

PEN-Y-CAE COMMUNITY COUNCIL

COVID-19

Minutes of the Annual General Meeting held on Monday 7th September 2020

PRESENT

Cllr. C. Davies
Cllr. P. Matthews
Cllr. J. Lowe
Cllr. K. Gilpin
Cllr. A Tynan

Cllr. Dr S.E. Evans
Cllr. A. Phillips
Cllr K. Phillips
Cllr. J.C. Phillips
Cllr. J. Jones

(20)67 APOLOGIES

Apologies for absence were received from:

Cllr. S. Jones
Cllr. G. Edwards
Cllr. P. Davies

(20)68 ELECTION OF CHAIR

Resolved: That Cllr. A. Phillips be elected to serve as Chair of the Pen-y-Cae Community Council for the year 2020-2021

(20)69 ELECTION OF VICE CHAIR

Resolved: That Cllr. Dr S. Evans be elected to serve as Vice Chair of the Pen-y-Cae Community Council for the year 2020-2021

Cllr. A. Phillips then took the Chair for the remainder of the meeting.

(20)70 APPOINTMENT OF SCHOOL GOVENORS

As School Governors were appointed on a four year basis it was

Resolved: That Cllr. Mrs P Matthews continue to serve as the representative of Pen-y-Cae Community Council on the Board of Governors of Pen-y-Cae Schools until 2023.

That Cllr. Mrs S.E. Evans continue to serve as the representative of the Pen-y-Cae Community Council on the Board of Governors of Ysgol y Grango, Rhos until 2023

That Cllr. G Edwards continue to serve as the representative of the Pen-y-Cae Community Council on the Board of Governors of Ysgol Rhiwabon until 2023.

(20)71 STATUTORY AND STANDING COMMITTEES

Resolved: That the following members be nominated to serve as representatives of the Pen-y-Cae Community Council on the following bodies for the year 2020-2021

Pen-y-Cae Community Centre Management Committee

Cllr. G. Edwards

Rhos and District Royal British Legion

The Clerk to Act as contact.

Ruabon United Charities/Sick Poor Fund

Cllr. Mrs J. Lowe advised that her term was coming to an end but was happy to be re-elected if nobody else wished to step in. It was agreed that Cllr. Lowe should continue to serve on this committee.

Pen-y-Cae Scout Group Management Committee

Cllr. Mrs J. Lowe, and Cllr. K. Gilpin

Stiwt's Arts Trust Board

The Clerk had received a letter from Rhos Community Council advising that Cllr. Michael Edwards had been nominated to serve as the representative on the Stiwt's Arts Trust Board.

Wrexham Town & Community Council Forum

Cllrs. Mrs P. Matthews, Dr S.E. Evans

Pen-y-Cae Luncheon Club

Cllr. G. Edwards

Finance Sub-Committee

Chair, Vice Chair (who will be chair of this sub-committee) Cllrs. Mrs P. Matthews, Miss P. Davies, Mrs C. Davies, Dr S.E. Evans, A Thomas, K. Gilpin, J. Phillips, A. Phillips A. Tynan

Planning Sub-Committee

All members to receive copies of all planning applications received for consideration.

Forward Planning & Development Sub-Committee

All members to serve on this committee

Footpaths Sub-Committee

All members to serve on this committee

Youth Sub-Committee

Chair, Vice Chair, Cllrs. J. Phillips, Mrs C Davies, Mrs J. Lowe, Mrs P. Matthews, Miss P. Davies, Mrs S. Jones, Mr N. Claffey.A. Tynan

Older People Sub-Committee

Chair, Vice Chair, G. Edwards, Mrs C. Davies, Mrs J. Lowe, Mrs P. Matthews, J. Phillips, Mrs J. Jones

Standards Committee – WCBC

Cllr. G Edwards.

Pen-y-Cae Community Group

Cllrs. Mrs P. Matthews, K. Gilpin, J. Phillips, A. Phillips,

AVOW

Cllr. G. Edwards

Discipline Committee

Vice Chair (who will be Chair of this committee), Cllr. S. Jones, Cllr. G. Edwards

Appeals Committee

Cllrs. J. Phillips, A. Phillips and Dr S.E. Evans

Street Lighting Sub-Committee

Cllrs. G. Edwards, J. Phillips, K. Gilpin

MUGA Working Party

Cllr. J. Phillips, Cllr. P. Davies, Cllr. K. Gilpin, Cllr. G. Edwards, Cllr. R. Salisbury,
Cllr. A. Phillips Cllr A. Tynan, Cllr. K. Phillips

(20)72 PAYMENT OF ANNUAL SUBSCRIPTIONS

Resolved: To approve payment of subscriptions to the following bodies for the year 2020-2021

Zurich Municipal Insurance Company

AVOW

One Voice Wales

ICO – data protection.

(20)73 MEMBERS ATTENDANCE RECORD

Copies of Members Attendance Record for the year 2019-2020 had previously circulated.

Resolved: That the Clerk should add a note to say which members had left and to include Cllr Kelly Phillips in the record so that it could be accepted as a true record.

(20)74 INCOME AND EXPENDITURE ACCOUNT

Copies of the income and expenditure account for the year 2019-2020 had previously been circulated to members.

Resolved: That the members accept this as an accurate document of the balance of the accounts

(20)75 MAINTENANCE OF WAR MEMORIAL GARDEN

The members of the War Memorial Garden working party had still not met to discuss the specification. The members had cast their votes and decided on the stones required. Cllr. K. Gilpin would order the stones to be delivered directly to the garden upon an agreed date. It was agreed that the working party would meet on Tuesday 15th September at 7pm at the community centre to arrange a date when the stones could be put down and to further discussions on the specification.

Resolved: to await the outcome of the meeting .

(20)75 DECLARATION OF INTERESTS

Cllr. J. Phillips wished to declare interest in item number 15 – Planning Applications

(20)75 MINUTES

Minutes of the meeting held on Monday 27th July 2020 copies having previously been circulated, were approved and adopted

(20)75 MATTERS ARISING from the minutes

1. Interactive Speed Signs

There had been no further update from MEGA regarding the installation of the signs. Cllr. J. Phillips advised that he was extremely disappointed in the level of service as the matter had been dragging on for some time. Cllr. Phillips asked the Clerk to contact MEGA and convey the message that the timescale for this operation was unacceptable and that members wished to see a resolution to the matter as soon as possible.

Resolved: That the Clerk would contact MEGA and note members dissatisfaction with the level of service.

2. Paths and Trees on the Rec

The Clerk had not heard back from Sion Roberts regarding the path leading from Maes y Nant. Cllr. Dr S Evans would check to see if this had been cleared and liaise with the clerk for follow up if necessary.

Resolved: That the Clerk would await an update from Cllr. Dr S Evans

3. Solar Light on Poplar Road

Costs had not been received for the exact cost of the solar lantern. The Clerk was asked to contact Snapfast urgently to move the matter forward.

Resolved: That the full costs to keep the lantern following its trial would be sought.

4. Maintenance Contract for the leased area of the MUGA

The Clerk was still waiting for confirmation from WCBC that they could add the grass cutting to the schedule. The Clerk had chased this several times with Carla Hughes but she was awaiting a response from the Streetscene team. It was suggested that the Clerk chase the matter with Craig Youens or Nicky Ellis.

Resolved: That the Clerk would liaise with Nicky Ellis or Craig Youens.

5. Speed survey on Church Street

The Clerk had still not received the information on costing for the speed survey from Graham Lloyd despite several emails chasing for the information. It was suggested that the Clerk contact Kerry Williams at WCBC and note the disappointment over lack of response from Graham.

Resolved: That the Clerk would escalate the matter to Kerry Williams

(20)78 POLICE MATTERS

Meeting request

There had been no meeting arranged with Sgt Dewberry as yet as his work schedule did not allow for evening meetings. It was suggested that a late afternoon time of around 3.30pm or 4pm be offered to Sgt Dewberry instead

Resolved: That the Clerk should try and arrange a late afternoon meeting

Drugs issues

A members of the public had contacted the Clerk for advice as he had been noting suspicious activity near the Rec and had taken down number plates of vehicles along with times and descriptions of the individuals. The gentleman had passed these details to NWP via 101 but had not received any updates on the matter and was continuing to gather the information. The Clerk had advised the gentleman to carry on giving the information to the Police. Members agreed that if the gentleman concerned called again and wanted to speak with someone further then the Clerk should pass him onto the local members.

Resolved: Noted

(20)79 ISSUES RELATING TO OLDER PEOPLE

After re-advertising the post, members had successfully recruited a new temporary agent by the name of Rachael Hughes. The Clerk had met with Rachael and handed over the equipment and had undergone a brief induction. The Clerk was still awaiting some information from WCBC regarding DBS checking and training but Rachael was very keen to get started. Rachael had given her apologies for not attending the meeting that evening but had some family issues to attend to. She was looking forward to meeting members in due course.

Resolved: Noted.

(20)80 STREET LIGHTING

Cllr. J. Phillips noted a light that had been out on Mill Lane for some time. The Clerk advised that this light had been reported to MEGA. Cllr. Phillips asked the Clerk to ascertain why it had not yet been actioned. Cllr. Phillips also voiced concerns over the level of service being received and advised that it was unacceptable to wait for faults to be actioned. It was suggested that there could be a traffic light system devised to track performance management in dealing with fault reports. The Clerk advised that under the current contract the contractor was not obliged to inform councils of every visit made to faults and that they would only be in contact if there was further investigation needed such as mains faults that would need to be logged with Scottish Power. The Clerk noted that previously MEGA had an online reporting system that would send out real-time receipts via email once an engineer had been out to look at a light however since Lockdown this had not been in place. The Clerk would chase this up with MEGA and enquire as to why this was no longer in operation. Cllr, J. Phillis also asked the Clerk to follow up the lamps that

had still not been changed over to LED as the columns had been inaccessible to the contractor.

Resolved: That the Clerk would chase up correspondence with the occupiers of the properties in Trofryn and Mill Lane for the columns that could not be accessed
That the Clerk would investigate the faults.

(20)81 PLANNING APPLICATIONS

APPLICATION NO – P/2020/0483 – APPLICATION FOR WORKS TO TREES PROTECTED BY TREE PRESERVATION ORDER – BROOKSIDE COTTAGE POPLAR ROAD PENYCAE WREXHAM

Resolved: No observations

APPLICATION NO – P/2020/0398- FIRST FLOOR EXTENSION WITH SINGLE STOREY WRAP AROUND EXTENSION TO GROUND FLOOR – ASH GROVE AFONEITHA ROAD PENYCAE WREXHAM

Resolved: No observations

(20)82 TO APPROVE The Internal Auditor's report

The conclusion of the internal auditor's report read that on the basis of the internal audit work carried out, in their view the council's system of internal controls was in place, adequate for the purpose intended and effective, subject to the issues reported in the plan. The issues raised were documented as follows

1. The standing orders state that tenders must be obtained for contracts in excess of £500 – we have not seen evidence for the LED contract that three tenders have been obtained

The Clerk advised that the tender documents were sent over to the auditor the previous year as that was when the tender was awarded.

2. Staff Costs on the annual return is incorrect. Payroll returns showed that total pay, pension and HMRC was £34168

The Clerk had asked for clarification on this point as the figures were directly obtained from the payroll returns.

3. The purchase of a laptop has not been included in the register. The Council have also purchased interactive speed signs and LED Lighting which have not been added to the register. We note that these were paid for in March 2020 so installation may not be completed by 31.03.2020

The Clerk would add the laptop to the register and to the insurance policy and enquire regarding the street lighting.

4. We have not seen evidence that the Clerk has a contract of employment with the Council. – The Council must ensure that the Clerk has a contract of employment.

The Clerk advised that before he left, Alyn Thomas had been working on this.

5. The General Reserves are in excess of 12 months precept. The only ear-marked reserves that we could identify were £18838 of funds being held for MUGA development.

It was agreed that the finance committee should meet and look at the reserves and ring fence funds appropriately. It was agreed that the finance committee would meet on the 15th October at 7pm to discuss this.

Resolved: That members accepted the internal auditors report and the Chair signed the Annual Governance Statement along with the Clerk.
That members follow up on the recommendations made by the auditor.

(20)82 TO VOTE BY CO-OPTION for the vacant seat in the Groes Ward

The Clerk had only received one application for the vacancy in the Groes Ward from a Miss Hannah Davies. Members all voted to accept the application. The Clerk would inform the electoral division and contact Miss Davies to inform her.

Resolved: That members voted to accept the application to fill the vacancy in the Groes Ward from Miss Hannah Davies.

(20)83 GENERAL CORRESPONDENCE

General correspondence received from 23rd June – 27th July 2020

Plans were received for proposed traffic regulations restrictions proposed for Afoneitha Estate from Joe Giles at WCBC. It was agreed that all members were in support of this

COVID risk assessment guidelines for reopening community buildings, it was advised that they would be passed onto the Management Committee.

The Clerk had received an email from a resident concerning a broken drain on Chapel Street. The Clerk had forwarded on the query to WCBC to assist

The training programme for OVW training courses had been sent. Members gave the Clerk permission to attend the Understanding the Law module

WCBC off-street parking places consolidation orders 2020 had been sent through, the Clerk would email these out to members

OVW Community and Town Councils Best Practice guide – Community Engagement – the Clerk would email out to members

(20)84 MISCELLANEOUS

Resolved: To note receipt of the following:

1. We Are The Cae festival minutes
2. A press release regarding Simon Baynes MP congratulating Rhos Rugby on their volunteering work during lockdown.
3. Newsletter from Communities For Work

(20)85 ANY OTHER URGENT BUSINESS

Cllr. K. Gilpin had been approached by members of the community to ask if the bench that was being installed in Plas Bennion could have a memorial plaque placed on it in memory of Larrie Beattie who had recently passed. Cllr. J. Lowe advised that this could not be done by the council as it was purchased with public funds. Any memorial benches to be dedicated must be done so by families and at their own cost given the relevant permissions had been sought.

Cllr. J. Phillips advised that the trees along Plas Bennion Road alongside the solar farm and up towards the junction were in need of cutting back. Cllr. J. Lowe had previously given the Clerk the details for the landowner and he had been contacted during the lockdown period to say that they had already been done. The Clerk would contact him once again to ask him to action the hedges.

Cllr. J. Phillips asked the Clerk to contact Alyn Thomas regarding comments raised regarding soil sampling at the old BMX land and to ascertain whether records were kept of this.

Cllr. J. Phillips asked if there had been any reported figures from the CAB as he was aware that they were unable to see people face to face at present but was interested to see how people had been supported over lockdown. The Clerk would contact the CAB to ask for the figures.

Cllr. J. Phillips advised that there had been reports of antisocial behaviour coming from the youths who frequented the youth shelter near to the MUGA. There was also an increasing amount of litter and drug paraphernalia found in the area and the bin recently placed there was being repeatedly vandalised. Cllr. J. Phillips asked members if they would support having the shelter moved at all and possibly offered to the school. Members were in support of this. The Clerk would enquire if the school would accept the structure.

Cllr. C. Davies asked if the issue with the encroachment on the BMX land could be readdressed. The Clerk would check back through the notes and pick up the enquiry once again.

(20)86 FINANCE

Payments

The following payments were approved for July, August and September

102901– AJI Accounting - Payroll	£40.35
102902 – JDH Business Services – internal audit	£271.68
102903 – HMRC Tax & NI	£1182.46
102904 – WCBC – removal of flytip	£53.40
102905 – EDF Energy – unmetered supply	£686.35
102906 – MEGA electrical – maintenance	£323.04
102907 – WCBC – Maintenance playgrounds	£2637.30
102908 – Hafren Dyfrdwy – water supply WMG Garden	£14.84

Bank Transfer – Salary, postage
Bank Transfer – Salary

£1276.40
£1054.85