

YSCEIFIOG COMMUNITY COUNCIL

CYNGOR CYMUNED YSCEIFIOG

Minutes of the meeting of Ysceifiog Community Council held 20th January 2020 at Berthen Chapel, Lixwm.

PRESENT

Councillor P. Griffiths – Chairman

Councillor J.I. Davies

Councillor N.M. Davies

Councillor T. Jones

Councillor B. McLaren

Councillor A. Parsley

Councillor A. Rowlands

Councillor D. Williams

Councillor W. Williams

APOLOGISE FOR ABSENCE

Councillor I. Kendrick

IN ATTENDANCE

Mr. A. Roberts – Clerk to the Council

COMMUNITY ORCHID PROJECT

The Chairman welcomed to the meeting Mrs. Lisa Orhan, Community Project Co-Ordinator to the meeting. Lisa reported that following consultation with residents along with the assistance of Mr. Iwan Evans from North Wales Wildlife Trust, an application for funding to the lottery had been approved.

The scheme would focus on phase 1 being the land on the corner between Cae Eithin and Berthen Chapel, Lixwm.

The project would provide for the importation of top soil and preparation of the area with a view of planting the area in the autumn with native and heritage species of fruit trees.

A project meeting with representatives of the Lottery Board had been arranged for Friday 24th January 2020 which Councillors T. Jones and P. Griffiths agreed to attend. Lisa further advised that further financial grant applications were being made which would include the Community Council.

Members were pleased to learn of the success of the scheme and thanked Lisa and her committee members for their efforts being made.

Members enquired if a community news letter could be produced to keep local residents informed of projects being developed within the community.

Lisa agreed that she would explore this proposal and report back to the Council.

The Chairman thanked Lisa for her attendance.

73/19 DECLARATION OF INTEREST

Councillors P. Griffiths and W. Williams declared an interest in agenda 7.3 - Public Bridleway from Ffordd Gledlom to Ffynnon-Y-Cyff, Lixwm.

74/19 MINUTES

RESOLVED

That the minutes of the meeting held the 18th November 2019 were approved as a correct record.

75/19 STREETSCENE SERVICES

Councillor T. Jones reported that the B5121 Wheeler Hill, Lixwm had been scheduled for road surface repairs by the end of January.

Councillor W. Williams reported that further road surface repairs were in need of urgent action at the Wheeler Hill before you enter into Lixwm village.

Councillors D. Williams and B. McLaren reported that the recycling collection service on Saturday 11th January 2020 in Ysceifiog had left the village heavily littered from materials being blown out of bins being emptied.

Emails had been sent to Streetscene Services but no response or action was undertaken. Both members collected all the materials and de-littered the area themselves.

RESOLVED

That the Clerk write to the Head of Streetscene Services seeking an explanation on the poor communication and services.

76/19 LOCAL GOVERNMENT AND ELECTIONS (WALES) BILL

The Clerk reported copy of the Cabinet Statement received from Julie James AM Minister for Housing and Local Government had been sent to all Members for information.

The Bill set out a number of proposed changes and amendments which would impact on the work and policy of local government.

The Clerk further advised that in response to the Bill One Voice Wales following consultation had provided a response to Welsh Government setting out its support and concerns the proposed Bill would have on Local Government.

Copy of the response had been provided to all Members.

77/19 FLINTSHIRE COUNTY COUNCIL SUMMER PLAY SCHEME 2020

Mrs. J. Roberts, Flintshire County Council had written to the Council advertising of this year's anticipated scheme costs.

As in past years Welsh Government will be providing a Play Grant to support the scheme. However, at the time of writing the level of grant had not been confirmed.

Subject to grant confirmation the scheme costs would be either £1400 with grant funding or £2300 without grant funding.

The Clerk advised that provision had been made for the above scenario within the Council's draft budget for 2020/21.

78/19 PUBLIC BRIDLEWAY FROM FFORDD GLEDLOM TO FFYNNON-Y-CYFF, LIXWM

The Council had received formal Notice that the Public Inquiry would be held on Wednesday 29th January 2020 at Ysceifiog Village Hall for 10.00am.

A number of Members confirmed that they would be in attendance.

79/19 PLANNING APPLICATIONS

- A) KCS/060641
Erection of a garage.
Wheeler Grange, Lixwm, CH8 8NF
- B) 060672
Variation of Condition No 7 of Planning Permission Reference P/01/33/00835 to allow the building to be occupied for purposes ancillary to the residential use of the dwelling known as Coed Y Mynydd Isaf.
Coed Y Mynydd Isaf, Afonwen, Mold, CH7 5UU.

RESOLVED

That the Council has no objections to the above two applications.

- C) AJD/060519
Refurbishment of existing outbuilding (forma farmhouse) to a holiday let.
Gwter Goch, Babell, Holywell, CH8 8PP.

RESOLVED

That the Council has no objections subject to a planning condition being placed that the building would not be used as a residential property.

80/19 APPLICATIONS FOR FINANCIAL ASSISTANCE

- A) OWL CYMRU - That a grant of £350.00 was approved.
- B) URDD NATIONAL EISTEDDFOD 2020 - That a grant of £500.00 be approved for 2020/21 and a further grant of £500.00 was approved for 2021/22.

81/19 INDEPENDENT REMUNERATION PANEL FOR WALES – ALLOWANCE FOR THE YEAR 2020-21.

In accordance with the above reports Determination 40: Recommendation that Members receive an annual allowance of £150.00 for cost incurred in respect of telephone usage, information technology, consumables. The Clerk advised that he had provided each member with an allowance claim form which Members would need to complete confirming acceptance or declining the payment of the allowance.

RESOLVED

That all members returned their completed forms declining the Remuneration Allowance for the year 2020-21.

82/19 SETTING OF BUDGET AND PRECEPT FOR THE YEAR 2020/21

- A) The Clerk reported that a draft budget had been prepared incorporating the elements of expenditure approved in the Budget Monitoring Report, at the Council meeting held the 16th September 2019.

The draft budget report provided the approved budget for 2019/20 anticipated expenditure up to 31st March, 2020 and proposed budget for 2020/21.

- B) In addition to the Draft Budget a Precept Report had also been provided setting out 3 options. Each option provided the impact on the level of precept depending which precept option was approved.
- C) Members considered each option and the future budgetary requirements of the Council and approved Option "B".

RESOLVED:

That the budget for financial year 2020/21 be set at £38,852.

That the Precept for 2020/21 be set at £27,621 setting the precept for a band "D" Property of £39.64 per year.

That the Clerk's salary be set at £9,002.00 for the 2020/21.

83/19 ACCOUNTS FOR PAYMENT

RESOLVED

That the following accounts were approved:

1150) Ysceifiog Village Hall (L.G.A.1972S214)	Repairs Grant	£2000.00
1151) A. Roberts (L.G.A.1972s112,131)	Clerk's salary	£598.16
1152) H.M. Revenue & Customs (L.G.A.1972s112)	P.A.Y.E.	£162.58
1153) Ysceifiog Village Hall (L.G.A.1972s137)	Lunch Club Grant	£300.00
1154) Scottish Power Ltd (P.C.A.1957s111)	Energy Charges	£250.37
1155) Viking Direct Ltd (L.G.A.1972s34)	Supply of stationery	£35.20
1156) Philip Jones Computers (L.G.A.1972s111)	P.C. Services	£19.50
1157) Scottish Power Ltd (P.C.A.1957s111)	Energy Charges	£258.68

84/19 DURATION OF THE MEETING

The meeting commenced at 7.30pm and was closed at 9.15pm.

CHAIRMAN

YSCEIFIOG COMMUNITY COUNCIL

CYNGOR CYMUNED YSCEIFIOG

Minutes of the meeting of Ysceifiog Community Council held 17th February 2020, Ysceifiog Village Hall.

PRESENT:

Councillor P. Griffiths – Chairman
Councillor J.I. Davies
Councillor N.M. Davies
Councillor T. Jones
Councillor I. Kendrick
Councillor B. McLaren
Councillor A. Parsley
Councillor A. Rowlands
Councillor D. Williams

APOLOGISE FOR ABSENCE:

Councillor W. Williams

IN ATTENDANCE:

Mr. A. Roberts – Clerk to the Council

85/19 DECLARATION OF INTEREST

Councillor P. Griffiths and J.I. Davies declared an interest in agenda item 7.3 – Public Bridleway from Ffordd Gledlom to Ffynnon-Y-Cyff, Lixwm.

Councillors B. McLaren, D. Williams, A. Rowlands and N.M. Davies declared an interest in agenda item 10.A -Application for financial assistance – Cor-Y-Llan, Ysceifiog.

86/19 MINUTES

RESOLVED

That the minutes of the meeting held 20th January 2020 were approved as a correct record.

87/19 STREETSCENE SERVICES

The Clerk reported that Mr. N. Hickie, Area Supervisor, Streetscene Services had tendered his apologise for tonight's meeting. Neil had provided the highway's maintenance schedule for January 2020.

Members reported the following issues:

Lixwm Village – Pedestrian footpaths need of cleaning.

Ysceifiog Village Road – Road surface has a number of potholes and a very large one near the B.T. phone kiosk. Vehicle passing locations have surface water standing on them.

RESOLVED

That the above matters be reported to Mr. N. Hickie.

88/19 FLINTSHIRE COUNTY COUNCIL'S ENVIRONMENTAL ENFORCEMENT POLICY

Members noted the above document placed many conditions on the general public to comply with or face penalties for none compliance.

However, Members noted that there were no conditions of compliance on operatives of Flintshire County Council to ensure that refuse and waste materials are collected without spillage into the environment. It was also noted that the Council's refuse and recycling service appeared to be one of main sources of litter being deposited on highways within rural communities.

RESOLVED

That the above observations be reported to the Head of Streetscene Services.

89/19 PROVISION OF COMMEMORATIVE SEAT AND PUBLIC NOTICE BOARD – FFORDD WALWEN JUNCTION, LIXWM

Councillor I. Kendrick reported that she had attended a site meeting with N. Hickie Streetscene Services at which the location of the seat and notice board had been agreed.

Mr. Hickie was arranging for the installation in the near future.

Councillor Kendrick further advised that discussion had taken place with regard to the provision of a Christmas tree and illuminations during the Christmas festive period. The proposed location would be the highway verge at Ffordd Walwen junction.

It was agreed that the Clerk would investigate the proposed project and report back to the Council at a future meeting.

90/19 COUNTY FORUM MEETING 13TH FEBRUARY 2020

Councillor P. Griffiths reported that he and the Clerk had attended the meeting and updated members on a number of topics that had been discussed. One item was the Local Government and Election (Wales) Bill. Copy of the document had been provided to members. A number of items within the document had been highlighted which would impact on the future working and business of the Council.

Councillor A. Parsley reported that he had looked at a number of the proposals and advised that this would have a larger impact on the Council's resources and that further consideration would need to be given on how the Council could manage this.

91/19 PUBLIC BRIDLEWAY FROM FFORDD GLEDLOM TO FFYNNON-Y-CYFF, LIXWM

Members reported that they had attended the Public Enquiry held at Ysceifiog Village Hall on the 28th and 29th January 2020. The outcome of the enquiry would not be known for 2 – 3 months.

92/19 LIXWM VILLAGE COMMUNITY ACTION GROUP

The Chairman welcomed to the meeting Mrs. Lisa Orhan, Community Project Co-Ordinator to the meeting. Lisa reported that land grading and preparation of the proposed site for the orchard was nearing completion.

A community clean-up and tree planting day were being organised for 25th April 2020. Lisa further advised that she was in the process of organising a newsletter for distribution to Lixwm residents to advise on proposed projects.

93/19 FUTURE AUDIT ARRANGEMENT 2020-21 ONWARDS

The Auditor General for Wales had written to the Council advising of the future audit proposals which were subject to a consultation period from the 6th February to March 2020.

RESOLVED

That the Report be received.

94/19 BERTHEN ROAD, LIXWM – USAGE BY HEAVY GOODS VEHICLES

The Clerk reported that the Council had received complaints from local residents regarding highway nuisance and safety risks caused by an increase in volume by heavy goods vehicles mostly from the Cemex Quarry at Pentre Halkyn. Members further reported that in the past the Quarry Operators had implemented a voluntary ban on hauliers using this road system.

RESOLVED

That letters be sent to both Quarry Operators in Pentre Halkyn requesting that H.G.V. restrictions be imposed on Berthen Road, Lixwm.

95/19 APPOINTMENT OF INTERNAL AUDITOR 2019/20

JDH Business Services Ltd had written to the Council providing a copy of the proposed Internal Audit Plan for 2019/20.

RESOLVED

That JDH Business Services Ltd be appointed as internal auditor for 2019/20.

96/19 FLINTSHIRE COUNTY COUNCIL SUMMER PLAYScheme 2020

Mrs. J. Roberts, Play Development Officer, Flintshire County Council had written to the Council confirming the costings for this year's 3 week play scheme.

Councillor P. Griffiths reported that he had been monitoring the play scheme during 2019 and it had been well supported by the community.

RESOLVED

That the Council will participate in this year's play scheme for a 3 week event.

97/19 WEST FLINTSHIRE TOWN & COMMUNITY COUNCIL WORKING GROUP

The Clerk of Holywell Town Council had advised that a special meeting of the above group had been convened for Tuesday 10th March 2020 at Holywell Town Council Offices.

The purpose of the meeting was to receive a report from Mr. S. Jones, Chief Officer, Streetscene Services & Transportation, Flintshire County Council on a future plan/vision for the West Flintshire (Delyn) area, which will focus on regeneration and transport infrastructure.

RESOLVED

That Councillors B. McLaren and D. Williams would attend.

98/19 ROAD SAFETY AUDIT IN CAERWYS AND LIXWM 2020

Councillor T. Jones reported that following the work undertaken by the joint working group of Caerwys Town and Ysceifiog Community Council Membership. A draft report of findings had been produced setting out a number of observations and improvement proposals for pedestrian safety.

A copy of the draft report had been provided to Members for their information and comments.

Tudor requested that any observations be made to him by 23rd February 2020.

Members thanked Tudor for his time and effort he had given to this joint project. Tudor further advised that upon completion of the draft safety audit report it would be submitted to Flintshire County Council for evaluation and consideration with a view of obtaining grant funding from Welsh Government.

99/19 PLANNING APPLICATIONS

(A) **CEM/060493**

Erection of a Dog Kennel and Dog Run.
Llyn Ddu, Babell, CH8 8PP

(B) **SCB/060987**

Fell 3 No. Trees Norway Spruce – Wern Conservation Area
Beck Cottage, Nannerch CH7 5RH.

RESOLVED

That the Council has no objections to the above two applications.

100/19 APPLICATIONS FOR FINANCIAL ASSISTANCE

Cor-Y-Llan, Ysceifiog

RESOLVED

That a grant of £300.00 was approved from the Council's 2020/21 financial budget.

101/19 FORMAL RISK ASSESSMENT 2020

The Clerk reported that the Council is required to undertake an annual assessment of any risk that may impede on the Council rolls activities and responsibilities.

The purpose of the assessment is to identify any potential risk and take appropriate actions to reduce or minimize the risk that may have been identified.

The Risk Assessment Report for 2020 had been prepared by the Clerk, copies of which had been provided to all members of the Council.

Councillor A. Parsley, enquired if any formal condition assessments are undertaken on the Council's lighting columns and should any further assets within Council ownership be included.

The Clerk advised that he would review this and report back to the Council at a future meeting.

The Clerk further reported that the Internal Auditor for 2018/19 had recommended that the Council adopt the Financial Regulations Model that had been produced by One Voice Wales. A copy of the document had been provided for Members consideration.

RESOLVED

That the Formal Risk Assessment for 2020 be approved and that the model of Financial Regulations provided by One Voice Wales be adopted by the Council.

102/19 ACCOUNTS FOR PAYMENT

RESOLVED

That the following accounts were approved;

1158) Owl Cymru (L.G.R.A.1997, s31)	Grant	£350.00
1159) Green Lion Insight & Solutions (L.G.A.1972s111)	Web Hosting	£179.04

1160) Viking Ltd (L.G.A.1972s34)	Stationery	£94.79
1161) Canon UK Ltd (L.G.A.1972s112,131)	Copy Fees	£33.64
1162) A. Roberts (L.G.A.1972s112,131)	Clerk's Salary	£598.16
1163) H.M. Revenue & Customs (L.G.A.1972s112)	P.A.Y.E.	£162.58
1164) Scottish Power (P.C.A.1957s111)	Energy Fees	£258.06

103/19 DURATION OF THE MEETING

The meeting commenced at 7.30pm and was closed at 9.10pm.

CHAIRMAN

YSCEIFIOG COMMUNITY COUNCIL

CYNGOR CYMUNED YSCEIFIOG

Minutes of the meeting of Ysceifiog Community Council held 16th March 2020 at Berthen Chapel, Lixwm.

PRESENT

Councillor P. Griffiths
Councillor J.I. Davies
Councillor T. Jones
Councillor A. Parsley
Councillor A. Rowlands
Councillor D. Williams

APOLOGISE FOR ABSENCE

Councillor N.M. Davies
Councillor I. Kendrick
Councillor B. McLaren
Councillor W. Williams

IN ATTENDANCE

Mr. A. Roberts – Clerk to the Council

104/19 DECLARATION OF INTEREST

Councillor P. Griffiths declared an interest in agenda item 11.A, Application for grant funding Holywell Golf Club.

105/19 MINUTES

RESOLVED

That the minutes of the meeting held 17th February 2020 were approved as a correct record.

106/19STREETSCENE SERVICES

Members reported the following issues:

Lixwm Village Road and School Lane – road surface repairs required. Request N. Hickie to survey schedule repairs.

Councillor I. Kendrick had reported that the erection of the Public Notice Board, seat and pathway had been completed by Streetscene Services at Lixwm.

Members requested that thanks be recorded to Mr. Neil Hickie for his assistance in this matter.

Fly Tipping – Councillor A. Parsley reported that a resident walking in Ysceifiog had reported to him an incident of fly tipping. Within the rubbish information containing personal details and address had been found.

RESOLVED

That the information be forwarded onto Mr. N. Hickie.

107/19LIXWM VILLAGE COMMUNITY ACTION GROUP

Mrs. Lisa Orhan was in attendance and provided an update on the project for the community orchard. She thanked Andy, Arwyn and John for their assistance with the landscaping of the area. The project group were hopeful that a planting day with children of Lixwm C.P. School would take place during April.

Lisa further advised that given the Covid-19 epidemic sweeping the country local residents had come forward from within the community to volunteer their services in assisting vulnerable residents.

The Chairman thanked Lisa and the residents for this kind offer of assistance.

Councillor T. Jones advised that he was in the process for producing a News Letter for the Caerwys Ward. An article informing residents of this assistance could be included. It was agreed that Councillor T. Jones would meet with Lisa to confirm the details

108/19 PLASTIC FREE COMMUNITY

The Clerk reported that information consisting of a community tool kit on how to progress this as a community project had been sent to all Members. Councillor T. Jones reported that Caerwys Town Council had held a community meeting on this topic and that an action/project group was being developed. It was agreed that Councillor A. Parsley would liaise with Councillor T. Jones and Caerwys Town Council project lead on this matter.

109/19 HSBC BANKING ANTI-FRAUD AUDIT

The Clerk reported that HSBC Bank had conducted an interview with him to establish the business affairs of the Council. checks had been undertaken on payments and receipts made by the Council. Policy and Financial Regulations adopted by the Council had also been sent to HSBC as evidence of Council's procedures.

110/19 PUBLIC FOOTPATH 32 & 33 DIVERSION ORDER 2020

Notice of the above Order made by Flintshire County Council on 25th February 2020 had been received by the Council.

111/19 REPRESENTATIVE'S REPORTS

Councillor D. Williams reported that she and Councillor B. McLaren had attended a meeting of the West Flintshire Town and Community Council's Working Group meeting held at Holywell Town Council Office on the 10th March 2020.

At the meeting Mr. S. Jones Chief Officer Streetscene Services and Transportation, Flintshire County Council provided an update on the proposed project to re-open Holywell Junction Railway Station in Greenfield.

Work to develop a business plan along with a feasibility study were ongoing and would probably take a further 3 months to complete.

112/19 PLANNING APPLICATIONS

- A) NAP/061045
Demolition of existing conservatory and erection of single storey side extension.
Noddfa, Ysceifiog, CH8 8NJ

RESOLVED

That the Council has no objections subject to the construction being in-keeping with existing developments.

- B) CEM/061029
Erection of Polly tunnel and Barn
Jolean, Bryn-Y-Berthen, Lixwm.

RESOLVED

That the Council has no objections but notes that the proposed development is considerable distance from the existing dwelling.

113/19 APPLICATIONS FOR FINANCIAL ASSISTANCE

- A) Holywell Golf Club Junior Coaching Fees – Grant of £100.00 was approved.
- B) Llangollen International Musical Eisteddfod 2020 – that the application be received.

114/19 CORONAVIRUS – COVID-19 DELEGATION OF TEMPORARY RESPONSIBILITY TO THE CHAIRMAN, VICE CHAIRMAN AND CLERK

The Clerk reported that advice had been provided by One Voice Wales and the Society of Local Council Clubs (SLCC) on what actions the Council should consider to maintain Council business during the Covid-19 epidemic.

The Clerk further advised that he had undertaken a risk assessment on the services that the Council provides and how best they could be maintained.

Councillor A. Parsley provided information on how the Council could undertake meetings virtually by using computers and telephone systems.

The Clerk advised that currently the Council did not have powers to undertake virtual meetings and any decisions made by the Council could be deemed unlawful.

The following actions were approved during any period of restricted activity declared by the Government of Covid-19 virus.

1. That delegated powers to undertake decisions on behalf of the Council in order that the Council can maintain its functions be granted to the Chairman, Vice Chairman and Clerk, should monthly Council meeting be unable to proceed.
2. That meetings of the Council will continue on a monthly bases subject to 4 members being in attendance. Should less than 4 members be in attendance Delegated Powers will be enacted.

115/19ACCOUNTS FOR PAYMENT

RESOLVED

That the following accounts were approved for payment:

1166) Scottish Power Ltd (P.C.A.1957s111)	Energy Fees	£241.44
1167) A. Roberts (L.G.A.1972s112,131)	Clerk's salary	£430.16
1168) H.M. Revenue & Customs (L.G.A.1972s112)	P.A.Y.E.	£330.58
1169) A. Roberts (L.G.A.1972s113)	Clerk's Establishment Allowance	£420.00

116/19DURATION OF MEETING

The meeting commenced at 7.30pm and was closed at 8.50pm.

CHAIRMAN

YSCEIFIOG COMMUNITY COUNCIL

CYNGOR CYMUNED YSCEIFIOG

Minutes of the Annual General Meeting held virtually 15th June 2020.

PRESENT:

Councillor P. Griffiths
Councillor J.I. Davies
Councillor B. McLaren
Councillor A. Parsley
Councillor A. Rowlands
Councillor D. Williams
Councillor W. Williams

APOLOGISE FOR ABSENCE

Councillor T. Jones
Councillor N.M. Davies
Councillor I. Kendrick

IN ATTENDANCE:

Mr. A. Roberts – Clerk to the Council

DECLARATION OF INTEREST.

None were declared in respect of the business of the Council.

01/20 APPOINTMENT OF CHAIRMAN.

Proposed by Councillor B. McLaren and seconded by Councillor A. Parsley, Councillor P. Griffiths was unanimously appointed as Chairman for the ensuing year.

02/20 APPOINTMENT OF VICE CHAIRMAN.

Proposed by Councillor A. Rowlands and seconded by Councillor B. McLaren, Councillor J.I. Davies was unanimously appointed as Vice Chairman for the ensuing year.

03/20 APPOINTMENT OF REPRESENTATIVES ONTO OUTSIDE BODIES AND SUB COMMITTEES

RESOLVED:

That the current representative list for 2019/20 be approved for the ensuing year.

04/20 MINUTES.

RESOLVED:

That the minutes of the meeting held the 16th March 2020 were approved as a correct record.

It was noted that due to COVID-19 epidemic no meetings of the council had been held during April and May.

05/20 DELEGATED ACTIONS UNDERTAKENN BY THE CHAIRMAN, VICE CHAIRMAN AND CLERK DURING THE APRIL AND MAY

A report advising of all the accounts that had been paid during April and May was presented to the council by the Clerk.

RESOLVED:

That the actions were approved and would be recorded in the minutes of the May meeting of the council.

06/20 APPROVAL OF YEAR END ACCOUNTS 2019/20

A report setting out the council income, expenditure and balances for the financial year ending the 31st March 2020 was presented to the council by the Clerk.

RESOLVED:

That the report be approved.

07/20 INTERNAL AUDIT FOR THE YEAR ENDING 31ST MARCH 2020.

J.D.H. Business Services Ltd the Council's appointed Internal Auditor had written to the Council confirming that the yearend audit had been concluded and approved.

A report of Recommendations made by the auditor was reported to members by the Clerk.

RESOLVED:

That the recommendations made by the auditor were approved and would be undertaken by the Council.

08/20 WALES AUDIT: ANNUAL RETURN REPORT YEAR ENDING 31ST MARCH 2020.

The Clerk reported that copy of the completed Annual Return, had been provided to all Members of the council. Upon approval of the Annual Return, the document and supporting documentation would be submitted to BDO the council external auditor. Copy of the Notice of Audit and a copy of the Return would also be posted on the council's website.

RESOLVED:

That the Annual Return was approved by the council.

09/20 PROVISION OF CYCLE-WAYS FLINTSHIRE

Councillor A. Rowlands, advised that the UK Government, had made additional funding available for improvement to cycle-way provision. Had Welsh Government, received additional funding and if so, how would this be used in Flintshire.

RESOLVED:

That the Clerk would make further enquiries with Hanner Blythyn AM.

10/20 DELEGATION OF POWERS DURING THE COVID-19 GOVERNMENT RESTRICTIONS

The Chairman advised that given the current Government restrictions any future meetings of the council would be held virtually for the foreseeable future.

The day-to-day business of the council during the past 2 months had continued by the clerk liaising with the Chairman and Vice Chairman.

Until such time that Welsh Government, guidance allows conventional meeting to take place the council will continue to operate under Delegated Powers.

However, when a full council meeting is required formal notice will be given to all Members and the public.

11/20 ACCOUNTS FOR PAYMENT.

RESOLVED:

That the following accounts were approved for payment: -

1178) Scottish Power (P.C.A.1957s111)	Energy Charged	£257.35
1193) A. Roberts (L.G.A.1972s112,131)	Clerk's salary	£776.77
1194) H.M. Revenue & Customs (L.G.A.1972s112)	P.A.Y.E.	£242.56
1195) Treetops Environmental (L.G.A.1972s144)	Grass Cutting	£70.00

Actions taken under Delegated Powers during the COVID-19 Government Restrictions.

These actions will be reported and recorded at the next council meeting.

April 2020 Account's for payment.

(1172) A. Roberts -Clerks Salary (L.G.A.1972 s 112,151)	£720.00
(1171) H.M. Revenue & Customs- PAYE (L.G.A.1972s112)	£237.14
(1173) Scottish Power- Energy Fess (L.G.(MP)A1976, s19)	£258.06
(1175) Cor y Llan- Gran (L.G.A.1972s145)	£300.00
(1176) Urdd Gobaith Cymru- Grant (L.G.A.1972s.145)	£500.00

May 2020 Account's for payment.

(1177) A. Roberts -Clerks Salary (L.G.A.1972 s 112,151)	£833.54
(1179) Came& Company –Insurance Renewal (L.G.A.1972s111)	£1152.75
(1180) One Voice Wales – Membership Fees (L.G.A.1972s140,111)	£183.00
(1181) A. Roberts – Microsoft 365 Subscription (L.G.A.1972s112)	£135.36
(1182) Information Commissioner – Registration Fees (L.G.A.1972s140,11)	£40.00
(1183) Holywell Golf Club – Youth Training Grant (L.G.A.2000, s2)	£100.00
(1184) Viking Direct Ltd – Supply of Stationery (L.G.A.1972s,111)	£83.55
(1185) S. Jones Business Solutions Ltd – Payroll Admin Fees (L.G.A.1972s112)	£132.41
(1186) HM Revenue & Customs – 1.A National Insurance (L.G.A.1972s112)	£87.22

(1187) Society of local Council Clerks – Membership Fees L.G.A.1972s140,111)	£90.00
(1188) Philip Jones Computers – Upgrading PC System (L.G.A.1972,111)	£117.00
(1189) Canon Uk Ltd – Copy Fees (L.G.A.1972s111)	£33.64
(1190) JDH Business Services Ltd – Audit Fees (L.G.A.1972s112)	£180.00
(1191) Scottish Power Ltd – Energy Charges (P.C.A.1957s111)	£249.06
(1192) H.M. Revenue & Customs – PAYE (L.G.A.1972s112)	£242.56

To Be Noted

Following the advice of the councils Payroll Officer, the clerk’s monthly salary includes the establishment allowance paid to the clerk for the use of his property as an office base. PAYE contributions are also being declared and collected monthly for this total income.

12/20 DURATION OF THE MEETING.

The meeting commenced at 7.30pm and was closed at 8.20pm.

CHAIRMAN

YSCEIFIOG COMMUNITY COUNCIL

CYNGOR CYMUNED YSCEIFIOG

Minutes of the meeting held virtually 19th October 2020.

PRESENT:

Councillor P. Griffiths
Councillor J.I. Davies
Councillor N.M. Davies
Councillor T. Jones
Councillor A. Parsley
Councillor A. Rowlands
Councillor D. Williams
Councillor W. Williams

APOLOGISE FOR ABSENCE

Councillor I. Kendrick
Councillor B. McLaren

IN ATTENDANCE:

Mr. A. Roberts – Clerk to the Council

13/20 DECLARATION OF INTEREST.

Councillor P. Griffiths declared an interest in Planning Application 061838 Gelli Lyfdy, Babel.

14/20 MINUTES.

RESOLVED:

That the minutes of the Annual General and the Ordinary Meeting held virtual on 15th June 2020 were approved as a correct record.

It was noted that due to COVID-19 epidemic no meetings of the council had been held during July, August, and September.

15/20 DELEGATED ACTIONS UNDERTAKENN BY THE CHAIRMAN, VICE CHAIRMAN AND CLERK DURING THE APRIL AND MAY

The Clerk advised that actions undertaken by the council under delegated powers had been reported in a monthly report sent to all members for July and September. The clerk requested that these reports be approved by the council a copy of which would be an appendix to minutes of the October council meeting.

RESOLVED:

That the actions were approved and would be recorded in the minutes of the October meeting of the council.

16/20 WALES AUDIT: ANNUAL RETURN REPORT YEAR ENDING 31ST MARCH 2020

The Clerk reported that further to minute number 08/20. The council had received a few request for further information from the External Auditor.

Requested information had been provided by the clerk in consultation with the Chairman.

The clerk further advised that to date the Audit Completion Notice had not been received.

17/20 PROVISION OF CYCLE-WAYS FLINTSHIRE

Further to minute number 09/20 the Clerk advised that H. Blythyn, AM, had responded to the council advising of the amount of grant funding being provided by Welsh Government, to Flintshire County Council, for cycle-ways improvements. Councillor A. Rowlands advised that a group of residents were investigating the possibility of developing the former railway line from Denbigh, to Mold, into a cycle-way.

Members reported that potential had been looked at some years ago but had not been progressed because of land ownership issues.

It was agreed that a letter would be sent to Councillor C. Thomas, the Executive Member for Highways and Transportation, Flintshire County Council, seeking further information on the council's strategy for the provision of cycleways.

**18/20 WILDLIFE AND COUNTRYSIDE ACT 1981 – THE FLINTSHIRE COUNTY COUNCIL
(PUBLIC BRIDLEWAY FROM FFORDD GLEDLOM TO FFYNNON-Y-CYFF AT LIXWM IN
THE COMMUNITY OF YSCEIFIOG) DEFINITIVE MAP MODIFICATION ORDER 2015**

The council has received notice that the Order Making Authority (Flintshire County Council) has been asked to publish notice of the modification proposals in the local press. This was to be undertaken on Friday 9th October 2020 published in the Flintshire Leader.

19/20 ITEMS RAISED BY MEMBERS

(A) Cllr A. Parsley – Planning Aid Wales Training event.

Councillor Parsley advised that the Planning Aid Wales had amended its training seminar to a virtual delivery system. In addition to this the fees for the event had increased to £150.00 per council per annum.

Councillor T. Jones advised that he speak with the head of Planning Services, Flintshire County Council, on what training on planning matters is provided by the council.

(B) Cllr I. Kendrick – Boundary hedge highway visibility No. 17 Ffordd Walwen, Lixwm.

Councillor Kendrick, had reported that local residents had reported that concerns had been raised: that following the planting of a hedge to the above property boundary, visual obstructions may be a problem to highway users as the hedge matures.

The Clerk advised that this issue had been reported to the Highways Department, Flintshire County Council. An inspection had been undertaken and no concerns for safety to highway users had been identified at present.

(C) Cllr A. Rowlands - Broad Band Speed Babel.

Councillor Rowlands reported that many residents were suffering additional hardship during the current COVID-19 Government restrictions due to the inability of not being able to receive sufficient levels of internet broad band speed to their property's.

Councillor T. Jones reported that Open Reach, were currently working in the Babel area upgrading the existing infrastructure to fibre. He further advised that this work was to be completed in the next coming weeks enabling broad band providers to improve and offer a higher rate of broad band speeds.

20/20 COUNTY COUNCILLOR REPORT

Councillor T. Jones provide an update on the following matters.

- A. Lixwm School development of Breakfast Club, and Rap-Round Care, provision.

- B. Caerwys and Lixwm Joint Road Safety Study.
Councillor Jones advised that the final draft of the study had been completed.
The report identified several safety issues which may be improved by prioritising pedestrians' usage and safety of certain parts of the highway.
Copy of the reports would be sent to the working group members.

21/20 PROVISION OF PUBLIC NOTICE BOARDS

Councillor T. Jones and D. Williams reported that the local notice boards had fallen into disrepair. The Chairman advised that the council had made budget provision for two new notice boards at Lixwm which had not been completed due to COVID-19 restrictions.

The clerk advised that in total the council has 6 public notice boards, one had been replaced last year. Members agreed that given deterioration of the condition of the notice boards that all 5 of the remaining notice boards be replaced.

RESOLVED:

That the clerk obtains an estimation of cost from the same supplier and type of notice board provided last year for approval by the council at a future meeting.

22/20 BUDGET MONITORING REPORT OCTOBER 2020

The Clerk reported that members have received a copy of the above report setting out the council's current expenditure against its approved budget up to October 2020. The report also provides a forecast of anticipated expenditure and estimate of yearend balance.

Members are asked to note the current budget forecast, and that within the budget, provision was made for the following expenditure, which has not been expended: -
Ysceifiog Village Hall - £2500.00 Repairs to roof.

Public Notice Boards Lixwm - £4000.00

Councillor D. Williams advised that due to COVID-19 Government restrictions the repairs to the Village Hall roof had not been undertaken.

RESOLVED:

That the council noted the council budget position and agreed that should the work to the village hall roof not be completed this financial year that the grant be rolled over into 2021/22 budget provision.

23/20 DELEGATION OF POWERS DURING THE COVID-19 GOVERNMENT RESTRICTIONS

The Chairman advised that given the current Government restrictions any future meetings of the council would be held virtually for the foreseeable future.

The day to day business of the council during the past 2 months had continued by the clerk liaising with the Chairman and Vice Chairman.

Until such time that Welsh Government, guidance allows conventional meeting to take place the council will continue to operate holding virtual meetings or when necessary by delegated powers.

RESOLVED:

That a virtual meeting of the council will be held on Monday 16th November 2020 at 7.30pm.

24/20 ACCOUNTS FOR PAYMENT.

RESOLVED:

That the following accounts were approved for payment: -

1209) A. Roberts (L.G.A.1972s112,131)	Clerk's salary	£776.77
1210) H.M. Revenue & Customs (L.G.A.1972s112)	P.A.Y.E.	£242.56
1211) Royal British Legion (L.G.A.1972s137)	Supply of wreath	£70.00
1212) Scottish Power (P.C.A.1957s111)	Energy Charges	£249.06
1213) Flintshire County Council – Summer Play Scheme (LG)(M.P.A.1976s19)		£871.64

12/20 DURATION OF THE MEETING.

The meeting commenced at 7.30pm and was closed at 8.40pm.

CHAIRMAN

APENDIX A

Actions taken under Delegated Powers during the COVID-19 Government Restrictions July 2020

Flintshire County Council Summer Play Scheme

The council had received notice that that subject to Welsh Government, COVID-19 restrictions, the schemes would be provided for 2 weeks from Monday 17th- 29th August 2020.

RESOLVED: That subject to the scheme provision being compliant to COVID-19 restrictions the council would support the scheme.

Planning Applications

Ref: 061436

Proposal: Application for a lawful development certificate for the proposed erection of a single storey side extension

Bryn Mair, 21 Ffordd Walwen, Lixwm, Holywell, Flintshire, CH8 8LW

RESOLVED: That the council had no objections.

Account's for payment.

(1197)	Cor y Llan- Gran - Grant (L.G.A.1972s145) (Reissue of cheque due to cheque No. 1175 not being presented.)	£300.00
(1198)	A. Roberts -Clerks Salary (L.G.A.1972 s 112,151)	£776.77
(1199)	H.M. Revenue & Customs- PAYE (L.G.A.1972s112)	£242.56
(1200)	Green Lion Insights & Solutions – Webinar Hosting Fees (LGA 1972s 112)	£18.00
(1201)	Scottish Power- Energy Fess (L.G.(MP)A1976, s19)	£249.06
(1202))	Norton P.C. Anti-Virus Subscription (L.G.A. 1972s 111)	£50.00

APENDIX B

Actions taken under Delegated Powers during the COVID-19 Government Restrictions September 2020

Planning Applications

Proposal: Dismantling and installation of overhead lines.

Gelli Lyfdy, Babell, Holywell, CH8 8PZ

RESOLVED: That the council had no objections.

Account's for payment.

(1203)	Scottish Power- Energy Fess (L.G.(MP)A1976, s19)	£257.35
(1204)	A. Roberts -Clerks Salary (L.G.A.1972 s 112,151)	£776.77
(1205)	H.M. Revenue & Customs- PAYE (L.G.A.1972s112)	£242.56
(1206)	Ysceifiog Village Hall – Hire of venue for Public Enquire by Flintshire County Council (L.G.A. 1972s111)	£500.00
(1207)	Scottish Power- Energy Fess (L.G.(MP)A1976, s19)	£257.35
(1208)	Canon UK Ltd – Lease of photocopy machine. (L.G.A.1972s111)	£33.64

YSCEIFIOG COMMUNITY COUNCIL

CYNGOR CYMUNED YSCEIFIOG

Minutes of the meeting held virtually 16th November 2020.

PRESENT:

Councillor P. Griffiths
Councillor J.I. Davies
Councillor N.M. Davies
Councillor T. Jones
Councillor I. Kendrick
Councillor A. Parsley
Councillor A. Rowlands
Councillor D. Williams
Councillor W. Williams

APOLOGISE FOR ABSENCE

Councillor B. McLaren

IN ATTENDANCE:

Mr. A. Roberts – Clerk to the Council

26/20 DECLARATION OF INTEREST.

Councillor N. Davies J.I. Davies and W. Williams declared an interest in Agenda Item 8. A. Application for financial assistance Berthen Chapel, Lixwm.

27/20 MINUTES.

RESOLVED:

That the minutes of the meeting held virtual on 19th October 2020 were approved as a correct record.

28/20 WALES AUDIT: ANNUAL RETURN REPORT YEAR ENDING 31ST MARCH 2020.

The Clerk reported that further to minute number 16/20. The council had received the approved Annual Return, for 2019/20 from the councils appointed external auditor BDO LLP.

The auditor had identified to minor issues that required consideration by the council. The Clerk further advised that he had prepared a report setting out the findings of the audit and appropriate actions in response for the council's consideration.

RESOLVED:

: That the council approved the Audit Return, and the Report of actions prepared by the Clerk.

: That a copy of the Clerks Report be attached to the minutes as Appendix A.

: That the formal Notice of the completion of the audit be posted on the council website.

29/20 PROVISION OF CYCLE-WAYS FLINTSHIRE

Further to minute number 17/20 the Clerk advised that Councillor Caroline Thomas, Executive Member, for Streetscene Services, Flintshire County Council, had provided a comprehensive response to the councils enquire.

The response advised that that during 2021 the council would be holding further public consultations for its development of the Integrated Network Map (INM). This would identify potential schemes that may be submitted to Welsh Government, for grant funding. A copy of the response had been provided to all Members.

Councillor A. Rowlands reported that she had been in contact with local action groups who had been supporting the proposed scheme. One of the main issues that had been identified had been land ownership.

Councillor T. Jones reported that he had been in communication with Mr Colin Barber, who had been working on this project for a couple of years. One of the first tasks was gathering sufficient evidence to prove the scheme viable.

Once this had been achieved the project could then be opened to campaign groups to develop.

Members agreed that Councillor T. Jones would contact Mr Barber to identify any additional support that may be required.

30/20 FUTURE AUDIT ARRANGMENTS FOR COMMUNITY AND TOWN COUNCILS IN WALES

The Auditor General for Wales had written the council advising that following completion of the audit review for councils in Wales, new arrangements would be introduced from 2020/21.

From 2020/21 onwards audit arrangements for community councils in Wales will include a three-year audit programme, designed to meet the statutory responsibilities while providing a sufficient level of audit assurance.

The Clerk reported that a copy of the report had been provided to members. Further information on the practical implications is due to be provided by the Auditor General in January 2021.

31/20 PROPOSED HALF MARATHON RUNNING EVENT 2021

The Clerk of Holywell Town Council had written to the council advising that consideration was being given to holding the event in May/June next year. The proposed route would take runners through the communities of Brynford and Babel.

An invitation was being extended to the council to join a working group organising the event.

RESOVVED:

That Cllr A. Rowlands would represent the council.

32/20 JOINT ROAD SAFETY REPORT CAERWYS AND LAXWM WORKING GROUP

Councillor T. Jones reported that the final draft of the working groups safety improvement report had been completed copy of which had been circulated to members.

The working group had focused on improving pedestrian safety in both communities. As it would help meet the criteria for future funding grants that may become available from Welsh Government.

The project group were seeking support from both councils and residents as evidence for inclusion with the report for submission to Flintshire County Council. Members thanked Tudor and members of the project group for their time and effort in compiling the report.

RESOLVED:

That a letter supporting the proposed actions of the report be sent from the council.

33/20 STREETSCENE SERVICES

Members reported the following items requiring attention by Streetscene Services.
: Fisheries Hill, Ysceifiog – Damage to road bridge over stream needing repair.
- Over hanging tree branch to highway in need of removal.
: Temperance Hill, Ysceifiog – Highway in need of leaf removal and cleaning.

34/20 RACECOURSE FARM, BABELL BURNING OF WASTE MATERIAL

The Clerk reported that the council had received reports that the burning waste materials was being undertaken on a commercial scale at the above premiss.
This was causing environmental nuisance to residents.
Members reported that they had not received any complaints on this matter.
However, it was agreed that a letter be sent to Flintshire County Council, requesting that this matter be investigated.

35/20 ERECTION OF FENCE AND PLANTING TO BOUNDARY No 17 FFORDD WALWEN, LIXWM

Councillor Kendrick reported that residents had raised concerns that the planting of a hedge and erection of a boundary fence to the above property will create obstructions to vision for motorists using the highway.
Resident also believed that when the property was constructed a planning condition was attached to the planning consent, forbidding the erection of any boundary treatments on the grounds of protecting highway user's safety.

RESOLVED:

That a letter be sent to the Planning Authority seeking clarification on this matter.

36/20 PROVISION OF COMMUNITY PUBLIC NOTICE BOARDS

Further to minute number 21/20 the Clerk reported that quotations had been obtained for the replacement of three notice boards at a cost of £4256.00.
Located at:
Babell, Opposite Maes Teg: Lixwm, entrance to children's play area: Ysceifiog, entrance to children's play area.

RESOLVED:

That the clerk places an order for the purchase of the three notice boards.

37/20 PROVISION OF CHRISTMAS TREE LIXWM

Councillor I. Kendrick reported that due to Covid-19 restrictions no community funding events had been able to be organised to fund the above project. Local contractors had offered to undertake the ground works and provision of the electric power point. However, the project could not be progressed this year without funding for the supply of the Christmas tree and festoon lighting.

Members agreed to support the event and allocated £650.00 from this year's budget for the festoon lighting and tree. Budget provision of £300.00 per year would be made available for this annual event.

The council also agreed to open an income line of its accounts to hold any donations received on behalf of the Lixwm Community Project Group.

38/20 PLANNING APPLICATIONS

- A) 062028
Fell 1No Ash Tree.
Maes Elwy, Lixwm, CH8 8NQ

- B) 062019
Erection of commercial polytunnel.
Agorlys, Berthen Road, Lixwm, CH8 8LT

RESOLVED.

That the council has no objections.

39/20 APPLICATIONS FOR FINANCIAL ASSISTANCE

- A) Berthen Chapel, Lixwm

RESOLVED:

That a grant of £700.00 was approved for the above application.

40/20 ACCOUNTS FOR PAYMENT.

RESOLVED:

That the following accounts were approved for payment: -

1214)	Canon UK Ltd – Lease of photocopier machine. (L.G.A.1972s111)		£33.64
1215)	Treetops Environmental – Grass cutting Lixwm (L.G.A.1972, S14p.27)		£100.00
1216)	Scottish Power (P.C.A.1957s111)	Energy Charges	£257.35
1217)	H.M. Revenue & Customs (L.G.A.1972s112)	P.A.Y.E.	£242.56
1218)	A. Roberts (L.G.A.1972s112,131)	Clerk's salary	£776.77
1219)	Berthen Chapel, Lixwm - (L.G.A.1972s124)	Grant	£700.00
1220)	Chairman's Allowance – Supply of flowers (L.G.A.1972.S34)		£35.00
1221)	Notice Board Company UK LTD – Supply of 3No Notice Boards (L.G.A.1972. S144)		£4256.00
1222)	Christmas Direct Ltd - (L.G.A. 1972, s.144)	Supply of festoon lighting	£499.97

41/20 DURATION OF THE MEETING.

The meeting commenced at 7.30pm and was closed at 8.45pm.

CHAIRMAN

APENDIX A

YSCEIFIOG COMMUNITY COUNCIL

AGENDA ITEM 5.A. ANNUAL RETURN REPORT OF FINDINGS YEAR ENDING

31ST MARCH 2020

NOVEMBER 16th, 2020

Following the completion and approval of the Annual Return by BDO LLP two minor issues had been identified which need to be considered by the council:

Asset Register:

The council's asset register is incomplete and does not contain some or all the following information for each asset held.

- Date acquired.
- Purchase cost and location held.

The requirement for the council to hold and maintain an asset register as part of the audit return was introduced some 4 years ago.

The council has several assets that have been purchased over the life of the council dating back many years, most of these assets being street lighting fittings and columns.

As many councils did not hold records for the purchase costs of assets held previous to the requirement. By agreement with the Audit General for Wales, insurance replacement values were used as a value for existing assets held.

Any additional assets purchased going forward would be added to the register at purchase cost.

In compliance with the introduction of the requirement to hold an asset register the council has produced and maintained an asset register for the past 4 years on the above bases.

CONSIDERATION BY MEMBERS

: That the council notes the above position and approve the following actions:

: The clerk will undertake an inventory of all assets held by the council.

: The asset register will identify the location of all the assets held by the council.

: The asset register will provide the value and date of purchase for additional assets purchased since the 1st of April 2016.

: The updated register will be completed by the end of this financial year.

Expenditure Powers – S137 Power incorrectly Used:

The audit identified that one payment of the 104 payments approved by the council for the financial year: had incorrectly used the above power for a grant payment made to an Eisteddfod.

The appropriate power should have been S19 of the local Government (Miscellaneous Provisions) Act 1976.

The auditor also recommended that the statutory power being used to authorise expenditure should be recorded against the item of expenditure.

CONSIDERATIONS BY MEMBERS

: That the council notes the above and ensures that when using S-137 powers in the future that no other appropriate statutory powers are available.

: That the council currently records within the minutes of the council meetings all expenditure approved and identifies the statutory power being used and that this will continue.

RECOMMENDATION:

That the council receives the above report and approves the actions as an appropriate response to the findings of the year end audit.

CHAIRMAN
