

PENYFFORDD COMMUNITY COUNCIL

Minutes of the (Zoom) Virtual Meeting held on Wednesday 10th March 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, Mr R Wakelam and Mrs P Ransome. Yasmin Hewitt – Youth Representative

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

192. **Apologies**

There were no apologies received.

193. **To receive any Declarations of Interest – Members Code of Conduct**

There were no Declarations of Interest received.

194. **To receive and approve the Minutes of the Ordinary meetings held on 10th February 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.

195. **To review and report on any Matters Arising from the previous meetings.**

Min 177c - Due to the postponement of the LDP Hearing the Working Group meeting scheduled for the 17th Feb was also postponed.

Min 178 - The council wrote to Welsh Water and a response has been received. They are already in the process of undertaking investigations within the area and have agreed to meet with the council with the results. They have proposed 24th March 2021. This was agreed by the council and a request will also be made for a site meeting ideally before the 24th.

The council also wrote to Andrew Farrow regarding the drainage issues. A response was received just before the meeting which the Clerk read to members. Cllr Williams requested his comments to be recorded in that he found the response from the Chief Officer a disgrace and total unacceptable that the book was being passed.

RESOLVED: a meeting will be held with Welsh Water on Wednesday 24th March with a request of a site meeting before this date. The council will also meet on Monday 22nd March @ 6pm to co-ordinate questions and issues to be presented to Welsh Water.

The council will also write to Jack Sargeant and cc Julie James to follow up on the meeting that was agreed to be arranged with Neil Hemmington Welsh Civil Service Planning.

**Miss Hewitt arrived at 7pm

Min 179d – Cllr Williams has sourced a suitable bench for Meadow Rise and has contacted FCC Housing to ensure that they have no objections. Once approval is received the bench will be ordered.

Min 182b – The council wrote to Colin Everett regarding the delays of the changing rooms and a response was received from Neal Cockerton just ahead of the meeting which the clerk read to members. Cllr Williams raised objection to some of the details within the letter and the council agreed that Cllr Williams will prepare a response.

RESOLVED: Cllr Williams to prepare a response to the letter received from Neal Cockerton.

Min 188 - The Clerk reported that she had spoken to the families of Edwina Davies and Margaret Jones and both families confirmed they do not wish to claim the pro-rotta payments.

Also she reported that on speaking with Mr S Davies he advised that they are happy for the tree (on the land in front of the clock tower) to be removed and they are happy to donate a better tree as and when needed.

196. **Public Questions**

There were no public questions received.

197. **Planning Applications**

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

- i. [Planning Ref: 062541](#). Extension of single garage to increase floor space. 15 Rhodfa Gladstone, Penymynydd. **No objection, but requests 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.**

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

b) The following Notifications of Planning Decisions made by Flintshire County Council were received:

- i. [Planning Ref: 061798](#) . Erection of ground floor extensions to side and rear, and part garage conversion. 5 Cromwell Close, Penyffordd. **Approved**
- ii. [Planning Ref: 061962](#). Side and rear extension. 5 Wats Road, Penyffordd. **Approved**
- iii. [Planning Ref: 062093](#). Side and rear extension. 7 Wats Road, Penyffordd. **Approved**

c) Ongoing development, planning applications or appeals:

- i. Rhos Road – Cllr Williams has liaised with residents regarding concerns of the removal of the hedge before permission has been granted. This has been reported to FCC Enforcement together with Highways due to there being no highway control whilst this work was being undertaken. He has also continued discussions with the developer regarding the layout and design who has been very amiable. They have come back with improvements to some of the housetypes (being smaller and therefore more affordable), reducing the number of 4 beds and increasing the number of 3 beds.

198. **To Receive the Monthly County Councillors Report**

Cty Cllrs Hinds & Williams did not submit a written report but advised they will endeavour to circulate information within the coming week.

199. **Environment Working Group**

- a) The Environment Working Group met on Monday 8th March and a verbal report was provided. The Circular Walks are remaining to be very well received and very popular with a need for further leaflets for Walks 3 & 4. Rambler Mr C Jones has offered to prepare a circular walk covering Hope Mountain. 3 barrel planters remaining; 2 will be situated in Dobshell and 1 under the noticeboard on Watts Road.
- b) Memorial Garden Project. FCC Legal have finally been able to confirm ownership and that the land is actually FCC owned and falls within Highways. Paul Brockley has made initial contact with the clerk to establish the council's intentions regarding ongoing maintenance, in which the clerk advised the community council would take responsibility for all ongoing maintenance. He advised that should Highways give their approval, it would have to go down the same route as the Land at West View in way of a formal legal Lease Agreement and asked what Term the council would be looking for? Confirmation has also been received from Planning that this project would require planning permission.

- c) West View Wildlife Garden – FCC Legal have provided the council with a copy of the draft lease and requested the council to provide an ‘in principle’ agreement prior to the full council meeting. This was circulated to all members and then FCC Legal informed on the 2 March of an ‘in principle’ agreement.

The Clerk had strongly recommended to the council that they should appoint their own solicitor to review the agreement and has made appropriate enquires. A local firm has confirmed they can undertake the work required and offered two services; A full review and due diligence of the lease and land (inc land searches etc) or A review and written report of the lease and all legal documents.

- d) Reports of damage to speed bumps at the bottom of Penymynydd Road, already reported to FCC; pot holes in front of the speed bumps on Chester Road nr Terrance Lane and broken pavement (BT grid) Min Y Ddol.

RESOLVED:

- a) The council will order a further 250 leaflets for Walks 3 & 4.
- b) The council received the report and approved to proceed with a formal lease if required by FCC. The Clerk will liaise with Paul Brockley to pursue this project. The council will request at this time for the Lease Term to be 99 years (due to the investment for this project the council will not accept anything less than 25 years).
- c) The council approved the Draft Lease Agreement for Land to the rear of 14-26 West View, Penyffordd and approved for the Clerk to appoint Solicitors EA Harris & Co.

In accordance with the Council’s Standing Orders and Execution And Sealing Of Legal Deeds the council approved for the two councillors to sign, on behalf of the Council, to be Cllr R Bestwick (Chairman) and Cllr M Rothero (Vice Chairman) and the Proper Officer (Clerk) shall witness their signatures.

- d) Cllr Williams will report the above issues at the site meeting with Ian Williams Streetscene tomorrow.

200. Millstone Play Area – Skate Ramps

The Chair reported the National Lottery have requested an update on the project, to communicate the awarded grant to our Local MP and promote the grant throughout the skate ramp project. Until the council hears back from the Landfill Grant application, nothing can progress. On hearing whether the council has been successful or not, together with the FCC Match Funding scheme we will then be in a position to know how much the council needs to apply for from the Public Works Loan. At this time this is when the council will go to tender.

Cllr Williams has contacted the local Fencing Contractor to request a quote for the repairs to the fence.

RESOLVED: The Chair will undertake the actions requested from the National Lottery and Cllr Williams will obtain a quote for the fence repairs.

201. Play Areas

- a) Melwood Close – there is a site meeting with the potential play area suppliers on Thursday and the council will then obtain 3 quotes. Cllr Williams also provided quotes which have been obtained from a local specialist for: 1. Drainage work; 2. Groundworks for a new path; 3. Tarmacing of a new path. Richard Roberts has verbally advised that FCC would be able to provide funding for this work.

Cllr Williams recommended that the contractor be appointed due to the specialist nature of the work and the ability to negotiate costs for all three elements of works required.

- b) Dobshill – R.Roberts has advised that a gate is needed for the access into the new housing estate and also some repair work to the hedges. Cllr Williams reported he has contacted FCC Housing as it was considered that as Housing installed the access to the play area that they should have also installed an appropriate gate. Also a local fencing contractor has been approached with regards to the require repairs.

RESOLVED:

- a) Due to the total cost of the combined works, the council acknowledged the Financial Regulations in that there is requirement to obtain quotes for orders over £5000, however, on this occasion they have approved

to waive financial regulations given the specialist nature of the work and the negotiated cost for the combined works. The council approved the works and approved to appoint Jones Brothers Leeswood Ltd.

Quotes for the play area improvement will be budgeted on £35,000 which excludes the drainage and pathway works which is anticipated to be funding through FCC. The council will await written confirmation from Richard Roberts with regard to FCC funding the drainage and pathway works.

- b) The council will follow up with FCC Housing the request that they should install and fund the gate. Cllr Williams will follow up with the Fencing Contractor.

202. **Community Facilities**

- a) Youth Club (Community Hwb)
 - i. Cllr Williams reported progress is going extremely well together with the work from the consultant. An online survey has been launched, paper copies to follow, to gain an understanding of what residents would like from the Hwb. A meeting request has also been made with the Consultant and Mr A Wight with regard to Penyffordd Community Ltd.
 - ii. Advice has been taken from the Monitoring Officer with regard to Declarations of Interest in relation to the Youth Club and the Penyffordd Community Ltd. This information was shared with members and the Clerk reminded members that it is the responsibility of each individual councillor to ensure they declare an interest where appropriate. Should they require any further information/advice on this or wish to apply for dispensation they should contact Gareth Owens, FCC Chief Officer Governance.
- b) Community Changing Rooms/Portacabins – this was discussed under Matter Arising (Min 195).
- c) Old School Site – unfortunately there had been issues with the Mapping System which prevented Cllr Williams of being able to share plans at this time.
- d) Red Telephone Box – improvements to the phone box will be considered in the coming months. Cllr Blackman and Miss Hewitt will consider the option of converting this into a Goodwill Library for when Covid restrictions are eased.

RESOLVED:

- a) The report was received and noted. Members will await for the meeting with the Consultant and Mr Wight.
- b) Cllr Williams will be responding to Mr Cockerton and will continue to pursue FCC Legal.
- c) Cllr Williams will prepare scale drawing proposals for the council to consider and discuss at the April meeting.
- d) Cllr Blackman and Miss Hewitt will consider the possibility of converting the telephone box into a Goodwill Library for when Covid restrictions are eased and establish what would be required.

203. **NHS, Social Care & Frontline Workers Day – 5th July**

The council considered the communication from OVW and discussed various options, however, members requested this to be carried forward to April for further consideration.

RESOLVED: this will be included on the April agenda.

204. **Consultations**

- a) [New draft Guidance on the Code of Conduct for members of County and Community/Town Councils](#) Public Services Ombudsman for Wales draft guidance. Comments to be submitted by 21 March 2021.
- b) The Welsh Government [Litter & Fly-tipping Prevention Plan for Wales](#). The consultation will close on 22 April 2021 and One Voice Wales will be submitting a response and would be grateful to receive the views of the Community Council by the end of March.

RESOLVED:

- a) The consultation was received and noted. The council will not be providing a response.
- b) The consultation was reviewed by the Environment Working Group and Cllrs Bestwick and Ransome will prepare a response.

205. **Payroll Agent**

Having been notified by the current payroll provider, Compacc Complete Accountancy, that due to a change in IT system they will be introducing new fees, the clerk has been making enquiries for alternative providers and liaising with other Clerks. Five providers were approached and the costings presented to the council.

RESOLVED: the council approved to appoint AVOW (Association of Voluntary Organisations in Wrexham).

206. **Community Engagement**

- a) Community Feedback Boxes – Miss Hewitt submitted a proposal for a Feedback Box which is appropriate for the councils need and weatherproof should they decide to install outside. Cost approx. £20. She advised that she will contact the Co-op to seek approval for the box to be installed inside the store. She can also provide appropriate graphics for the front of the box.
- b) Community Information Leaflet had been circulated to all member to review and approve and subsequently sent to Cascade for design layout.

RESOLVED:

- a) Miss Hewitt to seek approval from the Co-op that the Feedback Box can be located inside the store. The box will then be ordered and Miss Hewitt will obtain the graphics. Once installed Miss Hewitt will empty the box on a regular basis and report to the council.
- b) The Community Leaflet was approved and will now go to print (500 copies). It is hoped these leaflets can be located at the new housing developments and local shops.

**Miss Hewitt left the meeting at 8.20pm

207. **Virtual Meetings**

RESOLVED: The council reviewed and approved the updated Virtual Meetings Procedure.

208. **Covid19**

Volunteers and 'Covid19 Families' (*a network of Facebook groups set up to provide help and support to those who have lost families and friends to the virus*) are hoping people will join them to 'light up Wales' on the 12-month anniversary of the beginning of the first UK wide lockdown. Residents in North Wales are being encouraged to take part in a day of remembrance. Iconic landmarks and buildings across Wales will be bathed in yellow lights on the evening of March 23 to remember those lost to Covid-19.

The colour yellow chosen for the light display is a significant one and has been picked to acknowledge the fact that it was spring time when the pandemic first reached our shores.

People are being encouraged to take part in a number of activities on March 23, which include:

- Drawing and placing a 'yellow heart' in the window which will see a way of getting children be involved.
- Placing yellow fairy lights in windows
- Tying a yellow ribbon to a tree or fencing within your garden
- Checking-in on someone you know who has lost a loved one during the pandemic (adhering to current Covid restrictions while doing so).

In-conjunction with the 'light up', the Covid-19 families support groups will be hosting two minute silences on the day taking place at 12 noon and 8pm on, Tuesday March 23.

The council wished to thank all residents who have undertaken various themed knitting during covid and in particular to Mrs Priddin for her involvement in co-ordinating all the 'knitters'.

RESOLVED: the council will decorate the clock tower with yellow ribbon and Cllr Wakelam will liaise with the local florist. The information on the remembrance will be promoted on the website, facebook & noticeboards.

209. **Independent Remuneration Panel for Wales (IRPW)**

a) The IRPW were seeking expressions of interest from councils to participate in a review of the framework for the remuneration of community & town councils. The intention is to complete the review by early autumn so that any changes can be incorporated into the Annual Report for 2022/23 and will be effective following the elections to new councils in May 2022. They will work closely with the sector in the process of the review and they have agreed this approach with OVW and the SLCC. They will be inviting other representative organisations to participate. They will be consulting on the outcome of the review so all councils will have the opportunity to comment before the revised arrangements are put in place.

As they required a response by the 1st March the Clerk liaised with the Chair & Vice Chair and it was agreed that the council will submit an expression of interest to participate.

b) The [IRPW 2021/22 Annual Report](#) was circulated to all members to be reviewed and considered. In accordance with the report Penyffordd Community Council falls under Group A (Income or Expenditure for 2020/21 of £200,000 or above).

The rates specified, if adopted, cannot be amended although an individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.

RESOLVED:

a) The council have submitted an expression of interest to participate in the review of the framework.

b) The Council will adopt from the 2021/22 Annual Report Determinations 41-43, 45-50. With regard to Determination 43 – Senior Role Payment, this will be applicable to the Chairman and Vice Chairman.

- Payments will be made to members at the end of the financial year February or March.
- Payments will be as one lump sum.
- As payments will be made at the end of the financial year it should reduce the requirement to recover any payments made to a member who leaves their role during the financial year.
- Should a member leave part way through a year, a pro rata payment will be made.
- Payments will be processed via payroll where appropriate tax and ni will be deducted and payments will then be made via cheque or bacs.

210. **Bank Balances and Accounts for Payment**

Bank Balances Current £35,780.57 Deposit £124,195.60 Play Area £9,797.70

Payments Received

12/02/2021	National Lottery	Grant - Millstone Skate Ramps	£9,999.00
13/02/2021	Ms C Griffiths	Sponsor a Tree - 13	£40.00
13/02/2021	Mr S Guy	Sponsor a Tree - 20	£30.00
14/02/2021	B McPheat	Sponsor a Tree - 2	£30.00
04/03/2021	HSBC	Interest	£3.26
08/03/2021	Mr Kelly	Sponsor a Tree - 12	£30.00

Bank Transfers

12/02/2021	Deposit Acc	To Current Acc	£10,000.00
08/03/2021	Deposit Acc	To Current Acc	£10,000.00
10/03/2021	Deposit Acc	To Current Acc	£10,000.00

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
Mr Paul Blackman	Members Payment	£120.00
Staffing Costs	Feb-21	£2,294.86
Mr G Davies	Bin Bags	£4.58
Mrs S Hughes	Stationery, Travel, General Admin etc	£94.72
Compacc Complete Accountancy	Payroll services for Members Allowance	£5.00
One Voice Wales	Training D Walker	£30.00
Flintshire County Council	Street light Repairs (Pym Road) Feb 21	£167.55
Flintshire County Council	*Street Light Upgrades - 17 columns <i>(commuted sum to be invoiced separately)</i>	£21,250.00
HMRC	PAYE Members Payments	£30.00
One Voice Wales	Training M Rothero x2 & R Bestwick	£90.00

The Clerk sought approval from the council to process an additional 6.25 hours overtime. If approved these would be processed in the March Payroll.

RESOLVED: The above accounts and overtime be approved and will be 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.

211. Correspondence

The following correspondence was received and noted.

- OVW – Training Sessions circulate to all members via email.
- IRPW – Review of the Remuneration Framework for Community & Town Councils. A copy letter is attached and as confirmation was required by the 1st March, Cllrs Bestwick and Rothero agreed that the council will submit an expression of interest to participate in the review.
- Further postponement of the LDP Examination Hearing – now scheduled for 13th April.
- An email from a young resident and pupil of Ysgol Penyffordd regarding her wish to protect bees and to plant a wildlife meadow.
RESOLVED: the council will contact the resident with information on the West View Wildlife Garden project together with details of Sarah Slater, FCC Biodiversity Officer.
- An email from FCC Head of Democratic Services regarding Operation Forth Bridge. To date FCC haven't received any guidance from either Welsh Government or the earl marshals' office. If and when they receive any updates, they shall be shared with T&CC.
- A summary of key provisions of the Local Government and Elections (Wales) Act 2021 for the Community and Town Council Sector.
RESOLVED: this will be included on the April agenda.
- FCC have provided the elections notice for the four vacancies which will be officially displayed as requested by FCC from 22nd March. The closing date for Nomination Papers is Thursday 8th April, 2021.
- NSPCC – funding and a meeting request.
- SLCC & OVW Joint Event 2021 – Thursday 13th May and will be delivered virtually.
RESOLVED: Cllr Bestwick and the Clerk will attend.

212. Members Items/Future Agenda Items

- Cllr Priddin questioned whether the council could consider planting Christmas trees at Penymynydd and Dobshill rather than purchasing each year. Cllr Williams advised that he council did plant small trees a couple of years ago which have unfortunately not taken too well. He will make enquires.
- Cllr Williams asked to have recorded that he accepted the Members Payment together with the County Councillor pay rise, all of which he will be donating to the Youth Club.
Residents have already started to donate for the Sponsor A Tree and planting will need to start shortly.

The WMI will be holding their AGM via Zoom on Tuesday 23rd March at 7.00pm and all members are welcome to attend.

He has attended site visits with the new PSCO who has been dealing with a number of ASB issues. He was concerned there may be an issue with the CCTV camera at the Millstone and requested that the contractors inspect further.

RESOLVED: the CCTV Contractors will be asked to inspect the Millstone CCTV asap.

- Cllr Wakelam reported parked trucks in the laybys from Broughton to Penyffordd with damage to grass verges and litter. Cty Cllr Hinds advised she will write to FCC.
- Cllr Ransome (via the Clerk) reported damage to the bus shelter outside the Millstone Play area. She also requested for the Updating of the Place Plan to be included on the April agenda together with Councillor Profiles for the council website.

RESOLVED: the damage to the bus shelter will be reported to FCC Transportation. The Clerk asked members if they would please provide her with a brief profile to be added to the website and Updating of the Place Plan will be included on the April agenda.

The meeting commenced at 6.30pm and closed at 9.20pm

Chair.....14th April 2021