

**CYNGOR CYMUNED
LLANFAIR DYFFRYN CLWYD
COMMUNITY COUNCIL**

Minutes of the meeting held at the Neuadd Eleanor, Llanfair D.C. on Wednesday 4th May 2016 at 7.00 P.M.

Present:- Councillors Keith Mouldsdale (Chair), Steve Whipp, John Pugh, Jayne Mayers, Wini Davies, Dennis Edwards, Tim Faire and David Baker

Residents:- David Greenhalgh.

Apologies had been sent by Councillor Medwen Roberts

215. MATTERS RELATING TO THE DEATH OF MICHAEL SHORTER, CLERK TO THE COUNCIL.

The meeting took place only a few days following the sudden death of the Clerk, Michael Shorter.

The Council expressed its sadness on learning of Michael's death and determined to send condolences to his family.

Actions were proposed to pick up the documents such as bank details, ledgers and equipment as well as to deal with outstanding issues.

No agenda had been sent out and no minutes from the previous meeting were available. David Davies of Denbighshire County Council had advised that the meeting could go ahead provided minutes were taken. Mr Davies also offered to see whether any other Clerks might be able to help in the short term.

The meeting should have seen the election of new Chair and Vice-Chair but it was determined that this would be held over until the current situation was resolved and a new Clerk appointed. KM offered to remain as Chair until that time was reached. At that point John Pugh would become Chair with Steve Whipp as Vice and Jayne Mayers to step in the following year.

David Davies had provided an example advertisement for the appointment of a Clerk and the meeting drafted a suitable new advertisement. SW agreed to draft and send to the other Councillors for comment. The advert would be placed in the Free Post and the Daily Post. It would also be posted on village notice board and be put into local government "job opportunities".

The updating of the village web-site was discussed in the light of the Clerk's death as he had administrative rights for the site. KM agreed to contact Chris Birchall to request that David Greenhalgh be given administrative rights to the site. David would then update the site, provide details of new councillors and place an advisory notice about Michael's death.

216. **CORRESPONDENCE**

216.1 A letter had been received from Llanfair DC School requesting funding assistance with obtaining “Clicker” software to help dyslexic children.

RESOLVED-No decision was made and would be held over until the next meeting.

216.2 A letter from Came and Company had been received advising the Council of the insurance premium for the following year. A discount was proposed on the condition of the Council committing to three years with the company.

RESOLVED-The meeting understood that the premium had been paid by the Clerk for a period of one year. This to be checked once documents are available.

217. **PLANNING**

217.1 An application to build two “affordable” houses in Graigfechan had been submitted.

RESOLVED- The proposal had been refused on grounds of the size of the properties proposed.

218. **HIGHWAYS AND ENVIRONMENT**

218.1 Steve Whipp advised the meeting that he had attended training for the establishment of a Community Speed Watch group. At present he was the only volunteer from the Ruthin area and would work with a group in Mold as well as being supported by others. It was hoped that once established further volunteers would come forward. The purpose of Community Speed Watch is to monitor and report on speeds through the village and is not about enforcement. It is hoped that the monitoring will demonstrate the scale of the speeding problem in the village.

218.2 Steve Whipp updated members on the problem of maintenance of the bridleway from Ysgol Llanfair D.C. to Bryn-Fferm-Obwst. The local authority officer had advised him that the bridleway in its role providing access to properties was a private drive and that the County Council had no duty to maintain private drives. It had however provided the farmer with 50 tonnes of road plannings with which to improve the surface of the bridleway.

218.3 The realignment of the public footpath at Graigfechan from B5429 at Bethel Chapel to Bridleway 15 was discussed. Wini Davies advised that she had walked the revised route with others and considered it satisfactory. Tania Evans at Denbighshire County Council is arranging for a footpath marker and post to be installed.

218.4 It was reported that a gate had been placed across the Bridleway where it emerges onto the A525 just north of Llwyn Ynn Lodge. The gate had been installed as fixed and was therefore impassable to horse riders.

RESOLVED

Minute 218.4 SW would advise Denbighshire CC footpath about the need for an operable gate to be installed.

PART 2

219. **FINANCE**

219.1 The Clerk had submitted a full set of accounts for the period 1 April 2015 to 31 March 2016.

219.2 A letter had been received from the Neuadd Eleanor management committee to re-allocate a previously agreed grant from the Council for the purpose of replacing windows in the village hall. The meeting heard that there remained a need to obtain a firm estimate for the agreed works which were also being discussed with the Denbighshire planners.

RESOLVED

219.2 The meeting agreed in principle that the funding could be reallocated and JP would indicate this to Phil Webb. However the need to understand what was proposed and agreed remained and the Council wished to be advised in this regard.

Date of the next meeting:

NEUADD ELEANOR ON WEDNESDAY 6TH JULY 2016 AT 7.00PM

There being no further business the Chairman declared the meeting closed.

_____CHAIR

_____DATE

**CYNGOR CYMUNED
LLANFAIR DYFFRYN CLWYD
COMMUNITY COUNCIL**

Minutes of the extraordinary meeting held at the Neuadd Eleanor, Llanfair D.C. on Wednesday 1st June 2016 at 7.00 P.M.

Present:- Councillors Keith Mouldsdale (Chair), Medwen Roberts, Jayne Mayers, Wini Davies, Dennis Edwards, Tim Faire and David Baker Steve Whipp

Residents:- David Greenhalgh.

The meeting was called to discuss pressing matters and to consider the process to be used to appoint a new Clerk to the Council.

220. **BANK ISSUES**

The Chair advised the meeting that the bank had advised that the present standing orders require that cheques are signed by two members of the council as well as the Responsible Financial Officer, the Clerk. In the absence of the Clerk it was proposed that the Llanfair Community Council's Financial Regulations and its Standing Orders be amended such that cheques could be authorised by either three members of the Council or otherwise by two members of the Council and the Responsible Financial Officer.

Standing Order 12.1 on expenditure would read:

Orders for the payment of money shall be authorised by resolution of the Council and signed by three members, or otherwise by two members as well as the Responsible Financial Officer. The signatories on cheques to state their initials on cheque stubs. This amendment was proposed by Medwen Roberts and seconded by Dennis Edwards. It was supported unanimously by those present.

221. **AUDIT ARRANGEMENTS**

221.1 The Chair reported that the interim audit had been completed satisfactorily and signed off by Gwyn Davies.

221.2 It was determined that the minutes for recent meetings needed to be signed off and then inserted into the minutes' record document.

RESOLVED - SW would print off and take to the Chair to be signed off. SW would sign as temporary clerk.

221.3 The meeting considered the appointment of External Auditors.

RESOLVED- TF proposed that Hacker Young be appointed in this capacity, this was seconded by JM and agreed by the meeting.

222. **APPLICANTS TO THE ROLE OF CLERK**

The meeting heard that five applications had been received to date and there was a further nine days to the closing date for the post of 10 June 2016.

It was agreed that interview would be by as many Council members as would be available. Candidates would be advised that they would be required to attend and a provisional date for interview was set as 22 June 2016.

A provisional short list was agreed and the Chair was asked to advise should other applications be received by the closing date. If there were further applications a further meeting would review the short list.

A meeting would be held on 15 June 2016 at 7pm to prepare for the interviews. Competency based questions would be developed based on the main requirements of the role; Interpersonal skills, administrative skills, information technology knowledge, previous relevant experience and other knowledge including the Welsh language. Interviews would take 45 minutes and be spaced an hour apart.

The Chair would advise candidates that the interview would be by panel of up to nine members and would seek to set an informal interview setting.

223. STORAGE OF COUNCIL DOCUMENTS

It had been suggested that storage of documents should be in a filing cabinet to be kept in the community hall. It was decided that this matter should be taken up with the new Clerk once appointed.

224. WEB-SITE

The Chair advised that he had attended a meeting of the Denbighshire City, Town and Community Council's Cluster. This provided an understanding of the Council's obligations to keep the web-site up to date with copies of minutes and agendas from meetings. It was agreed that KM and DG would maintain the website and the new Clerk would also be involved once appointed.

RESOLVED – KM and DG would review the web-site to determine what was needed to meet the mandatory requirements. It was suggested that 2015 and onward would be sufficient.

225 AGM

The AGM had been put on hold until such time as the new Clerk was appointed.

226 ICO AND DATA PROTECTION

A letter had been sent to the Chair by the Information Commissioner's Office. This set out the requirements for data protection and for registration. The ICO had been made aware of the current situation re the Clerk and agreed that once appointed the new Clerk would be provided with a security code to allow details to be amended.

227 Insurance

The Chair had contacted the Insurance Brokers who had confirmed that payment after 1 June 2016 would be satisfactory given the unusual circumstances. They had confirmed that cover was provided by Hiscox and that a policy would be issued in due course.

Date of the next meetings:

1. NEUADD ELEANOR ON WEDNESDAY 15TH JUNE 2016 AT 7.00PM

For the purpose of preparation for the interview for appointment of Clerk

2. NEUADD ELEANOR ON WEDNESDAY 22ND JUNE 2016 AT 7.00PM

For the interview and appointment of a Clerk

There being no further business the Chairman declared the meeting closed.

_____CHAIR

_____DATE

CYNGOR GYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY
COUNCIL

Minutes of THE ANNUAL GENERAL MEETING and an Ordinary Community Council meeting held at the Neuadd Eleanor, Llanfair DC on Wednesday 6 July 2016 at 7.00 pm.

PRESENT – Councillors Keith Mouldsdale [Chair], Wini Davies, Dennis Edwards, John Pugh, Jayne Mayers, Medwen Roberts and Steve Whipp
Clerk – Mrs Eirwen Godden
Resident – Mr David Greenhalgh [Part 1]

PART 1

APOLOGIES – Councillors David Baker and Tim Faire

228 RETIRING CHAIRMAN'S REMARKS

Councillor Keith Mouldsdale made reference to the difficult time which faced the Council following the sudden death of the Clerk, Mr M Shorter. Councillors Keith Mouldsdale and Steve Whipp were thanked for their efforts during this period in dealing with urgent matters which had arisen as a consequence. Mrs Eirwen Godden was welcomed to her first meeting since taking over as Clerk of the Council.

During the year a great deal of progress was made on highway and planning issues, namely, the trialling of a 20 mph speed limit; a number of footpath matters had been raised and resolved; stiles built and work is in progress to update the Community Council's website. He did, however, express disappointment regarding the quality of the landscaping around the War Memorial and the adding of a name. Councillor John Pugh stated that he would make enquiries about obtaining a grant from the War Memorial Trust for this work.

229 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR 2016/17

229.1 Councillor Jayne Mayers proposed and Councillor Dennis Edwards seconded that Councillor John Pugh be elected Chairman for 2016/17. This was unanimously agreed.

229.2 Councillor Medwen Roberts proposed and Councillor Wini Davies seconded that Councillor Steve Whipp be elected Vice-Chairman for 2016/17. This was unanimously agreed.

230 MINUTES

Minutes of meetings held at Neuadd Eleanor on 2 March, 4 May and 1 June 2016.

RESOLVED - The minutes were approved and signed by the Chairman. [It was noted that the minutes of the AGM/Council meeting held on 6 May 2015 were confirmed on 1 July 2015].

231 MATTERS ARISING

204.1 Resignation of Member – A vacancy had been created following the resignation of Councillor Gwyneth Griffiths in January 2016. It was RESOLVED that the Clerk be asked to check the procedure for filling this vacancy.

215 Community Council Website – Councillor Keith Mouldsdale reported that he had met with Chris Birchall, been provided with a password for logging on, together with an administrator password, in order to make changes to the website. Mr David Greenhalgh is to provide assistance as and when required. The Clerk will also need training in due course.

RESOLVED – that the Clerk makes arrangements for minutes to be forwarded to Councillor Mouldsdale for posting on the website and that she obtains quotations for translating the minutes into Welsh.

217.1 Affordable Housing in Graigfechan – Changes to the application were noted. The Community Council supports the application in principle.

218.2 Bridleway from Ysgol Llanfair D C to Bryn Fferm Obwst – Reported - that the bridleway had been stoned up by the farmer.

218.4 Bridleway where path emerges onto the A525 north of Llwyn Ynn Lodge – Reported - that the County Council's Footpaths Officer had been made aware of the fixed gate at this point making it impassable to horse riders.

219.2 Replacement Windows – Neuadd Eleanor – Reported - that the County Council has turned down the planning application to replace existing windows by using pvc material. The matter is ongoing. It was confirmed that a grant from the Community Council has been approved in principle previously and may be made available to Neuadd Eleanor as and when required by request.

221.3 External Auditors – Reported - that the Wales Audit had appointed BDO in place of Hacker Young.

231.1 Applicants to the role of Clerk [Minute Reference 222]. Ten applications had been received, four candidates had been shortlisted and interviewed on 22 June 2016].

RESOLVED – That the appointment of Mrs Eirwen Godden as the Council's Clerk and Responsible Financial Officer be confirmed. She began her duties on 1 July 2016.

232 DATES AND TIMES OF MEETINGS

It was unanimously agreed that all meetings continue to be held bi-monthly on the first Wednesday of each month commencing at 7.00 pm in accordance with Standing Orders.

233 CORRESPONDENCE

All correspondence received was dealt with in Part 2 under Finance.

234 PLANNING

No planning matters were considered except that Councillor Steve Whipp stated that there was no objection to Application 20/2016/0562 [egg factory].

235 HIGHWAYS & ENVIRONMENT

235.1 Road Closures - DCC Roadworks Bulletin – some roads in the area will remain closed during roadworks/repairs.

RESOLVED – that the Clerk keeps Councillors informed by forwarding the information received from the County Council via email.

PART 2

236 FINANCE

236.1 Financial Statement

The Clerk circulated a copy of the Financial Statement for the period 1 April 2015 to 31 March 2016 for the General and Business Accounts. A copy is to be appended to the minutes of the meeting for record purposes. The Clerk will present a financial statement to cover the period 1 April – 31 August 2016 at the next meeting to be held on 7 September 2016 when work should commence on the Precept for 2017-18.

236.2 End of Year Audit

The Clerk reported that she had received an email from BDO which required the Council's response to the following queries by 13 July 2016:

- [a] Exact increase of Clerk's salary, a copy of the minutes approving the increase
- [b] A breakdown of the increased fixed assets figure of £2,414
- [c] Completion of the annual governance statement [including copies of relevant documents]
- [d] A detailed internal audit report.

The Clerk explained that a copy of the internal audit report had been sought from Mr Gwyn Davies who acted as the Council's internal auditor. Mr Davies has confirmed that the information and explanations provided to himself by the Chairman led him to the opinion that his report is a clean report to Llanfair D C Community Council. Mr Davies has been requested to complete and sign the internal auditor form as required.

RESOLVED – that the Clerk takes follow up action as indicated. Approval was given for the Clerk and Chairman to complete and sign the annual governance statement.

236.3 Bank Mandate/Instructions

The Clerk reported that HSBC's Customer Change of Address & Contact Detail Authority form had been completed ready for signature by Members. This form, together with the amended Mandate form, would now be taken to HSBC so that changes can be made in line with revised Standing Order 12.1 on expenditure as agreed at the Council meeting held on 1 June 2016. This will mean that cheques/bank documentation can in future be authorised by either three Members of the Council or otherwise by two Members of the Council and the Responsible Financial Officer.

RESOLVED - that the Clerk be given permission to register for online banking in order to make it easier for viewing and checking transactions.

236.4 Financial Assistance

Letters requesting financial assistance were received from

236.4.1 St Kentigern Hospice for a donation towards provision of services.

RESOLVED – that decision be deferred until later on in the year.

236.4.2 Ysgol Pentrecelyn to cover the cost of the bus to transport children [Years 1-6 pupils aged 5-11] to their swimming lessons [usually in the region of £100] for a whole term. This is an opportunity for those children who are not fortunate enough to receive swimming lessons outside school time.

236.4.3 Capel Ebenezer Chapel Graigfechan towards the general running costs of the chapel. The chapel roof was renovated during July 2015 at a cost of £13,428.

236.4.4 PCC St Mary's Church Llanfair D C towards the costs of cutting the grass around the church.

236.4.5 Ysgol Reoledig Llanfair Dyffryn Clwyd towards the cost of a computer program [around £500] called 'Clicker' to help children with additional needs, especially those with dyslexic tendencies.

RESOLVED – that payment be made as follows:

236.4.2 - £100

236.4.3 - £300

236.4.4 - £200

236.4.5 - £250

236.5 Invoices/Payments

236.5.1 Denbighshire Voluntary Services Council – Membership Renewal 2016-2017 - £15 fee.

236.5.2 Information Commissioner's Office – Renewal of Data Protection registration fee £35.00.

236.5.3 Councillor Keith Mouldsdale had paid an invoice from NWN Media Ltd in the sum of £213.60 [Clerk Vacancy Advertisement] and was seeking reimbursement.

236.5.4 Mr Gwyn Davies, Fee for the Internal Audit work on behalf of the Community Council as per quotation dated March 2016 - £60.00.

RESOLVED – that payment be made as follows:

236.5.1 - £15

236.5.2 - £35

236.5.3 - £213.60 [reimbursement to Councillor Mouldsdale]

236.5.4 - £60 subject to Mr Gwyn Davies filling in the requested form

236.6 Storage of Records

Reported – that consent had been given by the Neuadd Eleanor Management Committee for the Community Council to place a storage cabinet in the building.

RESOLVED – that Councillor Mouldsdale purchases a storage cabinet on behalf of the Council.

237 APPOINTMENT OF CLERK TO THE COUNCIL, CONTRACT & REMUNERATION

237.1 Clerk's Salary - RESOLVED – that the Clerk be paid a salary in accordance with NJC Spinal Point 25 with effect from 1 July 2016. A decision on other terms and conditions was deferred until the next meeting on 7 September 2016.

237.2 Clerk's Report

Since taking up the appointment the Clerk had taken over responsibility for Council documents, records, a computer and printer. Computer and paper files have either been tidied or created. A work log has been created to record activities undertaken with a view to putting together a timetabled work programme to fit in with the financial year. There are two crates of documents/records which can be archived and stored in a secure cabinet at the Neuadd Eleanor. She stated that to date this essential piece of work had taken up 26 hours but considered that this should average out over time to 22 hours per month.

237.3 Payroll Facilities

The Clerk reported that Denbighshire Voluntary Services Council [DVSC] can continue to provide the facility to process the payroll free of charge with the Community Council being responsible for paying the salary and tax payments to HMRC. However, the service is likely to be transferred to another agency during the coming months when there will be a charge of approximately £200 per annum.

RESOLVED – that the Council continues to use DVSC's payroll service as an interim measure. The Clerk was asked to contact the Clerk of Llanferres Community Council regarding their payroll arrangements.

RESOLVED – Members raised no objections and recommended that the application be approved.

243.2 Caravan at Erw Fair, Llanfair DC

Following information received that plans were being made to set up a caravan site, a letter was sent to Denbighshire County Council on 8 January 2016 seeking advice relating to planning for caravan sites. Mr Ian Weaver, Principal Planning Officer, Planning and Public Protection Service responded on 19 January 2016. Mr Weaver advised that both planning and licensing regulations would apply and that should an application be received that the Community Council would be consulted.

A letter was sent to Ian Weaver on 7 July 2016 to advise that a static caravan had been installed on the land at Erw Fair. He referred the matter to Adam Turner, the DCC Planning and Compliance Officer. A formal complaint was made on behalf of the Community Council. Adam Turner asked for more information and undertook to write to the alleged contravener, who he would identify from Land Registry, to ask that he or she submit either a retrospective planning application or provide evidence that the caravan's stationing does not require permission. Adam Turner would also give them the alternative to remove the caravan from the land. Adam Turner undertook to keep the Community Council informed of progress.

243.3 North Wales Wind Farms Connection

Members were informed that the Secretary of State had granted development consent in relation to an application by SP Manweb to install 17 miles of overhead cables to link two wind farms in the Clocaenog area to a sub station at Glascoed, near St Asaph. The Chairman invited Members to submit community based project ideas to the Clerk, to be prioritised at a future meeting, in readiness for when a community fund has been established to distribute monies with income generated from the scheme.

RESOLVED – that Members forward a list of proposals to the Clerk for the Council to consider and prioritise.

244 HIGHWAYS & ENVIRONMENT

244.1 Pont Eyarth – Proposed Weight Restrictions

Mr James Hall, Senior Engineer, DCC will be attending the next Council meeting on 7 September 2016 to discuss the County Council's intention to arrange for the bridge to be weight restricted. Members viewed this as an opportunity to draw attention to how this measure would affect the local community from the point of convenience of access and economic terms.

244.2 Footpath Bridge Vandalism

Councillor Steve Whipp reported that he had written to Tania Evans, Countryside Access Officer at Denbighshire County Council [DCC] on 9 May 2016 in relation to a number of matters that had been ongoing. A new issue that had arisen was damage that had been caused to a new footbridge over a stream near to Plas Einion. The initial damage was to a stile over the larger

of the footbridges which had been struck by a grass roller. However, the second smaller footbridge was also seen to have been damaged and in a way that had sheared it from its end bearing plinth. The matter was referred to Adrian Walls, Highways Information Manager at DCC, to undertake further investigation and structural inspection. Adrian Walls raised an enquiry with the land agent who postulated that the damage may have arisen during recent flooding. Adrian Walls advised that there had been resistance to establishing the footpath and that he would welcome the support of Llanfair DC Community Council in emphasizing the importance of the path.

244.3 Circular Walk

Adrian Walls suggested that it would be helpful if Llanfair DC Community Council would support the establishment of a new Circular Walk route. He suggested that this would go from the village and to the Eyarth Rocks butterfly reserve at Pwllcallod.

RESOLVED – the Community Council affirmed the importance of the footpath as an amenity to the area and wished this to be made clear to DCC. The Clerk was asked to write to Adrian Walls to advise him and also to express strong support for establishing a circular walk from the village to the butterfly reserve.

244.4 Footpath Issues

It was reported that a stile adjacent to the roadside on the footpath from Bryn Coch to Graigfechan had been broken and the Clerk was asked to make this known to Tania Evans. It was also noted that the footpath marker promised for the new path adjacent to the Capel at Graigfechan was yet to be provided and the Clerk was asked to prompt Tania Evans about this.

PART 2

245 FINANCIAL MATTERS

245.1 Financial Statement

The Clerk circulated a financial statement for the period 1 April to 30 June 2016 based on the bank statements covering the period. It was noted that payments made during August had been added [£1,187.60] leaving a balance of £996.78 in the current account.

245.2 Financial Assistance

245.2.1 Neuadd Eleanor Llanfair D C – Improvements to Car Park

It was reported that the grassed area at the side of the village hall had been removed and replaced with hard core, adjacent to the church wall, so that car parking capacity could be increased. The cost came to £2,880 inclusive of VAT. Members were reminded that the Council did agree in principle at their meeting on 4 May 2016 that the funding for double glazing the hall's windows could be reallocated. The Treasurer has written requesting the release of the grant set aside towards the cost of extending the car park as the work has been completed.

RESOLVED – Members gave approval to reallocate the grant and that the Clerk makes arrangements for £2,000 to be transferred from the Business to the General Account in order to make the payment.

245.2.2 Capel Salem Llanfair D C

RESOLVED – that a grant of £300 be awarded towards running costs.

245.3 Translation Services

The Clerk reported that Sandra Williams [Clerk to Ruthin Town Council] can provide a translation service at a cost of £50 [+ VAT] per 1,000 words.

RESOLVED – that Sandra Williams be engaged to provide a translation service for the Community Council and that a letter be sent to Lois Holmes thanking her for her services in the past.

245.4 Payroll Service

Letter from Denbighshire Voluntary Services Council stating that it would no longer be in a position to continue offering payroll services and that the service had been transferred to AVOW [Association of Voluntary Organisations in Wrexham] with effect from 1 September 2016. Cost - £144 per annum to provide a BACS payment facility and dealing with PAYE & NI liabilities. A quotation had also been sought from JAS accountancy but a BACS service would not be available and it was unclear whether a set up fee would be payable in addition to the monthly fee.

RESOLVED – Approval was given for AVOW to provide a payroll service for the Council.

245.6 SLCC Conference at Llandudno 14 September 2016 and Training for New Clerks

The Clerk requested permission to attend the conference. The full fee is £79.00 + VAT but there is a bursary scheme which can be applied for + £10.00 early bird discount if booked before 18 August. She also asked whether she could attend a course for new Clerks when a date becomes available.

RESOLVED – that the Clerk be authorised to attend the conference on 14 September and a training course for new Clerks.

245.7 Travelling Costs

RESOLVED – that the Clerk be paid an allowance of 45p per mile to cover the cost of travel on Council business.

245.8 Purchase of Upgrade to Council Computer

RESOLVED – that the Clerk be given permission to go ahead to purchase Microsoft Office software to upgrade the Council's computer.

246 END OF YEAR AUDIT - ACCOUNTING STATEMENT 2015-16 AND ANNUAL GOVERNANCE STATEMENT

Submitted – Accounting statement 2015-16 and annual governance statement for approval. The Clerk reported that she had received another query from BDO, external auditor, with regard to the accounting statement for 2015-16 and the annual governance statement. The auditors require the minute reference which clearly records the approval of the annual governance document. The Clerk confirmed that records show that the documentation had been completed and sent to the external auditor by the deadline of 30 June. However, due to the unfortunate circumstances of the former Clerk's death on 29 April 2016 it had since become apparent that the need to formally approve the annual governance statement by full Council before being submitted had been overlooked.

In the circumstances, the SLCC has advised that the Council should accept that the accounts will be qualified this year because the process was not finalised before 30 June. Members now understand that they have erred in the letter of the law despite the unfortunate circumstances which arose with the death of the former Clerk in late April and the best endeavours of the Chairman in the absence of a Clerk to submit the Annual Return in the required format. It was accepted that the Council will need to ensure that this does not occur again in the future.

RESOLVED – that [a] the accounting statement 2015-16 and annual governance statement be approved as submitted and the external auditor informed accordingly; [b] a date for a special meeting be set by the beginning of June each year should this ever be necessary as a measure to ensure that the Council does not miss the external auditor's deadline in future. The decision was unanimous.

247 REVIEW OF RISK ASSESSMENT & INTERNAL CONTROLS STANDING ORDERS FINANCIAL REGULATIONS

Submitted – reports on the above-mentioned items for consideration. The Clerk reported that paragraph 12.1 in Standing Orders had been updated in accordance with Council minute reference 220 and advised that paragraph 5. B in Financial Regulations be amended to comply with paragraph 12.1 in Standing Orders. She also advised that the following item be included in the Annual Risk Assessment Report 2016/17, namely, "The accounting statement and annual governance statement must be approved by full Council before submission to the external auditor by 30 June each year.

RESOLVED – that the amendments be approved, implemented and kept under constant review.

248 MODEL CODE OF CONDUCT

A copy had been circulated to all members. The Welsh Government has made the Local Authorities (Model Code of Conduct)(Wales)(Amendment) Order 2016 which makes changes to the Model Code of Conduct in Wales.

250 DECLARATIONS OF INTEREST

None

251 MINUTES

Minutes of an Extraordinary Community Council Meeting held at Neuadd Eleanor on 3 August 2016.

RESOLVED – The minutes were approved and signed by the Chair.

252 MATTERS ARISING

243.2 Caravan at Erw Fair Llanfair D C

Reference was made to an email dated 25 August 2016 from Adam Turner, Denbighshire County Council's Planning and Compliance Officer to Councillor Steve Whipp. Adam Turner advised that he was in correspondence with the landowner. He has written to the planning contravener and given him six weeks to submit an application which should be by the end of September 2016. Once received the application will be given consideration, if turned down then they will pursue the removal of the caravan from the land.

244.2 Footpath Bridge Vandalism

Councillor Steven Whipp reported that further details had been sent to Adrian Walls, Denbighshire County Council's Highways Information Manager, who is pursuing the matter with the Police.

244.3 Circular Walk

The Clerk had sent a letter to Adrian Walls on 9 August 2016 but no reply had been received to date.

RESOLVED – that the Clerk arranges for an extract from the minutes of the meeting held on 3 August 2016 to be forwarded to Adrian Walls confirming that the Community Council supports the establishment of a circular walk from the village to the butterfly reserve.

244.4 Footpath Issues

A reply dated 18 August 2016 had been received from Tania Evans, DCC's Countryside Access Officer in response to a letter from the Clerk. Tania Evans has been unable to locate the path with reference to the broken stile on the footpath leading from Bryn Coch to Graigfechan. She has asked for a grid reference or path number, if known. Councillor Pugh said he would check himself. Insofar as new footpath signs are concerned, they will only be carried out when the legal process for adding the path to the definitive map is complete. She has arranged a site meeting with the new owner of the land adjoining the chapel at Graigfechan. Councillor Wini Davies has, in the meantime, spoken to Tania Evans.

RESOLVED – The Clerk was requested to ask Tania Evans to arrange for a sign to be erected at the newly diverted path above the converted chapel.

253 CORRESPONDENCE

253.1 Council Vacancy – The Clerk reminded members that the usual procedure had been taken on the filling of the vacant seat, that is, DCC's Returning Officer had been advised, and the vacancy had been publicised within the local Community Council area. As a result an application had been received from Rosanne Jarvis, which was read out by the Clerk.

RESOLVED – It was unanimously agreed that Rosanne Jarvis be co-opted as a member of the Community Council and that she be invited to stay for Part 2 of the meeting

253.2 Invitation to attend DCC Focus Groups on either 22 September [Trefnant Village Hall] or 27 September 2016 [Canolfan Cae Cymro, Clawddnewydd] at 6 pm. The purpose is to discuss what is working well in each local community; hopes and aspirations for the future; how the Council can build on what is working well now and make this future a reality and what might get in the way of these things happening. Councillors Keith Mousdale and Tim Faire have expressed an interest in attending a meeting.

RESOLVED – that Councillor Keith Mousdale attends one focus group on 22 September at Trefnant Village Hall and Councillor Tim Faire attends the other on 27 September 2016 at Canolfan Cae Cymro, Clawddnewydd.. The Clerk to book places as required.

253.3 Commuted Funding – The Clerk reported that she had received an email dated

2 September 2016 from Amy Selby, DCC's Community Projects Officer, a copy of which had been forwarded to Councillors. The email drew attention to the availability of a limited amount of funding from 5 September 2016 specifically for the enhancement of open spaces and play areas. The funds can be used to improve or lay out open spaces/play areas and projects can include: improving accessibility to facilities; upgrading facilities; providing drainage or surface works, fencing and lighting works, changing facilities or car parking.

RESOLVED – Chairman John Pugh, Councillors Wini Davies and Jayne Mayers to draw the attention of various organisations to the availability of this fund, namely, Neuadd Eleanor Management Committee, Graigfechan Car Park, and the Pentrecelyn Playing Field.

254 PLANNING

254.1 Garreg Lwyd Outbuildings, Pentrecelyn – An email dated 24 August 2016 had been received from Mr and Mrs G Rees with the purpose of informing the Council that the agricultural outbuildings at Carreg Lwyd, Pentrecelyn are available for letting for employment, business, commercial or community use. Members were of the opinion that this may lead to a planning application for change of use in due course.

RESOLVED – that Mr and Mrs G Rees be informed that Members had received and noted the contents of their email.

254.2 Application 20/2016/0756 - Erection of Extension to Porch, Waen y Ffynnon, Pentre Coch. This application was considered by the Chairman and Councillors Dennis Edwards and Medwen Roberts. The members fully supported the application.

RESOLVED - The action taken by the Chairman and fellow Councillors was confirmed.

254.3 Proposal to Build Houses at Llanfair D C

The Chairman referred to a proposal to build houses at Llanfair D C behind existing houses in the village whereby access to the site would be from the main road from Ruthin. The developer will be consulting with individuals as well as the Community Council. The developer will be invited to attend a special meeting of the Community Council and local residents.

RESOLVED – that a special meeting be arranged in the near future and the developer PURE be advised.

254.4 Denbighshire Open Space Needs Assessment & Audit

As part of the adoption of the Denbighshire Local Development Plan [2013] the County Council made a commitment to undertake a comprehensive audit of the County's recreational open space; assessment of demand and direction for future provision. Officers have pulled together maps identifying open space and have been sent to Community and Town Councils for the purpose of ratifying what has been identified. Councillors are being asked to spot omissions, incorrect data or areas no longer held for the purposes of local recreation to ensure that the data is complete and comprehensive. The results will be used to develop an Open Space Strategy for the County and to inform the Local Development Plan and other County strategies. The Clerk had circulated the maps and data for the attention of Councillors so that the information could be compiled and sent to the County Council by 16 September 2016.

RESOLVED - the Clerk collates the responses already received from Members and for additional comments to be forwarded to her as soon as possible so that she can send a reply by the 16 September deadline.

255 HIGHWAYS & ENVIRONMENT

255.1 Presentation by MR JAMES HALL, SENIOR ENGINEER, DCC re Pont Eyarth – Proposed Weight Restriction

Pont Eyarth bridge is seen as an important link for Ruthin. Mr Hall handed out photographs showing that the bridge is deteriorating, the stone is continuously wet, water is coming through the stone instead of pointing together with ground water issues. A whole condition assessment of 18 tons has been determined which means that it is not suitable for articulated lorries [milk tankers could be an issue]. He warned that if deterioration continues this could go down to 7.5 tons. For example, an ambulance and a bus weigh 3.5 and 11 tons respectively and would become an issue in time. Placing an 18 ton weight restriction [total gross weight measure] would arrest the situation for the time being. If weight limits are not in place the bridge will deteriorate even faster. There are plans but no budget for major restoration work. A multi-year funding commitment is needed [£307,300 total

smaller sums per annum] – bridges tend to be five year cycled but some trunk road funding could be attributed. In conclusion the bridge requires several seasons to dry out and time to put a budget together. Signage has yet to be determined, one either side of the bridge, one in the village and other locations.

Members were reminded that this is the first stage of the consultation process. Mr Hall requires feedback on how the speed restriction will impact on the local community. He is looking for evidence to justify the cost of repairing the bridge, advised that the weight restriction needs to be implemented sooner rather than later. Highlighting issues about diversion routes could help. He acknowledged that there will be an effect on the local community, but public transport and emergency vehicles can still use the bridge for the time being. Closures would probably be at night during repairs in summer. No work would be carried out in winter.

He appealed for assistance in seeking views, signposting to residents living in the community and asked for a list of all farmers in the vicinity. Mr Hall was thanked for attending the meeting and for his interesting talk.

RESOLVED – that contact details for the CLA, NFU, FUW, Llysfasi College and local farmers be forwarded to James Hall.

255.2 Cenotaph, Llanfair D C

It was reported that Councillor Keith Mouldsdale had received a strong complaint from a villager about the state of the slabs around the memorial in Llanfair. Having had a look at it he considers that it is indeed getting dangerous.

RESOLVED – that quotations be sought for remedial work, including the cost of installing an electric powerpoint and water. The Chairman agreed to contact the War Memorials Fund regarding the availability of funding.

255.3 Wind Farm Scheme - Community Projects – List of Priorities had been collated and circulated to Members.

RESOLVED – Following a discussion proposals were prioritised as follows:

Key – Cost L<£500, M<£2000, H>£2000			
Proposals	Cost HML	Priority HML	Comments/Actions
1 Complete clear-up/renovation of area around the cenotaph and the grassed area behind it.	L	H	Top priority, needs doing
2 Provision of electrical and water point to the War Memorial	L	H	Top priority, needs doing
3 A communal garden maybe near the Church where people can walk, sit and meet. Peace garden with benches for quiet contemplation. Maybe to include a quiet area with seating.	M	L	Need to consult with Church. Area is already well suited. For Graigfechan and Pentrecelyn also consider need.
4 Children's Play Area(s)/Playground[s]/Protected Play Areas in Villages	M	M	There was a proposal to provide a fence at Bron Ciwyd. Also Pentrecelyn school field could be

				upgraded. This suitable for immediate request for funds.
5	Public seating / benches.	L	M	Consider provision and sitings
6	Allotments – provided there is demand and commitment from sufficient people.	M	L	Need to test whether there would be demand
7	Upgrading of Village Hall to modern standards for community use to include double glazing, upgrading of heating and new kitchen. Amenities to be defined by users.	H	H	Top priority
8	Complete car parking and provide access to internet to the Village Hall.	H		Top priority - could be suitable for immediate request for funds
9	Signage for all villages that convey a sense of pride in the area.	H	M	Should request provision by Denbighshire CC
10	Regular cleaning of roads / removal of weeds to provide a sense of pride in the area	H	H	Write to DCC and ask for this to be done routinely.
11	Safe pathway from Llanfair to Pwllglas.	H	M	Write to DCC requesting assistance with feasibility and preliminary design and estimates for these works.
12	Safe pathway on A494 from Llanfair to Ruthin.	H	M	
13	Continue pavement from Llanfair DC through to Llysfasi.	H	M	
14	Cycle lane to enable access between villages and to Ruthin without vehicular conflicts.	H	M	
15	An exercise trail - where there is an inspiring route to run or walk and exercise equipment along the way.	M	L	Not considered necessary as plenty of scope for exercise in the area.
16	A walkway that gave particular access to people with disability; wheelchair friendly but also with a good surface and very gentle gradients.	M	L	Could be considered if there is demand.
17	Walk / footpath up the Nant Y Garth Pass providing access and amenity to this special area.	H	M	Consult with Llysfasi college to determine whether they can help make existing path more accessible.
18	Community circular walks providing access to places of interest around the area.	M	M	Work with DCC Footpaths staff to develop and ensure good signage is provided.
19	Mountain biking trail from Clwydian Hills along ridge and with access to villages (Along Offa's Dyke).	M	L	Not considered appropriate. Offa's Dyke should be preserved as a footpath only.
20	Birdwatching hides	M	M	Consider provision and sitings
21	Upgrade existing bus stop on Wrexham Road by school	M	M	Request whether this can be done by DCC
22	Provide and maintain notice boards to all the villages	L	H	Essential and Community Council should do this. Graigfechan board has lost doors.
23	Provide circular bridleways to ensure horse riders do not have to go on roads	M	H	Request DCC footpaths officers to review
24	Provision of a café for the area	H	M	Consider as addition to public houses.
25	Provision of a community shop	M	M	Consult with Pwllglas and Llandegla on feasibility

PART 2 - Confidential Items – Exclusion of Press and Public

256 FINANCIAL MATTERS

256.1 Payment of Accounts/Invoices

256.1.1 Invoice from Sandra Williams for translating the November 2015, January, March, May, June and July 2016 minutes - £353.95 + £70.79 VAT = £424.74.

256.1.2 Invoice from the SLCC – Delegate Fee – Llandudno Conference - £69.00 + £13.80 VAT = £82.80.

RESOLVED – that payments be made as follows:

256.1.1 Translation Work £424.74

256.1.2 SLCC Conference Fee £82.80

256.1.3

The Clerk presented the following financial statement for the period 1 July to 31 August 2016: Salary as determined – July 2016 Meeting – SCP 25 - £3070.32 Per Annum

[pro rata with effect from 1 July 2016]

Net Salary due for:

July 2016	£204.86	Tax Due	£51.00
August 2016	<u>£204.66</u>	Tax Due	<u>£51.20</u>
Total	<u>£409.52</u>		<u>£102.20</u>

Reimbursement for Stationery:

USB Sandisk for Back Up Purposes	£ 11.00
Ink Cartridges	£ 8.24
Reimbursement for Postage Costs	<u>£ 14.40</u>
Total	<u>£ 33.64</u>

RESOLVED – that the payments be approved as proposed, that is £409.52 salary, £102.20 HMRC and £33.64 expenses.

256.1.4 The Clerk explained that DVSC's payroll service had been transferred to AVOW in Wrexham with effect from 1 September 2016. An invoice to cover the Clerk's September salary had been received from AVOW for the gross amount of £255.86. AVOW will have responsibility for forwarding income tax due to HMRC from this date.

RESOLVED – that payment be made to AVOW to cover the Clerk's September salary [gross £255.86].

256.2 Requests for Financial Aid –

256.2.1 Llanfair D C Cenotaph – Flower Boxes – an email had been received from Moira Edwards.

RESOLVED – that a grant of £130 be awarded towards the cost of flower boxes at the Cenotaph.

256.3 Summary of Income & Expenditure for the period 1 April to 31 August 2016

The Clerk submitted to Members a financial statement for the period 1 April to 31 August 2016 for the General and Business Accounts. Two cheques totalling £350 [Minute Ref 236.4.2 and 236.4.5 refer] had not been presented to date.

256.4 Draft Council Tax Precept 2017-18

Submitted - draft proposals for 2017/18 together with comparison details which had been considered previously for the financial years 2016/17, 2015/16 and 2014/15.

RESOLVED – that the draft precept figures include an uplift to computer software, the cost of additional meetings and training costs. The precept is to discussed again at the November meeting.

257 External Audit - Accounting Statement 2015-16 and Annual Governance Statement The Clerk reported that BDO had sent an email on 26 August 2016 to confirm that there will be no additional charge levied on the Community Council. The fee will be based entirely on time taken to undertake the audit.

258 Clerk's Contract of Employment

A draft contract was presented to Members for discussion. The contract was based on documents on file and an up to date SLCC model contract for Clerks.

RESOLVED – Members approved the draft contract which will be presented to the Clerk and Chairman for signature.

259 CILCA Training Dates for Clerks

The Clerk has received details of a proposed CILCA Course to be held at Mold on the following dates: Day 1 – 21 February, Day 2 – 28 March, Day 3 – 11 April and Day 4 – 16 May 2017. The total cost is £250 but a bursary may be available from Welsh Government if applied for by 28 February 2017.

RESOLVED – Members gave approval for the Clerk to attend a CILCA Course at a cost of £250.

260 Any Other Business

260.1 Community Speed Watch – John Morris, Community Speed Watch Manager for North Wales Police has advised that a further six volunteers are to be trained at Llanfair D C on 8 September 2016. This should ensure there is a local group able to undertake CSW surveys. Councillor Steve Whipp will enquire whether the Police can supply two speed guns free of charge for the use of the community and if not ascertain the cost of purchasing these items.

RESOLVED – Members gave approval in principle.

There being no further business the Chairman declared the meeting closed at 9.30 pm.

261 DATE OF NEXT MEETING – WEDNESDAY 2 NOVEMBER 2016

CHAIR

DATE

**CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY
COUNCIL**

Minutes of a Community Council Meeting held at the Neuadd Eleanor, Llanfair D C on Tuesday 25 October 2016 at 7.00 pm. This meeting was convened to consider the Council's response to the proposed development of 63 houses on land off Wrexham Road, Llanfair D C by PURE Residential & Commercial Limited, New Vision House, New Vision Business Park, Glascoed Road, St Asaph LL17 0LP.

PRESENT – Councillors Steve Whipp [Vice-Chair], David Baker, Dennis Edwards, Tim Faire, Rosanne Jarvis, Jayne Mayers, Keith Mouldsdale. Eirwen Godden, Clerk.

IN ATTENDANCE – 8 Residents together with Goronwy Owen, Development Manager and Gareth P Jones representing PURE.

APOLOGIES – Councillors John Pugh [Chair], Wini Davies and Medwen Roberts.

262 Pre-application Consultation

Councillor Steve Whipp took the chair in the absence of the Chairman, Councillor John Pugh, and welcomed everyone to the meeting.

Goronwy Owen explained that this was a pre-application process, the first in Denbighshire and North Wales since the new regulations came into effect. This is a new process that applies to all planning applications for major development. PURE considers that it has done more than is needed to comply with the required publicity/consultation procedures to allow for representations to be made in response to the application. This included placing information/plans on their website, Ruthin library and an afternoon session from 2 to 6 pm on Tuesday 25 October 2016 at Neuadd Eleanor, Llanfair D C to provide an opportunity for people to come to meet them and ask questions. Fourteen people had visited the hall on this occasion.

Plans had been brought to the Council meeting. Mr Owen facilitated a question and answer session – the plans show that the proposed development comprises 63 new dwellings, a mix of two, three bedroom semi and detached houses, 4 bedroom houses, a small block of apartments and bungalows. Some residents expressed concern about noise on the new estate which could be disturbing, that is, cars, children, tankers and so on, adding that a development of this size would have quite an impact on the community. They noted that there are currently approximately 100 properties which would be increased by 63.

The size of gardens comply with current regulations. The market value of the properties cannot be determined yet. Properties will be freehold except the apartments which will be leasehold. Six properties are subject to Section 106 under affordable housing regulations but no decision has yet been made as to which will be allocated. This will be made as part of the full planning process. The site is included within Denbighshire's Local Development Plan comprising an area of 2.6 hectares and the development would be completed in two stages. Parking spaces are available, the scheme will include a public open space beneath which a

surface water storage area will be built designed to control the flow of water into existing streams via a small pumping chamber. The responsibility for this facility will depend on discussions with Welsh Water. Concern was expressed that the proposed crate like structures to hold water need to be replaced by bigger tanks to combat potential flooding.

The County Council will not be responsible for maintaining the open space area. Further discussions are required about a levy for the whole area and the possibility of the Community Council taking over the cost of maintenance. Existing hedgerows, except the one in the middle of the site, will remain; all trees except two for entrance access will stay and are protected. Residents wished to see that there would be long term measures to protect the trees on plots 17 and 36 in particular. New trees will be planted and the existing public footpath stays. New fences would be erected between the properties. Some residents, however, feel that close boarded fencing could affect the free movement of wildlife, such as hedgehogs. Furthermore, high fencing near the wooded area negates against creating open spaces leading to obstructive views. It was noted that board fencing is as recommended by the Police and Welsh Government [secure by design] could give rise to problems at some areas on the layout. .

The 30 mph sign will be moved further along in accordance with the Local Development Plan. The green area is located by the entrance to the site but some people felt that this recreational area is too near the main road for safety. An LPG storage area will be located underground which can be accessed by driving up the estate road. Sewerage works will have to be upgraded – the site cannot be occupied until this work has been completed. It was acknowledged that there would have to be close liaison between Welsh Water and PURE to ensure that there were no delays in such essential work being carried out.

Mr Owen suggested that the development may assist in keeping the village school open by new residents having families that could attend the school. The proposal includes provision for a crossing point on a safe area of the main road for going to school away from the narrow verge. Attendees pointed out that this would mean that pedestrians would have to cross the main road twice in order to get to the school. It was noted that the Community Council has already discussed with the County Council the provision of a pedestrian crossing, traffic lights and traffic calming measures in the vicinity. Reference was also made to recent proposals which the Community Council has put together to improve facilities within the community should funding become available. Details can be viewed on the Community Council's website in due course. Mr Owen advised that a Highways response is awaited regarding pedestrian access and that this is beyond the remit of PURE. A question was asked whether access could be through Parc y Llan or Bron y Clwyd but this would depend on a landowner agreement. It was noted that Llysfasi College [Cambria] owns land adjoining the proposed development. It was strongly felt that a solution was needed for a safe pedestrian route to the school. For example, five adults are currently needed to accompany children across the road from school to use Neuadd Eleanor. Views from the school should be considered as part of the consultation process.

This led to a discussion that the proposed development as it stands is not integral to the rest of the community in Llanfair. There is only one access point to and from the site. An alternative pedestrian access linking the development to existing housing would allow integration within the whole community. It was felt that the design and layout of the development could be improved in a number of ways and that comments and suggestions would be sent to Pure.

The deadline for responses is 3 November 2016 following which PURE will review all responses received and prepare a report to be submitted to Denbighshire County Council. A full planning application will be submitted in about two to three weeks after the 3 November 2016 deadline. The Community Council will be kept informed in the usual manner through the formal consultation process. Councillor Steve Whipp thanked Goronwy Owen and Gareth P Jones for their input and co-operation so far.

RESOLVED – that draft minutes and response be prepared and sent by the Clerk to all Councillors for comment as soon as possible. There was general consensus that the development should be supported, could be beneficial in invigorating the village, but there were several matters which give rise for concern and need to be considered and addressed before full planning is granted, namely

- [a] The proposed pedestrian access to the highway and village is considered inadequate and unsafe
- [b] Proximity of public open space too near the main road
- [c] The size of the development in relation to the existing village and resulting impact on the community
- [d] The isolated nature of the development does not integrate the community
- [e] Visual amenities need to be more sympathetic with existing houses
- [f] Not enough consideration given to wildlife, for example, losing a hedge is regrettable
- [g] Contradiction about the number of trees to be removed
- [h] Concern whether Dwr Cymru’s programme will be in synch with the timetable for the development
- [i] Fencing near the public footpath could be hazardous.

It was agreed that a formal response to Pure would be drafted and that this would be circulated to Councillors for their comment and input and that it would then be signed off at the Community Council Meeting on 2 November 2016. It would be e-mailed to Pure in time to meet the 3 Nov 2016 deadline. A copy would be sent to Denbighshire Planners for their information.

[Note: Anyone who wishes to make representations about the proposed development must write to the agent at: The Planning Consultancy, Bridge Farm, Sarn, Malpas, Cheshire, SY14 7LN or by email to: mcgilbert@btconnect.com].

The meeting was declared closed at 9 pm.

_____ CHAIR

_____ DATE

CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL

Minutes of a Community Council Meeting held at Neuadd Eleanor, Llanfair D C on Wednesday 2 November 2016 at 7.00 pm.

PRESENT – Councillors John Pugh [Chair], Steve Whipp [Vice-Chair], David Baker, Dennis Edwards, Tim Faire, Rosanne Jarvis, Jayne Mayers and Keith Mouldsdale. Eirwen Godden, Clerk.

IN ATTENDANCE - Residents Tim Cook, A Edwards and David Greenhalgh

Part 1

APOLOGIES –

Councillors Wini Davies and Medwen Roberts

263 DECLARATIONS OF INTEREST

None

264 MINUTES

Minutes of Community Council Meetings held at Neuadd Eleanor on 7 September and 25 October 2016.

RESOLVED – The minutes were approved and signed by the Chair.

265 MATTERS ARISING

243.2 Caravan at Erw Fair Llanfair D C

Adam Turner, DCC's Planning and Compliance Officer advised that no retrospective planning application had been made to date and that he proposed to give the alleged contravener an extension of 14 days. If no application was received by 27 October then consideration would be given to serving an enforcement notice which would demand the removal of the caravan from the land.

253.1 Council Vacancy

It was confirmed that Councillor Rosanne Jarvis had signed the Declaration of Acceptance of Office form and received copies of Standing Orders, Financial Regulations & Risk Assessment and Members' Code of Conduct.

253.2 DCC Focus Group Meeting held on 22 September 2016

Councillor Keith Mouldsdale reported that the meeting was interesting and centred on improving matters generally in various communities. The Clerk reported that an email had been sent by DCC's Strategic Planning Team on 26 October 2016 thanking all participants for their contributions. A report will be produced and circulated in due course. A good range of themes had emerged, including the environment, housing and the importance of

communicating well with communities. This information will be used to agree options for priorities for Denbighshire's next Corporate Plan.

253.3 Commuted Funding

Councillor John Pugh reported that the Neuadd Eleanor Management Committee would be submitting an application for funding. Ysgol Pentrecelyn has also expressed an interest in applying.

266 CORRESPONDENCE

266.1 Council Elections - Letter from DCC's Returning Officer giving notice of Town and Community Council Elections to be held on 4 May 2017 [same day as County Council Elections] together with guidance on estimated costs for precept purposes [communities with up to 1,000 electors - £1700].

266.2 Comic Relief - E-mail from DCC's Community Projects Officer regarding Comic Relief Funding Opportunities - Denbighshire

266.3 Informal Meeting with the County Council - Invitation from the Vice-Chairman of DCC for Mayors, Chairs and Clerks of all Town & Community Councils to attend an informal meeting on Wednesday 16 November 2016.

266.4 Christmas Service - Invitation from the Chairman of DCC to attend a Christmas Celebration Service at St Mary's Parish Church, Rhuddlan on Tuesday 6 December 2016.

RESOLVED that

[a] the correspondence be noted

[b] 266.2 a copy of the email be forwarded to Ysgol Pentrecelyn and Ysgol Llanfair D C

[c] 266.3 Councillor Keith Mouldsdale and the Clerk to attend on 16 November 2016.

[d] 266.4 any Councillor wishing to attend the Christmas Service on 6 December 2016 should contact the Clerk.

267 PLANNING

267.1 Consultation – Supplementary Planning Guidance

The County Council has produced a draft Supplementary Planning Guidance [SPG] note on Planning for Community Safety. A copy of the notice had already been sent to Members earlier in October. The public consultation period extends from 3 October to 28 November 2016. SPG notes provide guidance on various topics to planning applicants, communities and the Council. Once they have been formally approved by the Council they will be used in determining applications for planning permission.

This policy applies to all development proposals and states that development must 'Take account of personal and community safety and security in the design and layout of development and public/private spaces and has regard to implications for crime and disorder'.

RESOLVED that the Clerk writes to Angela Loftus, DCC's Strategic Planning and Housing Manager, to inform her that the Council welcomes this approach and supports the content of the document. A copy to be forwarded to PURE Residential and Commercial Ltd with particular reference to the proposed housing development at Llanfair D C.

267.2 Applications

267.2.1 Application 20/2016/0868 – Erection of Extensions to Dwelling – Faenol, Pentrecelyn – considered by Councillors Jayne Mayers, Keith Mouldsdale and Steve Whipp who fully supported the application.

267.2.2 Application 20/2016/0943 – Erection of Two Storey Rear Extension & Extension to Front Porch – Coed Talwrn, Pentrecelyn - considered by Councillors Dennis Edwards, John Pugh, Jayne Mayers, Keith Mouldsdale and Steve Whipp who fully supported the application.

267.2.3 Application 20/2016/0951 – Erection of Replacement Shed to Store Cars, Tractors, Machinery/Tools for Domestic & Agricultural Use – Melin y Coed, Llanfair D C - considered by Councillors Dennis Edwards, Jayne Mayers, Keith Mouldsdale and Steve Whipp who fully supported the application.

RESOLVED – the action taken by Councillors on 267.2.1, 267.2.2 and 267.2.3 was confirmed.

267.2.4 Application 20/2016/0979 – Division of Dwelling into 2 No Dwellings together with associated alterations, provision of new driveway and parking/turning area and associated works - Eyarth Hall, Llanfair D C.

RESOLVED – Members raised no objections and fully supported the application, which was considered to be thorough and met the necessary criteria. The reports from the conservation consultant are concise and relevant. It was felt that this proposal could save an important historic feature in the locality.

267.3 Pre-Applications

267.3.1 Pre-Application – Proposed Development - Extension to Tan y Graig, Graigfechan - details of which had been forwarded to Councillors for comment. Councillors Dennis Edwards, Rosanne Jarvis, Jayne Mayers, Keith Mouldsdale, John Pugh, Medwen Roberts and Steve Whipp had indicated their support to the proposal together with the suggestion that the extension should be made larger to accommodate a bathroom for a disabled person. The applicant has, however, decided not to proceed with the scheme.

RESOLVED – the action taken by Councillors was confirmed.

267.3.2 Pre-Application – Proposed Development – 63 dwellings together with open spaces and infrastructure works including sewers and new roads on land off Wrexham Road, Llanfair D C. Pure Residential and Commercial Ltd had given notification of its intention to apply for planning permission stating that the information was available to view at Ruthin Library and also online on the website. Arrangements had also been made to provide the owners and/or occupiers of

adjoining land and community consultees with an opportunity to meet with Pure representatives to find out more about the proposal between 2 and 6 pm on Tuesday 25 October 2016 at Neuadd Eleanor, Llanfair D C. Copies of plans and supporting documents had been made available for prior viewing at the Neuadd also. A special meeting of the Community Council had also been convened to take place on 25 October 2016 to consider the Council's response to the proposed development.

Since the meeting a Council response had been drafted and circulated to all Councillors for comment and input. Main issues for concern are:

- [i] The lack of integration with the existing village – the proposed development is separate with its own vehicle and pedestrian access point
- [ii] The proposed pedestrian exit is seen as not only divisive in causing an “us and them” situation but as extremely dangerous. Pedestrians would have to cross the A525 twice to go into the village.
- [iii] Concerns about wildlife, fencing and the loss of protected trees
- [iv] Surface drainage will not be allowed to be connected to the sewer network
- [v] Plans for the six properties designated as affordable housing is unclear.

RESOLVED – that

- [a] the draft response submitted at the Meeting be approved and emailed to the developers' agent by the 3rd November 2016 deadline
- [b] copies of letters received by the Council from local residents [A Edwards, P Bennett-Lloyd and Councillor Steve Whipp] be forwarded to the agent at the same time
- [c] a copy of the Council's response, together with written responses from local residents, be forwarded to Mr Graham Boase, DCC's Head of Planning and Public Protection drawing attention about the prime concerns expressed
- [d] a press release be sent to the Denbighshire Free Press highlighting concerns referred to above.

268 HIGHWAYS & ENVIRONMENT

268.1 Cenotaph Llanfair D C – Remedial Work

The Chairman reported that plans had been drawn up and three quotations for two schemes are awaited, one with railings and one with bollards and chains. Grant details had been received from the War Memorial Trust which may award 75% of the cost up to a maximum of £30,000. A sum towards the cost would also have to be included in the precept budget for 2017/18.

RESOLVED – that

- [a] steps be taken to apply for a grant from the War Memorial Trust
- [b] a sum of £10,000 be included in the precept budget for 2017/18 and
- [c] consideration be given to applying for a loan for the full amount of cost from Welsh Government.

268.2 Llanfair and Graigfechan Community Speed Watch Group

Councillor Steve Whipp circulated a report on the group's activities during October 2016, namely, that ten residents have received training to carry out road surveys; ten surveys were carried out; warning letters were issued to all offenders by North Wales Police. North Wales Police has confirmed that Special Constables will

accompany community speed watch teams in future which means that summonses for speeding will be issued rather than warning letters.

RESOLVED – that the report be received and a copy placed on the Council’s website.

Part 2 – Confidential Items – Exclusion of Press and Public

269 EMPLOYMENT MATTERS

269.1 Clerk’s Contract – Probationary Period

Members were informed that the Clerk had been in post for four months thereby completing her probationary period.

RESOLVED – that the Clerk’s continued employment be confirmed.

269.2 Clerk’s Contract – Review of Contracted Hours of Work

Members were informed that the Clerk keeps a detailed work log which shows that she had worked 123 hours between 1 July and 31 October 2016. This is 35 hours in addition to the contracted 88 hours [22 per month] due to setting up new systems/files after commencing her post and work associated with convening two additional unscheduled Council meetings during this period.

The Clerk requested that members gave consideration to changing the contract hours from 264 to 300 hours per annum [25 per month]. Reference was made to a Council resolution which was passed in March 2016 to remunerate the Clerk’s predecessor for working 300 hours per annum as members were in agreement that his workload had increased significantly since his appointment.

The total cost based on 25 hours per month and payment for the additional 35 hours worked [1 July – 31 October] for the period 1 July 2016 to 31 March 2017 is estimated to be £3023.80 plus a payroll service charge. The current hourly rate of pay is £11.63 per hour.

RESOLVED that

[a] the Clerk’s working hours be changed from 264 to 300 per annum

[b] payment for the 35 additional hours worked between 1 July and 31 October 2016 be approved [£407.05]

[c] the total salary budget be adjusted accordingly, that is, £3023.80 [1 July 2016 – 31 March 2017]

269.3 Pension and Auto-Enrolment

Members were informed that each Council will have to take some action in respect of every employee aged between 16 and 75 in 2020. Noted.

270 FINANCE MATTERS

270.1 Audit – Conclusion of Audit for the year ending 31 March 2016

Reported – that BDO, on behalf of the Auditor General for Wales, had completed the above audit. Copies of the annual return and issues arising report had been forwarded to Councillors together with papers for the meeting. The Clerk confirmed that she had arranged for the notice of conclusion of audit to be on

display on the Council's website and notice boards for 14 days. This was done before 30 September 2016. The Clerk has obtained an up to date copy of the Practitioners' Guide [Governance and accountability for local Councils] [Wales]. This publication is a guide to the accounting practices local councils should follow and sets out the appropriate standard of financial reporting for all local councils in Wales.

The audit focus for 2016/17 will be: [a] Payroll/HMRC – As Clerks are officers, Councils must operate a PAYE system and produce evidence of registration and PAYE returns for 2016-17. [b] Councils must show that a Code of Conduct has been adopted and that there is evidence that Members have signed up to it.

Members confirmed that the accounting statements and annual government statement were approved on 3 August 2016 [minute reference 246]. Members noted the seven issues highlighted by the external auditor and

RESOLVED that the following action be taken as necessary by the Council and the Clerk to address the issues raised..

The Council to ensure that

[1] an adequate budget is prepared to support its decision-making process and to assist the financial management process during the year. Consideration of the level of reserves held should be made making sure accounting statements add up.

[2] a regular review of the precept budget against actual income and expenditure is carried out and minuted to reduce the risk of overspending. The Clerk to prepare bi-monthly financial statements in accordance with good practice guidance.

[3] the internal auditor fully documents work undertaken so that it can assess adequacy and effectiveness of internal audit as part of its internal control procedures. The Clerk to produce engagement letter for internal auditor as set out in [6] below.

[4] the annual accounts are certified by the Members, meeting as a whole before 30 June, immediately following the end of the year. An additional meeting in early June 2017 has already been factored in, in case it is required.

[5] all assets held are at cost. The fixed assets had previously been shown at insurance value rather than purchase cost. The cost value of assets is not expected to change unless an asset is ever disposed of or scrapped.

[6] the engagement letter with the internal auditor includes further detail. The engagement letter should agree expectations of the two parties prior to commencement of the appointment for the coming year, to include:

- [a] roles and responsibilities
- [b] audit planning, scope and timing
- [c] reporting requirements
- [d] assurance around independence and competence
- [e] access to information, Members and officers

[f] remuneration.

[7] all relevant boxes are fully complete before submitting the annual return by 30 June including the minute reference and date for approval of accounting statements and annual governance statement.

270.2 Engagement of Internal Auditor

RESOLVED – that the Clerk obtains quotations from Mr Gwyn Davies, JPH Business Services Ltd and S P Kell, Chartered Accountants, for the provision of an internal auditor service.

270.3 Summary of Income & Expenditure for the period 1 April to 31 October 2016

The Clerk submitted a financial statement for the General and Business Accounts covering this period. The statement format had been prepared in line with recommendations from the external auditor, that is, so that the Council can regularly review its precept budget against actual income and expenditure in order to reduce exposure to the risk of overspending.

Members were advised that

[a] Several items of expenditure, although approved in 2015/16, had not been included in the precept budget 2016/17

[b] Some cost centre items are likely to be insufficient such as salary and translation costs

[c] Balance at the bank as at 31 October is £1669.16 in the current account and £1022.34 in the business account making a total of £2691.50 of available funds as at 31 October 2016. Out of this £1600 should be earmarked for Council elections in May 2017, and the receipt of the last precept payment of £2667.00 for the year due in December would leave enough funds to meet existing commitments.

RESOLVED that

[a] the financial statement be received and the Clerk's observations be noted

[b] future financial statements include an additional column for estimated expenditure at year end.

270.4 Precept 2017/2018

Submitted – draft precept budget for discussion and decision. The table includes comparisons with precept budgets set during the last 3 years. The main additional item is provision for finance towards the cost of repairs to the war memorial at Llanfair D C – £10,000 [loan payments]. Members carefully scrutinised every item and

RESOLVED to

[a] approve a precept budget of £18,934 for the financial year 2016/17 and

[b] apply for a loan from Welsh Government to cover the entire cost of repairs to the war memorial in Llanfair D C.

270.5 Payment of Accounts/Invoices

270.5.1 AVOW – Clerk's October salary and payroll charges, £255.86 and £2.00 respectively.

270.5.2 SLCC – Risk Management booklet priced £5.91.

270.5.3 Sandra Williams – Translation Service – Minutes of meeting held on 3 August 2016

RESOLVED – that payments be made as follows:

270.5.1 £257.86

270.5.2 £5.91

270.5.3 £125.58

270.6 Requests for Financial Aid

The following applications had been received:

270.6.1 Community Speed Watch Group – 2 speed guns at a cost of £198.00

270.6.2 Urdd Gobaith Cymru – financial support to help the organisation in its work with young people in Denbighshire.

270.6.3 Ruthin Branch Royal British Legion – Poppy Appeal [£200 last year]

270.6.4 Nightingale House Hospice – towards provision of palliative care for people and support for their families and carers

270.6.5 Llangollen International Musical Eisteddfod – towards staging the festival in 2017

2706.6. Marie Curie Nurses – to support a local service.

RESOLVED that

[a] requests should normally only be considered once a year in November – schools excepted.

[b] payments be made as follows:

270.6.1 £198.00

270.6.2 decision deferred until January 2017

270.6.3 £200.00

270.6.4 decision deferred until January 2017

270.6.5 decision deferred until January 2017

270.6.6 decision deferred until January 2017

271 Asset Register and Risk Assessments

Members were informed that the Asset Register required updating. Current details are as follows:

Description	Cost	Insurance	Location
War Memorial		£47,744.08	Llanfair D C
Street Furniture: Bus Stop 3 Noticeboards		£ 7,503.01	Llanfair D C & Graigfechan Llanfair D C, Graigfechan & Pentrecelyn
Gates & Fences		£ 7,087.26	Churchyard Wall, Llanfair D C
Computer & Printer			Clerk's Home
Metal Cupboard	£114.00		Neuadd Eleanor, Llanfair D C
2 Speed Guns	£198.00		Councillor Steve Whipp

RESOLVED – that

[a] steps be taken to identify and update key risks facing the Council including a review of regular maintenance arrangements for physical assets

[b] all Councillors assist in carrying out a risk assessment to be co-ordinated by the Chairman and Vice-Chairman. The Chairman agreed to circulate a template that would be appropriate for Council use.

272 ANY OTHER BUSINESS

272.1 Remembrance Sunday

RESOLVED – The Clerk to arrange for a community police officer to be present to control the traffic during the service on Sunday 13 November 2016 at Llanfair D C.

There being no further business the Chairman declared the meeting closed at 10 pm.

273 DATES OF FUTURE MEETINGS – WEDNESDAY 4 JANUARY 2017 WEDNESDAY 1 MARCH 2017

_____ CHAIR

_____ DATE

CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL

Minutes of a Community Council Meeting held at the Neuadd Eleanor, Llanfair D C on Wednesday 14 December 2016 at 6.00 pm. This meeting was convened to consider the Council's second response to the proposed development of 63 houses on land off Wrexham Road, Llanfair D C by PURE Residential & Commercial Limited, New Vision House, New Vision Business Park, Glascoed Road, St Asaph LL17 0LP. Observations on the application have to be forwarded to Denbighshire County Council's Planning and Public Protection Department by Friday 23 December 2016.

PRESENT – Councillors John Pugh [Chair], Steve Whipp [Vice-Chair], David Baker, Dennis Edwards, Tim Faire, Jayne Mayers, Keith Mouldsdale and Medwen Roberts, together with Eirwen Godden, Clerk.

IN ATTENDANCE – Twenty residents together with Councillor Hugh H Evans OBE, Leader of Denbighshire County Council.

APOLOGIES – Councillors Wini Davies and Rosanne Jarvis.

274 Planning Application 20/2016/1137

Councillor John Pugh, Chair of the Community Council, welcomed everyone to the meeting explaining that this was an opportunity for local residents to have their say which would inform the Council's response on the full planning application submitted. A Senior Planning Officer had agreed to meet with representatives of

the Community Council once the responses were collated. Councillor Pugh proceeded to facilitate a discussion on a question and answer basis.

It was noted that a meeting had been organised by two local residents on 8 December 2016 to allow concerned residents to discuss the development proposals. Forty people were present at that meeting.

274.1 Questions and/or Comments made by Residents and Responses from the Chair

[i] Opposition -Two residents at the Council meeting made it clear that they opposed the development on the basis of inadequate infrastructure, no evidence of more housing needed, and that more traffic, walkers and cyclists would be generated. They suggested that the housing development could be located on the old school site when the new school has been built.

[ii] Housing Need – A report was commissioned some time ago with regard to the development of 15 houses which did not go ahead. It was felt that a new up to date survey was required now. New housing is needed but there are too many houses on the proposed site, there is no connection to the present village and no identified pedestrian links between both sites. There is a range of properties on the site but there is a need to know what the demand is locally for different types of homes and whether, for instance, families need three bed houses. It was noted that the developer should have carried out some research in this respect.

A resident asked whether the developer could build more expensive houses leaving out cheaper housing. The Chair stated that this is not possible, there has to be a mix available as shown per the proposal.

[iii] Affordable Housing – Questions were raised with regard to who would manage, allocate homes, would they be let to local people and whether local people could in fact buy. The definition of affordable housing is complex but the 30% rule has been reduced to 10% for building schemes. If more are included in a scheme then the Local Authority could have an option of using developer commuted funds to enable this to happen. Affordable housing has to be managed by social landlords, whether it is the Local Authority or a Housing Association which may have different policies to adhere to. Each will have a waiting list and people from the area rather than elsewhere should ideally be given priority according to need.

[iv] Design Issues – A resident considers that flats are not in keeping with other properties in the village. Another view expressed is that planners are not taking into account comments already made about poor design generally, that it does not accord with many aspects, being barely appropriate at all. For example, the frontage should be of better quality and more in keeping with the area. It was pointed out that the developer will build to price whatever happens.

[v] Retail Outlet – A query was raised regarding the possibility of a retail outlet on the site. There used to be a shop in the village in the past. Reference was made

to a thriving community shop at Pwllglas but the venture is run by volunteers and grants are needed. The volunteers have to be totally committed in order to be successful.

[vi] Traffic – There is concern that vehicular access is only onto the A525 – there should be alternative access available. Local Authority experts state that the road is not too dangerous. Traffic will increase as it is a major road over which there is no control but steps could be taken to control speed. A 20 mph speed should be made mandatory. The Community Council has actively campaigned for this to be applied in the past. Pedestrian access through the existing housing estate will affect those residents but it would be up to the developer to solve any problems to do with access.

[vii] Infrastructure/School – A question was asked whether the proposed development is viable for the school. The developer would have had to take into account additional capacity during the design stage with regard to, for example, a new school and sewerage facilities. However, the Leader pointed out that the school development and current housing development are separate issues. The proposal for a new school remains, capacity has been catered for, and the land included in the Local Development Plan. The Local Authority is expected to build 7,500 new homes in Denbighshire.

The present school is built on land owned by the Church in Wales which has to be sold for a commercial price.

[viii] Gas Tanks – A resident stated that it would have been better for the village to be joined up with the mains gas only half a mile away and would be beneficial to the school as well. This was considered to be a missed opportunity adding that residents may be prepared to pay. It was felt that the developer could easily add the cost to the development.

The Chair stated that this matter was brought up some 15 years ago when Pentrecelyn applied for mains gas and sewerage but residents were informed that they would have to pay for these services themselves. Such a cost has to be viable for a developer. However, for this new development the cost of maintaining drains and gas tanks will lie with the developer. If the developer goes out of business there is a bond in place to cover the cost. The point about joining up with the mains gas will be added onto the list for consideration by the planners.

[ix] Open Space - There is concern about its location on site, proximity to the main road and whether it is safe for ball games. All were reminded that the open space needs to be accessible to everyone in the community, including children. It was suggested that the open space area be moved to a more central location on the site to be overlooked by the houses. The drainage area, however, needs to be sited as planned. The new school will also have its own community space as an additional resource.

[x] Residents' Views – As the majority of residents are tenants, concern was expressed that the Local Authority will ignore their views. The Chair referred to the report on consultation submitted by PURE, clause 3.1 – it is not a case of the

applicant disregarding the comment, rather, following consideration their view is that an amendment is not in the circumstances appropriate. This, in view of the Chair, says they will ignore anything they do not agree with. This matter will be brought up with the Senior Planning Officer.

The Chair stressed the importance of deciding how to go forward, for example, on the basis that the scale of development is too much, pedestrian access and links need to be addressed. Anything technical has to be seen to, for example, drainage, tanks, sewerage and confirmation is required that flooding will not occur.

The Leader commented that it is important that local people are not worse off than they are now. They need to consider what will make a difference, what will be the golden issue that will stop dangerous roads and making them really safe. Furthermore, they need to determine what they can and cannot get out of the development.

[xi] Timetable – The expiry date for responses is 23 December 2016. After that the application may be considered by members of the Planning Committee sometime towards the middle of January 2017. **NOTE FOR THE MINUTES – Since the meeting the Community Council received information on 16 December 2016 that the deadline for responses had been changed to 11 January 2017 by the Planning Department and that the earliest the development proposals could go before the Planning Committee was February 2017.**

274.2 Conclusion and Consensus –

[a] The proposed development is too large, residents want a village setting not a town

[b] There must be pedestrian access into the village other than onto the A525

[c] Quality of design and technical issues regarding infrastructure, gas, water and drainage need to be addressed

[d] Affordable housing needs to be aligned to community demand

[e] Natural environment and local wildlife – not enough account has been taken of comments already submitted. If specific habitat is needed for certain species based on evidence the Local Authority will need to be reminded of this including balances required

[f] Open space should be relocated to the centre of the site, away from the A525.

There being no other business the Chair thanked everyone for attending and declared the meeting closed at 7.10 pm.

275 DATE OF NEXT COUNCIL MEETING – Wednesday 4 January 2017

_____ CHAIR

_____ DATE

CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL

Minutes of a Community Council Meeting held at Neuadd Eleanor, Llanfair D C on Wednesday 4 January 2017 at 7.00 pm.

PRESENT – Councillors John Pugh [Chair], Steve Whipp [Vice-Chair], David Baker, Wini Davies, Dennis Edwards, Tim Faire, Keith Mouldsdales and Medwen Roberts. Eirwen Godden, Clerk.

IN ATTENDANCE - 12 Residents, Councillor Hugh H Evans OBE, Leader of Denbighshire County Council, together with Marc Musgrave, Planning and Public Protection Services.

Part 1

APOLOGIES –

Councillors Jayne Mayers and Rosanne Jarvis.

276 DECLARATIONS OF INTEREST

Councillors John Pugh and Keith Mouldsdales [with reference to financial requests from the Neuadd Eleanor Management Committee – both Councillors are trustees].

277 MINUTES

Minutes of Community Council Meetings held at Neuadd Eleanor on 2 November and 14 December 2016.

RESOLVED – The minutes were approved and signed by the Chair.

278 MATTERS ARISING

236.4.2 Ysgol Pentrecelyn – Letter of thanks for the £100 grant awarded to pay for transport for pupils within the locality.

243.2 Caravan at Erw Fair, Llanfair D C

Reported – that the landowner had been served with an enforcement warning notice to either remove the caravan or regularise in the form of planning permission. There has been no application and the Planning Authority would now go through the process of enforcement. This may take a while to be implemented.

279 CORRESPONDENCE

Received from Denbighshire County Council –

[a] Guidance on Declaration of Interests ‘Script’ for use by all Town and Community Councils, to be read out at the beginning of each Council meeting, if wished.

[b] Chairman’s Charity Concert 26 February 2017 at St Mary’s Church, Rhuddlan – 7 pm. Tickets cost £10 each.

[c] Town & Community Council Elections May 2017 – The notice of election will be published on 15 March 2017, candidates have until 4 pm on 4

April 2017 to submit nomination papers. Confirmation of the number of Welsh and English nomination packs for distribution to existing Councillors are required. Nomination packs and the relevant electoral registers will be distributed in the week commencing 6 March 2017.

[d] County Conversation – What should our Aspirations be? Everyone in the County is being encouraged to complete a short survey on six shortlisted aspirations to enable the Council to focus its next Corporate Plan on the right areas. It will be the responsibility of the new Council elected in May 2017 to finally agree the aspirations and actions to deliver them. RESOLVED – that the principles be supported and aligned to the Community Council's draft community plan put together in September 2016.

[e] Street Trading Policy – Members of City, Town and Community Councils are being asked to comment and propose any amendments, for instance: “Are there any locations within your City/Town/Village that you feel should not be used for Street Trading, or Are there any locations that you feel would be appropriate for use exclusively as locations for community events?”. The contents were noted.

280 PLANNING MATTERS

280.1 Application 20/2016/1137 – Proposed Development of 63 Houses on Land Off Wrexham Road, Llanfair D C by Pure Residential & Commercial Limited. A copy of a draft response had been forwarded to Councillors before the meeting. Councillor John Pugh, Chair, gave an update informing the meeting that positive discussions had taken place with Sarah Stubbs, Senior Planning Officer. Information had been received on housing needs in Llanfair D C, environmental concerns will be put to the Council's Environment Officer but an archaeological survey will not be carried out as it appears that there is no longer evidence to confirm the presence of Roman remains in the immediate area. The Community Council's response highlighted concerns regarding [a] size of development [b] access/links – the need for pedestrian access in particular [c] quality of design [d] gas services – mains preferred [e] drainage including water and flood risk [f] affordable housing [g] natural environment and local wildlife and [h] location of open space. A copy of the final response will be placed on the Community Council website and notice board in Llanfair. The deadline for receipt of responses is 11 January 2017.

A resident commented that there are two different plans for hedging leading to confusion, referred to a traffic report and queried who pays for moving the 30 mph sign, and reported that the Imperial War Museum will list the trees along the roadside.

280.2 Application 20/2016/1242 – Development of 0.34ha of Land by the Erection of 9 Dwellings and Construction of New Vehicular and Pedestrian Access [Outline Application] – Land Adjacent to Paradwys, Graigfechan, Ruthin.

NOTE FOR THE MINUTES – Councillors were consulted again following the meeting and the general consensus was that the Community Council supports

the application and that a response be sent to DCC Planners to register these points:

“1 No mention is made of providing affordable housing as part of the scheme, but the planning statement mentions 2 to 4 bed units. As this is an outline application there is no detail on the units proposed. It is suggested that as there are 9 units proposed one affordable house can be expected. The Planning Authority may wish to consider asking for nine-tenths of the cost of an affordable house as a commutable sum.

The Community Council would welcome clarification of the developer’s intent once a detailed application is submitted and whether the rest of the site has ‘deemed planning approval’. If so will affordable housing come into the equation for the whole site? The Community Council is also seeking an assurance that the sewerage unit has enough capacity.

2 It is known that a spring/well exists on the proposed site and that this is a source of water to properties in the vicinity. The Community Council would welcome detail about how the water supply will be protected during construction and afterwards as part of the detailed application. It is possible that this well is used by the properties below the site and should be investigated by the Planning Authority before any decision is given on this site.

3 The arrangements for drainage of the site should follow Denbighshire and national guidelines and details for treatment of sewerage and surface water should be set out in the detailed application.

4 Increase in through traffic will cause further concern but it is noted that the Local Authority is currently consulting on traffic calming measures for Graigfechan. Some local residents have raised queries about the access point to the site being halfway up the hill. It seems that planning has been refused in the past due to safety reasons.”

281 HIGHWAYS & ENVIRONMENT

281.1 Proposed Traffic Calming Scheme – Graigfechan – Presentation by Marc Musgrave, Planning & Public Protection Services, DCC

The County Council had produced a Graigfechan Traffic Calming Options Report [dated July 2016] with the aim of implementing a system to reduce speeding in the area. Options being considered include road humps; narrowing – priority system; enhanced road marking; VAS – vehicle activated signs; speed cushions and lighting. The report recommends that speed cushions [with a significant lighting upgrade] would be the most successful form of traffic calming given vehicle usage and character of the road. Local residents are presently being consulted and the Community Council will be kept informed of developments during the process. Mr Musgrave undertook to report his final recommendations to the March Community Council meeting.

A general discussion ensued, queries and suggestions were addressed by Marc Musgrave on Go Safe vehicles, fixed cameras, double yellow lines, pre-warning signs, accident data and so on. Mr Musgrave was thanked for his

address. It was concluded that the Community Council will await the analysis of the study with interest and that a copy of the options report be placed on the website. A verbal report was also received on Llanfair and Graigfechan Community Speed Watch Group's activities to date [Appendix 1].

281.2 Dog Control Measures in Public Places

The County Council wants to hear views on a proposed order controlling dogs in public spaces in the County. The Public Spaces Protection Order [PSPO] is being proposed in direct response to complaints and feedback received by the public relating to dog fouling and associated issues. The adoption of this Order would not allow dogs in enclosed children's play areas, specific beaches, sports pitches, cemeteries, education property, leisure centres, bowling greens and fenced multi-activity areas.

RESOLVED – that the Community Council supports the principles contained in the order.

281.3 Plastic on Overhead Branches on the A525 Approach from Ruthin to Llanfair DC

The Clerk reported that she had received an email from a local resident drawing attention to potential hazard of plastic blown by wind onto car windscreens. The matter had been reported to Denbighshire County Council's Highways Department.

281.4 Funding Opportunities – Community Projects/Priorities

Reported – that the deadline for receipt of applications to Welsh Government for funding from the Rural Community Development Fund [Environment & Countryside] is 31 January. Key areas for support include – community/village development plans; investments in small scale infrastructure; investment in ICT including broad band and digital inclusion; improving access to services; investment in recreational, tourist infrastructure and activities to improve health and quality of life. It was reported that Cadwyn Clwyd can provide assistance with completing application forms.

The Community Council has already prepared a priority list/draft community plan at its meeting held on 7 September 2016. It was agreed that a copy be placed on the Community Council website, notice board and a copy forwarded to Councillor Hugh Evans. It was suggested that the community plan is linked with the new Denbighshire Corporate Plan and that the Community Council responds accordingly to Denbighshire County Council's consultation on 'What Should Our Aspirations Be?' [Minute Reference 279[d]]. Reference was also made to the Well-Being of Future Generations [Wales] Act 2015, which is about improving the social, economic, environmental and cultural well-being of Wales. The projects identified within the community plan may be eligible for drawing down funds from wind farm proceeds which are expected in the near future.

281.5 Cenotaph Llanfair D C – Remedial Work

Councillor John Pugh, Chair, reported that quotations have been sought for repairs, the cost of which are very high, the lowest being in the region of £25,000. Options include railings or bollards and chains. Arrangements will

be made for a sketch plan to be placed on the noticeboard in Neuadd Eleanor in due course. Grants will be sought to pay for the work.

281.6 Bus Shelter – Llanfair D C

A resident drew attention to the condition and cleanliness of the bus shelter. It was confirmed that the matter would be looked into and addressed.

Part 2 – Confidential Items – Exclusion of Press and Public

282 FINANCE MATTERS

282.1 Engagement of Internal Auditor

The Clerk reported that she had sought quotations from Mr Gwyn Davies, JDH Business Services Ltd and S P Kell, Chartered Accountants, for the provision of an internal auditor service to cover the financial year 1 April 2016 to 31 March 2017. There was no response from Mr Gwyn Davies and Mr S P Kell replied saying that he was not qualified to carry out such audits.

JDH Business Services Ltd can carry out the work required for a fee of £119.00 + VAT. The company provides internal audit services for Local Councils and has a client scope extending over a number of Counties in North Wales. In addition, company services are available by email and telephone during the year if the Council wishes to discuss any issues that may arise during the audit year. There is no additional fee charge for this service but queries should be sent by email in the first instance.

RESOLVED – that JDH Business Services be engaged for a fee of £119.00 + VAT.

282.2 Summary of Income & Expenditure for the period 1 April to 31 December 2016

The Clerk submitted a financial statement for the General and Business Accounts covering this period. Members were advised that the balance at the bank as at 31 December is £3645.81 in the current account and £1022.40 in the business account making a total of £4668.21 of available funds.

RESOLVED - that [a] the financial statement be received and [b] the last column on the statement includes estimated year end out turn figures where appropriate.

282.3 Supplementary Financial Statement Showing Actual & Estimated Commitments up to the End of the Financial Year 2016/17 including the Clerk's Expenses Claim as at 4 January 2017

The Clerk submitted a supplementary financial statement to show that an estimated £4636.56 would be needed to meet existing commitments up to the end of the financial year. The figures include provision for the Clerk's expenses claim in the sum of £236.43. This would leave a balance of £31.65 together with £1600.00 earmarked for Council elections to be held in May 2017.

282.4 Payment of Accounts/Invoices:

RESOLVED – that payments be made as follows:

- 282.4.1 Clerk's Expenses Claim - £236.43**
- 282.4.2 Replacement Computer Printer - £54.00**
- 282.4.3 Christmas Tree - £56 from Price, Llandegla and £10 contribution towards electricity costs**
- 282.4.4 Sandra Williams - Translation Service – Minutes of meetings held on 7 September and 25 October 2016 - £268.91**
- 282.4.5 AVOW – Clerk's November and December 2016 salaries, £257.86 and £872.25 respectively [the December salary included back pay authorised on 2 November – Minute Reference 269.2]**
- 282.4.6 SLCC – Annual Membership Renewal – 2017 Fee - £78.00**

282.5 Requests for Financial Aid

The following applications had been received:

- 282.5.1 Llanfair Dyffryn Clwyd Sports Committee – towards the purchase of new bilingual publicity materials [banners] and new sports and cooking equipment – estimated cost £400**
- 282.5.2 Denbighshire & Flintshire Agricultural Show Society – towards the cost of staging the 2017 show**
- 282.5.3 Neuadd Eleanor Management Committee – towards the cost of internet access in the village hall. The installation fee is £149.99 and the monthly service charge is £34.99 making the first year's running costs as £569.87.**

RESOLVED – that a decision on all requests listed above be deferred.

283 ASSET REGISTER & RISK MANAGEMENT

Submitted – Template to record findings. Councillor John Pugh, Chair, and Councillor Steve Whipp, Vice-Chair, agreed to take action as appropriate to complete the risk management report identifying hazards, risk ratings and actions required. Councillor Keith Mouldsdales agreed to inspect the three community notice boards, repair as necessary and divide the space available for notices between the Community Council and the community.

284 SUCCESSION PLANNING

RESOLVED – that steps will be taken to ensure a smooth handover and continuity for Community Council business in the absence of a Clerk in post. The Clerk stated that she would prepare a file containing essential information to be left in the Community Council cupboard located at Neuadd Eleanor.

285 ANY OTHER BUSINESS - None.

286 DATE OF NEXT MEETING – WEDNESDAY 1 MARCH 2017 AT 7 PM

_____ CHAIR

_____ DATE

Appendix 1

Llanfair and Graigfechan Community Speed Watch
2017

January

Report on activities during December 2016 to the Llanfair DC Community Council.

Residents have been trained to carry out road surveys by North Wales Police and further surveys were carried out during the month. These concentrated on Graigfechan and monitoring points were by the Three Pigeons Public House and further out of the village towards Ruthin but still inside the 30-mph area.

Since commencing surveys in October 2016 166 vehicles were recorded with speeds in excess of the 34-mph tolerance value set by North Wales Police. Eighty-two vehicles were recorded at 40-mph or more. Twelve vehicles exceeded 50-mph with maximum vehicle speed recorded at 70-mph. and North Wales Police has issued a notice of intended prosecution to this vehicle. Eight vehicles were recorded twice as exceeding the speed limit and seven vehicles were identified as having no Tax or MOT. One vehicle has been recorded as exceeding the limit on three occasions. North Wales Police are following up vehicles without Tax or MOTs. Two taxis on school runs have been recorded and DCC Education has been made aware.

In the future, further surveys will be conducted on an ad-hoc basis. Two sites have been provided in Llanfair DC and four sites in Graigfechan. North Wales Police has confirmed that Special Constables will be available to accompany Community Speed Watch teams and this will mean that summonses for speeding will be able to be issued rather than just warning letters. North Wales Police has also stepped up the "Go-Safe" activity and new vans will shortly be deployed and on a more frequent basis.

Anyone wishing to volunteer for Community Speed Watch should contact North Wales Police at the following site:
<http://www.northwales.police.uk/media/489355/Community-Speed-watchApplication-Form-V12.pdf> Steve Whipp and Malcolm Ingham – CSW Coordinators

CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL

Minutes of a Community Council Meeting held at Neuadd Eleanor, Llanfair D C on Wednesday 1 March 2017 at 7.00 pm.

PRESENT – Councillors John Pugh [Chair], Steve Whipp [Vice-Chair], David Baker, Wini Davies, Dennis Edwards, Tim Faire, Rosanne Jarvis, Jayne Mayers, Keith Mouldsdale and Medwen Roberts. Eirwen Godden, Clerk.

IN ATTENDANCE - Marc Musgrave, Planning and Public Protection Services together with 18 residents.

Part 1

APOLOGIES – Leader of Denbighshire County Council, Councillor Hugh H Evans OBE

287 DECLARATIONS OF INTEREST

Councillors John Pugh and Keith Mouldsdale with regard to matters in connection with the Neuadd Eleanor Management Committee. Both Councillors are trustees.

288 MINUTES

Minutes of a Community Council Meeting held at Neuadd Eleanor on

4 January 2017.

RESOLVED – The minutes were approved and signed by the Chair subject to the following amendments:

Minute Ref 280.1 – ‘geological’ to read archaeological and ‘highlight’ to read highlighted

Minute Ref 280.2 – deletion of last sentence in the first paragraph and to add a sentence in the second paragraph to confirm that a response would be sent to the DCC Planners to register the Council’s comments.

Minute Ref 282.2 – Summary of Income & Expenditure for the period 1 April to 31 December 2016 – the grants and donations total should be £1748.00 and not £1548.00.

289 MATTERS ARISING

289.1 Minute Reference 280.1 Application 20/2016/1137 Proposed Development of 63 Houses at Llanfair D C

– The County Council has confirmed that the speed limit review of all A and B roads within the County did identify a small extension to the 30 mph to the north of the village. Following the completion of the review a priority list was drawn up, so that sites with a higher accident rate would have scheme implementation first. The section in question in Llanfair D C does not have any injury accidents in the past five years so were placed as a low priority. As the land adjacent to the proposed extension is within the Local Development Plan it is highly likely that Denbighshire would request that the developer undertake the works as part of the planning permission/condition.

The developer has, in the meantime, submitted two amended plans to Planning, the details of which are awaited about re-consultation arrangements. New plans will, as before, be available for all to see at the village hall and a notice to that effect will be placed on the Community Council website and notice boards. Denbighshire’s Education Authority is, in the meantime, pressing for a pedestrian access through the proposed site to the village.

299 CORRESPONDENCE

299.1 Llanfair D C Village Matters Email dated 15 January from a resident with reference to the draft Community Plan. The following additional suggestions were put forward – disability access in the village hall, new notice board on the green by Bron y Clwyd, bins for dog waste by Bron y Clwyd and crossroads towards Pwllglas, a community café, parent and toddler group, and village newsletter. The County Council has indicated that it is not practice to install dog waste bins. Dog waste can be deposited in ‘normal’ street litter bins and is processed through the same channels as other street cleansing waste. Other local Town/Community Councils have funded the installation of dog waste bins for which they pay an annual charge for ongoing maintenance/emptying [of approximately £25 per month] should Councils wish to explore this option.

The Clerk reported that a new notice board could cost more than £1,000 and a 25ltr dog waste bin from £270.00. Residents reported that dog fouling is a particular problem in Llanfair D C.

RESOLVED – that

[a] consideration be given to relocating/replacing the existing notice board at Llanfair D C when the new school has been built and

[b] enquiries be made with regard to additional general waste bins for Bron y Clwyd, the crossroads towards Pwllglas, Graigfechan village and Pentrecelyn.

299.2 Cold Calling Control Zone Questionnaire Email dated 1 February from Ian Millington, DCC's Public Protection Business Manager. Several years ago colleagues in North Wales Police and members of the community set up a number of Cold Calling Control Zones in Denbighshire. The zones were supported by DCC's Trading Standards Service. The County Council is in the process of evaluating the scheme to find out whether the existing zones are still benefiting local residents. The Clerk had forwarded details to Members for comment. Llanfair D C is not on the list however.

There are various other schemes operating in the area, such as neighbourhood watch, a police telephone alert scheme and farm watch. Some residents expressed an interest in developing or reinstating local schemes.

RESOLVED – that the contents are noted and to enquire whether Llanfair D C can be included on the list of zones.

299.3 Statement of Licensing Policy Email dated 6 February from Mr Ian Millington, DCC's Public Protection Business Manager. The Licensing Act 2003 regulates persons and premises that provide licensable activities. The Council has a duty under the Act to carry out its licensing functions by promoting the four licensing objectives, namely: the prevention of crime and disorder, the prevention of public nuisance, public safety and the protection of children from harm. DCC has reviewed the current policy and produced an updated version. Comments are invited about the overall policy by 6 March to licensing@denbighshire.gov.uk.

RESOLVED – that the contents be noted with a request to the County Council to include a list of changes proposed as an executive summary when any document is being reviewed in future.

300 PLANNING MATTERS

300.1 Pre-Submitted planning application for change of use of land to form an extension to the existing caravan park to include 20 no touring caravan hook up pads, erection of a WC/shower/laundry block, construction of internal vehicular access track, amenity play area and all associated works at Llanbenwch Caravan Park, Llanfair D C.

Councillors attended a site meeting on 9 February 2017. Members indicated their general support for the proposal at this stage as the site is ideal for this

use and could provide a good tourism attraction to the area, subject to further consideration being given to a number of matters. For example, not enough detail had been included in the plans submitted with regard to arrangements for access to, from and on the site, the use of slate for caravan standings could make manoeuvring difficult, the site layout should show sewerage, water, electricity and hook up points for caravans, compound shown for bins, landscaping, lighting, fire points and so on. Other suggestions include a dog walking path, no music should be permitted unless through licensing, the existing static caravans replaced with modern ones, maximum stay for tourers would be 21 days and that there would be two months of the year when no touring caravans would be on site.

Members consider that Caravan Club guidelines together with DCC's Supplementary Planning Guidance – Caravans, Chalets & Camping – provide an excellent reference against which the design and the operation of the site could be made. A written response was sent to the agent on 20 February 2017.

RESOLVED – that a copy of the Community Council's response be placed on its website. The Chairman urged residents to respond individually to planning applications setting out their reasons or concerns.

300.2 Consultation on Draft Supplementary Planning Guidance Re Caravans, Chalets and Camping This draft document was made available for public consultation from 30 January until 5 pm on 27 March 2017.

RESOLVED – Members welcomed the contents of the document as an excellent guide to encouraging tourism in the area.

300.3 Town & Country Planning Act 1990 – Enforcement Notice – Caravan at Erw Fair, Llanfair D C – Update

Reported – that an Enforcement Warning Notice had been served on 14 November 2016 which required a planning application in retrospect within 28 days. A planning application was submitted but did not contain all the supplementary information needed in order that it could be validated and then determined by a planning officer. Despite advice as to what further documents were required, no such documentation had been received. The Planning Authority has been left with no option but to serve an Enforcement Notice to remove the caravan from the land. The period of compliance is within 4 weeks of 16 March 2017 unless an appeal is made against it beforehand.

Planning Application 20/2016/1224 has, in the meantime, been submitted for the change of use of agricultural land to form an extension to the residential curtilage at Erw Fair. The application is to make the garden a larger area but no reason has been given for what it will be used for. Following a full discussion it was

RESOLVED – that

- 1 The Council supports the application provided
 - [a] the change of use does not
 - [i] contravene national policy on green spaces
 - [ii] contravene Local Development Plan conditions generally
 - [iii] have a detrimental visual impact on the historic landscape
 - [b] the caravan is screened from the designated Clwydian Range and Dee Valley Area of Natural Outstanding Beauty.

2 It be noted that no exceptional personal circumstances had been offered in support of the application nor any reason. Should the application be granted this could allow development within the cartilage which could have detrimental visual impact.

3 The County Council be asked whether the application complies with the Draft Supplementary Planning Guidance for Caravans, Chalets and Camping currently being consulted upon.

301 HIGHWAYS & ENVIRONMENT

301.1 Update on Proposed Traffic Calming Scheme – Graigfechan

Mr Marc Musgrave, Planning and Public Protection Services, DCC, reported on the recent consultation process with local residents. He advised that the strongest support was for Vehicle Activated flashing light signs that would be sited in the village and which would display “SLOW / ARAF”. He also considered that advanced speed warning signs would be appropriate on the approaches to the village. Members felt that all approaches to the village be included.

In response to queries about the possibility of a camera, Mr Musgrave, stated that currently there have been no injury recorded accidents in the village of Graigfechan in the past five years. The site, therefore, does not qualify for a fixed camera enforcement provision.

Mr Musgrave was informed that the Community Council continues to support the Community Speed Watch activity in the village and would welcome further attendance of the “Go-Safe” partnership in its support as well. Although PCSOs are making themselves available they cannot enforce the law without police presence. The Chairman thanked Mr Musgrave for attending the meeting and for engaging with the Community Council and the wider community.

RESOLVED – that the Community Council supports the preferred option of Vehicle Activated flashing light signs in Graigfechan together with display signs on all approaches to the village.

301.2 Denbighshire County Council – Commuted Funds Application by Neuadd Eleanor Management Committee The Clerk had forwarded a copy of the application for comment by Members – to tarmac the extension to the current community car park and erect fencing along the roadside hedge [£5,162.88]. The scheme has been earmarked as a top priority measure in the Community Council’s community plan. Members confirmed that they fully

supported the request for funds. It was reported that a decision on availability of funding was imminent.

301.3 Cenotaph Llanfair D C – Update on Grant Application to the War Memorials Trust and Cadw

The Chairman reported that the War Memorials Trust had reviewed the Community Council's pre-application form and from the information and photographs submitted considers that parts of the project are eligible for funding through grant schemes supporting war memorials. In order that the Council's proposal can be fully assessed a considerable amount of supporting information and evidence is needed and works proposed must be in-line with best conservation practice. Quotations have been received but the costs are considerable and the amount of grant is small. Some Members asked whether it would be possible to obtain funds from other sources, such as commuted funds or the Prince's Regeneration Trust.

Research has, in the meantime, been carried out into the history of the war memorial. The Clerk stated that she would be happy to receive local information and photographs to add to the collection. The war memorial is designated as Grade 11 commemorating those of the village who died in WW1 and WW2. An article in the Denbighshire Free Press, Saturday 8 January 1921 edition, refers to the Llanfair D C Unveiling of the War Memorial – "The Trustees, with the consent of the Charity Commissioners, have sold the site – about 69 square yards – to the Memorial Committee to be the property of the parish."

It was also reported that a plaque had recently been erected by local residents on a wall opposite the White Horse public house near the first tree in a row of 14 planted by the Corkhill family who used to live at Barnfold, Llanfair D C. The trees were planted as a memorial to their son who was killed during WW2.

302 COMMUNITY MATTERS

302.1 Council Elections 4 May 2017 – Nomination packs will be available in the week commencing 6 March 2017. Candidates have from 16 March until 4 pm on 4 April 2017 to submit nomination papers by hand on working days to the Council Offices at Ruthin. Notices will be placed on the Community Council's notice boards and website on 15 March.

302.2 Community First Responders and Defibrillator - This matter was last discussed by the Community Council on 6 January 2016 when a grant of £500 was awarded towards the work of the Ruthin/Pwllglas Community First Responders. There was general consensus that a defibrillator be obtained for Llanfair D C when funds are available or donations received as suggested by a resident. It was also reported that Llanfair School had requested a donation towards the cost of a defibrillator.

RESOLVED – that more information was required on the availability of funding and Rose Hislop, Community First Responder, be contacted for advice on the best location for a defibrillator.

302.3 Fly Tipping

Residents were advised to report fly tipping incidents directly to Denbighshire County Council.

302.4 Bus Shelter at Llanfair D C

In response to a query about the bus shelter Councillors Steve Whipp and Keith Mouldsdales reported that they had swept and cleaned it recently.

Part 2 – Confidential Items – Exclusion of Press and Public

303 FINANCE MATTERS

303.1 Summary of Income & Expenditure for the period 1 April 2016 to 28 February 2017

The Clerk submitted a financial statement for the General and Business Accounts covering this period. Members were advised that the balance at the bank as at 28 February 2017 was £963.42 in the current account and £1022.46 in the business account. A Member suggested looking into the possibility of translation work being carried out by a volunteer to reduce costs.

RESOLVED – that the financial statement is received and that a summary of year end accounts be placed on the Community Council website.

303.2 Payment of Accounts/Invoices

RESOLVED – that payment be made as follows:

303.2.1 AVOW – Clerk's Salary January [£290.75], February [£290.75 + Payroll Costs £24.00] and March 2017 [£290.75 + Payroll Costs £12.00].

303.2.2 Sandra Williams - Translation Service – Council Minutes dated 2 November and 14 December 2016 - £285.00

303.2.3 Wales Audit Office – External Audit Fee for 2015/16 - £216.30

303.2.4 Clerk's Expenses – £39.71 made up as follows:

Printing £17.91 plus £3.00 Archives fee	£21.91
Postage	£ 6.60
CILCA Course on 21 February 2017 [Roles, Duties & Responsibilities] at Mold – Travel Costs - 20 miles @ 45p - £9.00 plus £1 parking	£10.00
Equipment Costs – Additional Key for Cupboard	£ 2.20

303.3 Requests for Financial Aid - The following applications had been received:

303.3.1 Ysgol Llanfair – financial support towards the cost of a defibrillator

303.3.2 British Red Cross – funds to support local services

303.3.3 Llanfair Church – towards the cost of grass cutting

303.3.4 Neuadd Eleanor Management Committee – towards internet access

RESOLVED – that a decision on all requests listed above be deferred until after the Council Elections.

303.4 Payroll Service - The Clerk reported that AVOW had given an indication that the payroll processing fee was likely to increase from £12.00 per month to £12.50 from 1 April 2017. The Clerk asked permission for arrangements to be put in place to pay AVOW invoices by standing order each month. Members were also asked to formally approve the increase in the Clerk's salary from £11.27 to £11.74 per hour with effect from 1 April 2017. This is in accordance with the National Agreement on pay and conditions for Local Government Services which applies to Clerks. The Clerk's annual hours will remain at 300 and salary scale point 25.

RESOLVED – that from 1 April 2017

303.4.1 Payroll fees be paid by standing order each month

303.4.2 The Clerk's salary be increased to £11.74 per hour.

304 ASSET REGISTER & RISK MANAGEMENT

The matter is in hand and work should be completed before the end of March.

305 DATE OF NEXT MEETING – WEDNESDAY 17 MAY 2017

There being no other business the meeting ended at 9.45 pm

_____ CHAIR

_____ DATE