

Gwernaffield and Pantymwyn Community Council

**Minutes of the AGM and general meeting of Gwernaffield and Pantymwyn Community Council
held on
2 May 2018 at Ysgol Y Waun.**

1. Attendance: (Annual and General Meeting)

Cllrs D Bolton, J Elcock, R Hughes, K Johnson, R Morgan, L Pritchard, S. Roscoe, J Roberts and G Tattum.

2. Apologies (Annual and General Meeting)

Cllr. K Armstrong and Cllr. C Thomas.

3. To record declarations of interest from members 2018/2019

Cllr. Karen Armstrong - Flintshire County Council Employee.

Cllr. David Bolton - Pantymwyn Village Hall Trustee.

Cllr. Richard Hughes - Governor at The Hafod Federation and member of the Gwernaffield Church Hall Committee.

Cllr. George Tattum - Chair of Ysgol Pen Coch and Trustee of the Daniel Owen Centre in Mold.

Cllr. Rod Morgan - Proprietor of Pantymwyn Post office and village shop.

Cllr. Lynne Pritchard – treasurer of Sunbeams Playgroup, Community Centre (Ysgol Y Waun).

4. A. Election of Chairperson for 2018/2019

Councillor Richard Hughes was proposed by Councillor by Lynne Pritchard and seconded by Councillor Kate Johnson. Councillor Pritchard was thanked for her dedication and time in the position of Chair for the past 4 years.

Councillor George Tattum was proposed by Councillor David Bolton and seconded by Councillor John Elcock.

Councillor Richard Hughes received a majority vote and accepted.

RESOLVED: To appoint Councillor Richard Hughes, as Chairman for the year 2018/2019.

5. Signing of declaration of acceptance of office.

Councillor Richard Hughes signed the declaration of office, which was duly witnessed by the clerk.

6. Election of Vice Chairperson for the period 2017/2018

Councillor Kate Johnson was proposed by Councillor Steven Roscoe and seconded by Councillor Lynne Pritchard.

Councillor George Tattum was proposed by Councillor David Bolton and seconded by Councillor John Elcock.

Councillor Kate Johnson received the majority vote and accepted.

RESOLVED: To appoint Councillor Kate Johnson as Vice Chairperson for the year 2018/2019

Councillor Kate Johnson signed the declaration of office, which was duly witnessed by the clerk.

7. MINUTES OF THE ANNUAL MEETING HELD ON THE 10TH MAY, 2017

The clerk advised members that the minutes of the 2017 Annual General Meeting were formally proposed, seconded and agreed at the 7 June, 2017 meeting. Members re-affirmed the decision.

8. To review the Chairpersons annual allowance and confirm other allowances.

Members discussed the current allowance, after considered discussion, it was agreed to reduce the current Chairman's annual allowance from £500 to £250 for 2018/2019.

RESOLVED: The Chairperson's allowance was agreed at £250 for 2018/2019.

The clerk had briefed members about the Independent Remuneration Panel's Annual Report which this year suggested some significant changes for Town and Community Councils.

The clerk advised the following determinations in the report required a formal decision by members at the AGM in response to the determinations was thus required.

Determination 44 – Community and Town Councils in Groups A and B (Gwernaffield and Pantymwyn Community Council is in group B) must make available a payment to each member of £150 per year for costs incurred in respect of telephone usage, information technology and consumables.

The clerk explained this must be offered, and reminded councillors they must either make a personal decision to accept or forego the payment. The clerk asked all members to advise her by email or by completion of the form sent by her electronically of their decisions as soon as possible to assist with administration. This information will be published on the community council website by 30 September 2018 and forwarded to the IRP panel.

Determination 47 – Community and Town Councils are authorised to make available an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for cost and expenses claimed.

RESOLVED: Members agreed not to authorise/adopt determination 47.

Determination 48: Community and Town Councils are authorised to make payments to each of their members in respect of travel for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances.

RESOLVED: Members agreed to authorise/adopt determination 48.

Determination 49: If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at a maximum rate as set out by the IRP on the basis of receipted claims.

RESOLVED: Members agreed to authorise/adopt determination 49.

Determination 50: Community and Town Councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred for attending approved duties.

RESOLVED: Council sought to seek further clarification on determination 50.

Determination 51: Reimbursement of costs of care

The clerk explained the purpose of this is to enable people with personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. Reimbursement shall only be made on production of receipts from the carer. (Amounts are set out in the full IRP February 2018 report).

RESOLVED: Council sought to seek further clarification on determination 51.

9. To review and receive nominations to serve on committees and outside bodies.

The clerk reminded members of those who have served on committees and outside bodies in 2017/2018.

As the Chair of the Events Sub Committee was not present this item was deferred until the June 2018 meeting.

RESOLVED: Members confirmed the list for 2018/2019.
(See appendix 1 attached to these minutes).

10. To review and adopt Code of Conduct, Standing Orders and Financial Regulations

The clerk had circulated the Code of Conduct, Standing Orders and Financial Regulations in advance of the AGM. After discussion, it was agreed to have an earlier start time for the community council meetings at 7.00pm. The quorum of councillors required to transact business was discussed and it was decided this would remain at 5.

RESOLVED: To adopt the Code of Conduct, Standing Orders and Financial Regulations

11. Councillors Attendance for 2018 / 2019

The Chair, Councillor Richard Hughes emphasised the importance of regular attendance at the meetings having taken up the responsibility of holder of office. Where attendance was low, it was agreed Councillor Hughes would discuss this with the individual/s - if you are not present at the meetings a councillor you cannot represent community/residents views.

12. To receive the Internal Auditors Report 2017/2018.

The clerk advised the Members that the Internal Auditor's Report for the year 2017 / 2018 had been received.

The clerk further advised members in relation to the contents of the report.

The clerk advised members that sections in the above document named: Accounting statements for 2017-18, together with the Annual Governance Statement (Part1) had been completed prior to the return being presented to the Internal Auditor. The clerk further advised that the Page 7 of the Annual Internal Audit report section had been completed by JDH Business Services. The Annual Governance Statement (Part 2) was now required to be signed by the Chair of the Council, together with the clerk.

As the clerk has worked throughout 2017/2018 with the former Chair Cllr. Lynne Pritchard on the accounts/financial information it was agreed that Cllr Pritchard sign the annual governance statement (part 2).

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

Members agreed, Councillor Lynne Pritchard sign the annual governance statement (part 2) 2017/2018.

The Clerk advised that from 21 May 2018 a notice will be displayed 'Notice of Appointment of Date for the Exercise of Electors' Rights Accounts for the Year Ended 31 March 2018 on notice boards in the villages. The Public Notice was to be displayed from 21 May to the 18 June, 2018.

GENERAL COMMUNITY COUNCIL MEETING

13. To approve minutes of the last meeting on 11 April 2018

The minutes were proposed by Councillor George Tattum and seconded by Councillor Lynne Pritchard as correct and formally agreed by the members present.

14. Matters arising from the last minutes

Cllr. D Bolton has been liaising with Mr Andy Lightfoot, Streetscene Co-ordinator about the blocked gullies along Cilcain Road.

Streetscene have submitted a work ticket for resurfacing work on Cefn Bychan Road.

15. Update on councillor vacancy from the elections office

The clerk advised members the elections office have had no request for an election and the community council can now move to a co-option. The clerk would ensure the relevant Co-option notices are displayed on notice boards over the forthcoming weeks.

16. Asset Register 2018/2019 – future storage of event shelters

The clerk, asked that the location of the event shelters be confirmed for the asset register to ensure their safe keeping as they are an asset of the community council. Cllr. Pritchard will arrange appropriate storage and notify the clerk.

17. Feedback from councillor representatives – Quarry liaison meeting and Transport meeting.

Cllr Elcock and Cllr Tattum had attended the Quarry Liaison meeting and advised that two residents had received devices to measure the blasting in their homes.

Cllr. Johnson provided feedback on a local transport meeting attended in Mold. Cllr. Johnson reported the Welsh Government have provided £25 million pounds to Flintshire County Council to subsidise travel and Flintshire need to decide how this is allocated.

As part of Flintshire County Council's Bus Network Review out for Public consultation 2018 various options are being suggested. Cllr. Johnson circulated relevant information to members.

Cllr. Johnson reported the present bus route is commercially run in Pantymwyn and Gwernaffield and is not subsidised. Cllr. Johnson has spoke to officers at Flintshire County Council and described how feedback from the local village transport survey has emphasised the transport needs in particular for some older people to attend medical and social needs and the isolation they would feel if this was not available. At present no decisions have been made and responses are required to the various options by members and the public.

18. Streetscene Matters

Councillor Pritchard reported on residents who are pleased with the improvement works to the footpath from Gwernaffield to Mold. At the Chairman's discretion the letter at 19C on the agenda was requested to be read out by the clerk which conveyed a local residents view in contrast which felt the expenditure was "wasteful and urbanising a rural environment". Cllr. Pritchard would liaise with the clerk to convey to the resident this was a County decision and County finance not the community council, which appears to have been misunderstood by the local resident and should she wish to pursue a complaint this should be through County Councillor Adele Davies Cooke as County representative.

Cllr. Bolton had been in contact with Mr Andy Lightfoot, Area Co-ordinator for Street Scene, as the gullies in Pantymwyn were cleaned but the grids required cleaning and was reassured a work ticket had gone in to complete the works. Welsh water had recently cleared the pumping station near Pantymwyn Village Hall. However Cllr. Bolton reported this was subsequently blocked again over night.

19. Receive an update from the clerk on Community Street Lighting renewal

The clerk reported the street lighting renewal project for 2018/2019 - 14 new street lights in Tan Y Hafod, Gwernaffield and Pen Y Fron Road, Pantymwyn have been completed by Deeco Lighting.

20. CORRESPONDENCE/COMMUNICATIONS

A. Confirmation from Julian Templeton, Emergency Planning Officer, Regional Emergency Planning Service - Community Resilience/Strategy Work who will attend to give a presentation to members on 6 June 2018 meeting.

B. Next County Forum Meeting 10 May 2018, 6.30pm-8.30pm, Connah's Quay Town Hall, Town Council Offices, Quay Building, Fron Road, CH7 4PJ

Cllr. Richard Hughes and the clerk would attend.

C. A letter from local residents - concerned about the footpath work taking place between Gwernaffield to Mold. (Dealt with under Item 18 at the Chairman's discretion).

21. Update on General Data Protection Regulations

The clerk briefed members of the new GDPR coming in on 25 May 2018. The community council are registered with the information commissioner's office and they would be working toward this. The clerk emphasised this work would have time and potential cost implications for the community council. The clerk would seek guidance on a current data protection and a document retention policy going forward as this was a recommendation from the internal audit.

22. Approval of Accounts for payment. RESOLVED:

SO	Clerk Salary	527.59
DD	Scottish Power - electricity	£281.10
100878	JDH Business Services Internal Audit	£154.80
100879	Deeco Lighting- 14 new LED	£6966.00

	street lights in the villages	
100880	Mrs K Roberts Information Commissioners Office - Registration	£35.00
100881	Mr R Hughes – Chairman's Annual Allowance	£250.00
100882	Ms K Johnson – Councillor annual payment	£150.00
100883	Mrs L Pritchard – Councillor annual payment	£150.00
100884	Mr R Hughes – Councillor annual payment	£150.00
100885	HMRC - PAYE	£110.60

The Chair signed a sheet listing regular monthly payments.

23. Planning Matters (A) Applications (B) Decisions

Review how the community council respond to Planning Applications received at the 6 June 2018 meeting. This item was deferred until the June meeting, to ensure time to fully discuss and consider.

24. To receive items for the next meeting on Wednesday 6 June 2018.

The meeting finished at 8.55pm.