PENYFFORDD COMMUNITY COUNCIL

Minutes of the Hybrid Meeting held on Wednesday 12th October 2022

Present:	Councillors Mr R Wakelam (Chairman), Cllr P Ransome (Vice Chairman), Mr D Walker, Mr P Blackman, Mr D Williams, Mr A Ibbotson, Mrs S Williams, Mr M Rothero, Mrs L Overington and Mr O Thompson. Miss N Boleyn – Youth Representative
Also Present:	Mrs Sarah A Hughes, Clerk & Responsible Financial Officer Rona Harper, Christina Walker & Alison Fuller – Woodswork CIC 1x Member of the public

101. Apologies

Apologies received from Cllrs J Jones, J Priddin and A Sloan.

102. Youth Representative

The Chair welcomed Miss Boleyn to the council.

RESOLVED: Miss Boleyn signed the Youth Representative Declaration of Acceptance of Office which was witnessed by the Clerk.

103. Visitors

Woodswork advised that since starting in January they have made good progress and a large area has now been cleared and they will be starting to mark out pathways around the site. There are options for the materials to be used for the pathway e.g stone or bark. Woodswork will obtain costing so the council can consider and ensure in budgeted for. Woodswork may be able to secure some funding through grants.

They were successful in obtaining the National Lottery/Transport for Wales Grant and will be planting 400 trees December/January. TFW recently met with them and are pleased with the development. They are engaging with the local school but any support from local residents, organisations and groups in planting the trees is needed and would be very welcome. The council provided some details of local groups and will assist in advertising this.

The condition of the pathway to the site is potentially an issue. This path falls under the responsibility for FCC Public Rights of Way.

There has been regular support from volunteers on Thursdays, but more is always welcome. The date has now changed to a Wednesday as from this week, still 10.00am – 12.00pm.

Cllr Ransome advised that Sarah Slater, FCC Biodiversity Officer nay be able to assist with information and/or funding.

The Chair thanked them for attending and for the report.

*6.55pm 3x visitors left the meeting.

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

There were no Declarations of Interest received.

105. To receive and approve the Ordinary Minutes of the 28th September 2022

Cllr Ransome advised under Min 69 it was in fact McDonalds that had contacted her and not Co-op.

RESOLVED: with the above correction, these were approved as a correct record and signed by the Chairman.

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

Min 5 – the Youth Club has advised that as progress is very slow and is mainly consist of meeting with the solicitor, to have 5 councillors on the committee as well as the Board of Directors (one of which is Cllr D Williams) would be excessive. As soon as there is anything to report or they actually get a date to sign the lease and start moving then they will request to come to the next available Council meeting.

Min 77 – Cllr Walker expressed he still has concerns of the new Fflecsi service. The Cty Cllrs were asked how much funding is received from Welsh Government and if FCC provides cross border subsidies? Cty Cllr Ibbotson

advised no funding is received from WG and that it is funded by FCC. He gave a brief overview of how subsidies are applied regarding profitable and none profitable routes.

Member reported on comments received about the services and there has been mixed reviews. **RESOLVED:** Fflecsi Service and Transport will be included on the November agenda for further discussion.

Min 80/57 39/27a - Emailed Richard Roberts 3.10.22 to ask for his decision on the works HAGS have undertaken on the rectification work on the supernova. Awaiting confirmation of acceptance of the work before the final payment of £2950 will be made.

Min 80/69 - The Environment Group has still not met to review the Biodiversity & Resilience draft report. The Council are required to publish the report by the end of the Year.

Min 80/68b ii – the contractor will be undertaking the wok on the skate ramps next week and will also be providing a quote for the required repairs. Cllr Williams also advised that the contractor will be looking to cost the pump track and if needed the pathway for Dobshill play area.

Min 80/68 c ii - Awaiting costings and designs for the pathway at Dobshill play area.

Min 86a - At the time of preparing the agenda, Cty Cllr Wakelam had not received a response from A. Stanford and therefore Dobshill Speeding Issues will be included on the November agenda.

Min 87a – Cllr Sloan has taken up the new role of School Governor for St Johns the Baptist School and attended his first meeting.

Min 87b – Cllr Ransome advised that the constitution is available on the WMI website and it actually in the process of being updated. This will be reviewed by the Committee which includes Cllrs Ransome and Williams.

Correspondence had been received from the WMI regarding the comments recorded at the last council meeting. They have advised that there are a number of ways that residents can contact them or raise any issues or concerns: Secretary/treasurer email address for formal communications <u>PPWMIsecretary@gmail.com</u> or <u>PPWMITreasurer@gmail.com</u>; Email address for bookings/management <u>Penyfforddwmibooking@gmail.com</u>; A "contact us" option on our web page - this could be used anonymously if so desired <u>penyfforddwmi.co.uk/contact</u>; Facebook: <u>https://facebook.com/PWMInstitute</u>

The WMI has also asked for Volunteers to assist with the Bonfire night. Unfortunately, no members are able to assist with this event.

Min 87b – The Community Engagement Working Group circulated a copy of the meeting notes from 10th October 2022 and asked the council to support

- That full council priorities completing councillor profiles;
- That full council agree to the establishment of a subcommittee of the working group to draft a Facebook strategy;
- That further members be co-opted to the working group, especially Cllr Rothero and the Youth Representative, and that all members are made aware of a standing invitation to attend. It was also suggested to have a Community Representative.

RESOLVED: the council approved and supported the above and will contact Mrs Lythall who has assisted with the Place Plan.

Min 89b - The proposal was sent to FCC regarding the assets remaining and the community council adapting the plan/design around these remaining - 03.10.22.

Min 99 – Stepping Stones Nursey have decided to request for the barrel planters to be relocated elsewhere in the village. They did express disappointment in a formal council letter being send rather than an in person conversation.

The Clerk advised that during discussions with the Groundsman, he has suggested approaching the businesses and if they are willing to fund the plants he could plant these and refurbish the planters.

RESOLVED: the Clerk will approach the appropriate businesses to put this proposal to them.

Min 99 – The Community Litter Pick will be held Saturday 19th November and is being co-ordinated by Cllr Sloan.

Min 99 - NW Police advised that unfortunately the newer intakes of PCSO's have not been provided with force issued mobile phones as they are currently in the process of upgrading them and until they have the new contract

they are not able to provide these. They are unable to provide timings of when this will be. **RESOLVED:** the council will write to the Chief Constable and also Mr Dunbobbin – Police & Crime Commissioner.

107. To receive any Public Questions/Correspondence

There were no public questions or correspondence.

108. Bank Balances and Accounts for Payment

Accounting and payment information as at 12th October 2022.

Bank Balances	Current £6,867.83	Deposit £143,143.11	Play Area £10,4	447.70
Unpresented Cheque HAGS	s /Payments Melwood Play Area	£2,950.00		
Payments Received Fresh Approach	Co-op grant for 2x Bins @	Millstone play area	£700.00	
Transfers Current Acc	to Play Area Acc		£5,226.40	
Accounts for Paymen	t			
Payee	Details			<u>Amount</u>
HSBC	Monthly Char	ge (current acc)		£5.00
HSBC	Monthly Char	ge (play area acc)		£5.00
WoodsWork CIC	Nature Area N	/Janagement		£340.00
Mr G Davies	Expenses			£3.29
Mr C Jones	Mileage and E	Expenses		£49.20
Mrs S Hughes	Mileage and E	Expenses		£134.00
Staffing Cost	Sep-22			£3,469.05
AVOW	Payroll Charge	es July - Sept		£88.14
SLCC	SLCC & OVW J	Ioint Conference – Mrs S Hu	ghes	£54.00
H&R Roberts & Sons	Equipment &	Supplies for Groundsman		£102.36

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.

109. 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 Rothero.
- 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.

110. County Councillors Report

Cty Cllr Wakelam advised that he has not received a response form A.Stanford regarding speeding issues in Dobshill. He will ensure this is followed up next week. It was also questioned regarding the speeding on the Vounog and whether any data can be obtained from Go Safe together with data of any fines issues.

Cty Cllr Ibbotson reported that information on whether the levelling up bid for the borderlines improvements has been successful is still awaited.

RESOLVED: Go Safe and FCC will be asked to provide data on speeding and fines issued relating to the Vounog.

111. 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:

RESOLVED:

i. <u>Ref: 061748</u>. Proposed replacement dwelling and detached garage. Oakfield 11 Wrexham Road. Penyffordd. **Due to issues accessing the Planning Portal to view the application and a lack of response from the Planning Officer, delegated Powers were given to the Chair and Vice Chair to prepare a response.**

The council will also report the issues with the new Planning Portal to the Chief Officer of Planning

- b) Notifications of Planning Decisions made by Flintshire County Council:
 - i. <u>Ref: 000366</u>. Erection of Garage (Amendment to Previously Approved Garage under reference 061384). Pheasant Fields, Lower Mountain Road, Penyffordd. *Approved*
 - ii. <u>Ref: 000301</u>. Proposed Detached Garage & Ground Floor Extension. 8, Linwood Close, Penymynydd. *Approved*
 - iii. <u>Ref: 000280</u>. Proposed new development comprises the replacement of an existing single storey extension with a new single storey extension. The new extension projects 3.6m from the rear face of the house and the height is 3.87m. Brookrise, 1, Kinnerton Lane, Higher Kinnerton. *Permitted Development*
 - iv. Ref: <u>000282</u>. Erection of a detached garage. Dovecote Barn, Bannel Lane, Penymynydd. *Approved*
 - v. <u>Ref: 000232</u>. 2 Storey and single storey extension and internal alterations. Thornton, Wrexham Road, Penyffordd. *Approved*
- c) Cllr Williams asked the Cty Cllrs if there were any updates regarding the Retirement Homes on Rhos Road. The advised there were no updates but they would continue to monitor.

112. School Transport

Due to Cllrs Jones and Sloan submitting their apologies it was proposed this be deferred until November.

RESOLVED: School Transport will be included on the November agenda.

113. West View Area

Member were provided with the initial costings for alterations to the equipment and or/relocation of the play equipment. After fully considering the costing the Chair asked for a vote to progress with the alterations and/or relocation, the result of which was Yes - 1 and No - 9.

To potentially assist with ABS, costings were also provided for the supply and installation of a maintenance gate & pedestrian gate (lockable mechanism) at the entrance to West View Play Area at a height of 1.8 Metres to seal of entrance with side panels. This includes a new tarmac area in the approach way to the gate entrance. At this time the police have not confirmed if this would provide them the necessary power to move on the youths. As this would be dependent on having the volunteers to open and close, it was proposed that the Community Engagement Working Group investigate this further.

The Chair advised that he has been in communication with the Headteacher of Castell Alun regarding anti social behaviour issues and he would welcome the opportunity to attend a council meeting and discuss the issues with the council.

Cllr Williams wished to have recorded that in his opinion the council put inappropriate equipment in inappropriate positions and by not taking any action to resolve the issues, we are letting the residents down.

RESOLVED: with the majority vote, the council resolved that they will not be undertaking alterations and/or relocation of the play equipment. The council will write to the affected residents. The Community Engagement Working Group will investigate options for volunteers to open and close the lockable gates and report back to full council for further consideration. Richard Roberts will be chased regarding the improvement to signage.

The Headteacher of Castell Alun will be invited to the December council meeting.

114. Highway Safety and Speeding

Cllr Williams advised that previously the council did review a number of areas of concern and proposal for highway improvements.

Stepping Stones Nursery will be sending a reminder out to parents, guardians etc about using their car park and not parking on the nearby roads.

Cllr Thompson expressed grave concern of speeding on the Vounog and is fearful of a severe accident and asked if the FCC or PCC could implement speed reduction? Cllr Ibbotson advised FCC do not have any funding and should the community council wish to fund this, it potentially would cost hundreds of thousands.

RESOLVED: the Infrastructure Working Group will review locations of concerns and report back at the January council meeting.

115. Ysgol Penyffordd

Members were provided with a copy of the Statutory Notice for the development of Ysgol Penyffordd, to allow for the capacity to be increased from 315 full time spaces to 375 full time spaces as from 1st September 2023.

Concern over parking was raised as it is currently an issue and will only be exacerbated with increasing the capacity. Cllr Wakelam advised that FCC are looking at creating a Sub Committee to review the countywide issue of school parking. It was questioned why the school gates are kept locked during school pick up, which Cllr Rothero advised was due to safety of the children.

Members were advised that as this is a public consultation, individual responses can be submitted.

The closing date for comments on the is 27th October 2022.

RESOLVED: there were no objections raised and no response will be submitted.

116. The Finance & Governance Toolkit for Community and Town Councils

The toolkit is the product of co-development between One Voice Wales, SLCC and Welsh Government, supported by commentary from Audit Wales. Using the toolkit will help the council ensure that it has high standards of governance, accountability and financial management, and delivers the best for our community.

The Toolkit is in two parts, with each having specific themes; Part 1 – Health Check and Part 2 – Self Assessment. The Clerk suggested the Clerk and Chair to review Part 1 reporting back to full council and a Working Group should review Part 2 reporting back to full council.

RESOLVED: the Clerk and Chair will review Part 1 and report back to full council where a Working Group will be formed to review Part 2 and report back to full council.

117. Standing Order – Duration of Meetings

Cllr Sloan had submitted a proposal to amend the duration of the meeting within the Standing Orders to 2 hours. In his absence, Cllr Ibbotson supported the proposal. There were objections to amending the SO to 2 hours, however there was support for in reducing the times of meetings and acknowledging that the council could be working smarter.

Concerns were raised by reducing the meeting 2 hours could restrict necessary discussions and debate.

RESOLVED: to endeavour to work smarter, the council will ensure that they are adhering to the Standing Order in respect of Motions put to council; the Chair will be firmer in the time allowed per member per item and with the reintroduction of Working Groups, this will significant assist in the timings of full council meetings.

118. 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.

119. To acknowledge and note correspondence received.

- Woodswork CIC Monthly Report West View Nature Area
- OVW & Planning Aid Wales Training & Events
- Information from the WMI to advise that are organising plans for Remembrance Day and are liaising with Royal British Legion and the Poppy Appeal.
- A copy of Hanson's Liaison Committee meeting minutes and a notice of the next meeting being held on 5th December 2022.
- OVW Wrexham & Flintshire Area Committee Meeting will be held on Thursday 20th October @ 7.00pm

• PYF Brownies has contacted the council to ask if a representative would attend one of their session for Parliamentary Week to provide information on Community Council – Cllr Ransome has agreed to attend with the support of Cllr Ibbotson. Cllr Ransome will also liaise with Miss Boleyn.

*9.00pm 1x Member of the public arrived.

- A letter received from the Clerk of Governors for Ysgol Penyffordd advising the council that the nomination submitted for the Minor Authority Governor has been denied. Cllr Blackman requested that the council ask for a meeting with the Chair of Governors & Head teacher to establish the reasons behind the denied nomination. The Chair doesn't consider that the meeting request will be accepted and stated that the Governing Body are within their rights to vote on who they have on the governing body.
 RESOLVED: the council will write to the Clerk of Governors to request a meeting with the Chair, Vice Chair, Head Teacher and Chair of Governors regarding the denied nomination. The nomination of a Minor Authority Governor will be included on the December agenda.
- A copy of Hanson's Liaison Committee meeting minutes and a notice of the next meeting being held on 5th December 2022.
- OVW Wrexham & Flintshire Area Committee Meeting will be held on Thursday 20th October @ 7.00pm
- Welsh Government has published a consultation that sets out an ambitious long-term agenda for modernising electoral administration and wider electoral reform in Wales.
 RESOLVED: this will be emailed to all members and if they consider a response should be submitted, they will request for it to be included on the agenda together with a proposed response.

120. Members Items/Future Agenda Items

- Cllr Wakelam reported that Hanson will be holding a Drop in Session at the Emmanuel Church on 20th October 3.00pm – 6.00pm regarding being shortlisted for government funding to install carbon capture technology at its Padeswood cement works.
- A reminder to all members to complete and provide the Clerk with a copy of the Training Self-Assessment.
- A request to ensure the councils considers whether a budget is required for the Coronation in May 2023 and how the council could be a liaison point for all the groups and organisation within the village.
- Cllr Ransome raised and questioned whether the council should increase links with health and links with cross boarder e.g Governors at Countess of Chester and Wrexham Maelor.
- Cllr Walker is co-ordinating the Poppy Appeal for the community and a meeting is being held on Thursday 13th October at 7pm to appeal for volunteers.

The meeting commenced at 6.30pm and closed at 9.25pm

Penyffordd Community Council - Summary Accounts		
2022 - 23 Financial Year		
Income		

-	Actual	Anticipated	Difference
Precept	77,900.67	116,851.00	-38,950.33
Bank Interest	38.99	13.00	25.99
Refunds/Other	700.00	0.00	700.00
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	99,920.41	127,974.75	-28,054.34

Expenditure

	Actual	Agreed Spend	Balance
Parks & Open Spaces	65,627.02	125,473.00	59,845.98
General Admin etc	4,969.56	20,520.00	15,550.44
Office Costs	837.06	1,660.00	822.94
Staffing Costs (wages, hmrc, pension)	17,919.68	42,347.00	24,427.32
Street Lighting (inc Christmas Lights)	474.05	21,250.00	20,775.95
Highways & Footpaths	0.00	2,200.00	2,200.00
Grants & Donations	600.00	6,300.00	5,700.00
Investing in Youth	0.00	3,000.00	3,000.00
Community Buildings	2,735.02	23,000.00	20,264.98
Community Improvements	561.78	1,000.00	438.22
Provision of Balances	210.00	2,500.00	2,290.00
Total	93,934.17	249,250.00	155,315.83

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

rent Si	ummary	
	Balance c/f as at 31 March 2022	154,472.40
	(+)Income Receipts for 2022/23	99,920.41
	(-)Total Expenditure for 2022/23	93,934.17
	Gross Balance as at 30 Sept 2022	160,458.64
	Current	£10,770.00
	Deposit	£133,924.70
	Millstone Play Area	£9,777.70
	Reserved - Melwood Close Play Area Improvem	ents -5,875.00
	Reserved - Millstone Play Area Improvements	9,777.70
	Reserved - Sponsor a Tree payments	414.00
	Reserved - Skate Ramps	20,001.00
	Net Balance as at 30 Sept 2022	156,141.940
	VAT Costs for 2022/23 Financial Year	9,601.19

Penyffordd Community Council		nary 2022/23		
Dotails of Expanditure	Budget for 2022/23	Current Spend to Date GROSS	Available to	
Details of Expenditure	2022/23	to Date GRUSS	Spend to Date	
Parks & Open Spaces	0500.00	00.00	0500.00	
Gardening Maintenance	£500.00			
Play Leadership	£2,200.00	,		Awaiting a further invoice for 1 week
Dobshill Rent	£5.00		£0.00	
Bus Shelter Repairs	£100.00	£0.00	£100.00	
Playing Fields	£0.00		£0.00	
RESERVED - Melwood Play Area	£44,125.00		,-	Inc VAT which wil be reclaimed
Bulbs/Shrubs	£500.00		£453.02	
RESERVED - Sponsor a Tree	£244.00			
Seat/ Memorial Garden(clock)	£27,000.00			Project been delayed due to FCC
Litter Receptacles/equipment etc for Operative & Grou	£1,150.00			Anticipate to be over budget
Millstone Play Area	£0.00		£0.00	
CCTV	£550.00			over budget due to replace ipad for laptop
Environmental Improvements	£1,000.00		£1,000.00	
RESERVED - Skate Ramps	£39,999.00			Lottery Grant returned
Old School Garden/West View Wildlife Garden	£8,100.00	£2,041.00	£6,059.00	
Staffing Costs				
Wages, (inc Employee Pension) HMRC & NI	£34,637.00	,	£19,816.47	
Payroll	£330.00		£217.50	
Employer Pension	£5,600.00		£3,500.48	
Clerks Expenses - Home Allowance & Travel	£1,780.00	£887.13	£892.87	
Office Costs				
Postage	£80.00		£26.36	
Stationery	£300.00	£75.77	£224.23	
Office Machinery	£200.00	£0.00	£200.00	
T Services & DPO Services (&Zoom)	£1,080.00	£832.74	£247.26	
General Administration				
nsurance	£1,900.00	£1,723.58	£176.42	
Civic Service	£0.00	£0.00	£0.00	
Audit Fee	£700.00	£297.00	£403.00	Awaitiing external audit to be completed
Chairmans Name Board	£150.00	£0.00	£150.00	
Elections	£5,000.00	£243.05	£4,756.95	Uncontested Election
Clock Tower	£900.00	£0.00	£900.00	
Annual Subscriptions	£900.00	£963.00	-£63.00	
Training	£2,500.00	£156.64	£2,343.36	
Website	£300.00	£216.00	£84.00	
Members Allowance	£3,450.00	£0.00	£3,450.00	Paid in the final quarter
Newsletter	£500.00	£0.00	£500.00	
Community Awards	£0.00	£0.00	£0.00	
Council Email Accounts	£1,100.00	£1,182.00	-£82.00	
NEW - Bank Charges	£120.00	£63.20	£56.80	
NEW - Place Plan	£3,000.00	£0.00	£3,000.00	
Street Lighting				
Electrical Supply	£250.00	£79.05	£170.95	
Electrical Testing	£250.00		£250.00	
Repairs & Maintenance	£12,750.00			Upgrades due by yr end
Christmas Tree/ Lighting	£8,000.00		£8,000.00	Inv due final quarter
Highways and Footpaths				
Salt Bins	£200.00	£0.00	£200.00	
Noticeboards	£0.00			
Footpaths	£2,000.00		£2,000.00	
Grants/Donations				
Grants	£6,000.00	£600.00	£5,400.00	
CAB	£300.00			
nvesting in Youth	£3,000.00			
Community Buildings	,000.00	20.00		
Community Centre -Youth Club (inc £7k - S106)	£15,000.00	£0.00	£15,000.00	Project delayed
Pyf War Memorial Institute	£4,000.00			
Community Changing Rooms	£4,000.00		£4,000.00 £1,264.98	
Community Changing Rooms				phone kiosk refurb
	£1,000.00			Jubilee Posters
Provision of balance	£2,500.00	£210.00	£2,290.00	
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	£249,250.00	£93,934.17	£155,315.83	

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Account	Balance) ()
40-16-01 01285645 Charitable - Penyffo Play	gbp 10,447.70	>
40-16-01 43035867 Bmm Account - Peny Comm Counc	gbp 143,143.11	>
40-16-01 91029770 Charitable - Peny Comm Counc	gbp 6,867.83	>