



Cyngor Cymuned **Glyntraian** Community Council

Minutes of Meeting

4th September 2019

At the Oliver Jones Memorial Hall

Present:

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

Councillor Donald Roberts
Councillor Pam Hughes
Councillor Merle Hunt
Councillor Edith Jones

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

Chairman opened the meeting at 6pm

Action

01-0919 Apologies for Absence

No apologies

02-0919 Declarations of Interest

There were no declarations of interest.

03-0919 Election of new Chairman

CF advised Councillors that he was resigning his position as Chairman of the Council because of the volume of work involved and was standing down in order to focus on the matters that are of a particular interest to him. **CF** requested nominations for a new Chairman. **RB** proposed **GB** take on the role which was **seconded by JP**. **Vote: 8 for and 1 abstention**. **GB** said he would accept the position for a period of 12 months and signed a Declaration of Office. On behalf of the Council, **GB** formally thanked **CF** for all his hard work and commitment during his time as Chairman.

04-0919 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:

- 1 case of anti-social behaviour (a neighbourhood dispute);
- 2 thefts – 1 mini digger, passport and money
- Burglary – historic report
- 1 case of fraud – attempted fraud

There had been no cases of assault or criminal damage. However, Police patrols will continue in Glyntraian and the surrounding areas.

Councillors advised another police operation had been carried out on 31/08/2019 monitoring trial bikes and 4X4s in the area. A number of vehicles had been stopped and checked.

DD informed Councillors three children on bikes had moved stones from the OJMH carpark to build a ramp to play on. **CF** had seen them too and **EJ** said she knew who they were. Councillors agreed this was vandalism which also posed a potential threat for the playground. **GB** had spoken to the children and had put the stones back. However, these had been moved again. There had been no further problems since the school term started. **JP** suggested they should be invited to the discussions for the new playground.

(b) WCBC Councillor Trevor Bates

TB reported:

- An issue with WCBC refusing to provide school transport to Morgan Llwyd school for two local residents from Glyntraian and Glyn Ceiriog. There is no alternative public transport to get them to the school on time. **TB** asked Councillors to notify him if they are aware of any similar difficulties for children in the area.
- Six North Wales Local Authorities, (including Wrexham Borough Council) have written to the Welsh Government in protest against further cuts in core funding. Core funding for local services (excluding education) has decreased by 20% over the last 10 years, which equates to 35% when taking inflation into account.

05-0919 Community Agent Report

DD reported:

- Llandudno trip was a success with wonderful weather. There is now a planned trip for the 5th October 2019 to see the Blackpool illuminations.
- Attended the Southern Cluster Community Agent meeting at Penley.
- Attended the Community Agent joint meeting Wrexham.
- Attended the Glyn Ceiriog Sheepdog Trials with the Community Advisor from Llangollen to raise awareness of mental health issues and farming.
- Learning more about the wellbeing of farmers and how Brexit is affecting them.
- Continuing to attend drop-in sessions at the doctors' surgeries in both the Glyn Ceiriog and Chirk.
- Continuing with home visits as usual.

- Has set up talk with the Police on safety for older people including phone scams and home safety. This will take place on 19th September 2019 after lunch club.
- The NHS 'Come and Cook' course has started. **DD** requested £240.00 from Community Agent funds to cover the cost of the course, food and rent of the Hall. **RB proposed** funds be provided. **Seconded by MH. All agreed.**
- A craft class is now running on Wednesday afternoons at the same time as the new drop-in sessions which are open to everyone. The sessions run from 1:30pm to 3:30pm and are being held in the downstairs room at the Hall. **DD** requested £100 donation from Community Agent funds to improve facilities and pay for use of the Hall for 12 months. **RB proposed** funds be provided. **Seconded by MH. All agreed.** **CF** said opening up the room could provide an alternative room for Council meetings and training. This was discussed again later in the meeting.

RBo summarised the planned events of the Ceiriog Connect dance programme. There is a talk and social dance evening being held at the OJMH on the 11th September 2019 and following the success of the Ceilidh a Barn Dance has been arranged for 19th October 2019. He informed Councillors a new dance teacher had been found through NEW DANCE in Llangollen. A poster for the Ceiriog Barn Dance had been created by the Communications Committee.

06-0919 Correspondence

SM reported the following correspondence had been received:

- The report from the External Auditor Grant Thornton.
- An invoice for £110 from the OJMH for the use of Council Room.
- An email from the Clerk of Coedpoeth Community Council advising of amendments to the NALC Financial Regulations. Council to review these at the next meeting.
- A response from Groundforce regarding the concerns raised at the last meeting about the hedge around the OJMH site, which was overgrown and had not been cut, and was causing problems for pedestrians using the pavement. **SM** informed Councillors that Groundforce was not prepared to cut the hedge until September because hedgerows are protected by law under the Wildlife and Countryside Act of 1981. The company can incur fines for cutting hedges during the main nesting and breeding season from 1st March to 31st August. The hedge has now been cut in the first week of September.

07-0919 Approval of the Minutes of the Meeting held on 17th July 2019 at the OJMH

(a) Minutes of the meeting held on 17th July 2019 were reviewed and approved as a true and correct record. **Proposed by RBo and seconded by MH. All agreed**

(b) Matters Arising

SM had contacted the Electoral Department at WCBC to advise there was a vacancy for a new Councillor. A vacancy notice had been displayed but there had been no request for an election.

SM had written again to the Highways Department in Wrexham highlighting safety issues with two fences erected by Wrexham County Borough Council along the brook in Llwynmawr but had received no response

SM had informed Councillors of Cadwyn Clwyd decision on the Council's application for funding for the public consultation which was successful. This was discussed further later in the meeting.

SM had sent out the current Good Councillors Guide to Councillors as agreed.

SM had been unable to contact Mark Pritchard with questions about the school site raised by the Council and will try again. **JP** raised the question about Wrexham Borough Council's recycling policy in Pontfadog now the recycling bins were no longer in the school grounds. **SM** to investigate. **TB** said there is a possibility WCBC will lock the kissing gate at the school to prevent access to the playground due to insurance implications. However, **TB** said he had been asked to continue cutting the playing field.

SM

SM had found out what is expected of the trustees for the Llangollen and Glyntraian Welfare Charities and the planned frequency of meetings. This was discussed further later in the meeting.

JP had issued the amended Social Media Policy as agreed.

08-0919 Finance Report

SM presented details from the external audit report which were acknowledged by Councillors. A meeting of the Finance Committee to be arranged to review the current year's budget and discuss the Council budget for 2020-2021. **SM** will present this information to Councillors at the next meeting.

SM

A financial report had been sent to Councillors prior to the meeting detailing the account balances, receipts and what had been paid. A schedule of items for payment totalling £6119.50 had also been sent out prior to the meeting and these were discussed. **SM** advised four additional payments totalling £271.87 had been added to the previously circulated list. **SM** also advised Councillors the second instalment of the precept (£6300) had been credited to the account, together with £831.67 from the Ceiriog Connect dance events. **SM** presented details of three payments totalling £20.81 made from petty cash. **RB proposed** all payments be approved. **Seconded by MH. All agreed.** The online payments were authorised at the meeting by **PH** and **EJ**. **GB** signed the financial and petty cash reports.

As **CF** had now resigned as Chairman, **SM** advised Councillors a new mandate was required to make a change to the signatories for the accounts. **GB** would be added as a new signatory. **SM** to obtain a new mandate form from HSBC.

SM

09-0919 Ysgol Pontfadog

SM explained that after the application to Cadwyn Clwyd had proved successful the Communications Committee had met with Helen Williams from Cadwyn Clwyd to discuss a timescale for the Ysgol Pontfadog feasibility study. It was agreed:

1. Final draft tender sent to Cadwyn Clwyd on 14th August 2019. Tender put on Sell2Wales website, an information source and procurement portal set up by the Welsh Government.
2. Closing date for tender is 1pm on the 6th September 2019. Cadwyn Clwyd will send an email with names of consultants who have submitted quotes for the study (no filtering).
3. Decision meeting with Cadwyn Clwyd on the 11th September 2019. Applications will be scored by criteria set by Cadwyn Clwyd. A press release has been drafted by **JP** in readiness for announcing the appointment of Community Engagement Consultant.
4. Inception meeting with chosen consultant on the 16th September 2019 at 6pm at the OJMH.
5. Public Meeting on the 9th October 2019 at 7pm at the OJMH.
6. Aiming to complete the project by February 2020

SM informed Councillors that Holly Payne had offered to manage the public consultation meeting and suggested she be co-opted on to the Communications Committee for this purpose. **JP**, with a declaration of interest, **proposed** the Council adopt a volunteer to give her time to manage the public meeting on the 9th October 2019 and co-opt Holly Payne onto the Communications Committee. **Seconded by RBo. All agreed.**

10-0919 Pontfadog and Dolywern Playgrounds

SM had sent out the RoSPA playground safety inspection report to Councillors prior to the meeting.

RB had reviewed the document and presented the issues highlighted in the report:

Dolywern Playground

- The gaps between the slats on the seating bench exceed 30 mm and are known to cause entrapments but the risk of this happening is low. **RB** said the wooden slats on the bench should be replaced to comply with required safety standards.
- The shrinkage/separation of the surface around the roundabout may be a trip hazard, although the risk of this happening is low. This was also the case around the swings. **RB** said the gaps between the rubber matting and grass should be filled with new turf to ensure safety.
- The paintwork on the goalpost is in poor condition and remedial work may be required i.e. wire brush and repaint.

Pontfadog Play Area

- The panel on the entrance gate into the play area had a bent vertical bar meaning a child could get stuck between the bars although the risk of this happening is low. **RB** had already taken the necessary corrective action and repaired the gate on 17th August 2019. There were no other reported issues on the rest of the site which required remedial work.

GB proposed the necessary remedial work in the Dolywern playground should be completed, even though the issues were only of low risk. **Seconded by MH. All agreed. RB** to arrange repairs.

New Dolywern Playground

CF informed Councillors a project management workshop had taken place to plan the refurbishment of the Dolywern playground. A project definition and draft plan had been produced. The name and purpose of the project is '*to provide playground equipment in part of the OJHM grounds for use by children, adults and people with disabilities.*' **CF proposed** the project definition be agreed by the Council. **Seconded by MH. All agreed.**

RB has been appointed as the Project Manager, **SM** as the Finance Reviewer and the Finance Committee as the Project Review Board. **GB** said a sub-committee of the Finance Committee should be set up to manage the project. **JP** proposed a sub-committee be formed. **Seconded by RBo. All agreed. CF** said it would be necessary to co-opt other parties onto the project, subject to approval by the Council.

RB advised Councillors that the plan was to use a third of the existing grass area for the new play equipment and showed an aerial photograph of the site to indicate its location.

11-0719 Council Procedures

SM confirmed WCBC had advised the Council could proceed with the Co-Option of a new Councillor. **SM** had completed the Co-Option notice which was now displayed on the Council noticeboards. **JP** had uploaded the information on the Council's website and Facebook page. The closing date for applications is 25th September 2019. Any decision will be made at the next meeting in October 2019.

MH had sent out an amended Governance and Compliance policy after the last meeting. **MH** proposed the policy be adopted by the Council. Seconded by **CF**. **All agreed.**

Outcomes from the August Workshop

CF confirmed the workshop held in August had identified a number of outcomes and invited the Chairs of each workshop session to present their information.

CF said in order to review the Council's achievements since last year's workshop a flipchart session had been held listing completed activities, outstanding actions and issues. **MH** had produced a matrix of achievements and contributors, also a list of priorities for the Council.

Ways of improving the Council's efficiency had been discussed at the workshop where it was agreed that Bitrix24 online project management tool be adopted by the Council. **CF** said Matthew Masters has since offered to research other alternatives that would provide what is required either free or at a low cost. **CF** said that Clickup had been suggested and he felt it was a simpler and easier option. It was agreed Matthew should continue with his research. Bitrix24 should continue to be stress tested. The options could later be reviewed to identify which best meets the Council's needs.

To be effective using this type of tool will require the Clerk and all Councillors with suitable IT experience to commit to accessing and utilising any software on a regular (daily) basis. Training sessions will be required.

Highways

GB said the session at the workshop had identified the following issues facing the Council regarding the state of the roads in Glyntraian:

1. Gully clearing is not carried out west of Chirk and it is reported that the crews are actively instructed not to do so.
2. Ditches are not cleared.
3. Run-off water culverts etc. are similarly neglected.
4. The Council has no input to which potholes are addressed even by the "patching" crew.
5. The chippings for the resurfacing of the B4500 were re-routed pending the roadworks by Hafren Dyfrdwy
6. Visiting vulnerable and isolated people and their ability to access civilisation is severely hampered by the deteriorating state of the roads
7. The Community Agent's personal car is becoming damaged by these poor road conditions.

To improve the situation the following had been noted:

1. Employ a known ex-council worker to positively identify all (or at least many) of the most damaging examples of recent neglect by the road maintenance teams with a view to providing WCBC with a comprehensive job list to enable more effective scheduling.
2. A survey of the pot-hole situation.

3. Enlist the help and support of the 'Well-being' fraternity by collating and passing on details of those people in the community disadvantaged by the state of their roads.

Place Planning

JP explained the workshop had utilised a Planning Aid Wales place planning scoring tool to identify key areas of relevance to the local community and prioritise actions. It was agreed to commence Phase 1 planning towards the creation of a Strategic 5 Year Place Plan during early 2020. It was agreed the main priority for Phase 1 will be to establish a Place Plan Steering Group with key stakeholder representatives and members of the community with specific skills sets invited to join the group. It was suggested that Cllr Trevor Bates be invited to become our Place Plan Champion and further agreed that an Area Audit be conducted as part of Phase 1. It was agreed the Steering Group will work towards publishing the 5 Year Place Plan from 2020 – 2025 to be adopted as supplementary planning guidance by Wrexham Council.

'Hugs and Hampers'

CF said following the success of the 'Hugs and Hampers' activity last year and the positive feedback received he **proposed** the Council formally support the project in the future. **Seconded by RBo. All agreed.**

DD had applied for an s137 donation to support the project. **JP proposed** £200 should be donated. **Seconded by PH. All agreed.**

Priorities for the Council for the coming year discussed at the workshop to be an agenda item for the next meeting.

12-0919 Oliver Jones Memorial Hall

DD had already outlined the potential use of the downstairs room at the OJMH by the Community Agent for friendly and informal drop-in sessions. **PH proposed** the Council support the project. **Seconded by RB. 7 votes in favour and 2 abstentions**, confirming the Council will support the project. **GB** said that the Hall Committee would also be discussing ideas for use of the room at its next meeting but added the Committee were not looking for single use rooms.

GB advised Councillors that at a meeting of the Hall Executive Committee it had been agreed that in view of the significant financial support the Council had given to the Hall, it has granted use of accommodation at no cost. It was therefore not necessary to pay the invoice received by **SM**.

13-0919 Communications Committee

JP presented a highlight report of the activities of the Communications Committee. Information relating to the meeting with Cadwyn Clwyd and the planned public consultation for the future use of the Ysgol Pontfadog site had already been discussed earlier in the meeting. Other actions taken by the Communications Committee related to the uploading of documents relating to the Councillor vacancy and an updated Council meeting schedule to the Council's website and Facebook page.

14-0919 Decision on Appointment/Election of a Third Trustee for the Llangollen and Glyntraian Welfare Charities

At the last meeting it had been suggested that **DD**, as Community Agent, be the Council's third representative. **DD** had requested further information before accepting the role. **SM** had confirmed with the Clerk of the Charities what is expected of the representative and the planned frequency of meetings. A copy of the Charities' Governing Document had been sent to **DD** and she decided to accept the position. The Clerk of the Charities had acknowledged **DD**'s position as Community Agent

and said her input would obviously be very valuable. **CF** proposed **DD** be appointed as the Council's third Trustee. Seconded by **MH**. **All agreed**. **SM** to notify Clerk of Charities.

SM

15-0919 Ceiriog Valley Bowls Club

SM had received notification from Llanyon Bowdler advising of an increase in charges due to an estimated further 1.5 hours work involved in order to obtain completion of the Lease. **SM** had advised the solicitor the Council had agreed with the Bowls Club it would be responsible for paying the fees. The solicitor had written to the secretary of the Bowls Club but had heard nothing further. The solicitor had advised **SM** that the Council will be liable for the fees if the Bowls Club does not pay, as the Lease is being prepared on our instruction. **JP** said **SM** should write formally to the secretary of the Ceiriog Valley Bowls Club asking her to contact our solicitor as soon as possible and state the Council would not be picking up any of the additional fees.

SM

16-0919 Planning

Planning application P/2019/0626 (Wern Tower Farm) had been reviewed by Councillors prior to the meeting. It was confirmed the Council had no objections **SM** to notify WCBC Planning Department.

SM

17-0919 Highways

EJ had reported the streetlight opposite the old Post Office in Pontfadog was not working but this had not been fixed. **TB** to follow up with WCBC.

18-0919 AOB

RB requested permission to investigate, on behalf of the Council, whether a power source for the lights for the Christmas trees erected by Caru'n Pentrefi in Pontfadog and Dolywern could be made available this year. **JP proposed** permission be granted. Seconded by **MH**. **All agreed**.

Following his acceptance of the position as Chairman **GB** asked for nominations for a Vice Chair. **RB** proposed **CF**. **Seconded by MH**. **All agreed**. **CF** accepted the position and signed a Declaration of Acceptance of Office.

MH suggested the idea of holding a garden competition in Pontfadog, Llwynmawr and Dolywern like the one which is held each year in Glyn Ceiriog. **JP** said it was a lovely idea but as the Council is currently very busy with other projects, suggested a group like Caru'n Pentrefi could manage the competition with the support of the Council. **GB** requested the idea put on the agenda for the next meeting.

The Chairman closed the meeting at 8:05pm

Next meeting will be the on 2nd October 2019 at 6pm

