

PENYFFORDD COMMUNITY COUNCIL

Minutes of the Ordinary (Hybrid) Meeting held on Wednesday 10th May 2023

Present: Councillors Mrs P Ransome (Chairman), Mr A Sloan (Vice Chairman), Mr R Wakelam, Mr D Williams, Mr J Priddin, Mrs L Overington, Mr A Ibbotson, Mr O Thompson, Mr D Walker, Mr P Blackman and Mr M Rothero. Miss N Boleyn – Youth Representative.

By Phone/Video: Cllr S Williams

Also Present: Mrs Sarah A Hughes, Clerk & Responsible Financial Officer
Mr Damian Hughes, Mr Paul Callard and Mr Heath Thornton – FCC Officers
1x Member of the Public

11. Apologies

There were no apologies received for absence.

12. To receive any Declarations of Interest – Members Code of Conduct

There were no Declarations of Interest received at this time, however, during agenda item 12 (min 22), Cllr D Williams did declare an interest and completed a Declaration of Interest form.

13. Visitors

Damian Hughes, Paul Callard and Heath Thornton, FCC Officers attended the meeting to discuss the land on the Old School Site. DH gave an overview of his background and role and expressed their willingness to work with the community and to look at retaining some of the land for housing to suit the local need. Apologised for the delay in taking this project forward, but due to resources this has restricted them. They are interested in hearing what the Community Council would like to do with the remaining land. They are at very early stages at looking at the site before being able to give definitive answers.

PC gave an overview of his role within Housing and that of FCC. With regard to this project they have contracted prices for demolition, removal of asbestos, the statutory notices are in place and currently engaging with the suppliers to have the services switched off. Approx 5-6 weeks' worth of work for the asbestos removal and then demolition will follow. Looking at a 12 week contract. He has looked at the configuration of the site and how many social houses could be provided and they are looking initially between 15-20 (1-2 storey properties). These will be rentable properties and will not be for sale. They are working on a study to identify what type of properties are needed.

Cllr Sloan commented that on the recent community council survey, social housing scored very low. Concerns were also raised that there is no guarantee that the social housing would accommodate local residents.

DH advised and gave assurances that he will keep the council informed on this project. The site will be used for social and local need and by working with the community council to understand their wishes for the site, they want to try to accommodate and compliment the plans. Being realistic, it wont be possible to please everyone with the development of this site. Part of the site will be developed for social housing by FCC and they are keen to understand what the wishes are for the remainder of the site by the community council.

Cllr Wakelam requested for more security to be provided for this site now and during the works.

Dates are yet to be confirmed, but demolition work is anticipated to start around the summer holidays.

Due to the growth of the village they were asked if they will be taking into consideration services such as police, doctors, transport etc? DH advised that they would just be looking at housing need and the above would be reviewed by Planning within the planning framework.

Cllr Wakelam requested that consideration is taken for the protection of established trees within the site.

PC would assume that the pre-application process to commence the beginning of next year allowing time for continued discussions and ensuring that there will be no surprises within the pre-application. He is open to forming a Working Group for this project and gave a guarantee of engagement. He will be the FCC Contact for this project.

The Chair welcomed and thanked the Officers for attending the meeting and for engaging with the community council on this project. She hopes that this is the first of many meetings on the matter. She invited them to stay for the remainder of the meeting where the council will be discussing the survey results further.

**7.50pm 3x FCC Officers left the meeting.

14. To receive and approve the Ordinary Minutes of the 12th April 2023

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

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

Min 219 - Images of the Nature Area has now been put on the website and facebook

Min 229a - Richard Roberts has been asked about match funding for the Millstone pump track but no response has been received to date.

Min 234 – the Clerk reported that the Groundsman did not wish for a towbar to be fitted to his car and asked for alternative arrangements for waste collection. Cllr Wakelam also reported that after liaising with FCC they would be unable to offer a ‘pass’ for the recycling centre.

RESOLVED: the council will not pursue the installation of a towbar onto the Groundsman vehicle. Contact numbers for FCC waste collection and fly tipping will be provided to Mr Jones.

Min 238 – The Clerk wrote to the WMI on 13th April regarding the issue of the band practice noise during meetings and read the response to members which was received on 2nd May.

16. To receive any Public Questions/Correspondence

The MOP advised he was attending the meeting to raise concern regarding 12a (ii) [FUL/000273/23](#). Rear single and two storey extension and amendment to front elevation Ground Floor window. 21, Vounog Hill, Penyffordd.

Cllr Walker proposed to bring forward this particular planning application for consideration which was unanimously agreed by council.

The resident expressed concern that as he has a shared driveway with the proposed development and the construction will impact him on accessing and parking on his property. There is limited parking on the road which could also cause safety issues. He does not have any issue with the actual proposed development, purely the logistic of construction.

12a (ii) [FUL/000273/23](#). Rear single and two storey extension and amendment to front elevation Ground Floor window. 21, Vounog Hill, Penyffordd. ***The council agree for a delegated decision to be made by the Planning Officer with a request for a condition to be applied for a TRO (temporary traffic order) to accommodate on road parking for the residents and construction deliveries. It will also be requested that the legal agreement which is in place for the two properties to have access of the shared driveway is taken into consideration.***

17. Councillor Vacancy

Due to the resignation of Julie Jones and the vacancy, the Clerk advised that in accordance with the Local Government Act, 1972 (Section 87(2)) the council is required to advertise a Casual Vacancy for a period of 14 days. Should an election not be requested, the council would then be required to advertise for co-option.

RESOLVED: the Notice of Vacancy will be displayed and Flintshire County Council informed. This will be included on the June agenda.

18. Internal Audit 2022/23

Members were provided with the Internal Auditors report completed by JDH Business Services.

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council’s system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

	ISSUE	RECOMMENDATION	FOLLOW UP
1	Staff costs includes a tax free allowance paid to the Clerk for home working of £312 and mileage payments totalling £24.30. The annual return has been updated this year to clarify that only taxable allowances are to be included within the staff costs.	<i>The annual return should be amended as follows:</i> <i>Staff costs £39,656</i> <i>Total other payments £106,298</i>	<i>Implemented - The annual return was amended by the Clerk prior to our certification of the annual return.</i>

RESOLVED: the report was received and noted.

19. Annual Return for the Year Ended 31st March 2023

A copy of the Annual Return was provided to all members with no issues raised.

The Clerk reported that the council have been advised by the Audit Wales that due to delays, they are not yet in a position to issue the audit notices for the 2022-23 audits. In the meantime, they recommend the Council prepares and approves the annual returns as soon as we are able to. They will provide the dates for the exercise of electors' rights under the 2004 Act with the audit notice in due course. As soon as this is received the Clerk will take the necessary action.

The council are due to have a full in-depth audit this year and the Clerk is awaiting further details.

RESOLVED: the Council approved the Annual Return for the Year Ending 31st March 2023 which was signed by the Clerk/RFO and Chair. This will be submitted with the supporting documents to Audit Wales.

Once dates have been confirmed by Audit Wales for The Notice of Appointment of Date for the Exercise of Electors Rights, this will then be displayed and the documents made available for inspection.

20. Bank Balances and Accounts for Payment

Bank Balances Current £16285.5 Deposit £158833.67 Play Area £8924.7

Payments Received

18/04/2023	H&J Middleton	Sponsor a Tree	£30.00
21/04/2023	SJ & C Guy	Sponsor a Tree	£30.00
25/04/2023	The Canvas Tent Co	Sponsor a Tree	£60.00
25/04/2023	NJ & JK McLaren	Sponsor A Tree (no 16)	£30.00
28/04/2023	FCC	Precept	£39,840.34
05/05/2023	FOPS	Sponsor a Tree no2	£30.00
08/05/2023	M Phillips	Sponsor a Tree no13	£30.00
09/05/2023	J&P Roberts	Sponsor a Tree no17	£30.00

Bank Transfers

02/05/2023	Deposit	to Current	£10,000.00
02/05/2023	Deposit	to Play Area	£3,999.00

Accounts for Payment

Payee	Details	Amount
Pottle Plants	* Sponsor A Tree	£1,092.54
RN Electrical	* Service of all cameras & new camera at the Millstone	£3,999.00
Cascade Productions	Walks and area leaflet updates	£228.00
Planning Aid Wales	Training - O Thompson	£38.50
JDH Business Services Ltd	2022/23 Internal Audit	£354.00
Printcentre Wales Ltd	Area Leaflet & Circular Walk Printing - Walk 1, 2, 3 & 4	£164.40
Mrs G Davies	Expenses	£21.89
Mr C Jones	Mileage and Expenses	£15.75
Mrs S Hughes	Mileage and Expenses	£160.20
Staffing Cost	Apr-23	£3,729.99
Zurich Insurance	Annual Insurance Premium (2nd of 5yr LTA)	£1,968.02
WoodsWork CIC	Nature Area Management	£340.00
Froya	Council Email Accounts	£1,356.00
HSBC	Monthly Charges (april-may)	£10.00

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

21. To Receive the County Councillors Report

Cty Cllr Ibbotson advised that he is striving to obtain a third quote for the Dobshill play area pathway.

22. Planning

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

RESOLVED:

- i. [FUL/000265/23](#). Proposed new rear extension with render wall to match existing and flat roof. White House, Penymynydd Road, Penymynydd.
A neighbouring resident has spoken to a number of members regarding concerns of this development in respect of the height of the log burner flue and that is also facing the bridle path. Cllr Sloan provided information on the concern. **The council will support this application on the condition that the height of the flue is altered to be at eaves height of the house as it is (and not to the single storey extension).**
 - ii. [FUL/000273/23](#). Rear single and two storey extension and amendment to front elevation Ground Floor window. 21, Vounog Hill, Penyffordd. **Comments under Min 16**
 - iii. [FUL/000279/23](#). Alterations and extensions to dwelling. Sweet Hope, Wrexham Road, Penyffordd. **The council requests that any concerns of local residents be forwarded to the council for consideration. The council reserves the right to make further comments should any issues or concerns be raised. Provided the proposal does not negatively impact on neighbours or local environment, streetscene etc and complies with all relevant policy, they will be happy for a delegated decision.**
 - iv. Notification of Appeal. Planning Ref: FUL/000736/22. Two storey side and rear and single storey rear extension. Style End, Chester Road, Penymynydd (Appeal Reference Number: CAS-02668-Z2P0G1). **Received and noted.**
 - v. [FUL/000284/23](#). Removal of single story prefabricated double garage, relocation and erection of prefabricated timber garage with storage space in loft with external staircase. Rosenfield, Chester Road, Penymynydd. **The council requests that any concerns of local residents be forwarded to the council for consideration. The council reserves the right to make further comments should any issues or concerns be raised. Provided the proposal does not negatively impact on neighbours or local environment, streetscene etc and complies with all relevant policy, they will be happy for a delegated decision.**
 - vi. [FUL/000360/23](#). Removal of single story prefabricated double garage, relocation and erection of prefabricated timber garage with storage space in loft with external staircase. Rosenfield, Chester Road, Penymynydd. **The council requests that any concerns of local residents be forwarded to the council for consideration. The council reserves the right to make further comments should any issues or concerns be raised. Provided the proposal does not negatively impact on neighbours or local environment, streetscene etc and complies with all relevant policy, they will be happy for a delegated decision.**
- b) Notifications of Planning Decisions made by Flintshire County Council: **There were no planning decisions received.**
- c) Planning Enforcement – members reviewed and considered the response received from Andrew Farrow Chief Officer of Planning. Members were not satisfied with the response and whilst it was accepted that a further letter would not necessarily resolve the matter, the council approved for Cty Cllrs Wakelam, Ibbotson and Cllr D Williams to prepare a draft response for the next meeting.

Cllr Wakelam advised that he has recently reported planning breaches on the Castle Green, Brook Meadow development which FCC will be investigating. This will be included within the draft response.

Cllr Ibbotson advised an alternative option for the council to consider would be a judicial review, however, this is very time consuming and costly, with potentially a limited outcome.

RESOLVED: Cty Cllrs Wakelam, Ibbotson and Cllr D Williams will prepare a draft response to submit to full council. Cllr Ransome will liaise with Planning Aid wales for any advice.

23. Play Areas

- a) Millstone Stake Ramps/Pump Track – Cllrs Williams & Wakelam reported that after endeavouring to obtain three quotes, as this is a special project, contractors have been limited. Cllr Williams met a local contractor on site who has provided a quote of £26000 which could be reduced if the council sourced the aggregates.

The Clerk asked the council if they will be suspending the Financial Regulations which requires 3 quotes and also asked if a consultation will be undertaken?

Members stated that whilst a full consultation has not been undertaken, this project has been under discussion for a number of years and various communication has been had with local residents.

Cllr Williams did question whether planning permission would be required for this project?

- b) West View - It was reported to Richard Roberts that the fencing around West View play area required attention and after inspection he has advised the wooden fence requires complete replacement. Match funding could be considered for the complete replacement of the wooden fencing for a green coated metal fence, so that long term it is dealt with. The Clerk did inform him that this year the council's plans are to focus on Millstone and Dobshill but that she would report to the council for consideration.

The council doesn't have any budget for match funding the works this year, but could consider for 2024/25. As this is a FCC owned play area rectification work is required at a minimum to ensure the fencing remains safe.

Cllr Ransome reported that FCC had previously cut down the bamboo by the fencing, however, regrowth has started and again required attention.

RESOLVED:

- a) the council approved the quote and will appoint Jones Brothers for the installation of the pump track.

It was also approved that as this is a specialist project and only one quote has been received, that the council will suspend 11(g) of the Financial Regulations which requires the Clerk to obtain three quotes. Cllr Williams will provide a report to the clerk.

A full consultation will not be undertaken, however, local residents (neighbouring the play area) will be kept informed of the project by way of letter.

Cllr D Williams will make enquires as to whether planning permission is required.

- b) The council is unable to offer financial support for the replacement fencing this year, however, they could consider match funding for 2024/25. R.Roberts will be asked to ensure that if the fencing is not replaced this year, rectification work should be undertaken to ensure it remains safe. The issue of the bamboo regrowth will be reported and requested to be cut back.

**9.30pm Cllr D Williams left the meeting.

24. Community Facilities

Old School Site – the Chair thanked Cllr Sloan for co-ordinating the survey which received a very high response. A paper copy of the survey was shared with the FCC Officers who attended the meeting and an electronic copy will also be shared.

It was asked that a thank you is shared with the community for their support in responding together with the survey results.

Cllr Ibbotson proposed that a Statement of Intent is published and proposed the top 3 viable options as nature area; formal park & dog run. Cllr Sloan considered that as shopping/commercial scored in the top 3, at this stage it should not be dismissed and should be considered.

Members discussed viable options for consideration and for further discussion with FCC and agreed that the top 4 will be included within the Statement of Intent.

RESOLVED: FCC Officers will be provided with an electric copy of the survey. A thank you and an overview of the survey results will be shared with the community via website, facebook and noticeboards together with a Statement of Intent (Nature Area; Formal Park/Seating Area; Shopping/Commercial facilities and Dog Run/Dog Park).

25. Highway Safety and Speeding

- a) Cllr Wakelam reported that he met with Emma Parry Chief Inspector for Flintshire and spoke about the safety issues near St Johns The Baptist Church. She is going to arrange for uniformed officers to attend and if needed will also arrange for plain clothed officers.

He also met with Katie Wilby who now has all the information regarding the speed limits of Dobshill. This has been shared with a new Officer to review and to ascertain if there are any options for traffic calming/control. He did advise that FCC do not currently have any funding for this, especially with the awaited 20moh limits.

Cllr Sloan said that the school wished to express thanks to Cty Cllr Ibbotson which has been noted by the Governors. The Governors will also be writing to both the police and FCC regarding safety. Cllr Ibbotson reported that he wrote to Anthony Stanford 27th February and he is yet to receive an acknowledgement.

- b) Nothing further to report.

RESOLVED: the council will follow up the work undertaken by Cty Cllr Wakelam with emails to both Chief Inspector Emma Parry and Katie Wilby to express the support of the council.

Cllr Ibbotson will share a copy of the letter sent to Mr Stanford and the council will also write to Mr Stanford.

26. 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.

27. To acknowledge and note correspondence received.

- Woodwork CIC Monthly Report – West View Nature Area.
- OVW Training and Planning Aid Wales Training & Events.
- CAB Network Advisors Forum – Thursday 18th May.
- OVW AGM – Notice of Motions.
- Letter from Penyffordd WMI.
- FLVC are unable, due to funding, to hold the Best Kept Communities Competition for 2023.
- PCSO Lewis Jones has now been provided with a mobile phone: 07976766280.
- Civic Service Invitation from Buckley Town Mayor.
- AVOW Volunteers Week Celebration Event, closing date for nominations 19th May.
- The Clerk reminded members about taking appropriate action for Microsoft 365 increased security.

28. Members Items/Future Agenda Items

- A local resident who is undertaking the 3 Clocks Challenge for the Stroke Association is due to finish the walk on Saturday 20th May at the Millennium Clock.
- Cllr Priddin raised the ongoing safety concern at the Penyffordd roundabout (Corwen Road to the Train Station). The council had previously raised this with FCC and requested traffic calming.
RESOLVED: the council will follow this up again with FCC.
- Cllr Thompson advised that the road condition on Abbots Lane is horrendous and requires attention.
- Cllr Walker will be arranging dates and times for defibrillator training.
- Cllr Ransome requested the Place Plan to be included on the June agenda to consider how best to proceed with the updated.
- The Chair wished to thank all involved with the successful Coronation Events. Groups that received the councils Coronation Grants have passed their appreciation to the council.
RESOLVED: Thank you letters will be sent.
- Cllr S Williams reported that the Mother & Baby Unit at Chester Hospital is progressing very well and will be available to residents in North Wales. She would welcome any views and comments.

The meeting commenced at 7.00pm and closed at 10.00pm

Chair..... 14th June 2023