

PEN-Y-CAE COMMUNITY COUNCIL

Minutes of the of the Pen-y-Cae Community Council Meeting held on Monday 25th February 2019.

PRESENT

Chair – Cllr D.A. Thomas

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

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

*Maxine Bithell from Communities for Work for item number 9 on the agenda – To Welcome
Maxine Bithell from Communities for Work*

(19)32 APOLOGIES

Apologies for absence were received from:

Cllr. Mrs J. Jones
Cllr. Mrs. S. Jones
Cllr. R. Salisbury

It was agreed to suspend Standing Orders for items number 9 on the agenda – *To Welcome
Maxine Bithell from Communities for Work*

(19)33 TO WELCOME Maxine Bithell from Communities for Work

The Chair welcomed Maxine Bithell to the meeting and invited her to explain the initiative and how she could assist the community.

Ms Bithell explained that Communities for Work was an initiative set up to enable people to access help through training and job clubs with the aim of providing a route into employment. Drop in sessions were available throughout Wrexham and the nearest one to Pen-y-Cae was held in Rhos. They could help people with anything from providing CSCS accreditation to soft skills courses and provided opportunities for people to up-skill in order to progress in their careers. The initiative was available for anyone over the age of 16 up to retirement age and they worked in liaison with the job centre. They were also able to signpost people to other outside agencies.

The Chair invited questions from members around the table.

Cllr. J. Phillips advised that he applauded such valuable work in communities and asked if a drop in service or courses could be run in Pen-y-Cae due to the Eitha Ward having a large area of deprivation. Ms Bithell advised that she would be more than happy to arrange some services in Pen-y-Cae provided a suitable venue could be found. Members suggested the Football Club, Community Centre and the Church of the Nazarene and advised Ms Bithell to liaise with the Clerk.

Cllr. P. Matthews asked if people were working part time and wanted to access courses to up-skill would this be possible and if they could fund existing courses. Ms Bithell advised that it would be possible; they would look at the feasibility of funding courses based on popularity. Ms Bithell advised that they worked in tandem with Coleg Cambria and other educational bodies so it was certainly a possibility.

Cllr. N. Claffey asked if they had made any links with the Priory College. Ms Bithell advised that they had made some initial contact and they were very interested to get on board. Cllr. Claffey also gave details of a unit in the hospital dealing with mental health and depression where they may be able to make useful links.

Ms Bithell gave out some brochures and posters for distribution.

The Chair thanked Ms Bithell for her information and advised that if she had any further queries regarding setting up initiatives in the community then to liaise with the Clerk.

Resolved: To await further contact from Ms Bithell.

A member of the public, Mrs Hutchison entered the meeting to observe. The Chair advised that as she had not notified the Chair or the Clerk prior to the meeting she could not speak unless invited to do so by the Chair.

19)34DECLARATION OF INTERESTS

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

(19)35MINUTES

Minutes of the meeting held on Monday 28th 2019 copies having previously been circulated, were approved and adopted subject to the following corrections

(19)28 *play areas*

(19)30 *due to time constraints and inclement weather*

Cllr. J. Phillips noted a correction to minute reference **(19)14** 5. They could raise them with the Clerk who would pass them on to the Planning Department

(19)36 MATTERS ARISING from the minutes

1. Overgrown Hedges

The Clerk had sent further correspondence to Ian Bancroft thanking him for dealing with the matter and had advised that the initial reporting of the incident had been carried out in July 2018. There had been no further communication from the department or from Mr Bancroft.

Resolved: noted.

2. Website

The Clerk had been filling the site with content and had met with the Community Agent and provided training to enable her to begin creating some blog content. The Clerk asked for members' permission to ask on social media for anyone who would like their photography displayed on the website to get in touch. Members agreed. There was also an option for members to include a photograph alongside their bio page if they wished to do so. It was agreed that it would be up to members to decide individually if they would like to have their photographs on the website. The user invite links to the Chair still had not worked; the Clerk would need to liaise further with Paul Griffiths to iron out the problems. The Clerk had received quotations for accredited Welsh Translators and would send out details to members in order for them to reach a decision.

Resolved: The Clerk would continue to progress with uploading content and advertise for interest in photographs. The Clerk would send out details of translators to members.

3. **Dog Bag Dispensers**

Following liaison with members via email, the Clerk had placed an order for two units with bags. It was agreed going forward that cheaper bio degradable bags could be sourced elsewhere. There was no confirmation of delivery date as yet and the Clerk would liaise with Wybone, the manufacturer to ascertain a date. Cllr. J. Phillips asked for permission for himself and Cllr. K. Gilpin to install the units and asked members for their thoughts on the locations. It was agreed that one would be placed at the entrance to the Pant on Stryt Issa and one at the end of the footpath leading to the Rec from Hall Street. Cllr. J. Phillips asked members if this exercise could be trialled as a pilot scheme and if they proved to be successful in reducing the amount of dog waste then would they consider installing more units in the community. Members agreed to monitor the situation.

Resolved: That the Clerk would ascertain the date for delivery of the units.

4. **Weed Spraying Course**

The Chair advised that he had been in contact with Gemma Rose but unfortunately no further dates had been identified for training as yet.

Resolved: To await further communication.

5. **Welsh Language Scheme**

Cllr. P. Matthews had provided members with a copy of the Home Start Welsh Language Policy. Cllr. Matthews offered to write a scheme using the Home Start one as a model and prepare it for members to review.

Resolved: To await the revised scheme from Cllr. Matthews.

6. **Fly Tipping on Coed-y-Nant**

The Clerk had reported the fly tipping to Clwyd Alyn Housing Association and had received a response from Alison Douglas at Clwyd Alyn to say that she had been out and inspected the site but that there was no evidence to suggest that it came from the tenants of the properties bordering the area. Cllr. J. Phillips requested that the Clerk should raise the matter with the enforcement team at WCBC and ask Ms Douglas if she would be prepared to meet with him and Cllr. J. Lowe on site to discuss the matter further.

Resolved: That the Clerk report the matter to WCBC enforcement and to arrange a site meeting with Alison Douglas.

7. **FCC Meeting**

Cllr. Dr. S. Evans had attended the FCC Community Liaison Meeting held at the Wrexham Recycling Park on the 4th February. Cllr. Dr. Evans gave out handouts to members with the details of the presentation and explained about the various operations carried out over the three recycling centres within Wrexham. Cllr. Dr. Evans also gave details about the re-use shop in partnership with Nightingale House based at the Bryn Lane Recycling centre where items donated or left at the skip which could be repurposed were sold on for donations to charity. Cllr. Dr. Evans also advised that FCC had facilities for groups to visit such as schools or scout groups for educational purposes.

Resolved: Noted.

8. Disabled Access on the Pant

The Clerk had requested further updates from Paula Parry at WCBC on the disabled access issue at the Pant and had been copied into an email explaining that it had been passed to Aled Pugh Jones in the Assets team and that he would provide an update in due course. No update had been received to date. Cllr. J. Phillips asked the Clerk to contact Mr Pugh Jones and to copy in Steve Bayley, Denise Garland and Paula Parry to request an urgent update.

Resolved: That the Clerk would once again request an update on the matter.

9. Plas Bennion Road Surface

The Clerk had contacted Streetscene regarding the condition of the road surface at Plas Bennion and Copperas Hill and had asked if there were any planned improvements to be made in these areas in the near future. The Clerk had not received a reply but Cllr. J. Lowe advised that some of the potholes had been filled as a temporary measure.

Resolved: Noted.

(19)37 POLICE MATTERS

Reported Crimes

PCSO Rebecca Roberts had provided the Clerk with the following crime figures for the period 28th January 2019 to 25th February 2019.

Theft – 3

Domestics – 6

Antisocial Behaviour – 1 personal 1- nuisance (children playing on garages)

PCSO Rebecca Roberts had included new contact details for PCSOs dealing with the Rhos, Ponciau, Johnstown and Pen-y-Cae areas, the Clerk was asked to send these out to members.

Resolved: Noted

Letters from Inspector Steve Owens

The Clerk had received communication from Inspector Steve Owens following the changes made within NWP concerning the allocation of PCSOs in the communities and their reduction in PCSO numbers falling from 32 to 23. To help with managing the reduction, this meant that Officers working from the same Police Station would share the responsibility of managing a number of adjoining wards, which would provide a better consistency of cover to those requiring that level of service. This would remove the delay in waiting for the ward-based PCSO to make contact when they are on their rest days or other abstraction. A new "Station based" email address would be established that would allow for all officers to receive a message relevant to their area of responsibility and even if a particular officer is off duty you could still communicate with a colleague covering that area. At the bottom of the letter a table was provided which gave details of the stations serving each community and their respective contact information.

Resolved: That the Clerk would share the contact information with members

The Clerk had also received a letter from Inspector Steve Owens informing of burglaries involving elderly residents. The letter highlighted a particular crime trend in communities where older residents were being targeted and it offered some practical advice to be

shared. The Clerk passed the information to the Community Agent for her to share it with clients. The Community Agent had also shared it on her social Media Platforms. The Chair asked the Clerk to write back to Inspector Owens and ask him to revisit the terminology used as 'elderly residents' was incorrect. There were plenty of older residents who would not be classed as elderly but were as equally vulnerable.

Resolved: That the Clerk would contact Inspector Owens regarding the terminology used in the letter

Matters Raised by Members

Cllr. J. Phillips advised that since these changes had been implemented he had seen a Police presence in the village on only one occasion. Comments had been made on the matter and residents were raising their concerns. Cllr. J Phillips advised that Pen-y-Cae should receive an equal representation from the Police as any other areas within Wrexham and asked the Clerk to clarify who would be attending future meetings and how often.

Cllr. Davies advised that residents had voiced similar concerns to her over the lack of Police visibility in the village

Resolved: That the Clerk ask for clarification regarding future attendance at meetings.

(19)38 ISSUES RELATING TO OLDER PEOPLE

Ffion Morus, Community Agent had submitted her report to members prior to the meeting. Ffion had given details of her visits during the month and various courses and meetings she had attended. Ffion advised that following a request from a client for a cleaner she had been able to compile a list of registered cleaning companies who she could pass on to the client. She would work on this list and keep it for future use; this could be extended for any services relevant to clients. Ffion had made progress in uploading information to the new website and had created a blog post regarding a falls prevention course she had attended. Cllr. J. Phillips advised that he had asked for Ffion's help with a matter and he was impressed with the efficient and speedy manner in which she had dealt with it.

The Finance Committee had met prior to the meeting and had discussed the letter from Adult Social Care which asked for the agreement of an extension to the Community Agent Scheme for a further 12 month period. The finance committee proposed that members accept the extension and continued to employ the community agent for a further 12 month period. All members were in favour. The funding was increased this year due to a proposed pay rise effective from 1st April 2019 to £8.75 per hour in line with the living wage. The Chair asked members if they were still happy to agree to this in line with their decision to support Ruabon Community Council's decision to offer the living wage to all employees. Members were all in agreement.

The Clerk had met with Ffion and Helen Belton, Clerk to Ruabon and had discussed introducing appraisals for Ffion's development. Helen advised that she had some paperwork that she could share with the Clerk and they would discuss this further. Helen had also asked if it was a good use of Ffion's time to be present at meetings on a bi-monthly basis as she prepared monthly reports for members. The Chair advised that it was important that Ffion attend meetings and interact with members on a personal level so that she was included in discussions.

The Clerk read out a letter from Robert Loudon which contained the draft strategy for Community Agents. The Chair asked the Clerk to share the document with members.

Resolved: That the Clerk would send back the paperwork agreeing to the extension of the Community Agent Contract and arrange the pay rise with payroll.
That the Clerk would share the draft strategy for Community Agents with members.

(19)39 STREET LIGHTING

LED Replacement Programme

The conversions in the village were almost complete. There were a small number of lights outstanding completion but factors beyond the control of the contractor meant that applications to Scottish Power had to be made for new DNO cut outs in places. Cllr. G. Edwards was working with the contractor to compile a list of what was outstanding and to try and establish a time frame for full completion.

Resolved: To await progress on the replacement programme.

Quotation request

The Clerk had chased the contractor for the quotations requested for a new light to be installed on Poplar Road and electricity points to be installed at the War Memorial Gardens. The contractor had not provided them as yet but the Clerk would continue chasing them up.

Resolved: That the Clerk would ask for an update as soon as possible on the quotations.

Faults.

Cllr. J. Phillips asked regarding the lamp next to the traffic lights on Pant Hill and advised that it needed to be brighter. Cllr. G. Edwards advised that it needed a manual transfer; this would be an issue to discuss with the contractor.

Cllr. Dr. Evans advised that the flood lights at the Rec were not working.

Resolved: That the Clerk would report the fault as instructed.

Plas Bennion

The Clerk had written to both Cefn and Ruabon Community Councils asking them to consider additional lighting along Plas Bennion but had not yet received a reply. Cllr. J. Lowe advised that it had been placed on the agenda for discussion at Ruabon for their forthcoming meeting.

Resolved: to await communication from Ruabon and Cefn Community Councils.

(19)40 PLANNING APPLICATIONS

1. Planning Application P/2019/0070 – Use of part of the kitchen area for the operation of artificial flower arrangement business 31 Delfryn Pen-y-Cae.

Resolved: no observations

2. Planning Application P/2019/0128 – Removal of condition no. 8 imposed under planning permission P/2015/0136 regarding discharge or connection to the public

sewerage system of land drainage run off and surface water and the drainage of foul and surface water land adjacent to Hawthorn View Pen-y-Cae Wrexham

Resolved: no observations

(19)41 TO DISCUSS the MUGA – Stage Two Development

The Working Party for the MUGA had met on 6th February and discussed how to move progress on obtaining funding for the project. It was agreed by the group that further consultation with the parents and young people of Pen-y-Cae must be carried out and the Clerk had made some initial contact with Alex Drury of the Wrexham Youth Partnership to ask if they could assist with delivery of a consultation. There had been no response to the request as yet. Cllr. Phillips advised that the Football Club were keen to organise a live music event as a joint fundraiser and asked if members were in favour of organising a meeting with the board members to look at taking the idea forward. Members were in agreement.

A new list of potential funding sources had been identified but as the Clerk had explored them in more detail they were unsuitable as they would either not fund projects to local authorities or applications were only accepted from registered charities. The Clerk had spoken with Dewi Smith of WCVA and he had identified some further funding sources. The Clerk had identified two further options, the landfill tax scheme but there was no information on when the dates for the second round of applications would be accepted. The second source was The Welsh Government Community Facilities Programme/capital funds scheme. The maximum funding allocated would be £250,000. The focus of the programme was on increasing opportunity, creating prosperity for all and developing resilient communities where people are engaged and empowered. All applicants would be expected to work with partners which could come from the public, private or the third sectors. Priority will be given to applications from former Communities First cluster areas but applications from other areas were also welcome.

The Clerk informed members of an incident that has occurred over the weekend concerning a lady who had reported that her dog was injured following a visit to the MUGA. The lady advised that the dog had to be taken to the vets and emergency treatment for chemical burns had been administered. The Clerk had contacted the Police and Fire Brigade following the report. The Police and the Football Club viewed the CCTV footage and there was no evidence of anyone dumping any chemicals in the vicinity. The Fire Brigade attended and flushed the area thoroughly as a precautionary measure. As a follow up, the Clerk had contacted the contaminated land officer at WCBC to carry out an assessment of the area to see if there were any concerns over the safety of the area and if it should be accessed by the public. The Clerk was assured by the officer at WCBC that she had spoken with the Fire Brigade and that the area was fine and not considered a danger. However she would inspect the site and prepare a more in depth analysis of the situation.

Resolved: That the Clerk arrange a meeting with the Football Club to discuss the possibility of organising an event.
That the Clerk await communications regarding consultations.

(19)42 TO DISCUSS Grants and Donations

Cllr. G. Edwards declared interest in this item as he was a member of St Thomas' Church. The Finance Committee met prior to the meeting and considered the grant applications submitted. As per the £500 allocated in the budget for grants and donations, the recommendation from the Finance Committee was as follows

That £100 each be donated to Capel Salem and St Thomas' towards the maintenance of the cemeteries

That £25 each be donated to the Llangollen International Eisteddfod and the Air Ambulance

That £50 each be donated to Funky Milkshakes, The Community De Fib fund, the North Wales Miners Trust, Pen-y-Cae Scout Group and to Dynamic (centre for young people with disabilities)

All members were in agreement with the recommendation.

Resolved: That the Clerk would arrange for the donations to be made.

(19)43 TO DISCUSS Planting of the War Memorial Gardens

The Chair asked members for their agreement to place this item for discussion on the March Agenda. All members were in favour

Resolved: That the item be placed on the agenda for discussion at the March meeting,

(19)44 TO REVIEW the SLA for maintenance and inspection of the Play Areas

The Clerk had provided members with a copy of the current SLA for the maintenance and inspection of the Play Areas. The SLA gave a breakdown of costs per area per annum as follows

Play area inspection once a month - £218.30 per annum per site

Annual external safety inspection- (this may vary according to the tender price for all the inspections across the County Borough). £50

Grass Cutting of the sites (4 cuts a year)- £163.20

Litter clearance, weekly basis - £687.50 per annum per site

Total £3357 +VAT for a total of 3 sites.

Members asked the Clerk to ascertain if the litter picking element could be reduced to fortnightly and to ask what would the cost implications be to add the MUGA into the agreement. The Clerk would also seek out competitive quotes from other agencies for maintenance and inspection.

Members also asked for clarification on the grass cutting as the charge was the same or all three sites despite the grassed areas variance in size.

Resolved: To await further information.

(19)45 GENERAL CORRESPONDENCE

The Citizens Advice Bureau Annual Report had been received. The Clerk would send this out to members.

A letter from One Voice Wales with details of reduced membership rates. This would be discussed at the AGM under annual subscriptions.

An email with attached poster from Friends of Rossett and Burton Village Hall with details of a folk dance Ceilidh being held on 6th April 2019. These would be displayed on the noticeboard.

A letter from Sue Wyn Jones at WCBC concerning bilingual signage. The letter was asking for communities to report any signage in their areas that were erected after the Welsh Language Standards were introduced on the 30th March 2016. The letter gave details on

how to create an account on the online portal and a link to notify WCBC of any non-compliant signage. The Clerk would send the email out to members.

(19)46 MISCELLANEOUS

Resolved: To note receipt of the following:

1. Promotional brochures from Viking Direct giving details of stationery offers.
2. An invitation to a charity Concert at the Cathedral in Bangor on the 8th March, hosted by the NW Police and Crime Commissioner Arfon Jones.

(19)47 ANY OTHER URGENT BUSINESS

The following issues were raised under the above heading:

1. Cllr. K. Gilpin advised that he had spoken with the staff at Stiwdio Pen-y-Cae and asked if the pupils would like to be given the task of painting the planters in the village. The Headmaster had given authorisation for this so Cllr. Gilpin asked members if they would give permission for this to go ahead. All members were in favour.
2. The Chair asked the Clerk to write to the Director of Education asking him to consider removing the words Pupil Referral Unit from the sign outside the school as it was labelling the pupils.
3. Cllr. J. Phillips asked if Highways could be approached to undertake a speed survey on Stryt Issa following a number of complaints from residents. The Clerk would contact Darren Green and ask for this to be carried out.
4. Cllr. J. Phillips asked members if they would consider installing the interactive speeding signs similar to the ones erected in Rhos. The Clerk was asked to contact Graham Lloyd of WCBC and ask for his advice on the signs.
5. Cllr. J. Phillips advised that one of the louvres on the traffic lights on Pant Hill had been removed and asked the Clerk to report this to WCBC.
6. The Chair advised that he was concerned about inconsiderate drivers on Plas Bennion and had witnessed drivers speeding and cutting corners.

The Chair asked Mrs Hutchinson to leave the meeting as members were about to discuss the Clerks Salary and working hours. Mrs Hutchinson thanked the Chair and Members and advised that it had been a very informative meeting. Mrs Hutchinson added that she was very proud to be a resident of Pen-y-Cae and appreciated the efforts of the members and their work. Following this she left the meeting.

The Chair also asked the Clerk to leave the room whilst her salary and working hours were discussed.

The Clerk had prepared costings for the Chair to share with members on the financial implications of moving her contracted hours from 17 to 25 per week. The Clerk had also been asked to provide costings based on the incremental pay rise points since the last pay rise. Members agreed to raise the Clerks hours to 25 hours per week and to increase the hourly rate in line with the salary scale. The Clerk was asked to re-enter the meeting and informed of the decision. The Clerk would inform payroll and ask them to work out the tax and pension payments.

(19)48 FINANCE

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

Payments

The following payments were approved for February

102804 – Jessica Joseph (Paul Griffiths) – Website	£2750.00
Bank Transfer – Salary	872.29
Bank Transfer - Postage	2.68
Bank Transfer – Salary	950.90
Bank Transfer – Mileage	45.63