



Cyngor Cymuned **Glyntraian** Community Council

Minutes of Annual Council Meeting

1st May 2024

At the Oliver Jones Memorial Hall

Present:

Councillor Robin Boston
Councillor Colin Hidden
Councillor Edith Jones
Councillor Pam Hughes
Councillor Ky Lewis

Councillor Richard Evans

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

Chair opened the meeting at 6:30pm

Action

1/0524 Election of Chair of Glyntraian Community Council

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

RE proposed RBo continue in the role. **RBo** said he was happy to continue as Chair for the time being. There were no other nominations.

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

2/0524 Election of Vice-Chair of Glyntraian Community Council

CH was the existing Vice-Chair. **RBo** asked for nominations for the position. **PH proposed CH** continue as Vice-Chair. There were no other nominations.

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

03/0524 Apologies for and reasons for absence

There were no apologies.

4/0524 Declarations of Interest and Dispensations

(a) Declarations of interest in items on the agenda

None

(b) Requests for dispensations

None

5/05/24 Approval of the Minutes of the Council Meeting held at the Oliver Jones Memorial Hall on 3rd April 2024

(a) To approve and sign the Minutes of the meeting held on 3rd April 2023 as a true and correct record.

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

(b) Matters Arising

- **CH** informed Councillors that the new parts had been fitted to the rocker seesaw in the Maes Meredydd Play Area in Pontfadog. However, a new handle had been ordered for the rocker seat to replace the existing one which was damaged and could not be used. SM
- The Council would be taking part in the 80th Anniversary D-Day National Commemorations on the 6th June 2024. Arrangements had been made to raise an 80th Anniversary D-Day Commemoration flag at the OMJH at 9:00am. The Council beacon would be lit in grounds of the Hall in the evening at 9:15pm. **SM** to advertise the event in the Glyn News and on the Council's website and Facebook page. SM
- **SM** informed Councillors that Groundforce Ltd were no longer trading. Due to these unforeseen circumstances the Council now needed to appoint a new ground maintenance contractor. **SM** had arranged for Rhys Hughes to cut the grass in the playground in Pontfadog and the grounds of the Hall. **SM** said she would get quotes from other ground maintenance contractors in time for the next meeting. SM
- **SM** had attended the Caru'n Pentrefi AGM. The group had confirmed they would like to be appointed as Council Volunteers at the meeting. Councillors raised concerns about the use of strimmers by the volunteers. They wanted further clarification of the level of training required for volunteers to ensure they were properly covered by the Council's liability insurance. **SM** to contact Council's insurers to confirm the requirements. SM
- **RBo**, **RE** and **SM** had attended a One Voice Wales course about Place and Community Plans. **RBo** and **RE** were meeting prior to the next meeting to discuss the preparation of a Community Plan, how to develop it and what sort of topics could be included in it. They will put together a document for discussion at the next Council meeting in June. **RBo** explained much greater engagement with residents would be necessary to draft a successful plan. SM
- The joint meeting of the three Community Councils in the Valley had been arranged for 12th June 2024. **RBo** said he was not in favour of large meetings and proposed Clerks, Chairs and one appointed member from each Council should attend. **PH** in the past it had been very productive when all Councillors had attended. However, it was agreed that it was not necessary for all Councillors to attend and **RBo**, **SM** and **PH** will attend on behalf of the Council.
- **RBo** to meet **DD** to choose a commemorative bench for the Hall grounds in memory of Bryan Evison. **DD** advised Councillors she had received a further £20 from a resident towards the

cost of the bench and now had £320. **SM** to order the bench and arrange for it to be delivered to **RE**.

- **SM** had sent an email to Daniel Roberts Joinery to order the new Council noticeboard and confirm the size but had received no response. Councillors asked **DD** if she would speak to Daniel and ask him to confirm the details with **SM**.
- **EJ** asked what was happening about the removal of the portacabin from the OJMH carpark. The Council had been promised that it would be removed during April, but it was still on the carpark. **DD** said that she had been contacted by Gareth Edwards who had confirmed it was planned to move the portacabin in the middle to the end of May.

6/05/24 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: Existing Finance Committee members were **SM**, **RBo**, and **CH**. **RE** was asked if he would consider joining the Committee. He agreed to take on the role. (Meetings held quarterly and on a hoc ac basis if necessary)

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

Communications Committee: Existing Communications Committee members were **RBo**, **SM** and **DD**. Jools Payne (resident) had previously been co-opted on the Committee. **KL** was asked if he would consider joining the Committee. He agreed to take on the role.

Government and Compliance Committee: Existing Government and Compliance Committee members were **RBo** and **SM**. **EJ** was asked if she would consider joining the Committee and she agreed to take on the role (Meets on ad hoc basis if necessary)

Environment Committee: Existing Environment Committee members were **SM** **RBo** and Matthew Masters (resident) previously been co-opted on the Committee. (Meets on ad hoc basis if necessary)

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

b) To appoint representatives for External Bodies

The following representatives were appointed:

Oliver Jones Memorial Hall Committee

RE proposed **RBo**, **PH** and **CH** be appointed as the Council's new representatives on the Oliver Jones Memorial Hall Committee. **Seconded** by **KL**. **Unanimously agreed**. (Meetings held every two months).

Town and Communities Councils (WCBC)

RBo agreed to continue as the Council's representative. (Meetings held quarterly).

One Voice Wales

SM said a new Council representative was required. (Meetings held quarterly).

KL proposed RE be appointed as the Council's representative for One Voice Wales. **Seconded** by **CH. Unanimously agreed. RE** agreed to take on the role.

7/0524 Finance

(a) To review Financial Report and (b) to authorise and sign payments

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 £2597.67 had also been circulated prior to the meeting and these were discussed. **SM** advised Councillors the payment for the Brightpay accounting software (£94.80) had not yet been paid and required approval. **PH proposed** the payments be approved. **Seconded** by **CH. Unanimously agreed.** The payments were authorised at the meeting by **EJ** and **PH. PH proposed** the financial report be accepted. **Seconded** by **EJ. Unanimously agreed. RBo** signed the financial report.

There had been a receipt of £8666.67 which was the first payment of the Council's precept from WCBC. **SM** advised Councillors she had transferred £6000 of this to the Council's BMM Account.

SM informed Councillors that a payment of £5.94 for refreshments for the Council's 'warm space' had been made from petty cash. There had also been a receipt of £23.00 to petty cash from **RBo** as payment for the wine left over from the Ceilidh last year. **RBo** signed the petty cash report.

(c) To approve bank signatories

RBo, EJ, CH and **PH** were the current bank signatories. It was agreed that they remain as signatories. **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 (2024-2025). **Proposed** by **RE. Seconded** by **KL. 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 9th May 2024 and would be receiving the auditor's report on 23rd May 2024.

(f) To review and approve Council insurance cover for 2024-2025

The Council's insurance is due to be renewed by 1st June 2024. **SM** reminded Councillors that the Council used BHIB Councils Insurance, (now Clear Councils) and had entered a competitive 3-year Long-Term Undertaking in 2021 to help maintain a lower cost for insurance. The insurance renewal documents had been received and they confirmed the insurance premium would be £713.80 which included an arrangement fee of £45. **PH proposed SM** make the payment. **Seconded** by **KL. Unanimously agreed. SM** to make the payment to Clear Councils.

(g) To approve updated Council Asset Register

SM presented the Council Asset Register to Councillors. This was reviewed. **PH proposed** acceptance of the Council Asset Register. **Seconded** by **KL. Unanimously agreed.**

8/0524 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.

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

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

(c) To approve Council's Financial Regulations

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

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

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

PH proposed the Council's Risk Assessment be approved. **Seconded** by **EJ**. **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.

09/05/2024 Correspondence

- Information from Audit Wales advising of the full external audit requirements.
- An invoice from HAGS for the new playground parts.
- Planning Application P/2024/0227: Erection of an agricultural building at Tyn y Celyn, Old Road Llwynmawr. Discussed later in the meeting.
- Planning Application P/2024/0235: Change of Use of Agricultural Land to Residential Usage and Erection of Timber Shed (In Retrospect) at Glascoed, Dolywern, Pontfadog Llangollen. Discussed later in the meeting.
- Dates of the Smart Rivers ID Sessions for the Spring samples from the River Ceiriog. **SM** to attend.
- Posters from the WCBC Electoral Department advertising the requirement for Voter ID at the PCC election on 2 May and for the UK Parliamentary election, which is yet to be announced. **SM** had put a poster on the Council and OJMH noticeboards and in the shop in Pontfadog.
- Notification that the annual inspection of playgrounds will take place during June. Costs: Dolywern Play Area £78 and Maes Meredydd Play Area £78
- A 2024 Appeal letter had been received from the International Eisteddfod in Llangollen. Councillors discussed making a donation and **RE proposed** the Council give £100. **Seconded** by **PH**. **Unanimously agreed**. **SM** to make payment.
- Various correspondence regarding new arrangements for Community Agents. It was confirmed at a meeting of Clerks and Community Agents that funding would be paid shortly.

10/0524 Community Agent Report

DD reported:

- Preparation for the Llandudno trip is well underway, I have paid £1150 for two coaches, and one will be wheelchair accessible. I have written to Glyn Ceiriog Community Council to ask if they would be willing to contribute £250 towards the cost of the trip. We are hoping to keep the cost of the trip to £5 per person.
- The vintage and craft fair will take place in and around the Hall on the 14th July. We have had lots of booking for the craft stalls.
- 2 new referrals this month, both needing ongoing support.
- Attended various meetings both informational and for training.
- The new arrangements for recording service users are now in place. It is time consuming but with use it will hopefully become easier. We have never before had to record so much very personal information on a service user and were in fact advised against it. Therefore, any and all information we now hold has to be password protected.
- I am still worried about Commissioning decision to refuse help to anyone who asks for their information not to be shared but do welcome the answers given to my questioning this at the Clerks and Community Agents meeting last Thursday.
- Yesterday at Brunch Club we welcomed Joanna Hughes, Financial Inclusion Officer from Plas madoc estate office and Jane Cotton and Allan Griffiths both area mangers also from the estate office at Plas Madoc. They happily sat and chatted with Community members answering many and varied questions. They also offered congratulations on such a successful volunteer lead Community group.
- Emma from Hafren Dyfrdwy also attended Brunch Club and was able to offer support to Community members with their water bills.

Summary

Over the next month I am hoping to be able to check in with Community members who have had need of the service before, just to make sure services put into place are still fit for their needs.

11/05/2024 Planning Applications

(a) Planning Application P/2024/0227: Erection of an agricultural building at Tyn y Celyn, Old Road Llwynmawr.

The application was reviewed. Concerns were raised for the reason why there was a need for such a large agricultural steel framed building when the property only consisted of a cottage and a paddock. **SM** to contact WCBC Planning to confirm the reason why the occupant now wanted and needed the agricultural building.

SM

(b) Planning Application P/2024/0235: Change of use of agricultural land to residential usage and erection of timber shed (in retrospect) at Glascoed, Dolywern, Pontfadog. Llangollen.

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

SM

12/0524 Items for next Council meeting (5th June 2024)

Appointment of Car'un Pentrefi as Council volunteers

Internal Audit and Annual Return

Community Place Plan

The Chairman closed the meeting at 8:09pm

Next meeting will be on 5th June 2024 at 6:30pm