

**PEN-Y-CAE COMMUNITY COUNCIL**

**COVID-19**

Minutes of the Penycae Community Council Meeting held on Monday 28<sup>th</sup> June 2021

**PRESENT**

**Chair – Cllr. Dr S. Evans**

Cllr. P. Matthews  
Cllr. G. Edwards  
Cllr. K. Gilpin  
Cllr. J. Jones

Cllr. A. Phillips  
Cllr. A Tynan  
Cllr. J.C. Phillips  
Cllr. K. Phillips

**(21)91 APOLOGIES**

Apologies for absence were received from:

Cllr. S. Jones  
Cllr. J. Lowe  
Cllr. P. Davies  
Cllr C. Davies  
Cllr. H. Davies

**(21)92 DECLARATION OF INTERESTS**

There were no declarations of interest from members present

**(21)93 MINUTES**

Minutes of the meeting held on Monday 24<sup>th</sup> May copies having previously been circulated, were approved and adopted subject to the following corrections

(21) 74 Cllr. Dr. S Evans

(21) 82 means of community resolution

(21) 82 remove semicolon from last paragraph

**(21)94 MATTERS ARISING from the minutes**

**1. Bench for Plas Bennion**

The bench had been installed and completed. Cllr. K. Gilpin passed around photos to members.

Resolved:           Noted

**2. Request for Grit Bin**

There had still been no response to the request for grit bins. Cllr. J. Phillips asked the clerk to contact streetscene once again and to copy in Kerry Williams, once again in order to resolve the matter.

Resolved: That the Clerk contact Streetscene once again.

**3. Old BMX Land**

There had been no further update on the land and members were keen to address the transfer of deed of dedication issue once more. The Clerk advised that there had still been no response from Nicholas Adamson at WCBC regarding the permissions needed from them in signing the lease. It was agreed that the Clerk should forward the correspondence to Nicholas once more and copy in Steve Bayley to move things forward. It was also suggested that the Clerk contact Places for Nature and ascertain if the council could reapply for the funding for the community food growing project.

Resolved: That the Clerk liaise with WCBC and Places for Nature regarding the transfer of deed of dedication and funding for the community food growing project.

**4. CCTV**

The Clerk had contacted Darren from MFS Systems who had advised that he was happy to attend a meeting via zoom or in person and would like some suggestions for suitable dates. Members suggested that 7<sup>th</sup> July at 7pm in the Community Centre would be convenient and asked the Clerk to arrange this.

Resolved: That the Clerk would arrange the meeting.

**5. Road in Trefechan Complaint**

Cllr. J. Lowe had forwarded the Clerk a response from Darren Williams at WCBC advising that they would send someone out to inspect the road surface.

Resolved: Noted

**6. Cemetery at Groes Chapel**

Members noted that the grass had now been cut but it was agreed to monitor the state of the cemetery going forward.

Resolved: Noted.

**(21)95 POLICE MATTERS**

A report had been sent out to members from the local PCSOs detailing crime figures and updates for Rhos, Penycae, Ponciau and Johnstown.

**Crime Figures**

• **Crime Trends/Emerging issues**

**ARSON-**

Rhos/Ponciau - None

Johnstown – None

Penycae - None

• **CRIMINAL DAMAGE**

Rhos/Ponciau – 6 – 4 x damage to vehicles, 1 police vehicle. 2 x damage to property.

Johsntown - 1 – Damage to vehicle  
Penycae - 1 – damage to vehicle

- **BURG DWELLING**

Rhos /Ponciau – None

Johnstown – None

Penycae - None

- **THEFT**

Rhos/Ponciau – 1 – theft of parcel.

Johnstown – 2 – theft from vehicle

Penycae - None

- **Drugs**

Rhos/Ponciau – 4 – positive stop search

Johnstown -1- positive stop search

Penycae – 1 – package found

- **PATROLS**

Ponciau Banks

Fenant Road-Traveller Site

Johnstown – regular patrols of areas where ASB has been highlighted

Penycae- reports of gas canisters, and syringes found.

Rhos – Rhos Library , reports of youths and Criminal Damage.

### **Matters Raised by Members**

Cllr. J. Phillips had shared an email from PCSO Purdy Jones asking members to consider purchasing a speed gun which would enable the PCSOs to carry out more regular speed ops in the community. It was agreed to firstly establish whether the speed gun would be used solely within Penycae, and secondly, how often it would be used.

Resolved:                    That the Clerk would speak with Purdy and find out where and how often the speed gun would be used.

### **(21)96 ISSUES RELATING TO OLDER PEOPLE**

Rachael's report had been circulated to members prior to the meeting.

Rachael had given details of her activities for the month which had included delivering 400 leaflets to schools and local businesses. Rachael also advised that she had been dealing with issues for customers such as carers allowance, mobility, independence, food Parcel queries, bereavement, mental health issues and counselling.

The Clerk also advised members that Rachael had handed in her notice that day as she had been offered another position. Members were very sad to hear this but wished Rachael all the best in her new job. It was agreed to advertise the vacancy as soon as possible with a turnaround time of a week to enable a handover between Rachael and the new agent. Cllrs J Phillips, J. Jones and G. Edwards volunteered to sit on the interviewing panel.

Resolved:                    That the Clerk would advertise the community agent post as soon as possible

**(21)97 STREETLIGHTING**

**New Light at Tainant**

The light had still not been installed and despite attempts to chase the matter up there still had been no progress. It was agreed to try and contact Scottish Power directly to see if they could shed any light on the matter. It was suggested that if no resolution could be reached then we should contact Simon Baynes MP to ask for his assistance in dealing with Scottish Power directly.

Resolved: noted

**Lambpit Street Light**

The Clerk had not yet received costing for the shields for the lights at Tainant and would chase this up for installation ASAP.

Resolved: That the Clerk should confirm the cost of the shields.

**New Light at Trofryn**

There had still been no response for the permission request for the new light to be sited at Trofryn. Cllr. J Phillips advised that he would follow this up.

Resolved: That Cllr. J. Phillips would chase the matter up.

**Christmas Lights**

It was suggested that the Clerk speak to other community councils to discuss the types of lighting that may be suitable for the columns in Penycae.

Resolved: That the Clerk speak to other community councils to discuss the types of lighting that may be suitable for the columns in Penycae.

**(21)98 TO DISCUSS Stage 2 of the MUGA**

The Clerk had approached several companies locally to source a quote for the linking pathway and so far only one had expressed an interest in returning a quote, others were simply too busy with contracted work or that the job was too small. It was suggested that the pathway could be installed after the installation of the skatepark which would free up some more time to source additional quotes. Cllr. J. Phillips proposed to accept the second quote provided by Wicksteed and move to have the skate park installed as soon as possible – all members were in favour. The Clerk was instructed to accept the quote with Wicksteed and book in the works for as soon as possible.

Resolved: That the Clerk would book in the works and accept the quote.

**(21)99 TO RECEIVE The Internal Auditor's Report**

The Clerk read out the Internal Auditor's report which included the following recommendations.

1. The standing orders on contracts state:  
*'77(b) three tenders must be obtained for contracts in excess of £500'*

The use of the word tender implies a formal tender process to be undertaken when in practice sometimes quotes are requested from suppliers. The practitioners Guide states as follows:

*'13.7. Under section 135 of the Local Government Act 1972, local councils must make Standing Orders that include provisions for securing competition and regulating the manner in which tenders are invited. To comply with these requirements, councils should set within their Financial Regulations, a limit for the purchase of goods and services above which three estimates or quotes should be invited from persons or firms competent to do the work. Standing Orders will state a higher value above which competitive tenders in sealed envelopes should be invited. It is the responsibility of councils to determine their own limits that are most appropriate to local circumstances.'*

Resolved: Although Council had requested that tenders be submitted in brown, sealed envelopes, it was not detailed in the Financial Regulations and as such the Clerk would amend this and members would review the changes at the following meeting.

2. Salary payments are made by bank transfer. The financial regulations state that payments will be paid monthly by cheque. Payments of expenses to employees are also paid by bank transfer. *The financial regulations should be updated to allow the use of bank transfers as payment method along with controls in place for this method. Payments to employees in respect of expenses should be approved in the minutes.*

Resolved: That the Clerk would update the financial regulations to allow payments by bank transfer

3. The General Reserves at £137,618 are in excess of 12 months expenditure. *The level of reserves should be reviewed and taken into account for future precept requests.*

Resolved: That the Council had already earmarked some reserves for expenditure for projects being funded this financial year which should see a significant reduction in reserves.

4. We have not seen the Clerk's contract of employment. We therefore could not check that the clerk's salary and hours are as per the contract of employment. *The Council must ensure that the clerk has a contract of employment.*

Resolved: The Chair advised that she had been looking into the contract forwarded on by Alyn Thomas and would arrange for this to be finalised.

5. The asset register does not include the assets purchased in 2019/20 (see 2019/20 issue 3). A bench was added to the asset register in 2020/21 at the gross purchase cost including VAT.

Resolved: That the Clerk would update the asset register.

6. The risk assessment does not address the risks of supplier (procurement) fraud. *The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.*

Resolved: That the Clerk would update the risk assessment

**(21)100 TO DISCUSS the Annual Safety Inspection for Play Areas**

The Clerk had shared the annual inspection reports with members prior to the meeting. Overall the play areas had been given a low risk score but there were some issues raised that may soon become more of an urgent risk if left to deteriorate. It was suggested that The Clerk write to WCBC and ask if they could put an action plan in place to identify the most likely risks to change into the next bracket in the risk assessment categories and take it forward from there.

Cllr. J. Phillips had shared with the Clerk a complaint that had been made regarding a piece of equipment at one of the playgrounds. This had been reported to WCBC and inspected immediately. There had been no fault found with the apparatus but the manufacturer had been contacted to see if a soft grip handle could be installed. WCBC were in the process of arranging for this to be done.

Resolved: That the Clerk liaise with WCBC and identify an action plan.

**(21)101 TO DISCUSS a Community Defibrillator**

A defibrillator had been donated for use in the community by a local family and had been recently installed outside the Church of the Nazarene. It was agreed that The Clerk should send a letter of thanks to the family expressing the gratitude of the Community Council for this donation. Cllr J. Phillips proposed that the Community Council meet the ongoing costs for the defibrillator including replacement batteries and pads. All members were in favour.

Resolved: That the Clerk send a letter of thanks to the family for the donation.

**(21)102 GENERAL CORRESPONDENCE**

An email from Bethan Clutton – PCP coordinator at WCBC advising of a directory for community events. The Clerk had replied to say that there were no events currently on at the community centre except for the WI but that from September it was hoped that the groups would start back again.

A poster from David Wilberforce advertising his podcast and YouTube channel. It was agreed to post this on the website.

**(21)103 MISCELLANEOUS**

Resolved: To note receipt of the following:

1. COVID 19 recovery WCBC weekly briefing notes
2. OVW training modules
3. Communities for work Newsletter
4. Consultation for Dark Night Skies from Denbighshire county council
5. OVW consultation response to draft regulations for WG Power to Trade
6. A link for volunteers to register for COVID booster vaccine trials
7. Info in Wales Nature Week activities

**(21)104 ANY OTHER URGENT BUSINESS**

Cllr. G. Edwards asked if there would be any scope to installing a litter bin next to the bench in Plas Bennion. The Chair advised that there were already two in this area fairly close to the bench.

Cllr. A Tynan wished to bring to members' attention a letter that she had received inviting residents to sign up to an initiative called Nextdoor Neighbour App. Upon further investigation the initiative was more like a social media app which stored and shared people's addresses and contact details and was causing some concern. It was agreed to share the information with the community agent and the Police and advise people to be vigilant about giving out their personal details.

Cllr. J. Phillips advised that the intended planters for the area outside the Pant would now be unsuitable as it had been discovered that there were services underneath the ground.

Cllr. Phillips suggested that some wooden planters could be erected here instead much cheaper than the original costings and the works could be undertaken by himself, Chris and Cllr. K. Gilpin. All members were in favour of this.

Cllr. Dr S Evans wanted to pass on some good feedback she had received regarding the dog waste bags and that people had commented on the very good quality of the bags provided.

Cllr. Dr S Evans also asked if the markings on the road that had covered the poppy could be addressed and asked the Clerk to contact WCBC to ask if this could be cleaned.

## **(21)105FINANCE**

### **Payments**

The following payments were approved for May

102960– Chris Williams – maintenance	£210.00
102961 – MEGA - maintenance	£954.86
102962 – MEGA – interactive speed sign installation	£2280.00
102963 - JDH – Internal Audit	£289.80
102964 – accounting solutions - payroll	£121.07
102965 – EDF energy – unmetered supply	£676.56
102966 – WCBC - Muga repair	£121.58
102967 – WCBC – Inspection and maintenance play areas	£2788.80
102957 – K. Phillips – members expenses	£150.00
102958 – G. Edwards – members expenses	£150.00
102959 – Allington Hughes – legal fees	£494.40
Bank Transfer – Salary, postage	£1304.57
Bank Transfer – Salary	£570.24