any additional lights or create a larger budget to make a spectacular display of all the same lighting (similar to Saltney).

**RESOLVED:** the council approved the proposal from Cllrs D Williams, Wakelam and Overington and will replace and purchase additional lighting as much as the budget will allow. This will be included on the July agenda so that the council can discuss and prepare a light location plan to be issued to the contractors.

*\*\*8.30pm – Cllr Overington left the meeting*

**164. Quarterly Budget Review**

- a) The Clerk provided the Council with copies of the quarterly summary, budget monitoring report and bank reconciliation (appendix A). These documents were reviewed and no concerns were raised.
- b) In order to meet the requirements of the financial regulations and internet banking, it is necessary for a programme of regular checks of standing data with suppliers to be followed.

**RESOLVED:**

- a) the Council approved the above which was authorised by Cllr Wakelam.
- b) Cllr Wakelam will select a number of invoices and the Clerk will provide copies of invoices and payment receipts to be certified as correct.

**165. Community Council Draft Estimates for 2024/25**

The amendments discussed at the December meeting were made and a revised copy issued with additional items to be considered.

The Chair went through the expenditure headings where a number of budgets were discussed at length. It was agreed that the Training Budget 2.17 should be increased to £1500.

*\*\*9.00pm – Cllr S Williams and Priddin left the meeting*

Cllr Ibbotson requested recorded votes on the following proposals for the precept requirement:

1. Cllr Ibbotson proposed a 5% decrease (-£2.70p p/y) to be met by reducing the Working Balance and Christmas Lighting, which was seconded by Cllr Rothero.  
**For:** Cllrs Ibbotson and Rothero  
**Against:** Cllrs Ransome, Wakelam, Nethercott, Thompson, Blackman, Sloan and D Williams
2. Cllr Wakelam proposed a 0.91% increase (+£0.49p p/y) which was seconded by Cllr D Williams.  
**For:** Cllrs D Williams and Wakelam  
**Against:** Cllrs Rothero, Ibbotson, Blackman, Thompson, Ransome and Sloan  
**Abstained:** Cllr Nethercott

3. Cllr Thompson proposed a 4.96% increase (+£2.67p/y) which was seconded by Cllr D Williams.  
**For:** Cllrs Thompson, D Williams and Ransome  
**Against:** Cllrs Rothero, Ibbotson, Blackman and Sloan  
**Abstained:** Cllrs Nethercott and Wakelam
4. Cllr Sloan a 0.00% increase which was seconded by Cllr Blackman.  
**For:** Cllrs Sloan, Wakelam, Thompson, Blackman, Ibbotson, D Williams and Rothero  
**Against:** Cllr Ransome  
**Abstained:** Cllr Nethercott

**RESOLVED:** with the majority in favour of option 4, the Council's precept requirement for 2024/25 be approved as £123,463 (one hundred and twenty-three thousand, four hundred and sixty-three pounds) and that Flintshire County Council be informed accordingly. This equates to the Band D sum of £53.82p per year, which is a 0.00% increase based on a Band D property. The Chairman and Clerk be authorised to sign the declaration of precept requirement for submission to Flintshire County Council.

*\*\*9.30pm Cllr D Williams left the meeting*

#### 166. To Receive the County Councillors Report

There are ongoing meetings with FCC regarding their budget and further information will be able to be shared at the February meeting.

#### 167. Planning Applications

- 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/001077/23](#). Advert Roundabout Sponsorship Signs. No 11 Roundabout, Chester Road, Penymynydd. **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.

#### 168. Parking at Ysgol Penyffordd

Cllr D Williams had requested this item to be deferred due to late information being received.

#### 169. Village Transport

Cllr D Williams had requested this item to be deferred due to late information being received.

#### 170. Flintshire Local Development Plan – [Consultation](#) on Draft Supplementary Planning Guidance

Members considered the draft Supplementary Planning Guidance notes which have been published for public consultation. Cllr Ransome suggested this to be reviewed by the Place Plan Working Group.

- [SPG – House Extensions and Alterations](#)
- [SPG – Housing in Open Countryside](#)
- [SPG – Conversions of Rural Buildings](#)

**RESOLVED:** the council will not be submitting a formal response.

#### 171. Strategic Response to Flooding

Cllr Ibbotson submitted a proposal for the council to consider and to agree a desired outcome to pursue in relation to flooding. This proposal did not receive a seconder.

The Chair expressed appreciation for the proposal but stated that further expert advice would be needed before a decision could be made and suggested to invite Paul Reeves, FCC - Flood and Coastal Erosion Risk Manager to a future meeting.

**RESOLVED:** Paul Reeves, FCC - Flood and Coastal Erosion Risk Manager will be invited to the March meeting.

#### 172. Members Payments

Cllr Sloan submitted a proposal for council members to receive the IRPW Members Payments directly and not through payroll to avoid taxation issues for PAYE individuals in their main jobs. He added the amendment, that it should be a personal and individual choice for each member on how the payment is received.

**RESOLVED:** approved that members will have the choice when receiving Member Payments to either have payments made via payroll or paid directly. Any member receiving payments directly will have the responsibility to inform HMRC of any income received from the council.

*\*\*9.55pm Cllr Blackman left the meeting*

**173. 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.

**RESOLVED:** the report was received and noted. Members to provide the Clerk with updates on the issues.

**174. To acknowledge and note correspondence received.**

- OVW & Planning Aid Wales Training & Events
- Woodwork CIC Monthly report
- Webinar: Interactive self-guided tours for villages, towns and communities 25/01/24
- OPCC North Wales Newsletter #35 - 15.12.23
- OVW – Cost of Living – Community and Town Council activity in Wales
- Countryside Code update December 2023 - to NAFW
- Trinity Chapel Church passed on thanks to for the very generous grant towards the Warm Hub sessions. To date they have had five successful warm hub sessions which were enjoyed by all. The fortnightly sessions will resume again in the New Year and the money will be used to ensure that everyone attending will receive a warm meal in a warm safe environment. Sessions: 25<sup>th</sup> Jan, 8<sup>th</sup> & 22<sup>nd</sup> Feb, 7<sup>th</sup> & 21<sup>st</sup> March.
- Update on the Review into Emergency Cover in North Wales
- Hanson Liaison Committee meeting.
- OVW - Communication about digital training for distribution.
- FCC – Standards Committee, Town & Community Council Representative position.
- OPCC North Wales Newsletter #36 – 05.01.24
- Flintshire SideStep Project.

**175. Members Items/Future Agenda Items**

- It was unanimously agreed, to write to the WMI regarding the extremely low temperature of the committee room and the very poor and intermittent wifi connection affecting the ability to hold hybrid meetings. These issues will need to be resolved otherwise the council will have no alternative but to find other suitable premises.

The meeting commenced at 6.30pm and closed at 10.00pm

Chair..... 14<sup>th</sup> February 2024

**Penyffordd Community Council - Summary Accounts**  
**2023 - 24 Financial Year**

**Income**

	<b>Actual</b>	<b>Anticipated</b>	<b>Difference</b>
Precept	119,521.00	119,521.00	0.00
Bank Interest	2,042.31	200.00	1,842.31
Refunds/Other	11,563.50	0.00	11,563.50
Grants/Funds(Play Area)	0.00	0.00	0.00
Sponsor a Tree	385.00	0.00	385.00
VAT Refund	11,981.02	11,842.39	138.63
<b>Total</b>	<b>145,492.83</b>	<b>131,563.39</b>	<b>13,929.44</b>

**Expenditure**

	<b>Actual</b>	<b>Agreed Spend</b>	<b>Balance</b>
Parks & Open Spaces	13,615.70	113,719.00	100,103.30
General Admin etc	5,872.92	14,116.00	8,243.08
Office Costs	1,296.15	1,740.00	443.85
Staffing Costs (wages, hmrc, pension)	38,164.45	47,610.00	9,445.55
Street Lighting (inc Christmas Lights)	6,987.57	37,570.00	30,582.43
Highways & Footpaths	0.00	2,200.00	2,200.00
Grants & Donations	5,299.92	5,300.00	0.08
Investing in Youth	0.00	3,000.00	3,000.00
Community Buildings	4,286.99	23,000.00	18,713.01
Community Improvements	8,644.98	2,000.00	-6,644.98
Provision of Balances	0.00	2,385.00	2,385.00
<b>Total</b>	<b>84,168.68</b>	<b>252,640.00</b>	<b>168,471.32</b>

**Note:** the above agreed spend includes all the reserved funds carried over (details on budget summary)

**Current Summary**

Balance c/f as at 31 March 2023	158,023.49
(+)Income Receipts for 2023/24	145,492.83
(-)Total Expenditure for 2023/24	84,168.68
<b>Gross Balance as at 31 Dec 2023</b>	<b>219,347.64</b>
Current	£6,243.78
Deposit	£204,219.16
Millstone Play Area	£8,884.70
Reserved - Millstone Play Area Improvements	8,894.70
Reserved - Sponsor a Tree payments	385.00
Reserved - Skate Ramps (match funding)	20,000.00
Reserved - 2022/23 Street Light Upgrades	11,170.00
Reserved - Kays Group - Noticeboard	250.00
<b>Net Balance as at 31 Dec 2023</b>	<b>178,262.9</b>
<b>VAT Costs for 2023/24 Financial Year</b>	<b>5,650.82</b>

Penyffordd Community Council		Budget Summary 2023/24			
Details of Expenditure	Budget for 2023/24	Current Spend to Date GROSS	Of Which is VAT	Available (inc vat to be reclaimed)	
<b>Parks &amp; Open Spaces</b>					
Gardening Maintenance	£1,500.00	£0.00	£0.00	£1,500.00	
Play Leadership	£2,200.00	£2,126.80	£0.00	£73.20	
Dobshill Rent	£5.00	£5.00	£0.00	£0.00	
Bus Shelter Repairs	£100.00	£0.00	£0.00	£100.00	
Playing Fields	£0.00	£0.00	£0.00	£0.00	
RESERVED - Melwood Play Area	£0.00	£0.00	£0.00	£0.00	
Bulbs/Shrubs	£1,100.00	£734.97	£91.46	£365.03	Winter bulbs on order
RESERVED - Sponsor a Tree	£564.00	£676.80	£112.80	-\$112.80	Over due to VAT
Seat/ Memorial Garden(clock)	£27,000.00	£0.00	£0.00	£27,000.00	Project being reviewed
Equipment etc for Operative & Groundsman	£1,150.00	£873.93	£106.57	£276.07	Uniform ordered
Millstone Play Area	£0.00	£0.00	£0.00	£0.00	
CCTV	£1,000.00	£1,050.00	£175.00	-\$50.00	
Environmental Improvements	£1,000.00	£97.98	£16.34	£902.02	
RESERVED - Skate Ramps/pump	£35,000.00	£0.00	£0.00	£35,000.00	Planning due to be submitted. £5k moved to comm impr Oct23
Old School Garden/West View Wildlife Garden	£8,100.00	£4,054.60	£60.00	£4,045.40	
Tree Maintenance (NEW)	£2,000.00	£0.00	£0.00	£2,000.00	
Dobshill Play Area Improvement (NEW)	£20,000.00	£0.00	£0.00	£20,000.00	Project being reviewed
Additional CCTV for Millstone Play Area (NEW)	£3,000.00	£3,474.00	£579.00	-\$474.00	Over due to VAT
West View Nature Area Pathway (NEW)	£500.00	£51.41	£8.57	£448.59	Now funded by TFW Grant, council approved to move to Place Plan for PAW costs. June 23 & £3k to defib
<b>Staffing Costs</b>					
Wages, (inc Employee Pension) HMRC & NI	£37,828.00	£30,524.12	£0.00	£7,303.88	
Payroll	£330.00	£332.56	£0.00	-\$2.56	
Employer Pension	£7,100.00	£5,597.30	£0.00	£1,502.70	
Clerks Expenses - Home Allowance & Travel	£2,352.00	£1,710.47	£0.00	£641.53	
<b>Office Costs</b>					
Postage	£120.00	£79.65	£0.00	£40.35	
Stationery	£300.00	£213.21	£35.53	£86.79	
Office Machinery	£200.00	£0.00	£0.00	£200.00	Shredder required
IT Services & DPO Services (&Zoom)	£1,120.00	£1,081.10	£180.19	£38.90	Adobe purchased
<b>General Administration</b>					
Insurance	£1,724.00	£1,968.02	£0.00	-\$244.02	Over due to index linking
Civic Service	£0.00	£0.00	£0.00	£0.00	
Audit Fee	£825.00	£554.00	£59.00	£271.00	External Audit not completed
Chairmans Name Board	£50.00	£0.00	£0.00	£50.00	
Elections	£500.00	£0.00	£0.00	£500.00	
Clock Tower	£500.00	£0.00	£0.00	£500.00	Service due final quarter
Annual Subscriptions	£992.00	£1,056.00	£0.00	-\$64.00	
Training	£2,500.00	£846.50	£0.00	£1,653.50	
Website	£250.00	£0.00	£0.00	£250.00	
Members Allowance	£3,450.00	£0.00	£0.00	£3,450.00	Paid in the final quarter
Newsletter	£1,000.00	£0.00	£0.00	£1,000.00	
Community Awards	£0.00	£0.00	£0.00	£0.00	
Council Email Accounts	£1,200.00	£1,356.00	£226.00	-\$156.00	over due to vat
Bank Charges	£125.00	£92.40	£0.00	£32.60	
Place Plan	£2,500.00	£0.00	£0.00	£2,500.00	£1500 moved from budget 1.18 to cover PAW Desk Days - June 23
<b>Street Lighting</b>					
Electrical Supply	£5,400.00	£265.28	£44.21	£5,134.72	Invoiced quarterly
Electrical Testing	£250.00	£0.00	£0.00	£250.00	
Repairs & Maintenance	£12,750.00	£3,303.29	£1,920.79	£9,446.71	Due to be completed by yr end
RESERVED - Street light upgrades	£11,170.00	£0.00	£0.00	£11,170.00	Due to be completed by yr end
Christmas Tree/ Lighting	£8,000.00	£3,419.00	£569.84	£4,581.00	Paid in the final quarter
<b>Highways and Footpaths</b>					
Salt Bins	£200.00	£0.00	£0.00	£200.00	
Noticeboards	£0.00	£0.00	£0.00	£0.00	
Footpaths	£2,000.00	£0.00	£0.00	£2,000.00	
<b>Grants/Donations</b>					
Grants	£4,000.00	£3,999.92	£0.00	£0.08	Paid in third quarter
CAB	£300.00	£300.00	£0.00	£0.00	Paid in third quarter
Investing in Youth	£3,000.00	£0.00	£0.00	£3,000.00	
Kings Coronation - (NEW)	£1,000.00	£1,000.00	£0.00	£0.00	
<b>Community Buildings</b>					
Community Centre -Youth Club (inc £7k - S106)	£15,000.00	£0.00	£0.00	£15,000.00	
Pyf War Memorial Institute	£4,000.00	£4,000.00	£0.00	£0.00	Paid in third quarter
Community Changing Rooms	£4,000.00	£286.99	£11.76	£3,713.01	
Community Improvements/Support	£10,000.00	£9,037.38	£1,453.76	£962.62	kiosk refurb & defib. £3k added for defib from budget 1.18. July 23. £5k moved from pump track Oct23
Provision of balance	£2,385.00	£0.00	£0.00	£2,385.00	
	<b>£252,640.00</b>	<b>£84,168.68</b>	<b>£5,650.82</b>	<b>£168,471.32</b>	

Finance Committee - Quartley Budget Review as at 31 December 2023						
Current Acc Bal B/f					£6,243.78	
Date Cashed	Cheque No	Payee	Details	Amount	Uncleared Cheques	
					£0.00 Total uncleared	
					£6,243.78 Bank Statement Balance	
			Balance Carried Forward	£6,243.78		
Deposit Acc Bal B/f					£204,219.16	
Date	Type			Amount		
			Balance Carried Forward	£204,219.16	£204,219.16 Bank Statement Balance	
Play Area Acc Bal B/f					£8,884.70	
Date	Type		Details	Amount		
			Balance Carried Forward	£8,884.70	£8,884.70 Bank Statement Balance	
Total Available Balance of All Accounts				£219,347.64	Total Bank Balance Inc £219,347.64 Uncleared Cheques	

Account overview		Last Updated 02 Jan 2024 11:50
Account		Balance
40-16-01 01285645 Charitable - Penyffo Play		GBP 8,884.70
40-16-01 43035867 Bmm Account - Peny Comm Counc		GBP 204,219.16
40-16-01 91029770 Charitable - Peny Comm Counc		GBP 6,243.78