

PENYFFORDD COMMUNITY COUNCIL

Minutes of the Ordinary (Hybrid) Meeting held on Wednesday 11th October 2023

Present: Councillors Mrs P Ransome (Chairman), Mr A Sloan (Vice), Mr M Rothero, Mr D Walker, Mr R Wakelam, Mr P Blackman, Mr D Williams, Mr O Thompson and Youth Rep Miss Boleyn

Absent: Councillors S Williams and L Overington

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

94. Apologies

Apologies for absence were received from Cllrs J Priddin and A Ibbotson.

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

There were no Declarations of Interest received.

96. Chairman's Announcements

The Chair wished to acknowledge comments and feedback from Gareth Owens Chief Officer Governance, in the recent 'Feedback on Visits to Town & Community Councils'.

There have been a number of Working Group meetings this month which have been very positive.

The WMI are seeking any assistance with this years annual bonfire.

A reminder to members that the Annual Grant Applications will close on the 3rd November and also of the Warm Hub restarting by Trinity Chapel Thursday 19th October, 12.30pm – 3.00pm.

97. To receive and approve the Ordinary Minutes of the 13th September 2023

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

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

Min 80 – further to the report received in September, concerns were raised regarding the stance of FCC and that this was not a proactive approach. This issue is very concerning in that FCC will not act until injuries occur. Cllr Wakelam advised of the Welsh Government legislation saying that cameras cant be installed on a zebra crossing.

Cllr Sloan advised he is continuing to engage with the school and police and a further meeting is due imminently. He is still collating data which will be share with the police and Cty Cllrs.

Cty Cllr Wakelam is working with the school and pupils to design road safety posters.

RESOLVED: the council will write to FCC and copy Welsh Government expressing concerns of the road safety dangers, that it is unacceptable, and that it should be a proactive approach rather than waiting until an injury has occurred.

Min 81 - on Tuesday 26th Sept Woodwork had had approx. 12 volunteers from the Spar. A Spar also donated £300. A letter of thanks has been sent to the Spar.

Min 86 - Cllr D Williams advised that it is in fact the Football Club who will be exploring the possibility of Wynne Construction tarmac the front of the cabins.

Min 93 – Dog Poo Bins. Requests have been received for the installation of a bin on Platt Lane.

RESOLVED: this will be shared with Cty Cllr Ibbotson who is dealing with this matter and Cty Cllr Wakelam.

Min 93 - Richard Cox, The Kay Group will visit the Costa site to assess the issue of car lights. He has also agreed to a contribution of £250 towards a new village noticeboard and has transferred the funds.

Min 93 – two quotes were received for the Circular Walks QR Stickers.

RESOLVED: approved cost and design from Printcentre Wales.

99. To receive any Public Questions/Correspondence

- a) Highway Safety – parking at Abbotsford Road junction with Park Crescent during school times.

Cllr Rothero (as Chair of Governors) explained that the drop off circle was closed following incidents and risk assessments. Concerns were raised that due to this decision, it has pushed the issue onto the community and will only continue to worsen with the expansion of the school.

- b) Correspondence received regarding concerns of the planned Dobshill play area pathway.

RESOLVED:

- a) Cllr Rothero will take the concerns raised back to the Governing Body. The council will write to the school, copying FCC Highways and Mr Ian Roberts, FCC Leader. Cllr Sloan will respond directly to the resident.
- b) The council will respond to advise that the council are looking to enhance and maximise the area by the installation of a training cycle path (with the intended use for young children to learn to ride a bike and have a safe area to do do) and walking path. The indicative plan will be shared with them and also an offer to meet on site to walk through the plans once the costings for the project have been received, which is also when a consultation will be held.

100. Half Year Budget Review

- a) The Clerk provided the Council with copies of the half year 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 make a selection of invoices and the Clerk will provide copies of invoices and payment receipts to be certified as correct.

101. 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 £14140.23	Deposit £182206.57	Play Area £ 8899.70
Bank Transfers	Deposit Acc	to Current Acc	£10,000.00
Payments Received			
27/09/2023	The Kays Group	Contribution towards Noticeboard	£250.00

Accounts for Payment

Payee	Details	Amount
WoodsWork CIC	Nature Area Management	£340.00
Mr C Jones	Mileage and Expenses	£36.09
Mrs S Hughes	Mileage and Expenses	£69.11
Staffing Cost	Sep-23	£4,029.76
Avow	Payroll Charges July - Sept	£73.14
H & R Roberts & Sons	JCB Hire for West View Nature Area & Supplies	£365.80
Poppy Appeal	Poppy Wreath	£50.00
HSBC	Monthly Charge (aug-sept)	£10.00
Mammoth Workwear	Staff Uniform	£150.14
Printcentre Wales	Circular Walk QR Stickers	£63.00
Mega Electrical	Installation of Defib PYM (material & labour)	£2,976.00
*Defib Store	2x Zoll AED's (Vounog & Bowling Club)	Est £1800
*Mega Electrical	Installation of Defib Vounog & Bowling Club	Est £1000

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. *(Items marked * were added during the meeting with estimated costs to give authorisation to the Clerk to proceed with the purchases. Exact costs will be confirmed at the next meeting).*

102. To Receive the County Councillors Report

Cllr Wakelam reported:

- The village has now been removed from the HGV test route
- Complaints received regarding the new bus stop on Chester Road. He advised that this was part of Redrow's planning conditions (this is at the cost of Redrow and not FCC), additional street lighting will also be installed.
- Further complaints regarding inappropriate behaviour at Penymynydd Woods
- He has met with PACA, The Allotments Committee and Mr LeTessier regarding the community garden.

RESOLVED: the police will be invited to attend a future meeting to address the ongoing issues at Penymynydd Woods and also the issues of speeding and parking at the two primary schools.

103. 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. [FUL/000807/23](#). Application for Removal or Variation of Condition No.2 following Grant of Planning Permission FUL/000360/23. Henffordd Farm, Old Hope Road, Penymynydd. **Supported, the council agree for a delegated decision to be made by the Planning Officer.**
 - ii. [FUL/000754/23](#). First floor side extension and internal alterations. 5 Ffordd Haearn, Penyffordd. **Supported, the council agree for a delegated decision to be made by the Planning Officer.**
- b) Notifications of Planning Decisions made by Flintshire County Council:
- i. [DET/000589/23](#). Application for Approval of Details Reserved by Condition No.5, Ref; FUL/000562/22. Castle Cement D, A5118 Roundabout to Plas Major Lane A550, Padeswood. **Approved**
- c) Concerns were raised regarding the land at Old Bank Farm. Planning permission had previously been refused for housing development, but approved for light industrial use, however, it is considered that the business use of the land is not being promoted and concerns that a further submission for housing will be requested.
- RESOLVED:** the council will write to FCC Planning.

104. Play Areas

RESOLVED: in principle the council approved the alternative design and will await costs.

105. Community Facilities

Old School Site – Cllr Ransome provided members with a written report of the site meeting held with FCC Officers, Paul Calland and Heath Thornton, on 4th October. It had been a very well attended and positive meeting. FCC promised to provide the council with a written statement which can be shared with the community with an update on the development.

They have experienced delays with the demolition of the building and it anticipated it will be completed by Christmas. FCC are open to discussions regarding configuration of the land.

Cllr Williams questioned whether FCC would consider selling a section of the land to a private developer (for the construction of starter homes) to raise revenue for their build of social housing? He also questioned drainage on this land as Redrow were given permission as part of the Chester Road development to access drainage on this land? The Chair acknowledged that there will be continued questions being raised and the Clerk asked members to pass on any questions and she will log these for the next meeting.

RESOLVED: FCC will be chased for the written update statement and as soon as this is received, it will be shared. Should members have any additional questions these will be passed to the Clerk to be logged.

106. Defibrillators and Training

- a) Although the response from local businesses regarding the training on Sunday 8th Oct had been slightly disappointing, the course was fully attended and a success. A further training course will be booked for early in the new year and will be open to local Clubs and Organisations.
- b) Defib Penymynydd - There was a site meeting with Darell Jones and Sarah Samuel, FCC and Mega Electrical on Thursday 5th October. Darrel Jones, Operational North & Street Lighting Manager advised it is not possible to install onto a street light column but has agreed that a defib can be installed at the location on independent posts (this is a new scheme being trailed and planning will not be required). Mega Electrical, as the FCC approved contractor has provided a quote for material and installation of £2480+vat.

Defib Vounog - Permission has been received from BT to connect a defibrillator to the power supply in the telephone kiosk. Mega Electrical have provided a quote to install of £500+vat.

Defib Bowling Club – The Clerk reported that replacements were required for the Bowling Club defib costing £270+vat. This is the second replacements within the last 4 months. As this defibrillator is being discontinued, a replacement Zoll AED could be purchased for approx. £900-£950. The Defib Store would also offer a 'trade in' discount of approx £100. Est cost for installation £500+vat.

- c) It was suggested the council write to Redrow to ask if they would be willing to install a defib on the muga in the new estate?

RESOLVED:

- a) A training course will be booked for early in the new year, once a date from the Trainer has been confirmed the council will write to the local Clubs and Organisations.
- b) The council approved the following:
- Mega Electrical to install the defib and cabinet at St Johns School
 - To purchase a defib and Mega Electrical to install inside the telephone kiosk on the Vounog
 - To liaise with Penyffordd Bowling Club, purchase a replacement defib and Mega Electrical to install. The height of the post will be requested to be lowered.
 - Costs for the above added to the payment schedule (min 101).
 - To cover the above cost, £5000 will be moved from the Millstone Skate Ramp/Pump Track budget and reallocated to Community Improvements.
- c) The council will write to Redrow regarding a defib for the estate.

107. Remembrance Day

RESOLVED: Arrangements for Remembrance Day are being co-ordinated by the RBL and WMI. Expected timing are the parade at 2.30pm followed by the service at 3.00pm.

108. 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.

109. To acknowledge and note correspondence received.

- OVW & Planning Aid Wales Training & Events
- Woodwork CIC Monthly report
- Buckley Town - Mayor's Charity Ball & Dinner - Friday 3rd November 2023
- Dangos - free financial awareness training in Wales
- FCC – 20mph Exceptions
- One Voice Wales – Newsletter
- FCC Standards Committee Meeting
- FCC – Feedback on Visits to Town & Community Councils
- Information on the new FCC Flood and Coastal Erosion Risk Manager
- Wrexham-Bidston Rail Users' Association AGM - Friday 17th November, Neston Methodist Hall
- One Voice Wales & D-Day 80 - 6th June 2024
- FCC – Preparations for the coming Winter. **RESOLVED:** the Clerk will respond.
- FCC Electoral Services – Polling District, Place and Polling Station Review. **RESOLVED:** this will be included on the November agenda.
- FCC Electoral Services - Community Review Questionnaire. **RESOLVED:** the Clerk and Chair will respond.

110. Members Items/Future Agenda Items

- It was reported that no action has been taken regarding the road condition on Park Lane/Abbots Lane. Cty Cllr Wakelam will pursue FCC.
- A request for D-Day 80 to be included on the agenda. The Chair advised that a written proposal will be required to submit to the council.
- A request that FCC Enforcement be asked to attend the village to address parking issues.
- A report of road condition issues along the Dirty Mile and Stryt Isa. Cty Cllr Wakelam will report to FCC.

The meeting commenced at 6.30pm and closed at 9.07pm

Chair..... 8th November 2023

Penyffordd Community Council - Summary Accounts

2023 - 24 Financial Year

Income

	Actual	Anticipated	Difference
Precept	79,680.67	119,521.00	-39,840.33
Bank Interest	1,183.55	200.00	983.55
Refunds/Other	250.00	0.00	250.00
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
Total	93,480.24	131,563.39	-38,083.15

Expenditure

	Actual	Agreed Spend	Balance
Parks & Open Spaces	10,784.61	113,719.00	102,934.39
General Admin etc	5,072.52	14,116.00	9,043.48
Office Costs	1,213.76	1,740.00	526.24
Staffing Costs (wages, hmrc, pension)	23,878.67	47,610.00	23,731.33
Street Lighting (inc Christmas Lights)	1,881.29	37,570.00	35,688.71
Highways & Footpaths	0.00	2,200.00	2,200.00
Grants & Donations	1,000.00	5,300.00	4,300.00
Investing in Youth	0.00	3,000.00	3,000.00
Community Buildings	32.67	23,000.00	22,967.33
Community Improvements	2,393.71	2,000.00	-393.71
Provision of Balances	0.00	2,385.00	2,385.00
Total	46,257.23	252,640.00	206,382.77

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 2022/23	93,480.24
(-)Total Expenditure for 2022/23	46,257.23
Gross Balance as at 31 March 2023	205,246.50
Current	£6,366.46
Deposit	£142,727.33
Millstone Play Area	£8,929.70
Reserved - Millstone Play Area Improvements	8,929.70
Reserved - Sponsor a Tree payments	272.20
Reserved - Skate Ramps	40,000.00
Reserved - 2022/23 Street Light Upgrades	11,170.00
Reserved - Kays Group - Noticeboard	250.00
Net Balance as at 30 September 2023	144,352.4
VAT Costs for 2023/24 Financial Year	3,503.62

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)	
Parks & Open Spaces					
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	£568.98	£70.08	£531.02	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
Litter Receptacles/equipment etc for Operative & Group	£1,150.00	£569.23	£0.00	£580.77	Uniform on order
Millstone Play Area	£0.00	£0.00	£0.00	£0.00	
CCTV	£1,000.00	£525.00	£87.50	£475.00	Service due October
Environmental Improvements	£1,000.00	£34.98	£5.84	£965.02	
RESERVED - Skate Ramps/pump	£40,000.00	£0.00	£0.00	£40,000.00	Planning due to be submitted
Old School Garden/West View Wildlife Garden	£8,100.00	£2,674.60	£0.00	£5,425.40	
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
Staffing Costs					
Wages, (inc Employee Pension) HMRC & NI	£37,828.00	£19,096.52	£0.00	£18,731.48	
Payroll	£330.00	£259.42	£0.00	£70.58	
Employer Pension	£7,100.00	£3,437.95	£0.00	£3,662.05	
Clerks Expenses - Home Allowance & Travel	£2,352.00	£1,084.78	£0.00	£1,267.22	
Office Costs					
Postage	£120.00	£60.40	£0.00	£59.60	
Stationery	£300.00	£150.07	£25.00	£149.93	
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
General Administration					
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	£76.50	£0.00	£2,423.50	
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	£62.00	£0.00	£63.00	
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
Street Lighting					
Electrical Supply	£5,400.00	£0.00	£0.00	£5,400.00	Invoiced quarterly but none received to date
Electrical Testing	£250.00	£0.00	£0.00	£250.00	
Repairs & Maintenance	£12,750.00	£1,881.29	£1,683.79	£10,868.71	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	£0.00	£0.00	£8,000.00	Paid in the final quarter
Highways and Footpaths					
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	
Grants/Donations					
Grants	£4,000.00	£0.00	£0.00	£4,000.00	Paid in third quarter
CAB	£300.00	£0.00	£0.00	£300.00	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	
Community Buildings					
Community Centre -Youth Club (inc £7k - S106)	£15,000.00	£0.00	£0.00	£15,000.00	
Pyf War Memorial Institute	£4,000.00	£0.00	£0.00	£4,000.00	Paid in third quarter
Community Changing Rooms	£4,000.00	£32.67	£0.00	£3,967.33	
Community Improvements/Support	£5,000.00	£2,393.71	£398.96	£2,606.29	kiosk refurb & defib. £3k added for defib from budget 1.18. July 23
Provision of balance	£2,385.00	£0.00	£0.00	£2,385.00	
	£252,640.00	£46,257.23	£3,436.73	£206,382.77	

Finance Committee - Half Year Budget Review 30 September 2023

Current Acc Bal B/f				£14,140.23		
Date Cashed	Cheque No	Payee	Details	Amount		Uncleared Cheques
						£0.00 Total uncleared
						£14,140.23 Bank Statement Balance
			Balance Carried Forward	£14,140.23		
Deposit Acc Bal B/f				£182,206.57		
Date	Type			Amount		
				Total		
			Balance Carried Forward	£182,206.57		£182,206.57 Bank Statement Balance
Play Area Acc Bal B/f				£8,899.70		
Date	Type		Details	Amount		
				Total		
			Balance Carried Forward	£8,899.70		£8,899.70 Bank Statement Balance
			Total Available Balance of All Accounts	£205,246.50		Total Bank Balance Inc £205,246.50 Uncleared Cheques

Account	Balance	
40-16-01 01285645 Charitable - Penyffo Play	GBP 8,899.70	>
40-16-01 43035867 Bmm Account - Peny Comm Council	GBP 182,206.57	>
40-16-01 91029770 Charitable - Peny Comm Council	GBP 14,140.23	>