

PENYFFORDD COMMUNITY COUNCIL

Minutes of the Ordinary (Hybrid) Meeting held on Wednesday 14th June 2023

Present: Councillors Mrs P Ransome (Chairman), Mr R Wakelam, Mr J Priddin, Mr D Walker, Mrs S Williams, Mr A Ibbotson and Mr P Blackman. Miss N Boleyn – Youth Representative.

Also Present: Mrs Sarah A Hughes, Clerk & Responsible Financial Officer

The Chair wished to start this and future meetings by asking members to take a moment of reflections as to why they are here as Councillors and what members responsibilities are.

She acknowledged and congratulated Cllr Lisa Overington, together with other residents who recently undertook the Borneo Trek in aid of Marie Curie. Also Diane Sanna who completed the Three Clocks Challenge walking from London to Penyffordd in aid of The Stroke Association.

29. Apologies

Apologies for absence was received from Cllrs A Sloan, D Williams, M Rothero, Mr O Thompson and Mrs L Overington.

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

There were no Declarations of Interest received.

31. To receive and approve the AGM and Ordinary Minutes of the 10th May 2023

Cllr Ibbotson raised appoint of order to say that the AGM should not be signed until the following AGM. The Clerk stated that in her 10 years of being Clerk they have always been approved at the next meeting (June). As far as she was aware there wasn't anything within the Standing Orders to state otherwise and should the council not sign the minutes, this would be picked up by audit.

RESOLVED: these were approved as a correct record and signed by the Chairman. The Clerk will look into the signing of the AGM Minutes.

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

Min 216 - PCSO Lewis Jones has now been promoted to constable. You can contact PCSO Rachael Duddle (94412) RACHAEL.DUDDLE@northwales.police.uk and Lucy Davies (94404) Lucy.Davies@northwales.police.uk. As soon as mobile numbers are received they will be shared.

It was raised that following recent ASB within the village, it was not acceptable that it took the police over 1 week to review the CCTV footage, which at that time was then available.

RESOLVED: a letter of complaint will be sent to NW Police in that it took over 1 week to review the footage that could have assisted in the ASB issues. The clerk will raise the concern of time of storage with the CCTV Contractors to ensure that this is extended.

Min 5 - Cllr Priddin emailed to request to be removed from the Working Groups with immediate effect.

Min 22 c - Awaiting Cllrs Ibbotson, D Williams and Wakelam to provide the draft response letter regarding Planning Enforcement.

Min 23 - Awaiting Cllr D Williams to provide the pump track quotation report to the clerk.

Min 25 - Cllr Wakelam has provided the clerk with detail of Katie Wilby, but at present is unable to obtain details for the Chief Inspector Emma Parry. Cllr Ibbotson had this evening shared a copy of the letter sent to Mr Stanford which will now be actioned.

Min 28 - Awaiting Cllr Wakelam to share details of who the Thank you Letters should be sent to for the Kings Coronation.

Min 28 – A response from Rob Nurshaw, Highways Policy Officer advising that regarding safety concerns for pedestrians crossing the Rhos Road Roundabout to access Penyffordd Train Station. They are currently working closely with Transport for Wales to improve safer Active Travel access to Flintshire Railway Stations and Penyffordd Station has been identified as a priority. A meeting has been arranged with TFW to discuss the safety issues at this location and potential solution in terms of design and funding streams.

33. To receive any Public Questions/Correspondence

An email from a resident regarding the results from the Land at the Old School Site and the councils Statement of Intent. Concerns that people had asked for more shops/commercial as number 3. She feels that this option would not be needed within the village as there are more than enough shops, cafes, pubs and salons as well as a chemist. Further development of a retail area in the centre of the village would lose its village status and encourage antisocial behaviour, by congregating outside. Also, she feels that this option has been voted by new community members and should people want more shops they should have bought in another village.

She mentioned that would be nice to see more greenery within the village and wild flowers and a wildlife pond.

Members stated that no final decision has been made and talks with FCC are ongoing.

Cllr Blackman commented that when Colin Everett first agreed to secure land for the Community Council, it was agreed as 'open space' which the council had initially requested as green spaces was/is required for the village.

RESOLVED: the Clerk has provided a response to the resident.

34. Bank Balances and Accounts for Payment

Bank Balances Current £7,212.07 Deposit £171,278.66 Play Area £8,918.70

Payments Received

15/05/2023	D Kennedy	Sponsor a Tree	£30.00
16/05/2023	A Bridger (Chq)	Sponsor a Tree	£30.00
16/05/2023	HMRC	VAT Claim 2022/23	£11,842.39
04/06/2023	HSBC	Interest	£512.60
04/06/2023	S Large	Sponsor a Tree	£30.00

Accounts for Payment

<u>Payee</u>	<u>Details</u>	<u>Amount</u>
Woodwork CIC	*Bark for the new pathway	£633.60
Printcentre Wales Ltd	*Carnival/community engagement banner	£58.08
Hawarden Estates / William Hall	Rent - Dobshill Play Area	£5.00
SLCC	Annual Membership	£187.00
Flintshire County Council	Annual Rent - West View Nature Area	£1.00
H & R Roberts & Sons	Equipment & supplies for Groundsman	£114.18
WoodsWork CIC	Nature Area Management	£340.00
Mrs G Davies	Expenses	£3.38
Mr C Jones	Mileage and Expenses	£14.40
Mrs S Hughes	Mileage and Expenses	£23.88
Staffing Cost	May-23	£3,634.76
HSBC	Monthly Charges (may-june)	£12.00

The Clerk reported that replacement pads and battery are required for the Bowling Club defibrillator, estimated cost at this time is £325. Details on the make and model are awaited before the order can be placed.

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.

The council approved for the defib equipment to purchased. There is no current budget, but will be allocated against the Community Improvement/Support heading and a budget for the Defib will be included in the 2024 budget.

35. To Receive the County Councillors Report

Welsh Water are currently surveying drains and also work is being undertaken on the water pumps in Llay to improve water pressure.

Cty Cllr Ibbotson reported that the resurfacing has been completed om Fammau View, not great work, but certainly better.

With regard to the new Cycle Path, FCC had to return £245,250 of the original grant awarded by Welsh Government due to lack of compliance (project was not completed by the agreed deadline due to FCC delaying

the project because of the elections). They have since obtained further funding from WG to complete the project.

Bids have been submitted to Welsh Government for electric vehicle charging. Flintshire CC submitted a bid of £45k for a feasibility study and was awarded £40k. In comparison Wrexham & Denbighshire Council applied for funding to install electric charging points and was awarded: Wrexham CC £1.8m, Denbighshire CC £900k.

Cllr S Williams asked if FCC will be doing the Penyffordd – Broughton cycle path? AI said that it is FCC highest priority, however, it is with Welsh Government who make the funding decision on the funding being awarded.

36. 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. [ADV/000261/23](#). 1 x aluminium composite material (ACM) panel on powder coated poles. Henffordd Farm, Old Hope Road, Penymynydd. **Objection due to the scale of proposed signage which is excessive for the location. At almost 5m in height, and in excess of 5m in length, it will dominate the approach to the village from Broughton and will be inconsistent with other signs in the locality, eg St John's School, St John's Church, Stepping Stones Day Nursery and the "Welcome to Penymynydd" sign.**

Whilst the council supports the development of this site for commercial purposes, and do not object to the principle of signage, they would ask for this application to be rejected as overbearing and inconsistent with housing near to the site and surrounding agricultural land. A smaller sign would be just as visible in the local context. The sign as proposed is more suitable to an industrial estate where scale is necessary for visibility and more of a piece with infrastructure.

The Clerk reported that FCC Planning Support Services have emailed to say that in relation to the councils statement in responses to planning applications - **"The council requests that any concerns of local residents be forwarded to the council for consideration"** FCC no longer will forward any comments on, but make them public for all to view on the portal. It is now the responsibility of members and council to review the portal for comments.

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

- i. [FUL/000265/23](#). Proposed new rear extension with render wall to match existing and flat roof. White House, Penymynydd Road, Penymynydd. **Approved**
- ii. [FUL/000273/23](#). Rear single and two storey extension and amendment to front elevation Ground Floor window. 21, Vounog Hill, Penyffordd. **Approved**
- iii. [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. **Approved**
- iv. [FUL/000279/23](#). Alterations and extensions to dwelling. Sweet Hope, Wrexham Road, Penyffordd. **Approved**
- v. [DEM/000326/23](#). Prior Approval Demolition. Single storey former junior school building. Penyffordd Junior School, Penymynydd Road. **Z03 Prior Approval Not Required**

The council requested a letter to be sent to FCC to express pleasure to see the demolition has been approved and to request that open communication is continued together with a site visit as and when appropriate. The Clerk advised that she had recently written to them to this effect.

RESOLVED: the council will write to FCC.

37. 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 was required to advertise a Casual Vacancy for a period of 14 days, which did not result in an election being requested and as a result the council are now required to advertise for co-option.

Cllr Priddin proposed that interviews should be undertaken.

RESOLVED: the Notice of Co-option will be advertised on the noticeboards, website and facebook. Applicants will be asked to provide a Letter of Application, followed by an interview. Closing date will be 4th July 2023.

Depending on the number of applicants, interviews will be held on 12th July before the full council meeting or at a date to be confirmed.

**7.35pm Cllr Walker arrived.

38. Annual Report 2022/23

In accordance with The Local Government and Elections (Wales) Act 2021, the council are required as soon as reasonably practicable after the end of each financial year, to prepare and publish a report (an “annual report”) about the council's priorities, activities and achievements during that year. The Clerk submitted a draft report for the council's consideration.

Cllr Priddin will provide the clerk with information relating to Hanson.

RESOLVED: with the addition of Hanson and the couple of amendments, the council approved the Annual Report 2022/23. It will be published in full on the website, facebook, carnival, local shops. Due to the size of the report, a poster will be displayed on the noticeboards advising of where a copy can be obtained.

39. Model Standing Orders

Members were provided with a copy of the updated OVW Model Standing Orders 2023.

RESOLVED: with the following amendments/additions, the council approved and adopted the Model Standing Orders:

- 5j(xi) – remove
- 5j(xxiii) - remove
- 15a – to add in the wording ‘or a suitably qualified Clerk from another Flintshire Town or Community Council’.

40. Play Areas

- a) Dobshill play area pathway – members were provided with a report detailing the three quotes for the installation of the pathway. Cllr Ibbotson highlighted that there are variances with the quotes and therefore not like for like quotes e.g depth is pathway. He also advised that two contractors quotes the end of last year and therefore prices may have increased slightly.

Hanson have verbally agreed to donate the required MOT which would obviously reduce the cost.

Cllr Walker proposed to appoint Koptre. It was then identified that there was a discrepancy with their measurements that would be clarification.

Cllr Priddin proposed to defer until July when further information can be obtained.

- b) Millstone Pump Track/Skate Ramps – Cllr D Williams in his absence provided a written report:

Pump Track:

- R.Roberts has recommended that a planning application is submitted for the pump track. The planning application is currently being compiled and awaiting some technical detail.
- Cllr Wakelam is going to try to get stone to reduce the bill from the estimate provided.
- Cllr D Williams is going to try to source clay or solid sub soil for the base from local developers that can also reduce the bill.
- Cllr Wakelam will visit neighbours to explain the proposals.
- Cllr D Williams will make contact with a highways engineer for guidance on the need for a temporary access at the bottom of the site for materials and machines that will be needed for the planning application.

Skate Ramps:

- The work done by filling the ramp nearest the gate has not buffered the noise as much as hoped. The proposal now is to bond and secure rubber matting on the top of the ramp to see if that will work. Jones Brothers of Leeswood who have undertaken previous work has provided a quote of £850+vat.

Whilst it was appreciated that further options needed to be considered, the information submitted by Cllr D Williams required more substance on the material being used e.g type of rubber, thickness of rubber.

RESOLVED:

- a) Due to the variances/ discrepancy in the quotes and that 2 out of 3 would need contacting to ensure quotes still valid, the council resolved to explore Koptre and Jones Brothers of Leeswood. Cllr Ibbotson will liaise

with Jones Brothers of Leeswood and Cllr Blackman will liaise with Koptre. The two quotes will then be resubmitted at the July meeting together with visual plans of the area in which they have quoted for.

- b) The report on the pump track was received and noted. The rubber matting for the skate ramps will be included on the July agenda, when Cllr D Williams will be able to provide the necessary details on the material.

41. Community Facilities

- a) West View Nature Area - Following the council extending the Management Contract with WoodsWork CIC for West View Nature Area, members were provided with a draft Contract for consideration which has prepared in partnership with WoodsWork.

It was suggested that Sarah Slater, FCC Biodiversity Officer should be invited for a site meeting to see the work and improvements made to the nature area.

- b) Community Changing Rooms – Notes from the first Management Committee meeting held on 5th June were provided to all members. This included the details allowing Rainbows to use the facility.

The clerk reported that a draft Hiring's and Letting policy has been prepared which the Management Committee will be reviewing before submitting to full council.

Cllr Ransome questioned whether the current planning permission requires renewing?

****8.40pm** Cllr Ibbotson proposed a short recess due to the heat which was approved.

RECESS

****8.46pm** the meeting was resumed.

It was acknowledged the amount of work undertaken by the football club and that there is still work to be completed. Cllr Blackman commented that once the football club have completed the committed remaining works, they will hand back to the community council who will then need to get a FCC member to inspect the building and advise what else is required to formal complete. A full Risk Assessment will then be required.

He also proposed that the changing rooms should not be made available for use by any other community group, other than the football club who are continuing to compete work, until the units have been formally complete, signed off, a risk assessment completed and the Hiring's and Lettings Policy is in place.

RESOLVED:

- a) The council approved the Management Contract to be signed and issued.

An invitation will be made to Sarah Slater, FCC Biodiversity Officer to visit West View Nature Area.

- b) The report was received and noted. Enquires will be made as to the length of the current planning permission and that the council agreed with a majority that the Changing Rooms will not be available for use (other than the football club) until the units have been formally complete, signed off, a risk assessment completed and the Hiring's and Lettings Policy in place.

42. Carnival

Cllrs Wakelam and Ransome will man the stall (12pm – 4pm) with the support of Cllrs Walkers and S Williams. All members are invited to attend.

A Community Engagement 1.5 m x 0.5 m pvc banner has been purchased which will be used for the stall (and can be re-used whenever needed) at a cost of £48.40 plus VAT.

RESOLVED: Cllrs Wakelam and Ransome will man the stall with the support of Cllrs Walkers and S Williams.

There will be numerous literature available e.g circular walks, area information leaflet, annual report, current vacancy notice, etc.

43. Planning Aid Wales

- a) As requested Planning Aid Wales provided the council with options for support to the council in the review of the Place Plan - £2150. This included a bespoke training course @ £650 and 3xdesk days @ £1500. Members considered and discussed this at length.

Cllr Walker proposed that the council accept the proposal due to the lack of experience and expertise within the council on place plans. He acknowledged that this is in excess of the current budget. The Clerk

advised if the council approved, funds could be relocated from the Nature Area pathway budget (£5000) as WoodsWork have been able to secure additional grants from TfW.

Cllr Ibbotson does not support this proposal due to the cost as that the council are only undertaking a review with amendments of the plan rather than producing a full new place plan e.g no new policies. The available Nature Area budget could be better spent on alternative projects. He also noted that in addition to the PAW proposal costs, there will be additional costs for printing and publication of the revised plan.

The proposal from Cllr Walker was seconded by Cllr S Williams and voted upon, with the majority in favour.

Two members then went on to say that they would have supported the proposal if the PAW proposal could be broken down e.g members initially undertake training and then consider if the council require the 3x desk days support.

b) The council considered the support options and cost for PAW Planning Enforcement support and training.

RESOLVED:

- a) The council approved with a majority the PAW Place Plan support proposal of a bespoke training course and 3x desk days. Funds will be moved from the Nature Area Pathway to the Place Plan budget. The training cost can be allocated against the training budget.
- b) Due to the council committing to the Place Plan support/training, it was agreed that the Planning Enforcement bespoke training will be deferred. No further action will be taken. If Planning Enforcement advice is needed PAW do offer a Helpline.

44. Police

Due to parking and shoplifting issues at the Co-op, members considered a request from PCSO Lewis Jones for installation of retractable bollard at the gate entrance of the Millstone play area.

RESOLVED: the council were not in support of this request due to financial issues and implications of bollards would have on the users who need to access the gate.

45. Working Groups

Reports were received from the Community Engagement and Infrastructure Working Groups to provide to full council on the viability and rationale of the Working Group.

It was purposed that due to the number of apologies that this item should be deferred to July.

RESOLVED: this will be included on the July agenda.

46. Consultation on the Implementing of a Dog Control Public Spaces Protection Order in Flintshire

Members considered the [consultation](#) and figures of enforcement fines over the last 5 years were provided by Cllr Ibbotson:

2022/23 – 2	2021/22 – 0	2020/21 – 1	2019/20 – 42	2018/19 - 6
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RESOLVED: the council will submit a response to say that they would support if enforcement was taken. Currently, enforcement does not hold any weight.

47. Youth Representative Report

Miss Boleyn reported that she had been liaising with the Scouts, Cubs and Brownies about what improvements they would like to see in the village. A lot of the things mentioned correlated with the recent school survey. Nature area was a favourite, involving young children and where schools could also link in to expand learning and development.

Members thanked Miss Boleyn for her report and for the community engagement.

48. 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.

The Clerk asked members to review the outstanding list and to advise of any completed works.

Cllr Walker reported that the grass around the Dobshill roundabouts needed cutting as was impacting on visibility. Cllr Wakelam advised he was meeting with Ian Williams, Streetscene and will report this.

RESOLVED: the report was received and noted. Additional issues will be reported appropriately to FCC and included on the Log.

49. To acknowledge and note correspondence received.

- Woodwork CIC Monthly Report – West View Nature Area.
- OVW Training and Planning Aid Wales Training & Events.
- The Clerk reminded members about taking appropriate action for Microsoft 365 increased security.
- The Good Councillors Guide to Employment (emailed 15.5.23)
- Invitation to the Chair from the Chair of FCC to attend her Civic Service.
- Feedback letter from FCC regarding Visits to Town & Community Councils.
- Mayor Of Mold Town Council Concert.
- Smart Device Information Leaflet.
- Local Toilet Strategy for Flintshire County Council.
 - **RESOLVED:** members will provide individual responses.
- FCC Local Area Energy Planning Workshop – Our energy baseline and future energy priorities
 - **RESOLVED:** details will be shared and any interested members will contact the clerk.

50. Members Items/Future Agenda Items

- Cllr Ransome attended the CAB – Cost Of Living Event and provided a written report for information.
- Cllr Wakelam informed members that a bench from the memorial garden is being held by a resident following recent ASB.
- Cllr Walker again expressed disappointment that the police have not provided a report.
 - **RESOLVED:** the clerk will ask the PCSO's for a monthly report.
- Cllr Blackman reported that he had received two complaints from residents who have paid and booked a bulky item/furniture collection with FCC who did not turn up to collect.
 - **RESOLVED:** Cllr Wakelam will take this up with FCC Streetscene.

The meeting commenced at 6.30pm and closed at 10.00pm

Chair..... 12th July 2023