

PENYFFORDD COMMUNITY COUNCIL

Minutes of the (Zoom) Virtual Meeting held on Wednesday 12th May 2021

- Present by Video:** Councillors Mr M Rothero (Chairman), Mr R Wakelam (Vice Chairman), Mr R Bestwick, Mr J Priddin, Ms C Hinds, Mr D Williams, Mr D Walker, Mr P Blackman, Mrs P Ransome, Mr T Evans and Mr I Challinor.
- Absent:** Cllr A Ibbotson and Miss Y Hewitt – Youth Representative
- Also Present:** Mrs S Hughes, Clerk & RFO to the Council

11. Apologies

Apologies were received from Cllr S Saxon.

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

Cllr C Hinds submitted a declaration in relation to item 17 – Clwyd Pension Fund Consultation.

13. To receive and approve the Minutes of the Ordinary meetings held on 14th April 2021

Cllr Ransome wished to clarify her comment under Min 223(c) in that when she made the comment she personally was under the impression that the council had undertaken consultation with all local residents, which following complaints she has received from local residents, would appear that not all were consulted.

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.

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

Min 217 – A follow up email has been sent to Jack Sargeant with regard to arrange a meeting with Neil Hemmington – no response received to date. This will be followed up again a few weeks.

Min 218(2) – Ian Williams has provided 4x cans of yellow spray to Cllr Williams. The clerk advised that she has obtained information to source these direct so that not to rely on FCC.

RESOLVED: The council will purchase a further 5 cans.

Min 218(3) - Lee Shone, FCC has confirmed that speed surveys will be undertaken as from today at: Vounog Hill – (nr Park Lane), Rhos Road, Corwen Road and Chester Rd Dobshill.

Cllr Bestwick reported that he has been in dialogue with Anthony Stanford – FCC regarding a request to reduce the speed limit on Chester Road, Dobshill which has been rejected. Cty Cllrs Hinds and Williams are also supporting this request and will continue to pursue.

Min 221 – notes of the meeting held with Welsh Water and FCC on 20th April were provided to members for information.

Cllr Ransome questioned what plans Welsh Water have in respect of the water drainage off the old school site when it will eventually be demolished. The Clerk advised that when FCC submit their plans for this site, Welsh Water would be consulted at that time.

Min 224(d) – FLVC have confirmed the Best Kept Community Competition will be postponed for a further year.

Min 230 – Cllr Ransome advised that it has been reported that West View play area is affected by ASB and needs to be included in the PCSO's list of 'hotspots'.

RESOLVED: this will be reported to the PCSO.

15. Public Questions

There were no public questions received.

16. Planning Applications

- a) To report and consider the following planning applications received from Flintshire County Council:
- i. [Ref: 062643](#). Erection of a 1st floor extension over car park entrance. 4A Chester Road, Penymynydd. ***The council is not in support of this application due to: serious concerns regarding visible impact and effects on streetscene, potential increase in volume of traffic and parking and with it being out of character with the existing buildings.***
 - ii. [Ref: 062294](#). Alterations to existing dwelling to provide adjustments to support independent disabled living. Penymynydd Road, Penyffordd. ***Supported, but 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.***
 - iii. [Ref: 062780](#). Removal of agricultural occupancy condition 4 Southern Acres, Wrexham Road, Penyffordd. ***Objection – further details to follow***
 - iv. [Ref: 062874](#). Application for approval of reserved matters following outline approval (Plan ref: 060076). Land south of Rhos Road, Penyffordd. Due to the late submission of the application further time is required to review the application.

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. [Ref: 061976](#). Proposed Two Storey Side Extension and Single Storey Rear Extension. Clovelly, 121 Penymynydd Road, Penymynydd. ***Withdrawn***. Cllr Williams personally felt that the resident has been let down by FCC Planning.
 - ii. [Ref: 062541](#). Extension of single garage to increase floor space. 15 Rhodfa Gladstone, Penymynydd. ***Approved***.
- c) Cllr Ransome proposed that the Council makes contact and links with Planning Aid Wales to seek objective advice for matters such as current (Vounog Hill) and future planning appeals, LDP and Place Plan. This may be via the free helpline or paid meeting (virtual or in person).

RESOLVED: the council fully supported the proposal and requested Cllr Ransome to obtain further details from Planning Aid Wales.

- d) Ongoing development, planning applications or appeals:

17. To Receive the Monthly County Councillors Report

Cllr Williams provided a verbal report.

18. Internal Audit and Annual Return for the Year ended 31 March 2021

- a) The Clerk reported that the Internal Audit has been undertaken and was pleased to report that there no issues and there was only one recommendation which was being made to all Community Councils regarding the risk assessment does not address the risks of supplier (procurement) fraud. The recommendation was that the risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.

The Clerk provided information for members to consider on how the above could be addressed and what practices were currently in place. Cllr Bestwick proposed that the Risk Assessment be updated with the current practices which he considered to be adequate for the council at this time.

Cllr Bestwick on behalf of the council wished to congratulate and thank the Clerk on a clear audit.

- b) A copy of the Annual Return was provided to all members with the agenda to review and approve for signature. The Notice of Appointment of Date for the Exercise of Electors Rights will be displayed from 6th August 2021 for 14 days and inspection will be available between 20th August – 17th Sept 2021.

RESOLVED:

- a) The 2020/21 Internal Audit Report was received and noted. The Risk Assessment will be updated to include Supplier Fraud with the current practices that are in place. Should the clerk receive any additional information on this matter it would be reported to the council.
- b) the Council approved the Annual Return for the Year Ending 31st March 2021 which will be signed by the Clerk/RFO and Chair. The Clerk will display the Notice of Appointment of Date for the Exercise of Electors Rights from (no later than) 6th August for 14 days and the documents will then be made available for inspection between 20th August – 17th September 2021.

19. **Millstone Play Area – Skate Ramps**

- a) A proposal was submitted for the council to fully consider the options to relocate the existing ramps which the original installers have verbally agreed can be done. In the first instance Cllr Bestwick proposed that a formal Noise Assessment (cost £600) should be undertaken to enable the council to make an informed decision of whether this could actually be considered as an option.
- b) Due to the above proposal, the advertisement for tender will be postponed.
- c) Correspondence received from Aura regarding the FCC 2021/22 Play Area Improvements Match Funding for the Millstone Play Area. This correspondence also included a Play Condition Survey and it was proposed for the Environment Working Group to scrutinise the survey and provide a summary of required actions.

RESOLVED:

- a) The proposal was approved by the council and a Noise Assessment will be undertaken.
- b) The advertisement for tender will be postponed until the results from the Noise Assessment has been received and reviewed and a decision is taken whether to relocate or install new ramps.
- c) The Council will apply for £10,000 match funding towards the Millstone play area. The Environment Working Group will scrutinise the Play Condition Survey and provide a summary the council.

20. **Play Areas**

- a) West View – It was reported that work has commenced, however, complaints have been received by residents regarding the improvements and siting of equipment. It was therefore necessary to mitigate the issues to relocate the benches further away from the properties and it will be necessary to install fencing for privacy due to the height of the equipment. Costings are being obtained for the required fencing.

Cllr Ransome expressed again the importance of consultation and requested the council to ensure clear guidance is provided for future consultations.

- b) Melwood – the Environment Working Group have scrutinised and reviewed all quotes and designs and proposed HAGS be appointed (quote to include rubbish bin, dog bin and bench).
Cllr Blackman suggested that a lockable gate is installed together with signage of opening and closing times. The Clerk advised that as this is a FCC owned play area it would need to be raised with FCC.
- c) Dobshill – Cllr Williams reported still waiting on written confirmation from Housing regarding the installation of the gate. He has contacted a number of fencing contractors and will continue to chase.
- d) Nothing further to report.

RESOLVED:

- a) The report was received and noted. Costing for fencing will be obtained. The council will ensure that clear guidance is provided for future consultations.
- b) The council approved to appoint HAGS. The Environment Working Group will discuss further the suggestion of opening and closing times on all play areas and will present a proposal to the council.
- c) Cllr Williams will continue to chase FCC Housing and chase fencing contractors for quotes.

21. Environment Working Group

- a) The Environment Working Group met on 28th April and a copy of the notes were circulated.
- b) Memorial Garden Project – the planning application has now been submitted.
- c) West View Wildlife Garden.
 - i. The final draft has now been agreed and the solicitors have requested FCC to provide the final copy. The solicitors will then liaise and co-ordinate Cllrs Bestwick, Rothero and the Clerk to sign.
 - ii. Cllr Bestwick advised he has been making enquires with a local management company and has received a quote for works. He proposed for the council to appoint an arborologist to undertake a tree survey, prepare a 5 yr management plan and planting schedule. This planting schedule would then need to be submitted to FCC for approval.
 - iii. Cllr Bestwick also reported that early talks are being held with Rona Harper from Woodswork (who are a local Community Interest Company) for the management of area.

RESOLVED:

a/b)The reports was received and noted.

- c) ii) the council approved the quote and will appoint Shields Arboricultural Consultancy to undertake the work as above.

22. Community Litter Pick

Cllr Ransome reported that she has been linking with local groups, FCC and Keep Wales Tidy in the hope to hold a community litter pick the end of May. Through various reasons this has not been possible. It was suggested that it may be possible to link with Greenacres or Wepre Park and hold an event late June early July.

FCC are keen to work with the council in creating a Community Litter Pick Hub in the village, with the Youth Club potentially being an ideal location.

RESOLVED: Cllr Ransome will liaise with Team Red regarding a date for a Community Litter Pick and will feedback to the council. The council are fully supportive of a Community Litter Pick Hub.

23. Community Facilities

- a) Youth Club (Community Hwb) – the consultant has met with Neal Cockerton - FCC and the project is progressing well.
- b) Community Changing Rooms/Portacabins – stone has been installed for pathways, with disable access into the units. Football club have been fundraising for the electrics. It is hoped to be open for the next season, if not before. The school have also installed an all-weather track around the pitch.
- c) Old School Site – Cllr Hinds reported that she had communicated with Colin Everett and Neal Cockerton who advised nothing has changed in that community will receive ‘green’ space. She suggested the council needs to tread careful until FCC confirms exactly what will be gifted.

Cllr Walker raised concern that the discussions of the school land at the last meeting appeared in the local press when these were not confirmed plans and not the voice of the whole council.

- i) Cllr Saxon had requested this item to raise his concern that development of this land could potentially impact on the WMI having the required space for the annual bonfire. Cllr Williams considers that the WMI could in fact have more available space to use.

RESOLVED:

a/b)The reports was received and noted.

- c) The council’s priority is to secure green space for the community and they will wait to receive confirmation from FCC of what exact space they intend to gift to the community.

24. Issues Raised with Flintshire County Council

RESOLVED: The Clerk prepared and circulated a tracking report to allow issues reported to FCC to be monitored and followed up until they have been resolved. She asked members to please advise of any issues that they have or do raise with FCC so that this can be recorded.

**Cllr Williams left the meeting at 9.35pm

25. Community Place Plan

The Working Group met with Mr Wight – Cascade Productions on 27th April and provided members with a copy of the notes. Cllr Rothero provided an overview of the work and timeline. It is estimated that the completion of the Place Plan will be July 2022. The draft Questionnaire will be prepared to be present to council at the June meeting. He proposed that due to the scale of this project and the work that will be involved that any future meetings should be opened to all members.

RESOLVED: the report was received and noted. The council agreed that all members should be invited to the Place Plan Working Group meetings and included in this project.

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

The Working Group have held a number of meetings and prepared and presented a proposal and costing for the council to fully consider.

In brief the events will be as follows:

- 10am – Raising the NHS, Social Care and Frontline Workers Day flag
- 11am – Two Minute silence and Playing of Last Post and Reveille
- 1pm Nation's Toast to the Heroes, NHS, social care and Frontline Workers
- 4pm Afternoon Tea, including a competition for the most unusual location
 - Tea, cake to be offered to NHS, Social Care and frontline Workers.
- 8pm Clapping and Ringing of Church Bells

There will be a number of other initiatives for the day such as a banner, knitted rainbows, a wooden heart and floral display. The Working Group requested a budget of £500.

RESOLVED: the council approved the proposal. The Working Group will make the necessary arrangement.

27. Clwyd Pension Fund

Members were provided with a copy of the Clwyd Pension Fund Funding Strategy Consultation to review and consider. Comments must be submitted by 26th May.

RESOLVED: the council did not wish to submit a comment.

** 10.00pm the clerk left the meeting.

28. Employee Performance Salary Review

The Chair and Cllr Bestwick submitted a performance salary review proposal to the council for consideration.

RESOLVED: the council approved the proposal and both staff members will receive a 1 point scale increase to be backdated to 1st January 2021.

**10.06pm the clerk returned to the meeting.

29. Bank Balances and Accounts for Payment

Bank Balances Current £21,154.12 Deposit £138,465.26 Play Area £9,797.70

Payments Received

15/04/2021	SD & DJ Jennings	Sponsor a Tree	£30.00
30/04/2021	Flintshire CC	Precept	£33,579.66
03/05/2021	JM/Kelly Dent	Sponsor a Tree	£30.00

Unpresented Cheques/Payments

102221	Poppy Appeal	Poppy Wreath 2019	£50.00
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Accounts for Payment

Payee	Details	Amount
Flintshire County Council	*Planning App Fee - Memorial Green	£230.00
Flintshire County Council	Electricity Charges - Jan, Feb March	£125.58
Hawarden Estates / Williams Hall	Rent - Dobshell Play Area	£5.00
Printcentre Wales Ltd	Circular Walk Leaflet Printing - Walk 1 &2	£119.00
Planning Aid Wales	Training P Blackman & D Walker	£60.00
Froya	Council Email Accounts	£1,134.00
JDH Business Services Ltd	2020/21 Internal Audit	£277.20
Staffing Costs	Apr-21	£2,194.44
Mr G Davies	Bin Bags	£4.98
Mrs S Hughes	Stationery, Travel, General Admin etc	£46.81
Zurich Insurance	Annual Insurance Premium	£1,728.93
SP Energy Network	Changing Room - Connection	£2,491.46

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.

30. **Correspondence**

The following correspondence was received and noted.

- OVW & Planning Aid Wales Training.
- A letter from FCC regarding planting of wildflowers on Dobshell roundabout. As any comments were required by 23rd April, this was circulated to all members. No issues were raised.
- Hope House – funding request.
- Audit Wales. An invitation to attend a Live Webinar – Your Town Your Future on 20.05.2021 10.30-12.00.
- A letter from Penyffordd WMI following the AGM confirming: Bob Oldham - WMI President, Claire Metcalfe - Chair, Eleri Lloyd - Vice Chair, Stuart Guy - Treasurer and Lindsay Winkworth – Secretary and Brian Hall - Bookings.

31. **Members Items/Future Agenda Items**

- Cllrs Priddin and Walker questioned when face to face meetings will resume. The Clerk advised that to allow for the restrictions to be lifted, members to receive vaccinations, risk assessments etc it is anticipated the estimated date would be September. However, the clerk did also advise that there is uncertainty amongst clerks in relation to interpretation and requirements of the Access to Meetings within the Local Government and Elections (Wales) Act 2021 for Community & Town Councils. This is being investigated.
- Cllr Blackman reported that a resident has raised concern of the footpath access from Melwood play area into Melwood Close with the new build housing.

RESOLVED: As this is a FCC owned play area, Cllr Blackman will raise this with FCC Streetscene and request the installation of a gate from the play area.

The Chairman acknowledged that this meeting has been exceptionally lengthy and exceeded standing orders and thanked members for their attendance, patience and support.

The meeting commenced at 7.05pm and closed at 10.25pm

Chair.....9th June 2021