



Cyngor Cymuned **Glyntraian** Community Council

Minutes of Meeting

7th November 2018

At the Oliver Jones Memorial Hall

Present:

Councillor Chris Futchter
Councillor Graham Barrow
Councillor Jools Payne
Councillor Edith Jones
Councillor Mike Ingle

Councillor Pam Hughes
Councillor Ralph Bennett
Councillor Donald Roberts
Councillor Robin Boston
Councillor Merle Hunt

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

Chairman opened the meeting at 6pm

01-1118 Apologies for Absence

No apologies.

02-1118 Declarations of Interest:

None

03-1118 Reports

(a) Police Report

PSCO Martin Griffiths had sent a report to **SM** which summarised the criminal activity in the local area. **SM** had sent it out to Councillors prior to the meeting. Figures included one case of online fraud and one case of arson.

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

- The Welsh Ambulance Service Trust has donated three defibrillators for the Ceiriog Valley, one for each Community Council. He thanked Ralph and Jan Bennett and Josie Williams for their

Action

roles in achieving this and to the Council for leading the way by purchasing two defibrillators. He also thanked Adam Salomonson for volunteering his time to help with the cause.

- Reported Andy Long would shortly be leaving WAST and taking up a new position with BCUHB to manage the emergency care services at Ysbyty Glan Clwyd. He suggested the Council express its thanks to Andy Long for his assistance with the defibrillators and working to help us build a more resilient community. **GB** proposed writing a letter of thanks. Seconded by **RB**. **All agreed.**
- Betsi Cadwallader UHB and WAST representatives are to appear in front of the Safeguarding Scrutiny Committee at Wrexham Guild Hall on the 16th January 2019. At the meeting they will be discussing progress in primary care and how WAST and BCHUB are working together to improve the flow from ambulances and through the Emergency Department to improve patient outcomes and experiences.
- Presented a statement from the Highways Department of WCBC which claimed it is fighting a losing battle to maintain even the current standards of roads due to the absence of the multi-million investment that is required to bring all roads to an acceptable condition. It explained focus is on the roads that play strategic roles in the highway hierarchy and selection criteria including road classification and vehicle counts. Rural roads do not appear to be of high priority. Any issues or safety concerns can be reported through the Wrexham Contact Centre (01978 298989)
- Presented figures on North Wales Fire and Rescue Funding for 2018/2019. No cuts to fire services.
- **TB** asked Councillors for nominations for the Annual Community Award Presentation.
- On 04/11/2018 it appears that 4x4 drivers accessed land at Tanygarth driving illegally through the river and around fields leaving a gate open which allowed livestock onto the B4500.
- Had been contacted by a member of North Wales GLASS (Greenlane Association) asking for help to stop someone putting nails and puncture causing 'caltrops' on 'Whitestones', which is a hilltop track from Nantyr to Llanarmon. Had advised them to report incidents to the Police.
- Had presented, with Mike Rutt, a petition of 1039 signatures to Ken Skates asking for a better mobile signal in the Valley.
- Informed Councillors that Phil Wynne (Lead member for Education/Lifelong Learning at WCBC) had offered to attend the next Council meeting to discuss ideas for the future use of the school buildings and site in Pontfadog. **TB** to confirm the Council has accepted the offer. Council to undertake consultation for ideas from individuals and local groups. **CF** said the primary objective should be to retain the green site for the village and a use for the school. **RB** suggested ideas should be listed ready for the meeting.
- Presented details/recommendations from the Boundary Commission

SM

04-1118 Community Agent Report

DD reported:

- She had continued to attend drop-in sessions at the doctors' surgeries in both Glyn Ceiriog and Chirk.
- Attended International Older Persons Day and took part in events to raise the profile of Community Agents.

- Held our Older Persons' afternoon tea in the OJMH. Expressed thanks to members of WI and Councillors for taking part. Raised £100 on raffle to go towards subsidised travel to Liverpool for a Christmas Trip.
- Attended all Community Agents joint meetings.
- Attended ambulance meetings held throughout the day at OJMH.
- Continued with home visits.
- Continued to attend computer club.
- Overseen some of the work to update and refurbish the kitchen facilities in preparation for the launch of the luncheon club. The club is to start in January 2019 however, a Christmas Dinner is being arranged for 6th December 2018
- Had appraisal meeting with the Staffing Committee.

GB said the refurbishment of the kitchen was almost completed. He reported the cooker hood still needed to be fitted, which was part of the original specification. It was also now being investigated whether it would be possible to leave the hot water on permanently and open the games room.

CF asked if the project would be within budget. **GB** explained with the VAT return it would be and following the purchase of the cooker and kitchenware there was still £300 left from the inclusion grant. **MH** said the project had raised management issues and for any future projects it should be clear at the outset who is responsible for what and should also be referred to the Finance Committee. **CF** questioned whether payment should be made in full before the work was completed. It was pointed out that small businesses often had problems with cash flow issue. **GB** suggested a payment schedule. **CF** said withholding £200 of the final bill left outstanding until the work is finished. Proposed by **RB** and seconded by **RBo**. **All agreed**. Payment to be made by **SM**.

SM

RBo confirmed the £2500 inclusion grant for the Tea Dance programme had been received from WCBC. The first event is being held on 22nd November 2018, starting at 6pm. There will be a talk by Mark Hignett followed by a dance. Refreshments will be available. Posters advertising the event were being prepared by **JP** and would be distributed in the local area and put on Council and OJMH noticeboards. **RB** and **DD** to help with distribution. It was confirmed that the Tea Dance programme will be a series of dance practice sessions and events.

05-1118 Approval of the Minutes of the Meeting held on 3rd October 2018

(a) Minutes of the meeting held on 3rd October 2018 were reviewed and approved as a true and correct record. Proposed by **RBo** and seconded by **RB**. **All agreed**.

(b) Matters Arising

There was a review of the actions from the last meeting:

1. **SM** had transferred the funds from the solar panels to the OJMH as agreed.
2. There will be a meeting of the Governance and Compliance Committee to review the Standing Orders before submitting them to the Council for approval at the meeting in December. Proposals for delegated financial authority to be considered. **GB** said the new document would be sent out to Councillors for comments.
3. **JP**, **CF** and **SM** arranging a meeting to review and rebuild the Council website.
4. **JP** reported three dates for 'Flicks in the Sticks' had been provisionally arranged. **JP** and **DD** to lead the project and **DD** to confirm OJMH bookings. Leaflets are being prepared to

MH
GB CF
SMCF JP
& SM

advertise the three films. It is planned to set up a film club if there proves to be the demand from these initial events. **PH** said the events and plans should be referred to the Hall Committee. **JP** reminded Councillors the project was being co-funded with the Hall and it was in the Community Agent's and Council's remit to put on events to tackle rural isolation and promote social inclusion. **CF** offered to run a workshop on planning techniques and invited all interested Councillors and staff to let him know if they wanted to attend.

CF

1. **MI** had not arranged a meeting for the Highways Committee but had started to collect further information. He reiterated **TB's** report about the unsatisfactory approach of the WCBC to maintaining rural roads and its comments that the funding of repairs was not a priority in rural areas. **MI** had received the same response to a letter he had sent WCBC earlier this year. He has written to Ken Skates about the issue but is still waiting for a response.
2. **GB** reported he had received no response to his enquiry about the location of unadopted roads in the area.

06-1118 Correspondence

SM had received:

- Resubmitted plans relating to the development of properties in Pontfadog. These had already been circulated to Councillors for discussion at this meeting.
- A request to renew the Council's annual subscription had been received from Unlimited Webhosting UK. As the Council is planning to use Wordpress this will not be renewed.
- A Boundary Commission report of the proposed changes to the number of Councillors in the Wrexham Borough.

SM

07-1118 Finance Report

A copy of the Finance Committee highlight report had been circulated to Councillors prior to the meeting.

CF presented details of the meeting of the Finance Committee held on 10th October 2018. Recommendations included the Council should consider running suitable and available training courses for Councillors at the OJMH. **SM** advised One Voice Wales offer courses and a training bursary to Community Councils. **PH** proposed the Council should go ahead with this recommendation. Seconded by **RB**. All agreed. **SM** to get further details for the next meeting in December.

SM

CF reminded Councillors that £1500 is included in the budget for expenses (which are not taxed). Individual Councillor expenses will be paid automatically as of next year unless Councillors advised the Clerk, they did not want to take these.

At previous meetings paying the OJMH for use of the Council Room for meetings had been discussed. The Council pay £10 for each meeting. It was questioned whether the Council should be paying given the Council had paid £8500 for the refurbishment of the kitchen and that most events in the Hall are sponsored by the Council and the Community Agent, encouraging further use of the Hall. As Secretary of the Hall Committee **CF** asked **GB** to declare an interest and not be involved any further in the discussion. Given all the support the Council had given to the OJMH **JP** proposed that the Committee Room facility is gifted to the Council. Seconded by **MH**. **PH** proposed the Council should pay a yearly sum of £150 to use the Hall for Councillor Surgeries and Committee meetings. Seconded by **EJ**. **GB** stated that just the Committee Room could be used instead. The two proposals were put to a vote. **PH's** proposal was not carried with only **3 votes**. **JP's** proposal was carried by **6 votes**. The Council's position is therefore that there should be no payment for the use of the committee room. Formal negotiation and agreement need to take place with the OJMH committee.

CF reported the Finance Committee recommended the Council consider using the projected Ground Maintenance surplus of £730 to resurface car park at the OJMH. It also agreed there should be a more effective way of promoting s137 grants.

A financial report had been sent to Councillors prior to the meeting detailing the account balances, receipts and what had been paid. **SM** summarised a list of items that needed to be paid. A list of the payments had been sent to Councillors prior to the meeting. These were agreed, and the payments were authorised at the meeting by **PH** and **EJ**. **CF** signed the financial report.

SM confirmed the Council's insurance policy had been revised to include the defibrillators located in Pontfadog and Dolywern at no extra cost.

08-1118 Dolywern Playground

Following the recommendation made by RoSPA in its annual report, **RB** advised Councillors that an inspection of the swing frame to assess its overall safety had been made by Brad Jones. He had reported signs of corrosion on two of the eight supports. He had provided a quote for the remedial work of £150 plus £40 as payment for his inspection. The price does not include the replacement of the swings. **RB** had researched the costs for the swings which were around £80 each. **RB** proposed the Council accept the quote for the repair work with a proviso of £300 for the replacement swings. Seconded by **MH**. **All agreed**.

RB

RB still trying to arrange a meeting with Chad Harper to discuss ideas for the new playground. **CF** said it would be a good example for the proposed planning workshop session.

09-1118 Defibrillator

MI had sought a suitable location for a defibrillator in Bronygarth and reported Brian Watkin had kindly agreed for it to be positioned at his property. **GB** proposed the Council should go ahead with this offer. Seconded by **RB**. **All agreed**. **SM** to arrange cabinet for and fitting of the defibrillator.

SM

10-1118 s137 Donations

GB had submitted an application for £250 towards the cost of the 'Flicks in the Sticks' project on behalf of the OJMH, as agreed at the Council meeting in October. **MH** proposed the Council should make the donation. Seconded by **RB**. **All agreed**.

Prior to the meeting, **JP** had spoken with members of Caru'n Pentrefi and suggested they make a request for a s137 donation to cover the cost for the two metal soldier figures being erected as part of the WW1 Commemoration event. **MH** proposed the Council should make the donation in retrospect of an application being received. Seconded by **RB**. **All agreed**. **JP** made the point the figures would degrade if left outside and suggested they were kept in store and brought out for the Remembrance period every year. **GB** said he had a place for storage. In remembrance a brass plaque was to be put on each figure detailing the donation made by Glyntraian Community Council and Caru'n Pentrefi.

SM

MI questioned whether the s137 application form had been formally adopted by the Council. This had been discussed at the 'Visioning' meeting in August and should have been adopted at the meeting in September. **MH** had reviewed the form at the time. **JP** proposed the application form be adopted. Seconded by **RBo**. **All agreed**.

11-1118 Ceiriog Valley Bowls Club

SM reported she had been in contact with the solicitor who had advised four signatures would be required for the lease. Two of these must be signatories of the Council and two other Councillors. **EJ**

SM

and **PH** as signatories would sign and **RBo** and **CF** would sign as Councillors. Each Councillor would have to provide ID and proof of address documents to take to the solicitor.

SM had contacted the Bowls Club about the proposed £150 rent. This is to be discussed at the Club's meeting in January 2019.

12-1118 Council Procedures

SM advised Councillors that any press statements detailing the viewpoint or official position of the Council must be authorised by the full Council before they are published. This also applies to any statement online/social media. Councillors may put their own statement/viewpoint in the press or online, but they must make it clear they are contributing as individuals and not representing the Council. **MI** suggested a disclaimer could be used by individuals. **CF** said it would be useful to have a meeting of the Communications Committee to discuss Terms of Reference and establish the Clerk as the ultimate arbiter. A press and social media policy to be discussed. **PH** commented that a Press Officer used to attend Council meetings. **GB** suggested any change relating to press statements or social media should be included in the Standing Orders.

SM

13-1118 Staffing Committee

MH had circulated copies of the Clerk's and Community Agent's appraisals to Councillors prior to the meeting. She asked Councillors to look at the appraisal documents and view the expectations for both the Clerk and the Community Agent. The Staffing Committee had discussed appointing the Clerk as line manager for the Community Agent. Both **SM** and **DD** had agreed to this. **MH** proposed **SM** as line manager for **DD**. Seconded by **PH**. **All agreed**. **MH** explained **SM** would have the Community Agent's weekly diary and any requests for **DD** to attend an event would need to be sent to the Clerk.

RB proposed a new tablet should be purchased for the Community Agent. Seconded by **GB**. **All agreed**.

Staff appraisals would now be held every 6 months

14-1118 Ground Maintenance

Following the meeting of the Finance Committee **RB** had discussed the proposal to resurface the OJMH car park outside of the meeting with a local contractor. The issues of the uneven surface at the entrance, the potholes in the middle section and the uneven surface around the teen shelter were all discussed. It was confirmed laying tarmac would be too expensive. The contractor suggested 10 tons of MOT subbase hardcore be compacted at the entrance to alleviate problem and suggested it would be best to scrape back and level the car park and then compact 40 tons of MOT subbase hardcore over the area. Estimated cost is around £1200 – materials £761, labour £240 and hire of a heavy-duty roller. **RB** proposed work should be put out to tender. Seconded by **MI**. **All agreed**.

**SM &
RB**

15-1118 Communications Committee

A copy of the Communications Committee highlight report had been circulated to Councillors prior to the meeting. **JP** reported:

- **JP** had missed the Facebook training event scheduled for 17th October 2018. The training event had been rescheduled for 31st October 2018, but this was cancelled due to a diary clash with staff appraisals. A new date for the training to be confirmed.

JP

- The Councillors Saturday Surgery had taken place on Saturday 3rd November 2018 at the OJMH. Nobody from the community had attended.
- Four meetings had been held to plan the beacon lighting event and WWI memorabilia exhibition. **RB, GB, JP** had attended. The event poster had been designed, printed and distributed. This had also been uploaded to the Council's Facebook page. A WW1 poem being posted daily to Council's Facebook page by **CF**.
- The Gilbert and Gordon Talk and Inclusion Tea Dance event had been uploaded to the Eventbrite booking site and promoted on the Council's Facebook page and shared on the Community Agent's JP's personal Facebook pages.
- There was a delay on the draft text and design of the community information leaflet. A draft to be developed in November for approval/sign off by full Council at the December meeting.
- The Communications Committee are trying to find a local mature young person willing to be co-opted onto the Committee.

The next full Communications Committee meeting will take place on Wednesday 12th December 2018. The Council's Communications policy and PR protocols be discussed.

16-1118 Highways

Highways had been discussed earlier in the meeting.

17-1118 Planning

The resubmitted plans for the proposed housing development in Pontfadog were discussed. It was agreed the only change that had been made related to the proposed access to the properties. However, even with the minor changes, it was agreed access to and from the development remains hazardous and a serious problem. There is a double bend at this point, together with a road junction and two dwelling access roads. Parking from the row of three Terraced houses and The Swan pub further exacerbate this situation. **SM** to send Council's response to WCBC.

SM

18-1118 AOB

RBo confirmed the beacon for the commemoration of the end of the 1st World War event in Pontfadog had been purchased and tested. **RBo** and **GB** were preparing the exhibition in the Glyn Valley Tramway waiting room in Pontfadog.

**RBo &
GB**

Laying of the Council's poppy wreath at the memorial in Pontfadog was discussed. **PH** usually does this on behalf of the Council. **GB** said the Standing Orders state that at ceremonial events it is the role of the Chair to represent the Council. **GB** proposed both **PH** and **CF** lay the wreath. Seconded by **JP**. **All agreed.**

Items for next agenda:

Discussion and adoption of new Standing Orders

The Chairman closed the meeting at 8:01pm

Next meeting will be on 5th December 2018 at 6pm