

# PENYFFORDD COMMUNITY COUNCIL

## Minutes of the Hybrid Meeting held on Wednesday 18<sup>th</sup> May 2022

**Present in Person:** Councillors Mr R Wakelam (Chairman), Mrs P Ransome (Vice Chairman), Mr J Priddin, Mr A Ibbotson, Mr D Walker, Mr P Blackman, Mrs J Jones, Mr A Sloan and Mrs S Williams

**Present by Video:** Cllr A Sloan

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

### 13. Apologies

Apologies were received from Cllr D Williams.

### 14. To receive any Declarations of Interest – Members Code of Conduct

There were no Declarations of Interest received.

### 15. To receive and approve the Ordinary Minutes of the 13<sup>th</sup> April 2022

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

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

**Min 260** - Cllr Walker originally requested for the Wrexham to Bidston Trains to be added to the agenda but since withdraw the request.

A Community Litter Pick was held Saturday 14th May. Whilst the attendance was low, there were a number of positives to come out of it. A big thank you to all those involved on the day including Ben from the Co-op and to Ian Williams – FCC for collecting and disposing of the bags collected. McDonalds were unable to attend but have agreed to attend on Thursday to cover a number of areas.

### 17. To receive any Public Questions/Correspondence

The following public questions/correspondence was received:

- Email 13.05.2022 to report an incident of ASB at the Millstone Play Area. This has been passed to the local PCSO to request increased patrols and to speak with the youths.
- Email 18.05.2022 to advise of the vandalised planter at the corner of Alyn Drive by the phone box.

**RESOLVED:** the police will be asked to attend the June meeting

- Email 15.05.2022 regarding the skate ramps still being a nuisance due to the noise, together with the general antisocial behaviour of the youths who use the area. The resident also raised the issue of parking outside the Co-op with customers preferring to park on the road.

**RESOLVED:** Cllr Ibbotson proposed that agenda item 14b be brought forward for discussion whilst the resident was present, which was unanimously agreed. With regard to parking a request will be made to FCC Streetscene for the possibility of the installation of railings which would prevent on-road parking

- Email 15.05.2022 to question land ownership of an overgrown tree affecting highway safety along the A5104. This has been shared with FCC Streetscene.

### 18. Play Areas

Millstone Skate Park project - the Skate ramp project was deferred last year until all existing projects were completed. Cllr Ibbotson is keen for the council to receive a proposal on this project and for decisions to be made due to the previous time invested in this project. Discussions were had regarding the relocation of the ramps, the installation of a pump track, funding and consultations etc. Given that the council has new members, it was considered that background information should be shared to all members to ensure they are able to make an informed decision.

The resident expressed his frustration regarding the noise and vibration issues of the banging on the ramps and explained how this is negatively affecting the residents and has done so for a number of years.

\*\*7.40pm 1 x resident and Cllr Ransome left the meeting.

**RESOLVED:** information will be shared with all members on the background issues, investigations and previous progress. Enquires will be made to the National Lottery Funding to establish whether there are limitations on the funding. This will be discussed further at the June meeting and the resident was invited to attend.

#### 19. Election Results, Vacancies for Co-option

Following the elections, there currently are 3 vacancies. Members were provided with the Co-option Notice and information on the process.

**RESOLVED:** this will be advertised on the noticeboards, website and facebook. Applicants will be asked to provide a Letter of Application and the closing date will be 1<sup>st</sup> July 2022.

#### 20. Internal Audit 2021/22

The internal audit has been completed with the following comments and/or recommendations:

##### **Conclusion**

On the basis of the internal audit work carried out, 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** - S137 Payments figure of £6253.31 is incorrect in the disclosure notes of the annual return.

**Recommendation** - *The annual return total for S137 payments should be amended to the cash book total of £6523.31.*

The Clerk advised, as above, there was an error identified in the figures which has now been amended and no further action required.

##### **Follow up of 2020/21 internal audit recommendations**

**Issue** - The risk assessment does not address the risks of supplier (procurement) fraud.

**Recommendation** - *The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls. IMPLEMENTED*

**RESOLVED:** the 2021/22 Internal Audit Report was received and noted.

#### 21. Annual Return for the Year Ended 31st March 2022

A copy of the [Annual Return](#) was provided to all members with the agenda to review and approve for signature. The Notice of Appointment of Date for the Exercise of Electors Rights will be displayed (no later than) 20<sup>th</sup> June 2022 for 14 days and inspection will be available between 4<sup>th</sup> – 29<sup>th</sup> July 2022.

**RESOLVED:** the Council approved the Annual Return for the Year Ending 31st March 2022 which was signed by the Clerk/RFO and Chair. The Notice of Appointment of Date for the Exercise of Electors Rights will be displayed from (no later than) 20<sup>th</sup> June 2022 for 14 days and inspection will be available between 4<sup>th</sup> – 29<sup>th</sup> July 2022.

#### 22. Bank Balances and Accounts for Payment

Accounting and payment information as at 18<sup>th</sup> May 2022.

<b>Bank Balances</b>	Current £75477.18	Deposit £112965.04	Play Area £9772.70
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##### **Payments Received**

14/04/2022	Play & Grow Nursery	Sponsor a Tree	£60.00
29/04/2022	FCC	Precept	£38,950.34

##### **Bank Transfers**

09/05/2022	Deposit Acc	To Current Acc	£10,000.00
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##### **Unpresented Cheques/Payments**

102232	HAGS	Melwood Play Area	£52,950.00
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##### **Accounts for Payment**

Payee	Details	Amount
JDH Business Services Ltd	2021/22 Internal Audit	£297.00
WoodsWork CIC	Nature Area Management	£340.00
Mr G Davies	Expenses	£2.39

Mrs S Hughes	Stationery, Travel, General Admin etc	£41.02
Staffing Cost	Apr-22	£2,515.37
PACA	Grant - Queens Jubilee	£500.00
Scottish Power	Electricity Charges - Changing Rooms	£29.07
Scottish Power	Electricity Charges - Changing Rooms	£29.07
HSBC	Monthly Charge (april - may)	£5.40
HSBC	Monthly Charge – Play Area Account (april - may)	£5.40
William Hall & Co	Rent – Dobshill Play Area	£5.00
Froya	Council Email Accounts	£1182.00
Penyffordd WI	Grant - Queens Jubilee	£100.00

**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.

### 23. 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:
- i. [Ref: 064281](#). Drop additional 7 kerb stones to create increased access to driveway. 4 Corwen Road, Penyffordd. **Supported with the additional request to FCC that the whole pavement is resurfaced due to currently being in a very poor condition.**
  - ii. [Ref: 064349](#). RETROSPECTIVE Relocation of Previously Approved Domestic Outbuilding Granted Planning Permission under Reference 058136, Alterations to Elevations and Use as Home Office, Store and Workshop (uses incidental to the occupation of Pheasant Fields only). Pheasant Fields, Lower Mountain Road, Penyffordd.
  - iii. [Ref: 064351](#). RETROSPECTIVE Change of Use of Part of Dwelling to a Mixed Use, Partly to Provide Accommodation for Visiting Family and Friends and Partly as a Holiday Let. Pheasant Fields, Lower Mountain Road, Penyffordd.
  - iv. [Ref: 064352](#). RETROSPECTIVE Change of Use from Dwelling to Holiday Let. Pheasant Cottage, Lower Mountain Road, Penyffordd.
  - v. [Ref: 064401](#). Lawful Development Certificate for the existing use of land as part of the domestic curtilage (Class C3). Pheasant Fields, Lower Mountain Road, Penyffordd, Chester.  
**Response for ii – v. Due to the lack of information and lack of response from the Planning Officer the council have not been provided with enough information to come to a conclusive decision, however, in broad terms there are concerns of retrospective planning and would like to discuss this with the Planning Officer before a decision is made. 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 council have received the required information from the Planning Officer and that 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) To report on the Notifications of Planning Decisions made by Flintshire County Council.
- i. [Ref: 063908](#). Application for removal or variation of a condition following grant of planning permission. (061981). Land at (North of) Rhos Road, Penyffordd. **Approved**
  - ii. [Ref: 064036](#). Widening of driveway entrance to allow front garden to be used for off road parking. 8 Corwen Road, Penyffordd, Chester. **Approved**
- c) Nothing to report on ongoing development, planning applications or appeals.

### 24. Annual Report

The Local Government and Elections (Wales) Act 2021, introduced as soon as reasonably practicable after the end of each financial year, that a community council must prepare and publish a report (an “annual report”) about the council's priorities, activities and achievements during that year. The Clerk circulated the first draft copy for members to review, consider and comment on. Additional information and comments were provided

**RESOLVED:** with the amendments being made the council approved the Annual Report for 2021/22 which will be published on the website and facebook.

### 25. Clwyd Pension Fund

To appoint a member(s) to be the new Authorised Officers(s).

In addition to the Clerk being the Key Contact – Nominated Representative for the Clwyd Pension Fund the council needs to be appoint a new Authorised Officer(s) (this is a person that would have the authorisation to liaise with CPF and take any necessary action should the Clerk not be available).

**RESOLVED:** Cllr Blackman be appointed as the Authorised Officer.

## 26. Community Facilities

- a) Community Changing Rooms – the School Governors are liaising with FCC regarding perimeter barrier around playing field - waiting response.

The School have had the field cut, waiting for another cut and for the field to have work done on it to improve the surface conditions after previous works.

Wynne Construction have been appointed the contractor for the extension. No route has yet been defined for access to school for the building work to take place - although it is thought it could be from the access point off the Vounog Hill. The education of children is the school's priority and the best access to enable the work to be carried out with less impact to the children will be followed.

Obvious concerns were raised regarding the use of the football field and the community facility which could result in being out of action for 18+months.

**RESOLVED:** Cty Cllrs Wakelam and Ibbotson will communicate with Flintshire County Council.

\*\*8.43pm Cllr Sloan left the video meeting.

- b) Memorial Garden – FCC are still awaiting a response from Streetscene regarding all the street furniture and equipment on the land. Paul Brockley was hopeful for a response early May, however, this has not been received.

**RESOLVED:** the report was received and noted.

## 27. Play Areas

- a) Melwood play area improvement project – the only outstanding query remaining is the height of the supernova which Richard Roberts is investigating further. It is still uncertain whether FCC have agreed to adopt the new equipment and payment is still being held.

**RESOLVED:** Richard Roberts will be chased to establish adoption. Due to the previous snags being dealt with a part payment will be made on the condition that there is no financial penalty within the contract with HAGS for withholding payment.

\*\*8.51pm Cllr Sloan returned in person

- b) To consider the reinstatement of the Millstone Skate Park project – this was dealt with under Min 18.
- c) Westview – Cllr Walker questioned who is responsible for the repairs to the damaged equipment? He was advised that the play area and equipment is in ownership of FCC and they have this in hand.
- Dobshill – Cllr Ibbotson advised he has been asked for the council to consider the installation of a pathway around Dobshill play area and he will prepare a proposal for the June meeting.

**RESOLVED:** a pathway for Dobshill play area will be included on the June agenda.

## 28. Queen's Platinum Jubilee

An update on the activities for the council's participation was provided and of the outstanding actions.

It was reported that a funding letter was received from PACA on 21<sup>st</sup> April and as agreed at the April meeting, delegated powers was given to the Chair and Vice Chair to review any requests. It was agreed that the council will make a grant of £500.

The council have been invited to make representation at the Sunday Celebration which Cllr Walker expressed an interest.

\*\*9.00pm Cllr Ransome returned to the meeting.

The Clerk also reported that a further funding request letter was received on 17<sup>th</sup> May 2022 from Penyffordd WI.

**RESOLVED:** the council ratified the £500 grant to PACA and also approved a grant of £100 to Penyffordd WI. Cllr Walker will liaise with Cllr Ransome regarding an appropriate reading for the Sunday Celebration.

## 29. Speeding Issues and Safety Concerns

### RESOLVED:

- a) Due to the continued speeding and safety issues which the council have repeated raised with Flintshire County Council, the Infrastructure Working Group have been tasked with reviewing all previous correspondence and data in order to bring a proposal of action to the July council meeting.
- b) Despite numerous requests with the developers and FCC of the lack of safety barriers on the pedestrian access from Hawthorn Way and the White Lion estate, Cty Cllrs Wakelam and Ibbotson together with the clerk will raise this with FCC Streetscene.

## 30. Groundsman Vacancy

The advert for this vacancy has now closed and the applications shared with members.

**RESOLVED:** members approved the application and gave delegated powers to the Clerk to hold an interview and to make an offer of employment.

## 31. 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 provided 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.

## 32. To acknowledge and note correspondence received.

- OVW Training & Events (including a total of 8 free places – two on each of the four core modules).
- FCC – Code of Conduct Training (due to vacancies around the county they will also offer this course again around October time). The Clerk encouraged ALL members to attend.
- FCC - UK Shared Prosperity Fund (emailed 09.05.2022)
- Network Rail – notification of works due to take place at Penyffordd Train Station between Monday 16<sup>th</sup> May – Friday 8<sup>th</sup> July (emailed 13.05.2022 and shared on the website and social media).
- Woodwork Monthly Report – West View Nature Area
- Best Kept Communities Competition 2022.

**RESOLVED:** this will be included on the June agenda.

## 33. Members Items/Future Agenda Items

- Parking issues along Corwen Road with wagons and contractors – Cllr Ibbotson reported that he has taken this up with Planning and additional signs have been put in place. Due to the progress of the development it is believed that these issue will improve in the coming weeks.

**RESOLVED:** the council will write to Castle Green.

The meeting commenced at 7.05pm and closed at 9.50pm

Chair..... 8<sup>th</sup> June 2022