



# Cyngor Cymuned **Glyntraian** Community Council

Minutes of Annual Council Meeting

6th May 2026

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)

Chair opened the meeting at 6:30pm

**Action**

## **1/0526 Election of Chair of Glyntraian Community Council**

**RE** opened the meeting and asked for nominations for the position of Chair.

**CH 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 **DS**. **Unanimously agreed**. **RE** accepted the role and signed a Declaration of Acceptance of Office as Chair.

## **2/0526 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.

**DS 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.

## **03/0526 Apologies for and reasons for absence**

None

#### 4/0526 Declarations of Interest and Dispensations

##### (a) Declaration of Interests

None

##### (b) Requests for dispensations

None

#### 5/05/26 Approval of the Minutes of the Council Meeting held at the Oliver Jones Memorial Hall on 1st April 2026

##### (a) To approve and sign the Minutes of the meeting held on 1st April 2026 as a true and correct record.

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

##### (b) Matters Arising

- **SM** had sent the Pride in Place grant applications to WCBC before 30<sup>th</sup> April which was the deadline for applications. Decisions on the applications would be received within 4 weeks.
- Councillors were concerned that no monthly Police crime report had been received again. **DD** said she was having difficulty getting a response from the Police when she needed help with any issues requiring Police attention. **SM** to contact A/Inspector Alex Jennings to raise these issues. **SM**
- **CH** and **EJ** reported that rubbish from Mellow Mountain holiday cottage was being dumped again in Pontfadog. The Council had previously asked the landlord to make proper provision for rubbish at the property for guests to use during their stay as this is the landlord's responsibility. **SM** to contact WCBC Environmental Enforcement services to deal with the issue. **SM**
- **SM** told Councillors she had completed the Council's accounts and documents for the internal audit. These were being taken to the auditor on the 21st May. The audit will be completed in time for discussion at the Council meeting in June.
- **SM** had completed the One Voice Wales Biodiversity training. She informed Councillors she had started a new Biodiversity Action Plan to discuss at the meeting in June.
- The Bowls Club had arranged the removal of the portacabin with a local contractor. This would be in a couple of weeks' time.
- **CH** told Councillors the clock from the old tramway waiting room in Dolywern was missing. It was thought the clock was the responsibility of the Dolywern Care Home. **SM** to find out if this was the case and what had happened to the clock. **SM**

#### 6/05/26 Council Committees and External Bodies

##### (a) To review and appoint members of Council Committees

The existing members of the Council Committees were reviewed. The frequency of committee meetings was also confirmed.

**Finance Committee:** Existing Finance Committee members were **SM, CH, DS** and **RE**. (Meetings held quarterly and on a hoc ac basis if necessary)

**Staffing Committee:** Existing Staffing Committee members were **RE, 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**. **RE** was asked if he would consider joining the Committee and he agreed to be a member.

**Government and Compliance Committee:** Existing Government and Compliance Committee members were **RE, SM** and **EJ**. (Meets on ad hoc basis if necessary)

**Environment Committee:** Last year Councillors agreed it would be better if the whole Council was involved should the need arise. This was to continue for the time being. (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 **DS**. **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, DS, CH, PH, EJ** and **KL** were already appointed as Council representatives. (Meetings were held every two months but it is hoped this will be changed to being monthly).

##### **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).

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

#### **7/0526 Finance**

##### **(a) To review the Finance 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 £2661.03 had also been circulated prior to the meeting and these were discussed.

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

- Zurich Insurance Ltd (Council Insurance): £695.00
- Miles Matile (replacement pads for defibrillators): £150.00
- Glyn Ceiriog CC (Council's share of cost of the Citizens Advice outreach sessions): £588.00
- One Voice Wales (Biodiversity training): £44.00

**EJ proposed** all payments be approved. **Seconded** by **DS**. **Unanimously agreed**. The payments were authorised at the meeting by **EJ** and **PH**. **EJ proposed** the financial report be accepted. **Seconded** by **DS**. **Unanimously agreed**. **RE** signed the financial report.

**(c) To review s137 donation request from the 1<sup>st</sup> Ceiriog Valley Brownies and Guides**

There are 18 girls registered and regularly attending weekly meetings including 5 girls from Glyntraian. The money (£245.84) had been requested to cover the costs of uniforms and badges from Girlguiding Trading, for camp stoves and craft activities. After discussion **EJ proposed** a donation of £245.84. **Seconded** by **KL**. **Votes: 5 for and 1 against**. **PH** advised Councillors that the Brownies and Guides had received £200 from Glyn Ceiriog Community Council. Councillors asked **SM** to find out how much Glyn Ceiriog Community Council donates to the Brownies and Guides for future reference.

**SM**

**(d) To approve bank signatories**

**RE, DS, CH, PH, EJ** are now the current bank signatories following the completion of a new bank mandate. **DS proposed** they remain as signatories. **Seconded** by **CH**. **Unanimously agreed**.

**(e) To appoint an Internal Auditor**

JDH Business Services Ltd were appointed as the auditors for the next financial year (2026-2027). **Proposed** by **KL**. **Seconded** by **CH**. **Unanimously agreed**.

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

**SM** confirmed that she was taking documents to the internal auditor on 21st May 2026 and would be receiving the auditor's report on 3rd June 2026.

**(g) To review and approve Council insurance cover for 2026-2027**

The Council's insurance was due to be renewed by 1st June 2026. **SM** told Councillors the insurance renewal documents from Zurich Insurance Ltd had been received and they had confirmed the insurance premium would be £695. This was the same as last year. **KL proposed** the Council renew its insurance with Zurich Insurance Ltd. **Seconded** by **CH**. **Unanimously agreed**

**(h) To approve updated Council Asset Register**

**SM** presented the Council Asset Register to Councillors, and this was reviewed. **SM** had added the new goalpost and net bought for the Dolywern playing field last year to the Asset Register. **CH proposed** acceptance of the Council Asset Register. **Seconded** by **DS**. **Unanimously agreed**.

**8/0526 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 **EJ**. **Unanimously agreed**.

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

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

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

**CH 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.

**CH 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.

**09/05/26 Correspondence**

**SM** had received:

- Notification from Clwydian Range and Dee Valley Landscape Forum advising of a meeting of the Town and Community Council Forum on 14th May. This is to discuss their sustainable development fund which in addition to delivering for Biodiversity loss and Climate Change Emergencies supports community-based projects promoting sustainable development objectives.
- Email from Groundwork UK with information about their projects and available grants.
- Notification of the date for next 3 Councils meeting which will be on 16th September at the Canolfan. Councillors agreed they would like a Police representative invited to the meeting to discuss police presence in the valley communities and confirm the best ways of contacting the Police about a problem should the need arise. **SM** to request this to be put on the meeting agenda.
- Email from Zurich Insurance Ltd with renewal forms for Council's insurance.
- An extension of the Community Agent contract for a further 12 months from WCBC Commissioning. **SM** had signed the document and returned it to WCBC.
- Notification that the Wrexham Local Development Plan had been formally withdrawn on 31st March 2026. A link to the Welsh Government's Withdrawal Direction online was provided
- Email from One Voice Wales with details of the new Nature Recovery Action Plan (NRAP) for Wales which had been published on 27th March 2026. A key part of the refreshed NRAP is the introduction of six aims designed to guide coordinated action across government, public bodies and communities and drive action to deliver the transformative change needed to address the Nature and Climate.
- Planning application P/2026/0238 for a new boundary wall at Bryn Hyfryd. Discussed later in meeting. Discussed later in meeting.

**SM**

**10/0525 Community Agent Report**

**DD** reported:

- The Easter afternoon tea had been a great success. A total of 35 afternoon teas were served with a further 6 delivered to people in the community. Thanks to Glen and Alan for their hard

work on the day. This community event was funded by donations from residents and Brunch Club.

- WCBC Housing had cut the hedge behind the Hall so the fire exit was now clear. They had also cleaned the ramp to help improve safety.
- Scottish Power had requested access to cut the part of the hedge below the cables at the back of the Hall.
- Nine prebuilt SuDS planters had been installed by the Welsh Dee Trust at the Hall. Appropriate plants were being planted in 2 weeks' time. The Welsh Dee Trust were providing information plaques for the planters. When the work is completed ownership of the planters will transfer to the Council. The planters provide habitats for various plant species and wildlife, promoting biodiversity and will form part of the Council's Biodiversity Action Plan.
- **DD** told Councillors that the front hedge of the OJMH was growing over the pavement and restricting vision at the entrance of the car park and needed trimming back for safety purposes. **SM** reminded Councillors that the maintenance of this hedge was part of the Council's Ground Maintenance contract, and she would ask Rhys Hughes to carry out the work. **SM**
- **DD** said she was still working with Trading Standards about the recent scams affecting vulnerable residents. She was having difficulty getting a response from the Police. Trading Standards had prepared a bilingual letter giving advice to the most vulnerable residents. **DD** to distribute to most vulnerable residents.
- **DD** informed Councillors she had now arranged for residents to visit her at the Hall if they were able to. She would still visit people at home if necessary. This was to help reduce her travelling costs now fuel prices had significantly increased. **RE** reminded **DD** to make sure she claimed for her expenses.
- No residents came to the last Citizens Advice drop-in session at the Oliver Jones Memorial Hall. **DD** said there was a need for increased advertising. Posters on the Council and Hall noticeboards as well as the Council website would be helpful. The next drop-in session would be on the 7<sup>th</sup> July at the Hall.

### 11/0526 Planning

To review planning application P/2026/0238: Erection of replacement boundary wall at Bryn Hyfryd, Pontfadog, Llangollen, LL20 7AU

This planning application was discussed and there were no objections or concerns and Councillors supported the application. **SM** to advise Planning Officer. **SM**

### 12/0526 Items for next Council meeting (3rd June 2026)

Internal Audit and Annual Return

Biodiversity Action Plan

The Chairman closed the meeting at 8:00pm

Next meeting will be on 3rd June 2026 at 6:30pm

