**GWERNAFFIELD AND PANTYMWYN COMMUNITY COUNCIL**

**MINUTES OF THE ANNUAL AND GENERAL MEETING HELD ON 22 MAY 2019 AT YSGOL Y WAUN.**

1. **(A) ATTENDANCE**

COUNCILLORS: K ARMSTRONG, D BOLTON, D COGGINS COGAN, J ELCOCK, R HUGHES (CHAIRMAN), K JOHNSON (VICE CHAIR), R MORGAN, L PRITCHARD, JACKIE ROBERTS, JUSTIN ROBERTS, G TATTUM AND C THOMAS.

1. **(B) APOLOGIES** – NONE from members.

**IN ATTENDANCE:** MRS K ROBERTS - CLERK.

**Apologies:** County Councillor Adele Davies Cooke

**To record any declaration of interest from members**

None. The clerk left the room during the discussion of Planning Matters (Application Reference Consultation: 059830).

1. **To record declarations of interest from members 2019/2020**

Councillor Karen Armstrong – Flintshire County Council employee.

Councillor David Bolton – Pantymwyn Village Hall Trustee

Councillor David Coggins Coggan Church Farm and adjoining land, Gwernaffield

and Director of BWB Ltd.

Councillor Richard Hughes – Governor at The Hafod Federation

And Member of the Gwernaffield Church Hall Committee

Councillor George Tattum Chairman of Daniel Owen Centre, Mold.

and Chair Ysgol Pen Coch

Councillor Rod Morgan Proprietor of Pantymwyn Post Office and village shop

and Chairman of The Counselling Hub, Mold.

Councillor Lynne Pritchard – Treasurer Sunbeams Playgroup, Ysgol Y Waun.

1. **A. Election of Chairperson for 2019/2020**

The clerk advised that Councillor Richard Hughes had been nominated as Chair by Councillor Lynne Pritchard and seconded by Councillor David Bolton. There were no other nominations. **RESOLVED: Councillor Richard Hughes accepted the position in office as Chairman for 2019/2020**.

1. **B. Signing of Declaration of Acceptance of Office**

Councillor Richard Hughes duly signed his declaration of office as witnessed by the clerk.

1. **Election of Vice Chairperson 2019/2020**

The clerk advised that Councillor Kate Johnson had been nominated as Vice Chair by Councillor Lynne Pritchard and seconded by Councillor Coggins Cogan. There were no other nominations. Councillor Kate Johnson accepted the position in office as Vice Chair for 2019/2020.

Councillor Kate Johnson duly signed her declaration of office as witnessed by the clerk.

1. **Minutes of the Annual Meeting held on 2 May 2018.**

The clerk advised members that the minutes of the 2018 Annual Meeting were formally proposed, seconded and agreed on the 6 June 2018. Members reaffirmed the decision.

1. **To review the Chairperson’s annual allowance and confirm other allowances**

The clerk confirmed the Chairperson’s annual allowance was £250 for 2018/2019. It was proposed by Cllr. George Tattum and seconded by Cllr. Rod Morgan that £250 would be the allowance for 2019/2020. All agreed.

Other recommendations of the Independent Remuneration panel were reviewed. The clerk advised that some are mandatory like the £150 councillors annual allowance and some are discretionary. It is up to each individual councillor to decide if they wish to receive or forego the allowance. The clerk circulated a form to each councillor to complete to advise of their decision.

**RESOLVED: The Chairman’s Annual Allowance for 2019/2020 would remain at £250.**

1. **To review and receive nominations to serve on committees and outside bodies and arrangements for reporting back.** The clerk reminded members who served on committees and outside bodies in 2018/2019. (Appendix 1 draft will be circulated for approval at the June meeting).
2. **To review and adopt Code of Conduct, Standing Orders and Financial Regulations**

The clerk had circulated the above 3 documents to all councillors in advance of the meeting.

Lengthy discussion commenced and some changes to the standing orders and financial regulations were agreed within the **Standing Orders** including code of conduct training to be accessed by councillors ideally within 12 months of commencing in office. Cllr. Coggins Cogan suggested a rewording of the restriction on councillor activities section of the standing orders point 25 ii from Unless duly authorised no councillor shall: issue orders, instructions, or directions or comment on council issues unless given authority to do so or published in the council minutes to Unless duly authorised no councillor shall: 25 ii issue orders, instructions or directions to any persons including to councillors, council staff, contractors or agents thereof or iii act as no official spokesperson of the council.

**Financial regulations** another person to sign off the reconciliations in addition to the Chairman when required. All agreed Cllr. Justin Roberts would be this individual. Annual forecasts and estimates would be retained. Budgeting and Authority to spend the require a decision of the full council if greater than £500 expenditure and the clerk and chairman if less than £500.

The clerk confirmed that the template standing orders and financial regulations are written for Town Councils in addition to Community Councils and therefore the suggested changes/omissions thus make them more appropriate to a relatively small community council with 1 part time employee, fewer committees and less financial resources.

**RESOLVED: To incorporate the changes into the community council standing orders 2019/2020.**

1. **To review Councillor Training**

The clerk reminded Councillors it is expected that those who have not attended the code of conduct training should attend the next session, to be advised. A course from One Voice Wales “The Council As An Employer” may be useful in the near future for the Chair / Vice Chair.

1. **Councillors attendance 2018/2019**

The clerk circulated information on Councillor Attendance during the year. Councillors should contact the clerk by phone/email no later than 5pm on the date of the meeting should they need to provide apologies, with a reason to be considered. Later than this time a councillor will be marked as absent. An adjustment required for Cllr. Bolton to include a meeting which he had attended.

1. **To receive and approve the annual accounting statement for 2018/2019.**

12b To receive and approve the report from JDH Business Services Ltd (internal auditor)

The clerk advised members that sections in the annual accounting statement for 2018/2019 together with the annual governance statement (Part 1) had been completed prior to the return being presented to the internal auditor. The clerk further advised that page 7 of the annual accounting statement had been completed by JDH Business Services. The Annual Governance Statement (Part 2) was now required to be signed by the chairman, together with the clerk.

The clerk drew Cllrs. attention to feedback in the internal auditor report including practical suggestions such as adding a vat column in the accounts and an adjustment for training from staff costs to other costs on the annual return (now completed). In relation to street lighting that contracts be awarded as per the financial regulations. The clerk to check submissions to HMRC.

**RESOLVED: Completion of relevant sections of the annual statement by the Chair and Clerk.**

In due course the clerk advised that a notice will be displayed Notice of Appointment of Date for the Exercise of Electors Rights Accounts for the Year Ended 31 March 2019 on notice boards in the villages.

**GENERAL COMMUNITY COUNCIL MEETING**

1. **To approve minutes of the last meeting on 10 April 2019**

**RESOLVED: The minutes of the last meeting were proposed by Cllr. Pritchard and seconded by Cllr Tattum as an accurate record and signed by the Chairman.**

1. **Matters arising from the last minutes including feedback from the society of local council clerks on allowable financial assistance in relation to cemeteries.**

(Minutes 6 March 2019 Item 8 Page 3) The clerk reported correspondence (16.04.2019 email) received from Mr Alan Fairchild MBE, Society of Local Council Clerks to confirm that that Council being a burial authority under section 214 (1) of the local government act 1972 has powers under section 214(6) of the act to contribute towards the maintenance costs of any burial ground (cemetery) in which residents of the council may be buried which would, in his view include a contribution toward a new/replacement access gate.

1. **Chairman’s Communications**

The Chairman thanked members and the clerk for their work during the year and circulated a summary of 2018/2019 highlights and continued challenges. (A hard copy was made available to members at the meeting).

**N0 6 Bus Service Update**

The Chairman reported to members his communication with Councillor Carolyn Thomas, Streetscene and Countryside and now Deputy Leader for Flintshire County Council, who acknowledges the concern for local residents which can arise out of uncertainty about the future of the N0 6 bus service. Councillor Thomas advised this service has now been extended until July while Flintshire County Council while look at making sure other routes are covered and working well.  It has been a moving goal post as Arriva have changed or stopped many services across Flintshire over the last few months.

1. **To receive Streetscene Matters**

The clerk reported following an update from Mr Andy Lightfoot that resurfacing will be taking place on The Links, High Park and Cefn Bychan Road in the next 5/6 weeks.

1. **To receive an update on Community Council owned Street Lighting**

Members were briefed on the final phase of the lighting renewal project, the 32 remaining sox lights have now been changed to LED. A bracket was broken on a community council street light on Bryn Road, Gwernaffield has been reported to Deeco.

1. **To receive an update on equipment for Gwernaffield Playing Fields**

Cllr Pritchard advised Aura now have the slide and are adapting it to incorporate the climbing frame and obtaining quotes for installation. Cllr. Tattum asked the council to be mindful of equipment suitable for children with disabilities going forward.

1. **Community Events – feedback from the community council litter pick and to discuss future events. (Location of event shelters 2019/2020)**

Cllr Johnson reported the recent Litter pick went reasonably, some volunteers in both villages but could do with more people helping to pick litter. Dates for the Scarecrow competition and the Christmas event to be provided for the next newsletter.

Cllr. Bolton reported 1 community council owned event shelter is still unaccounted for, the other was collected from former Cllr. L Vaughan and is now stored at Pantymwyn Village Hall. Enquiries will continue.

1. **CORRESPONDENCE/COMMUNICATIONS**

To receive a letter from Citizens Advice Flintshire requesting a donation toward their advice and information service to local residents. It was proposed by Cllr. Coggins Cogan and seconded by Cllr. Armstrong that £50 be donated on this occasion.

**RESOLVED: Members agreed to provide £50 toward Citizens Advice Flintshire’s work.**

To receive Information from the Merchant Navy Fund – Fly the Red Ensign for Merchant Navy Day on 3 September 2019.

To receive information on Bobath, Childrens Therapy Centre requesting a donation. A registered charity providing therapy to children from all over Wales who have cerebral palsy.

**RESOLVED: Information received, no further action required.**

1. **Approval of Accounts for payment**

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| --- | --- | --- | --- | --- |
| MAY |  PAYEE |  DETAILS |  VAT |  AMOUNT |
| SO | Clerk/RFO | Salary |   | 511.99 |
| 100931 | Clerk/RFO | Salary (difference) |   | 184.13 |
| DD | Scottish Power | electricity | 47.82 | 286.91 |
| 100932 | JDH Business Services LTD | Internal Audit | 27.20 | £163.20 |
| 100933 | Deeco Lighting | LED Street light Renewals x32 | 1,600 | £9,600 |
| 100934 | Citizens Advice Flintshire | Financial Assistance |   | £50 |

**Income – Precept payment £11,000 in April.**

1. **Planning Matters (A) Applications (B) Decisions**

**(A1) PLANNING APPLICATION CONSULTATION: Ref N0: 059740**

PROPOSAL: Demolition of garage and car port and erection of single storey rear/side extension. LOCATION: 34 High Park, Gwernaffield, Mold, CH7 5EE

(comment by 29 April 2019). No comments received.

**(A2) PLANNING APPLICATION CONSULTATION: Ref N0: 059830**

PROPOSAL: Outline application for the erection of 1 N0 dwelling.

 LOCATION: Site formerly known as Fron Onnen Cottage, Pantybuarth, Flintshire.

*Cllr. G Tattum**having spoken to the planning officer re this application who confirmed it is outside the village envelope as outlined in the Unitary Development Plan (UDP) for Flintshire. As the proposed dwelling constitutes development in the countryside and the site is outside the designated village boundary. In addition, access to this site is off a busy single track road used as an access to and from Pantymwyn. Vehicles entering and leaving the site would potentially increase the risk of an accident, especially as there is no speed restriction on the road. Although there was an old cottage on the site, which was demolished some 50 years ago, the land has now virtually 'returned to nature'  and forms part  of the natural barrier surrounding the Cefn Mawr quarry. A new dwelling would detract from the rural character of the area. The application also conflicts with the UDP, section HSG4 New Dwellings Outside Settlement Boundaries. This states: New dwellings outside settlement boundaries will only be permitted where it is essential to house a farm or forestry worker who must live at or very close to their place of work and not in a nearby dwelling or settlement.*

(Comment by 7 June 2019) RESOLVED: That the aforementioned comments/objection be submitted.

**(A3) PLANNING APPLICATION CONSULTATION: Ref N0: 059853**

PROPOSAL: Erection of orangery.

LOCATION: Penyrallt Cottage, Cilcain Road, Pantymwyn, Mold, Flintshire, CH7 5NJ.

(Comment by 24 May 2019) **RESOLVED: That no objections be submitted to County.**

**(A4) PLANNING APPLICATION CONSULTATION: Ref N0: 059876**

PROPOSAL: Demolition of conservatory garage and side porch and proposed loft conversion with replacement roof, erection of front, side and rear extensions (Amendments for previous application 059096) LOCATION: Caledonia, Cefn Bychan Road, Pantymwyn, Mold, Flintshire, CH7 5EN. (Comment by 28 May 2019)

In the absence of Cllr. Hughes, Cllr Bolton had considered this application which was discussed with members. He had also spoken at length with a local resident who written and voiced his concerns. Cllr. Bolton reported that the matters raised were not generally material considerations which would be considered by the planning officer.

**RESOLVED: That no objections be submitted to County.**

Following recent contact with County Councillor Adele Davies Cooke (who was not present at the meeting) Cllr Hughes reported she was of the understanding that the planning officer is recommending refusal in relation to Planning Application Ref N0: 059782 Cartref, Hafod Moor, Gwernaffield.

**(For further information, all of the above planning applications can be viewed at Flintshire County Councils website via their planning portal)**

**The meeting closed at 8.55pm.**

1. To receive items for the next meeting on Wednesday 12 June 2019.