

PENYFFORDD COMMUNITY COUNCIL

Minutes of the Hybrid Meeting held on Wednesday 11th January 2023

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

By Video: Councillor Mr A Sloan

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

161. Apologies

Apologies were received from Cllrs Mr O Thompson and Mr D Walker.

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

There were no Declarations of Interest received at this time, however, during item 5 (min 165 Cllrs Jones and Overington declared an interest).

163. To receive and approve the Ordinary Minutes of the 14th December 2022

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

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

Min 124 – work on filling one of the skate ramps has now been completed and will be assessed in the coming months.

Min 142/133 – members were provided with a response from Sarah Blake – Fflecsi Service.

Min 147 - Richard Roberts confirmed that there were no further repairs to the MUGA at the Millstone and all repairs have been completed.

Cllr D Williams questioned whether a response has been received from FCC regarding any outstanding S106 money? A response had not been received but will be followed up with Richard Roberts.

Min 151(b) – a letter has been sent to Neal Cockerton for a statement of intent regarding the Old School site and a holding email has been received. Cllr D Williams requested this to be included on the February agenda for further discussion on the usage of the land. He was informed that the council previously approved to pass this to the Infrastructure & Community Engagement Working Groups who will be co-ordinating a resident's survey.

RESOLVED: should Cllr D Williams submit a proposal for the land this will be included as an agenda item for February, however, the Working Groups will continue their work on this project.

Min 151(c) - following the councils approval, Woodwork have been asked if they could obtain further quotes. They will try and get additional quotes and will liaise with Transport for Wales to ascertain should any grant money for the tree funding be remaining if they would approve the use of some of this for the purchase of the timber for the edgings.

Min 152(a) - those members who have yet to submit a Councillor Profile have been chased.

Min 152(a) - Salli Edwards, CAB has confirmed her attendance to the February meeting.

** 6.45pm Cllr Blackman arrived.

Min 154 – Cllr D Williams considered the way in which Ysgol Penyffordd has dealt with the refusal of the initial Minor Authority Governor to be unacceptable and requested the council write to the School. The Chairman advised that this has already been actioned and enquires made and considers no further action is required.

RESOLVED: The Chair and Clerk will liaise with Cllr D Williams outside of the meeting and should Cllr D Williams require this to be an agenda item a written proposal should be submitted.

Min 160 - Costa sign at Dobshill – details of the application and councils response was circulated to all members.

Min 146 – the clerk reported that she had attended a FCC Planning Portal training session which had been very useful and informative. Sessions will be available for Cllrs to attend and FCC will offer in person or virtual.

165. To receive any Public Questions/Correspondence

The resident who was a representative of TeamRed/PACA asked whether the council could consider offering financial support for the Warm Hub initiative being ran in the Youth Club as they have only received a very small grant to start the project? Cllr Ibbotson stated the council could suspend Standing Orders (10a(x) and 9b) for this to be considered now. The Clerk provided advice against this. Cllr Jones proposed for Standing Orders to be suspended to allow the council to consider the funding request. A vote was taken with the majority against the proposal (Cllrs Jones and Overington declared an interest and did not vote).

RESOLVED: as the project is due to start imminently, an extraordinary meeting will be held to formally consider the request.

166. To Receive the Monthly County Councillors Report

Nothing to report.

167. Bank Balances and Accounts for Payment

Bank Balances Current £9,311.71 Deposit £152,261.44 Play Area £10,432.70

Payments Received

FCC	Precept	£38,950.33
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Accounts for Payment

Payee	Details	Amount
WoodsWork CIC	Nature Area Management	£340.00
Avow	Payroll Charges Oct -Dec	£73.14
Mr G Davies	Expenses	£2.55
Mr C Jones	Mileage and Expenses	£9.90
Mrs S Hughes	Mileage and Expenses	£40.34
Staffing Cost	Dec-22	£3,491.46
Mr D Williams	Materials to complete service connection – Changing Rooms	£242.82
Jones Brothers Leeswood Ltd	Millstone Repairs and Skate Ramp filled	£1,488.00
HSBC	Monthly Charge (dec-jan)	£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.

168. Community Council Draft Estimates for 2023/24

The amendments discussed at the December meeting were made and a revised copy issued with additional expenditure items to be considered. It was also reported that there has been a slight increase to the Tax Base of equivalent Band D properties - from 2171 to 2220.75.

Cllr Ransome submitted an amendment proposal which would result in an annual increase for a Band D property of £0.05p (+0.09%) which she considered to be middle ground between a zero or high increase:

- i. Garden maintenance. To propose change of name to Garden/Grounds Maintenance. To cover planned improvements by our groundsman to enhance the community environment. Increase from £500 - £1500
- ii. Community Improvements. To include Best Kept Village Competition. Increase from £1000 - £2000
- iii. Newsletter. In line with community engagement to ensure available budget for print costs and distribution of community newsletter & annual report. Increase from £500 - £1000
- iv. Aware of the increase to costs for residents but mindful too of increased costs to Council. If precept remains unchanged or decreases the council needs to be aware that in following years an increase will be substantially larger rather than incremental steps this year.

A vote was taken on the above proposal with the majority in favour of i,ii & iii. Cllr Ransome expressed concern that by a reduction or no increase could significantly increase the precept in future years.

Cllr Ibbotson subsequently submitted a further proposal to reduced 1.7 Seat/Memorial Garden from £27,000 - £0 which would result in an annual decrease for a Band D property of £12.11p (-22.5%).

A vote was taken on the above proposal with the majority against.

**8.30pm 1x Member of the public left.

Given the cost of living crisis, the majority of members considered there should be no increase to the precept for residents. 8.0 Provision of balance will be reduced from £2500 - £2385 which would provide this.

The final budget was considered and Cllr Wakelam proposed the 2023/24 precept to be £119,521 which is a 0.0% increase per year based on a Band D property which was agreed by the majority.

RESOLVED: the council approved item i, ii, & iii of Cllr Ransome's proposal with the addition of renaming 7.0 Community Improvements/Support.

The Council's precept requirement for 2023/24 be approved as £119,521 (one hundred and nineteen thousand, five hundred and twenty-one 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.

Due to the energy increases, the council approved from 1st April 2023 for the Home Allowance to increase by £8.32p/w.

169. Quarterly Budget Review

- a) The Clerk provided the Council with copies of the quarterly summary, budget monitoring report and bank reconciliation (appendix A1-A3). 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 Rothero.
- b) Cllr Blackman will make a selection of invoices and the Clerk will provide copies of invoices and payment receipts to be certified as correct.

170. Planning Applications

- 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:
There were no applications received.

- b) Notifications of Planning Decisions made by Flintshire County Council:

- i. [Ref: 000652](#). Two Storey Kitchen / Utility / Bedroom Side Extension. 4 Holly Drive, Penymynydd. **Approved**
- ii. [Ref: 000341](#). First Floor Front Extension & internal alterations. 18 Plas Yn Rhos, Penyffordd. **Approved**
- iii. [Ref: 000717](#). Lawful Development Certificate for a proposed single storey rear extension. 37 Abbotsford Drive, Penyffordd. **Permitted Development**
- iv. [Ref: 000092](#). Erection of 4 no. sponsorship signs at each arm of the roundabout - 500mm x 1000mm. Dobshill Roundabout No. 11, A550/A5104, Dobshill. **Approved**

- c) Cllr Ibbotson reported that the LDP should be completed by the end of the month.

171. LGPS – Clwyd Pension Fund

- a) To report the details of the 2022 actuarial valuation results and;
- b) Consider the Funding Strategy Statement Consultation. Closing date - 13th January 2023.

RESOLVED: the 2022 actuarial valuation report were received and noted and the council does not wish to respond to the consultation.

**8.40pm Cllr Overington left the meeting

172. Civility and Respect Pledge

- a) SLCC, NALC and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector and are asking local Community and Town Councils to take the pledge.

Concerns were raised by a member regarding the 'the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate' which he did not support.

A vote was taken and the majority was in favour on taking and signing the pledge.

b) In accordance with the pledge, a Dignity at Work – Bullying and Harassment Policy has been prepared for the council to consider adopting.

RESOLVED:

a) the council supports and signs the Civility and Respect Pledge:

- Our council has agreed that it will treat all councillors, clerk & all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- Our council has put in place a training programme for councillors and staff
- Our council has signed up to Code of Conduct for councillors
- Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.
- Our council will commit to seeking professional help in the early stages should civility and respect issues arise.
- Our council will commit to calling out bullying and harassment when it happens.
- Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme
- Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate

b) the council approved and adopted the policy.

**8.45pm Cllr Overington returned and Cllr Sloan left the meeting.

173. Bullying and Harassment in Councils

To receive and review the guide provided by One Voice Wales. The purpose of this guide is to help Councils and their employees develop a greater awareness and understanding of what constitutes unacceptable behaviour, the impact it can have on individuals and the Council as a whole and above all, what steps can be taken to address such issues when they occur.

RESOLVED: the guide was received and adopted.

174. Telephone Kiosk

Possible usage for the kiosk once the refurbishment is complete was considered and during the budget review, it was considered that a defib would not be housed within the kiosk, but could be installed next to it. Cllr D Williams reported that previously it had been planned to house a 'Book Exchange', however, concerns were raised regarding the condensation inside the kiosk which is currently an issue. The Groundsman will be looking at ventilation during the refurbishment.

RESOLVED: in principle a Book Exchange was approved as long as the issue with condensation is resolved.

175. 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.

176. To acknowledge and note correspondence received.

- Woodwork CIC Monthly Report – West View Nature Area
- OVW Training
- Trinity Chapel are holding 'Meet, Greet & Eat' events 12.30- 3.00pm on the following Thursday's – 26th Jan, 9th Feb, 23rd Feb, 9th March, 23rd March. A free light lunch, a cuppa and a chat in the warmth of Trinity Chapel.
- A number of thank you emails and receipts for the awarded grants.
- A report of the West View ditch clearing by the Groundsman.
- A letter from FCC Standards Committee with feedback from attending a further 6 Town and Community Council meetings in November.

**8.57pm Cllr Blackman left the meeting.

177. Members Items/Future Agenda Items

- Cllr Ransome reported that she had been approached by a resident asking the council to include consideration for independent living accommodation for the old school site.
- The next Community Engagement Working Group meeting will be held on Monday 16th January.
- Arrangements will be made for the Chair & Vice Chair to undertake the Clerks Appraisal.
- Cllr Ransome requested that the February agenda includes a Youth Representative Report to allow Miss Boleyn the opportunity to report back on her research.
- Cllr S Williams reported the Countess of Chester have approved a new Mother & Baby Mental Health unit which will also be available to residents of North Wales. This is due to be open in Spring 2024 and will include welsh speaking staff.
- Conversations with Arriva are still ongoing and a further meeting will hopefully take place in February. Cllr D Williams requested the attendance of the County Councillor at this meeting.
- Cllr D Williams requested an update on progress regarding the Dobshill speeding issues which has been ongoing for a substantial time and where previous work has been undertaken with no progress. Both Cty Cllrs advised that a meeting is imminent with FCC Highways.
- Cllr Ibbotson advised that FCC are liaising with the bus operator and Denbighshire Council regarding a possible detour of the Ruthin to Chester bus (this service is funded by Denbighshire Council).

The meeting commenced at 6.30pm and closed at 9.20pm

Chair..... 8th February 2023

Penyffordd Community Council - Summary Accounts			
2022 - 23 Financial Year			
Income			
	Actual	Anticipated	Difference
Precept	116,851.00	116,851.00	0.00
Bank Interest	184.49	13.00	171.49
Refunds/Other	722.50	0.00	722.50
Grants/Funds(Play Area)	10,000.00	0.00	10,000.00
Sponsor a Tree	170.00	0.00	170.00
VAT Refund	11,110.75	11,110.75	0.00
Total	139,038.74	127,974.75	11,063.99

Expenditure

	Actual	Agreed Spend	Balance
Parks & Open Spaces	70,737.64	125,473.00	54,735.36
General Admin etc	5,076.38	20,520.00	15,443.62
Office Costs	974.32	1,660.00	685.68
Staffing Costs (wages, hmrc, pension)	30,141.10	42,347.00	12,205.90
Street Lighting (inc Christmas Lights)	1,079.05	21,250.00	20,170.95
Highways & Footpaths	0.00	2,200.00	2,200.00
Grants & Donations	6,300.00	6,300.00	0.00
Investing in Youth	0.00	3,000.00	3,000.00
Community Buildings	6,735.02	23,000.00	16,264.98
Community Improvements	561.78	1,000.00	438.22
Provision of Balances	210.00	2,500.00	2,290.00
Total	121,815.29	249,250.00	127,434.71

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 2022	154,472.40
(+)Income Receipts for 2022/23	139,038.74
(-)Total Expenditure for 2022/23	121,815.29
Gross Balance as at 31 Dec 2022	171,695.85
Current	£10,770.00
Deposit	£133,924.70
Millstone Play Area	£10,442.70
Reserved - Melwood Close Play Area Improvements	-8,825.00
Reserved - Millstone Play Area Improvements	10,442.70
Reserved - Sponsor a Tree payments	414.00
Reserved - Skate Ramps	30,000.00
Net Balance as at 31 Dec 2022	169,664.150
VAT Costs for 2022/23 Financial Year	10,188.05

Penyffordd Community Council		Budget Summary 2022/23			
Details of Expenditure		Budget for 2022/23	Current Spend to Date GROSS	Available to Spend to Date	
Parks & Open Spaces					
1.1	Gardening Maintenance	£500.00	£0.00	£500.00	
1.2	Play Leadership	£2,200.00	£2,053.00	£147.00	
1.3	Dobshill Rent	£5.00	£5.00	£0.00	
1.4	Bus Shelter Repairs	£100.00	£0.00	£100.00	
1.5	Playing Fields	£0.00	£0.00	£0.00	
1.5a	RESERVED - Melwood Play Area	£44,125.00	£52,950.00	-£8,825.00	Inc VAT which wil be reclaimed
1.6	Bulbs/Shrubs	£500.00	£385.98	£114.02	
1.6a	RESERVED - Sponsor a Tree	£244.00	£0.00	£244.00	
1.7	Seat/ Memorial Garden(clock)	£27,000.00	£35.24	£26,964.76	Project been delayed due to FCC
1.8	Litter Receptacles/equipment etc for Operative & Group	£1,150.00	£1,298.43	-£148.43	Anticipate to be over budget - new staff
1.9	Millstone Play Area	£0.00	£0.00	£0.00	
1.11	CCTV	£550.00	£949.99	-£399.99	over budget due to replace ipad for laptop
1.12	Environmental Improvements	£1,000.00	£0.00	£1,000.00	
1.13	Skate Ramps	£39,999.00	£9,999.00	£30,000.00	Lottery Grant returned
1.14	Old School Garden/West View Wildlife Garden	£8,100.00	£3,061.00	£5,039.00	
Staffing Costs					
2.1	Wages, (inc Employee Pension) HMRC & NI	£34,637.00	£24,819.32	£9,817.68	
2.2	Payroll	£330.00	£200.64	£129.36	
2.3	Employer Pension	£5,600.00	£3,721.70	£1,878.30	
2.4	Clerks Expenses - Home Allowance & Travel	£1,780.00	£1,399.44	£380.56	
Office Costs					
2.5	Postage	£80.00	£75.79	£4.21	
2.6	Stationery	£300.00	£170.13	£129.87	
2.7	Office Machinery	£200.00	£0.00	£200.00	
2.8	IT Services & DPO Services (&Zoom)	£1,080.00	£875.91	£204.09	
General Administration					
2.9	Insurance	£1,900.00	£1,723.58	£176.42	Under budget - 5yr LTA
2.11	Civic Service	£0.00	£0.00	£0.00	
2.12	Audit Fee	£700.00	£297.00	£403.00	Awaiting external audit to be completed
2.13	Chairmans Name Board	£150.00	£0.00	£150.00	Work undertaken FOC
2.14	Elections	£5,000.00	£243.05	£4,756.95	Uncontested Election
2.15	Clock Tower	£900.00	£0.00	£900.00	
2.16	Annual Subscriptions	£900.00	£963.00	-£63.00	
2.17	Training	£2,500.00	£210.64	£2,289.36	
2.18	Website	£300.00	£216.00	£84.00	
2.19	Members Allowance	£3,450.00	£0.00	£3,450.00	Paid in the final quarter
2.21	Newsletter	£500.00	£0.00	£500.00	
2.22	Community Awards	£0.00	£0.00	£0.00	
2.23	Council Email Accounts	£1,100.00	£1,182.00	-£82.00	
2.24	NEW - Bank Charges	£120.00	£93.60	£26.40	
2.25	NEW - Place Plan	£3,000.00	£0.00	£3,000.00	
Street Lighting					
3.1	Electrical Supply	£250.00	£79.05	£170.95	
3.2	Electrical Testing	£250.00	£0.00	£250.00	
3.3	Repairs & Maintenance	£12,750.00	£790.00	£11,960.00	Upgrades due by yr end
3.4	Christmas Tree/ Lighting	£8,000.00	£210.00	£7,790.00	Inv due final quarter
Highways and Footpaths					
4.1	Salt Bins	£200.00	£0.00	£200.00	
4.2	Noticeboards	£0.00	£0.00	£0.00	
4.3	Footpaths	£2,000.00	£0.00	£2,000.00	
Grants/Donations					
5.0	Grants	£6,000.00	£6,000.00	£0.00	
5.1	CAB	£300.00	£300.00	£0.00	
5.2	Investing in Youth	£3,000.00	£0.00	£3,000.00	
Community Buildings					
6.0	Community Centre -Youth Club (inc £7k - S106)	£15,000.00	£0.00	£15,000.00	Project delayed
6.1	Pyf War Memorial Institute	£4,000.00	£4,000.00	£0.00	
6.2	Community Changing Rooms	£4,000.00	£2,735.02	£1,264.98	
7.0	Community Improvements	£1,000.00	£561.78	£438.22	phone kiosk refurb
8.0	Provision of balance	£2,500.00	£210.00	£2,290.00	Jubilee Posters
		£249,250.00	£121,815.29	£127,434.71	

