Minutes of Llansaffraid Glyn Ceiriog Community Council held at Memorial Institute, Glyn Ceiriog on Thursday, 23RD March 2017

1. PRESENT: Cllrs. Dafydd Morris (Chair) Jeff Davies; Eric Jones; Mair Evans; Eric Evans; Sara Davies; Ann Morris: Neene Price (Chair of Board of Trustees, Canolfan Ceiriog) Jean Davies (Clerk)

WELCOME AND APOLOGIES ACCEPTED: Cllrs: Linda Hughes; Julie Jeffreys

ABSENT: Cllr Barbara Roberts

2. DISCUSSION WITH NEENE PRICE – CHAIR OF BOARD OF TRUSTESS CANOLFAN CEIRIOG – Ms Price had asked to address Council as a consequence to a letter the Council had sent regarding the plans to dismantle the building known as the ‘pavilion’ and also regarding access to the tennis court. The plans regarding the Pavilion had been made as a result of anti-social behaviour by a minority of young people including drug using and underage alcohol use. The plan is now to install a CCTV camera which should improve things. It was also suggested that using anti-vandal paint could help with graffiti.

Ms Price pointed out that the financing of the pavilion was due to a donation by the Co-operative and that this was the reason why the trustees had not consulted with the Council beforehand. Councillors pointed out that the Council is paying off a loan it took out to help with the building of the building which is a significant amount per year as well as making a generous donation annually to help with the running of the Centre. As a consequence Councillors would be grateful for regular updates from the Board.

With regard to the tennis court, due to health and safety concerns it cannot be used currently. However the surface is to be jet washed which should then make it safe and then it will be available to the community. Its use is free to those under 16’s or in full time education.

3. CONFIRMATION OR OTHERWISE OF MINUTES OF PREVIOUS MEETING – February meeting minutes found to be correct and signed accordingly

MATTERS ARISING:-

ATM.- Councillors Davies stated this is still ongoing – will probably take some time before it is resolved

Defibrillator – Clerk had made enquiries regarding the installation of the defibrillator and implications. She had spoken to the landlord at the Glyn Valley and given details of the model being installed – he was satisfied with this. There is a need for an electricity supply (for ensuring the machine is fit for purpose during cold weather). She had asked electrician Ben Barnes to look at the implications of this and the cost of putting a supply in. The Clerk had also made contact with the Wrexham Marathon Club who stated that they had had a machine delivered but the case was damaged, so they were waiting for a replacement. The Clerk had also emailed the Welsh Ambulance (WA) Service regarding the implications of the defibrillator once installed – in terms of maintenance etc. She had had a response stating that as a Public Access Defibrillator site (PAD site) it would need to be registered with them. If the heated cabinet has a coded lock then the WA will need to know the code as well so they can give it out to anyone who needs to use it. WA don’t maintain the machines this is down to a locally nominated person

Notice Board – Clerk had not had any contact from Mr Davies as yet

Any other matter not listed:

Speed Limit into village – Clerk had asked WCBC for an estimate of the cost of moving the 30mph restriction to New Mills and the cost in terms of street lights etc. She was still awaiting a response.

4. Community agent –

A report had been submitted by Mrs Bates the CA with an update of developments – the’ paned and sgwrs’ is going well as is the games group

Clerk had also received an email from WCBC stating that whilst the funding of the project will remain with WCBC the management and overseeing of the project has now been given to AVOW. This is because of staff capacity issues

5. Quotes for contracts – grass cutting and caretaking duties for the toilets and playing field

Toilets and playing field – only one quote had been received from Jeff Davies (Clllr Davies declared his interested and left the room when this was being discussed). The quote was £273.00 for the toilet block and £21.67 per month for emptying of the bins in the playing field. It was decided to give the contract to Mr Davies.

Grass cutting at playing field and cemetery- two tenders had been received one from Greenfingers Group and Rhys Hughes. Both quotes were similar and as Councillors were very satisfied with Mr Hughes’ work thus far it was decided to give the contract to Mr Hughes.

6.. Reports –

Risk Assessment 2016/17

1. Precept – Risk not identified but budget is approved in May. The Clerk, who is also the RFO presents each Councillor with an up to date income and expenditure at the end of October and a prediction of expenditure to end of March: then full Council decides on precept for following year. Clerk notified Council in January of the Precept required. The precept is always received promptly, paid by BACS at the beginning of April, August and December. Low Risk

As the above procedure has taken place and as the Bank Statements are presented at every Council meeting and paid cheques /IB payments listed in monthly minutes, there is little risk of the Precept being inadequate - Low Risk

1. Cemetery A Cemetery Land Survey is presented to the County Council as and when requested. It is estimated that there are sufficient graves for approximately 35 years. The Cemetery is owned by Wrexham County Borough Council and administered by Glyn Ceiriog Community Council. The Burial Register is completed as soon as burial takes place. No burial takes place until the Burial Ground Secretary has received a signed application form and the required fee. Fees are banked on the Thursday following their receipt -the only day the Bank is open. Fees are reviewed periodically. All Cemetery register, application papers, payments and receipts are checked annually by the internal auditor - Low Risk

c Loss of Money insured - the Fidelity Cover to be increased to £20,000 at the next renewal to reflect increased bank deposits. All amounts are made by cheque, expect for loan repayment which is by Direct Debit, and all receipts are by cheque or BACS - Low Risk

Borrowing - Repayment is allowed for when deciding on the Precept - Low Risk

Investment - Clerk/RFO ensures adequate amounts are in the Current Account for monthly expenditure surplus amounts transferred to High Interest accounts. These actions are considered adequate - Low Risk

1. Expenditure - Illegal Payment or Activity - All cheques are sanctioned at the monthly meetings and recorded in the minutes. All cheques are signed by 2 Councillors and the Clerk. The Financial Regulations an Standing Orders are adhered to - Low Risk
2. Internet Banking/BACS – all payments are authorised by Council in advance - this is used when possible for convenience – limit of £500 per transaction per month – regular payments such as Community agent salary paid via BACS – low risk
3. Clerk’s salary is paid every three months at the amount agreed with the Clerk, but at less than nationally agreed rates. Clerk is in employment and is subject to PAYE - income tax due on Clerk’s salary will be declared by the Clerk and adjustments made to her main salary tax code Low Risk
4. Community Agent – project being funded by WCBC (part time 15 hours or less per week) – PAYE and NIC deducted at source – low risk
5. VAT all VAT payments recorded as soon as made, both in the minutes and in the Income and Expenditure book, and repayment claimed annually - Low risk
6. Financial Assistance compliance with 137 and other legislation – Low Risk
7. Councillor Allowances seldom claimed occasionally travelling allowances are made of journeys outside the Community – these in accordance to Once Voice Wales recommendations - Low Risk
8. Assets list of assets presented to internal auditor annually Council has no land – Low Risk

L . Staff - One part time Clerk this is sufficient; one part time Community Agent – this being funded by WCBC. h. – Low Risk

m. Cemetery - Future Demand sufficient land available for next 35 years.

Memorial Stones - Headstones inspected regularly all monumental masons have to comply with statutory regulations, namely to provide assurance that safety anchors are in place. – Low Risk

Stability of Boundary Hedge - hedge, shrubs and grassed area cut regularly by experienced local person -low risk

m. Consultations – Deadline or response adhered to – Observations on Planning Applications forwards after each council meeting – Low Risk

n. Document Security – Locked Filing Cabinet at Clerk’s home – low risk

o. Financial Records – Kept regularly – Low Risk

p. Minutes – kept accurately and confirmed as correct – low risk

q. Health and Safety Risk Assessment – not identified – low eisk

r. Register of Members Interest and Gifts – appropriate forms signed and kept by Clerk – Low Risk

s. Code of conduct – Code of Conduct adopted on 3.5.2012. All Councillors signed Acceptance of Code of Conduct and Acceptance of Office forms at first meeting following the election in May. Meeting June – election held on the 3.5.2012 and this procedure was followed again – Low Risk

t. Welsh Language Policy – All minutes kept in Welsh and English. Press notices in both languages. Letters received in Welsh replied in Welsh. Clerk fully bilingual. Translations facilities not deemed necessary – Low Risk

v. Playing Field – Rented from the National Trust. Play equipment inspected visually by appointed councillor on a regular basis and any repairs undertaken as soon as possible – Medium risk

7. LETTERS OF THANKS –

From Marie Curie; Eisteddfod Ynys Mon; and Janet Warren on behalf of Eisteddfod Dyffryn Ceiriog

8. CORRESPONDENCE

A .Bank Statement. –

Clerk produced a statement showing £17375.01 in the current account as at the 4.3.2017, statement for deposit account not yet received (received quarterly) . Clerk will be preparing the accounts for the internal auditor in April.

b. WCBC –

Email from Martin Howarth regarding the new Public Spaces Protection Order (PSPO) which came into force 1.3.2017 – in particularly around dog control – this was discussed at some length as it has implications for the playing field. The PSPO required dog owners to:-

1. remove their dog faeces from all public places with the whole county borough
2. exclude dogs from bowling green playing surfaces, the playing areas of marked sport pitches and fences children’s play areas, skate parks, tennis courts and multi use games areas (apart from owners with assisted dogs)
3. Place their dogs on a lead when directed by an Authorised Officer
4. Place their dogs on a lead around visitor centres and car parks in the parks
5. Place their dogs on a lead on a public road and pavement (excluding public rights of way footpaths and bridleways

c. Welsh Government

Reminder re Town and Community Council Survey – Clerk already completed this

Consultation on the changing of name of the National Assembly - noted

d. Any other Correspondence not listed

4 x 4 access in Nantyr: Clerk had received an email from a resident of Nantyr stating that she had been informed that the lane outside her house had been approved to allow 4 x 4 and other off-roading vehicles to use. Council had not been made aware of this – and had there been any change to the status of the road it would have been consulted on. However on Easter Monday the motor cycle rally which has taken place for over thirty years has changed its route and it appears that the route now include Nantyr. Therefore it was assumed that the person who had informed the resident of this may have been confused with this.

Ceiriog Tidy Team – Clerk had received a letter from the Group regarding the level of dog fowling which seems to be on the increase. Councillors were also concerned about this – the problem seems to be worse along the lane from the along from the School on the Old Road. Councillors agreed to erect laminated signs along the road reminding dog owners of their responsibilities and to take any dog waste home with them.

The team also reported on what they had been doing in recent weeks and the Council is extremely grateful for their hard work and dedication.

Community Health Council – News Release – Dementia: One Simple thing – NHS staff will be consulting with people touched by dementia asking the question ‘ what could the NHS do better to support people, as well as their families and their carers, living with dementia’? This will be using a variety of methods twitter, smartphone app face to face discussion – Noted

Boundary Commission for Wales – 2018 review of Parliamentary Constituencies in Wales - noted

9. Planning Applications – no applications this month

10. PAYMENTS/EXPENDITURE AGREED

A. Of outstanding account (Section 136 Legislative Powers)

Bryn Jones (litter picking) £40,00 - Cheque

D and E Owen £540.00 - IB

National Trust (rent for playing field) £125.00 – IB

Jeff Davies £273.00 – IB

Dilys Bates £450.10 - IB

b. Request for donation – (section 137)

Wales Air ambulance £150.00 BR/EE

11. Any other matter not listed –

Cllr Ann Morris brought to the attention of Council that the perimeter fence around the sewerage on the old road was not safe. She had emailed Dwr Cymru who had responded that they were looking into the matter. Due to the risk this posed to the public Clerk was asked to write on behalf of the Council to Dwr Cymru regarding this and asking them to ensure that the fence is secure.

Bins in playing field – some of the bins are overflowing in the park at times. If they were emptied more frequently then there would then be the problem of where those bin bagswere stored . Clerk asked to speak to WCBC to see if having recyclable bins might reduce the problem. Clerk was also asked to find out from the Ceiriog Tidy team if they could help.

Toilets – Clerk asked to ascertain from WCBC if any improvements to the toilets (i.e. install new units etc) by the CC would this result in a higher lease cost for the CC

Councillor Davies pointed out that it would be a good idea to put a gate to enable access to the land below the cemetery at the moment. It was decided to undertake a site meeting to see what needs doing also to visit the playing field with a view to erecting a fence around the playing area. Site visit to take place 6 p.m. 27.4.2017 before the Council Meeting – meet at the cemetery at 6 p.m.