



Cyngor Cymuned **Glyntraian** Community Council

Minutes of Annual Council Meeting

11th May 2022

At the Oliver Jones Memorial Hall

Present:

Councillor Graham Barrow
Councillor Robin Boston
Councillor Edith Jones
Councillor Sarah Hawkes
Councillor Emma Jones

Councillor Colin Hidden
Councillor Pam Hughes

Also present: Stephanie Masters (Clerk), Davena Davies (Community Agent)

Chairman opened the meeting at 6pm

Action

1/0522 Election of Chair of the Community Council

GB said he was willing to continue as Chairman if no other Councillors were put forward. There were no other nominations.

RBo proposed GB be elected as Chair. **Seconded by PH. Unanimously agreed.**

GB signed a Declaration of Acceptance of Office as Chair.

2/0522 Election of Vice-Chair of the Community Council

RBo was the existing Vice-Chair. There were no other nominations. **RBo** said he was prepared to continue in the role.

GB proposed RBo be elected as Vice-Chair. **Seconded by PH. Unanimously agreed.**

RBo signed a Declaration of Acceptance of Office as Vice-Chair.

3/05/22 Declaration of Acceptance of Office

All Councillors signed a Declaration of Acceptance of Office.

04/0522 Apologies for and reasons for absence

Apologies received from Cllr Trevor Bates (personal reasons) Reasons accepted by the Council.

5/0522 Declarations of Interest and Dispensations

(a) Declarations of interest in items on the agenda

None

(b) Requests for dispensations

None

6/05/22 Approval of the Minutes of the Council Meeting held at the Oliver Jones Memorial Hall on 11th April 2022

(a) Minutes of the meeting held on 11th April 2022 were reviewed and approved as a true and correct record.

CH proposed the Minutes be approved as a true and correct record. **Seconded** by **EJ**. **Unanimously agreed**. **GB** signed the Minutes.

(b) Matters Arising

- A final draft of the 'Here to Help' leaflet had been prepared by **RBo** and would be printed for distribution to Glyntraian Households.
- **SM** had sent an email to the WCBC's Planning Department regarding the commercial use of land next to The Mulberry but had received no response. **SM** to contact again.
- **SM** had sent Councillors' comments to WCBC regarding Planning application P2022/0282 (two-storey extension and single storey rear extension at 6 Tan y Bryn, Pontfadog)
- **GB** informed Councillors the Emergency Planning Committee meeting had been cancelled and there had been no further action yet
- **SM** was waiting for a quote for strimming the memorial bank. **CH** said he had spoken to one local contractor who would be providing the cost for the work.
- **SM** had not given the donation for the community bus trip to **DD** yet because it is still in the process of being arranged

SM

7/05/22 Council Committees and External Bodies

(a) To review and appoint members of Council Committees

Members of the Council Committees were reviewed, and new members were appointed. Frequency of committee meetings was also confirmed.

Finance Committee: **SM**, **RBo**, **CH** and **EJo**. (Meetings held quarterly)

Staffing Committee: **RBo** and **PH** (Meets for 6 monthly staff appraisals and on an ad hoc basis if necessary)

Communications Committee: **GB**, **RBo**, **SM** and **DD**. Jools Payne (resident) previously co-opted on the committee.

Government and Compliance Committee: **GB**, **EJo** and **SM**. (Meets on ad hoc basis if necessary)

Inspection of Playgrounds/Seats: **GB** and **CH** carry out monthly inspections. As they live close to the playgrounds **DD** and **EJo** to advise if any equipment needs immediate attention between playground inspections.

Environment Committee: **GB**, **SM** and **SH**. Matthew Masters (resident) previously co-opted on the committee. (Meets on ad hoc basis if necessary)

RBo proposed all Committee members be appointed and that the frequency of meetings for each Committee remain the same. Seconded by **SH**. **Unanimously agreed**.

b) To appoint representatives for External Bodies

The following representatives were appointed:

Oliver Jones Memorial Hall Committee

GB, **PH**, **CH**, and **SH** were appointed as Council's representatives. Meetings held every two months.

Town and Communities Councils (WCBC)

Meetings are held quarterly. **GB** agreed to continue as the Council's representative.

One Voice Wales

A new Council representative was required. Meetings are held quarterly in Gwersyllt. **SM** to check further details prior to next meeting.

PH proposed all representatives for the external bodies be appointed. **Seconded** by **RBo**. **Unanimously agreed**.

8/0522 Finance

SM had sent a copy of the financial report to Councillors prior to the meeting detailing the account balances, receipts and what had been paid. A schedule of items for payment totalling £1985.63 had also been circulated prior to the meeting and these were discussed. **PH** proposed the payments be approved. **Seconded** by **EJ**. **Unanimously agreed**. There were 5 other payments due to be paid totalling £812.30 that also needed to be approved at the meeting. **SH** proposed the payments be approved. **Seconded** by **EJo**. **Unanimously agreed**. The payments were authorised at the meeting by **GB** and **PH**. **GB** signed the financial report.

(c) To approve bank signatories

GB, **EJ** and **PH** were the current bank signatories. **SM** advised an additional signatory could be added. **CH** proposed **RBo**, as Chair of the Finance Committee, be added as a signatory to the Council's bank mandate. **Seconded** by **SH**. **Unanimously agreed**. **SM** to obtain a new mandate for completion.

SM

(d) To appoint an Internal Auditor

JDH Business Services Ltd were appointed as the auditors for the next financial year (2022-2023). **Proposed** by **PH**. **Seconded** by **EJ**. **Unanimously agreed**.

(e) To advise on the arrangement for the Council's Internal Audit

SM advised Councillors that she was taking documents to the auditors on 24th May 2022 and would be receiving the auditors report on 9th June 2022.

(f) To review and approve Council insurance cover for 2022-2023

The Council's insurance needed to be renewed by 1st June 2022. **SM** had received two quotes for new insurance cover. One of these was from the Council's existing insurers who had quoted a total premium of £987.03. The second quote was from BHIB Councils Insurance who had quoted a total premium £713.59 or £683.78 for a 3-year Long Term Undertaking. **RBo proposed** the Council use BHIB Councils Insurance for a 3-year Long Term Undertaking. **Seconded by EJ. Unanimously agreed.**

(g) To approve updated Council Asset Register

SM had circulated a revised copy of the Council Asset Register to Councillors prior to the meeting. This was reviewed. **GB proposed** acceptance of new Asset Register. **Seconded by EJo. Unanimously agreed.**

9/0522. Council Documents

(a) To review and approve Council's existing policies

GB informed Councillors the Council's policies had been reviewed and there had been no amendments to the documents.

GB proposed the existing policies remain as they are. **Seconded by PH Unanimously agreed.**

(b) To approve Council's Standing Orders

GB proposed the Council's Standing Orders be approved. **Seconded by PH Unanimously agreed.**

(c) To approve Council's Financial Regulations

GB proposed the Council's Financial Regulations be approved. **Seconded by PH Unanimously agreed.**

(d) To confirm Code of Conduct

SM reminded Councillors that the Code of Conduct for Members was originally adopted on 26th July 2016 and remains in place.

10/0522 Community Agent Report

DD reported:

- Four new referrals. Two of these related directly to rising electricity costs and had been referred to 'Warm Wales' who work to tackle fuel poverty and offers help and support to reduce energy bills. 'Warm Wales' is willing to hold a surgery at the Oliver Jones Memorial Hall to advise residents manage their energy costs effectively. The organization covers all aspects of the issue including availability of benefits to help those struggling with rising energy costs.
- Care within the Ceiriog Valley is still a concern with people are having to stop in hospital because there are not enough carers to carry out the care needed, especially when more than one carer is needed on a call. Home from hospital care is so overwhelmed that they have indicated care in the Valley is a problem because of the lack of staff to cover remote areas. Carers who had set up and developed small care enterprises under the Community Catalyst scheme were no longer working in the area. WCBC have the responsibility to provide care services when a person is back home after leaving hospital, but Social Services were asking Community Agents for help.

- Had made a presentation to the Poppy Club in Glyn Ceiriog.
- Had visited several homes with heating services to ensure that residents know how to use the heating available in the most cost-effective way. It is evident that many people haven't been taught how to set heating programmes and are heating their homes at inappropriate times leaving them cold when the heating is needed most.
- Advised Councillors that Tan y Garth had been awarded lottery funding for yoga retreats and therapeutic treatments. They had asked Community Agents to see who might benefit from the proposed activities. **DD** was trying to get an input from the Penley Rainbow Centre.

RBo informed Councillors that there was a meeting for Community Agents with WCBC on 12th May 2022. **DD** advised that the Community Agents scheme had received funding for 2022 but there are plans to change how the scheme operates in 2023. There is the possibility that all Community Agents would have to work from the Penley Rainbow Centre so this would be an issue if working in the Ceiriog Valley. Travelling would reduce the time being spent in the local area. **GB** suggested it would be better to discuss the new plans for the scheme once the meeting had taken place.

11/05/2022 Planning Applications

(a) Planning Application P/2022/0381 (two storey front extension to install lift at The Mulberry in Llwynmawr)

The plan was reviewed, and Councillors had no objections or concerns about this planning application. **SM** to notify WCBC Planning.

SM

(b) Planning Application P/2022/0414 (two storey front extension, single storey rear extension, erection of garage and decking area at Bryn Bedw, Dolywern)

The plan was reviewed, and Councillors had no objections or concerns about this planning application. **SM** to notify WCBC Planning.

12/0522 Queen's Platinum Jubilee Celebrations

It was confirmed that WCBC had agreed to grant a licence to the Council to hold the Jubilee Garden Party in the grounds of Pontfadog School on the 3rd June. **RBo**, **SM** and **GB** were meeting Nick Adamson (Asset Manager WCBC) at the school on 13th May to view the site and discuss the event. It had been noticed that the school's boundary hedge was growing over the pavement, and this would be discussed at the site meeting.

DD reported that some residents had offered to provide crisps etc. for the garden party. People would be also bringing their own picnics on the day. A children's entertainer had been booked for the event.

On 4th June there would be an Afternoon Tea at the Oliver Jones Memorial Hall for older residents, courtesy of the WI. Personal invitations were being sent out.

A Ceilidh had been arranged for Saturday evening. There would be a free buffet and a licensed bar at the event. **GB** reminded Councillors that help would be required to tidy up on Sunday morning after the event. **RBo** informed Councillors that posters and flyers advertising the Ceilidh were being printed and copies delivered to households in Glyntraian by a member of the community. In addition, some of the posters were being laminated so these could be put up outside. **CH** would be doing this.

On the 2nd June it was agreed the Council would light a Platinum Jubilee Beacon at 9:45pm to take part in the National beacon lighting ceremony being held across the UK. **SM** to register the Council's involvement in the event.

SM

RBo informed Councillors that there were two raffles, one at the Jubilee Garden Party and the other at the Ceilidh. One raffle had already raised £400.

Celebration mugs are to be given by the Council to children under 16 living in Glyntraian. **RBo** said the children's names and locations were required and this would be advertised on the Council's website and by a poster in the Post Office. All children's details will remain confidential.

There would be a Celebratory Jubilee Service at St John's Church in Pontfadog on 5th June at 9:30am.

The next meeting of the Jubilee Committee would be held on 15th May.

13/0522 Colfryn Wood

EJ told Councillors that Colfryn Wood was not being maintained properly. Trees were falling on fences and damaging these. They were also falling across the public path through the wood. The wood is owned by the Woodland Trust and attempts to contact its local representative had not been successful. **SM** to contact the Woodland Trust to try and resolve the issue.

SM

14/0522 Ukraine Flag

RBo proposed the Council buy a Ukraine flag to show support and extend a welcome to Ukrainian refugees coming to the Valley. **Seconded** by **EJ**. **Unanimously agreed.**

It was agreed both the Ukraine and Welsh flags would be flown on the Council's flagpoles at the Hall.

It was also agreed the Council buy a Jubilee flag. **Proposed** by **RBo** and **seconded** by **PH** **Unanimously agreed.**

15/0522 Correspondence

SM had received:

- An email from the Welsh Dee Trust to notify the second SmartRivers invertebrate ID training workshop in Llangollen at end of May. **SM** and **SH** to attend.
- Survey Documents from Creative Play for the forthcoming installation of the Dolywern playground.
- Notification of One Voice Wales Councillor training dates
- Notification of costs of the annual Dolywern (£70) and Maes Meredydd (£70) playground inspections by RoSPA. **SM** had notified them of the planned work on the playground in Dolywern
- An email from a resident asking if the Council would review its original decision for residential development on the Pontfadog school site and attempt to negotiate with the County Council to seriously consider the school and land being used as a Community Hub. **GB** advised the Council would not change its decision because it had gone through the required process, been confirmed by a majority vote, and could not be revoked. **RBo** underlined the fact that the proposal for using the school building as a community hub would be in direct competition with the Oliver Jones Memorial Hall within the same community. One of the criteria set by WCBC was that the use of the school should not cause a potential displacement of existing services and businesses already being provided in the area. **SM** to contact resident.
- Scottish Power had notified the Council that they would be coming to trim the hedge behind the Hall as it was interfering with the power cables.

SM

SM

16/0522 Items for next Council meeting (1st June 2022)

Community Agent scheme for 2023

The Chairman closed the meeting at 7:44pm

Next meeting will be on 1st June 2022 at 6pm

DRAFT