



Cyngor Cymuned **Glyntraian** Community Council

Minutes of Annual Council Meeting

7th May 2025

At the Oliver Jones Memorial Hall

Present:

Councillor Richard Evans
Councillor Colin Hidden
Councillor Edith Jones
Councillor Pam Hughes
Councillor Ky Lewis

Councillor David Sopwith

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

Mr Trevor Sharples (Resident)

Clerk opened the meeting at 6:30pm

Action

1/0525 Election of Chair of Glyntraian Community Council

SM opened the meeting and asked for nominations for the position of Chair.

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

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

2/0525 Election of Vice-Chair of Glyntraian Community Council

CH was the existing Vice-Chair. **PH nominated CH** to continue as Vice-Chair. There were no other nominations.

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

03/0525 Apologies for and reasons for absence

Cllr David Sopwith (holiday)

4/0525 Declarations of Interest and Dispensations

(a) to record any declarations of interest in items on the agenda

EJ declared her interest in Planning Application P/2025/0346 relating to change of use of the Pontfadog School site.

CH and **KL** declared their interest in any matters being discussed about the OJMH Men's Club.

(b) Requests for dispensations

None

5/05/25 Approval of the Minutes of the Council Meeting held at the Oliver Jones Memorial Hall on 2nd April 2025

(a) To approve and sign the Minutes of the meeting held on 2nd April 2025 as a true and correct record.

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

(b) Matters Arising

- Following the last meeting **SM** had informed Mrs Jools Payne that her proposed idea of a community log scheme using fallen trees from Collfryn Wood had been declined by the Woodland Trust and, as a result, the Council would not be taking any further action.
- **SM** had contacted PCSO Gareth Jones about the brown transit van parked opposite the school in Pontfadog which was causing an obstruction on the road coming down from the War Memorial. PCSO Jones had spoken to the owner twice on 16th April and was told the vehicle had broken down and he was trying to get someone to fix and pick it up. **EJ** confirmed the van had now gone.
- **SM** told Councillors she had almost completed the Council's accounts and documents for the internal audit. These were being taken to the auditor on the 22nd May. The audit will be completed in time for discussion at the Council meeting in June.
- Following the last meeting, **SM** had found the information about how to apply for a £1500 grant from Tesco Stronger Starts. She had passed the details on to **CH** and **KL** so they could apply for one for the OJ Men's Club.
- **DD** informed Councillors WCBC had done a limited amount of work on the Bro Dewi culvert, but it had not resolved the issue. The wall of the culvert had not been rebuilt. Councillors were satisfied that WCBC officers were fully aware of the problem, but that they must take further action to resolve the ongoing issues. **KL** going to try to contact Steve Witherden MP for an update on what he had done since his site visit to Bro Dewi,
- **DD** said Dave Evans, who had arranged for the LoReWAN data transmitter to be installed at the OJMH, had been told not to put a flood monitor in the Bro Dewi culvert. **SM** to contact him to find out when this is going to be fitted.
- Gavin Jones from Openreach had been to the Council meeting in September 2024 to give details of the UK Governments Gigabit Broadband Voucher Scheme. If enough residents signed up and pledged their voucher to Openreach the company would be able to install full

fibre to properties in Dolywern. He asked Councillors to inform residents because 40 pledges were needed to make the installation viable. **RE** asked if anyone was aware the scheme was going ahead. **DD** told Councillors she had received a letter from Openreach confirming installation of full fibre broadband was not happening because not enough people had pledged vouchers, **SM** to contact Gavin Jones for further information.

6/05/25 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. Some of the Committees needed new members to replace Robin Boston who had resigned from the Council.

Finance Committee: Existing Finance Committee members were **SM**, **CH**, and **RE**. Prior to the meeting **SM** had asked **DS** if he would consider joining the Committee. He had agreed to take on the role. (Meetings held quarterly and on a hoc ac basis if necessary)

Staffing Committee: Existing Staffing Committee members were **CH** and **PH**. As Chair, **RE** agreed to be on the Committee. (Meets for 6 monthly staff appraisals and on an ad hoc basis if necessary)

Communications Committee: Existing Communications Committee members were **SM**, **KL** and **DD**. **DD** suggested **DS** could be asked if he would consider joining the Committee. **SM** to confirm with him when he returns from holiday. Jools Payne (resident) had previously been co-opted on the Committee. However, Councillors agreed her assistance was no longer required.

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

Environment Committee: Existing Environment Committee members were **SM**, Robin Boston and Matthew Masters (resident) previously been co-opted on the Committee. However, the Committee had not been active recently and Councillors agreed it would be better if the whole Council was involved should the need arise. (Meets on ad hoc basis if necessary)

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

b) To appoint representatives for External Bodies

The following representatives were appointed:

Oliver Jones Memorial Hall Committee

The Council can have 6 representatives on the Oliver Jones Memorial Hall Committee. **RE**, **CH**, **PH**, **EJ** and **KL** were already appointed as Council representatives. Prior to the meeting **DS**, as Chair of the Hall Committee, had agreed to be a new representative. (Meetings held every two months).

Town and Communities Councils (WCBC)

As Chair, **RE** agreed to be the Council's representative. (Meetings held quarterly).

One Voice Wales

RE was the existing Council representative and agreed to continue in the role (Meetings held quarterly).

PH proposed all the Councillors representing the Council on the external bodies be appointed. **Seconded** by **EJ**. **Unanimously agreed**.

7/0525 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 £4134.34 had also been circulated prior to the meeting and these were discussed. This total included a payment of £930 for ground maintenance. **SM** informed Councillors that ground maintenance had cost £2828 over the last year which was less the £3000 quoted.

SM advised Councillors the following payments had not yet been paid and were on the payments list for approval:

- AVOW membership: £15.75
- Audit Wales: £600
- Brightpay: £100.80
- V Hughes: (Clasps for playground notices) £46.80:

DD asked if the £15.75 she paid for AVOW membership last year could also be reimbursed.

CH proposed all payments be approved. **Seconded** by **KL**. **Unanimously agreed**. The payments were authorised at the meeting by **EJ** and **PH**. **CH proposed** the financial report be accepted. **Seconded** by **PH**. **Unanimously agreed**. **RE** 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 £5000 of this to the Council's BMM Savings Account. Savings

SM

Following the last meeting **SM** had successfully renegotiated the monthly contract payment For the OJMH internet with One Bill Telecom. The Council had been given a discount for being a longstanding customer and the monthly payment would now be £30.95 instead of £43.95. **SM** had compared these to other business internet providers and One Bill Telecom was the cheapest. The company is recognised as one of the top two providers, the other being XLN, who offered a contract costing £32.95pcm. For comparison the service with BT would cost £44.95pcm.

SM informed Councillors she had signed for the extension of Community Agent's contract for a further 12 months. Vicki Lindley-Jones (WCBC) is arranging the payment of funds. There has been a 3% uplift and total funding: was now £13,175.76. Some Community Councils had withdrawn from the scheme because of cost and uncertainty of funding. **DD** said these Community Agents were to be managed by WCBC so the service was retained in these areas. April 2026 would be when the service would be reviewed again. **RE** said he would speak to Cllr Trevor Bates to find out if there were any long-term plans for the Community Agent scheme in view of the uncertainty of funding.

(c) To approve bank signatories

PH and **EJ** are the current bank signatories now Robin Boston had resigned. It was agreed that they remain as signatories. Councillors agreed that **CH** and **RE** should be added as new signatories. **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 (2025-2026). **Proposed** by **PH**. **Seconded** by **KL**. **Unanimously agreed**.

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

SM confirmed that she was taking documents to the internal auditor on 22nd May 2025 and would be receiving the auditor's report on 4th June 2025.

(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** told Councillors the insurance renewal documents from Clear Councils had been received and they had confirmed the insurance premium would be £773.09 which included an arrangement fee of £82.83. This was an increase of £59.23 from last year. **SM** was waiting for quotes from Zurich and Hiscox for comparison, but these companies had always been more expensive in the past. **SM** said she would discuss the quotes when received with the Finance Committee to decide which policy was best.

(g) To approve updated Council Asset Register

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

8/0525 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.

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

(b) To approve Council's Standing Orders

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

(c) To approve Council's Financial Regulations

CH proposed the Council's Financial Regulations be approved. **Seconded** by **KL**. **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.

CH 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.

09/05/2025 Correspondence

- **SM** had been sent Planning Proposal P/2025/0346 detailing change of use plans for the Pontfadog School site.
- **SM** had received the April Police report from PCSO Gareth Jones which she had circulated this prior to meeting

SM

- An email from Dr Debbie Rorberts (WCBC Planning and Commissioning Officer) detailing plans to set up a Recovery College to help people deal with mental health challenges. **DD** informed Councillors there was a meeting on 14th May at 2pm to discuss mental health and wellbeing of communities in rural areas. The meeting had been arranged by Cllr Trevor Bates and Myfid Healey.
- An email from Gary Evans (WCBC Planning Enforcement Officer) confirming P/2024/1649 had been granted (retrospective) planning permission. This regularises the planning breach of planning controls for the outbuilding at Fron Derw. As a result, WCBC will be taking no further action, and the enforcement case had been closed.
- An email from Stefan Lederle (Police Inspector NWP) asking Councils to continue to work with their local dedicated officers to agree up to three issues that affect their communities to enable them to work together with partner agencies to resolve them. This will be discussed at the June meeting and **RE** asked Councillors to think about issues they feel the community. **SM** to advise PCSO Gareth Jones.
- A reminder of the dates for the National Eisteddfod which will be held on the 2nd to 9th August 2025.

10/0525 Community Agent Report

DD reported:

- Informed Councillors that Community Agents must attend peer support sessions. These had usually taken place remotely on Teams, but these were now to be held at the AVOW offices in Wrexham. The time for the session on Tuesday had been brought forward to 12:30pm which is when she is still doing Brunch Club. As a result The fact she has to travel to Wrexham will mean she will arrive late for the session.
- Advised two younger boys had attended the OJMH Men's Club which raises safeguarding concerns. This would require **CH** and **KL**, as organisers of the Club, to have DBS checks. Given the Council holds events with younger attendees more Councillors should have a DBS check. **EJ proposed CH** and **RE** have a DBS check **Seconded by PH. Unanimously agreed**
- Requested the Council pay for the entertainment that had been arranged for the VE Day afternoon tea for £160. **KL proposed** the Council pay the £160. **Seconded by CH. Unanimously agreed**
- Told Councillors she needed to renew her First Aid training. She suggested the trainer come to the OJMH and then people from the community could be asked if they would like to take part. The training could be paid for with some of the allocated funds in the Community Agent account. Councillors agreed. **DD** said AVOW could give details of First Aid trainers. **SM** to arrange training course.
- Requested the Council replace the broken portable goal net on the playing field at the OJMH. **KL proposed** the Council replace the goal net with one costing up to £200. **Seconded by CH Unanimously agreed**

EJ thanked **DD** for her informative report.

11/05/2025 Planning Applications

NOTE: This was discussed after 'Highways' on the agenda, **EJ** left the meeting before the proposal was reviewed because of her declared interest in the agenda item.

To review Planning Proposal P/2025/0346 Proposal: Change of use from D1 school to multi-use site including A1, A3, B1, D1 and D2 uses. Location: Pontfadog County Primary School, Pontfadog, Llangollen, LL20 7AH

Councillors supported some aspects of the plan but expressed reservations about duplication of local community facilities and had concerns whether parking provision and local sewerage infrastructure were adequate for increased use.

RE and **SM** to write a balanced response to the proposal to send to the WCBC Planning Officer.

12/0525 Highways

Following the 3 Valley Councils meeting in January **SM** and **RE** had asked WCBC to provide their plan of action to improve the poor road conditions in the Valley. **SM** had received an email from Dave Douglas (WCBC) who stated his team were in the Valley nearly every day. He had asked the three Councils to provide the details of roads affected. This had been discussed at the last meeting of the 3 Valley Councils (30th April) and Sarah Davies (Chair Glyn Ceiriog Community Council) had agreed to send a list of roads requiring repairs every month. **RE** asked Councillors to send their lists to **SM** so these could be forwarded to Sarah Davies.

13/0525 AOB

RE advised he had put in a bid to the Shared Prosperity Fund on behalf of the OJMH. This had been acknowledged, and he would be informed whether the bid had been successful on 13th May.

EJ put forward the idea of holding an annual best kept garden competition in the community. This was deemed to be a good idea. **DD** said details could be advertised in the Glyn News. Independent judges would have to be appointed. **EJ** and **KL** to make arrangements for the competition.

14/0525 Items for next Council meeting (4th June 2025)

Internal Audit and Annual Return

Important issues affecting the Glyntraian community

The Chairman closed the meeting at 8:19pm

Next meeting will be on 4th June 2024 at 6:30pm