

## CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL

Minutes of an Ordinary Meeting of the Council held at the Genus Centre, Llanrhydd LL15 2UP on Monday 16 April 2018 at 7 pm.

**PRESENT** – Councillors Bob Barton [part of the meeting], David Baker, Tim Faire, Jayne Mayers [Vice-Chair], Keith Mouldsdale, John Pugh [Chair] and Eirwen Godden, Clerk.

**IN ATTENDANCE** - 2 members of the public

**APOLOGIES** Councillors Wini Davies [prior commitment], Moira Edwards [illness], Medwen Roberts [holiday] and Paul Weston [holiday].

### **PART 1**

#### **425 DECLARATIONS OF INTEREST**

Councillor John Pugh with regard to Neuadd Eleanor as trustee and as a Governor of Ysgol Llanfair; Councillor Keith Mouldsdale as a trustee of Neuadd Eleanor.

#### **426 COMMUNITY MATTERS**

**426.1 Mains Gas** Wales & West Utilities has produced a quotation valid for 90 days from 13 March 2018. Progress is dependent upon receiving a minimum number of quotation acceptances within the validity period of the quotation. Mr Darren Millar AM is happy to lend his support for the proposal to bring mains gas to Llanfair D C. His staff are in the process of facilitating a meeting between the Council and Wales & West Utilities.

**426.2 Defibrillators** Contact has been made with DCC Housing with approval given for a defibrillator to be fitted on a Council property in Graigfechan. The tenant, however, has expressed concern about the cost of electricity even though the Community Council has set aside a sum of money towards this expenditure. Consideration is being given to a separate meter being fitted so that the Community Council is either invoiced direct or the County Council raises a recharge invoice or another option is found.

**426.3 Neighbourhood Plan and Community Survey** Mr Phil Webb, Treasurer, Neuadd Eleanor Management Committee, gave an overview of the initial results of the community survey, communication with residents being high, a newsletter for the whole area would be welcomed as people want to know what is going on. The survey produced a 40% return. Initial results are on display at Neuadd Eleanor on 19 April between 1 and 6 pm and 21 April between 10 am and 12 noon. The Chair thanked Mr Webb for his verbal report.

**426.4 Broadband Update** A reply from Cadwyn Clwyd is awaited regarding their project, but it appears that the scheme has been discontinued.

**427 MINUTES RESOLVED** The minutes of the meeting held on 19 March 2018 were approved and signed as a correct record.

#### 428 MATTERS ARISING/ACTION TAKEN

Ref/Date	Action, By Whom and Status
351.5 08/01/18  31/01/18	<b>Fundraising Group</b> [Councillors Jayne Mayers, Keith Mouldsdale and Paul Weston] Councillor Bob Barton stated that he would be happy to assist with fundraising. Group meetings to be arranged when projects are identified.
362.5  08/01/18	<b>Engaging with Young People</b> The Clerk reported that letters were sent on 12/10/17 to Clwyd YFC, Llysfasi, Ysgol Brynhyfryd, and Ruthin School. No response received. It has been determined that Councillors are responsible for engaging with young people.
356.3 367.1 387.3 04/12/17 08/01/18 31/01/18 19/03/18 16/04/18	<b>War Memorial</b> - Plaque to commemorate those who died in a plane crash as requested by Mr John Harrop. Quotations sought including cleaning and repainting existing inscription on the War Memorial. The Clerk has researched the names of airmen to be placed on a separate stone placed near the War Memorial but they require verification by RAF Military Records before permissions and new quotations are sought. Consideration being given to placing a memorial in the church grounds as an option. The Clerk has made enquiries with the church authorities. The Church Committee has given approval in principle but requires authorisation from the Archdeacon.
	Addition of Name to War Memorial Clerk - Further information to be obtained from a relative. Work on a grant application towards the cost of final repairs is ongoing as time permits.
375.6 06/11/17 04/12/17 31/01/18	<b>Caravan at Erw Fair</b> Planning & Enforcement Officer visited the property on 07/02/18 and observed the caravan is still in situ outside of the residential cartilage. Request to have the caravan moved reiterated to within the cartilage. He received an assurance that the necessary action would be carried out within 6 weeks. Monitoring is to continue.
325.2 08/01/18 31/01/18	<b>Traffic Calming Measures at Graigfechan</b> The Clerk to enquire whether Welsh Government has approved the advance speed limit notification signs. Approval expected sometime in 2018-19 financial year.
395.2 08/01/18 31/01/18 19/03/18	<b>White Bollards at Graigfechan</b> Clerk to enquire whether this is permissible. The Clerk to continue sending reminders until a response is received.
399 19/03/18 16/04/18	<b>Risk Assessment</b> Councillors John Pugh and Keith Mouldsdale to arrange. A report is to be presented to the Council on 21 May 2018.

## **429 CORRESPONDENCE**

**429.1 General Data Protection Regulation [GDPR].** Submitted – Copy of SLCC checklist and advice as how to proceed. The first step is the compilation of a list of the data which the Council holds, where it came from and who it is shared with. Privacy notices are required and put in place in time for GDPR implementation on or before 25 May 2018. Council policies relating to data processing and protection should be updated/developed to reflect the new requirements. The Clerk reported that she had been in touch with the County Council to request that GDPR be placed as an agenda item for the next cluster meeting for Clerks and Chairs of Community/Town Councils. **RESOLVED** The Clerk to compile a list of data which the Council holds and to produce a draft privacy notice for approval.

## **430 PLANNING**

**430.1 Application 20/2017/1156** Erection of a new calf rearing unit comprising two rearing sheds, offices, storage building and midden facility and associated works at Genus Green Park, Llanrhydd. Members confirmed that they supported the proposal.

## **431 HIGHWAYS & ENVIRONMENT**

**431.1 Parking at Bron y Clwyd, Llanfair D C** New signage is being printed to show dedicated parking area for tenants and residents.

**431.2 Eyarth Bridge** Email dated 27 March from DCC's Senior Engineer providing an update on work to the bridge. This year work is to be carried out to five trees around the bridge with a view of exposing the bridge to more sunlight to assist in the drying out process. The majority of the repointing to the elevations of the bridge will be completed as well. The sections of lime pointing undertaken last year is already making a marked difference and these locations are much drier. The benefits of the carriageway and drainage improvements will be realised when the pointing is complete on the entire bridge. The signage issue is being looked at by a traffic colleague.

**431.3 Church Wall, Llanfair D C** Reported – The Chair had carried out a risk assessment on the condition of the wall, stones have dislodged, a contractor has moved them to a place of safety and quotations being sought to carry out repair work to the church wall. The Community Council does not own the wall but is responsible for repairs and maintenance, the cost of which is likely to be considerable on this occasion.

**431.4 General Waste Bins** Reported - There are two double waste bins in the area – outside the church in Llanfair and near Llysfasi College. DCC can supply Single Bins £250 each plus £50 installation, Double Bins £375 each plus £50 installation. It was suggested that single bins be provided opposite the location of the new school in Llanfair, at Parc y Llan Llanfair, by the Old Post Office Pentrecelyn and near the noticeboard at Graigfechan.

**RESOLVED** The Clerk to contact the County Council about advice on the proposed locations.

#### **431.5 Drainage/Flooding Problems at Pentre Coch**

DCC Highways' Risk and Asset Manager had sent an email on 13 April 2018 to the landowner [the complainant], with a copy to the Clerk, providing an update on the present situation. More regular checks on gully cleansing in the location was carried out in conjunction with the streetscene manager based in Ruthin but due to the snow and ice conditions may not have been as diligent as hoped. Highways has struggled to get a contractor to do the concrete apron to the gully but work should be done by the end of April. The third and final undertaking was that the County Council would re-shape the junction so that as much water as possible is deflected away from the flood prone area. This will also address the poor quality of the surface but there is no specific date when this can be carried out but will be done as soon as a contractor becomes available. The streetscene manager has also been asked to attend to the potholes as soon as possible. It appears that this matter has been an ongoing issue for at least two years. **RESOLVED** Members noted the content of the email stating that the situation should continue to be monitored.

#### **431.6 Pentrecelyn - DCC Notice of Permanent 30 mph Speed Restriction**

The County Council has been requested to consider a 30 mph speed limit along the lane from the A525 past Bryn Coch Farm and other properties to Pentrecelyn. The matter is currently with the Head of Highways.

**431.7 A525 Junction at the Bottom of Plas Bedw Lane** Councillor Tim Faire reported that there is no sign coming from Ruthin to identify that there is a turning to the right and that it can be quite dangerous turning onto the main road as often cars coming from Ruthin try to overtake before the Nant y Garth Pass. He also reported that protruding rocks/stones are catching on lorry tyres along this narrow lane, particularly at Erw Gam and The Dingle.

**RESOLVED** The Clerk to inform Highways with a request to find out what can be done to improve safety along these routes.

### **PART 2**

**432 RESOLVED that the Press and Public be excluded from the meeting due to the confidential nature of the following items:**

#### **433 FINANCIAL MATTERS**

**433.1 Submitted [a] Summary of Income & Expenditure for the period 1 April 2017 to 31 March 2018 [b] Receipts & Payments Cash Book for 2017-18 and [c] Copy of Council Tax Precept 2018/19 as approved on 8 January 2018.** The Clerk advised that the balance in the bank as at 31 March 2018 was £8884.76 [less uncleared cheque for £50] in the Community Account and £1022.96 in the Business Account. The available funds total is £9857.72. Members noted that the £1630 left in the election costs budget for 2017/18 would be carried forward. The Clerk advised that the £8620 earmarked for war memorial repairs would have to be reduced to £4441 to ensure that the Council holds a minimum general reserve figure of 20% for working capital [£3786] to take the Council forward into the 2018/19 financial year.

**RESOLVED** Members unanimously approved the accounts and the steps proposed to ensure that the Council holds a minimum general reserve figure of 20% for working capital at the commencement of the 2018/19 financial year.

**433.2 Requests for Financial Aid RESOLVED** that grants be allocated as follows:

£150 Capel Salem Llanfair D C

£150 Capel Ebenezer Graigfechan

**433.3 Payment of Accounts/Invoices RESOLVED** that payments be made as follows:

£152 Membership of One Voice Wales

£ 35 ICO Registration

**433.4 Update on Audit Matters** A date of 26 April 2018 has been given to deliver documents to JDH Business Services Ltd for the 2017/18 internal audit. The Clerk reminded Members that both the internal and external auditors expect reports on issues arising and actions taken by the Council. Copies had been circulated to Members before the meeting. The annual return pack was received from BDO on 14 April 2018.

**RESOLVED** Members approved the reports prepared by the Clerk on issues raised by both the internal and external auditors and actions taken by the Council during 2017-2018. Members also confirmed that they approved the internal audit plan presented to them at the meeting held on 31 January 2018.

**433.5 Policy on Reserves** Submitted – draft paper. **RESOLVED** Approved.

**433.6 Asset Register** Submitted – updated copy of the 2017-18 register.

**RESOLVED** that the Asset Register be approved as amended and that the speed guns be removed from the list as they had been donated to the Llanfair and Graigfechan Speed Watch Group.

#### **434 TRAINING/CONFERENCES**

**RESOLVED** Approval was given for attendance at training sessions as follows [a] Clerk and Councillor Keith Mouldsdale -OVW training session on Use of IT, Website and Social Media on 3 May 2018 at Mold [b] Councillor Bob Barton – Local Government Finance Training on 19 April 2018 at Mold. Bursaries to be applied for.

**435 DATES OF FUTURE MEETINGS RESOLVED** The meeting on 21 May to commence at 7.30 instead of 7 pm.

2018 - 21 May, 11 June, 9 July, 10 Sept, 8 Oct, 12 Nov, 10 Dec

2019 - 14 January, 11 February, 11 March

There being no further business the Chair declared the meeting closed at 8.30 pm

\_\_\_\_\_ CHAIR \_\_\_\_\_ DATE

## CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL

Minutes of the Annual General Meeting and an Ordinary Meeting of the Council held at Ysgol Pentrecelyn on Monday 21 May 2018 at 7.30 pm.

**PRESENT** – Councillors Bob Barton, David Baker, Wini Davies, Moira Edwards [part of the meeting], Tim Faire, Jayne Mayers, John Pugh, Medwen Roberts [part of the meeting] and Paul Weston and Eirwen Godden, Clerk.

**IN ATTENDANCE** - 5 members of the public

**APOLOGIES** Councillor Keith Mouldsdale [illness]

### **PART 1**

#### **436 RETIRING CHAIRMAN'S REMARKS**

Councillor John Pugh acknowledged the good response being made by the community to local matters, the neighbourhood plan is well advanced with the support of Mr Steve Whipp and others in the community but the proposed connection to mains gas remains an outstanding issue to be resolved. He thanked everyone for their help and support during his time as Chair and to the Clerk for her efforts.

#### **437 ELECTION OF CHAIR AND VICE-CHAIR FOR 2018/19**

[a] Councillor Jayne Mayers was proposed and seconded to be elected as Chair. This was agreed.

[b] Councillors David Baker and Paul Weston were proposed and seconded to be elected as Vice-Chair. Members were asked to vote via a paper ballot following which Councillor David Baker was duly elected as Vice-Chair. Declaration of Acceptance of Office forms were signed.

#### **438 DECLARATIONS OF INTEREST**

Councillor John Pugh with regard to Neuadd Eleanor as trustee and as a Governor of Ysgol Llanfair.

#### **439 COMMUNITY MATTERS**

**439.1 Mains Gas RESOLVED** that discussion on this item be moved to Part 2 due to the sensitive and confidential nature of negotiations.

**439.2 Defibrillators** A training event attended by 30 persons was held at Ysgol Pentrecelyn on 27 April 2018. Four events have been organised to date and Councillor Jayne Mayers will organise another session with Achub Calon y Dyffryn in due course.

**439.3 Neighbourhood Plan and Community Survey** Reported that the community survey report should be available in six weeks. A notice board has, in the meantime, been erected outside the village hall and the clock has been repaired.

**439.4 Broadband Update** Councillor Bob Barton stated that he had been made aware of a sustainable development fund for projects he would be happy to proceed with an application for funding. The Clerk was asked to contact Denbighshire County Council about grants and an update about improvements to broadband.

#### 440 MINUTES RESOLVED

[a] The minutes of the AGM/Ordinary Meeting held on 17 May 2017 were re-affirmed

[b] The minutes of the meeting held on 16 April 2018 were approved and signed as a correct record.

#### 441 MATTERS ARISING/ACTION TAKEN

Ref/Date	Action, By Whom and Status
351.5 08/01/18 31/01/18 21/05/18	<b>Fundraising Group</b> [Councillors Jayne Mayers, Keith Mouldsdale and Paul Weston]. Group meetings to be arranged when projects are identified. Councillor Bob Barton is happy to assist with fundraising. Calor Gas community fund details are as follows: <a href="https://www.calor.co.uk/communityfund/about-the-fund/">https://www.calor.co.uk/communityfund/about-the-fund/</a>
362.5 08/01/18	<b>Engaging with Young People</b> The Clerk reported that letters were sent on 12/10/17 to Clwyd YFC, Llysfasi, Ysgol Brynhyfryd, and Ruthin School. No response received. It has been determined that Councillors are responsible for engaging with young people.
356.3 367.1 387.3 04/12/17 08/01/18 31/01/18 19/03/18 16/04/18	<b>War Memorial -</b> Plaque to commemorate those who died in a plane crash as requested by Mr John Harrop. Quotations sought including cleaning and repainting existing inscription on the War Memorial. The Clerk has researched the names of airmen to be placed on a separate stone placed near the War Memorial but they require verification by RAF Military Records before permissions and new quotations are sought. Consideration being given to placing a memorial in the church grounds as an option. The Clerk has made enquiries with the church authorities. The Church Committee has given approval in principle but requires authorisation from the Archdeacon.
	Addition of Name to War Memorial - Clerk - Further information to be obtained from a relative. Work on a grant application towards the cost of final repairs is ongoing as time permits.
375.6 16/04/18	<b>Caravan at Erw Fair</b> Monitoring to continue.
325.2 16/04/18	<b>Traffic Calming Measures at Graigfechan</b> An order has been placed for advanced warning signs which should be on site by 15 June 2018.
395.2 16/04/18	<b>White Bollards at Graigfechan</b> Clerk to enquire whether this is permissible. Response – a site inspection is to take place.
431.2 16/04/18 21/05/18	<b>Eyarth Bridge</b> Signage issue being looked at by the County Council's traffic section. Another complaint has been referred to the Leader.

431.4 16/04/18	<b>General Waste Bins</b> Advice on suitable locations awaited from the County Council, for example, next to the bus stop in Llanfair.
431.5 16/04/18	<b>Drainage/Flooding Problems at Pentre Coch</b> Continue to monitor the situation
431.6 16/04/18	<b>Extension of 30 mph Speed Restriction at Pentrecelyn</b> The matter has been referred to the Head of Highways
431.7 16/04/18 21/05/18	<b>A525 Junction – Plas Bedw Lane</b> Highways requested to improve safety. There should be a warning sign at the very least and ideally double white lines also.

#### **442 CORRESPONDENCE**

**Review of Community & Town Council Sector in Wales - One Voice Wales' Response to the Independent Review Panel** This 50 page report is a compilation of the views of member councils of OVW across Wales, individually and collectively recorded. Councils had been asked to consider four questions ie What should community and town councils be responsible for? How should they operate? What's standing in their way to deliver for the local community? And How do councils ensure they best represent their local community? The report reflects what has been achieved, the challenges facing the sector in moving forward and the opportunities and actions that can help to mould a positive direction for the sector.

There are five emerging themes [a] the role of community and town councils requires promoting [b] one size does not fit all [c] the democratic mandate needs strengthening [d] resources needed for increasing capacity and capability [adequate number of staff and funding] and [e] the continued development of partnerships with unitary authorities, public service boards, and community volunteers. OVW supports the overall proposed direction of travel – “we want all our councils to be activist councils; engaged in delivering modern, accessible, high quality public services with their communities. The sector, however, needs additional capacity and tools to deal with challenges ahead and that funding support was needed to enable local councils to deal with the possibilities of transfer of services and assets in the coming months and years”.

The content of the report was noted and the Clerk was asked to write a letter of thanks to OVW but to express disappointment that no summary was available. Councillor Bob Barton enquired about the deadline for sending nominations for debate to the OVW Annual General Meeting to be held on 29 September.

#### **443 GENERAL DATA PROTECTION REGULATIONS**

**RESOLVED** that the following documents/policies be approved:

- [a] Audit of Personal Data held by the Community Council
- [b] Privacy Notice
- [c] Information & Data Protection Policy

[d] Document Retention & Disposals Policy

#### **444 PLANNING**

**444.1 Application 14/2018/0360** Borrow pit for the extraction of aggregate solely for use in the construction of the approved Clocaenog Forest Wind Farm **RESOLVED** that the application be supported.

**444.2 Amended Application 20/2017/1156** Erection of a new calf rearing unit comprising two rearing sheds, offices, storage building and midden facility and associated works – Genus Green Park, Llanrhydd **RESOLVED** that the application be supported.

**444.3 Static Caravans in the Vale of Clwyd** The Community Council has been informed that a static caravan has appeared at Ty Coch, Graigfechan and has been requested to check whether planning permission has been sought. Members were informed that planning permission had been given to a local family to build two houses on the site. **RESOLVED** that the siting of the caravan be referred to Planning for clarification.

#### **445 HIGHWAYS & ENVIRONMENT**

**445.1 Parking at Bron y Clwyd, Llanfair D C** New signage has been produced to show a dedicated parking area for tenants and residents. This is not easily visible however and it was suggested that additional signage should be placed at the entrance to Bron y Clwyd.

**445.2 Bus Services** Local residents are complaining about the inconsistent bus service to and from Graigfechan. A request to get on or off has to be made at Ruthin resulting in some passengers being stranded. The Clerk was asked to write to Denbighshire County Council for clarification on how the scheme operates.

**445.3 Community Garden at Graigfechan** The Community Council has been informed that there are proposals to develop a small area of land no longer required by a Council tenant at Maes Hyfryd Graigfechan into a community garden or orchard. The County Council is taking steps to identify a group or individuals to take over responsibility for looking after the site. Emily Reddy, Community Development Officer, Housing Section, will attend the Community Council meeting on 11 June to brief Members on developments.

#### **PART 2**

**446 RESOLVED that the Press and Public be excluded from the meeting due to the confidential nature of the following items:**

#### **447 FINANCIAL MATTERS**

##### **447.1 End of Year Audit - Submitted**

[a] Internal Auditor's Report 2017-18 The following six items require amendment or explanation –

i] The annual return should be amended to show Box 9 as £9858 [bank balance]

- ii] The bank reconciliation format should be improved
- iii] The Council should identify the empowering legislation used to make grant payments and those under section 137
- iv] The Council must ensure that there is adequate fidelity cover
- v] Staff costs on the annual return should be amended Box 4 staff costs £3730 and Box 6 total other payments £8623
- vi] If Councillors have political affiliations or are co-opted this should be shown on the website and the Council should publish online their Register of Members' Interests

The Clerk confirmed that she had taken action to implement the recommendations as required and that the fidelity guarantee sum insured is £250,000. Members approved the action taken.

[b] Annual Return

**RESOLVED** that the [a] Accounting Statement 2017-18 & Annual Governance Statement be approved and amended as recommended by the internal auditor for signature by the Chair before submitting to the external auditor [b] Council considers that section 137 expenditure is commensurate with the benefit to the community and [c] Council considers that it has no obligation or intention to pay a gratuity to employees [page 4 of Annual Return refers] .

[c] Amendments to the Receipts & Payments Statement 2017-18

**RESOLVED** that the Receipts & Payments Statement 2017-18 be amended to show the bank reconciliation format recommended by the internal auditor and empowering legislation used to make grant payments including those under section 137.

**447.2 Payment of Accounts/Invoices RESOLVED** that payments be made as follows:

£20.00 One Voice Wales [Councillor Bob Barton, Finance Training 19 April 2018]  
 £151.20 JDH Business Services Ltd [Internal Audit Fee]  
 £169.38 Sandra Williams [Translation Service]  
 £180.00 SLCC [Delegate Fees – Conference 16 May 2018 – Councillor Bob Barton & Clerk Eirwen Godden]

**447.3 Requests for Financial Aid RESOLVED** that the application from the Graigfechan & Pentrecelyn 2020 Urdd Eisteddfod Appeal Committee be deferred [Mr John Kerfoot to be invited to a future meeting] and that the request from Bobath Wales [Cerebral Palsy] be turned down.

**447.4 Insurance Renewal** Zurich do not offer long term agreements [3 or 5 years] for premiums under £500. **RESOLVED** that the Clerk makes enquiries to find out whether Zurich can reduce the quoted figure of £437.17. The Clerk and Chair were given authority to act – renewal is due by 1 June.

**447.5 Risk Assessment** – Submitted – Report updated April 2018 showing a high risk rating with regard to the churchyard wall. Measures have been taken to remove dislodged stones to a place of safety whilst quotations are

sought to carry out repairs. The cost is likely to be high and a public notice may have to be issued for tenders in order to comply with Standing Orders. An indicative figure is awaited.

**447.6 Arrangements for Annual Review of Financial Regulations, Risk Assessment & Internal Controls** in particular with regard to the impact of the new General Data Protection Regulation **RESOLVED** that the matter be deferred to a future meeting.

**447.7 Pay & Conditions of Service of the Clerk – New Pay Scales for 2018-19 to be implemented from 1 April 2018** **RESOLVED** that the matter be deferred to a future meeting and that, in the meantime, the Chair and Vice-Chair conduct the annual appraisal.

#### **448 MAINS GAS**

Mr Darren Millar's office has offered a choice of two dates for a meeting – 15 or 29 June. Members indicated that they preferred a meeting late in the afternoon of 15 June. Negotiations between Wales and West Utilities and interested parties are still ongoing. Members were informed that the Leader had, in the meantime, received an email from Wales and West Utilities about their services in the community. Business plans are being put together for the future now; they need feedback so that they can deliver services people need now and for generations to come. They want customers' views on getting the balance right between investing to maintain and improve services and preparing a gas network for the future while keeping bills low.

#### **449 DATES OF FUTURE MEETINGS**

2018 - 11 June, 9 July, 10 Sept, 8 Oct, 12 Nov, 10 Dec

2019 - 14 January, 11 February, 11 March

It was suggested that an item covering feedback/reporting on conferences/meetings be added to the agenda – Members to forward short summaries to the Clerk.

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

\_\_\_\_\_CHAIR\_\_\_\_\_DATE

CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL

Minutes of the Annual General Meeting and an Ordinary Meeting of the Council held at Ysgol Pentrecelyn on Monday 11 June 2018 at 7.00 pm.

**PRESENT** – Councillors, David Baker [Vice-Chair], Wini Davies, Moira Edwards [Part 1 of the meeting], Tim Faire, Jayne Mayers [Chair], Keith Mouldsdale, John Pugh, Paul Weston and Eirwen Godden, Clerk.

**IN ATTENDANCE** - 2 members of the public and guest speakers Gwenno Owen and Sara Evans

**APOLOGIES** Councillor Medwen Roberts [Governors meeting at Ysgol Pentrecelyn] and Emily Reddy, Community Development Officer, DCC Housing [family bereavement]. It was noted that Councillor Bob Barton had informed the Clerk that he would be arriving late but had not arrived by the time the meeting ended.

**PART 1**

**450 DECLARATIONS OF INTEREST**

Councillor John Pugh with regard to Neuadd Eleanor as trustee, as a Governor of Ysgol Llanfair and the agent of planning application 20/2018/0484 and Councillor Keith Mouldsdale as a trustee of Neuadd Eleanor.

**451 COMMUNITY MATTERS**

**451.1 Mains Gas** Reported that [a] residents had received letters from Wales & West Utilities [WWU] requesting down payment [b] the landowner had been in touch with the estate for permission to re-route which could make the scheme less expensive [c] WWU has received an acceptance from the developer to connect the new housing site to the gas network [d] Denbighshire Education is in touch with WWU with regard to the new school and [e] Darren Millar AM has agreed to meet a small group of Community Council representatives together with a representative from WWU on 9 July in the first instance at which an open meeting to include the whole community and all Members of the Council will be sought in due course.

**451.2 Urdd Eisteddfod 2020 Funding Appeal** Gwenno Owen and Sara Evans gave an overview of fundraising arrangements locally and the money required to stage the Eisteddfod which is in the region of £2m. Each area is given a target to raise funds over the next two years towards the festival considered to be the largest in Europe. Gwenno and Sara were thanked for their input and were requested to forward publicity material to the Clerk for posting on the Community Council website. It was suggested that consideration be given to include a sum of money in the precept budget later on in the year towards the cost of the festival.

**452 MINUTES RESOLVED**

The minutes of the meeting held on 21 May 2018 were approved and signed as a correct record.

**453 MATTERS ARISING/ACTION TAKEN**

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351.5 08/01/18	<b>Fundraising Group</b> [Councillors Jayne Mayers, Keith Mouldsdale and Paul Weston]. Group meetings to be arranged when projects are identified. Councillor Bob Barton is happy to assist with fundraising. Calor Gas community fund details are as follows:
31/01/18 21/05/18	<a href="https://www.calor.co.uk/communityfund/about-the-fund/">https://www.calor.co.uk/communityfund/about-the-fund/</a>
362.5 08/01/18	<b>Engaging with Young People</b> It has been determined that Councillors are responsible for engaging with young people.
356.3 367.1	<b>War Memorial</b> - Plaque to commemorate those who died in a

387.3 04/12/17 08/01/18 31/01/18 19/03/18 16/04/18  11/06/18	plane crash as requested by Mr John Harrop. Quotations sought including cleaning and repainting existing inscription on the War Memorial. The Clerk has researched the names of airmen to be placed on a separate stone placed near the War Memorial but they require verification by RAF Military Records before permissions and new quotations are sought. Consideration being given to placing a memorial in the church grounds as an option. The Clerk has made enquiries with the church authorities. The Church Committee has given approval in principle but requires authorisation from the Archdeacon. Clerk to draft application.
	<b>Addition of Name to War Memorial</b> Clerk - Further information to be obtained from a relative. Work on a grant application towards the cost of final repairs is ongoing as time permits.
375.6 16/04/18	<b>Caravan at Erw Fair</b> Monitoring to continue.
325.2 16/04/18	<b>Traffic Calming Measures at Graigfechan</b> An order has been placed for advanced warning signs which should be on site by 15 June 2018.
395.2 16/04/18	<b>White Bollards at Graigfechan</b> Clerk to enquire whether this is permissible. Response – a site inspection is to take place.
431.2 16/04/18 21/05/18 11/06/18	<b>Eyarth Bridge</b> Signage issue being looked at by the County Council's traffic section. Another complaint has been referred to the Leader. Clerk requested to write to Highways about the need for signage from Llanfair end on the A525
431.4 16/04/18	<b>General Waste Bins</b> Advice on suitable locations awaited from the County Council, for example, next to the bus stop in Llanfair. A double bin is favoured opposite the new school. All bins to have flaps.
431.5 16/04/18	<b>Drainage/Flooding Problems at Pentre Coch</b> Monitoring to continue.
431.6 16/04/18	<b>Extension of 30 mph Speed Restriction at Pentrecelyn</b> The matter has been referred to the Head of Highways
431.7 16/04/18 21/05/18	<b>A525 Junction – Plas Bedw Lane</b> Highways requested to improve safety. There should be a warning sign at the very least and ideally double white lines also.
445.1 21/05/18 11/06/18	<b>Parking at Bron y Clwyd Llanfair D C</b> Additional signage requested and actioned.
445.2	<b>Bus Services Graigfechan</b> DCC requested to clarify how the

21/05/18	request scheme operates. Query forwarded to Highways on 30/05/18
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#### **454 CORRESPONDENCE**

**454.1 Broadband** Email dated 20 May 2018 from DCC’s Economic & Business Development Officer. The following schemes are all accessible to farm businesses, namely, Access Broadband Cymru, Ultrafast Connectivity Voucher Scheme, Gigabit Broadband Voucher Scheme. Another option is Openreach’s Community Fibre Partnership Scheme which involves a group of residents and businesses contracting Openreach to develop a network in their community and raising funding to cover any shortfall. The Welsh Government’s new investment programme starting later this year to address premises which missed out on the first project will involve premises getting superfast broadband [at least 30Mbps download] over the course of two years. The County Council is, however, still waiting for the Welsh Government announcement. Any business requiring support should contact DCC’s Economic Department.

**RESOLVED** that Councillor Bob Barton be requested to concentrate on ‘not spot’ areas and availability for farming and other rural businesses.

**454.2 Neighbourhood Plan** Email dated 30 May 2018 from DCC’s Business Improvement & Modernisation – Community Development Officer with an invitation to wellbeing impact assess the plan. There is a wellbeing impact assessment online resource which is currently only available for Council projects within Denbighshire but the County Council recognises that it could be of huge benefit to city, town and community councils as well as community groups. The tool is to help evaluate the impact of a new idea, policy, report or project. It will support ways to enhance the contribution communities can make to the wellbeing of future generations. **RESOLVED** that the offer to impact assess the plan be accepted subject to updating the community plan. The result of the Cadwyn funded community survey commissioned by the Neuadd Eleanor Management Committee is due soon. When this is available the community plan group can meet to consider what should be included in the plan.

**454.3 New Model Standing Orders from NALC** updated to reflect legislative changes which have occurred since 2013. This document will prove useful when the Council reviews its Standing Orders in due course. Members noted the content.

#### **454.4 Feedback/Reports on Conferences/Meetings Attended**

[a] Reported that Councillor Bob Barton had attended an Independent Remuneration Panel for Wales [IRPW] regional event on 9 May 2018 but is awaiting for further information in order to finalise a report. He has, in the meantime, requested that a motion be put to the One Voice Wales AGM to call upon Welsh Government to amend Section 147 of the Local Government [Wales] Measure 2011 to amend the timetable for the IRPW’s annual reports. Members felt they could not agree with Councillor Barton’s request and that it

was too late in any event to submit a motion as the deadline of 31 May had passed.

[b] The Clerk asked for permission to attend a SLCC Branch Meeting on 20 June and the SLCC's Regional Conference on 5 September 2018 in Llandudno. Approved.

#### **455 PLANNING**

**455.1 Application 20/2018/0484** Erection of ground floor extension to dwelling – Branias, Llanfair D C **RESOLVED** that the application be supported.

**455.2 Application 20/2018/0448** Erection of detached bungalow – land at Clover Bank Eyrarth to Haymakers Road, Llanfair D C. Reported that some residents had voiced concerns. **RESOLVED** that the response to the Planning Department highlights concerns about road safety and visibility and that it is hoped that the County Council will ensure the road is widened all the way along this section of the lane.

**455.3 Application 20/2018/0505** Details of the vehicular access and associated highway works submitted in accordance with condition number 10 of planning permission code number 20/2016/1137/PF – Land West of Wrexham Road, Llanfair D C. Members noted receipt.

**455.4 Static Caravan at Ty Coch, Graigfechan** Email dated 23 May 2018 from DCC's Planning Officer stating that if the caravan is being used as temporary accommodation whilst building a new house, then it would likely fall within permitted development rights. The proviso is, that once the new house is completed, they need to cease using the caravan as living accommodation. If the caravan is outside the garden boundary [eg on an adjoining field], the caravan would need to be removed from the site once the house is completed. However, if the caravan is within the garden area or on the driveway, the caravan could be left in place providing that it is only used for purposes incidental to the main house and not as a separate dwelling or commercial use [eg holiday let]. Members noted the content of the email.

**455.5 Denbighshire Open Space Assessment & Audit** This report documents the methodology, findings of audit and assessment and provides recommendations for informing an approach to securing open space facilities in new housing developments. Members noted the content of the document.

#### **456 HIGHWAYS & ENVIRONMENT**

**456.1 Church Wall, Llanfair D C** Reported that quotations are being sought.

**456.2 Community Garden at Graigfechan** Reported that Councillor Bob Barton had attended a recent communal garden event at Llanbedr D C being judged for a Green Flag Community Award. Members noted that Councillor Barton would be happy to assist with the Graigfechan community garden and to help achieve Green Flag status once established.

**PART 2**

**457 RESOLVED** that the Press and Public be excluded from the meeting due to the confidential nature of the following items:

**458 FINANCIAL MATTERS**

**458.1 Payment of Accounts/Invoices RESOLVED** that payments be made as follows:

£417.51 Zurich Municipal [Insurance Premium]. It was noted that the Clerk had negotiated a reduction of £19.66.

£140.04 Sandra Williams [Translation Service]

**458.2 Requests for Financial Aid RESOLVED** that [a] the applications from Capel Salem and the Urdd 2020 Appeal be deferred until later in the year [b] a grant of £150 be made to Llanfair Church towards grass cutting.

**458.3 Pay & Conditions of Service of the Clerk – New Pay Scales for 2018-19 to be implemented from 1 April 2018 Reported** that the Chair and Vice-Chair had conducted the annual appraisal on 4 June 2018 and concluded that they had no issues with the Clerk’s ability to fulfil the role to a high standard. They also acknowledged that the Clerk puts in a number of voluntary hours on a regular basis over and above the hours paid for. There is provision in the 2018-19 budget to cover an increase in the Clerk’s paid hours from 25 to 28 per month [300 to 336 per annum SCP 25] and to increase the salary from £11.74 to £12.01 per hour with effect from 1 April 2018. This would cost £4180 out of the £4230 already earmarked.

**RESOLVED** that the [a] Clerk’s hours and salary be increased to 28 per month and £12.01 per hour respectively from 1 April 2018 and [b] standing order to the payroll provider be amended accordingly.

**459 DATES OF FUTURE MEETINGS**

2018 - 9 July, 10 Sept, 8 Oct, 12 Nov, 10 Dec

2019 - 14 January, 11 February, 11 March

There being no further business the Chair declared the meeting closed at 8.15 pm

\_\_\_\_\_CHAIR\_\_\_\_\_DATE

CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL

Minutes of an Ordinary Meeting of the Council held at the Genus Centre, Llanrhydd LL15 2UP on Monday 9 July 2018 at 7.00 pm.

**PRESENT** – Councillors Bob Barton, Wini Davies, Moira Edwards, Tim Faire, Jayne Mayers [Chair], Keith Mouldsdales, John Pugh, Paul Weston and Eirwen Godden, Clerk.

**IN ATTENDANCE** - 1 member of the public and guest speaker Emily Reddy, Community Development Officer, DCC Housing Services.

**APOLOGIES** Councillors David Baker, Vice-Chair [work commitments], Medwen Roberts [prior commitment].

## **PART 1**

### **460 DECLARATIONS OF INTEREST**

Councillor Tim Faire [planning application 20/2018/587 as applicant]; Councillor Jayne Mayers [planning application 20/2018/0624 as applicant]; Councillor John Pugh with regard to Neuadd Eleanor as trustee, as a Governor of Ysgol Llanfair and the agent of planning application 20/2018/0518; and Councillor Keith Mouldsdale as a trustee of Neuadd Eleanor.

### **461 COMMUNITY MATTERS**

**461.1 Mains Gas** Reported that a meeting had taken place on Monday 9 July 2018 between Darren Millar AM, a representative from Wales & West Utilities [WWU], the Leader of Denbighshire County Council and a small group of Community Council representatives [Councillors Jayne Mayers [Chair, David Baker [Vice-Chair], John Pugh and Clerk, Eirwen Godden]. The purpose of the meeting was to discuss progress on bringing mains gas to the village of Llanfair. Nigel Winnan [WWU] gave an overview of budget costs, engineering difficulties [stream crossing], and the availability of grants, funding schemes or low cost loans to reduce householders' costs. All interested parties must commit before further progress can be made.

Action points from the meeting include [a] WWU to re-work the costs to be sent to the Community Council [Clerk] and DCC [Leader] [b] Darren Millar AM to contact Pure re sales contract timescales and their intentions as well as DCC and Grwp Cynefin [c] a community event to showcase the finalised scheme, savings in comparison with other fuels, and the availability of funding to qualifying customers to reduce the cost of installation. The lead role has yet to be agreed.

**461.2 Defibrillator at Graigfechan** The Chair reported that the defibrillator had been fitted on an outside wall at The Three Pigeons Inn. This is because the resident living in one of the pensioners' bungalows is unhappy with having the equipment on the property. Denbighshire Housing will, however, make a contribution towards the cost of an electrician. Bilingual signs are to be sourced from Achub Calon y Dyffryn shortly and a training event is planned at Llanfair in the near future.

**461.3 Community Newsletter** Councillor Keith Mouldsdale reported that the recent community survey had highlighted the need for a community news letter in order to improve communications throughout the area. A recent survey of community/town councils in the Clwyd area shows that there are nine councils which already produce or intend to produce a quarterly newsletter in the near future. A few offer advertising space to local businesses to help with costs and volunteers deliver copies to every household whenever possible. The Llanferres News & Views, for example, is produced by a local community group, partly funded by the community

council. Councillor Barton stated that there may be grants available to set up a newsletter. Councillor Mouldsdales suggested that the way forward, in the first instance, is for the village hall management committee to discuss options/opportunities. Councillor Mouldsdales and the Clerk are booked to attend a Website/IT/Communication training event on 24 July 2018.

#### 462 MINUTES RESOLVED

The minutes of the meeting held on 11 June 2018 were approved and signed as a correct record.

#### 463 MATTERS ARISING/ACTION TAKEN

Ref/Date	Action, By Whom and Status
351.5 08/01/18  31/01/18 21/05/18	<b>Fundraising Group</b> [Councillors Jayne Mayers, Keith Mouldsdales and Paul Weston]. Group meetings to be arranged when projects are identified. Councillor Bob Barton is happy to assist with fundraising. Calor Gas community fund details are as follows: <a href="https://www.calor.co.uk/communityfund/about-the-fund/">https://www.calor.co.uk/communityfund/about-the-fund/</a>
362.5 08/01/18	<b>Engaging with Young People</b> It has been determined that Councillors are responsible for engaging with young people.
356.3 367.1 387.3 04/12/17 08/01/18 31/01/18 19/03/18 16/04/18  11/06/18	<b>War Memorial</b> - Plaque to commemorate those who died in a plane crash as requested by Mr John Harrop. Quotations sought including cleaning and repainting existing inscription on the War Memorial. The Clerk has researched the names of airmen to be placed on a separate stone placed near the War Memorial but they require verification by RAF Military Records before permissions and new quotations are sought. Consideration being given to placing a memorial in the church grounds as an option. The Clerk has made enquiries with the church authorities. The Church Committee has given approval in principle but requires authorisation from the Archdeacon. Clerk to draft application.
	Addition of Name to War Memorial Clerk - Further information to be obtained from a relative. Work on a grant application towards the cost of final repairs is ongoing as time permits.
375.6 16/04/18	<b>Caravan at Erw Fair</b> Monitoring to continue.
325.2 16/04/18 11/06/18	<b>Traffic Calming Measures at Graigfechan</b> An order has been placed for advanced warning signs which should be on site by 15 June 2018. Email dated 04/07/18 - Highways taking follow up action with the contractor
395.2 16/04/18	<b>White Bollards at Graigfechan</b> Clerk enquired whether this is permissible. Email dated 04/07/18 - Highways do not intend to take any action on the matter as the bollards are not causing an obstruction or road safety issue
431.2	<b>Eyarth Bridge</b> Signage issue being looked at by the County

16/04/18 21/05/18 11/06/18 09/07/18	Council's traffic section. Another complaint has been referred to the Leader. Clerk has contacted Highways about the need for signage from Llanfair end on the A525. Signage continues to be inadequate - the matter is to be referred to the Leader, DCC
431.4 16/04/18 11/06/18	<b>General Waste Bins</b> Highways in agreement with proposed locations – Parc y Llan roundabout, Llanfair; Bron y Clwyd near bus stop opposite new school at Llanfair; Old Post Office, Pentrecelyn and next to bus shelter/noticeboard at Graigfechan. A double bin is favoured opposite the new school. All bins to have flaps. Cost is likely to be in the region of £1,525
431.5 16/04/18	<b>Drainage/Flooding Problems at Pentre Coch</b> Monitoring to continue.
431.6 16/04/18	<b>Extension of 30 mph Speed Restriction at Pentrecelyn</b> The matter has been referred to the Head of Highways
431.7 16/04/18 21/05/18 09/07/18	<b>A525 Junction – Plas Bedw Lane</b> Highways requested to improve safety. There should be a warning sign at the very least and ideally double white lines also. The matter is to be referred to the Leader, DCC.
445.2 21/05/18	<b>Bus Services Graigfechan</b> DCC requested to clarify how the request scheme operates. Query forwarded to Highways on 30/05/18. Visitors and residents are affected.
451.2 11/06/18	<b>Urdd Eisteddfod 2020 Funding Appeal</b> Publicity material requested for Council website. Members to consider funding as part of precept process later in the year
454.1 09/07/18	<b>Broadband</b> Councillor Barton expressed concern that work on definitive lists for residents had stopped. He considers that the Government needs to allow grants for residents as well as businesses
454.2 11/06/18	<b>Neighbourhood Plan</b> group to meet when community survey has been published

#### **464 CORRESPONDENCE**

**464.1 Independent Remuneration Panel [IRPW]** Email dated 18/06/18 regarding the requirement to publish a statement of payments made to members by 30 September each year together with completed pro-forma sent to the IRPW. Noted. Members agreed that payments be made once a year at year end.

**464.2 One Voice Wales AGM and Ordinary Meeting** 11 July 2018 Noted.

**464.3 Feedback/report[s] on Conferences/Meetings Attended** The Clerk reported that she had attended an SLCC Branch Meeting at Holywell on 20/06/18. GDPR is still high on the agenda and will be included on the

Regional Conference programme at the event to be held on 5 September 2018. Other matters to be featured are members' allowances and coming financial changes.

## **465 PLANNING**

**465.1 Application 20/2018/0505** Details of the vehicular access and associated highway works submitted in accordance with condition number 10 of planning permission code number 20/2016/1137/PF – Land west of Wrexham Road, Llanfair D C. Information had been circulated to members following which a response was sent to Planning to say that the Council had looked at the application. The only comment was that the new position for the 30 mph sign should be moved further along the A525 towards Ruthin as it is too close to the new junction. The matter was referred to Highways by Planning which in turn has requested a preferred location for the sign.

**RESOLVED** that Planning be informed that the sign should be erected on the Ruthin side of the entrance to Bryn Mair on the A525.

**465.2 Application 20/2018/0518** Siting of 4 no glamping domes, installation of a septic tank and associated works on land adjoining Ty Famau, Llanfair DC. Details had been circulated to members following which a response was sent to Planning conveying that the Council fully supports the application. It has been well thought out and shows initiative by a young local family. Members approved the action taken.

**465.3 Application 20/2018/0587** Erection of extension to dwelling to provide annex accommodation at Plas Bedw, Pentrecelyn, Ruthin. **RESOLVED** that the application be supported.

**465.4 Application 20/2018/0624** Erection of extension to rear of dwelling and associated external works at Pennant, Pentrecelyn, Ruthin **RESOLVED** that the application be supported.

**465.5 Application 20/2018/0615** Erection of single storey rear extension, construction of balcony/canopy to front elevation and alterations to roof at Islwyn, Pentrecelyn, Ruthin **RESOLVED** that the application be supported.

**465.6 New School Llanfair D C** Reported that residents have complained to Councillors about workers starting earlier than stipulated times and leaving a generator running overnight. It was suggested that a letter be sent to the contractor with a reminder about adhering with the Pollution Agreement. There should be no disturbance from the site out of these times – 8 am – 6 pm Monday-Friday and 8 am – 1 pm Saturday. This means no engines running, including generators, outside these hours.

## **466 HIGHWAYS & ENVIRONMENT**

**466.1 Church Wall, Llanfair D C** Reported that quotations have been sought but there are issues which require clarification. As the cost is likely to fall within 3,000-10,000, the Council will be required to give at least three weeks' public of its intention to execute the works [Standing Order on

Contracts para 24.1 refers]. Notices would be posted on the three notice boards and Council website. Noted.

**466.2 Community Gardens** Guest speaker Emily Reddy, Community Development Officer, Denbighshire Housing Services. A small area of land, formerly part of a garden, has become available near the pensioners' bungalows in Graigfechan. If the plot is transferred to a community group or the Community Council, someone will have to be responsible for looking after it. There is a similar size plot in Llanbedr which has minimal maintenance, although watering can be a problem. A low maintenance plan is essential. Emily offered to complete a grant application for funding. It was agreed that Emily would write to residents at Graigfechan to ask what they want and then report back to the Community Council in due course. She would, in the meantime, arrange for a tidy up. The Chair thanked Emily for her input.

## **PART 2**

**467 RESOLVED that the Press and Public be excluded from the meeting due to the confidential nature of the following items:**

### **468 FINANCIAL MATTERS**

**468.1 Submitted [a] Summary of Income & Expenditure for the period 1 April to 30 June 2018 and [b] Receipts & Payments Cash Book for the same period. RESOLVED** that [a] the documents be approved and [b] the appointment of a Finance Sub-Committee is not necessary.

**468.2 Payment of Accounts/Invoices RESOLVED** that payments be made as follows:

£107.40 Plants/Flowers for Boxes – Refund to Councillor Moira Edwards [the budget for summer and winter plants to be set at £100 and £50 respectively]

£422.57 Clerk's Expenses [copy circulated to members]

£ 29.43 Ruthin Town Council [Clerk's car share costs on 16/05/18 & 20/06/18]

£ 4.70 Denbigh Town Council [Clerk's car share costs on 20/06/18]

**468.3 Requests for Financial Aid** None received.

**468.4 Update on the External Audit Process** Reported that the annual return and supporting documents had been sent to BDO on 13 June 2018. A list of outstanding points was received on 15 June, namely, confirmation of staff costs, copies of minutes approving the increase in hours worked and pay award, a copy of the internal auditor engagement letter and evidence about action taken in relation to previous issues raised. A reply was sent on 15 June. The Clerk confirmed that the Chair had been kept informed throughout the process. BDO has since confirmed that the audit work is complete and with the manager for review.

### **469 DATES OF FUTURE MEETINGS**

2018 - 10 Sept, 8 Oct, 12 Nov, 10 Dec

2019 - 14 January, 11 February, 11 March

There being no further business the Chair declared the meeting closed at 8.45 pm

\_\_\_\_\_CHAIR\_\_\_\_\_DATE

## CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL

Minutes of an Ordinary Meeting of the Council held at the Genus Centre, Llanrhydd LL15 2UP on Monday 10 September 2018 at 7.00 pm.

**PRESENT** – Councillors David Baker [Vice-Chair], Bob Barton, Wini Davies, Moira Edwards, Jayne Mayers [Chair], Keith Mouldsdales, John Pugh and Eirwen Godden, Clerk.

**IN ATTENDANCE** - 7 members of the public and guest speaker Mr Ben Wilcox-Jones, Senior Engineer, DCC

**APOLOGIES** Councillors Tim Faire [prior commitment] and Paul Weston [illness].

### **PART 1**

#### **470 DECLARATIONS OF INTEREST**

Councillor John Pugh with regard to Neuadd Eleanor as trustee and Governor of Ysgol Llanfair; Councillor Keith Mouldsdales as a trustee of Neuadd Eleanor; and Councillor Moira Edwards with reference to planning application 20/2018/0650.

#### **471 COMMUNITY MATTERS**

**471.1 New School Llanfair D C** Building work on the new school is progressing well and is expected to be completed by the summer of 2019. A panel signing ceremony to be held on 13 September 2018 at the new school site will mark the final stages of the structural insulated panels for the new school. It was reported that residents living near the building site had complained about noise from a generator left on at night. Residents are being advised to follow the County Council's complaints procedure so that steps can be taken to monitor noise levels. A resident had raised a query about disposal of the old school building and land. Members were advised that the matter was not for discussion at this moment in time until ownership of the site was known.

**471.2 Mains Gas** Mr Darren Millar AM is still providing assistance with the process of bringing mains gas to Llanfair. Negotiations are ongoing between all interested parties including gathering further expressions of interest/commitment from various organisations.

**471.3 Defibrillator at Graigfechan** The defibrillator has been fitted outside the Three Pigeons pub costing £173.16 for the services of an electrician. It is expected that Denbighshire Housing will make a contribution towards the cost. Bilingual signs may be purchased for £35 + VAT.

**471.4 Community Plan Newsletter** Reported that the study commissioned by the Neuadd Eleanor Management Committee has been completed, results to be discussed by the management committee on 12/09/18. The results of the study are due to be posted on the village hall website soon. Convening one community meeting to address ideas/interests of all the villages within the Community Council area was suggested as separate meetings would be detriment for community cohesion.

#### **472 MINUTES RESOLVED**

The minutes of the meeting held on 9 July 2018 were approved and signed as a correct record.

#### **473 MATTERS ARISING/ACTION TAKEN**

Ref/Date	Action, By Whom and Status
351.5 21/05/18	<b>Fundraising Group</b> [Councillors Jayne Mayers, Keith Mouldsdale and Paul Weston]. Group meetings to be arranged when projects are identified.
362.5 08/01/18	<b>Engaging with Young People</b> It has been determined that Councillors are responsible for engaging with young people.
356.3 367.1 387.3  10/09/18	<b>War Memorial -</b> Plaque to commemorate those who died in a plane crash as requested by Mr John Harrop. Quotations sought including cleaning and repainting existing inscription on the War Memorial. The names of airmen may require verification by RAF Military Records before permissions and new quotations are sought. The Church Committee prefers a location inside the Church to outside by the gate.
	Addition of Name to War Memorial Clerk - Further information to be obtained from a relative. Work on a grant application towards the cost of final repairs is ongoing as time permits.
375.6 16/04/18	<b>Caravan at Erw Fair</b> Monitoring to continue.
325.2 10/09/18	<b>Traffic Calming Measures at Graigfechan</b> Reported that advanced warning signs have been installed.
431.2 10/09/18	<b>Eyarth Bridge</b> The weight restriction signs on the approach to Llanfair village from Wrexham on the A525 and from Pwllglas are inadequate and are being looked at again by the County Council. A progress report on work to the bridge had been circulated to Members. Should the repair to the arch stones prove to be successful DCC will then monitor the bridge for a few years to determine that the arch is still intact. Once this process has been fully resolved the weight restriction will be removed.
431.4 16/04/18 11/06/18 10/09/18	<b>General Waste Bins</b> Highways in agreement with proposed locations – Parc y Llan roundabout, Llanfair; Bron y Clwyd near bus stop opposite new school at Llanfair; Old Post Office, Pentrecelyn and next to bus shelter/noticeboard at Graigfechan. A double bin is favoured opposite the new school. All bins to have flaps. Cost is likely to be in the region of £1,525 and is on a 'back order'.

431.5 16/04/18	<b>Drainage/Flooding Problems at Pentre Coch</b> Monitoring to continue.
431.6 16/04/18	<b>Extension of 30 mph Speed Restriction at Pentrecelyn</b> Referred to the Head of Highways
431.7 10/09/18	<b>A525 Junction – Plas Bedw Lane</b> Request for new sign added to forward works programme to be undertaken before the end of the current financial year. A Senior Engineer will follow up the issue with protruding stones on the lane to establish if a decision has been taken to carry out remedial measures.
445.2 10/09/18	<b>Bus Services Graigfechan</b> A notice about services has been posted on the Council noticeboard at Graigfechan.
451.2 11/06/18	<b>Urdd Eisteddfod 2020 Funding Appeal</b> Members to consider funding as part of precept process later in the year
454.1 09/07/18  10/09/18	<b>Broadband</b> Councillor Barton expressed concern that work on definitive lists for residents had stopped. He considers that the Government needs to allow grants for residents as well as businesses. Councillor Barton made reference to a report from Mr Darren Millar about a replacement programme.
454.2 11/06/18	<b>Neighbourhood Plan</b> group to meet when community survey has been published
476.3 10/09/18	<b>Community Garden Graigfechan</b> The site is to be levelled and cleared and the wider community consulted on possible future use in due course.

**474 CORRESPONDENCE** Submitted

**474.1 World War 2 Air Crash Llanfair D C Memorial** [a] Letter dated 14/07/18 from a resident who considers that a memorial to the airmen should be in a prominent and open position in the village, either next to or on the Grade 2 listed War Memorial or possibly inside the churchyard gate but not inside the church. [b] Emails dated 12/06/18 and 30/08/18 from the Chair of Llanfair Church's Finance and Property Sub-Committee stating that the best place for a plaque would be in the Memorial Chapel, suggesting that the Community Council commissions drawings, quotations and obtains clearance from the RAF/MOD before a Faculty application can be submitted.

The situation is complicated, permissions required from several bodies before any progress can be made, and it is doubtful that the fallen airmen's names can be added onto the War Memorial as they were not from the area.

**RESOLVED** that Councillor David Baker discusses the matter with Mr John Harrop.

**474.2 Wales Audit Study Effectiveness of Internal Audit Controls** Email dated 06/08/18 about the Community Council's participation in the 2018 study. The Clerk had completed the questionnaire and forwarded copies of

documents requested. **RESOLVED** that a letter of complaint be sent to the Wales Audit Office, with a copy to One Voice Wales, expressing concern at the very short deadline given to carry out the task.

**474.3 Update on the Community & Town Council Review** Reported - The Independent Review Panel established by Wales Government last year to review the future of town and community councils, has published its outline findings and draft recommendations. They include: [a] universal coverage of local councils with suitable capacity and capability [b] all clerks must hold a professional qualification and CILCA should be the expected minimum [c] a mandatory core package of training for all councillors as a requirement for acceptance of office and repeated regularly. The Panel will now refine its report, which will be presented to the Cabinet Secretary in October. Noted.

**474.4 Resignation of Councillor** Email dated 07/08/18 from Medwen Roberts with immediate effect. A letter had been sent thanking for her contribution and service to the Community Council. **RESOLVED** – that the vacancy be advertised in accordance with the usual procedures.

**474.5 Notice of Conclusion of Audit** Letter dated 13/08/18 from BDO stating that the audit for the year 31/03/18 had been completed. There were no matters which came to their attention which required the issuing of a separate additional issues arising report. Members were pleased to learn that the annual return had been approved. The annual return and notice of conclusion of audit was put on display on the Council's noticeboards and website from 6 September 2018. **RESOLVED** that BDO's decision be accepted.

#### **474.6 Feedback/report[s] on Conferences/Meetings**

24/07/18 OVW Training IT/Website/Social Media at Coedpoeth – different ways of using social media to contact residents and improve community engagement.

05/09/18 SLCC Regional Conference at Llandudno – Items covered Insurance [Volunteers], Planning Aid Wales events, GDPR, IRPW Member Allowances [The return for 2017-18 was completed and sent to IRPW and posted on the Council website in August. All allowances are taxable except for travel expenses and subsistence. All taxable allowances have to be paid using a payroll service from April 2018. The Council's payroll provider will charge £5 per member]. Members were reminded that the Clerk had to be notified in writing if anyone did not wish to make a claim.

29/09/18 OVW AGM – Motions for agenda were submitted for information. **RESOLVED** that approval be given for Councillor Bob Barton to [a] attend the OVW AGM provided that the other three Community Councils [Llanbedr, Llandegla and Llanferres] agree to share the delegate fee of £95 with Llanfair. Councillor Barton stated that he would not be claiming travelling expenses; [b] report at the meeting that Llanfair D C Community Council considers OVW membership fees should not be uplifted by any more than 3.5% for the financial year 2019-20.

**475 PLANNING** [www.denbighshire.gov.uk/planning](http://www.denbighshire.gov.uk/planning)

**RESOLVED** Responses sent to Planning were confirmed as follows:

**475.1 Application 20/2018/0540** Change of use of touring caravan site by the siting of 10 no holiday studios, installation of a package treatment plant and associated works on land at the Three Pigeons Inn, Graigfechan. The Council supports the enterprise as it would benefit tourism and help safeguard a future for the public house in the village.

**475.2 Application 20/2018/0650** Details of materials to be used in the construction of external surfaces including the proposed electric sub-station submitted in accordance with condition no 14 of planning permission code no 20/2016/1137 – land west of Wrexham Road Llanfair D C. The Community Council submitted the following comments

[a] External Walls - there are a number of stone faced houses abutting the site. Therefore, the houses alongside the A525 main road should be more in keeping. This was brought up at a meeting between council representatives and the principal planning officer held on 21 December 2016. Councillors are under the impression that the developer had suggested stone facing.

[b] Sub-Station - there is a cross-over to condition no 5 with particular reference to the stone wall to be built along the conservation area boundary at the rear of Barnfold/Crossways. This wall has to be built before the sub-station can be sited. It appears that there was a discussion at a planning committee meeting that the sub-station should be surrounded by stone and integrated into the boundary wall to present an unified and consistent use of materials along the conservation area boundary. This would assist in reducing any noise emitted from the sub-station to properties within its proximity.

In conclusion, consideration needs to be given to ensuring that the material of construction and the finish of the houses alongside the A525 and the sub-station is appropriate and in keeping with the conservation area

**475.3 Application 20/2018/0696** Erection of extensions, re-modelling and re-roof of existing dwelling and construction of partially submerged garage and relocation of vehicle entrance – Hirdir, Pentrecelyn. The Community Council supports this proposal to erect extensions, remodelling and re-roofing of existing dwelling and construction of partially submerged garage and relocation of vehicle entrance at Hirdir, Pentrecelyn. The project shows design flare and will enhance the area. The existing building has a 1980s extension and is dull and bland. Trying to convert the existing structure will be expensive. Has consideration been given to knocking down and building with new materials? In any case, the new design using traditional and local material to blend in, will sit into the surrounding area and enhance views across from the old toll road. This is a local family who bring needed skills and a young family to the area.

**475.4 Application 20/2018/0727** Variation of condition no 2 of planning permission code no 20/2017/0819 to allow revisions to the plans and documents in relation to proposed school on Glebe Land opposite Bron y

Clwyd, Llanfair D C. Concern was expressed about gabion wire baskets on areas where children have access could cause injury as they are sharp and unprotected. Consideration should be given to have them covered where there is a likelihood of danger to children.

**RESOLVED** Responses be sent to Planning as follows:

**475.5 Application 20/2018/0792** Conversion of redundant rural building to form a dwelling, installation of a new septic tank, alterations to existing vehicular access, erection of a detached car port building and associated works – outbuilding at Garreg Lwyd, Pentrecelyn. Llanfair D C Community Council fully supports the application. What is proposed, although tight for the site, would improve the collection of buildings and also enhance the environment for the existing properties. It also retains the grouping of buildings which was one farm at one time. The proposal would be saving a building and the grouping.

**475.6 Application 20/2018/0802** Details of foul and surface water drainage submitted in accordance with condition 13 of planning permission code no 20/2016/1137/PF – land west of Wrexham Road, Llanfair D C

The documents presented are difficult to understand, the relationship between documents is unclear, and there are missing references to manhole numbers in the drainage reports. It is unlikely that anyone other than an experienced drainage engineer would be able to understand the proposals and the inherent design.

The design of the new housing development needs to be undertaken in the context of the sub-catchment of the Llanfair DC surface water drainage system. The surface water design needs to take account of the impact that the new school will have upstream of the proposed housing development. Whilst the surface water drainage design (3789 - EW41 A - Drainage Strategy Report pg1-46x) is competent and adequate for the housing site as a stand-alone, when taken in the context of the sub-catchment it will not be sufficient to prevent flooding.

WaterCo undertook the initial design for the housing site in 2016 as well as the design for the new school. When storm events occur, there will be additional flow in the surface water network from the new school. The design provides a detention tank such that when storm events occur a maximum of 5l/s will pass forward. Lesser flows would simply pass into the surface water network. For more significant rainfall this flow of 5 l/s would continue in the network for 10 hours following a 1 in 30-year storm event or 20 hours for a 1 in 100-year storm based on the attenuation tanks provided at the school. There are also some upgrades being made to the highways drainage outside the school, including in-pipe detention and these will result in more water entering the surface water system during rainfall events than had done previously.

It is noted that the design of the SuD for the new school site was based on the estimated run-off from the green field site. This has some limitations in terms

of water that was retained on the site and which soaked away into the ground and is an optimistic assumption. Only when the school development is complete will it be evident just what the effect of the school is having on the surface water network.

The flows from the school and the highway as well as the existing connections to the surface water system will pass forward. Flow will pass through the existing surface water network including the proposed diverted pipes on the new housing site and will enter a manhole adjacent the SuD which is referred to as manhole S1 on drawing reference 3789-EW02 by Bingham Rawlings Partnership dated 9/11/2017.

The housing site surface water drainage proposes provision of a detention tank with a limiting Hydrobrake to the North end of the development. The detention tank would also discharge to manhole S1 which is proposed to be fitted with a Hydrobrake with a limiting capacity of 6.581 l/s.

In effect when storms creating surface water flows of greater than 6.581 l/s occur the excess water would be held in the detention tank. As stated previously flows of this magnitude could be expected irrespective of the new housing site's contribution, from the school, associated highways drainage and from existing village connections. This would mean that there was no additional capacity for flow off the site above that from the school and the village to the flows calculated into the design from the houses and roads of the new site. The SuD and the Hydrobrake on the new development site is therefore likely to be inundated or overcome on a regular basis resulting in flooding. It is noted that the drainage report identifies that extreme events will result in flooding to the North of the site. The consequence of inadequate design would be flooding on the site to the northern end, to the houses, the public footpath, to the woods downstream and to the A525 and then inundation of the fields across the road where the ditches struggle to deal with the present flows.

Photographs have been taken during recent storm events. The Community Council would question the ability of the existing surface water system downstream of the village to be able to cope with the development as currently designed. The fields to the east of the A525 are regularly inundated during wet spells.

It is noted that the Section 185, Water Industry Act letter from Dwr Cymru places onus on the designer, Cadarn Consulting Engineers, who will remain responsible for the completeness and accuracy of the design.

Denbighshire County Council should ask whether the designer is convinced that flooding will not be exacerbated by the proposed housing development and that the SuD design is sufficient to cope with storms, taking account of the impact of the new school and its design which will be in place when the development is undertaken. DCC's TAN requires that any development does not exacerbate flooding. Given the degree of hardening of the previously grassed field sites of the school and the proposed housing development it

would seem appropriate to fully establish the capacity of the surface water drainage network downstream of the new housing development such that a revised design can be undertaken that will avoid flooding. This would entail investigation of the capacity of the outlet at the north of the housing site and the watercourses beyond. It may be necessary to consider the construction of storm retention tanks with increased capacity.

It might also be relevant to consider the broader impact downstream in the Vale on flood planning and investments.

A further point is that there appears to be some contamination of the surface water drain. This is evident at catchpit S29 and appears to be coming from upstream of the site. There were obvious signs of grey water in the present catchpit and further downstream in the open water course to the north end of the site. This should be investigated and rectified.

Comments are made without prejudice and in good faith and to ensure that considerations are adequate to ensure that exacerbation flooding is avoided. The Community Council to request a response to the concerns expressed.

#### **476 HIGHWAYS & ENVIRONMENT**

##### **476.1 Guest Speaker – Mr Ben Wilcox-Jones, Senior Engineer, DCC**

Reference was made to a meeting between Highways officers and representatives of the Community Council held on 24 August 2018 to discuss vehicular access and associated highway works in connection with the new housing development [planning application 20/2018/0505]. The Community Council had expressed a preference for the 30 mph sign to be erected on the Ruthin side of the entrance to Bryn Mair on the A525. During the meeting the Community Councillors conceded that the sign is acceptable at the proposed location opposite the footpath on the perimeter of the proposed development.

Mr Ben Wilcox-Jones acknowledged that speeding has been a problem for a number of years and studies/measures have been used to gauge and flag up issues. He explained that the County Council has to use standard recording practices and methodology to produce evidence in order to obtain funding for improvements. Static speed cameras are extremely expensive and it was suggested better to work consistently with the police, using media coverage whenever possible. The police are willing to consider reducing the speed limit on the Nant y Garth to 40 mph. [Since the meeting Go Safe has acknowledged that more enforcement is required in the village of Llanfair and agreed to conduct future enforcement with a motorcycle]. The Chair thanked Mr Wilcox-Jones for his contribution to the meeting.

**476.2 Church Wall, Llanfair D C** Two quotations have been received and a third is being sought.

#### **477 STANDING ORDERS**

**RESOLVED** that the proposals to add the following clauses stand adjourned without discussion to the next ordinary meeting of the Council –

“1.7 The contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting

1.8 A meeting shall not exceed a period of 2 hours”

## **PART 2**

**478 RESOLVED that the Press and Public be excluded from the meeting due to the confidential nature of the following items:**

### **479 FINANCIAL MATTERS**

**479.1 Payment of Accounts/Invoices RESOLVED** that payments be made as follows:

£ 60.00 One Voice Wales [Cllr K Mouldsdale & Clerk’s attendance on Use of IT, Websites & Social Media course on 24/07/18]

£ 10.80 Cllr K Mouldsdale [travelling expenses to attend course 24/07/18]

£ 90.00 SLCC [Clerk’s attendance at regional training seminar on 05/09/18]

£384.96 Sandra Williams [Translation costs – April/May/June meetings]

£ 16.50 Cllr J Mayers [Refund for purchasing flowers/card – M Roberts]

### **479.2 Requests for Financial Aid**

**RESOLVED** that a decision on the following applications be deferred to the January or February meeting -

[a] Denbighshire Homestart [support to help families build better lives for their children]

[b] Marie Curie Nurses [support for local services]

**479.3 Policy Review** Submitted – Amendments to Financial Regulations, and Risk Assessment and Internal Controls

**RESOLVED** the following amendments be approved

[a] Financial Regulations – Section 3A Budgetary Control – change requirement for a statement from monthly to quarterly

[b] Risk Assessment and Internal Controls – addition of new section on GDPR.

### **480 DATES OF FUTURE MEETINGS**

2018 - 8 Oct, 12 Nov, 10 Dec

2019 - 14 January, 11 February, 11 March

The Chair declared the meeting closed at 9.15 pm

\_\_\_\_\_ CHAIR \_\_\_\_\_ DATE

CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL

Minutes of an Ordinary Meeting of the Council held at Ysgol Llanfair on Monday 8 October 2018 at 7.00 pm.

**PRESENT** – Councillors Bob Barton, Tim Faire, Jayne Mayers [Chair], Keith Mouldsdales, John Pugh, Paul Weston and Eirwen Godden, Clerk.

**IN ATTENDANCE** - 6 members of the public

**APOLOGIES** Councillors David Baker [Vice-Chair] [prior engagement] and Moira Edwards [prior engagement]

## **PART 1**

### **481 DECLARATIONS OF INTEREST**

Councillor John Pugh with regard to Neuadd Eleanor as trustee and Governor of Ysgol Llanfair; and Councillor Keith Mouldsdales as a trustee of Neuadd Eleanor.

### **482 COMMUNITY MATTERS**

**482.1 New School Llanfair D C** The scheme is within the Band A proposals for 21<sup>st</sup> Century Schools Programme. The slab and block work has now been completed. The installation of the Structural Insulated Panels [SIPs] commenced on site at the start of September. A panel signing ceremony was held on the 13<sup>th</sup> September to mark the main building construction, with pupils, staff, the Diocese of St Asaph, local Members, and Welsh Government representatives in attendance. The installation of the SIPs is progressing well and is expected to be complete towards the end of October. Following the completion of the SIPs the roof and windows will be installed to make the building watertight in preparation for the mechanical and electrical and internal works. It is envisaged that the new bilingual church school will open in the summer term of 2019.

A query was raised again about the future use of the old school building and land. **RESOLVED** that a letter be sent to the County Council to enquire about the local authority's policy and strategy on the matter making reference to the study report [482.3 below] which indicates that local residents would like the site used for affordable housing.

**482.2 Mains Gas** Mr Darren Millar AM is still providing assistance with the process of bringing mains gas to Llanfair. Negotiations are ongoing between all interested parties including gathering further expressions of interest/commitment from various organisations.

**482.3 Feasibility Study Results/Community Plan/Newsletter** Submitted – final copy of the feasibility study commissioned by the Neuadd Eleanor Management Committee. It was reported that the Community Council had received an invitation to take part in the County Council's Community Planning Workshop to share with others experiences on developing a local plan. The event is to be held on 26 October 2018. **RESOLVED** that [a] Mr Phil Webb and others in the community be thanked for their valuable work and input into the feasibility study [b] the invitation to take part in the Community Planning Workshop be accepted, Councillor Keith Mouldsdales, Mr Steve Whipp and the Clerk to attend [c] the Clerk obtains more information

about the event [Councillor Bob Barton had expressed an interest in attending]

Councillor Keith Mouldsdale reported that he was meeting with representatives from Holywell on 12 October to learn more about their community magazine which covers five villages. Councillor Bob Barton stated that there are grants available for producing newsletters.

**482.4 Housing** Reported that several properties owned by Grwp Cynefin had remained empty for some time. One tenant is leaving a property because of dampness. The Clerk is awaiting a response from the housing association.

**482.5 Bus Services Graigfechan** Reported that Cllr H Evans, Leader of DCC is attending a meeting of officers and residents predominately from Graigfechan at the Three Pigeons Inn on Friday 12 October 2018 at 11 am following some concerns that have been raised with him. Councillor John Pugh stated that he would attend. Councillor Bob Barton suggested that the County Council should reconvene the rural transport forum.

#### **483 MINUTES RESOLVED**

The minutes of the meeting held on 10 September 2018 were approved and signed as a correct record.

#### **484 MATTERS ARISING/ACTION TAKEN**

**484.1 War Memorials** – Reported that the Clerk had contacted RAF Squadron 24 to seek approval for installing a plaque to commemorate the aircrew who lost their lives in a local air crash in July 1942. Information has, in the meantime, come to hand about the arrangements for the plaque installed at Llanarmon yn Ial churchyard ten years ago. Confirmation has also been received that the aircrew who were killed at Llanfair were not from the area hence the reason they were not included on the list of names on the existing War Memorial. It was also reported that the Clerk, following consultation with Members, had gone ahead to order two silhouettes from the Royal British Legion [RBL] to mark the end of the First World War 100 years ago. As part of the process the Clerk had to sign an indemnity form. Remembrance Day is on Sunday 11 November and the Clerk will order a wreath from RBL.

**RESOLVED** that [a] the action taken by the Clerk to purchase two silhouettes be approved [b] one silhouette be placed near the War Memorial in time for Remembrance Sunday following which another location is to be decided upon in due course [c] Councillor John Pugh seeks permission for the other silhouette to be placed in the grounds of Ebenezer Chapel Graigfechan [d] the Clerk drafts a faculty application for submission to the St Asaph Diocese to install a plaque in Llanfair Church.

**484.2 Council Vacancy** – Reported that there were no requests made for an election and that a notice of co-option had been placed on the Community Council website and noticeboards seeking expressions of interest from members of the public. The closing date for receipt of applications is 22 October 2018. **RESOLVED** that all candidates be invited to attend the next

Council meeting on 12 November to meet Members and to give a brief presentation on why they would like to be a councillor and what they can offer to the community.

**484.3 Caravan at Erw Fair RESOLVED** that the Clerk obtains an update from DCC's Planning and Compliance Officer.

Ref/Date	Action, By Whom and Status
351.5 21/05/18	<b>Fundraising Group</b> [Councillors Jayne Mayers, Keith Mouldsdale and Paul Weston]. Group meetings to be arranged when projects are identified.
362.5 08/01/18	<b>Engaging with Young People</b> It has been determined that Councillors are responsible for engaging with young people.
356.3 367.1 387.3  10/09/18	<b>War Memorial</b> - Plaque to commemorate those who died in a plane crash as requested by Mr John Harrop. Quotations sought including cleaning and repainting existing inscription on the War Memorial. The names of airmen may require verification by RAF Military Records before permissions and new quotations are sought. The Church Committee prefers a location inside the Church to outside by the gate.
	Addition of Name to War Memorial. Clerk - Further information to be obtained from a relative. Work on a grant application towards the cost of final repairs is ongoing as time permits.
375.6 16/04/18	<b>Caravan at Erw Fair</b> Monitoring to continue.
431.2 10/09/18	<b>Eyarth Bridge</b> The weight restriction signs on the approach to Llanfair village from Wrexham on the A525 and from Pwllglas are inadequate and are being looked at again by the County Council. A progress report on work to the bridge had been circulated to Members. Should the repair to the arch stones prove to be successful DCC will then monitor the bridge for a few years to determine that the arch is still intact. Once this process has been fully resolved the weight restriction will be removed.
431.4 16/04/18 11/06/18  10/09/18	<b>General Waste Bins</b> Proposed locations – Parc y Llan roundabout, Llanfair; Bron y Clwyd near bus stop opposite new school at Llanfair; Old Post Office, Pentrecelyn and next to bus shelter/noticeboard at Graigfechan. A double bin is favoured opposite the new school. All bins to have flaps. Cost - c£1,525 and is on a 'back order'.
431.5 16/04/18	<b>Drainage/Flooding Problems at Pentre Coch</b> Monitoring to continue.
431.6 16/04/18	<b>Extension of 30 mph Speed Restriction at Pentrecelyn</b> Referred to the Head of Highways
431.7 10/09/18	<b>A525 Junction – Plas Bedw Lane</b> Request for new sign added to forward works programme to be undertaken before the end of the current financial year. A Senior Engineer will follow up the issue with protruding

	stones on the lane to establish if a decision has been taken to carry out remedial measures.
445.2 10/09/18	<b>Bus Services Graigfechan</b> A notice about services has been posted on the Council noticeboard at Graigfechan.
451.2 11/06/18	<b>Urdd Eisteddfod 2020 Funding Appeal</b> Members to consider funding as part of precept process later in the year
454.1 09/07/18  10/09/18	<b>Broadband</b> Councillor Barton expressed concern that work on definitive lists for residents had stopped. He considers that the Government needs to allow grants for residents as well as businesses. Councillor Barton made reference to a report from Mr Darren Millar about a replacement programme.
454.2 11/06/18	<b>Neighbourhood Plan</b> group to meet when the community survey has been published
476.3 10/09/18	<b>Community Garden Graigfechan</b> The site is to be levelled and cleared and the wider community consulted on possible future use in due course.

#### **485 CORRESPONDENCE** Submitted

**485.1** Letter dated 14/09/18 from the Local Democracy & Boundary Commission for Wales re Review of the Electoral Arrangements for the County of Denbighshire – Draft Proposals. Whilst preserving the existing geographical arrangements within both electoral wards the Commission is recommending a new electoral ward name of Llanfair Dyffryn Clwyd and Gwyddelwern. The deadline for comments on the review is 13/12/18.

**RESOLVED** that a response be sent indicating that the Community Council does not agree with the new electoral ward name and that the existing arrangement should remain. [Councillors Tim Faire, Jayne Mayers, Keith Mouldsdale, John Pugh and Paul Weston voted for the motion, Councillor Bob Barton chose to abstain].

**485.2 OVW Conwy & Denbigh Area Committee** Notice of meeting 10/10/18 at the Corwen Sports Pavilion at 7 pm. Noted.

#### **485.3 Feedback/report[s] on Conferences/Meetings**

29/09/18 OVW AGM – Councillor Bob Barton gave a brief verbal report stating that an increase of 5% to 2019/20 membership subscriptions was agreed to.

#### **486 PLANNING** [www.denbighshire.gov.uk/planning](http://www.denbighshire.gov.uk/planning)

**RESOLVED** Responses be sent as follows:

**486.1** Email dated 19/09/18 from DCC's Business Improvement & Modernisation Unit re a street naming and numbering application for proposed housing on land west of Wrexham Road, Llanfair DC. The street names proposed by the developer are Cae Mair, Llys Heulyn, Dol y Dyffryn and Trem y Llan. **RESOLVED** that consideration be given to using the names of fields where the new houses will be built. The National Library of Wales 1836 tithe map shows field numbers 70 Cae Cefuty [an arable field for a farm named

Hendre], 71 Erw Goriwared [should perhaps be Goriwaered meaning downhill slope] and 72 Llwyn. It is also suggested that the estate is called Hendre.

**486.2** Application 20/2018/0871 Change of use from community centre to single dwelling house [class C3] [Listed Building Application] – Church House, Llanfair D C. **RESOLVED** that the proposal be supported adding that the Community Council hopes that the property is developed as affordable housing for the community.

#### **487 HIGHWAYS & ENVIRONMENT**

##### **487.1 Unadopted Roads in Wales – WLGA Consultation/Survey**

Submitted email dated 26/09/18. **RESOLVED** that a list of unadopted roads within the community council area be obtained from the County Council.

**487.2 Repairs to Church Wall, Llanfair D C** A third quotation is awaited.

#### **488 STANDING ORDERS**

**RESOLVED** that the proposals to add the following clauses be approved –  
“1.7 The contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting  
1.8 A meeting shall not exceed a period of 2 hours”

#### **PART 2**

**489 RESOLVED** that the Press and Public be excluded from the meeting due to the confidential nature of the following items:

#### **490 FINANCIAL MATTERS**

**490.1 Submitted – Summary of Income & Expenditure** for the period 1 April to 30 September 2018 and bank reconciliation statement -

<b>Cash Book</b>		<b>Bank</b>	
Balances b/f 01-04-18	9907.72	General a/c 30-09-18	24344.62
Add Receipts	20223.43	Business a/c 30-09-18	1023.43
Less Payments	4853.10	Less uncleared cheque	90.00
Balance c/f	<b><u>£25278.05</u></b>	Balance 30-09-18	<b><u>£25278.05</u></b>

**RESOLVED** Approved.

**490.2 Payment of Accounts/Invoices RESOLVED** that payments be made as follows:

£500.00 Royal British Legion [donation for 2 First World War silhouettes]

£196.20 Clerk's Expenses Claim 1 July – 8 October 2018

£ 12.85 Denbigh Town Council [Clerk's car share costs on 05/09/18]

£173.16 Rhys Jones Electrician [installation of defibrillator cabinet at Graigfechan]

£ 95.00 One Voice Wales [Cllr B Barton's delegate fee – AGM 29 September 2018]

[Noted – Llanbedr, Llandegla and Llanferres Community Councils had agreed to share the cost of the delegate fee with Llanfair]

**490.3 Estimates for new window and repair of bus shelter roof at Graigfechan**

**RESOLVED** that the following estimates from D P Williams Building Services be accepted [a] cut and fit a new window and rehang the noticeboard inside the shelter £530.00

[b] repairs to bus shelter roof £380.00

**490.4 Miscellaneous Items** [a] Councillor John Pugh stated that he would make enquiries about arrangements for moving the Llanfair noticeboard and defibrillator to outside the new school [b] Councillor Mouldsdale reported that new noticeboards made from solid oak could be purchased for £400 each.

**490.5 Requests for Financial Aid** None received.

**491 DATES OF FUTURE MEETINGS**

2018 - 12 Nov [Ysgol Pentrecelyn], 10 Dec [Ysgol Llanfair]

2019 - 14 January, 11 February, 11 March

The Chair declared the meeting closed at 8.30 pm

\_\_\_\_\_ CHAIR  
\_\_\_\_\_ DATE

CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL

Minutes of an Ordinary Meeting of the Council held at Ysgol Pentrecelyn on Monday 12 November 2018 at 7.00 pm.

**PRESENT** – Councillors Bob Barton, David Baker [Vice-Chair], Wini Davies [first part of the meeting], Moira Edwards, Tim Faire, Jayne Mayers [Chair], Keith Mouldsdale, John Pugh, Paul Weston and Eirwen Godden, Clerk.

**IN ATTENDANCE** - 7 members of the public

**APOLOGIES** None

**PART 1**

**492 DECLARATIONS OF INTEREST**

Councillor John Pugh as a trustee of Neuadd Eleanor and Governor of Ysgol Llanfair; and Councillor Keith Mouldsdale as a trustee of Neuadd Eleanor.

**493 COMMUNITY MATTERS**

**493.1 Old School Site Llanfair D C** Submitted – [a] notes of a meeting held on 6 November 2018 between Community Council representative [Chair, Vice-Chair and Clerk] with an officer from DCC’s Asset Management Team to ascertain what proposals, if any, the local authority has for the site when the new school opens [b] discussion note prepared by Mr Steve Whipp on a range of possible proposals for the site.

It was established that the County Council [a] owns the land surrounding the building [within the education portfolio] - the building is in the ownership of the Church and this arrangement will transfer when the school is moved to the new site [b] will consult all other local authority services about possible future

uses for whole site when the site is officially declared surplus [c] will also consult the local community for ideas for the site which must be justified on a solid business case basis.

**493.2 Mains Gas** Reported that the housing developer had purchased the land and that negotiations are ongoing between all interested parties including gathering further expressions of interest/commitment from various organisations. Grwp Cynefin has, in the meantime, stated that a decision whether to install mains gas to its properties would depend on several factors. The per property connection cost is considered high and it is unlikely to be a priority for the housing association at this stage. Confirmation of an agreement between the developer and the utilities company is awaited.

**493.3 [a] Feasibility Study Results** The Neuadd Eleanor Management Committee will be considering the views and feedback from the study, the main priority being to obtain funding to upgrade the village hall. **[b] Community Plan** The neighbourhood plan sub group will need to meet to update the document especially when the Clocaenog Wind Farm community funding becomes available. It was agreed that an updated copy be forwarded to the County Council in due course. Members were reminded that a replacement for former Councillor Medwen Roberts was needed. Reference was made to the Hampshire West Dean & West Tytherley Neighbourhood Plan as an exemplar <http://wdwtplan.org.uk/> **[c] Newsletter** Councillor Keith Mouldsdale stated that he would be prepared to co-ordinate and edit a publication spanning an area to include Llanfair, Pentrecelyn, Graigfechan, Llanelidan and Pwllglas. Holywell's newsletter covers five villages costing £1,000 per year to produce but is covered by advertisements.

**493.4 Memorial Plaque to Aircrew** The Clerk had registered on line with the Church Heritage site to begin the process of completing a faculty application but has since been informed that the treasurer is the registered applicant for Llanfair Church. This will need to be endorsed by the Mission Area Conference. Drawings, photos and costings would need to accompany the application. The Clerk had, in the meantime, received another letter from a member of the public who considers that the only place for the memorial is in the surrounding area of the War Memorial which would be very visible and in a prominent position. He asks that Community Council gives serious consideration to this option. Advice had been sought from DCC's Conservation Officer and it appears that a plaque can be placed on the ground immediately in front of the War Memorial or on a plinth leaning against the low wall behind it to the right. This could be carried out within permitted development, but the War Memorials Trust would have to be consulted. He did not consider it appropriate to install the plaque on either the wall of a private house or inside the Church.

**RESOLVED** to give notice that the Community Council intends to rescind its decision to install a plaque in the Church. Consideration is to be given to installing a plaque set in the ground in front of the War Memorial or on a plinth leaning against the low wall behind it.

**493.5 Remembrance Day** Thanks were recorded as follows - Councillor Moira Edwards for her efforts in ensuring that the area around the War Memorial was neat and tidy and for looking after the flower boxes; Councillor John Pugh for arranging to install the World War 1 centenary silhouettes by the War Memorial and Capel Ebenezer at Graigfechan.

**494 MINUTES RESOLVED** The minutes of the meeting held on 8 October 2018 were approved and signed as a correct record.

**495 MATTERS ARISING/ACTION TAKEN**

**495.1 Housing [482.4]** The Clerk had received a reply from Grwp Cynefin. The housing association manage the properties as part of the Elizabeth Owen Alms-house Charity which is a separate entity to Grwp Cynefin. Unfortunately, as the properties are not in their ownership, Grwp Cynefin cannot fund improvement works but continues to explore opportunities to draw down funding to refurbish the Elizabeth Owen Terrace at Llanfair. DCC’s Conservation Officer has expressed concern about the number of empty properties in the terrace and their deteriorating condition unless something is done.

Members expressed concern that it appears that the housing association is not carrying out its management duties and that there was a need to find out what the tenancy terms are for upkeep and repairs. Only three of the seven properties are in use.

**495.2 Bus Services Ruthin to Graigfechan/Pentrecelyn [482.5]** Submitted – email dated 9/11/18 from DCC’s Passenger Transport Manager attaching options for the villages, following a recent public meeting held on 12/10/18 and a note explaining the current position, which is now with operators and County Hall reception staff. The information had also been emailed to members of the public who attended the public meeting, one of which offered to distribute to interested residents. The bus stop display at Graigfechan has also been updated. It was concluded that residents seem to be happier now with the existing system, an attempt has been made to improve communication, the taxi service will display a Graigfechan sign and an attempt will be made to resurrect the rural transport forum.

**495.3 Council Vacancy** – Reported that three applications had been received and that all candidates had been invited to attend on 12 or 19 November to meet Members. **RESOLVED** that two candidates be interviewed during Part 2 of the meeting and that the third candidate be interviewed on 19 November.

**495.4 Caravan at Erw Fair [484.3]** Reported that the local authority had on 31/10/18 issued a final warning before prosecution notice requiring the owner to remove the caravan from agricultural land.

Ref/Date	Action, By Whom and Status
351.5	<b>Fundraising Group</b> [Councillors Jayne Mayers, Keith Mouldsdale and Paul Weston]. Group meetings to be arranged when projects are

21/05/18	identified.
362.5 08/01/18	<b>Engaging with Young People</b> It has been determined that Councillors are responsible for engaging with young people.
	<b>Addition of Name to War Memorial.</b> Clerk - Further information to be obtained from a relative. Work on a grant application towards the cost of final repairs is ongoing as time permits.
431.4 16/04/18 11/06/18 10/09/18	<b>General Waste Bins</b> Proposed locations – Parc y Llan roundabout, Llanfair; Bron y Clwyd near bus stop opposite new school at Llanfair; Old Post Office, Pentrecelyn and next to bus shelter/noticeboard at Graigfechan. A double bin is favoured opposite the new school. All bins to have flaps. Cost - c£1,525 and is on a 'back order'.
431.5 16/04/18	<b>Drainage/Flooding Problems at Pentre Coch</b> Monitoring to continue.
431.6 16/04/18	<b>Extension of 30 mph Speed Restriction at Pentrecelyn</b> Referred to the Head of Highways
431.7 10/09/18	<b>A525 Junction – Plas Bedw Lane</b> Request for new sign added to forward works programme to be undertaken before the end of the current financial year. A Senior Engineer will follow up the issue with protruding stones on the lane to establish if a decision has been taken to carry out remedial measures.
451.2 11/06/18	<b>Urdd Eisteddfod 2020 Funding Appeal</b> Members to consider funding as part of precept process later in the year

#### **496 CORRESPONDENCE/REPORTS** Submitted

**496.1** OVW Bulletin October 2018 – items on Review of Community and Town Councils, Independent Remuneration Panel for Wales [IRPW] Councillor Allowances and Welsh Government Review of Digital Innovation. Further proposals on allowances may well impact on Council budgets. Noted. Councillor Bob Barton stated that the position regarding processing of payments to Councillors should be challenged [representations to be submitted by 27/11/18]. The Clerk, however, informed Members that Clerks who attended the SLCC Regional Training Seminar at Llandudno on 05/09/18 were told that a PAYE system had to apply for processing Councillor Allowances. The Community Council's payroll provider, AVOW, can process one off annual payment at a cost of £5 per Councillor.

**496.2** OVW email dated 12/10/18 re Welsh Government Review of Digital Innovation. It is predicted that the next technological revolution will fundamentally alter the way we live, work, and relate to one another. Noted. Councillor Barton commented that there is a catch 22 situation regarding broadband and considers that the local authority has done little to move things forward.

**496.3** OVW email dated 24/10/18 re Conference Dates 2019. Noted. Councillor Barton suggested that the Community Council should enter the neighbourhood plan project for a One Voice Wales Innovative Practice & National Award [conference 28/03/19 Builth Wells], closing date 25/01/19.

#### **496.4 Feedback/report[s] on Conferences/Training/Meetings**

[a] 26/10/18 DCC Community Planning Workshop attended by Councillor Keith Mouldsdale and the Clerk. The event was very positive and provided an opportunity for attendees to network and share information about developments around the County. Councillor Mouldsdale talked about the various stages in developing a neighbourhood plan for the Community Council area. The Clerk was asked to circulate to Members the information on the three projects presented [Artisans Collective Prestatyn, Llandrillo School and Llanfair Plan] and feedback following the event.

[b] 12/11/18 Clocaenog Wind Farm Event attended by the Clerk. The purpose of the event was to ask residents to share their views to shape the way funding is managed providing up to £768,000 per year to support local community and economic development projects. Members suggested that a funding package for several areas working collaboratively together could be a potential project. The Clerk distributed information on a community investment fund survey produced by Innogy. This survey is an opportunity for people to say how this money should be spent and choosing an option for the area of benefit [option 1 would include the whole of the Community Council area]. Closing date for the survey is 17/12/18. The questionnaire can also be completed online at: [www.innogy.com/clocaenogforest](http://www.innogy.com/clocaenogforest)

[c] Councillor Bob Barton reported that he had recently attended an AONB event at Llanrhaeadr. A facilitator is to be employed to co-ordinate AONB's approach to tourism, accommodation, food and drink and attracting more visitors to the area.

#### **497 PLANNING** [www.denbighshire.gov.uk/planning](http://www.denbighshire.gov.uk/planning)

**497.1** Application 20/2018/0996 Demolition of outhouses and outbuilding attached to dwelling, extensions and alterations to dwelling, demolition of detached outhouse and erection of a detached carport building, installation of a replacement septic tank and associated works. Members confirmed that they support the proposal.

**497.2** Application 20/2018/0802 Submitted – email dated 24 October 2018 from the Senior Planning Officer regarding drainage details for the new housing scheme in Llanfair. Resident Mr Steve Whipp has stated that he continues to have a concern. **RESOLVED** that a response be sent to planning indicating that Members [a] appreciate the extent to which checks have been carried out with various experts. However, there continues to be concern that as the existing village surface water drainage struggles to be dealt with at present, that once the new development is built flooding will occur more frequently and to a greater extent. Time will tell whether these fears are founded [b] would be seeking confirmation of a bond being held should such a flooding event occur [c] are also seeking an assurance about regular inspection and maintenance of drains and need to know when the last time this was carried out.

**497.3** Application 20/2018/1027 Erection of an agricultural building for the housing of livestock and storage of fodder and implements – land adjacent to Ty Terfyn, Llanfair D C **RESOLVED** that Members consider the application supports agriculture in the area.

**497.4** Application 20/2018/1041 Erection of replacement agricultural building for use as animal shelter and implement store – Hirdir, Pentrecelyn **RESOLVED** that the proposal was well presented and should be supported.

#### **498 HIGHWAYS & ENVIRONMENT**

**498.1 Unadopted Roads in Wales – WLGA Consultation/Survey** Reported that the County Council does not have a list of unadopted roads as it is only obliged under section 36 of the Highways Act 1980 to hold a list of adopted roads.

**498.2 Repairs to Church Wall, Llanfair D C** A third quotation is awaited.

**498.3 Pont Eyarth – Weight Limit Signage** Reported that new signs are to be erected at Llanfair. A Member raised the question on how long the 18t weight limit would remain in place. Should the repair to the arch stones prove to be successful DCC will then monitor the bridge for a few years to determine that the arch is still intact. Once this process has been fully resolved the weight restriction will be removed.

**PART 2 489 RESOLVED that the Press and Public be excluded from the meeting due to the confidential nature of the following items:**

**490 COUNCIL VACANCY** Two candidates were interviewed, the third candidate to meet Councillors on 19 November.

#### **491 FINANCIAL MATTERS**

**491.2 Payment of Accounts/Invoices RESOLVED** that payments be made as follows:

£17.55 Councillor Keith Mouldsdaie, travelling expenses 26/10/18 to Bodelwyddan

**491.5 Requests for Financial Aid RESOLVED** that payment be made as follows

£200.00 Royal British Legion

**491.6 Precept Budget RESOLVED** that the Chair, Vice-Chair and the Clerk draft a precept budget for consideration at the full Council meeting to be held on 10 December 2018.

#### **492 DATES OF FUTURE MEETINGS**

2018 - 19 Nov [Genus], 10 Dec [Ysgol Llanfair]

2019 - 14 January, 11 February, 11 March

The Chair declared the meeting closed at 8.50 pm

\_\_\_\_\_ CHAIR  
\_\_\_\_\_ DATE

**CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL**

Minutes of an Ordinary Meeting of the Council held at the Genus Centre, Llanrhydd on Monday 19 November 2018 at 7.30 pm.

**PRESENT** – Councillors Bob Barton, David Baker [Vice-Chair], Moira Edwards, Tim Faire, Jayne Mayers [Chair], Keith Mouldsdale, John Pugh, Paul Weston and Eirwen Godden, Clerk.

**APOLOGIES** None

**493 COUNCIL VACANCY**

The purpose of the meeting was to interview the third applicant, Mr Osian Owen, to fill a Council vacancy. Two other candidates, namely, Mr Peter Brixey and Mrs Ceri Ranson, had been interviewed at a Council meeting on 12 November 2018. Members noted that the Council was fortunate in receiving applications from candidates who it is considered can contribute to the local community.

Following a ballot it was **RESOLVED** that Mrs Ceri Ranson be appointed to fill the vacancy and the Chair to contact all the candidates to inform them of the outcome.

**494 DATES OF FUTURE MEETINGS**

2018 - 10 December [Ysgol Llanfair]  
2019 - 14 January, 11 February, 11 March

\_\_\_\_\_ CHAIR  
\_\_\_\_\_ DATE

**CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL**

Minutes of an Ordinary Meeting of the Council held at Ysgol Llanfair on Monday 10 December 2018 at 7.00 pm.

**PRESENT** – Councillors Bob Barton, David Baker [Vice-Chair], Wini Davies, Jayne Mayers [Chair], Keith Mouldsdale, Ceri Ranson and Eirwen Godden, Clerk.

**IN ATTENDANCE** - 3 members of the public together with Councillor Hugh Evans OBE, Leader of Denbighshire County Council

**APOLOGIES** Councillors Moira Edwards [Hospital Appointment], Tim Faire [Illness] and Paul Weston [Prior Commitment]

## **PART 1**

### **495 DECLARATIONS OF INTEREST**

Councillor Keith Mouldsdale as a trustee of Neuadd Eleanor and Councillor David Baker as a member of Llanfair Church Council.

### **496 ACCEPTANCE OF OFFICE**

Ceri Ranson was welcomed to her first meeting since her appointment as a Community Councillor. The acceptance of office form was duly completed and signed.

### **497 COMMUNITY MATTERS**

**497.1 Old School Site/New School Llanfair D C** Mr Steve Whipp requested that his notes be forwarded to the County Council.

**497.2 Mains Gas** Nothing to report.

#### **497.3**

**[a] Feasibility Study Results** The Neuadd Eleanor Management Committee is to determine priorities for action.

**[b] Community Plan** Members were reminded that a replacement for former Councillor Medwen Roberts was needed. Councillor Bob Barton stated that he was interested in being an observer. **RESOLVED** that Councillor Ceri Ranson joins the community plan sub group on behalf of the Community Council.

**[c] Newsletter** Councillor Keith Mouldsdale reported that he had received positive responses to the proposal to produce a quarterly newsletter covering five villages from January 2019. Grants are being applied for and it is hoped that Efenectyd, Llanellidan and Llanfair Community Councils will contribute towards set up costs. It is hoped that the newsletter will in time become self-funded with overheads paid from advertisement revenue. Councillor Mouldsdale added that numerous people are helping but he is looking for volunteers from each area to assist with content, editing, printing and distribution.

**497.4 Memorial Plaque to Aircrew** It was reported that RAF/24 Squadron does not have any objection to the installation of a memorial plaque and that the War Memorials Trust had also been consulted. As the Community Council is responsible for the War Memorial permission from the owner is not needed and that listed building consent is not required as the proposal is within permitted development. The Clerk stated that she would obtain quotations for both options, that is, a plaque on the ground in front of the War Memorial and a plaque on a plinth placed against the low wall behind the War Memorial.

**498 MINUTES RESOLVED** The minutes of meetings held on 12 and 19 November 2018 were approved and signed as a correct record.

## **499 MATTERS ARISING/ACTION TAKEN**

**499.1 Housing [482.4]** Members expressed concern that it appears that the Grwp Cynefin housing association is not carrying out its management duties and that there was a need to find out what the tenancy terms are for upkeep and repairs. There is also confusion regarding management responsibilities on behalf of the trustees of the Elizabeth Owen Almshouses. Only three of the seven properties are in use. **RESOLVED** that a representative from Grwp Cynefin be invited to a future meeting of the Community Council to talk about plans for the almshouses.

### **499.2 Bus Services Ruthin to Graigfechan/Pentrecelyn [482.5, 495.2]**

Submitted – email dated 20/11/18 from DCC's Passenger Transport Manager stating that the County Council had introduced a scheme for a trial period for people wishing to travel to and from Wrexham. The new 158 service will serve Llandyrnog, Llanbedr, Graigfechan and Pentrecelyn starting in December. The service is currently free of charge but will charge fares when registered with the Traffic Commissioner. When fares are charged, those with bus passes will still travel free. Normal fares apply to the X51. Councillor Wini Davies reported that the mini bus service is working well.

<https://www.denbighshire.gov.uk/en/resident/news/november-2018/Rural-bus-route-given-the-go-ahead.aspx>

**499.3 General Waste Bins [431.4]** The Clerk reported that follow up action was required. Progress had been very slow and that the matter had been ongoing since April 2018. The Leader offered help in moving things forward.

**499.4 30 mph Speed Restriction at Pentrecelyn [431.6]** The Chair asked when the speed restriction was to be implemented. The Leader stated that he would make enquiries. Mr Steve Whipp stated that he would contact the police about speed watch patrols outside the school.

**499.5 Caravan at Erw Fair [495.4, 484.3]** Reported that the caravan has been moved. However, it appears that it is 75% on agricultural land and 25% on the property curtilage. **RESOLVED** that the Enforcement Officer be asked to confirm what the situation is.

**499.6 Broadband [496.2]** The Leader reported that improvements to broadband is ongoing and that there are plans to increase internet access across the region. The scheme will see upgrades to internet speeds for the public sector in North Wales - 400 sites including schools, libraries and GP surgeries getting faster full fibre connections with 95 buildings in Denbighshire in line to benefit. Work has been carried out by the North Wales Economic Ambition Board [NWEAB] with Councillor Evans taking a leading role.

Ref/Date	Action, By Whom and Status
351.5	<b>Fundraising Group</b> [Councillors Jayne Mayers, Keith Mouldsdales and

21/05/18	Paul Weston]. Group meetings to be arranged when projects are identified.
362.5 08/01/18	<b>Engaging with Young People</b> It has been determined that Councillors are responsible for engaging with young people.
	<b>Addition of Name to War Memorial.</b> Clerk - Further information to be obtained from a relative. Work on a grant application towards the cost of final repairs is ongoing as time permits.
431.5 16/04/18	<b>Drainage/Flooding Problems at Pentre Coch</b> Monitoring to continue.
431.7 10/09/18	<b>A525 Junction – Plas Bedw Lane</b> Request for new sign added to forward works programme to be undertaken before the end of the current financial year. A Senior Engineer will follow up the issue with protruding stones on the lane to establish if a decision has been taken to carry out remedial measures.
451.2 11/06/18	<b>Urdd Eisteddfod 2020 Funding Appeal</b> Members to consider funding as part of precept process later in the year

## 500 CORRESPONDENCE/REPORTS

**500.1 Community Councillor Resignation** The Chairman and Clerk had received a letter from John Pugh indicating that he wished to resign from the Community Council and as School Governor with immediate effect for personal reasons. His resignation was received with regret. Members acknowledged the exemplary service, expert advice and guidance given to the Community Council over many years. The Clerk was asked to start the process to fill the vacancy as soon as possible and to send a letter of thanks to John Pugh.

**500.2 Clocaenog Forest Wind Farm Community Investment Fund Survey** [deadline 17/12/18]. **RESOLVED** that the Chair, Vice-Chair and the Clerk be given delegated authority to complete the survey form. Members confirmed that Option 1 [community council boundaries] is favoured as the area of benefit.

**500.3 Feedback/report[s] on Conferences/Training/Meetings**  
07/12/18 SLCC Clwyd Branch Meeting attended by the Clerk. Matters under discussion included a presentation by Came & Co on insurance matters, Member Allowances, a review of external audit experiences, proposed upgrade to the SLCC website and so on. Councillor Bob Barton stated that the community planning model, the external audit process and funding for OVW would be discussed at OVW's Policy Committee on 14/12/18.

## 501 PLANNING [www.denbighshire.gov.uk/planning](http://www.denbighshire.gov.uk/planning)

**501.1** Application 19/2018/1059 Alterations and extension to dwelling and erection of replacement detached garage/workshop building at Ty Canol, Ty Terfyn Road, Llanfair. Members confirmed that they support the proposal, the only observation being a preference for a pitched roof. It is, however, appreciated that planners may wish to keep the height lower hence the flat roof.

Members also discussed the changes to the proposal and noted that neighbours had commented on the original application, hence the changes. Members agreed to support the plans as amended.

**501.2** Application 20/2018/1129 Erection of extension to dwelling at Pendyffryn, Pentrecoch. **RESOLVED** that the proposal be supported.

**501.3** Application 20/2018/1142 Demolition of existing dwelling and erection of a replacement dwelling at Llidiart Fawr, Llidiart Fawr Road, Pentrecelyn. **RESOLVED** that the proposal be supported.

**501.4** Application 20/2018/0802 Submitted – email dated 19 November 2018 from DCC’s Flood Risk Manager regarding drainage details for the new housing scheme in Llanfair in which he expressed disagreement that the development will make flooding worse. If there is an existing flooding problem, this is something that he has yet to see evidence of. Climate change predictions suggest that the risk of surface water flooding will increase globally, but In Llanfair D C it will not be because of the new development, unless the developer’s consultant has made some gross errors in calculations. The Leader reported that steps had been taken to improve drainage past the Council houses. **RESOLVED** that the content of the email be noted for the time being and Members’ concerns had been considered and recorded.

## **502 HIGHWAYS & ENVIRONMENT**

**502.1 Loose Dogs on Public Bridleway 7 Llanfair** Reported that DCC’s Countryside Access Officer had written to the owner of the dogs in relation to loose dogs and the law. It was hoped that the owner would take note and keep the dogs under control. Councillor David Baker had been informed that the owner is proposing to erect a fence to keep the dogs in. Some Members expressed concern that people still would not feel comfortable in walking by.

**502.1 Road Repairs** The Clerk had received a request that the Community Council supports the addition of a road to the list of recommended repairs to be forwarded for consideration by the County Council. The road in question is opposite the Smithy at Graigfechan, past Ty Coch farm towards the Shelf, with the tarmac ending by Pen y Bryn Farm. This road serves 10 homes with 2 more currently being built. The Leader stated that this item was already on the work schedule and that the repairs should have been carried out last summer. He also reported that Highways was behind schedule stating that he would be taking follow up action on the matter. Members also stressed the need for urgent attention to culverts.

**PART 2 503 RESOLVED that the Press and Public be excluded from the meeting due to the confidential nature of the following items:**

## **504 FINANCIAL MATTERS**

**504.1 Payment of Accounts/Invoices RESOLVED** that payments be made as follows:

£270.45 Wales Audit Office – External auditor’s fee [2017/18 accounts]  
£106.00 SLCC Membership Fee 2019  
£362.58 Sandra Williams [Translation Service – July & September minutes]

Members thanked Councillor Keith Mouldsdale and John Pugh for putting up the Christmas tree and lights in Llanfair. Resident Catherine Jones was also thanked for her generosity in meeting the costs of the tree from funds she had raised locally.

**504.2 Requests for Financial Aid RESOLVED** that payment be made as follows

£100.00 Ysgol Llanfair – heating costs associated with church services  
£100.00 Genus – donation for use of room for Community Council meetings

**504.3 Precept Budget** Submitted - draft for consideration. The closing date for submission is 15 January 2019. The Clerk had included allowances for increasing costs, for example, salary, provision for pension auto-enrolment in 2020, payroll service costs, repairs and maintenance, councillor training, general service fees, community plan activities [newsletter £770]. Following discussion, it was **RESOLVED** that the budget requirement for 2019-20 be set at £30,000 provided that the insurance company is happy to accept this figure without having to increase its insurance premium.

**504.3 Repairs to Church Wall** The Clerk reported that she was having some difficulty in obtaining additional quotations for the work and would be approaching the County Council for a list of approved contractors.

**504.4 Bank Signatories** The Clerk reported that as John Pugh and Medwen Roberts had resigned as Councillors, Members would need to consider appointing two other signatories to replace them. **RESOLVED** that Councillors Moira Edwards and Paul Weston be appointed as bank signatories.

## **505 DATES OF FUTURE MEETINGS**

2019 - 14 January [Ysgol Llanfair], 11 February [Genus], 11 March [Genus]  
The Chair declared the meeting closed at 8.25 pm

\_\_\_\_\_ CHAIR  
\_\_\_\_\_ DATE

## **CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL**

Minutes of an Ordinary Meeting of the Council held at Ysgol Llanfair on Monday 14 January 2019 at 7.00 pm.

**PRESENT** – Councillors Bob Barton, David Baker [Vice-Chair], Wini Davies, Tim Faire, Jayne Mayers [Chair], Keith Mouldsdale, Ceri Ranson, Paul Weston and Eirwen Godden, Clerk.

**IN ATTENDANCE** - 4 members of the public

**APOLOGIES** Councillor Moira Edwards [Hospital Appointment],

## **PART 1**

**506 DECLARATIONS OF INTEREST** Councillor Keith Mouldsdales as a trustee of Neuadd Eleanor and Councillor David Baker as a member of Llanfair Church Council.

**507 UPDATE ON COUNCIL VACANCY** The Clerk reported that the County Council had not received a request for an election by the 9 January 2019 deadline and had taken action to advertise the vacancy as a co-option with a closing date of 25 January 2019 for applications.

## **508 COMMUNITY MATTERS**

**508.1 Old School Site/New School Llanfair D C** Reported that the school's governing body is looking for someone with health and safety expertise to replace Mr John Pugh. The Clerk confirmed that Mr Steve Whipp's notes regarding possible future use[s] for the site had been forwarded to the County Council's Asset Management Section.

**508.2 Mains Gas** Nothing to report.

### **508.3**

**[a] Feasibility Study Results** The Neuadd Eleanor Management Committee has yet to determine priorities for action.

**[b] Community Plan** A date for the next meeting of the community plan sub group has yet to be organised.

**[c] Newsletter** Councillor Keith Mouldsdales reported that he had attended a meeting of the Pwllglas Community Council and a sum has been included in their precept towards producing a newsletter. Progress to date has been slow and assistance is required to obtain information/articles across the five communities.

**[d] New Year's Honours List** Reported that Tomos Hughes from Achub Calon y Dyffryn had been awarded a BEM. It was agreed that a letter of congratulation be sent to Tomos. The Chair added that additional defibrillator training was planned at Ysgol Pentrecelyn.

**509 MINUTES RESOLVED** The minutes of meeting held on 10 December 2018 were approved and signed as a correct record.

## **510 MATTERS ARISING/ACTION TAKEN**

**510.1 Housing [499.1, 482.4]** Guest Speaker from Grwp Cynefin Housing Association – No response from the Housing Association following the invitation to attend the meeting – the Clerk to make further enquiries.

**510.2 Memorial Plaque to Aircrew [497.4]** The Clerk reported that she was in the process of obtaining quotations for both options, that is, a plaque on the ground in front of the War Memorial and a plaque on a plinth placed against the low wall behind the War Memorial. Quotations should be to hand by the February meeting.

**510.3 General Waste Bins [499.3, 431.4]** The Clerk reported that the order for the bins was in hand for delivery and installation week commencing 8 January 2019. No show to date.

**510.4 30 mph Speed Restriction at Pentrecelyn [499.4, 431.6]** Reported that the signs had been installed on site early January 2019 by contractor E Jones & Son.

**510.5 Caravan at Erw Fair [499.5, 495.4, 484.3]** Reported that the Enforcement Officer had been asked to confirm/clarify the present situation about moving the caravan within the property's curtilage.

**510.6 Broadband [499.6, 496.2]** Councillor Barton expressed disappointment that he had heard nothing from the local authority/other agencies about his role as broadband champion; he is concerned about the grant application process and considers that neighbours should be able to get together to apply for funding to improve provision.

**510.7 A525 Junction – Plas Bedw Lane [431.7] RESOLVED** that the Clerk obtains an update following the request for a new sign to be added to the forward works programme and whether a decision has been made with regard to removing the protruding stones on the lane.

Ref/Date	Action, By Whom and Status
351.5 21/05/18	<b>Fundraising Group</b> [Councillors Jayne Mayers, Keith Mouldsdale and Paul Weston]. Group meetings to be arranged when projects are identified.
362.5 08/01/18	<b>Engaging with Young People</b> It has been determined that Councillors are responsible for engaging with young people.
	<b>Addition of Name to War Memorial.</b> Clerk - Further information to be obtained from a relative. Work on a grant application towards the cost of final repairs is ongoing as time permits.
431.5 16/04/18	<b>Drainage/Flooding Problems at Pentre Coch</b> Monitoring to continue.

## 511 CORRESPONDENCE/REPORTS

**511.1 OVW Training Programme January – March 2019 [email dated 06/12/18]** Noted – training essential for new Councillors.

**511.2 Planning Aid Wales Network Events [email dated 20/12/18]** An introduction to Planning Enforcement Event is to be held on 13/03/19 at Llangollen Town Council. [www.planningaidwales.org.uk40-years-of-planning-aid-in-wales](http://www.planningaidwales.org.uk40-years-of-planning-aid-in-wales) The Chair expressed an interest in attending.

**511.3 Reforms to Planning Law in Wales [email dated 21/12/18]** The Law Commission's report contains 193 recommendations to cut back and simplify legislation so it is fit for purpose, including repealing many unused pieces of

legislation, most of which have not been used for thirty years or more and some have never been used at all. It is hoped that the proposed reforms will form a key input into a new Planning (Wales) Bill, possibly alongside a new Historic Environment (Wales) Bill to be laid before the Assembly during this assembly term. <https://.lawcom.gov.uk/project/planning-law-in-Wales/>

**511.4 Welsh Government Areas for Action following the Review of Community & Town Council Sector [email dated 20/12/18]** Welsh Government has confirmed it will be taking action in a number of areas to help support the role of Community and Town Councils to achieve desired outcomes. These include clarifying the role of the sector, increasing democracy and participation, building capacity, improving relationships and improving accountability. Examples - improving relationships between community and town councils and principal councils, improving access to core training for councillors and clerks, supporting the formation of new joint arrangements for service delivery through grants, conducting a survey to understand more about how Councils use social and digital mediums to engage communities.

#### **511.5 Feedback on Conferences/Training/Meetings**

Councillor Barton reported that he had attended several meetings recently including a Public Services Board event and would circulate reports.

#### **512 PLANNING** [www.denbighshire.gov.uk/planning](http://www.denbighshire.gov.uk/planning)

**512.1** Application 19/2018/1059 Alterations and extension to dwelling and erection of replacement detached garage/workshop building at Ty Canol, Ty Terfyn Road, Llanfair.

Members discussed further changes to the proposal and agreed to support the plans dated 08/01/19 as amended. Members welcomed the addition of a pitched roof to the building.

#### **513 HIGHWAYS & ENVIRONMENT**

##### **513.1 Car Crash at Llanfair D C during Christmas/New Year**

Reported that Councillor Mouldsdales had checked the Community Council notice board was not badly damaged but that the white plastic sign showing the website address would have to be replaced. Members voiced concern about speeding in the village and Mr Steve Whipp asked for volunteers to help him with speed watch monitoring duties. A member expressed concern that the footpath/verge outside Llanfair is not adequate and is too narrow. It was **RESOLVED** that the Clerk writes to the County Council expressing concern about speeding and to ask when the damaged 20 mph sign is to be replaced.

##### **513.2 New Stiles/Gates – Eyarth Area Llanfair D C**

Mr Steve Whipp reported that Denbighshire is erecting new stiles, gates and footpath signs in the Eyarth area creating a community walk called “woods and rocks”. Members agreed that this will be a fantastic amenity encouraging people to get about and about, hopefully enhancing their well-being. This project lines up with the Community Council’s neighbourhood plan and also the Public Service Board goals. **RESOLVED** – a letter of thanks for finding

the resources to facilitate the work be sent to the Highways Information Manager and the Countryside Access Officer with a copy to the Leader.

**513.3 Road from Pentre Coch to the Shelf** Councillor David Baker expressed concern about the condition of the road that is also used as a cycle route. **RESOLVED** that Highways be informed.

**PART 2 514 RESOLVED that the Press and Public be excluded from the meeting due to the confidential nature of the following items:**

## **515 FINANCIAL MATTERS**

### **515.1 Submitted – Summary of Income & Expenditure**

for the period 1 April – 31 December 2018 and bank reconciliation statement

<b>Cash Book</b>		<b>Bank</b>	
Balances b/f 01-04-18	9907.72	General a/c 31-12-18	31552.51
Add Receipts	30114.60	Business a/c 31-12-18	1023.94
Less Payments	8032.00	Less 4 uncleared cheques	586.13
Balance c/f	<b>£31990.32</b>	Balance 31-12-18	<b>£31990.32</b>

**RESOLVED** Approved, subject to correcting the Home Use, Internet and Member Costs [Trg/Conf] variance figures.

**515.2 Payment of Accounts/Invoices RESOLVED** that payments be made as follows:

£190.00 Clerk's Expenses [08/10/18-14/01/19] copy circulated to Members

£ 4.05 Ruthin Town Council [Clerk's car share costs on 07/12/18]

£ 24.50 Cllr Jayne Mayers Refund for purchasing card/gift - John Pugh

**515.3 Requests for Financial Aid** Submitted - grants/donations schedule setting out awards made to organisations for 2017-2018 and 2018-2019. The schedule also listed applications pending for 2018-2019. **RESOLVED** that payments be made as follows:

£ 600 Urdd National Eisteddfod Llanfair Appeal ] vired  
from war

£ 400 Urdd National Eisteddfod Pentrecelyn & Graigfechan Appeal ]  
memorials budget

£ 350 Ysgol Llanfair ] vired from community

£ 450 Ysgol Pentrecelyn ] plan activities budget

£ 150 Nightingale House ]

£ 150 St Kentigern ] from grants and

£ 200 Marie Curie Local Nursing Cancer Services ] donations budget

£ 200 Denbighshire Home-Start ]

**515.4 Precept Budget** Submitted – draft 2 for consideration. The Clerk confirmed that the insurance company is happy to accept a precept of £30,000. This will not have an effect on the insurance premium. Following discussion and further adjustments, it was **RESOLVED** that the budget requirement for 2019-20 be set at £30,000.

**515.5 Repairs to Church Wall** The Clerk reported that she was having some difficulty in obtaining additional quotations for the work and had approached

the County Council for a list of approved contractors. Only three out of the five contractors invited to provide a quotation had responded. Following consideration of the three quotations received it was **RESOLVED** that a contract be awarded to D P Williams Building Services in the sum of £1990.00.

**515.6 Member Allowances 2018-2019** According to the Independent Remuneration Panel for Wales all community and town councils must make available an annual payment to each of their members of £150 per for costs incurred. The payment is mandated for every member unless they advise the Clerk that they do not want to take it in writing. As this allowance is taxable it has to be processed through a payroll system. The Clerk confirmed that all necessary forms had been sent to Councillors for completion and signature for the municipal year 2018-19. The next payment will be made at the start of the municipal year 2019-20. There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council notice boards and/or websites [with easy access] and provided to the Panel by email or by post no later than 30 September following the end of the previous financial year.

**515.7 New Pay Scale for Clerks from 1 April 2019** **RESOLVED** that the Clerk's salary be increased from £12.01 to £12.39 per hour [SCP 25 changed to new pay spine 17] to be implemented from 1 April 2019 as agreed by the NJC, the Clerk's hours to remain at 28 per month, and the standing order to the payroll provider be amended accordingly. Councillor Barton suggested that the Clerk's appraisal meeting with the Chair and Vice-Chair be brought forward in case other matters have to be taken into consideration before year end.

#### **516 DATES OF FUTURE MEETINGS**

2019 - 11 February [Genus], 11 March [Genus]

The Chair declared the meeting closed at 8.30 pm

\_\_\_\_\_ CHAIR  
\_\_\_\_\_ DATE

#### **CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL**

Minutes of an Ordinary Meeting of the Council held at Ysgol Llanfair on Monday 11 February 2019 at 7.00 pm.

**PRESENT** – Councillors Jayne Mayers [Chair], David Baker [Vice-Chair], Bob Barton, Moira Edwards, Tim Faire, Keith Mouldsdale, Paul Weston and Eirwen Godden, Clerk.

**IN ATTENDANCE** - 2 members of the public

**APOLOGIES** Councillors Wini Davies [relative in hospital], Ceri Ranson [prior commitment]

## **PART 1**

**517 DECLARATIONS OF INTEREST** Councillor Keith Mouldsdale as a trustee of Neuadd Eleanor and Councillor David Baker as a member of Llanfair Church Council.

## **518 COMMUNITY MATTERS**

**518.1 Old School Site/New School Llanfair D C** Members living in Llanfair expressed concern about water collecting in pools around the site but it was noted that the contractor had made arrangements for drainage.

**518.2 Mains Gas** The Pure website indicates that work on the new housing development is to commence soon.

### **518.3**

**[a] Feasibility Study Results** No update available.

**[b] Community Plan** A date for the next meeting of the community plan sub group has yet to be organised.

**[c] Newsletter** Councillor Keith Mouldsdale handed out a copy of the first edition of the publication covering five villages; he has been busy putting arrangements together to open a bank account, enlisting distributors and article contributions. It was felt that it was an opportunity for the three Community Councils, Llanfair, Efenechtyd and Llanelidan to submit articles to raise awareness about the make-up/activities of each area. Bilingual articles are welcome.

**519 MINUTES RESOLVED** The minutes of the meeting held on 14 January 2019 were approved and signed as a correct record.

## **520 MATTERS ARISING/ACTION TAKEN**

**520.1 Housing [510.1, 499.1, 482.4]** Guest Speaker from Grwp Cynefin Housing Association – A representative from the Housing Association is to attend the next meeting of the Council on 11 March 2019.

**520.2 General Waste Bins [510.3, 499.3, 431.4]** The Clerk reported that bins had been delivered and installed bar one at Parc y Llan, Llanfair D C. A resident had complained about its location and did not want to see it on the roundabout or anywhere near Parc y Llan. Local members reported that the majority of residents had no objections. **RESOLVED** that the County Council be asked to install the waste bin on the roundabout at Parc y Llan as originally planned.

Ref/Date	Action, By Whom and Status
351.5 21/05/18	<b>Fundraising Group</b> [Councillors Jayne Mayers, Keith Mouldsdale and Paul Weston]. Group meetings to be arranged when projects are identified.
362.5	<b>Engaging with Young People</b> It has been determined that Councillors

08/01/18	are responsible for engaging with young people.
	<b>Addition of Name to War Memorial.</b> Clerk - Further information to be obtained from a relative. Work on a grant application towards the cost of final repairs is ongoing as time permits.
431.5 16/04/18	<b>Drainage/Flooding Problems at Pentre Coch</b> Monitoring to continue.

## 521 CORRESPONDENCE/REPORTS

**521.1 Wales Audit Report - Financial Management & Governance – Town & Community Councils 2017-18** [email dated 23/01/19] It was noted that a significant number of Councils do not understand their statutory responsibilities for preparing accounts, ensuring proper arrangements for statutory audit and inspection of accounts by their electors. Out of the 735 Councils in Wales, 340 were issued with qualified audit opinions and written recommendations were issued to 8 Councils in Wales. The 2018-19 and 2019-20 Town & Community Council audits will continue to focus on areas where auditors identify scope for improvements in adequacy and effectiveness of audit arrangements to ensure they are fit for purpose.

**521.2 Wales Audit Report – Internal Audit Arrangements at Town & Community Council in Wales** [email dated 23/01/19] It was noted that 113 Councils [including Llanfair DC] were sampled regarding their internal audit arrangements in August 2018. The Wales Audit Office concluded that [a] it was unable to establish if internal audit arrangements are in place for around 1 in 10 Councils [b] 1 in 5 Councils do not have a sufficiently independent internal auditor [c] two-thirds have inadequate terms of reference for the internal auditor [d] internal audit conclusions were inaccurate at 1 in 3 Councils [e] there are inconsistencies in the internal audit annual reporting process [f] most Councils did not formally document how they are addressing internal audit recommendations and [g] a third of internal auditors interviewed felt that additional testing and fee charging guidance would be beneficial.

Members thanked the Clerk for her diligence in ensuring that the Council had received an unqualified audit opinion for 2017-18.

**RESOLVED** Members noted the content of both reports and that additional training is required urgently to support improvements across the sector. There is potential for neighbouring community councils to put on training sessions on a shared cost basis in conjunction with One Voice Wales. Further enquiries are to be made.

### 521.3 Feedback on Conferences/Training/Meetings

**Denbighshire Local Development Plan 2018-2033** Cllr Bob Barton reported that he had attended a drop-in session at County Hall Ruthin on 5 February 2019. Input is required on the five growth options and the three spatial options and which of the options should be chosen to form the Preferred Strategy for the Pre-deposit LDP. Once the Preferred Strategy has been agreed, the Pre-Deposit LDP will be produced and approval sought to proceed to public consultation expected. Councillor Barton stated that he felt

he was not in a position to make suggestions at the Council meeting due to the short notice and the substantial amount of information given out at the drop-in session.

**RESOLVED** The Clerk to write to Planning to express Members' concerns about arrangements to consult on the process; the notice which went out on 25 January to invite people to the drop-ins in early February did not provide enough lead in time for town and community councils to fully consider the options put forward by the middle of the week; many of the smaller councils only meet bi-monthly. These considerations should be taken into account when planning further sessions on the development of the LDP.

**522 PLANNING** [www.denbighshire.gov.uk/planning](http://www.denbighshire.gov.uk/planning)

Planning Application 20/2019/0068 Erection of covered porch way to rear of existing dwelling – Bryn, Llanfair D C

**RESOLVED** That the application be supported.

**523 HIGHWAYS & ENVIRONMENT**

Members considered the following updates:

**523.1 A525 Junction – Plas Bedw Lane [510.7, 431.7] RESOLVED** The Clerk reported that provision of a new junction warning sign remains on DCC Highways' forward works programme but owing to budgetary constraints the work will now take place during the 2019/220 financial year. The Streetscene department will be asked to confirm whether there are any plans to undertake remedial measures regarding protruding stones on Plas Bedw Lane.

**RESOLVED** that an assurance be sought from Highways that the new junction sign is fitted early in the financial year 2019/2020.

**523.2 Car Crash at Llanfair/20 mph Sign [513.1]** Jon Chapman from Streetscene has been asked to provide an update as to when the sign will be replaced. It was noted that a Go Safe vehicle had been seen locally.

**523.3 Road from Pentre Coch to the Shelf [513.3]** A request has been passed on to Tim Towers to confirm whether there are any proposals to carry out any resurfacing improvements.

It was **ALSO RESOLVED** that progress on the aforementioned Highways matters be monitored closely, the Clerk to take follow up action as necessary.

**PART 2 524 RESOLVED** that the Press and Public be excluded from the meeting due to the confidential nature of the following items:

**525 COUNCIL VACANCY** A third applicant was interviewed [two other applicants had attended a previous meeting of the Council one of whom had withdrawn his application]. Following a ballot it was **RESOLVED** that Mr Osian Owen be appointed to fill the vacancy.

**526 FINANCIAL MATTERS**

**526.1 Payment of Accounts/Invoices RESOLVED** that payments be made as follows:

£910.00 D P Williams Building Services [£380 repairs to Graigfechan bus shelter roof and £530 new window and rehanging of notice board inside of shelter] [Vired from War Memorials budget]  
£409.50 Sandra Williams for Translation Services

### **526.2 Requests for Financial Aid**

[a] Llangollen International Eisteddfod [b] Tenovus Cancer Care [c] Carers Trust North Wales **RESOLVED** Members noted that as the 2018-19 grants budget was oversubscribed the said applications should remain on file for the time being.

### **526.3 Quotations for Installation of Plaque to Aircrew**

Three quotations received as follows

[a] Mossfords Memorials Ltd Wrexham - £1372.00 plus VAT

[b] Simon Winter Stone Carving - £750.00

[c] Ruthin Memorials – £1800.00

Following a full discussion it was **RESOLVED** that the [a] cost of the memorial plaque should not be covered by the Council's precept budget; if the project is to go ahead funds will have to be raised from other sources or private donations [b] Clerk writes to Mr E H Edwards to inform him of the Council's decision, inviting him to assist in raising funds.

**526.4 Appointment of Internal Auditor** Submitted a copy of 2018/19 audit plan, check list and estimated fee of £127.50 + VAT from JDH Business Services Ltd. **RESOLVED** that [a] JDH Business Services Ltd be appointed as the Council's Internal Auditor [b] arrangements be made to review the Council's Financial Regulations at the meeting on 11 March 2019 to ensure that they complement Standing Orders.

**527 CLERK'S APPRAISAL** The Chair and Vice-Chair gave a verbal report on the process and outcomes. The Clerk is considered to be a valuable staff member of the Community Council and has more than met expectations and fulfils a vital role in the smooth running of the Council. Reference was made to the Clerk's planned absence from 6 January – 24 March 2020 – arrangements for temporary cover are to be made.

### **528 DATES OF FUTURE MEETINGS**

**528.1** Next Meeting - 11 March 2019 [Genus] 7 pm start

**528.2** Dates of Meetings during the 2019-20 Municipal Year **RESOLVED**  
**2<sup>nd</sup> Monday of each month confirmed.**

The Chair declared the meeting closed at 8.55 pm

\_\_\_\_\_ CHAIR  
\_\_\_\_\_ DATE

## **CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL**

Minutes of an Ordinary Meeting of the Council held at The Genus Centre, Llanrhydd on Monday 11 March 2019 at 7.00 pm.

**PRESENT** – Councillors Jayne Mayers [Chair], David Baker [Vice-Chair], Bob Barton, Wini Davies, Tim Faire, Osian Owen, Ceri Ranson and Eirwen Godden, Clerk.

**IN ATTENDANCE** - One member of the public

**APOLOGIES** Councillors Moira Edwards [hospital appointment], Keith Mouldsdale [on holiday], Paul Weston [prior engagement]

### **PART 1**

**529 [a] DECLARATIONS OF INTEREST** Councillor David Baker as a member of Llanfair Church Council and Councillor Tim Faire with regard to Planning Application 20/2019/0105 as applicant **[b] ACCEPTANCE OF OFFICE** Councillor Osian Owen was welcomed to his first Council meeting. It was confirmed that he had signed the Acceptance of Office and Notification of Interests forms.

### **530 COMMUNITY MATTERS**

**530.1 Old School Site/New School Llanfair D C** DCC's Asset Manager has received confirmation from all other Services in the Authority that they do not have any uses for the site but Education is still considering possible uses once the primary school has relocated to its new premises. The Community Council will be informed as soon as a definite decision is made by the Education Department.

**530.2 Mains Gas** No update available

#### **530.3**

**[a] Feasibility Study Results** No update available.

**[b] Community Plan** A date for the next meeting of the community plan sub group has yet to be organised. The Clerk was asked to send a reminder to Mr Steve Whipp. The importance of smaller Community Councils developing a community plan had been flagged up at an OVW NEC meeting recently.

**[c] Newsletter** The first edition has been produced. Councillor Keith Mouldsdale is away until the end of March.

**531 MINUTES RESOLVED** The minutes of the meeting held on 11 February 2019 were approved and signed as a correct record.

### **532 MATTERS ARISING/ACTION TAKEN**

**532.1 Housing [520.1, 510.1, 499.1, 482.4]** Guest Speaker – Head of Housing Services, Grwp Cynefin Housing Association. The Association, trustees of the Elizabeth Owen Charity, are not owners but are responsible for maintaining the terrace of properties at Llanfair. However, the charity is registered with Homes England which makes it difficult to access Welsh

Government Social Housing Grant aid or other Third Sector grants. Grwp Cynefin is making enquiries to see whether the properties can be transferred so that grants can be obtained through Welsh Government. Councillors reiterated their concerns about the condition of the houses and the need to return empty properties into use. The Association is in the process of discussing with residents about future options, and will keep the Council informed on progress via the Clerk. Mention was also made about the possibility of wind farm funding and extending an invitation to Darren Millar, AM and The Leader of Denbighshire Council to a site visit after the Association has received a response from Homes England.

**532.2 Wales Audit Reports [521.1, 521.2] Follow up action re training needs** Reported that [a] Llanbedr D C Community Council is hosting a 'bespoke' The Council training session [in conjunction with OVW] to take place on 4 April 2019 6.30-9 pm at The Genus Centre, Llanrhydd and [b] the Wales Audit Board has decided not invite tenders for audits beyond 2020. **RESOLVED** that arrangements be made for booking 5 training places [4 Llanfair Community Councillors and the Clerk].

**532.3 Denbighshire Local Development Plan 2018-2033 [521.3]** The Clerk reported that a response had been received from DCC stating that the drop in sessions held in early February did not form part of the formal consultation on the LDP. Formal consultation on the Preferred Strategy for the replacement LDP will be held later on in the year which will last for a minimum of 8 weeks. Community and Town Councils will receive prior notice of when this will take place. By having copies of the options at this early stage will enable Councils to make informed comments during the consultation period.

Ref/Date	Action, By Whom and Status
351.5 21/05/18	<b>Fundraising Group</b> [Councillors Jayne Mayers, Keith Mouldsdale and Paul Weston]. Group meetings to be arranged when projects are identified.
362.5 08/01/18	<b>Engaging with Young People</b> It has been determined that Councillors are responsible for engaging with young people.
	<b>Addition of Name to War Memorial.</b> Clerk - Further information to be obtained from a relative. Work on a grant application towards the cost of final repairs is ongoing as time permits.

### 533 CORRESPONDENCE/REPORTS

**533.1 Memorial Plaque** Submitted – correspondence dated 13 and 19 February. The letter dated 19 February raises an objection to the Council's decision not to proceed with commissioning a memorial plaque using precept funds [minute reference 526.3]. **RESOLVED** that the author of the letter be referred to Councillor Bob Barton.

**533.2 OVW Innovative Practice/Annual Awards Ceremony on 28/03/19** Email dated 28/02/19. Members gave approval for the Council to share the cost of £55.00 for Councillor Barton's attendance with three other Community

Councils where he is also a Member. Llanbedr Council will arrange to book on his behalf.

**533.3 No Underground Nuclear Waste Dump in Wales** Submitted – email dated 05/03/19 from Jill Evans MEP requesting that the Council passes a motion stating that it will not volunteer to host an underground nuclear waste dump within the community. **RESOLVED** Members agreed to support the motion.

**533.4 Welsh Government Support for Community & Town Council Bids** Email dated 20/02/19 re support for the initial setting up of joint arrangements around 3 core themes of community engagement, increasing citizen participation and engagement in local democracy and working together on a shared services, including exploring scope for shared back office functions. Closing date 12/04/19. **RESOLVED** that the Clerk contacts Efenectyd and Llanelidan Councils with a view to exploring the possibility of putting together a joint proposal. For example, an application to support the 5 village newsletter project being led by Councillor Keith Mouldsdale.

#### **533.5 Feedback/report[s] on conferences/training/meetings**

Updates dealt with under other headings.

**534 PLANNING** [www.denbighshire.gov.uk/planning](http://www.denbighshire.gov.uk/planning)

**534.1** Planning Application 20/2019/0105 Proposal for provision of additional ground floor bedroom submitted in relation to application code number 20/2018/0587/PF – Plas Bedw, Pentrecelyn.

**534.2** Planning Application 20/2019/0162 Erection of extensions to side and rear of property with associated works – Bryn Teg, Graigfechan.

**534.3** Planning Application 20/2019/0174 Works to trees within the Llanfair D C Conservation Area – Church of St Cynfarch & St Mary.

**RESOLVED** No objections were raised regarding the 3 aforementioned applications and Members fully supported the proposals.

**534.4** Update re Compliance with Condition 5 – Application 20/2016/1137/PF Proposed housing development at Llanfair D C. Further information is awaited from the Planning office.

#### **535 HIGHWAYS & ENVIRONMENT**

Members considered updates as follows:

**535.1 A525 Junction – Plas Bedw Lane [523.1, 510.7, 431.7]** The Clerk reported that provision of a new junction warning sign remains on DCC Highways' forward works programme for 2019-2020 but has not yet been formalized. At this stage Highways can only confirm that the works will take place during the first quarter. Remedial measures regarding protruding rocks on Plas Bedw Lane have yet to be confirmed. **RESOLVED** that the Clerk sends a reminder to Highways.

**535.2 Car Crash at Llanfair/20 mph Sign [523.2, 513.1]** Jon Chapman from Streetscene has been asked to provide an update as to when the sign will be replaced. It was noted that a Go Safe vehicle had been seen on a number of occasions again locally.

**535.3 Road from Pentre Coch to the Shelf [523.3, 513.3]** A response is awaited from Tim Towers to confirm whether there are any proposals to carry out any resurfacing improvements. It was reported that, in the meantime, some repairs had been carried out.

**535.4 Road Repairs [502.1] [from the Smithy Graigfechan, Ty Coch Farm and Pen y Bryn Farm]** Reported that the gulleys have been emptied and the worst potholes filled in with cold tarmac. The Leader is negotiating with officers as to when a better piece of work will be done on this road. He is unhappy as it seems that this is not envisaged until the financial year 2020.

**535.5 Open Spaces** Following a discussion about play areas it was **RESOLVED** that the Clerk makes enquiries with the local authority to find out whether it owns land at Graigfechan near the quarry area at Tanyronnen.

**535.6 Drainage/Flooding Problems at Pentre Coch [431.5]** Reported that there continues to be some flooding in Pentre Coch and there are gulleys blocked by Minafon. **RESOLVED** that the Clerk writes to Highways with a copy to The Leader.

**PART 2 536 RESOLVED that the Press and Public be excluded from the meeting due to the confidential nature of the following items:**

### **537 FINANCIAL MATTERS**

**537.1 Member Allowances RESOLVED** that [a] an interim payment of £500 be made to the Chair for 2018/19 [payroll fee £6.25] and [b] the Chair and Vice-Chair be given delegated authority regarding use of any surplus in the Members' Allowance Budget.

**537.2 Payment of Accounts/Invoices RESOLVED** that payments be made as follows:

£160.00 OVW Membership Fee

£1,830.00 Denbighshire County Council for purchase and installation of 4 waste bins [the price was negotiated without competition as DCC agreed to install the waste bins at suitable locations and would not be charging for emptying]

£309.48 Clerk's Expenses [copy circulated to Members]

£216.00 per annum Clerk's home working tax-free allowance [an increase of £8 pa with effect from 01/04/19]

£127.53 AVOW [balance owed for Clerk's salary]

£650.00 AVOW for payment of mandatory Member Allowances 2018-19 [includes payroll fees, P60s & P11s]

£362.58 Sandra Williams for Translation Services [original cheque no 101012 presumed lost] The Clerk to enquire whether a compensation claim could be made to Royal Mail.

**537.3 Requests for Financial Aid** [a] Wales Air Ambulance Charity [b] Capel Pentrecelyn [c] Eisteddfod yr Urdd 2020 and [d] Capel Ebenezer Graigfechan **RESOLVED** Members noted that as the 2018-19 grants budget was oversubscribed the said applications should remain on file for the time being.

**537.4 Review of the Council's Financial Regulations** Submitted – copy of current regulations, paragraphs 10 and 11 extracted from the OVW model financial regulations and a copy of the Council's current Standing Orders.

**RESOLVED** that paragraphs 10 Orders for Work, Good and Services and 11 Contracts in the Council's Financial Regulations be replaced by paragraphs 10 and 11 extracted from the OVW model financial regulations subject to adding [a] 'email' to para 10.1 [b] 'in conjunction with the Community Council's Standing Orders' to the first line of para 11.1 [c] a figure of £1,000 to para 11.1 g [above which the Clerk or RFO shall strive to obtain 3 estimates].

**538 DATES OF FUTURE MEETINGS**

2019 08/04/19, 13/05/19,10/06/19, 08/07/19, 09/09/19, 14/10/19, 11/11/19, 09/12/19

2020 13/01/19, 09/03/19

The meeting ended at 8.55 pm \_\_\_\_\_CHAIR  
\_\_\_\_\_DATE