

## GWERNAFFIELD AND PANTYMWYN COMMUNITY COUNCIL

### MINUTES OF THE ZOOM (VIRTUAL) MEETING

6 JANUARY 2021

#### 1. (A) Attendance

Councillors: Ruth Appleton, Karen Armstrong, Adrian Barsby, David Bolton, David Coggins Cogan, John Elcock, Richard Hughes (Chairman), Kate Johnson (Vice Chair) and George Tattum.

**(B) Apologies:** Councillor Robin Edwards

**In attendance:** Mrs Kay Roberts – Clerk and Responsible Financial Officer.  
County Councillor Adele Davies-Cooke

#### 2. Declaration of interests in relation to the listed agenda items.

No member declared an interest.

The clerk did not participate in the discussion on clerk's salary at agenda item 9a.

The clerk did not participate in the discussion on agenda item 14b. During this time, the clerk was not part of the zoom virtual meeting.

#### 3. To approve the minutes of the last meeting held on 2 December 2020.

The minutes of the meeting of 2 December 2020 were proposed as an accurate record by Cllr. Tattum and seconded by Cllr. Bolton and will be signed as an accurate record by the Chair.

#### 4. Chairman's Communications

The Chairman welcomed members to the meeting and wished them a Happy New Year. He thanked Cllrs. Bolton and Cllr. Barsby for their work on the Christmas Tree in the villages.

The Chairman and Councillors agreed a basic procedure for access to community council virtual meetings held by zoom to include: a minimum of 2 working days' notice to request to attend and / or participate, should this be the latter, provision of the individuals name and who they represent would be requested from the community council. Strictly no recording of the meeting by the individual in attendance.

#### 5. To provide an update on community councillor vacancies and youth representative

The clerk reported the vacancies are currently advertised on the village notice boards and community council website with a deadline of 24 January 2021.

At present there has been an expression of interest which it was agreed the Chairman would follow up by means of an informal discussion. The individual concerned was known to a few members and had volunteered in the butterfly garden. However, the council would wait until the deadline before any decision. A second email was received from a potential candidate, information was sent out by the clerk but no further response to date. No expression of interest received from a young person for the group representative. The clerk suggested she could contact the leader of the local guides / scouts. This was agreed. The clerk was requested to compose a role description for the youth representative. The clerk suggested a mentor, an experienced councillor for the young person would be useful, should a young person join.

Members agreed it is useful to know within any expression of interest what voluntary community activity any prospective candidate is/has been involved in locally or elsewhere.

**RESOLVED: A decision on appointment of suitable candidates would be made at the February meeting.**

**6. To raise any Streetscene Matters – update from Cllr. Adele Davies Cooke on village signage**

County Councillor Adele Davies Cooke has spoken with Andy Lightfoot, there is also a sign on the bend of Pen Y Fron on the bend which requires attention.

Gullies from Tower Lane to Cefn Bychan Road require attention. Adele Davies Cooke advised she would action this with Streetscene.

Cllr. Elcock reported a Street Light out on Cefn Bychan Road near the post box. The clerk has had a Street Light reported by a resident near Cefn Bychan Woods. The clerk will report both to Deeco Lighting.

Cllr. Johnson has circulated in advance an email to all councillors re. complaints from residents about uncollected rubbish. The response from Cllr. Carolyn Thomas at Flintshire County Council explained about reason for delays and a general update.

**7. To receive any update from the Community Road Safety Sub Committee**

Cllr. Bolton provided feedback from sub committee; information had too been circulated to all councillors.

A brief discussion commenced on little communication from the Police despite councillors being aware of crimes in the area, theft of oil from a fuel tank in Pantymwyn and a burglary.

It was suggested that the matter of Community Safety be an agenda item at the February meeting.

The clerk was to ascertain any new police contacts for the area.

**8. To receive feedback on The Heritage Fund application from Cllr. Adrian Barsby**

Cllr. Barsby reported the application to the heritage fund was described as good but was not something on this occasion they would fund.

A discussion commenced about the community council being aware of potential grants available through Flintshire Local Voluntary Council and other sources. This is an area which in the course of his work Cllr. Barsby is aware of.

Cllr. Hughes asked if Cllr. Barsby could keep the community council informed of such opportunities.

Cllr. Tattum commented that a History of two villages project has recently received lottery heritage funding. There has been no liaison with Gwernaffield as far as he is aware. The clerk was asked to locate a contact for the project.

**9. To receive, consider and approve the community council budget for 2021/2022 and set the precept accordingly. 9a. To review the Clerk's salary for 2021/2022**

The clerk had circulated a draft budget for 2021/2022 to councillors for their consideration. The cost centres were discussed. After discussion some agreed adjustments street lighting in ring fenced reserves £4,000 as there may need to for columns to be replaced and other adjustments. including community centre hire from £330 to £180. Chairman's allowance was reviewed but was agreed to remain at £250. Community events £1,000 increased to £1,500. Newsletter to retain a proposed increase £650, in the event of any Welsh Language obligations. The clerk to check any obligation with One Voice Wales.

The clerk explained the precept is the community council's main source of income, other than the annual VAT reclaim and bank interest.

The clerk left the zoom meeting during the discussion about her salary / home office allowance.

Members discussed clerk salary and the chair proposed an increase from Spinal Column Point 17 to 18 £23,836 per annum, pro rata for 12 hours a week. The home office allowance and expenses would increase from £1140 per annum to £1200 per annum and there was agreement to contribute toward a pension scheme £400 per year from 1 April 2021.

Members expressed the clerk worked consistently and diligently for the community council.

The clerk returned to the meeting and was thanked for her work including the draft budget for today's meeting.

**RESOLVED: Members agreed to retain the precept request at £33,000 for 2021.2022 per annum and this was proposed by Cllr. Tattum and seconded by Cllr. Barsby.**

**The clerk would prepare the precept form for submission to County.**

**10. To consider any feedback on the communications and engagement policy from members.**

The policy had been circulated in advance by the clerk and Cllr. Armstrong. The clerk said she had received some feedback which she would incorporate this into the document and would bring a 2<sup>nd</sup> draft back to council in February with a view to adoption.

Thank you was given for the document's preparation to Cllr. Armstrong and the clerk.

**11. To receive the Clerk's Update and correspondence**

**11a To receive correspondence from the owner of The Stables, Cefn Bychan Road, Pantymwyn.**

The clerk had circulated emails at the Chair's request from the owner to all councillors for information, in which the owner requested support for his planning proposal of conversion of the use of his holiday cottage to an annexe.

The Chair and members discussed the matter but felt at present it was premature to comment as the proposal was not on the planning portal to view. Concern was voiced that previous applications for a permanent dwelling from the applicant had been refused by Flintshire County Council on good grounds.

Historically the application was refused as a permanent dwelling and there was expressed disappointment at the potential loss of a community asset.

**RESOLVED: The clerk was requested to place the Planning Application on the February agenda.**

**11b To receive an update from the Welsh Audit Office about the new 3-year audit cycles for Town and Community Councils.**

The clerk briefed members on the forthcoming change of external auditor from BDO auditors in Southampton to the Welsh Audit Office who will be completing (every 3 years) a transactional audit (basic) this time. The clerk was not certain of the annual fee, but it is anticipated it will be like previous audits.

**11c To receive correspondence from Mr Darrell Jones – Street Lighting and Electrical Assets on the Adopted Highway within the County of Flintshire.**

The clerk had circulated with the agenda the letter from Mr Darrell Jones for councillors' attention highlighting community council responsibilities. The clerk has requested the relevant information from Mr Gareth Edwards, Deeco Lighting engineer in particular an updated inventory list since the final wave of LED upgrading, his relevant accreditation, and the lighting contract to furnish Flintshire County Council with. This information is currently still awaited.

**11d To receive a letter from Cerebral Palsy Cymru explaining their work and requesting financial assistance.**

The clerk had in advance of the meeting circulated this letter and provided more local Flintshire statistics. Members agreed to provide financial assistance of £50 on this occasion.

**RESOLVED: Financial assistance of £50 be given to Cerebral Palsy Cymru.**

**12. To receive an update on community events from the Community Events Sub Committee.**

Cllr. Johnson is working on the community council newsletter.

The Christmas best decorated house / garden competition was well received as were the hampers for the winners.

A future meeting to be held to discuss events in 2021.

**13. To approve January 2021 accounts for payment – this month only a pre agreed direct debit for monthly street lighting electricity and the monthly standing order for clerk's pay/home office allowance.**

January				
SO	K.Roberts	salary and home office allowance		744.16
DD	Scottish Power	await monthly invoice		168.65
101040	Deeco Lighting 017309 & 017310	Christmas lighting G&P		432.00
101041	Cerebral Palsy Cymru	Financial Assistance		50.00
101042	HMRC	PAYE		12.80

#### **14. Planning Applications (A) Applications (B) Decisions**

**14a. To receive a letter of confirmation from Flintshire County Council Planning Enforcement ref: 211195. Regarding the erection of a garden summerhouse, High Croft, Cilcain Road, Pantymwyn, Mold, Flintshire, CH7 5EH.**

Members noted this information and the concerned residents had been informed by Cllr. Bolton of this confirmation by Planning Enforcement. No further action currently.

**14b. To receive Planning Application Consultation 062252, Tan Y Craig, Leete Walk, Pantymwyn, Mold, CH7 5EP. Proposal: Conversion of existing building to holiday accommodation with first floor over residential use associated with the existing dwelling.**

The clerk left the meeting and did not take part in the discussion.

Members discussed the application and concluded they had no objections.

The clerk returned to the meeting and was instructed to submit no objections to the planning proposal.

**RESOLVED: No objections to be submitted to County.**

The meeting closed at 9.16pm.

**15.To receive items for 3 February 2021 agenda.**

Community Safety in addition to standard items.