



# Cyngor Cymuned **Glyntraian** Community Council

## Minutes of Meeting

3rd April 2019

At the Oliver Jones Memorial Hall

### Present:

Councillor Chris Futcher (Chairman)  
Councillor Graham Barrow  
Councillor Ralph Bennett  
Councillor Robin Boston  
Councillor Jools Payne

Councillor Pam Hughes  
Councillor Merle Hunt  
Councillor Mike Ingle

Also present: Stephanie Masters (Clerk), Davena Davies (Community Agent) and County Councillor Trevor Bates.

Chairman opened the meeting at 6pm

### Action

#### **01-0419 Apologies for Absence**

Apologies from Councillor Donald Roberts (personal circumstances) and Councillor Edith Jones (personal circumstances)

#### **02-0419 Declarations of Interest**

As a Hall Committee member **GB** declared an interest in the discussion relating to the charges for use by the Council of the Oliver Jones Memorial Hall.

As a St John's Church Committee member **RBo** declared an interest relating to the donation for the maintenance of the graveyard.

#### **03-0419 Reports**

##### **(a) Police Report**

PSCO Martin Griffiths came to the meeting and summarised the criminal activity in the local area.

**(b) WCBC Councillor Trevor Bates****TB reported:**

- On the 7<sup>th</sup> March 2019 he was one of 6 members of the Wrexham CBC Safeguarding Scrutiny Committee who visited the Police Call Centre at St Asaph. **RB** had accompanied him on the visit. He informed Councillors that in 2018 the staff had taken 91,088 Emergency Calls and 293,788 calls on 101. In addition to taking calls, the Centre has to dispatch officers to the scene. The staff also took part in 13,429 webchats and received 35,857 emails. There were 580 mountain rescue incidents including 6 fatalities. The Police serve a population of 687,000 with 600 km of coastal paths and their area reaches down to Machynlleth, Bala and the Ceiriog Valley on the southern border. Of the 106 staff, there are usually 20 on duty at any one time of which 92% are Welsh speakers. North Wales Fire Service occupy a smaller section with 3 operators and Welsh Ambulance Service have one or two staff based there to help police officers deal with medical issues at the scene. In the event of a major incident there are several additional workstations available and electric generators in case of a power cut. There is also the option to relocate elsewhere if necessary.
- A Rights of Way Improvement Plan is currently being undertaken. Prior to the meeting **TB** had provided Councillors with a breakdown of electoral wards into population, area and length of Rights of Way.
- Virtual Dementia Bus returns to the Wrexham Area and will be at the following locations:
  - Gwersyllt Congregational Church on Wednesday 24th April
  - Plas Madoc Leisure Centre on Thursday 25th April
  - The White Lion, Holt on Friday 26th April
  - Tesco, Crescent Road, Wrexham, on Saturday 27th April

He advised that sessions are two and a half hours long. To book a place ring 01978 292066.

- In light of the continual damage being caused by off roading 4x4s, quadbikes, and motorcycles **TB** had joined Llanarmon DC farmers on the 18<sup>th</sup> March 2019 and had taken Martin Howarth, Sion Roberts and Kevin Edwards (3 Officers of Wrexham CBC) to see the state of three unadopted roads in the area. These were the Pheasant Steps and 'The Splash' above Tregeiriog, The Wayfarer and the Llanarmon end of the track over to Nantyr. **TB** informed Councillors 'The Wayfarer' has recently celebrated its 100<sup>th</sup> birthday and is featured in the Spring edition of the 'Landrover' magazine and given a 5\* rating with a 'must drive' recommendation, which is sadly attracting more 4x4s.
- Following the off-roading incidents in and around Llanarmon DC in February a meeting had been held at the Hand Hotel on 19th March 2019 attended by Arfon Jones, (Police & Crime Commissioner), Afron Hughes (National Resources Wales), Adrian Walls (Rights of Way Officer, Denbighshire), Martin Howarth (Rights of Way, Wrexham CBC) and Kevin Edwards (Highways, Wrexham CBC). Many local residents attended and two farmers from Llandrillo made the 25-mile journey to be present.
- **TB** advised Councillors a working group has been set up through 'Farming Connect' to look at the off-roading issue and the damage to the environment. National Resources Wales will be canvassed, also AM's and we await a report from Wrexham CBC following their visit. At present the walkers and horse-riders are being forced off the 'green lanes' by off-road vehicles and with zero maintenance from Wrexham CBC. Gareth Wyn Jones and 'Ffermio' are being contacted to raise the issue which is not confined to the Ceiriog Valley. Five years ago, the SOPS (Save our Paths Wales) compiled reports on many of the Ceiriog Valley Lanes in an effort to get Wrexham CBC to place Traffic Regulation Orders to restrict their use. **TB** is

encouraging every person, organisation or Community Council to raise the issue with Wrexham CBC, NRW and Welsh Assembly Ministers.

- Advised that at last the height of the 20mph flashing sign has been raised to allow tall people to walk underneath without banging their heads.

**PH** raised the issue of streetlight no.6 outside 4 Valley View in Dolywern, which is still not working properly and pointed out that it is needed for safety because of the nearby drop in the kerb. **JP** reiterated **PH's** concern. **TB** said he would raise the issue with WCBC and encouraged Councillors to do the same.

#### **04-0419 Community Agent Report**

**DD** had not been able to prepare a report in time for the meeting due to other commitments and apologised to Councillors. **DD** confirmed everything continues to go well and the Luncheon Club and Fish and Chip Suppers are proving very successful. However, **DD** expressed concern that there had still been no inspection of the kitchen facilities because the cooker hood had not been fitted and the decorating had not been finished. As a result, the Community Agent who is now accepted on the Tesco 'Bags of Help' and 'Food Save' schemes, is not able to benefit because the kitchen facilities must be registered with the WCBC and Environmental Health to receive this help. **GB** to look at fitting the cooker hood as soon as possible so the work is completed, and an inspection can be made.

**MH** said the Staffing Committee want to arrange a date for **DD's** appraisal. **SM** and **DD** have already held a meeting and **DD** was prepared for her appraisal. **SM** to liaise with **MH** to arrange a mutually convenient date.

SM

#### **05-0419 Approval of the Minutes of the Meeting held on 6<sup>th</sup> March 2019 at the OJMH**

**(a) Minutes of the meeting held on 6<sup>th</sup> March 2019 were reviewed and approved as a true and correct record.** Proposed by **PH** and seconded by **MI**. **All agreed**

#### **(b) Matters Arising**

**SM** had sent Adam Salomonson, Treasurer of the OJMH Committee, details of room hire (annexe) by the Council over the last year.

**SM** had completed the WREN survey relating to Pontfadog playground grant.

**SM** had notified WCBC that the Council has no objection to the planning application relating to the siting of the shipping container at the Cheshire Home. **RB** said the planning application had been approved.

**SM** had spoken to the St John's Church Committee for further information on maintenance work required for the churchyard. A contribution was requested towards the work recently carried out which had cost £800. **SM** reminded Councillors that the Council could provide financial support for the maintenance of burial grounds by a Power held by the Council. **PH** proposed the Council make a donation of £300 on an annual basis. Seconded by **RB**. **6 votes in favour** and **1 abstention**. **RBo** declared an interest and did not vote. **SM** to advise Church Committee of Council's decision and arrange payment of funds.

SM

**SM** had advised the Ceiriog Valley Bowls Club secretary of the Council's decision concerning payment of solicitors' fees but had received no response. **SM** informed Councillors she had taken the signed instruction to the Council's solicitors, who were now in the process of preparing the draft lease.

As agreed at the last meeting **SM** had contacted the CCVP confirming the agreed donation for the information notice boards. The CCVP had asked if the donation could be 'ring fenced' and the Council retain the funds for the time being. The CCVP secretary had explained that the CCVP is still seeking

further funding, which is likely to take some time and rather than having to return the funds if unable to proceed with the project, it would be better to leave the funds in the Glyntraian Community Council account.

**SM** had compiled and issued a tender document for the ground maintenance contract. **RB** noted **SM** had mistakenly put the maintenance of the ground behind the bus shelter in Dolywern instead of Pontfadog. He explained that Caru'n Pentrefi maintain the area in Dolywern. **SM** to correct tender document and resend. **SM** to contact the one contractor who had already submitted a quote so he could offer a revised price. **SM** informed Councillors that one contractor had decided not to provide a quote for the work. Two other contractors who wanted to be considered for the contract were arranging a site visit with **GB**.

SM

GB

**JP** said the Communications Committee had set 20<sup>th</sup> March 2019 as a provisional date for the launch of the new website. However, due to technical issues around migrating the new site to the Unlimited Webhosting platform this had not taken place. **CF** asked when the launch of the website would be achievable. **SM** reminded Councillors the new site needed to be in place by 15<sup>th</sup> May 2019 for the Internal Audit. **JP** to work further on the site and confirm a date for launch. **SM** to upload documents once the site has been reviewed. The Council does currently retain its existing website so this could be updated if proved necessary.

JP &  
SM

**CF** reiterated his offer to assist Councillors with setting up their new Council email addresses.

CF

### 06-0419 Correspondence

**SM** reported the following correspondence had been received:

- Notification that Chief Inspector Stephen Owens was swapping posts with Chief Inspector Darren Whibberley from Flintshire South District on the 3<sup>rd</sup> April 2019.
- Letters from the HSBC advising the Council needed to provide information about use of the bank accounts and confirm tax status for the Foreign Account Tax Compliance Act (FATCA). This was discussed further under the Financial Report.
- An email from One Voice Wales with details of training being hosted by Llanbedr Dyffryn Clwyd Community Council being held on the 8<sup>th</sup> April 2019.
- Email from Came & Company offering to quote for the Council's insurance which is to be renewed at the end of May 2019. Councillors agreed for **SM** to get a quote so this could be compared to the price from Zurich, who currently provide the Council's insurance.
- Information relating to the proposed amendments to the External Audit policy by the Welsh National Assembly.

SM

### 07-0419 Finance Report

A financial report had been sent to Councillors prior to the meeting detailing the account balances, receipts and what had been paid. A list of items for payment had also been sent out prior to the meeting and these were discussed and agreed. **GB** asked **SM** if she could put which accounts the funds were coming from on the list of payments for clarity. The payments were authorised at the meeting by **PH** and **CF**. **CF** signed the financial report.

SM

**SM** informed Councillors that as part of HSBC's commitment to fight fraud and financial crime it is updating information for all business accounts which is a key part of the Bank's ability to detect and deter fraudulent transactions, money laundering and tax evasion. It was agreed **SM** to complete the required customer information review.

SM

**SM** explained to Councillors that the purpose of FATCA is to report certain information about financial assets owned by US citizens or US residents or certain corporations or partnerships created or organised in the US. The Council does not have any associations with the US. **SM** to send the signed Inter-Governmental Agreement (IGA) Declaration tax form back to HSBC with information.

SM

### 08-0419 Ysgol Pontfadog

A public meeting will take place at the school on the 11<sup>th</sup> April 2019 to discuss the possible future use of the site. It was agreed the purpose of the meeting was for the Council to explain the context, its role and the consultation timings. The process of ideas gathering would be presented to residents and hopefully some community-led suggestions taken forward into the next stage of the consultation. It was also agreed it is important to ensure residents understand the Council is only the facilitator and the community will take responsibility for any projects. **GB** outlined the agenda and timings for the meeting.

### 09-0419 Oliver Jones Memorial Hall

At the last Council meeting it had been agreed there was a need to clarify the relationships between Glyntraian Community Council, the Oliver Jones Memorial Hall Management (OJMH) Committee and the four named Trustees. A review of relevant documents including 1993 Constitution had been completed. **MH** had done extensive research and been in contact with the Charity Commissioners regarding the issue. From the information that had been provided, they were under the impression that the Management Committee comprised of the four named Trustees only and advised that all members of the Management Committee must be formally registered with the Charity Commissioners as Managing Trustees. The four named Trustees have no role other than that which they hold through other means (council delegate, elected officer or representative of a body as identified in the Constitution). The Governance and Compliance Committee recommend the Managing Trustees (OJMH Management Committee) should undertake a review of the 1993 Constitution to bring it up to date and ensure it is fit for purpose. **SM** to send out summary of research information.

SM

**CF** reminded Councillors that at a meeting with the Finance Committee the OJMH Executive Committee had accepted the Council do not need to pay for using the Committee Room providing the OJMH may hire out the Committee Room subject to priority being given to the Council and Council related business. However, at the OJMH Hall Committee meeting this had not been upheld. Rents for the use of the Hall are reviewed annually at the AGM of the Hall Committee. **JP** asked **GB**, as Secretary of the Hall Committee, to put this on the agenda for the Hall Committee AGM on the 13<sup>th</sup> May 2019. It was agreed the Council makes a considerable contribution to the Hall facilities/activities and this should be taken into consideration. **CF** to provide a summary of the Council's financial contribution to the OJMH. A definitive statement on payment for the Council's use of the OJMH to be discussed at the next Council meeting.

CF

### 10-0419 Training

As noted at a previous meeting, bespoke training sessions with One Voice Wales are available. **SM** had contacted the Clerks of the other local Community Councils but there was no interest shown in attending the courses or in sharing the costs of the training. **SM** to send out information on the OVW training modules to Councillors. **CF** asked Councillors to indicate which modules they are interested in for themselves and also those they consider suitable for all or most Councillors. A training programme could then be reviewed.

SM

### 11-0419 Communications Committee

**JP** and **GB** presented a draft Council information leaflet for distribution in the local area, which was well received. Councillors were given the opportunity to comment and suggest any changes they felt were

JP

necessary. Any alterations to be completed by **JP** in time for the next meeting so the leaflet can be approved and printed. **JP** to get information on printing costs.

In view of the GDPR legislation **JP** is preparing a social media policy and **SM** a Privacy Policy for the website. These policies to be discussed and adopted at the next meeting.

**JP &  
SM**

### **12-0419 Ground Maintenance**

**RB** informed Councillors that the entrance barrier for the OJMH car park was being erected the following week after the meeting. The car park could then be resurfaced and would take 2-3 days to complete. **RB** assured **RBo** the work would be completed before the 4<sup>th</sup> May 2019 in time for the Ceilidh. **SM** to do an advance warning notice to put on the vehicles which regularly use the carpark and for the Council noticeboard at the Hall.

**SM**

### **13-0419 Highways**

**PH** was concerned that the traffic barriers being used by Hafren Dyfrdwy during the work on the water mains were leaning against the new Dolywern village sign. Following the gales, the barriers had blown across the road. **RB** advised he had contacted Hafren Dyfrdwy using their emergency number and they had come straightaway to replace the barriers, so thought they would be happy to come out and fix the problem.

**MI** had notified WCBC regarding the condition of the lane at the side entrance of the Mulberry Inn but had received no response. This had already been reported numerous time last year by the owner.

In view of the very poor condition of the roads, **MI** asked Councillors to take photos of any potholes and poor road surfaces in the area. These could be used as evidence to confirm that WCBC do not carry out any road repairs properly. The condition of the lanes was very poor when compared to those in Denbighshire, Powys and Shropshire where maintenance is carried out regularly. **MI** said the current version of the OS maps of the area shows the classification of some of the lanes as being unadopted.

### **14-0419 AOB**

Deferred items for next agenda:

Council policy on recycling projects

Proposition relating to the next dance programme event being held with a summer fête.

The Chairman closed the meeting at 8:00pm

Next meeting will be the AGM on 1<sup>st</sup> May 2019 at 6pm