

## **PEN-Y-CAE COMMUNITY COUNCIL**

Minutes of the of the Pen-y-Cae Community Council Meeting held on Monday 7<sup>th</sup> January 2019.

### **PRESENT**

**Chair – Cllr D.A. Thomas**

Cllr. Mrs C. Davies  
Cllr. Mr K. Gilpin  
Cllr. Miss P. Davies  
Cllr. Mrs. J. Lowe

Cllr. Dr S.E. Evans  
Cllr. Mrs. P. Matthews  
Cllr. Ms A. Phillips  
Cllr. Mr J.C. Phillips

PCSO Tim Edwards for item number 4 on the agenda – *Police Matters*

### **(19)01 APOLOGIES**

Apologies for absence were received from:

Cllr. Mrs J. Jones  
Cllr. Mr G. Edwards  
Cllr. Mrs. S. Jones  
Cllr. Mr R. Salisbury  
Cllr. Mr. N. Claffey

It was agreed to suspend Standing Orders for item number 4 on the agenda – *Police Matters*

### **(19)02 POLICE MATTERS**

#### **Reported Crimes**

During the period 26<sup>TH</sup> November 2018 to 6<sup>th</sup> January 2019 the following crimes had been reported.

Criminal Damage – 6  
Burglary Dwelling - 3

PCSO Tim Edwards was happy to announce that there had been no reported thefts over the Christmas period.

PCSO Edwards had written to members prior to the meeting advising that he would no longer be serving as the PCSO for Pen-y-Cae and would be moving on to a new area. Details of his replacement would follow soon. PCSO Edwards thanked the members for their support over the last 7 years and was sorry to leave the area but felt that he needed a new challenge.

#### **Matters raised by members**

Cllr. K. Gilpin asked why there was rarely an answer when calling reception from the door at the Police Station in Rhos. PCSO Edwards advised that there was no manned reception and that officers were often already overburdened and unable to leave their tasks to answer the door.

Cllr. J. Lowe asked PCSO Edwards about the increase in Farm thefts and asked if they had been from the yards or buildings. PCSO Edwards advised that there was an ongoing opp organised over the coming weeks to tackle the spike in agricultural thefts. Cllr. Lowe asked if a PR exercise was needed among the farming community to raise awareness of the increase in theft and to encourage people to be more vigilant. Cllr. Lowe also wished to

pass on her thanks to PCSO Edwards for all of his help and cooperation over the years and advised that he would be missed.

Cllr. C. Davies advised that there had been complaints made to her regarding youths in the playground on Afoneitha making excessive noise at night time. There was no set time or day when the incidents occurred. PCSO Edwards would make some enquiries.

The Chair wished to thank PCSO Edwards on behalf of the Community Council for his hard work over the last 7 years and wished him well in his new area.

### **(19)03 DECLARATION OF INTERESTS**

Cllr. J. Phillips wished to declare interest in item number 7 on the agenda – Planning Applications.

### **(19)04 MINUTES**

Minutes of the meeting held on Monday 22<sup>nd</sup> October copies having previously been circulated, were approved and adopted subject to the following correction – **381** *The Chair advised that the February meeting would be most appropriate*

### **(19)05 MATTERS ARISING from the minutes**

#### **1. Christmas Events**

The Clerk reported that the total profit from the Christmas Market was £390.23. There had been no losses made on any of the items and good feedback had been given about the success of the event. It was agreed that the monies raised would be put aside for the second stage of the development of the MUGA area which was to be the skate park. It was agreed to place the Christmas Events for discussion on the agenda in April to allow more time for planning. It had also been suggested that an events committee could be organised within the village with representatives on board from all organisations where events could be shared and planned with the village as a whole. It was agreed that members could bring suggestions on how to take this forward and it be placed on the agenda for discussion at the next meeting.

Resolved:           to discuss forthcoming Christmas Events in April.  
                          To discuss a possible events committee in the village.

#### **2. Old BMX Track**

The Clerk had confirmed with Nigel Harper that the additional cost he had quoted for was for moving the scarify away from the entrance to the land and he also advised that if this was to be moved then it may be necessary to put a fence up to discourage motor vehicles on the land. It was agreed to leave the scarify in situ for now, but to discuss with the football club about moving it to a more convenient location in the future.

Resolved:           to await further development.

#### **3. Overgrown Hedges**

The Clerk had sent correspondence to Darren Williams of Streetscene on the 17<sup>th</sup> December asking for assistance regarding the over grown hedges on Hall Street. To date the Clerk had still not received a response. The Chair suggested that the Clerk escalate the complaint to Ian Bancroft, Chief Executive in order to move the matter forward.

Resolved:           That the Clerk would refer the matter Ian Bancroft.

#### **4. Footpath on the Railway Line**

The Clerk had sent all of the letters of support to David Hesketh of WCBC. No further updates had been provided as yet.

Resolved: To await further correspondence

#### 5. **Website**

Due to the Christmas break and illness, The Clerk had not been able to arrange a convenient date to meet with Paul Griffiths to discuss the progress of the website, however Paul had advised that members should agree a date that was convenient for them and he would work around it. Members agreed on the 16<sup>th</sup> January and for The Chair, Vice Chair, Cllrs N. Claffey and R. Salisbury to attend.

Resolved: The Clerk would arrange the meeting with Paul Griffiths for the 16<sup>th</sup> January.

#### **(19)06 ISSUES RELATING TO OLDER PEOPLE**

Ffion Morus, Community Agent had only returned to work that day after the Christmas break and as such had not submitted a report, however a full comprehensive report would be available for the second meeting in January. She would also be in attendance for the second meeting.

Resolved: noted.

#### **(19)07 STREET LIGHTING**

##### **Salix Loan**

The Clerk had received notification from Salix that the commitment document sent had not been signed correctly and had forwarded on a paper copy. The Chair signed the document and the Clerk would scan and send it back the following day. As a result of the delay, the proposed LED replacement programme had been delayed slightly.

Resolved: that the Clerk would return the document and ask for works to commence as quickly as possible.

##### **Faults**

Members identified a number of faults for the Clerk to report.

Resolved: That the Clerk would report the faults to the contractor.

#### **(19)08 PLANNING APPLICATIONS**

##### **1. Planning Application P/2018/1031 – Single storey/rear side extension – 3 Bryn-y-Fynnon Road, Pen-y-Cae Wrexham**

Resolved: no observations

#### **(19)09 TO DISCUSS the MUGA – Stage Two Development**

The Clerk had gone through the list of fundraising sources provided by Wicksteed and Sovereign and had identified only one that was appropriate for this project and that was the Big Lottery Grant. It was agreed that the Clerk should begin the application process as

soon as possible. Members suggested that the Clerk seek advice from AVOW, Martin Howarth of WCBC and organisations within Flintshire that may offer assistance.

Resolved: That the Clerk commence funding application processes and seek external advice.

**(19)10 TO DISCUSS the precept payment schedule and tax base for 2019/20**

The Finance Committee had met prior to the meeting and recommended to members that this coming year the council should operate a standstill budget and not ask for a rise in precept. Factors such as the proposed decrease in spending for street lighting and the substantial reserves allowed for this. It was also taken into consideration that WCBC were proposing a 5.5% increase this year. The Vice Chair proposed that the Council operate a standstill budget for 2019/20, members were in agreement.

Resolved: That the Clerk notify WCBC that the Community Council will operate a standstill budget for 2019/20 and will not be requesting a raise in precept.

**(19)11 TO RECEIVE the External Auditors Report**

The Clerk read out to members the recommendations made by Grant Thornton, the external auditor.

1. *Original Documentation – The Council provided original documentation. In future years the council should provide certified copies of all documentation provided.*

The Clerk had provided original, signed copies of minutes where certified documentation had been requested. It was agreed that the Clerk should seek clarification on what was deemed to be certified by Grant Thornton.

2. *The notice of Appointment of Date for the Exercise of Electors Rights commenced on the 15<sup>th</sup> June 2018, this is before the council approved the Accounting statements and Annual Governance statement on the 25<sup>th</sup> June 2018. Regulation stipulates that any rights of objection, inspections questioning of the external auditor may only be exercised within a single period of 20 working days. However due to the approval by council occurring after the commencement date, the Council has not met the requirements.*

The Clerk had advertised the notice as of the 15<sup>th</sup> June as stipulated in the guidance notes from the External Auditor and allowed for extra time after the end of the commencement date to ensure that 20 days had been given. The Council could not approve the accounting statements before this date due to the postponement of the internal audit dates. It was agreed that the Clerk produce a timeline of dates in order to formulate a response to the Auditor.

3. *The minute reference and date of approval of the Accounting Statement and the Annual Governance Statement had been left blank. The Council conformed that these should read (18)315 and 25<sup>th</sup> June 2018.*

The Clerk had confirmed these dates with the Auditor but had not included them on the Annual Governance Statement in error.

4. *High Level of Reserves. We note that the Council holds a high level of reserves, approximately 1.6 times the annual precept for 2017/18. The Council should consider*

*the level of general reserves required and consider taking steps to reduce the level of reserves in future years if necessary.*

Council had already begun to take steps in reducing the amount held in reserves as the MUGA had been fully funded from reserves. The contributions to the School Crossing Patrol and Car Park on Stryt Issa had also been funded from reserves. There was to be no increase in precept for 2019/20.

5. *Risk Assessment. We note that the Council has undertaken a risk assessment, but this has not been updated in the 2017/18 financial year. A risk assessment should be performed at least annually.*

The risk assessment had been deferred to a later meeting last year so that it fell outside of the 2017/18 financial period. It was agreed to place this on the agenda every March.

6. *Section 2 – Accounting Statements*

*Box 4 on the Accounting Statements, Staff Costs is incorrectly stated as 23,838 this should instead read £25,615. The Council should restate the 2018 figure on next year's annual return and write restated beneath the £ sign on the 2018 column*

There had been some dispute over what was considered a staff cost ie the Community Agent expenses as they were paid directly from WCBC and were not taken from the Community Agent budget.

Resolved: It was agreed that the Clerk would correspond with Grant Thornton and seek clarification on the matters raised above.

## **(19)12 GENERAL CORRESPONDENCE**

An email from The Welsh Government with a link to a survey –

<https://www.surveymonkey.co.uk/r/RDPC8ZD> The Welsh government proposed to develop a package of resources for Community and Town Councils to increase their awareness and help increase their use of Welsh. The package would include practical resources and support in the most appropriate format whether online, or in hard copy or delivered in other ways to assist individual Councils to increase their use of Welsh. The Clerk would send out the details to members.

An email Adrian Thomas of Groundwork North Wales who was asking if he could attend a future Community Council meeting to explain how their LEAP ( Local energy advice partnership) project could benefit eligible residents to save money and keep their homes warm and reduce their energy bills. It was agreed to ask the gentleman if a 15 minute time slot was sufficient and if so he could attend the February meeting. It was also suggested that he could work in partnership with the Community Agent in delivering an information event in the village for residents to attend.

An email from Cllr. John Phillips asking the Clerk to contact Streetscene following a complaint made by a resident regarding the footpath leading from Plas Bennion road to Ruabon which had become dangerous due to compacted leaves and mud. The Clerk had sent correspondence to Streetscene asking for the area to be swept but had not received any communication to say that it had been actioned. The Chair asked if the Clerk could follow this up to see if it had been undertaken.

An email was received from One Voice Wales detailing the courses on offer locally for Community Councils. Upon the Chairs suggestion, the Clerk had enquired as to

memberships fees for the year. This year Pen-y-Cae Community Council would be eligible for a discount meaning that the yearly membership cost would be £181.00. The Clerk would send out the training information to members.

The Clerk had received a Notice of Submission of a Local Development Plan to the Welsh Government and Advertisement of Proposed focussed changes – WREXHAM Local Development Plan 2013-2018. WCBC had considered all representations received in relation to deposit LDP and was now preparing focused changes to ensure that LDP was sound. The changes would be subject to a formal 6 week public consultation between Monday 7<sup>th</sup> January and 5pm Monday 18<sup>th</sup> February 2019. The Clerk had set out copies to members by email.

PCSO Tim Edwards had forwarded on an email from Anna Jones at Stiwdio Pen-y-Cae, the new pupil referral site regarding three course Christmas meal for the Elderly in Pen-y-Cae on the 17<sup>th</sup> December. Ms Jones was asking for help in circulating the event. The Clerk had passed on the details to the Community Agent.

A poster advertising the advice surgeries for Susan Elan Jones MP and Ken Kates AM. These would be placed in the noticeboards.

An email from Harris and Aspinall's circus asking for assistance in identifying a space to hold their circus. The Clerk had replied to say that the Community Council did not own any land suitable for the event but would bring it to member's attention. Members had no further suggestions for the site.

A letter from the Pensions Regulator advising of the increase in minimum pension contributions. This would not affect the Community Council as they were already paying the higher rate and were compliant.

A telephone call from a resident who had some suggestions that he wished for the Clerk to submit to members. a) that the council consider submitting minutes in draft form online before ratification to enable members of the public to be present if they wished to discuss the matters when being discussed at full council. Members agreed that there was no requirement for minutes to be published in draft form and were not available to the public before ratification. However going forward when the website was operational members of the public would be able to view the agendas in advance of the meetings and would be able to be present for meetings where items would be discussed if they so wished. b) that email copies of the minutes should be made available to him given the fact that the website was currently not active and that viewing them at the library and the shops was not always practical. It was agreed that email copies of the minutes could be provided upon request on the same day and not before they had been placed in the library and shops. It was also agreed that anyone with a disability could request them in larger print if necessary. c) a request to view the council's Welsh language scheme before it was passed by members in order to provide feedback. The Clerk had advised that no documentation was to be shared with residents before it had been seen by members. Members agreed that as an elected body that no documents would be shared in draft form before being seen by members of the public. It was agreed that the Clerk send the Welsh Language Scheme out to members for discussion at the next meeting.

### **(19)13 MISCELLANEOUS**

Resolved: To note receipt of the following:

1. A Christmas card from Accounting Solutions
2. Several promotional catalogues from Viking Direct detailing offers for stationery.

## **(19)14 ANY OTHER URGENT BUSINESS**

The following issues were raised under the above heading:

1. Cllr. P. Matthews wished to note that at the last Wrexham Town and Community Council Forum meeting the planning applications matter was discussed once more. Community Councils were struggling with viewing the larger applications online. WCBC were offering training on how to use the online system and a review of the service would continue.
2. Cllr. Dr. S. Evans advised that she had received compliments regarding the Christmas Trees again.
3. Cllr. J. Lowe advised that there was to be an event involving a Dementia Bus which would see a roadshow being taken around the County Borough raising awareness of dementia. Cllr. Lowe had requested that the roadshow should come to Rhos and Pen-y-Cae and had identified the Beech Avenue Medical practice as a good venue. A date had been reserved but had not been confirmed. Cllr. Lowe would provide more information when available.
4. Cllr. A. Phillips asked if anyone had been informed of the amount raised in Pen-y-Cae from the Santa run. The Clerk would contact the Llangollen Lions and find out.
5. Cllr. J. Phillips raised the issue of Planning Applications and that sometimes the deadlines for observations lapsed before members would have an opportunity to discuss them at full council. He advised that if anyone had any concerns then they could raise them with the Clerk who would be able to halt the process with the planning department if necessary while the matter was discussed.
6. Cllr. J. Phillips noted that there had been lots of positive feedback following the over 75s Christmas Gifting Scheme with enquiries coming in on how to be added to the list. The Clerk reported that upon delivering the gifts, she and Ffion had discovered a large number of names on the list needed to be removed or updated. It was suggested that work should begin immediately on updating the list.
7. Cllr. J. Phillips asked the Chair if he could pass on the details of the weed killer spraying course.
8. Cllr. J. Phillips asked the Chair if the possibility for an additional light near the bus stop on Poplar Road could be discussed. The Chair asked the Clerk if a quote could be requested.
9. Cllr. J. Phillips advised that dog fouling in the area was a common cause for complaint, in particular around the Pant. The Community Group had previously put up small bag dispensers in the area which unfortunately had been vandalised or stolen. Cllr. Phillips asked the Chair if council would consider funding a more robust and fit for purpose dispenser as part of a programme to tackle the issue in the village as a whole. Members agreed that one dispenser could be purchased for installation on the Pant as a trial and if successful and not damaged this could be replicated in other hot spot areas in the village. The Clerk would order a dispenser as agreed.

## **(19)15 FINANCE**

The finance sub-committee had met prior to the meeting.

The Clerk had prepared budgetary information including an income and expenditure sheet for members detailing the spend to date and anticipated spend until the end of the financial year. From the figures it was anticipated that there would be an underspend of £7235.23 however the cost for the website had not been built into the budgeted figure and there was still an element of unknown costs concerning the access pathway to the MUGA. It was suggested that any underspend from this year's budget could be ring fenced for use towards costs for the Community Centre.

### **Payments**

The following payments were approved for December

102798- Pen-y-Cae Football Club – grass cutting MUGA area	240.00
102799 – EDF Energy – unmetered Supply	2733.84
102800 – HMRC – Tax & NI	722.98