

PENYFFORDD COMMUNITY COUNCIL

Minutes of the Hybrid Meeting held on Wednesday 28th September 2022

- Present:** Councillors Mr R Wakelam (Chairman), Cllr P Ransome (Vice Chairman), Mr J Priddin, Mr D Walker, Mr P Blackman, Mr D Williams, Mrs J Jones, Mr A Sloan, Mr M Rothero, Mrs L Overington and Mr O Thompson
- Present by Video:** Cllr Mrs S Williams
- Also Present:** Mrs Sarah A Hughes, Clerk & Responsible Financial Officer
Sarah Blake and Helen Telford - FCC Transportation

Scheduled meeting of 14th September was postponed due to the death of Her Majesty Queen Elizabeth II. The Chair reported that the council provided two condolence books, one of which the Royal British Legion housed and the Chair wished to thank the Legion for their support, the other was shared with the two local primary schools. A letter will be sent to Buckingham Palace and the books will be transferred to the Hawarden Records Office.

75. To Receive Signed Declarations of Acceptance of Office from the 3 co-opted members

The Chairman welcomed new members.

RESOLVED: Cllrs M Rothero, L Overington and O Thompson signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

76. Apologies

Apologies received from Cllr A Ibbotson.

77. Visitors

Sarah Blake gave a brief history to the Fflecsi Service which was initially trialled in Holywell. The service is pre-bookable and is within walking distance of an official bus stop or a virtual bus stop. Users of the service in Holywell increases from 70 per month to 130 per week. The service is also available to Buckley and to date 95% of passengers are pleased with the service. FCC now have 2 x electric Fflecsi Buses.

Currently, users are able to book 2 weeks in advance, which will be increased to 4 weeks in advance in the coming months. Latest data is showing that mornings are busier than afternoons.

SB asked the council to assist in the promotion of the service and will provide more leaflets. She is aware that there have been a few teething issues, which is to be expected with a new service and it is hoped that these have now been resolved.

A number of members questioned commercial services, which SB reiterated that FCC do not have any involvement or influence on these.

SB advised that she is leaving FCC, however, she will be remaining on this service but working for Transport for Wales.

**SB & HT left the meeting at 7.20pm

RESOLVED: Cllrs Wakelam, Williams and Walker are in the process of liaising with Arriva to co-ordinate meeting regarding reinstating commercial route(s). Once a date has been confirmed, this will be shared with all members.

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

There were no Declarations of Interest received.

79. To receive and approve the Ordinary Minutes of the 13th July 2022

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

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

Min 57 39/27a - HAGS have undertaken the rectification work on the supernova, however, the work completed wasn't what was agreed with Richard Roberts. Awaiting confirmation of acceptance of the work before the final payment of £2950 will be made.

It was stated that the acceptance of the work should be determined by Richard Roberts, Aura as this is a FCC owned play area and maintained by FCC and should not be the Community Council.

RESOLVED: Richard Roberts will be chased to confirm whether the rectification work is accepted or not.

Min 57/42 – Cllr Williams wished to clarify he did not apologise for his words, but rather his behaviour in not addressing the Chair and interrupting members.

Min 64 - After consideration the delegated decision was that the council would not respond to the Flintshire Local Development Plan 2015 – 2030 Examination.

Cllrs Ransome & Williams wished to have recorded that they felt strongly that a response should have been submitted and advised that they did submit personal responses.

Min 68 b i - No design or costings have yet been obtained.

Min 68 b ii - Quote approved for the filling of the skate ramp and awaiting date of works. Awaiting quote for the equipment repairs.

Min 68 b iii - The camera has not yet been purchased as we are waiting for written confirmation from the Co-op to install on the building. Verbal consent received but waiting on written.

Min 68 b iv - The ipad has been ordered with RN Electrical and Hope Council has approved to share the cost. RN Electrical have advised it is ready to be handed over to the PCSO's.

Min 68 b v - Progress is being made with the bins for the Millstone. The Co-op will provide the funding for the bins to the council, FCC will order, install and apply the Co-op branding to the bins.

Min 68 c ii - Cllrs Ibbotson and Jones have attended site and are in the process of drawing up designs for costings.

Min 69 - The Environment Group has not met during summer recess to review the Biodiversity & Resilience draft report and this will be included on the October agenda. Cllr Ransome reported that she has been in communication with Sarah Slater – FCC Biodiversity Officer, who said that the council is an exemplar with the work already being done. PR also advised that the Co-op has made contact wishing to be involved with any future community litter picks.

81. To receive any Public Questions/Correspondence

a) An email received from a resident about the possibility of placing a memorial bench in the village. Their preferred area would be the green area on Abbottsford Drive but we would be open to other options. They would also be interested in adding a rose bush, or alternatively planting a rose bush instead of having a bench.

RESOLVED: As the land mentioned is not owned by the Community Council, it was suggested that as the deceased was an ex-serviceman to contact Paul Blackman of the Royal British Legion who would be happy to have a memorial bench sited. Also, suggest liaising with Cllr Williams once the next Sponsor a Tree is launched.

b) An email from a resident requesting an update on the memorial green? And ask why is it taking so long to progress? Querying the installation of waste and dogs bins on Melwood Close and to acknowledge the work at Westview Nature area which looking like it is progressing well and compliments to Woodwork.

RESOLVED: the Clerk has responded to the email

c) Cllrs Jones and Williams reported of residents' complaints and concerns regarding school transport to Castell Alun from the top of Penymynydd Rd. Cllr Jones reported that a resident has advised she is having to pay £108 per school term for 1x child's transport.

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

82. Summer Recess Delegated Powers

The following was reported as being dealt with during the summer recess under delegated powers:

- Approved for the refurbishment of the telephone kiosk.
- Approved repairs to the stone bench at the clock.
- FCC Town & Community Council Nature Suggestions Survey – forwarded to the Environment Working Group
- Approved for the skate ramp to be filled to trial the noise damping. Work to be undertaken by Jones Brothers Leeswood at a cost of £790+vat

- Ref: [000282](#). Erection of a detached garage. Dovecote Barn, Bannel Lane, Penymynydd. ***The council have been made aware that an objection was submitted and a subsequent altercation occurred where the police were required, due to the applicant confronting the complainant aggressively. We therefore feel that this application should go to the full planning committee, not only to review the planning application itself but also the incident that required police intervention to be investigated.***
- Ref: [000301](#). Proposed Detached Garage & Ground Floor Extension. 8, Linwood Close, Penymynydd. ***Supported, with the request that a condition preventing occupation of the detached garage as a dwelling without further planning consent be considered.***
- Ref: [000232](#). 2 Storey and Single storey Extension and Internal Alterations. Thornton, Wrexham Road, Penyffordd. ***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 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. It is expected that all neighbouring properties will be consulted with this application.***
- Ref: [000341](#). First Floor Front Extension and internal alterations. 18 Plas Yn Rhos, Penyffordd. ***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 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.***
- Ref: [000366](#). Erection of Garage (Amendment to Previously Approved Garage under reference 061384). Pheasant Fields, Lower Mountain Road, Penyffordd. ***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 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. It is expected that all neighbouring properties will be consulted with this application.***

RESOLVED: the above was received, noted and ratified.

83. External Audit of Accounts for the Year Ended 31 March 2021

The External Audit has now been received back and a copy was provided to all members. The Clerk was extremely pleased to report that there were no issues raised.

The Clerk also reported in relation to the External Audit of Accounts for the Year Ended 31 March 2022, as this has not yet been completed, the council are required under Regulation 15(5) of the Accounts and Audit (Wales) Regulation 2014 (as amended) to publish the audited accounts from the year ended 31 March 2022 by 30th September.

RESOLVED: the Annual Return was approved. The Notice of Conclusion and Annual Return has been displayed on the website and noticeboard and will remain for a period of 14 days.

In relation to the 2022 External Audit, should this not be received by the 30th September the necessary Publication Notice will be displayed.

84. Bank Balances and Accounts for Payment

a) The following payments were approved and processed during the summer recess:

| Payee | Details | Amount |
|---------------------------|---|-----------|
| HSBC | Monthly Charge (june - july) | £5.40 |
| HSBC | Monthly Charge (june – july - play area acc | £5.00 |
| Flintshire County Council | Election Recharge | £243.05 |
| Flintshire County Council | Street Light Repairs & Maintenance | £395.00 |
| WoodsWork CIC | Nature Area Management | £340.00 |
| Mr G Davies | Expenses | £3.29 |
| Mr C Jones | Mileage and Expenses | £169.21 |
| Mrs S Hughes | Mileage and Expenses | £35.14 |
| Staffing Cost | Jul-22 | £3,856.60 |
| X2 Connect | Equipment to refurbish telephone kiosk | £349.68 |

RESOLVED: the above was received, noted and ratified.

b) Accounting and payment information as at 28th September 2022.

| | | | |
|-------------------------------------|-------------------------|---------------------|--------------------|
| Bank Balances | Current £16,289.82 | Deposit £143,143.11 | Play Area£9,752.70 |
| Unpresented Cheques/Payments | | | |
| HAGS | Melwood Play Area | £2,950.00 | |
| Penyffordd WI | Queen Jubilee Grant | £100.00 | |
| Payments Received | | | |
| HMRC | VAT Claim 2021/22 | £11,110.75 | |
| Mrs A Thomas | Sponsor a Tree Donation | £50.00 | |
| FCC | Precept | £38,950.33 | |
| HSBC | Interest | £27.89 | |

Accounts for Payment

| <u>Payee</u> | <u>Details</u> | <u>Amount</u> |
|-----------------------------|--|---------------|
| HSBC | Monthly Charge (july - aug) | £5.00 |
| HMRC | P11d NIC - Penalty Notice | £100.00 |
| WoodsWork CIC | Nature Area Management | £340.00 |
| Mr G Davies | Expenses | £12.28 |
| Mr C Jones | Mileage and Expenses | £57.14 |
| Mrs S Hughes | Mileage and Expenses | £14.39 |
| Staffing Cost | Aug-22 | £3,434.76 |
| ICO | Data Protection Fee Renewal (paid by Mrs S Hughes) | £40.00 |
| H & R Roberts & Sons | Equipment & supplies for Groundsman | £94.99 |
| Get Logod | Get Logod - Staff uniform and items logo'd | £162.03 |
| Jones Brothers Leeswood Ltd | Groundworks for Changing Rooms (utility connections) | £2,648.40 |
| Planning Aid Wales | Training - A Sloan | £35.00 |
| RN Electrical | CCTV - Ipad (cost shared with Hope Community Council | £442.00 |
| RN Electrical | Service of CCTV Cameras | £496.00 |
| FCC | Summer Playscheme - 3 out of 4 weeks | £1,540.00 |

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.

85. Annual Grant Applications

Due to the limited response last year the council resolved to launch the Grant Applications earlier this year.

RESOLVED: The Annual Grant posters will be advertised on the noticeboards, facebook and website. The application forms will be available on the website and from the Clerk. The closing date for all applications will be Friday 28th October 2022.

86. County Councillors Report

a) Dobshill Speeding - Cty Cllrs Wakelam and Ibbotson met with Anthony Stanford, FCC Highways to discuss the concerns in Dobshill. AS has gone away to look at plans and will come back within 4 weeks with a response. Whilst all requests may not be possible, it is looking hopeful that there may be some amendments.

Cllr Williams asked that if no response is received within the 4 weeks, then the council submits a letter to FCC with the research and findings completed by himself, and ex Cllrs Challinor & Bestwick.

b) Old School Site – Cty Cllr Wakelam reported that FCC are looking to develop the foot print of the school into social housing when the building is demolished. Demolition is due in the coming weeks. The FCC Officer dealing with the project has reassured him that FCC will undertake a consultation regarding the type of social housing. Cllr S Williams asked RW & AI to provide data on what the social housing need is for the community.

Cllr Thompson considers amenities are needed for the community, however, RW advised that FCC do not build commercial units.

RESOLVED:

a) This will be included on the October or November agenda once a response is received from A.Stanford.

- b) The Infrastructure Working Group & Community Engagement Working Group will meet to consider the councils preferred options and how the council can engage and consult with the community. If the Chair of the Infrastructure Working Group, Cllr Ibbotson is unable to call a meeting, Cllr Sloan will co-ordinate.

87. Working Groups & Outside Bodies

- a) Minor Authority Governor to St Johns the Baptist School due to Cllr Wakelam resigning from the position.
- b) To appoint new members to appropriate working groups and review appointments to the War Memorial Institute Committee.

Following the appointment of members to the WMI Committee, the Chair met with the WMI and correspondence was circulated to all members. The WMI advised in terms of committee support there's no requirement for additional committee members at the moment, where support is required, is volunteers for the events that are held by the WMI.

During the discussion, it was raised that members had received concerns from residents, in which it was stated that the Community Council does not have any authority over the WMI and all concerns should be raised directly to the WMI.

RESOLVED:

- a) Cllr A Sloan was nominated and accepted the position of Minor Authority Governor to St Johns the Baptist School.
- b) Additions to the following Working Groups:
- Community Engagement – Cllrs Thompson, Jones and S Williams
 - Infrastructure – Cllrs Thompson, D Williams, Jones and Overington
 - Environment – Cllr Rothero

Cllrs Ransome and D Williams will remain on the WMI Committee. The council will write to the Committee to confirm this and to establish and understand how the council and WMI can work collaboratively. The council will seek to obtain a copy of the WMI constitution.

88. 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. [Ref: 000348](#). Erection of a replacement stable building. Land adj. to Hawthorne Cottage, Little Mountain Road, Buckley. ***The council are aware of the current situation and ongoing investigation. Whilst the council has no objections to the replacement of the stables, the council will support with the caveat that FCC give assurances that the site remains agricultural with NO habitation on site and conditions are applied to what can be stored on site and what can be used on site.***
- b) Notifications of Planning Decisions made by Flintshire County Council:
- i. [Ref: 064470](#). Works to existing Conservatory, replacing existing glazed hipped roof for duo-pitch tiled and insulated roof. 10 Abbotsford Drive, Penyffordd. **Approved**
- c) Cllr Wakelam reported that he has submitted a complaint (in the capacity of Cty Cllr) to Andrew Farrow, Chief Officer of Planning regarding on going issues with Redrow and Castle Green. He has also been in communication with the Site Manager of Castle Green regarding the ongoing parking issues on Rhos Road and provided members with his telephone number to ensure all complaints are reported directly.

89. Community Facilities

- a) Community Changing Rooms
- i. The cabins are fully wired and plumbing ongoing. The football barriers have now been installed. The finishing to the groundworks will be completed with levelling and seeding.
- ii. The Infrastructure Working Group will look at the formation of the Management Committee and report back to full council.

RESOLVED: the report was received and noted. The Infrastructure Working Group will look at the formation and details of the Management Committee and report back to full council.

b) Memorial Garden – correspondence was received from Paul Brockley, FCC with proposed alterations necessary due to FCC assets on the land e.g lighting column, feeder pillar etc. As such, he has been advised the estimated costs of moving the lighting column and feeder pillar to be up to in the region £3.5K. In addition, there would relocation costs estimated of £500 for the general waste bins, dog waste bins and potentially the ‘Street Name plate’. The aforementioned to be arranged/carried out by the County Council.

The Clerk strongly advised the council that a public consultation should be undertaken before this project is commenced and given that the original quote will have expired, a new revised quote will need to be obtained and agreed.

RESOLVED: in the first instance FCC will be asked whether the aforementioned assets could remain in place eg lighting column, feeder pillar etc, if the design was amended to accommodate these?

90. Play Areas

West View Play Area – Cllrs Wakelam, Ransome, Williams and the Clerk attended a site meeting with Richard Roberts, Aura and 4x residents on 21st September 2022. A copy of the notes has been circulated to all members.

The issues and concerns were heard and discussed and options will be costed for further consideration.

Residents were advised that the council does not have the finances to do any works this year and any agreed works would not be undertaken until 2023. Once costs have been obtained and the council has been able to review, a further meeting with the residents will be held before a final decision is made.

Richard Roberts that the cost of these works could be part of Match Funding.

RESOLVED: the report was received and noted.

91. Training Plan

Section 67 of LG Elections (Wales) Act 2021 requires T&CC to make and publish a plan about the training provision for its members and staff. The first training plan must be ready and published by 5th November 2022. The Clerk provided members with a draft plan together with a self-assessment to consider adopting.

RESOLVED: the Training Plan was approved and adopted. Members are to completed the Self-Assessment and return to the Clerk.

92. Council Youth Representative

RESOLVED: the council approved to appoint Miss N Boleyn as Youth Representative and Cllrs Ransome and D Williams will be her mentors.

93. Christmas Lighting

The Clerk advised that this years budget £8000 and the estimated cost for the current lights and 3 x Christmas trees will be £7585 ex vat.

It was reported that some of the existing lighting may need updating.

RESOLVED: the existing lights will be installed and 3 x Christmas trees will be purchased. Should replacement lights be required, these can be purchased if within the budget of £8000.

94. Defibrillator Training

Cllr Walker has liaised with a trainer who can offer training for upto 10 people for a nominal fee of £50 and requested the council provides defibrillator training.

RESOLVED: the council approved for the training and will initially offer 10 places. Should there be a larger demand, further training will be considered. Cllr Walker to co-ordinate the date, time and venue and liaise with the Chairman for attendees.

95. CCTV Cameras

Currently the cameras are serviced once a year. These are done at the same time as Hope Community Council and RN Electrical shares the cost for the hire of the cherry picker. Hope Council have agreed that due to ongoing issues with cameras, they will be having a biannual service and the Clerk asked members whether they wished to remain with an annual service or have a biannual service?

RESOLVED: the council approved for biannual servicing of the cameras.

96. FCC Standards Committee - Town and Community Council Representative

For the council to review the nominations and submit their 1st and 2nd preferences by no later than Friday 30th September.

RESOLVED: 1st Preference: Cllr Ros Griffiths and 2nd Preference: Cllr Ian Papworth

97. 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.

98. To acknowledge and note correspondence received.

- Woodwork CIC Monthly Report – West View Nature Area
- OVW & Planning Aid Wales Training & Events
- St David Awards – The national awards of Wales
- FCC Standards Committee – agenda item request.
- FCC Standards Committee – attending & observing council meetings
- The Consultation report for the proposal to enlarge Ysgol Penyffordd is available to view and download from Flintshire County Councils website: [Ysgol Penyffordd Development– Consultation Report](#)
- The Kay Group have contacted the council to offer a financial contribution to a replacement noticeboard.
RESOLVED: this will be included as a future agenda item to consider a suitable location.

99. Members Items/Future Agenda Items

- Cllr Ransome reported that Chris Jones has identified that the planters at the butcher and Stepping Stones are in a poor state and asked if they should be relocated:
RESOLVED: the council will write to the businesses to establish if they will be maintained or handed back to the council.
- Cllr Ransome asked for a further community litter pick and asked members for assistance.
RESOLVED: Cllrs Sloan and Ransome will co-ordinate and report to council.
- Concern raised that the local PCSO still does not have a mobile to be contactable.
RESOLVED: Cllr Thompson will provide the Clerk with contact details of the Sargeant so this can be raised.
- Stepping Stones Nursery parking issues, speeding and general highway safety.
RESOLVED: the council will write to Stepping Stones Nursery and speeding and general highway safety will be included on the October agenda.
- To report to the PCSO indecent activity at the View Point, Penymynydd Woods.
- Request to ensure the council considers the Kings Coronation for the 2023/24 Budget.

There were no public or press present. The Chair proposed, which was unanimously agreed, to go into closed session to consider the confidential report relating to a personal staffing matter

100. Staffing Matters

Members were provided with a written confidential report for consideration.

RESOLVED: the proposal in the Confidential Report - Sept 2022 Meeting, dated 20th September 2022 be approved.

The meeting commenced at 6.30pm and closed at 9.55pm

Chair..... 12th October 2022