



# Cyngor Cymuned **Glyntraian** Community Council

## Minutes of Annual Council Meeting

17th May 2023

At the Oliver Jones Memorial Hall

### Present:

Councillor Robin Boston  
Councillor Colin Hidden  
Councillor Edith Jones  
Councillor Laura Bell McMillan  
Councillor Emma Jones

Councillor Pam Hughes

Also present: Stephanie Masters (Clerk), Davena Davies (Community Agent) Mr Ky Lewis (resident)

Vice-Chair opened the meeting at 6pm

Action

### 1/0523 Election of Chair of Glyntraian Community Council

**GB** had been Chair since July 2020 but had now resigned as a Councillor following the April meeting. He was not present but had sent his apologies **to SM** prior to the meeting.

**RBo**, as Vice Chair, opened the meeting and asked for nominations for the position of Chair.

**PH** proposed **RBo** take on the role. **RBo** said he was willing to be Chair if no other Councillors were put forward. However, he told Councillors he was planning to resign from the Council in January 2024. There were no other nominations.

**PH** proposed **RBo** be elected as Chair. **Seconded** by **CH**. **Unanimously agreed**. **RBo** accepted the role and signed a Declaration of Acceptance of Office as Chair.

**RBo** said the Council offered a vote of thanks to Mr Graham Barrow for all his work and support during his time on the Council.

**SM**

### 2/0523 Election of Vice-Chair of Glyntraian Community Council

**RBo** had been the existing Vice-Chair so a nomination was required for a new Councillor to take on the role. **EJ** proposed **CH** for Vice-Chair. There were no other nominations.

**EJo** proposed **CH** be elected as Vice-Chair. **Seconded** by **LBM**. **Unanimously agreed**. **CH** accepted the role and signed a Declaration of Acceptance of Office as Vice-Chair.

### **03/0523 Apologies for and reasons for absence**

**SM** informed Councillors that Councillor Sarah Hawkes had resigned from the Council. As the meeting was the Annual Council Meeting, County Councillor Trevor Bates and PCSO Gareth Jones had chosen not to attend. Reasons accepted by the Council.

### **4/0523 Declarations of Interest and Dispensations**

#### **(a) Declarations of interest in items on the agenda**

None

#### **(b) Requests for dispensations**

None

### **5/05/23 Approval of the Minutes of the Council Meeting held at the Oliver Jones Memorial Hall on 5<sup>th</sup> April 2023**

**(a) To approve and sign the Minutes of the meeting held on 5th April 2023 as a true and correct record.**

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

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

- **RBo** asked about the result of the court case between the Green Lane Association Limited v Wrexham County Borough Council held at Wrexham Court on 21<sup>st</sup> March 2023 at 10:00am. County Councillor Trevor Bates had informed **SM** that the hearing had been inconclusive due to more detailed information been required. A second hearing is being arranged.
- **RBo** said the signs that had been put on verge in Pontfadog advertising the Ceilidh had been removed by Dave Douglas from WCBC who had stated that permission was required from the Highways and Planning Departments. However, following an enquiry by County Councillor Trevor Bates, it had been confirmed by WCBC Planning that posters for community events were allowed and providing the signs were only put up for a limited period before an event and removed straight afterwards permission was not required. If any posters were being placed on street furniture such as lampposts, bollards etc. then the Highways Department should be informed before the posters were put up.
- A quotation had been received from Mr Graham Barrow for putting in a path at the back of the Oliver Jones Memorial Hall and a separate quote for pothole repairs on the Hall car park. As only one quote had been provided **SM** had asked Mr Barrow for another two quotes so an informed decision could be made. **RBo** said the Council would agree in principle for the work to be completed. **DD** advised that MOT had been left over from the installation of the playground and was still on the car park and asked whether this could be used for the repairs.
- **RBo** reminded Councillors about putting a new noticeboard on the lane towards Selattyn to ensure residents living in that remote area are made aware of the Council's activities. It was going to be expensive, and the Highways Department (WCBC) had advised a new location for the noticeboard was required because the proposed site was too close to a road junction. **DD** suggested it could be put on the private ground near The Mount if the owner was agreeable. A final decision would be made once permission had been granted and the price agreed.
- **RBo** and **DD** informed Councillors the 'warm space' had now finished and ideas for alternative activities over the summer months were being reviewed. **DD** said she would not have time to

run any of the activities and **RBo** said the Council could take the initiative to organise these. **RBo** and **DD** to discuss further and present the ideas to the Council at a later meeting.

RBo DD

- **RBo and DD** advised that the Council's Coronation events had been successful. They had proved to be socially inclusive events and had met the requirements of the Lottery grant. The Ceilidh had been attended by 96 residents, 56 residents had attended the Royal Afternoon Tea Party and 36 children had attended the Children's Party. **RBo** thanked **DD** and **CH** for all their hard work and thanked Chelsea and Maggie for arranging the Children's Coronation Party. Money taken at the events will be paid in by **SM**. **SM** to provide a summary of the cost of the events and present this at the next Council meeting. **SM**
- **PH** informed Councillors that two dogs were being allowed to run freely in the grounds of the Oliver Jones Memorial Hall and fouling the area even though there is a 'no dogs' sign below the Council noticeboard at the entrance of the car park. It was agreed that increasing the size of the sign at the entrance would make it more visible. **SM** to find prices for discussion at the next meeting. **SM**
- The litter bin that had been at the entrance to the Hall car park had been removed by WCBC and had not been replaced. **SM** had already contacted WCBC requesting a new litter bin but had no response. **SM** to send another request. **SM**
- **CH** raised the issue of there been no recycling bins for glass at the Hall and glass was being put into the waste bins. **DD** informed the Council that Graham Barrow had asked about recycling bins for glass and plastic bottles but found that to provide these was expensive. **SM** to find out the cost and confirm whether WCBC would empty the recycling bins. **SM**
- **EJ** raised the issue of cars being parked on either side of the road near the layby located at the church in Pontfadog and that this was dangerous. **SM** to speak to WCBC to find out if any action could be taken. **SM**
- At the last meeting of the Oliver Jones Hall Committee, it had been noted that there was no padlock on the gate at the entrance of the Cheshire Home gardens. It was the Cheshire Home's responsibility to ensure the gate was locked. **SM** to write to Cheshire Home. **SM**
- **RBo** said changing the start time of Council meetings should be considered for those who are in work and find it more difficult to get to a meeting that starts at 6:00pm. **EJ proposed** Council meetings start at 6:30pm and run until 8:30pm from the 7<sup>th</sup> June 2023. **Seconded** by **CH**. **Unanimously agreed.**

## 6/05/23 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 and on a hoc ac basis if necessary)

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

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

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

Environment Committee: **LBM, SM** and **RBo**. Matthew Masters (resident) previously co-opted on the committee. Graham Barrow and Sarah Hawkes had also offered to support the Committee even though they had resigned from the Council (Meets on ad hoc basis if necessary)

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

#### **b) To appoint representatives for External Bodies**

The following representatives were appointed:

Oliver Jones Memorial Hall Committee

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

**CH proposed LBM** and **EJo** be appointed as the Council's new representatives on the Oliver Jones Memorial Hall Committee. **Seconded** by **PH. Unanimously agreed.**

Town and Communities Councils (WCBC)

Meetings are held quarterly. **LBM proposed RBo** be appointed as the Council's representative. **Seconded** by **EJ. Unanimously agreed.** **RBo** agreed to take the position.

One Voice Wales

**SM** said a new Council representative was required. Meetings are held quarterly. It was agreed to postpone the decision until any new Councillors are co-opted onto the Council.

**CH proposed** all the representatives for the External Bodies be appointed. **Seconded** by **LBM. Unanimously agreed.**

#### **7/0523 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 £3305.92 had also been circulated prior to the meeting and these were discussed. **PH proposed** the payments be approved. **Seconded** by **LBM. Unanimously agreed.** The payments were authorised at the meeting by **EJ** and **PH.** **RBo** signed the financial report.

When discussing the financial report, **CH** and **RBo** asked for clarification of the Council's Reserves. It was agreed that the Finance Committee would hold a meeting to review these. **EJ proposed** the financial report be accepted. **Seconded** by **CH. Unanimously agreed.**

**SM** advised that an advance of £1000 had been given to **DD** to cover the cost of catering for the King's Coronation events. This had been agreed by the Finance Committee. In addition to these funds a further £258.28 was now payable to **DD** to settle the remaining costs for the events.

#### **(c) To approve bank signatories**

The resignation of Graham Barrow left only **RBo, EJ** and **PH** as the current bank signatories. **SM** advised an additional signatory could be added. **LBM proposed CH,** as a member of the Finance Committee, be added as a signatory to the Council's bank mandate. **Seconded** by **PH. Unanimously agreed.** **SM** to obtain a new mandate for completion.

#### **(d) To appoint an Internal Auditor**

JDH Business Services Ltd were appointed as the auditors for the next financial year (2023-2024). **Proposed** by **PH. Seconded** by **EJ. Unanimously agreed.**

**SM RBo**

**CH EJo**

**DD**

**SM**

**SM**

**SM**

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

**SM** advised Councillors that she was taking documents to the auditors on 25<sup>th</sup> May 2023 and would be receiving the auditor's report on 8<sup>th</sup> June 2023.

**SM****(f) To review and approve Council insurance cover for 2023-2024**

The Council's insurance needed to be renewed by 1st June 2023. **SM** reminded Councillors that the Council used BHIB Councils Insurance and had entered a competitive 3-year Long-Term Undertaking last year to help maintain a lower cost for insurance. The insurance renewal documents had been received and it was agreed **SM** would make the payment to BHIB.

**(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. **EJ proposed** acceptance of new Council Asset Register. **Seconded** by **PH**. **Unanimously agreed.**

**8/0523 Council Documents****(a) To review and approve Council's existing policies**

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

**LBM proposed** the existing policies be adopted and remain as they are. **Seconded** by **PH**. **Unanimously agreed.**

**(b) To approve Council's Standing Orders**

**RBo** said the Council should review the Standing Orders with reference to gender to ensure they are gender neutral.

**CH proposed** the Council's Standing Orders be approved. **Seconded** by **LBM**. **Unanimously agreed.**

**(c) To approve Council's Financial Regulations**

**LBM proposed** the Council's Financial Regulations be approved. **Seconded** by **CH**. **Unanimously agreed.**

**(d) To review and approve Council's Risk Assessment**

The Council's Risk Assessment was reviewed and agreed no changes were necessary.

**LBM proposed** the Council's Risk Assessment be approved. **Seconded** by **PH**. **Unanimously agreed.**

**(e) 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.

**09/05/2023 Correspondence**

- Council Insurance renewal documents from BHIB.
- Notification of the One Voice Wales during April and May training dates.

- Thank you email from the Ceiriog Valley Garden Society
- JDH Business Services Ltd (internal auditors) letter requesting date Council's documents will be ready for audit on 15th May 2023. Documents will be taken to the auditor on 25th May 2023.
- Notification of playground inspection from ROSPA This will be in June and the cost will be £75 for each playground.
- Email from County Councillor Trevor Bates confirming the Selattyn road will be closed for a while due to roadworks and Pontfaen Bridge will be closed for one day. He also informed Councillors that old A5 through Chirk has now been renamed A5070.
- The NRW LIFE Dee River Report No. 6. No information about the River Ceiriog in this edition.
- Notification of Community Agent funding. The contract has been signed. Funding (£12480) to follow but had not been received yet.

### 10/0523 Community Agent Report

DD reported:

- I believe the Council has now received £2811.68 from the Little Learning Company for the hard work put in by **RBo** and I to run Brunch Club. This money was given as a reward to the brunch club for running continuous sessions and providing an inclusive club for every member of the Community.
- Brunch Club is a not-for-profit weekly meal service provided to anyone wishing to attend. This club is run by myself with the invaluable help from **RBo** and I thank him very much for his continuing support.
- The running of the Brunch Club is totally voluntary and has no impact whatsoever on my weekly working hours as Community Agent and I don't receive any wages from the Council to provide this.
- Brunch Club was set up as a direct result of the hijack and subsequent loss of Lunch Club and received no funding from the Council to start. Gareth my partner delivered the funding needed to get this Club started.
- The Brunch Club pays the monthly cost of £40 to have the main hall floor polished and I pay the room rental cost at the same rate as any other hirer using the annex room and kitchen.
- Given the above I wish to express my disappointment that my request for funding for a griddle was so easily dismissed and was passed over at last month's Council meeting. Week on week we have seen an increase of engagement by Community members using the Brunch Club. The money raised from the Little Learning Company was not a grant it was raised by the Community being so willing to sign up and commit to attending regularly. I feel strongly therefore that the money raised should be spent to benefit the Community.
- My grateful thanks to Mrs Shirley Terretta who through the sale of her handmade cards here at the Hall and the Community who buy them has paid the cost of a new griddle to be used at Brunch Club and other Community Agent lead events.
- Notification from EE to say the phone contract is due to be renewed. This has been passed on to **SM**.
- Meeting attended with **SM** and the new Commissioning officer Vicki Lindley-Jones who seemed very impressed with some of the things happening in the Community.

**SM**

- We have a cake stall and tombola on 27th May to raise funds towards the cost of coaches for the Llandudno trip. This will be outside Gareth Morris's chapel in Pontfadog. If anyone would like to donate a cake or help on the day between 10am and 12pm I would be grateful

### **11/05/2023 Planning Applications**

**(a)** Planning Application P/2023/0214 (Craignant Wood House – Request for a Lawful Development Certificate for existing use of the dwelling without compliance with agricultural occupancy condition.

The application was reviewed. **EJ** asked **SM** to contact WCBC Planning to confirm the reason why the occupant now wanted the agricultural occupancy condition removed.

**SM**

**(b)** Planning Application P/2023/0198 (Formation of new drive and dropped kerb at 1 Tan y Bryn Pontfadog)

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

### **16/0522 Items for next Council meeting (7<sup>th</sup> June 2023)**

'No dogs' sign at the Hall car park entrance

Glass and plastic recycling bins at the Hall

The Chairman closed the meeting at 7:34pm

Next meeting will be on 7<sup>th</sup> June 2022 at 6:30pm