

# PENYFFORDD COMMUNITY COUNCIL

## Minutes of the (Zoom) Virtual Meeting held on Wednesday 10<sup>th</sup> February 2021

**Present by Video:** Councillors Mr R Bestwick (Chairman), Mr J Priddin, Ms C Hinds, Mr D Williams, Mr D Walker, Mr P Blackman, Mr M Rothero and Mrs P Ransome. Yasmin Hewitt – Youth Representative

**Also Present** Mrs S Hughes, Clerk & RFO to the Council

The Chairman requested a change in order of the agenda to accommodate Miss Hewitt.

### 171. Apologies

Apologies were received from Cllr R Wakelam.

### 172. Youth Representative

The Chair welcomed Miss Hewitt and introductions were made, unfortunately due to unforeseen circumstance Miss Hewitt was only able to attend for 15mins.

- a) The council formally appointed Yasmin Hewitt as the Council Youth Representative. Miss Hewitt was asked to signed the Declaration of Acceptance and will liaise with the Clerk.
- b) Miss Hewitt had submitted suggestions which were circulated to members with the agenda pack and gave a brief presentation on the ideas of: Feedback Boxes; A Goodwill library box; Tools & bike station; Disability Swing; Odd Job social media page - for individuals aged 16-18.

The Chair thanked Miss Hewitt for the presentation and ideas.

\*6.45pm Miss Hewitt left the meeting

**RESOLVED:** Cllr Blackman and Miss Hewitt will consider the options of a Goodwill Library in preparation for when the community library at the legion ceases. It was felt that initially the Feedback boxes should be located within the local shops. Miss Hewitt will be asked to research suitable boxes (2) and to ask whether the Co-op would be willing to accommodate a box within store.

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

There were no Declarations of Interest received.

### 174. To receive and approve the Minutes of the Ordinary meetings held on 13<sup>th</sup> January 2021

**RESOLVED:** these were approved as a correct record and in accordance with guidance from the Internal Auditor will be formally signed by the Chairman by way of an electronic signature.

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

Following advice from the internal auditor the minutes and Accounts for Payments can be approved by way of an electronic signature or email approval. Therefore, the clerk has liaised with the Chair, Vice Chair and Bank Signatories and all these have all been signed off up to date. The quarterly supplier checks can also be done electronically and she has liaised with Cllr Bestwick who made a selection of invoices, reviewed the invoices and bank remittances, all of which has been verified and approved.

**157 c/iv**The LDP Examination Hearing Sessions will now commence on Tuesday 16th March and not 23rd February as previously reported. Following the Pre Hearing Meeting held on 12th January 2021, the Examination Guidance Notes and Note of Pre Hearing Meeting are now published on the Examination Website.

**Min 159** - The by-elections will take place on 6 May and will be combined with the Senedd Cymru and Police and Crime Commissioner elections. Due to this now being a combined election it will reduce the costs and has been estimated at £2000 - £2500.

**Min 162** - a) The match funding of £10,000 from FCC for West View play area has now been received.

c). Removal works at Dobshell Play Area were due to commence in December, but due to wet weather and sodden ground, the works have been pushed back and will start in March.

d)The Clerk had made several attempt to obtain costings for the fencing repairs with no response.

**RESOLVED:** Cllr Williams will approach a local contractor who may be able to assist.

## 176. Public Questions

There were no public questions received.

## 177. Planning Applications

a) To report and consider the following planning applications received from Flintshire County Council:

- i. [Planning Ref: 062337](#). Existing outrigger to rear to be removed. Proposed replacement rear extension and new side extension to utility. 30 Green Meadow Rise, Penymynydd.
- ii. [Planning Ref: 062385](#). Demolition of existing agricultural building and erection of new stables / barn. Blackbrook Farm, Lower Mountain Road, Penyffordd.
- iii. [Planning Ref: 062382](#). Erection of two-storey and single-storey rear extension. 1 Rhos Road, Penyffordd.
- iv. [Planning Ref: 062394](#). Erection of proposed ground floor extension. Fairfield, Rhos Road, Penyffordd.
- v. [Planning Ref: 062351](#). Erection of a side and porch extension. 30 Min Y Ddol, Penyffordd.

***The Council has no objection to all of the above applications, but request any concerns of local residents be forwarded to them 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.***

**RESOLVED:** the above comments will be submitted to Flintshire County Council.

b) There were no Notifications of Planning Decisions made by Flintshire County Council received:

c) Ongoing development, planning applications or appeals

- i. Vounog Hill - The Vounog Hill petition is well underway but still needs more names and Cllr Williams will provide paper copies which will be circulated in the next few days.
- ii. LDP - it is essential that the main community council group who are dealing with representation for the FCC LDP meet up to discuss a united and consistent approach. Cllr Williams is looking for an accompanied site meeting for both County and Community prior to the start of the inquiry
- iii. Rhos Road – Cllr Williams is continuing to liaise with both residents and FCC Planning.

**RESOLVED:**

- i. Cllr Williams will liaise with Clerk to prepare and circulate paper copies of the petition.
- ii. A meeting has been schedule for 17<sup>th</sup> February for Cllrs Bestwick, Ransome, Blackman, Hinds and Williams together with Mr Wight to prepare the united approach.

## 178. To Receive the Monthly County Councillors Report

Cty Cllrs Hinds & Williams provided written reports in advance of the meeting which included: Covid & vaccinations; Social Services; Young Carers; Climate Change; Pot Holes; Recycling and finally a big thank you to the many residents doing a lot of good work.

They were asked whether FCC have confirmed the level of council tax increase? To date this has not been confirmed and is still under review.

They were also asked about the collapsed drain opposite the Millstone which still does not seem to have been repaired? Cllr Hinds advised she has taken this up with Welsh Water and both Cty Cllrs will follow this up.

It was questioned that work has been completed on rerouting the roof water from the old school site which should have alleviated some of the drainage issues, which is obviously not the case. Cllr Williams stated that the same plans will apply for the Rhos Road development and suggested that given the fact Welsh Water is a consultee to the planning process and have approved this, the council should write to them requesting their assurances that this development will have no negative impact on drainage matters.

**RESOLVED:** the report was received and noted. The Council together with Cty Cllrs Hinds and Williams will write to Welsh Water in relation to the Rhos Road development seeking assurances that as they have approved the development they are confident that drainage system can withstand the additional development and will have no negative impact to drainage matters for the community.

#### 179. **Environment Working Group**

- a) The Environment Working Group met last evening. There are 6 x barrel planters remaining, 2 of which will be delivered to Alyn Drive, and 2 delivered to the butchers this week.
- b) Memorial Garden Project – FCC Legal have now informed the council that this land is owned by FCC and is under the responsibility of Highways and they are currently obtaining a copy of the deeds. Given this information the council will now need to seek approval from FCC to undertake these works and assume, yet still awaiting confirmation, that planning permission will be required.  
Cllr Bestwick reported that 5x companies have been approached to provide quotes for the proposed works and only 2 have submitted quotes, both of which are within the £20,000 budget. It was proposed that council appoint Koptree Construction and to request if they are able to hold the quote until land ownership and permission is confirmed.

- c) Cllr Hinds submitted a proposal to incorporate the following into the memorial garden:

- Small Plaques for benches in the Memorial Garden for Councillors
- A Book of remembrance for residents which could be held in the Institute. (Cllr Hinds would be willing to purchase a remembrance book).

The Chair referred to Agenda Item 18 and questioned whether these payments could be donated to towards a memorial. The Clerk advised the council are not able to do this. The members payments has to be paid directly to the member or if deceased to the members estate. It was therefore proposed that the council should contact the families of the late Cllr E Davies and M Jones to establish if they wish to claim the money.

- d) Cllrs Williams and Hinds have liaised with the residents of Meadow Rise who have expressed a desire for a 4 seated picnic bench. Prices vary between £200 - £400. It was also proposed that a plaque should be installed on the bench in recognition of the Best Kept Community Winners.
- e) West View Wildlife Garden - FCC Legal have advised that there is a historical acquisition on file that this land is under Highways and therefore they need to obtain authorisation from FCC Highways before anything can progress. Mr Brockley doesn't foresee any issues, however until he has received authorisation/approval from Highways everything has to STOP!! Even though the council have the License to Access we can not do anything on this land. Keep Wales Tidy have already approved an extension, however, have not advised that all works must be completed by the end of March. All supplies have been delivered to Cllr Bestwick and as soon as approval is received from FCC volunteers will be required to assist with the project.
- f) Cllrs Williams and Blackman had prepared and circulated this year's Sponsor a Tree proposal including tree types, sponsor amount and locations. Costings from Pottles Premier Plants are due imminently.

**RESOLVED:**

- b) This will be followed up by the Clerk and Cllr Williams will make enquires with FCC Highways and Planning. Koptree Construction will be appointed at the contractor to undertake the project. They will be advised that work will not be able to commence until all appropriate approval has been received from FCC. They will be asked how long they will be able to hold and honour the quote.
- c) The council supported the proposal. The Clerk will contact the families of the late Cllrs Davies and Jones.

- d) The £100 prize money will be put towards the purchase a picnic bench and the council approved to fund the difference, together with installing a plaque. Cllr Williams will source a supplier.
- e) Due to the KWT deadline of the end of March the Clerk will continue to chase FCC as a matter of priority.
- f) The Sponsor a Tree proposal was received and approved and will be launched as soon as possible.

#### 180. **Millstone Play Area – Skate Ramps**

The council has been successful in the National Lottery Community Fund and has been awarded £9,999 for the skate ramp project. The Landfill Disposal Tax Communities Scheme have comeback requesting further information which has been be supplied and assistance from FLVC with this application has been greatly appreciated. We will not hear whether the application has been successful for 12 weeks. Also, the council are waiting to hear if FCC will be offering Match Funding.

Urban Recreation who installed the existing ramps have advised that these could, if required, be removed and relocated. There is a proviso on this due to the soundproofing foam that was sprayed to the back of the equipment, they will assess the ramps.

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

#### 181. **Play Areas**

- a) **West View** - Cllrs Bestwick & Ransome have liaised with suppliers and prepared and presented the designs and quotes. Cllr Bestwick proposed the council progress with Wicksteed Option 2 - £19,646.43 +vat. Cllr Ransome advised that these designs have been reviewed and ratified by Richard Roberts.

In addition to the above, Cllr Bestwick also proposed that due to the improvements and wildlife garden that the area would benefit from a picnic bench and he has managed to negotiate a price with Wicksteed which would result in the total project being £22,000 +vat. There is a production lead time of approx. 8-10 weeks.

- b) **Melwood Close** – Cllr Williams has met with the drainage consultant who will be undertaking a survey and will then provide quotes. 1) Quote to address drainage of the whole area, 2) Quote for drainage surrounding the play equipment and 3) Quote to install a new pathway which will link to the existing.

**RESOLVED:**

- a) The council approved the Wicksteed Option 2 quote of £19,646.43 together with the addition to supply and install a picnic bench. Total project: £20,000+vnt. Cllr Bestwick will contact the unsuccessful suppliers and provide feedback.
- b) Drainage quotes will be presented to the council at the March meeting.

#### 182. **Community Facilities**

- a) **Youth Club (Community Hwb)** - A meeting with the Marc Roberts of Cynlas Cyf Consultancy was held on 27th January which was very useful and informative. Cllr Williams advised that regular meetings are being held with the Working Group and Marc Roberts and the consultant is looking to launch a questionnaire. They will be aiming to come back to the council in March and have the final report completed by the end of April.

The Clerk advised that as the Penyffordd Community Ltd company was created by Mr Wight and Councillors are listed as Directors that a meeting should be held to ensure all parties are aware of the role and responsibilities of the company. Cllr Williams advised that Marc Roberts is also wishing to meet with Mr Wight and suggested that these meetings are combined.

- b) **Community Changing Rooms/Portacabins** – Cllr Williams advised that the easement agreement is now slowly progressing with FCC Legal. Estimates have been received for the groundworks and Scottish Power, however, these both have come in significantly higher than originally budgeted. He is liaising with both parties to review and reduce the quotes.

Members supported the frustration in that due to the delays by FCC Legal, what should have been a straightforward and low budget project is potentially costing the council significantly more. It was proposed that as FCC provided match funded towards this project the council should formally write to Colin Everett, Chief Executive to provide a history of the issues, ensure he is aware of the delays, the reason behind the delays and the cost implications. The letter will be signed by the Chairman.

Due to the demands of the school at present it was proposed that the meeting to draft the formation of the Management Committee be postponed for a few weeks.

- c) **Old School Site** – Cllrs Bestwick, Williams and Hinds met to review and consider options for the development of the old school site (FCC land). Cllr Williams is in the process of preparing scale drawings with various design options of retail, housing etc which will be presented to the community council to consider and once approved will be submitted to FCC as the councils preferred choice.

**RESOLVED:**

- a) Cllr Williams will co-ordinate a meeting with Marc Roberts, Mr Wight, Penyffordd Community Ltd Directors and council members.
- b) Cllr Williams will continue to liaise with FCC Legal and also Scottish Power and Groundwork Contractors regarding quotes. The council will write to Colin Everett, Chief Executive to provide a history of the issues, delays and reasons behind the delays and the cost implications. The letter will be signed by the Chairman.
- c) Cllr Williams will prepare the various options which will be included on the March agenda.

183. **NHS, Social Care & Frontline Workers Day – 5<sup>th</sup> July**

For the council to consider the communication from OVW: Local councils, communities and others throughout Wales are being encouraged to play a leading role in NHS, Social Care & Frontline Workers Day on 5th July 2021, a unique day of celebration and commemoration of those that work twenty-four hours a day, seven days a week without any thought of their own safety.

**RESOLVED:** members will consider how the council could play a leading role and will be included on the March agenda for further discussion.

184. **Consultation for the New Integrated Youth Provision (IYP) Plan**

The consultation had been circulated to all members and has been included on the council website/facebook.

**RESOLVED:** Members will submit individual responses. The council will not be submitting a collective response.

185. **Summer Playscheme 2021**

FCC have written to the council regarding proposals for the 2021 Summer Playscheme. At present they have not yet received notification of grant funding from Welsh Government FOR 2021/2022, however, in order to commence recruitment, they have asked for an 'in principle' response from the council if they wish to participate in the programme for this year, Covid 19 permitting.

The costings have been based on the level of grant funding received from Welsh Government for 2020. Cost for 3 weeks - £1,428.90 with the potential to purchase additional weeks 4, 5 and 6 at a cost of £476.30.

**RESOLVED:** the council approved 'in principle' to participate in 4 weeks on the summer Playscheme. This will be dependent on the Welsh Government funding and covid.

186. **FLVC Young Persons Volunteer Award**

FLVC were asking for nominations for a young person who volunteers in Flintshire for a prestigious award. This is for a young person aged 14 to 25 who is deserving of an award recognising an outstanding contribution to volunteering in Flintshire. The award is the legacy of Tom Jones, a founder trustee of Flintshire Local Voluntary Council (FLVC) whose work as a long-standing FCC and Community Councillor earned him an OBE.

The council nominated Adam Bakewell and are pleased to report that Adam has been successful in an award. Cllrs Bestwick, Rothero, Ransome and the Clerk met virtually with Mr Bakewell to inform him of the award and the FLVC will also be holding a formal virtual awards night on 23<sup>rd</sup> February.

**RESOLVED:** either the Chairman or Councillor Ransome will attend the presentation evening. The council will add an article to the website.

#### 187. Covid19

Cllrs Bestwick and Ransome proposed that the council produce and issue a leaflet to communicate with residents who may not have access to the website and facebook pages. This would not necessarily be covid related but would include information on the council, useful contacts, the community etc. The contents will be prepared and submitted to the council for approval and then formatted and designed by Cascade.

Team Red have joined with Nanny Biscuit in the national initiative 'Grand Week in Wales' running from 22<sup>nd</sup> February – 1<sup>st</sup> March. There are various activities or events for residents to take part in, all of which will be covid friendly.

**RESOLVED:** the council approved the leaflet in principle and the draft will be presented at the March meeting. The council will print posters for the Grand Week in Wales and Cllrs Ransome and Walker will deliver.

#### 188. Members Allowance (IRPW)

The Clerk reported that the late Cllrs Davies and Jones were eligible for a pro-rata Members Allowance payment and the Chair of the IRPW advised that under the circumstances this would be a matter for the Council to decide whether to pay or not, but the payment could not be paid to anyone else (i.e. a family member) therefore any payment would need to be paid into the member's estate or probate.

**RESOLVED:** This was discussed under Agenda Item 9c and resolved that the council will contact the families of the late Cllr E Davies and M Jones to establish if they wish to claim the money and if so will be paid to the members estate or probate.

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

**Bank Balances** Current £11,054.70      Deposit £144,063.34      Play Area £9,797.70

##### Payments Received

05/02/2021	FCC	West View Play Area Match Funding	£10,000.00
08/02/2021	Hope CC	50% Clerk Training Fees	£93.25

##### Unpresented Cheques/Payments

102221	Poppy Appeal	Poppy Wreath 2019	£50.00
102222	Poppy Appeal	Poppy Wreath 2020	£50.00

##### Accounts for Payment

Payee	Details	Amount
Printcentre Wales Ltd	* Circular walk leaflets (2x invoices)	£238.00
Planning Aid Wales	* Training - R Bestwick	£30.00
Flintshire County Council	Electricity Charges - Oct, Nov, Dec 20	£125.58
Flintshire County Council	Street light Repairs (3x invoices)	£270.15
Staffing Costs	Jan-21	£2,294.86
Mr G Davies	Bin Bags	£4.00
Mrs S Hughes	Stationery, Travel, General Admin etc	£22.54
Compacc Complete Accountancy	Payroll services for Members Allowance	£50.00
Mr Jeff Priddin	Members Payment	£120.00
Mr Alan Wight	Members Payment & Chair (pro rota)	£192.33
Mrs Cindy Hinds	Members Payment	£120.00
Mr David Williams	Members Payment	£120.00
Mr David Walker	Members Payment	£150.00
Mr Richard Bestwick	Members Payment & Chair	£520.00

Mr Roy Wakelam	Members Payment	£120.00
Mr Mark Rothero	Members Payment & Vice Chair (pro rota)	£353.47
Mrs Janet Smith-Bellis	Members Payment (pro rota)	£60.00
Mrs Pat Ransome	Members Payment	£120.00
HMRC	PAYE Members Payments	£511.20
Tailwheel	12mths Zoom Subscription	£120.00

**RESOLVED:** The above accounts be approved and processed for payment. In usual times the payment schedule would be formally signed by the Chairman of Finance and/or the Chairman of the Council and countersigned by two bank signatories, however, in accordance with guidance from the Internal Auditor as the Accounts for Payments are approved at the meeting and itemised within the minutes this will be accepted during the constraints of virtual meetings.

**190. Correspondence**

The following correspondence was received and noted.

- OVW –Training Sessions circulate to all members via email.
- Connecting with your local community - A Communications Guide for Welsh Community & Town Councillors and their Clerks. Circulated to all members.
- Public Services Ombudsman for Wales – Consultation on Draft Guidance on the Code of Conduct for members of County and Community/Town Councils. Circulated to all members.
- HM Land Registry – Survey of Community & Town Councils in Wales – the clerk has responded.
- Eden Project Virtual Camp March 2021 – information circulated to members and included on the website and facebook.

**191. Members Items/Future Agenda Items**

- Cllr Priddin questioned the removal of the Christmas tree at the Millennium Clock which was donated by Mr & Mrs Davies. The Chair advised he has spoken with their daughter who has agreed to the tree being removed and has actually offered to donate a better tree to replace this for the memorial garden project.
- Cllr Walker advised he has attended OVW Finance training and would encourage any member to attend, especially those who may be wishing to stand for Chair of Finance in the future.
- Cllr Hinds queried whether those members who are Directors of Penyffordd Community Ltd, with respect to the Youth Club project, are required to Declare a Personal or Prejudicial Interest? Cllr Hinds will seek clarification with Mr Owens, FCC Monitoring Officer.

The meeting commenced at 6.30pm and closed at 9.30pm

Chair.....10<sup>th</sup> March 2021