

# PENYFFORDD COMMUNITY COUNCIL

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

**Present by Video:** Councillors Mr M Rothero (Chairman), Mr R Wakelam (Vice Chairman), Mr R Bestwick, Mr J Priddin, Mr D Williams, Mrs P Ransome, Ms C Hinds and Cllr I Challinor.

**Absent:** Cllr P Blackman

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

### 129. Apologies

Apologies were received from Cllrs A Ibbotson, D Walker and S Saxon.

Cllr T Evans formally submitted his letter of resignation as from 10<sup>th</sup> November 2021. The Clerk reported that due to the May 2022 elections, should a casual vacancy occur in the six months before the date on which that elected member would have retired, an election is not to be held. However, the community council, may still fill the vacancy by co-option for the remaining term of office.

**RESOLVED:** Cllr Evans' resignation was received and members wished to thank him for his efforts. Due to the May 2022 election, the council unanimously voted that they will not fill the vacancy by co-option.

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

Cllr Challinor declared and submitted an interest in relation to Agenda item 8 – Annual Grant Applications.

### 131. Visitors

An invitation had been offered to Anthony Stanford and Jayne Rogers, Interim Transport Strategy Manager had confirmed her attendance, however, since sending her apologies and asked if the meeting could be rescheduled?

**RESOLVED:** Due to the role changes within FCC, the council will request details of the specific job descriptions for Anthony Stanford (Transport Manager), Jayne Rogers (Interim Transport Strategy Team Manager) and Barry Wilkinson with a view to inviting the most appropriate person to the December meeting.

### 132. To receive and approve the Minutes of the Ordinary meeting held on 13<sup>th</sup> October 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.

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

**Min 103** – Jessica Wellstead has requested to attend the December meeting to provide feedback following the Safer Routes in the Community Consultation.

**RESOLVED:** due to already inviting an appropriate Manager from the Transportation division (see min 131), the council will request that the feedback from the consultation is shared with the Manager attending the meeting (either A.Stanford or J.Rogers).

**Min 110** - The survey has been delivered to residents of West View, Berwyn Avenue, Alyn Drive, Park Lane. Closing date of 28th November.

**Min 115** - Waiting on confirmation from Cllr Blackman as to whether the RBL is able to over the facilities required for a hybrid meeting. Also, in consultation with the Chair and Vice Chair at this time due to the raise in covid cases and the encouragement to work from home where possible, the meetings will remain virtual and will be reviewed on a month by month basis.

**Min 116** - The Place Plan Questions have been prepared and ready to go to print (2100 copies - £83). This is being held back for distribution to co-ordinate with the Newsletter.

### 134. Public Questions

An email has been received from a resident to raise their concerns that the 'keep off the grass signs' on the piece of green land between Abbotsford Drive and Westfield Drive will be removed by FCC on request from the Cty Cllr Ibbotson.

Cty Cllr Hinds advised that she was unaware of this request and will make further investigations.

**RESOLVED:** the correspondence will be shared with Cty Cllr Hinds to enable her to make enquires with FCC.

135. **HSBC Bank Changes**

HSBC are making changes to their community bank accounts resulting in the following charges: monthly charge of £5; cash/chqs paid in £0.40 together with a 0.40% of the value deposited; Issuing chqs £0.40.

**RESOLVED:** the council will remain with HSBC, however, the Clerk will make enquiries with other providers and report back as appropriate.

136. **Annual Grant Applications**

The Clerk had prepared and circulated all applications received in advance of the meeting. There had been two applications received after the closing date which the Chairman asked members if they would consider? This was taken to a vote with the Chairman having the casting vote. 4x against, 3x in favour and 2x abstentions.

Members reviewed all applications received and approved the grants below.

**RESOLVED:** Grants were awarded to the following groups and bacs/cheque /payments will be prepared for authorisation at the December meeting:

Penyffordd Beaver Scout Colony	£300.00
Penyffordd Brownies	£300.00
Butterflies After Stoke Club	£100.00
Castell Alun Friends Assoc	£200.00
Penyffordd Bowling Club	£300.00
Penyffordd Toddler Group	£300.00
Penyffordd Flower Club	£250.00
Penyffordd Tennis Club	£300.00
Penyffordd Cub Scout Pack	£300.00
Wales Air Ambulance	£500.00
WMI - Music Room	£4000.00
Citizens Advice (Flintshire)	£300

Due to the full grant budget not being utilised, the remaining budget will be held in reserves and carried over to 2022/23. In 2022/23 the Annual Grant Application will be launched a month earlier (September) to give more time for applications to be submitted.

137. **Internal Auditor Letter of Engagement**

**RESOLVED:** The revised Letter of Engagement was reviewed, approved and will be signed by the Chairman and Clerk. JDH Business Services will be appointed as the Internal Auditor for 2021/22.

138. **Independent Remuneration Panel for Wales – Draft Report 2022/23**

The IRPW have issued their Draft Report, Section 13 relates to Town and Community Councils, together with Section 10 (Contribution towards costs of care and personal assistance). Comments on the draft report to be made by 26th November. The Clerk highlighted to members the change in Banding/Groups, the reduction in how many senior role payments can be allocated and the addition of Members Allowance –Determination 48. The full draft report can be viewed here: [The Independent Remuneration Panel for Wales – Draft Report 2022/23](#).

**RESOLVED:** the report was received and noted. No comments were made.

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

Accounting and payment information as at 10<sup>th</sup> November 2021.

**Bank Balances**                      Current £19224.51                      Deposit £149,842.29                      Play Area £9,797.70

**Unpresented Cheques/Payments**

Poppy Appeal                                      Poppy Wreath 2019, 2020 & 2021                                      £150.00

**Accounts for Payment**

Payee	Details	Amount
Cherry Orchard Farm Ltd	2 x 10ft Christmas Trees	£198.00

Mr D Williams	4x sets of keys for Abbots Lane Changing Rooms	£14.00
Mrs S Hughes	Stationery, Travel, General Admin etc	£91.94
Mr G Davies	Bin Bags	£2.49
Staffing Cost	Oct-21	£2,350.54
*TBC	Replacement slabs around Millennium clock	£917.86

\* A health & safety issue with the flag stones around the clock tower has been identified, 1x quote has been sourced and awaiting further quotes. Due to this being a H&S issue, the council are asked to approve payment for the highest quote and to give delegated authority to the Chair, Vice Chair and Clerk to review all quotes and appoint a contractor asap.

**RESOLVED:** The above accounts 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.

The council approved delegated authority of up to £1000 to the Chair, Vice Chair and Clerk to review the quotes and appoint a contractor for the repairs to the flag stones around the clock tower.

#### 140. To Receive the Monthly County Councillors Reports

Cty Cllrs Hinds and Ibbotson submitted a written report on advance of the meeting.

Cllr Williams raised this continued issue and concern of school transport being split for the village and the FCC Transport Policy. He requested for both Cty Cllrs to continue to canvas FCC and for this to also be included on the December agenda.

**RESOLVED:** The reports were received and noted. Cty Cllr Hinds will continue to pursue this matter with FCC and it will also be included on the December agenda.

#### 141. 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: 063418](#). Change of Use of First floor from residential to office space in association with existing veterinary practice. Daleside Veterinary Group, 27 Hawarden Road, Penyffordd.
  - ii. [Ref: 063727](#). Extension to Garage. Osborne Barn, Wrexham Road, Penyffordd.

***Ref 063418 & 063727 were supported. 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.***

- b) To report on the Notifications of Planning Decisions made by Flintshire County Council.
- i. [Ref: 062692](#). Proposed single storey extension to provide additional preparation space for butchers shop. Baker and Roberts Craft Butchers 2 Silver Birch Way, Penyffordd. **Approved**
  - ii. [Ref: 062875](#). Creation of a walled garden area. Land at Chester Road, Penyffordd. **Approved**
  - iii. [Ref: 062954](#) Proposed single storey Extension. Mile House Farm, Chester Road, Dobshell. **Approved**
  - iv. [Ref: 062972](#). Erection of single storey side extension to form garden room. Nant Farm, Lower Mountain Road, Penyffordd. **Approved**
  - v. [Ref: 063384](#). Display of new signage. Dobshell Garage, Chester Road, Dobshell. **Approved**
  - vi. [Ref: 063146](#). Retrospective - Retention of camping pods for holiday use. Clawdd Offa Farm, Wrexham Road, Penyffordd. **Approved**
  - vii. [Ref: 063234](#). Erection of marquee for wedding venue. Clawdd Offa Farm, Wrexham Road, Penyffordd. **Approved**
  - viii. [Ref: 062782](#): Proposed internal and external remodelling of dwelling, including part two storey, part single storey rear extension, raising of roof and insertion of new dormer windows and rooflights, replacement of the existing windows and doors. Demolition of existing porch and rear utility room, construction of new porch to front. White Gate Stables, Lower Mountain Road, Penyffordd. **Approved**

- c) The planning appeal for Vounog Hill was due to be heard on 2<sup>nd</sup> November and has again been deferred. New date to be confirmed.

#### 142. **Speeding Issues**

Due to the apologies from Jayne Rogers, FCC there is nothing further to report at this time.

#### 143. **Play Areas**

- a) Melwood play area – to was reported that communication is ongoing with HAGS with regard to the £2500 increase. A site meeting will be held with the contractor to discuss and consider options to reduce the sum.
- b) Dobshill – the council are still awaiting FCC to review the installation of a gate from the play area into the new housing estate.

##### **RESOLVED:**

- a) To prevent further delays, following the site meeting should the sum not be able to be reduced the council approved the additional costs of £2500.
- b) Cllr Williams will follow up together with Cty Cllr Hinds.

#### 144. **Environment Working Group**

- a) West View - Wildlife Garden. Cllr Bestwick presented the Woods Work CIC Management Plan consisting of restructuring the site, inspecting and managing the area, tendering work to contractors, searching and submitting funding applications, with a proposal of initially 20 hours per month (£340). The Clerk questioned whether alternative quotes have been obtained at this time?
- b) Tree Planting – after two successful years the council agreed to continue with the Sponsor a Tree and will review suitable locations and trees. Current available budget is £468, approx outlay for trees will be £900 with an anticipated income of sponsors of approx £450.

Cllr Williams reported that FCC have been supportive of the initiative and have undertaken work on the roundabouts for wildflowers.

##### **RESOLVED:**

- a) The council fully supported the need for a Management company and approved to appoint the not for profit company Woods Work CIC for an initial 6-month period and will request a Scope of Works for this period. The contract will be reviewed after this time.
- b) The council approved to continue with the annual Sponsor a Tree and Cllr Williams together with either Cllr Rothero or Wakelam will review the locations and trees which will be circulated to all members.

#### 145. **Community Facilities**

Community Changing Rooms – all services (electricity, water & sewage) will be completed by the end of next week. There may however be additional materials required for the water/sewage connections.

A small refund has been received from Scottish Power for the reduced groundworks - £198.86.

The football club and the school will be meeting next week to discuss matters relating to using the field.

No interest has been received following the advert for volunteers for the Management Committee.

**RESOLVED:** the council approved up to £1000 for any additional materials required for the water/sewage connections.

The closing date will be removed from the advert for volunteers for the Management Committee and also included within the Newsletter.

#### 146. **Community Annual Newsletter**

As the council will be distributing the Place Plan questions to all homes in the village, we have taken this opportunity to produce an annual newsletter which can be delivered at the same time. Members were provided with the draft contents to proof read and share comments, amendments or proposed additions. Costings have been obtained for 2200 copies of 4xA4 colour - £274. The Clerk advised that potentially this could be converted into an A5 booklet which may be cheaper.

The Chairman also proposed that following the monthly meetings a 'summary update' should be published to highlight the work of the council.

**RESOLVED:** amendments will be made to the newsletter and the final draft circulated to all members before going to print. A5 design and costings will also be reviewed.

On production of the newsletter the delivery to all residents will be in conjunction with the place plan questions where it was previously agreed Cllrs Wakelam & Ransome will co-ordinate distribution in local shops/businesses and Cllr Ibbotson will co-ordinate the matrix for delivering to all homes.

The council supported and approved for the monthly summary updates which will be advertised on social media and the noticeboards.

**147. Queen's Platinum Jubilee**

The council considered the information regarding the Queen's Platinum Jubilee Beacons - 2<sup>nd</sup> June 2022 and agreed in principle to participate. [Queens Jubilee Beacons](#)

**RESOLVED:** the Chair asked members to consider suitable options e.g beacons, event, location etc and how the council could participate. These will then be discussed and considered at the December meeting.

**148. Operation London Bridge**

The council reviewed the guidance note from OVW regarding the implications the passing of H M Queen would have on the activities of the Council and to help the Council plan what actions, if any, it wishes to take when the event occurs. Suggestions were presented to the council to consider.

**RESOLVED:** the council approved: delegated powers will be given to the Chair, Vice Chair and Clerk regarding council meetings or events; a delegated person will be appointed to ensure flag(s) within the village are flying at half-mast throughout the period of mourning; an appropriate image will be placed on the website with the option of the Chair providing suitable words; the impact of public holidays for employees working hours to be dealt with at the time. The council also wishes to provide a portrait of the Queen and 2x loose leaf condolence books. Enquires will be made with the RBL and the WMI to firstly establish that these will not be duplicated, should there be no plans, the council approved to purchase these as soon as possible. The WMI was the suggested location for the portrait and condolence book to be displayed.

**149. Village Groundsman**

Cllr Ransome submitted a proposal to employ a Village Groundsman to support the work of the street operative and further enhance the appearance of the village.

**RESOLVED:** the council approved the proposal. Cllrs Ransome, Bestwick and the Clerk will review the job description in further detail together with potential hours need and costings for the budget review in December.

**150. Youth Representative**

The vacancy for Youth Representative had been advertised and no applications have been received.

**RESOLVED:** the council will consider re-advertising after the May 2022 elections.

**151. Anti-Social Behaviour**

A meeting was held on 18<sup>th</sup> October with Penyffordd and Hope Councils, FCC - Drug and Alcohol Team, NWP - Community Police Support Officers to jointly discuss the issue and concern of youths using nitrous oxide (NO) a copy of the meeting notes were provided to all members.

Cllr Ransome reported on the suggested actions from the meeting and asked the council to approve; writing to Mark Tami MP and Jack Sargeant MS regarding the legality of nitrous oxide and to publish a nitrous oxide poster, a copy of which was shared with members to view.

**RESOLVED:** the council will write to Mark Tami Mp and Jack Sargeant Ms, Cllrs Ransome and Wakelam will assist the Clerk with information to be included in the letter. The poster was also approved which will now be shared with Hope Council, FCC - Drug and Alcohol Team and NWP - Community Police Support Officers before publishing.

**152. FCC – Winter Maintenance**

The council considered the correspondence from FCC in relation to preparations for the coming winter.

Cllr Challinor requested a salt bin nr Woodlands, Dobshill.

**RESOLVED:** Cllr R Wakelam will be registered to receive daily information on the weather forecast and gritting actions. Ian Williams will be asked if he is able to provide a salt bin for the Woodlands, Dobshill area.

153. **CiLCA Qualified**

The Clerk was pleased to report the successful completion of the SLCC - CiLCA Qualification. Members congratulated the Clerk on her hard work and achievement.

154. **Issues Raised with Flintshire County Council**

Cllr Wakelam reported that there still remains an old broken unused column at the bottom of Penymynydd Road which the council has previously requested to be removed.

**RESOLVED:** this will be added to the Log and reported again to FCC. The Log will be reviewed, appropriate FCC departments chased and where necessary passed to the two County Councillors to also pursue.

155. **To acknowledge and note correspondence received.**

The following correspondence was received and noted.

- OVW & Planning Aid Wales Training & Events.
- FLVC – Community Buildings Forum 22.10.2021.
- Cuppa With a Coppa - 26th October 2021 at 10:30 – 11:30 and 30th November 2021 at 10:30 – 11:30
- Keep Wales Tidy – Development Packs (emailed 21.10.2021)
- Correspondence from Network Rail re possible site meeting at Penyffordd station on Tuesday 2.11.2021 (emailed 21.10.2021). Also Notes from Cllr Walker who attended the meeting.
- Notification from Welsh Government of the approved extension to closure of Footpath no, 8. (emailed 21.10.2021)
- The Local Government Pay Claim 2021/22 – Unions and National Employers are still in negotiations.
- FCC Standards Committee Meeting.
- FCC - Consultation on the review of the Council Tax Premium Scheme for long term empty properties and second homes. Closing date 6<sup>th</sup> December 2021. Emailed to all members and included on the website and facebook.
- FCC – Consultation on the Flintshire’s Digital Strategy. Closing date 31<sup>st</sup> January 2022. Emailed to all members and included on the website and facebook.
- PPD Community Hwb will be holding a Community Open morning on Saturday 20<sup>th</sup> November 10.30-12.30 and all members are invited to attend.
- The Boundary Commission for Wales will be holding a number of Public Hearings between 11 January – 21 February (Ramada Plaza, Wrexham – 3<sup>rd</sup> Feb 2022).

156. **Members Items/Future Agenda Items**

- Cllr Wakelam raised the issue of the monitoring station which Hanson had agreed to install at Penyffordd Bowling Club. Hanson have now informed him that at the request of Mark Tami MP and Cty Cllr Ibbotson they will be assessing the Youth Club as it is their preferred location. Concerns were raised about this location and that the community council had not been consulted. Cllr Hinds also stated that she had not been consulted in her role as Cty Cllr.

**RESOLVED:** Cty Cllr Hinds will write to Hanson and liaise with Cty Cllr Ibbotson.

The meeting commenced at 6.30pm and closed at 9.45pm

Chair.....8<sup>th</sup> December 2021