

**CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD  
COMMUNITYCOUNCIL**

[www.llanfaircommunitycouncil.co.uk](http://www.llanfaircommunitycouncil.co.uk)

Minutes of the Annual Meeting and an Ordinary Meeting of the Council held using a Zoom video/telephone conferencing platform on Monday 15 June 2020 at 7 pm. Only matters requiring urgent attention were dealt with until the Covid restrictions are lifted.

**PRESENT** – Councillors Jayne Mayers [Chair], Keith Mouldsdale [Vice-Chair], David Baker, Wini Davies, Owen Evans, Tim Faire, Osian Owen, Ceri Ranson, Steve Whipp and Eirwen Godden, Clerk

**IN ATTENDANCE** – 1 member of the public

**APOLOGIES** – Councillor Bob Barton [another meeting]

**670 RETIRING CHAIRMAN'S REMARKS**

Councillor Jayne Mayers gave an overview of the Council's activities during the year under review as follows [a copy of the full report to be forwarded to members]:

- 12 meetings including an Open Meeting held in March 2020 to address resident concerns about highway and footpath closures and how the village had come to a standstill due to all the development work in Llanfair over many months.
- 8 guest speakers
- negotiations are ongoing with Grwp Cynefin to ensure that the almshouses in Llanfair are refurbished and brought back into use
- the Council's Asset Register was reviewed, updated, amounts adjusted, and insurer informed accordingly
- 6 consultation documents considered, and responses sent
- 14 voluntary groups were awarded grants totalling £3620
- 36 matters of local concern were referred to Denbighshire County Council on a range of issues ranging from bus services, caravans to highway & flood issues
- 28 planning applications were considered
- the third issue of the Neighbourhood Plan was updated and published - Councillor Steve Whipp and Mr P Bennett Lloyd were thanked for their valued and continued input into the Neighbourhood Plan group
- the Neuadd Eleanor Management Committee published the results of a feasibility study into local services - the community council contributed towards the cost
- Councillors Owen Evans and Steve Whipp replaced Moira Edwards and Paul Weston
- the new school in Llanfair opened in February 2020 - discussions are ongoing about the future use of the old school site [agenda item for 13/07/20 – options paper]
- the first edition of the quarterly Dyffryn Clwyd Chronicle was produced in April 2019 – the community council contributed towards the cost
- a bench paid for by private donation was placed by the War Memorial in memory of aircrew who crashed and were killed locally on 17 July 1942

- the community council gave the go ahead in September 2019 for improvements and repairs to be carried out to the war memorial - for completion summer 2020
- steps taken to review and update the Council website to comply with accessibility regulations - it is expected that the new website will be launched sometime in June 2020
- the Brenig Wind Farm became operational on 30 March 2019 and the Clocaenog Wind Farm started generating electricity in June 2019

### **671 ELECTION OF CHAIR AND VICE-CHAIR FOR 2020/21**

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

[b] Councillor Keith Mouldsdales was proposed and seconded to be re-elected as Vice-Chair. This was agreed.

Declaration of Acceptance of Office forms to be emailed for signature and return to the Clerk.

### **PART 1**

**672 DECLARATIONS OF INTEREST** Councillor David Baker as a member of Llanfair Church Council and Councillor Keith Mouldsdales as a trustee of Neuadd Eleanor's Management Committee.

### **673 MINUTES – RESOLVED**

**673.1** The minutes of the Annual/Ordinary Meeting held on 13 May 2019 were re-affirmed

**673.2** The minutes of the Ordinary Meeting held on 9 March 2020 were approved and signed as a correct record. It was noted that the Council could not meet in April and May due to the Covid restrictions.

### **674 CORRESPONDENCE**

**674.1** Reported that Coronavirus & Other Updates/Briefings from OVW/SLCC/DCC had been circulated to Members via email/post and posted on the Council website. Contingency arrangements/updates and recommendations were noted.

**674.2** Letter dated 18/05/20 sent to residents by Wales & West Utilities [WWU] about highway closures during June and July re essential work to connect to the gas network. Noted but there will be delays due to Covid restrictions. The Clerk was asked to contact WWU for a revised up to date timetable.

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

Members endorsed action taken regarding the following planning applications received during the Covid crisis when no meetings were held [members forwarded comments to the Clerk via email]:

**675.1 Application 20/2020/0050** The Cottage Fron Isaf, Pentrecelyn submitted by Mr & Mrs Barlow. Alterations to attached barn to form an extension to the existing dwelling at the above property. Observations were made as follows: The consensus was that the proposal be supported; it looks like an enhancement; however, it is assumed the proposal does not entail any overlooking onto or from other properties. As the roof area is to be increased the applicant should ensure that adequate drainage is provided. A question has been raised whether an ecological survey is required.

**675.2 Application 20/2020/0172** Ty Isaf, Llanfair D C. Submitted by Mr & Mrs R Edmunds. Erection of replacement extensions and associated works at the above property. Observations were made as follows - there is consensus that the application is supported. The proposal appears to show much better use of space and will be removing as much as they are extending. The newly refurbished building will have to be built to a much higher standard and should be far more energy efficient than it was originally. It also looks to be a modernisation and reduction in roof area and of features from the existing building.

**675.3 Application 20/2020/0207** The Cottage Fron Isaf, Llanfair D C submitted by Mr & Mrs Barlow. Erection of an agricultural building for the housing of livestock & storage of feed & machinery, formation of hardstanding & installation of septic tank. The proposal is supported subject to the AONB being consulted on the appearance of the building.

**The following applications were also considered at the meeting:**

**675.4 Application 20/2020/0936** Garth y Fron, Pentrecelyn. Submitted by Mr & Mrs David & Rachel Wood. Erection of extensions to side and rear of dwelling and associated works. **RESOLVED** Supported – no objections.

**675.5 Application 20/2020/0335** Land to rear of Ty Capel, Graigadwywynt, Ruthin. Submitted by Ms Jeanette Reaich. Erection of an affordable dwelling, installation of a new septic tank and associated works. **RESOLVED** Supported – no objections.

**675.6 Application 20/2019/0510** Silver Birches, Llanfair D C. Submitted by Mr Alun Lewis and Miss Rachel Davies - Felling of 8 trees within the Conservation area subsequently amended. **RESOLVED** that the planning office be asked to confirm whether the conditions of approval have been complied with.

**676 HIGHWAYS & ENVIRONMENT** Members endorsed action taken regarding the following application received during the Covid crisis –

**676.1 Public Path Diversion Order – Public Footpath No 19 – Castell Graigadwywynt** OS Grid Ref SJ 12313 53649 to SJ 12249 63664. The correspondence and attachments were circulated to councillors. The consensus was that there are no objections to the proposal as this is a footpath that takes walkers away from a building which has been recently upgraded. The applicant may wish to contribute to the re-signage to ensure that it is clear. The diversion entails a short length of track, but this is very lightly used and so is not an issue. It was **ALSO RESOLVED** that the Clerk writes to Highways suggesting that all applicants should be asked to take responsibility for the maintenance of diversion signs and keeping diversion routes clear and in good order.

**676.2 Matters Pending** Members noted that there are several outstanding highway matters, including flooding issues, which have not been progressed due to Covid restrictions. It was acknowledged however that local authority staff had been redeployed to carry out other essential duties during the current crisis. It was agreed that follow up action be taken when Covid

restrictions allow. Concerns regarding culverts, potholes and other matters can, in the meantime, be reported via DCC's website.

## **677 FINANCIAL MATTERS**

**677.1 Submitted - Summary of Income & Expenditure and Receipts & Payments Cashbook for the period 1 April 2019 to 31 March 2020**  
**RESOLVED** that the accounts be approved.

**677.2 Submitted - Internal Auditor's Report and Recommendations 2019-20** The internal auditor has recommended that the Council should [a] carry out a financial risk assessment annually, [b] amend the financial regulations to state the following for section 11.1 a. ii '...for specialist services such as are provided by legal professionals acting in disputes;' and [c] ensure that orders for works, goods and services are made as per the financial regulations of the Council. The Clerk stated that a new purchase order form would be used whenever possible. **RESOLVED** that the recommendations be noted, and action taken to implement as soon as possible.

**677.3 Submitted – Accounting Statement 2019-20 & Annual Governance Statement, including supporting documents Bank Reconciliation & Explanation of Significant Variances** **RESOLVED** that the documents be approved, and arrangements made for all necessary papers signed by the Chair before submitting to the external auditor.

**677.4 Payment of Accounts/Invoices** **RESOLVED** that [a] payments be made as follows:

£168.00 One Voice Wales - Annual Membership

£ 40.00 ICO - Data Protection Fee

£175.68 JDH Business Services Ltd – Internal Audit Fee

£536.46 Zurich Municipal – Insurance Fee [second year of a three-year agreement]

£420.00 DoodleIT [final balance for producing a new Council website]

£138.78 Sandra Williams [translation service]

[b] the Clerk be authorised to make Bank payments online if approval had been given by Members

**677.5 Requests for Financial Aid** **RESOLVED** that [a] grants be awarded as follows:

£200 Capel Ebenezer Graigfechan [running costs]

£200 Capel Salem [running costs]

£150 Hope House Children's Hospice [palliative nursing care for children and young people]

[b] although members recognised the importance of their work no award could be made on this occasion to

Tarian Cymru [provision of PPE to health and care workers in Wales during the Covid-19 crisis] and

Cadwch Curiadau Keep the Beats [in aid of a mobile Covid-19 Cardiology Clinic]

[c] a decision regarding the Urdd Eisteddfod application be deferred to a future meeting.

**677.6 Submitted - Revised Policy on Reserves RESOLVED** that the policy be approved as written

**677.7 Annual Risk Assessments**, including Draft Financial Risks review document submitted. The Clerk reported that the Annual Risk Assessment could not be carried out until the Covid restrictions had lifted. **RESOLVED** that [a] the annual health and safety annual risk assessment takes place as soon as Covid restrictions allow and [b] the revised 2020-21 Financial Risks document be approved as written.

**677.8 Submitted - Draft Investment Strategy 2020-21 RESOLVED**  
Approved

**677.9 Council Computer RESOLVED** that the [a] action taken by the Clerk to engage A5PC Computer Services N Wales to overhaul the Council's computer and to carry out essential work be approved including [b] purchase of a new laptop computer and associated equipment at a cost of £569.00 [provision included in precept budget] [A5PC to assemble] and [c] paying a monthly subscription [£14.39 includes vat] for the use of Zoom for holding virtual meetings.

**PART 2 678 RESOLVED that the Press and Public be excluded from the meeting due to the confidential nature of the following item:**

**679 REPAIRS AND RENOVATIONS TO THE WAR MEMORIAL LLANFAIR DC**

**679.1 Submitted – Tender documents including Timetable Schedule RESOLVED** that the action delegated to the Chair, Vice-Chair, and the Clerk for progressing the matter with Mr John Pugh, Chartered Building Surveyor, be endorsed.

**679.2 Appointment of Contractor –** Three tenders had been received by the 6 May 2020 closing date. Mr John Pugh, Chartered Building Surveyor, acting as the Council's agent, had prepared a final report/recommendation for consideration by the Chair and Vice-Chair, and subsequently full Council. **RESOLVED** that the contract to carry out the repairs and renovations be awarded to RW Masonry £28,798.00 plus £5,759.60 VAT.

**679.3 Additional Insurance Fee RESOLVED** that the payment of an additional insurance fee of £120 to cover minor JCT works be approved.

**679.4 Quotation – Digital Composite Montage Image of the Scheme** [Work samples submitted] **RESOLVED** that the quotation in the sum of £630 + vat is not accepted. A laminated picture/planning drawing is to be used instead to illustrate the scheme together with an article in The Dyffryn Clwyd Chronicle.

**679.5 War Memorial Flower Boxes** Members thanked Councillor Tim Faire and his wife Fiona Faire for maintaining the flower boxes.

**680 DATES OF FUTURE MEETINGS**

13/07/20 [Virtual Meeting], 14/09/20 [Coleg Cambria Llysfasi], 12/10/20 [Ysgol Llanfair], 09/11/20 Ysgol Pentrecelyn], 14/12/20 [Genus Centre Llanrhydd], 11/01/21 [Coleg Cambria Llysfasi], 08/02/21 Ysgol Llanfair], 08/03/21 [Ysgol Pentrecelyn]

The meeting ended at 8 pm \_\_\_\_\_ CHAIR  
\_\_\_\_\_ DATE

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

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Minutes of an Ordinary Meeting of the Council held using a Zoom video/telephone conferencing platform on Monday 13 July 2020 at 7 pm.

**PRESENT** – Councillors Jayne Mayers [Chair], Keith Mouldsdale [Vice-Chair], Bob Barton, Owen Evans, Tim Faire, Osian Owen, Ceri Ranson, Steve Whipp and Eirwen Godden, Clerk

**IN ATTENDANCE** – 4 members of the public and County Councillor Hugh H Evans OBE

**APOLOGIES** – Councillors David Baker [work commitments] and Wini Davies [family illness]

### **PART 1**

**681 DECLARATIONS OF INTEREST** Councillor Keith Mouldsdale as a trustee of Neuadd Eleanor’s Management Committee.

### **682 MINUTES – RESOLVED**

The minutes of the Annual and Ordinary Meeting held on 15 June 2020 were approved and signed as a correct record.

### **683 COMMUNITY MATTERS**

#### **683.1 Options for the Future Use of the former school site Llanfair D C**

Submitted – Options paper written by Councillor Steve Whipp. Cllr Whipp gave a comprehensive overview taking into account how the national [Planning Policy Wales, Well-being of Future Generations Act, National Development Framework], County [DCC Corporate Plan, Public Spaces, Housing Needs] and local planning background could help discussion, including examples of where other communities have or are planning to adopt assets. Llanfair D C school was vacated in February 2020 and the Community Council has been considering the future of the school ever since the new school was announced a couple of years ago. Discussions in the Community Council and the Neighbourhood Plan had identified potential uses for the school and include in brief but in no order:

- \* Use of the school building [or part of it] as a village shop
- \* Use of the school building as a business incubator, like the Rhewl Technology Centre
- \* Creation of a Peace Garden in the school playing field
- \* Provision of a children’s play area
- \* Provision of an exercise trail on the school field
- \* A cycling “pump track” to encourage development of riding skills
- \* Provision of allotments or gardening-based activity

- \* Combining several needs where the school could be used, possibly with the almshouses, to provide holiday and tourist accommodation with potential for a shop and other community use which could be Church based
- \* Provision of affordable housing.

The aim of the agenda item, therefore, was to have a discussion to decide whether there was a wish to express an interest in the school, its playground and playing field and if so to agree the next steps to taking the matter forward.

Following a debate on the matter it was **RESOLVED** that Llanfair D C Community Council should discuss and agree on the future use of the school and its grounds as follows:

[i] **formally express an interest [pre-application]** in the former school, its playground and playing field to Denbighshire County Council following the Welsh Government's framework for transfer of assets. These should be as two applications for [a] the building and playground and [b] the playing field.

[ii] **continue to hold discussions** with relevant bodies with interests in the adjacent almshouses to determine the best use of the former school building and its playground in line with the options set out in the options report; this with a view to presenting a business case for their use.

[iii] put in place measures to develop an application for the use of the **former school playing field**. Having expressed an interest in the site for the benefit of the community the Community Council should promote and support the Asset Transfer process for the playing field site. This would entail setting up a group with clear terms of reference for future use of the field in line with the needs identified in the Neighbourhood Plan. The group would report to the Community Council and would develop a plan to enable the second [expression of interest] and third stage [full application] of the Asset Transfer to take place.

[iv] **include the strategy** for the future development of the school and its playground in the Neighbourhood Plan to advise policy and responses to any planning consultations.

The Chair thanked Councillor Whipp for producing the options paper and for Councillors and residents' input before and at the meeting. It was acknowledged that the three-stage Communities Assets Transfer process would take time; proposals would have to be underpinned with evidence, identifying key residents and organisations in the village to form a group to lead and develop a strategic and detailed business plan, securing funding and so on. The first step was to arrange a public meeting in the Autumn – the Chair stressed the importance of people coming forward who are interested and prepared to put the work in to become involved at the start to work together with the Community Council to take matters forward.

**A full copy of the options paper and presentation notes have, in the meantime, been posted on the Council website's Community menu page - [www.llanfaircommunitycouncil.co.uk](http://www.llanfaircommunitycouncil.co.uk) Updates will be posted**

from time to time on the website as well as local media networks and the Dyffryn Clwyd Chronicle.

#### **684 CORRESPONDENCE**

**684.1** Submitted – email dated 30/06/20 from a resident to DCC, including response re ideas for the old school building, traffic speed on the A525 and the dangerous footpath from Llanfair to Ruthin. References to the old school building were dealt with under Community Matters; concern about traffic speed is an ongoing matter with issues raised with Denbighshire; the footpath between Llanfair and Ruthin is also an ongoing issue and has also been referred to Mr Darren Millar AM – a follow up meeting to be arranged in due course; DCC Highways has plans, in the meantime, to improve the footpath in the Autumn. The Clerk was requested to seek clarification on the black and red 20 mph signage in Llanfair and progress on introducing a 40 mph limit on the Nant y Garth pass.

**684.2** Submitted – email dated 02/07/20 from DCC re update on community co-ordinators – Coronavirus Pandemic. In April, a team of six Community Co-ordinators were deployed across the County to ensure that those responding to local needs were themselves supported to continue to help residents in an efficient and safe way. Councillor Hugh Evans stated that it had proved to be a good positive exercise leading to a real focus on the community being supported and that Denbighshire is moving into recovery mode.

#### **685 Feedback/Report[s] on Conferences/Training/Meetings**

**685.1 Remote Meetings** The Clerk reported that she had attended several meetings with other Clerks using Zoom since the lockdown at the end of March. This is an useful way of keeping in touch and up to date with developments within the sector. Welsh Government is seeking the views of Councils on the effectiveness of remote meetings so that they will be in a position to consider whether for the future there would be merit in including provision in legislation for a continuation of some elements of the remote meeting provisions contained in the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020. The Council's views on the merits or otherwise of remote meetings will assist greatly in influencing the work of Welsh Government and a response to the survey would be beneficial in this context. Initial feedback from Councillors indicate that remote meetings have been fairly effective but difficult to chair and for participants to engage in meaningful discussion. Not all could join due to intermittent broadband reception. It was considered that a face to face meeting is the preferred option.

**685.2 Broadband** Councillor Bob Barton gave an update on broadband provision, the availability of grants and the launch of the Llanbedr D C newsletter, which included an article on broadband news.

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

**686.1 Updates on Queries** The Clerk reported that the planning office had been asked to confirm whether the conditions of approval attached to Application 20/2019/0510 to fell 5 trees at Silver Birches, Llanfair D C had

been complied with. Planning has confirmed that 5 replacement trees should be planted within the residential curtilage of the property in the next available planting season [probably March/April next year] following the removal of these trees. No site visit has been carried out by planning to date. Councillor Steve Whipp reported that originally there were 28 trees altogether and had concerns about wide scale removal. The owner had, however, commissioned a professional report on the condition of the trees and taken advice accordingly.

**686.2 Application 20/2020/0395** Silver Birches, Llanfair D C submitted by Rachel Davies & Alun Lewis. Demolition of existing garage, erection of two storey side extension and creation of additional parking. **RESOLVED** that a) Councillors Keith Mouldsdale and Steve Whipp arrange a meeting with the owners on site to discuss the application and [b] the Chair, Vice-Chair and Councillor Steve Whipp be given delegated power to form a response to the application.

**686.3 Application 20/2020/0436** Tan y Graig, Pentrecelyn submitted by Mr Dean Irvin. Change of use of land by the siting of 4 no holiday accommodation units, installation of a package treatment plant, access track and associated works. **RESOLVED** that the application be supported subject to measures being taken to address culvert issues in the area.

#### **687 HIGHWAYS & ENVIRONMENT**

**687.1 Public Footpaths [676.1]** The Clerk stated that she had written to DCC about the suggestion that all applicants submitting public path diversion orders should be asked to take responsibility for the maintenance of diversion signs and keeping diversion routes clear and in good order. However, the Authority has an obligation to maintain the surface of paths, this is then transferred from the existing to the new route when a path is diverted. The Authority is unable to impose on any person the obligation to undertake its duty. The signage to promote a diversion order is usually maintained for a period of 5 years, by which time having notified the Ordnance Survey of the change, they will have changed the route on their latest printed mapping, and all current on-line mapping. Noted.

**687.2 Road Improvements and Flooding Matters [676.2]** The following matters had been reported to DCC about the condition of the highway and drains [a] past Bryn Tirion, Bryn Chwareu and Fron Ganol, Graigfechan [request ref 238964] and [b] the B5429 road from Graigfechan towards Ty Coch Ucha, Tyddyn Ucha and Pen y Bryn [request ref 238957]. A reply was received indicating that the gully emptier is currently on a programme of cleaning all cattle grids since June 2020. It was, however, noted that tarmac work had been completed.

#### **688 FINANCIAL MATTERS**

**688.1 Submitted - Summary of Income & Expenditure and Receipts & Payments Cashbook for the period 1 April to 3 June 2020** **RESOLVED** that the accounts be approved.

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

£904.21 Clerk's Expenses Claim [1 April – 30 June 2020 details of which were circulated to Members before the meeting]

**688.3 Requests for Financial Aid RESOLVED** that grants be awarded as follows:

£200 Llanfair Church [grass cutting costs]

£200 Capel Bethel, Pentrecelyn [running costs]

£150 Marie Curie – Denbighshire [cost of night and day nursing services]

Councillor Bob Barton asked for consideration to be given to increasing next year's budget towards the running costs of religious bodies in the area.

**688.4 Submitted - Revised Financial Regulations** [changes to para 11.1 a. ii – in accordance with the internal auditor's recommendations] **RESOLVED** that the policy be approved as recommended.

**688.5 Submitted - Draft Website Accessibility Statement RESOLVED** that the statement be approved as written. Arrangements would be made for the new website to go live soon and attention drawn to it in an article in the next edition of the Dyffryn Clwyd Chronicle.

**PART 2 689 RESOLVED** that the Press and Public be excluded from the meeting due to the confidential nature of the following item:

**679 REPAIRS AND RENOVATIONS TO THE WAR MEMORIAL LLANFAIR D C**

Reported that arrangements had been made for the Chair, Vice-Chair, John Pugh and the Clerk to hold a pre-contract meeting with the contractor on 09/07/20. The meeting took place, maintaining safe distancing measures, to discuss the work programme, lead times for materials, start date, site instructions, contractor's requirements and completion date. It is hoped that despite delays in obtaining materials the work will be finished in time for Remembrance Day in November 2020. Members were reminded that the scheme includes provision for adding the name of Robert James Rivers Fuller MN [DOB 12 February 1922] and renovating the lettering on the War Memorial. This was confirmed. A quotation will be sought.

**690 DATES OF FUTURE MEETINGS**

14/09/20 [TBC Coleg Cambria Llysfasi], 12/10/20 [Ysgol Llanfair], 09/11/20 Ysgol Pentrecelyn], 14/12/20 [Genus Centre Llanrhydd], 11/01/21 [Coleg Cambria Llysfasi], 08/02/21 Ysgol Llanfair], 08/03/21 [Ysgol Pentrecelyn]

The meeting ended at 8.40 pm \_\_\_\_\_ CHAIR  
\_\_\_\_\_ DATE

**CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD  
COMMUNITYCOUNCIL**

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Minutes of an Ordinary Meeting of the Council held using a Zoom video/telephone conferencing platform on Monday 14 September 2020 at 7 pm.

**PRESENT** – Councillors Jayne Mayers [Chair], Keith Mouldsdales [Vice-Chair], David Baker, Bob Barton, Wini Davies, Owen Evans, Tim Faire, Osian Owen, Ceri Ranson [latter part of meeting], Steve Whipp and Eirwen Godden, Clerk  
**IN ATTENDANCE** – 4 members of the public

**APOLOGIES** – None

#### **PART 1**

**691 DECLARATIONS OF INTEREST** Councillors David Baker as a member of Llanfair Church Council and planning applicant [ref 20/2020/0584] and Keith Mouldsdales as a trustee of Neuadd Eleanor's Management Committee and editor of the Dyffryn Clwyd Chronicle.

#### **692 MINUTES – RESOLVED**

The minutes of an Ordinary Meeting held on 13 July 2020 were approved and signed as a correct record subject to adding that Councillor Bob Barton had provided an update on broadband provision, the availability of grants and the launch of the Llanbedr D C newsletter, which included an article on broadband news.

#### **693 COMMUNITY MATTERS**

**693.1 Former school site Llanfair D C** A site meeting was held on 29/07/20 with DCC officers [Bryn Williams [Asset Management] and Joe Griffiths [Modernising Education]. Councillors Jayne Mayers, Keith Mouldsdales and Steve Whipp were present together with the Clerk]. This provided an opportunity to visit both the former school building and playing field as part of the process to discuss the possibility of a community asset transfer and/or other options. Bryn Williams agreed to collate information about current costs/overheads, whether there are any covenants or restrictions on use [details of cost and report on title sent], details about ownership of trees and boundaries and so on in advance of a public meeting which the community council hopes to convene when Covid restrictions allow.

Councillor Steve Whipp agreed to contact the North Wales Wildlife Trust [NWWT] regarding the former playing field area and Joe Griffiths offered to put together a video showing the internal layout of the building [Clerk has been provided with a copy]. NWWT has expressed an interest and would like to look more closely at the site but initial suggestions for habitat improvement could include wildflower meadows / community orchard / woodland edge habitats with wildflower glades / hedge planting / coppice / free wild play areas to name a few. The success of any of these suggestions depend entirely on the future maintenance of the site, this is a very significant point to consider at this early stage.

A North Wales based housing association has also asked whether there would be any opportunities for them to work in partnership with the Community Council. Councillor Whipp has also drafted a development journey key steps paper.

Discussions at the Council meeting on 14/09/20 centred around considering every avenue, finding others who may want to get involved with a scheme, linking in with the almshouses and other developments, organising a public consultation event, coming to a decision about what to do with the land and coming up with a holistic solution, putting together a business case, writing applications for funding, identifying volunteers/group to take a community

owned project[s] forward to fruition. A suggestion was made about delaying the process for 12-18 months [in view of Covid] but others felt that the opportunity should be taken now to make a case for an asset transfer; explore the possibility of organising an open community meeting to put together a wish list of indicative ideas; then contact the housing association. The Chair expressed concern that at this stage few people have come forward to assist or express an interest – community engagement and commitment was key to success. Councillor Bob Barton offered assistance in the process.

**RESOLVED** that [a] Councillor Steve Whipp and Mr Phil Bennett-Lloyd work on an overview for presentation at an open meeting including the availability of potential funding [b] the Chair and Clerk explore the feasibility of holding a physical open community drop in event or a virtual open meeting for people to visit with comments [c] the Chair, Vice-Chair, Councillor Steve Whipp and the Clerk to decide on a date [d] the housing association be advised that the Council is planning to hold an open meeting.

The Chair thanked Councillor Steve Whipp and Mr Phil Bennett-Lloyd for their efforts to date.

**693.2 Mains Gas** Reported that the Clerk had received copy of a letter dated 13/08/20 sent by Wales & West Utilities [WWU] to residents explaining that there is an opportunity for homes in the village to connect to the new extension of the gas network once it is completed. The letter included breakdown of budget costs based on the number of properties associated with the project. Anyone wishing to register an interest in obtaining a gas supply had to complete and return a form within 28 days [now extended at the time of writing]. The Clerk had written to WWU to ask whether contact had been made with Denbighshire Housing and the Grwp Cynefin Housing Association to determine whether they had an interest in the scheme. A resident had expressed concern that costs appear high in comparison with the initial figures given 3-4 years ago. It was also reported that Darren Millar AM was encouraging residents to express an interest in the scheme.

WWU has replied as follows - [a] WWU will be sending a letter to the Grwp Cynefin Housing Association to gauge interest [the housing association is in touch with the Almshouses Association about funding to generally refurbish the Elizabeth Owen properties].

[b] On cost: The original quote issued in 2018 included the new development properties, therefore the scope of properties we apportioned the total cost over was more compared to the quote we issued in July 2020, which didn't include the new development. WWU then took a decision at the time to upsize the governor and lay LP main alongside the IP main at the company's cost to feed the village at a later stage. This was an investment by WWU which was approved providing these costs are recovered through an infill scheme.

[c] Current interest in the scheme: So far Denbighshire Council which owns 25 properties has expressed interest, and interest forms have been received from 6 private residents.

**RESOLVED** that [a] information about grants be published on the Council website [b] contact be made with Darren Millar AM and Nathan Taylor, WWU with a view to arranging a meeting.

#### **694 CORRESPONDENCE**

**694.1** Submitted – Email dated 20/08/20 from DCC’s Head of Highways about the provision of salt on rural roads in Denbighshire. The department will no longer place salt piles on roads that are already on standard gritting routes as this is considered wasteful and a duplication of effort. Elsewhere the intention for all rural roads to continue to have the facility to be salted on hills and bends if the assessment shows that it is needed. Salt bins will be used to store the salt in instead of piling all directly onto the side of roads. The process for installing salt bins is work in progress and will take time to complete.

**RESOLVED** that DCC be informed about where there must be bins in advance of winter months – Councillors to inform the Clerk.

694.2 Submitted – Email dated 01/09/20 from OVW about guidance to Councils on holding meetings on a physical basis. Noted. Government directives currently in place at the time of writing [no more than 6 persons meeting indoors] may mean that virtual meetings held online would have to continue for the foreseeable future at least until the end of the year.

#### **695 Feedback/Report[s] on Conferences/Training/Meetings -**

**695.1** Broadband Councillor Bob Barton reported again on developments and grants available with regard to upgrading broadband reception, especially in rural areas. Welsh Government has announced it is matching grants available from the Gigabit Broadband Voucher Scheme effectively doubling its value. This fund supports the cost of installing gigabit-capable broadband to homes and businesses in the hardest-to-reach rural areas when part of a group scheme. This has led to the successful launch of Llanbedr D C Community Council’s full fibre broadband project. Councillor Barton stated that he wished to do the same for the Llanfair D C community. He will prepare a leaflet to go out with the next edition of the Dyffryn Clwyd Chronicle. Councillor Barton forwarded details to Councillors on 14/09/20 for comment [responses to be sent to the Clerk] – he needs to find out what is currently available across the community area. He concluded by saying that he is happy to raise items at OVW meetings if Councillors wish.

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

Action taken on responses made between meetings was confirmed as follows:

**696.1 Application 20/2020/0395** submitted by Rachel Davies & Alun Lewis – demolition of existing garage, erection of two storey side extension and creation of additional parking – Silver Birches, Llanfair D C. A site survey was undertaken on 24/07/20 by two Councillors in relation to the application. The applicant had previously submitted an application, 20/2019/0510, for felling of 5 no trees within the conservation area which had been approved on 28 August 2019. It was explained that the Community Council had a practice of

undertaking site visits for sensitive or complex proposals in order to provide informed consultation response to the planning liaison authority, Denbighshire County Council.

It was useful to make the visit which enabled the finishes of the existing house and the proposed extension to be seen. It was noted that the roof drainage and a down pipe will need to be relocated to accommodate the proposed extension. It was also noted that the applicant proposes to install a bat box as part of the extension works.

The applicant advised that a number of trees in excess of those approved for felling had had to be felled in order to accommodate the proposed extension works but he was able to assure that these would be replaced applicants once the building works had been carried out. A wall that surrounded a part of the garden of the adjacent property had also been removed and a new replacement concrete post and timber wall was in the process of being built.

Conclusion – that the application be supported. It is also recommended that a follow up visit be conducted at some point in the future, once the works are completed, to ensure that the tree replacement in accordance with the previous application 20/2019/0510 has been complied with.

**696.2 Application 20/2020/0530** submitted by Miss Tanya Reaich for the erection of a garden room and installation of a septic tank at Graig Cottage, Graigadwywynt. Supported subject to a query re the garden room if fitted with utilities such as domestic appliances, wc etc whether there would be a need to ensure compliance with building regulations.

**696.3 Application 20/2020/0552** submitted by Mr & Mrs S Williams for the demolition of existing dwelling and erection of a replacement dwelling, formation of a new residential curtilage, installation of a package treatment plant and associated works at Fron Bach, Graigfechan. Supported subject to consideration being given to queries raised regarding flooding, lighting, power supply and so on as follows.

It is noted that the proposal is larger than the existing dwelling and the proposed style and elevations are completely different being a 4 bedroom Georgian house replacing a much smaller building of agricultural appearance, which could be seen as incongruous in the landscape. However, the design is thought out in terms of how it will fit in the local area and to provide for the family and future generations. The property will limit visual impact for neighbours.

It is noted that the existing building will be returned to natural farm land and a rainwater harvesting system is included. It would be good to know how they will be heating and providing energy for the house, for instance a ground source heat pump and solar panels. Details of proposed outdoor lighting needs to be provided as this was a point raised on other applications by the AONB for care with lighting as the aim is to have dark skies over the range. The driveway to the building is shown as slate waste which would be pervious and the parking area to the front is not provided with any description and it would be appropriate for this to be pervious as well.

There have been surface water drainage problems immediately downstream of this site in Graigfechan and any increase in impermeable area would exacerbate the situation. It appears however that where the house is to be situated, the natural fall of the land is away from the small stream at the front. As pipe work etc will be needed to get the water to the stream there is a good opportunity to control flow if it is deemed necessary. Denbighshire's Flood Manager is aware of problems and is investigating.

Details of an amended application were received on 09/09/20.

**RESOLVED** that a response be sent to Planning indicating that Members were pleased to learn that all the queries and matters they had raised on the original application had now been addressed.

**696.4 Application 20/2020/0575** submitted by Mr B Alldred for the erection of a single storey side extension to replace existing garage at Caer Wyn, Graigfechan. Supported – no issues raised.

**696.5 Application 20/2020/0569** submitted by Mrs Miranda Dechazal for the renovation of existing attached annexe serving main dwelling including the replacement of doors and windows, insertion of rooflights, formation of additional window openings, internal alterations and associated works [Listed Building Application] at Plasnewydd, Llanfair DC. Supported – there are no objections. The building appears to be in need of repair and if left will deteriorate further. To preserve it, it needs renovation and these plans bring it up to current standards. Hopefully, this will preserve it for many more years.

**696.6 Application 20/2020/0584** submitted by Mr David Baker re details of access, appearance, landscaping, layout and scale of dwelling submitted in accordance with condition no 1 of outline planning permission code no 20/2019/0884 – land adjacent to Bwlch y Llyn, Pentrecoch. Supported – there are no objections.

The following applications were considered at the meeting:

**696.7 Application 20/2020/0605** submitted by Mr & Mrs Peter & Hilary Stevens re variation of condition no 3 of planning permission code no 20?2016/0979 to allow the water supply to be from a shared source – Eyarth Hall, Llanfair DC

**RESOLVED** that the application be supported.

**696.8 Application 20/2020/0545** submitted by Mr Aled Mosford re erection of extension to existing agricultural building for the storage of fodder and machinery including hardstanding and associated works – Land adjacent to Ty Terfyn, Llanfair DC

**RESOLVED** that the application be supported.

**696.9 Application 20/2020/0655** submitted by Mr & Mrs C Rawes re demolition of existing garage and erection of new garage including store and garden room – Ffolt, Llanfair DC. The Clerk reported that this was received

on 11/09/20 – too late to be added onto the agenda – details will be forwarded via email to Councillors for comment before the next Council meeting.

**696.10 Local Development Plan RESOLVED** that the Clerk writes to DCC for an update on progress.

## **697 HIGHWAYS & ENVIRONMENT**

**697.1 Speeding** [684.1] Email response dated 31/07/20 received from DCC's Senior Engineer, Road Safety & Sustainable Transportation to queries raised -

[a] Graigfechan – Vehicular Activated Sign – Pre and post installation speed data available from 2017 and 2020 has been looked at; the surveys were conducted near Caer Efail; the 85%ile speed of vehicles was 29.5 mph in 2017 and 29.5 mph again in 2020. This data provides strong evidence that there is not a speeding issue in the centre of the village. However, there is approximately one mile of carriageway from the northern boundary of the village to the village centre and there are likely to be different and potentially higher speeds at different points along the route. Because of this it would be helpful to know where the concerned residents live so that surveys at different points can be conducted. **RESOLVED** that Councillor Osian Owen sends a list of properties to the Clerk to be included along with The Smithy crossroads. Councillor Steve Whipp added that speed watch volunteers will also be available at different points in the village.

[b] Footpath A525 Llanfair to Ruthin – Welsh Government funding for Active Travel is currently prioritised at routes within urban areas. Unfortunately, there is little prospect of obtaining significant sums of funding at the present time for improvements in rural communities. Members expressed disappointment and it was agreed that contact be made with the Leader and Darren Millar AM.

[c] 20 mph Signs – Black signs are advisory and red signs are used for mandatory limits.

[d] Nant y Garth Pass – The mandatory consultation period with the Police has ended and the next steps will be for the Traffic Regulation Orders [TRO] to be advertised on site in the next 2 months for a period of 28 days. If no objections are received the new 40 mph speed limit can be introduced fairly quickly.

Local residents continue, in the meantime, to complain about excess speeds/incidents/accidents and noise on the A525 past Llysfasi onto the Nant y Garth Pass. Representations have been made over many years about the need for double white lines near the College. Unfortunately, improvements in nearby communities and other routes have merely shifted the problem to the Vale of Clwyd where people feel that this is the last place they can speed. **RESOLVED** that [a] a formal request is made to DCC for double white lines at Llysfasi and [b] noise [being a particular issue] and speed continue to be monitored.

**697.2 Flooding Matters** Reported – a group of residents living in the vicinity of the Graigadwywynt/Eyarth Bridge/Llanfair crossroads have contacted Natural Resources Wales and DCC's Flood Manager about their concerns and for action to be taken to remedy the flooding problems in the area. Councillor Steve Whipp commented that he and Mr Phil Bennett-Lloyd had already taken on the role of flagging up problem hotspots within the community – he also made reference to Welsh Government schemes to slow down the flow of water downstream and other ways of managing flood risks.

**697.3 Trees/Shrubs** Reported – that the trees planted on the Bron y Clwyd open space earlier in the year are dying and in need of attention. **RESOLVED** that the Clerk contacts DCC regarding the matter.

## **698 FINANCIAL MATTERS**

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

£222.00 Sandra Williams [Translation Service – GDPR Page for website and minutes 09/03/20]

£125.45 Sandra Williams [Translation Service – minutes 15/06/20]

£137.50 A5pc./com [Computer Support Service]

**698.2 Requests for Financial Aid** **RESOLVED** that grants be awarded as follows:

£800.00 Dyffryn Clwyd Chronicle [running costs]

£200.00 RBL Poppy Appeal

**698.3 Council Noticeboards** The Clerk reported that the headteachers of both schools, Ysgol Llanfair and Ysgol Pentrecelyn, had no objection for Council noticeboards to be erected on the school fence near the entrances. **RESOLVED** that the Chair, Vice-Chair and the Clerk be authorised to review what was required as new and to leave the existing noticeboards in place for community use.

## **698.4 Update on the External Audit Process**

BDO has confirmed receipt of the annual return and supporting information. However, the notice for the exercise of electors' rights has had to be amended due to lockdown restrictions in place during June/July. As requested the amended notice with new dates was posted on Council noticeboards and the website by 16/08/20. A further request was received on 25/08/20 to provide a detailed breakdown of decreased receipts and increased payments in the accounting statements for the year ending 31 March 2020. A response was sent on 27/08/20 to BDO together with a copy sent to Councillors. Noted.

**PART 2 699** **RESOLVED** that the Press and Public be excluded from the meeting due to the confidential nature of the following item:

## **700 REPAIRS AND RENOVATIONS TO THE WAR MEMORIAL LLANFAIR D C**

Reported that work is to commence at the beginning of October – a firm date to be confirmed so that additional insurance can be arranged. A quotation is

being sought to add the name of Robert James Rivers Fuller to the War Memorial.

### **701 NATIONAL SALARY AWARD – NEW PAY SCALES FOR CLERKS**

Submitted – New pay scales for Clerks agreed by the NJC to be applied from 1 April 2020. It was reported that the Chair and Vice-Chair had carried out the annual appraisal in April 2020. **RESOLVED** that the Clerk's salary be increased from £12.39 per hour to £12.73 [scp 17] to be implemented from 1 April 2020 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.

### **702 DATES OF FUTURE MEETINGS**

12/10/20 [virtual meeting], 09/11/20 [virtual meeting], 14/12/20 [virtual meeting], 11/01/21 [Coleg Cambria Llysfasi], 08/02/21 Ysgol Llanfair], 08/03/21 [Ysgol Pentrecelyn]

The meeting ended at 8.45 pm \_\_\_\_\_ CHAIR  
\_\_\_\_\_ DATE

## **CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITYCOUNCIL**

[www.llanfaircommunitycouncil.co.uk](http://www.llanfaircommunitycouncil.co.uk)

Minutes of an Ordinary Meeting of the Council held using a Zoom video/telephone conferencing platform on Monday 12 October 2020 at 7 pm.  
**PRESENT** – Councillors Jayne Mayers [Chair], Keith Mouldsdales [Vice-Chair], David Baker, Bob Barton, Owen Evans, Tim Faire, Osian Owen, Ceri Ranson, Steve Whipp and Eirwen Godden, Clerk  
**IN ATTENDANCE** – 3 members of the public

**APOLOGIES** – County Councillor Hugh H Evans OBE [unable to connect on Zoom, tried to get through on the phone but failed] and Councillor Wini Davies [family funeral]

### **PART 1**

**703 DECLARATIONS OF INTEREST** Councillors David Baker as a member of Llanfair Church Council and Keith Mouldsdales as a trustee of Neuadd Eleanor's Management Committee. Councillor Keith Mouldsdales declared that he wished to make a statement later on in the meeting.

### **704 MINUTES – RESOLVED**

The minutes of an Ordinary Meeting held on 14 September 2020 were approved and signed as a correct record.

### **705 COMMUNITY MATTERS**

**705.1 Former school site Llanfair D C** Submitted – Notes of the virtual open meeting held on 03/10/20. The purpose of the meeting was to compile residents' views providing a further opportunity to come forward with ideas, and to explain the process which the Community Council is following. From the list of views and ideas received, one of which was a community shop, the Clerk had been asked to contact three local community shops to gain insight into their experiences and was awaiting a response. Every effort was made

to contact everyone who had fed into the process to let them know that updates would be available on the Community Council website. Articles have also been published in the Dyffryn Clwyd Chronicle. County Councillor Hugh Evans has stressed the importance of drawing together a plan on how to move forward including setting up a steering group which should predominantly be non-councillors. Hugh wished to see the school building come back into use as soon as possible. The Community is considering a number of suggested options and the ideal solution will be submitted to the County Council under the Community Asset Transfer process. Meanwhile, Clwyd Alyn Housing Association officers have indicated that they are happy to participate in an initial meeting with the Chair, Vice-Chair and the Clerk to understand the various options under consideration by the Community Council especially those that relate to the Elizabeth Owen Almshouses.

Also submitted - Discussion Paper including a Summary on Llanfair School Options and Criteria Analysis prepared by Councillor Steve Whipp, Mr Phil Bennett Lloyd and Mr Richard Cotter. This included an explanatory note for the optioneering analysis. It was confirmed that all the documents had been posted on the Community Council website. Llanfair DC Community Council has been considering the future use of the former school for some time and has been in liaison with Denbighshire County Council. Since February 2020 when the school was vacated and Denbighshire County Council advised that it had no further use for the site the Community Council has been considering options and has been liaising with residents from the villages to seek their views. A number of exciting ideas have been put forward and the Community Council is seeking to identify the best way that the site can be used for the future. A guiding principle is that future use should provide maximum benefit to the whole community.

The options for the use of the school were presented in a matrix which took all the ideas proposed for future use of the former school, the playground and playing field and considers each. The options were considered against need set out in a number of documents. For example, the Community Council has a Neighbourhood Plan which sets out a vision for the villages for the future and this identifies a number of needs. In addition, there are County and national policy and strategy documents which set out the background for needs for the future.

The matrix listed all the ideas proposed and tested them against the policy and strategy documents, local and national, to gauge how each idea meets the set objectives. The exercise had been carried out rapidly and the matrix was presented as a "straw man" to form the basis for discussion of the ideas and to help make decisions about the best outcome. The development of the matrix had been undertaken with a degree of cross checking and as objectively as possible but there will remain issues that need further discussion and clarification. The Community Council would welcome further input from all interested residents to help develop the strategy for the school and its site in order to prioritise ideas and shortlist those that present the best benefit to the community.

Councillor Steve Whipp explained that there are three stages to a community asset transfer process following general Welsh Government guidelines. The

first stage is an informal expression of interest to be considered by the County Council. The Community Council had informally expressed an interest to Denbighshire County Council which has been accepted. The second stage is to make a formal expression of interest which would be considered by Denbighshire County Council. If successful the third stage would entail developing and presenting a detailed business case setting out what is required, what it entails including capital costs, maintenance and management. The initial stages of the process could typically take at least three months. Mr Phil Bennett- Lloyd stressed the importance of getting people involved who would support a scheme which might achieve a number of outcomes and to focus on whatever is chosen so that much of the community as possible becomes involved in the process. Chair Jayne Mayers stated that the community must be aware that the Community Council can facilitate but not be responsible for running any schemes, that a steering group must lead on any idea[s] and that all who have voiced comments would be invited to join a steering group.

It was unanimously **RESOLVED** that [a] the Community Council should formally express an interest in applying to the County Council for a community asset transfer with regard to the former school playing field at Llanfair [b] copies of the application be sent to all Councillors and residents who had made comments or put forward ideas for the site and [c] invite people to get involved in a steering group.

Consultation would continue on the potential uses of the school building and its playground and once the best use was decided a further Community Asset Transfer application [stage 2] would be presented to Denbighshire County Council.

The Chair thanked Councillor Steve Whipp, Mr Phil Bennett-Lloyd, Mr Richard Cotter and others for their efforts to date.

## **706 CORRESPONDENCE**

**706.1** Submitted – Email dated 28/09/20 from Welsh Government re Remembrance 2020 regarding Covid 19. Organisers are being urged to regularly check and monitor announcements regarding permitted activity relevant to the area. The Clerk had contacted Rev Richard Carter on the matter. The Rev Richard Carter has said that it would be usual for there to be an Act of Remembrance 1100h at the War Memorial. This is currently permissible nationally but things may change and there is a need to monitor the situation and be aware of the latest guidelines.

There is a meeting of the Llanfair Church Committee scheduled for Monday the 2nd November 2020 when a final decision will be taken as to whether, or not, to proceed with the Act of Remembrance at the War Memorial on Remembrance Sunday this year. A decision will take into account the guidelines, as they are published then at the time, the considerations of the Church Committee, and the progress, or possible, completion of the War Memorial work. Members were in agreement that a service outside the War Memorial could go ahead provided that social distancing measures were

adhered to and face coverings worn. This would also be subject to a risk assessment being carried out.

**706.2** Submitted – Email dated 29/09/20 from [IRPMailbox@gov.wales](mailto:IRPMailbox@gov.wales) stating that The Independent Remuneration Panel draft Annual Report 2021/22 had been published for consultation. Section 13 relates to Community and Town Councils. Comments required by 23/11/20. It was agreed that the payments be adopted as written and as agreed at the Council meeting held on 09/03/20 minute reference no 663.4.

**706.3** Submitted – Email dated 30/09/20 from DCC’s Community Development Team re The Charter between City, Town & Community Councils & DCC. Areas of notable change include Use of electronic communication methods as standard, Reference to C360 Systems; being made aware of and promoting support available to community groups and information being shared mutually. Responses required by 30/11/20. Members were asked to forward their comments to the Clerk, in particular about the use of video meetings.

**706.4** Submitted – Email dated 05/10/20 from OVW re Community Council Representative on the Conwy/Denbighshire Public Service Board. Anyone interested in putting a name forward to email [mabowain@onevoicewales.wales](mailto:mabowain@onevoicewales.wales) with name, contact details and no more than 150 words on why they would like to be nominated, including skills/experience, by 28/10/20. Noted.

#### **707 Feedback/Report[s] on Conferences/Training/Meetings -**

**707.1** Broadband Councillor Bob Barton reported that County Councillor Hugh Evans had agreed to add an introduction to a leaflet that was being put together. Councillor Barton will forward a copy in due course.

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

Action taken on responses made between meetings was confirmed as follows:

**708.1 Application 20/2020/0655** submitted by Mr & Mrs C Rawes – demolition of existing garage, erection of new garage including store and garden room – Ffolt, Llanfair DC – No objections received; application supported.

The following application was considered at the meeting:

**708.2 Application 20/2020/0741** submitted by Mr & Mrs G Evans re Erection of a reception, shop and café building and associated works – Caravan Park Llanbenwch, Llanfair DC **RESOLVED** that the application be supported. Members commented that the proposal fits in well with the Community Council Neighbourhood Plan, as an addition to the tourist infrastructure for the Vale, and local residents may well wish to use the extra facilities. It was also suggested that a circular footpath to connect all the villages within the Community Council area could be very beneficial. The landowner has already indicated that he is willing to build a new path across the field on the Ty Newydd road.

**708.3 Local Development Plan** DCC Planning is currently working to progress background technical evidence for Denbighshire's Replacement LDP, but the current Covid-19 crisis is impacting on decision-making, public engagement and the ability to conduct fieldwork, the timetable for the Replacement LDP set out in the Delivery Agreement will need to be revised. DCC is planning on issuing a more general update on the LDP in the coming weeks. Noted.

## **709 HIGHWAYS & ENVIRONMENT**

**709.1 Community Garden, Graigfechan & Shrubs at Bron y Clwyd, Llanfair D C** Reported that DCC is in the process of consulting with local residents about proposals to develop a small piece of land near to the bungalows at Graigfechan as a community garden. A query was raised as to who would be responsible for financing the project and subsequent maintenance costs. A draft copy of the plan/questionnaire was to be forwarded to Members for comment before sending to residents. The Clerk was awaiting a response from Denbighshire Housing about the condition of the shrubs at Bron y Clwyd Llanfair DC.

**709.2 Speeding** No update available – response awaited. Councillor Steve Whipp stated that the speed guns used by volunteers cannot capture car registration numbers. Only police equipment can do this,.

**709.3 Signage** Councillor Osian Owen enquired whether it would be possible for a Pentrecelyn School fingerpost sign to be placed on the A525 at the Llysfasi crossroads. It was agreed that the matter be raised with Highways.

## **710 STATEMENT BY COUNCILLOR KEITH MOULSDALE**

Councillor Mouldsdale wished to place on record the fantastic job Councillor Jayne Mayers was carrying out as Chair under difficult circumstances particularly managing Zoom meetings and managing a certain Member who continually flouts Standing Orders. Councillor Bob Barton responded by saying that it was obvious that the reference was about him and that he refused to accept the accusation.

## **711 FINANCIAL MATTERS**

**711.1 Submitted – Summary of Income & Expenditure and Receipts & Payments Cashbook for the period 1 July to 30 September 2020**  
**RESOLVED** that the accounts be approved.

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

£167.61 Clerk's Expenses July – September 2020 [a copy had been circulated to members prior to the meeting] [Approval was given for the Clerk to purchase a computer monitor]

£34.09 Fiona Faire [Bedding Plants for the War Memorial Boxes] [Mrs Faire was thanked for looking after the boxes]

£116.11 Zurich [Insurance to cover additional works in progress – War Memorial]

£126.66 Sandra Williams [Translation Service]

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

**711.4 Council Noticeboards** The Clerk confirmed that the headteachers of both schools, Ysgol Llanfair and Ysgol Pentrecelyn, had no objection for Council noticeboards to be erected on the school fence near the entrances. Contact has been made with DCC to ascertain [a] whether the local authority can arrange for the Llanfair noticeboard for community use to be relocated next to the bus stop at Bron y Clwyd [b] to seek clarification on permission to place the new noticeboards on both sites. A response is awaited. Indicative costs of purchasing a new raising front door noticeboard [8 x A4 750mmh x 1000mmw x 75mmd] made from anodised or colour coated aluminium is in the region of £500 each to allow for fitting and lettering. It was agreed that the Chair, Vice-Chair and the Clerk be given delegated power to commission new noticeboards and fitting, and to relocate the existing noticeboard in Llanfair.

**711.5 Update on the External Audit Process**

The accounting statements in the form of an annual return have been published on the Council's website. However, the accounts are published before the conclusion of the audit. Due to the impact of Covid 19 the Auditor General has not yet issued an audit opinion. It was reported that the date for conclusion had been extended to 31 December 2020.

**PART 2 712 RESOLVED that the Press and Public be excluded from the meeting due to the confidential nature of the following item:**

**713.1 REPAIRS AND RENOVATIONS TO THE WAR MEMORIAL LLANFAIR D C**

Reported that work commenced on 06/10/20 to remove the paving and put up safe fencing. Mr John Pugh, acting as the Council's agent had met on site with the contractor on 09/10/20 when it was discovered that the curb around the base of the monument is grey sandstone of poor quality and requires replacing. Limestone is recommended at a cost of £485 plus VAT to be taken from the contingency sum. The Chair and Vice-Chair were informed and had agreed for the work to proceed as time is of the essence. A copy of the site meeting report had, in the meantime, been circulated to Members. Members approved the action taken by the Chair and Vice-Chair. Finding a monumental mason to update the inscription on the war memorial before Remembrance Day is however proving problematic.

**714 DATES OF FUTURE MEETINGS**

09/11/20 [virtual meeting], 14/12/20 [virtual meeting], 11/01/21 [Coleg Cambria Llysfasi TBC], 08/02/21 Ysgol Llanfair TBC], 08/03/21 [Ysgol Pentrecelyn TBC]

The meeting ended at 8.15 pm \_\_\_\_\_CHAIR  
\_\_\_\_\_DATE

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

[www.llanfaircommunitycouncil.co.uk](http://www.llanfaircommunitycouncil.co.uk)

Minutes of an Ordinary Meeting of the Council held using a Zoom video/telephone conferencing platform on Monday 9 November 2020 at 7 pm.

**PRESENT** – Councillors Jayne Mayers [Chair], Keith Mouldsdale [Vice-Chair], Bob Barton, Owen Evans, Ceri Ranson, Steve Whipp and Eirwen Godden, Clerk

**IN ATTENDANCE** 6 members of the public together with County Councillor Hugh Evans [OBE] [2 members of the public were unable to join]

**APOLOGIES** – Councillors David Baker [unable to connect], Wini Davies [unable to connect], Tim Faire [unable to attend], Osian Owen [work commitments]

### **PART 1**

**715 DECLARATIONS OF INTEREST** Councillors Keith Mouldsdale as a trustee of Neuadd Eleanor's Management Committee, and Owen Evans re his wife's planning application 20/2020/0767 – land adjoining Ty Famau, Llanfair DC. It was agreed that Councillor Evans could remain in attendance.

### **716 MINUTES – RESOLVED**

The minutes of an Ordinary Meeting held on 12 October 2020 were approved and signed as a correct record.

**Minute Reference 706.3** Charter between City, Town & Community Councils & DCC response required by 30/11/20. Councillor Steve Whipp's offer to draft a response was accepted for Members to approve. He stressed the importance of greater clarity between the roles of DCC and Town/Community Councils especially relating to planning matters. There is some concern that the Charter as currently drafted could result in duties for consultation and engagement being increased for Town/Community Councils and without statutory powers this would seem inappropriate.

**Minute Reference 706.4** Town/Community Council Representative on the Conwy/Denbighshire Public Service Board. **RESOLVED** that Sarah Merlin's name [Llanelidan] be put forward as a preferred candidate.

### **717 COMMUNITY MATTERS Former School Site Llanfair DC**

**717.1** Reported - that the Clerk had written to DCC's Asset Manager with a request to take the application of the Community Council for the transfer to stage 2, expression of interest. Welsh Government's documents were used as a guide to draw up the application. A detailed business plan would be drawn up in due course. The application is to be considered by DCC's Asset Management Group on 19/11/20.

**717.2** Submitted – Notes of a video meeting held on 22/10/20 between the Chair, Vice-Chair of the Community Council, and officers from the Clwyd Alyn Housing Association. The aim of the meeting was to find out what the housing association could offer. The Community Council is open to all suggestions and options for the site including the former school building and,

if possible, tying in with the almshouses located in the centre of the village which are currently uninhabitable, except for one house. Although Clwyd Alyn's primary function is to build quality, affordable, energy efficient homes across North Wales it has expertise in community based schemes making reference in particular to a community garden/allotments at Garden city Flintshire and a scheme at Llanrwst to develop a former school into a wellbeing hub comprising of four apartments and a welfare gym. It was important to understand what the true local housing need/demand is for Llanfair and current stock as this would then provide a baseline to work from to draw down housing and other grants to realise a future vision. Clwyd Alyn officers agreed to contact DCC's Housing Strategy Team and Rural Housing Enablers to see whether a survey could be carried out to establish need. The Community Council would be key to promoting the survey and ensuring the community engages with the survey. Chair Jayne Mayers had asked whether it would be possible for tenancies to be allocated to local people.

Contact has, in the meantime, been made again with Grwp Cynefin about bringing the almshouses back into use. Grwp Cynefin is having discussions with the Almshouses Association to identify revenue sources of funding. Landsker Business Solutions is undertaking an audit on behalf of the Almshouses Association.

### **717.3 Format for a Steering Group, Terms of Reference, Membership, Relationship and Reporting Arrangements on Activities to the Community Council**

There was a general discussion about the whole site and concerns that it could take a long time before a solution could be found for the former school building. It was felt that the almshouses was becoming a separate issue. Reference was made to the availability of windfarm funding for developing the site. A suggestion was made that there may be a need for two separate steering groups and maybe an overarching umbrella group to oversee. DCC is aware that the former school is a separate issue to the former playing field.

Councillor Steve Whipp agreed to take the lead on forming a steering group to work on developing the former playing field area; the Clerk to provide the contact details for residents who had expressed an interest in joining a steering group provided they were happy for details to be shared [in accordance with data protection rules]. Toria Collins from the North Wales Wildlife Trust [Llanfair Fyw Group] had put together a matrix for the playing field section and developments in phases to meet several items in the Neighbourhood Plan.

## **718 CORRESPONDENCE**

**718.1 Submitted – Email dated 27/10/20 from OVW – Remote Meeting Survey Results** Based on the survey's results and the fact that two thirds of respondents (66 %) said they would like to retain the facility for remote working, the survey recommends that:

- permission to hold remote meetings in future should be enshrined in law
- the legislation should include flexibility to permit a hybrid situation where members and the public could attend meetings either physically

or remotely. Meetings could be live streamed to provide full public access

- for the future remote meetings/working could be supported and facilitated by ensuring the availability of training for staff and councillors
- consideration be given to support Community and Town Councils to fund the technical equipment needed by Councillors eg by extending to Community and Town Councils the facility available to unitary authorities for claiming equipment cost refunds from Welsh Government
- it would be useful to assess whether or not unitary authorities could provide Community and Town Councils with a link to their technical facilities for remote meetings in order to facilitate public participation and an easier login process and if so, whether it would be beneficial to do so.

Members noted the results of the survey.

**718.2 Starleaf Video Conferencing** One Voice Wales has been successfully using Starleaf for some months now and their programme of training webinars is being delivered on this platform, including remote meetings of Area Committees [next meeting Conwy/Denbigh on 24/11/20 7pm], Larger Council Committees and meetings of the National Executive Committee. OVW is offering a full free licence until the end of the calendar year for those councils who wish to convert to paid licences from the New Year at a preferred rate of £10 per month per host. **RESOLVED** that the Community Council continues to use Zoom for the time being.

#### **719 Feedback/Report[s] on Conferences/Training/Meetings -**

**719.1 Broadband** Councillor Bob Barton reported that he was still in the process of finalising a leaflet, colour printing would be free of charge and a copy would be forwarded to the Clerk for posting on the Council website in due course. Councillor Barton was requested to send a draft for Members to approve before arrangements were made for general distribution.

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

**720.1 Submitted – Planning Compliance Charter adopted by DCC in September 2020** <https://www.denbighshire.gov.uk/en/planning-and-building-regulations/planning/planning-enforcement.aspx>

The charter's primary purpose is to help complainants, alleged contraveners and other interested parties understand how the planning compliance function operates. Councillor Steve Whipp expressed concern that the charter is not making a difference in practice. There have, for example, been spectacular failures at Llanfair. County Councillor Hugh Evans responded by saying that there were pressures before Covid and acknowledged the need to increase the capacity of enforcement.

**720.2 Submitted – Welsh Government Consultation Document – The Town and Country Planning [Strategic Development Plan] [Wales] Regulations 2021** – Responses required by 04/01/21. This document sets out the proposed key stages and plan preparation requirements for the SDP regulations and asks relevant questions [9 in total]. Respondents are being

asked to be clear on why they agree or disagree and the changes they propose. Concern was expressed that it was almost impossible to respond without gaining further insight and it was suggested that there should be a separate meeting with a local planning officer before the Council meeting on 14/12/20 to explain the consequences and/or impact of any proposals. County Councillor Hugh Evans confirmed that it would not be possible for the consultation deadline to be extended. It was agreed that a video meeting be arranged with a local planning officer as soon as possible.

**720.3** The following application was considered at the meeting:

**Application 20/2020/0767** submitted by Mrs Rebecca Evans – variation of condition no 2 of planning permission code no 20/2018/0518 to allow amended plans and elevations for two units – land adjoining Ty Famau, Llanfair D C. Reported that neighbours had raised queries about the application. **RESOLVED** that [a] the Clerk contacts Planning for an extension to the response deadline and [b] arrangements be made for the Chair, Vice-Chair and Councillor Steve Whipp to carry out a site visit as soon as possible.

**720.4 Submitted – Response from Planning re Application 20/2020/0741**

submitted by Mr & Mrs G Evans re Erection of a reception, shop and café building and associated works – Caravan Park Llanbenwch, Llanfair DC. DCC's Highways Footpaths Officer had made some recommendations for improvements to the linkages around this site. Unfortunately, it was unlikely that DCC could justify imposing the obligation to create or fund a circular walk linking all the villages on this application. It was hoped, however, that this could open further dialogue between the applicant/agent, the Community Council and the Footpaths Officer on any potential opportunities which may arise. The Footpaths Officer had suggested improvements to path 80 (including path furniture) which connects with path 7 bridleway over towards Graigfechan. By using path 80 heading to the A525, crossing over a quiet lane would enable access to Graigfechan. There are community miles routes at Llanfair DC and Graigfechan so in officer view, there was sufficient existing opportunity but with potential to link these together in the future. As the proposal may encourage increased wear on the furniture through the potential increase in use of the paths, developers may have to fund this themselves but the Footpaths Officer would be happy to help but unfortunately funds are limited.

Chair Jayne Mayers explained that it was not the Community Council's intention to place a condition or insist that a path was constructed, merely referring to ideas in the Neighbourhood Plan and a footpath network.

## **721 HIGHWAYS & ENVIRONMENT**

**721.1 Community Garden, Graigfechan; Play Area at Graigfechan; Shrubs at Bron y Clwyd, Llanfair D C** A response was awaited from DCC about a proposal to develop a community garden at Graigfechan and the concern about the condition of the shrubs planted at Bron y Clwyd Llanfair D C. A resident has, in the meantime, expressed a wish for consideration given to establishing a play area in Graigfechan. It was agreed that the play area be added to the list of projects in the Neighbourhood Plan.

Chair Jayne Mayers expressed concern about schemes being developed but then are not maintained and that volunteers from within the community need to come forward to assist. Councillor Keith Mouldsdale stated that he would include an article appealing for volunteers in the Dyffryn Clwyd Chronicle.

**721.2 Speeding** DCC's Engineer – Road Safety & Sustainable Transport wrote on 28/10/20 in response to the Community Council's queries about speeding in Graigfechan. The following measure is being proposed to gather all the data needed to undertake further permanent measures if they prove to be statistically justified. A mobile speed indicating sign will be erected near the area of greatest concern as suggested by the Council, in agreement with DCC. This appears to be near the Smithy crossroads or other preferred location.

The sign will be on site for at least approximately 8 weeks. It will record speed data of all vehicles passing by while on site. During the last week or two of the signs being on site two weeklong traffic surveys will be setup to the north and south ends of the village. This will give a full picture of recorded vehicle speeds all throughout the village, as well as the effect that a speed indicating sign has on vehicle speeds in the short and medium term. All being well a sign should be up by the second half of November.

**RESOLVED** that a response be sent to Highways as follows –

The optimum position for the mobile speed indicating sign would be on the B5429 north of the village between the Three Pigeons public house and the speed de-restriction signs. This length of road has no footpath and is used by vehicles, pedestrians, cyclists, and horse riders. This length is where the speeding situation is worst.

There is a flashing speed warning sign by the roadside to which the mobile speed indicating sign could be attached, providing security and representative traffic data. The sign should be positioned facing in a northerly direction for four weeks and then in a southerly direction for four weeks.

There continue to be issues with speeding motorists on the A525 through Llanfair DC; motorists not responding to the relocation of the speed restriction signs by the entrance to the new housing estate to the north of the village. Equally speeds entering the village from the south remain a concern. It would be helpful if Highways could schedule the siting of the mobile speed indicating sign in the two positions on the A525 at some point in the future.

The outcome of introduction of speed restrictions on the Nant Y Garth Pass are also awaited which is another problem spot. It would be again extremely helpful to consider siting the mobile speed indicating sign near to the Llysfasi College site once these restrictions have been put in place to reinforce the change.

**721.3 Impact of Heavy Machinery on Narrow Rural Roads** Chair Jayne Mayers reported on a complaint received from a resident who wished to raise the issue of farm vehicles damaging property, roadside verges including water

run-off from fields at times of torrential rain depositing mud and debris on highways.

County Councillor Hugh Evans agreed to meet with a Highways Engineer to conduct a site survey of affected areas and it was agreed that councillors input problems they were aware of to the Clerk to co-ordinate and develop a list of sites for him to visit. Almost all the minor roads in the area suffer from some degree of damage which is exacerbated by plant moving off the edge of the road surface to allow vehicles to pass. These are often large tractors with plant such as spreaders attached. The extremely wet conditions have resulted in exceptionally soft verges so that if plant or vehicles travel off the side of the road, they cause more damage.

The situation, however, is not confined to the minor roads. On the A525 approaching Llanfair DC from the south there is structural failure of the carriageway in several positions. These have been reported though the DCC's highways system and they have been responsive in filling the potholes on a temporary basis, needing to come back frequently. The carriageway further south towards Llysfasi was extensively repaired where structural failure had occurred earlier this year prior to it receiving surface dressing. The result of the carriageway failure is that HGVs, especially cattle carriers, log wagons and dumper trucks emit high levels of noise as they traverse the section.

Councillor Steve Whipp asked that these positions be considered for urgent permanent structural repair before winter sets in and to ask Councillor Hugh Evans to include these in the considerations. In addition the number of utility works and excavations through the village necessitated by provision of services to the new housing site have resulted in multiple reinstatements through the village on the A525 extending from the Graigfechan Road to past the entrance to the new housing. These surface irregularities result in HGVs making undue noise as they pass through the village and it would be interesting to have a Highway Engineer's perspective on how this could be addressed.

The bridge at Eyarth on which weight restrictions have been placed is also a point of concern where heavy plant is regularly seen crossing. This bridge is being closely monitored by DCC's Engineers.

**721.4 Public Footpaths and Signage** Reported that Councillor Osian Owen had met up with the landowner at Eyarth bridge on 13/10/20, taking a walk along the old railway line and up the footpath. The Fleming family own the forest around that area and are concerned about people who do not stay on the public footpath. There are several other paths on the land, but they are not for public use. One of the problems is the lack of well placed, visible signs along the public footpath and waymarking of the community mile through their land. There are some signs, but they are poorly positioned. Photos and grid references SJ122 548, SJ121 546, SJ121 545, SJ122 545, SJ125 543 were forwarded to DCC's Rights of Way Service. Checks had been made with the volunteers who undertook the work, and it has been confirmed they will be able to resolve the problems pointed out. However, at present there is no

stock of waymarks for them to place, although more are on order. In addition, wooden posts will be provided to place the waymarks where needed avoiding the need to use trees. This work however cannot be done until the new stock of waymarks has been delivered which was likely to be in about a month's time. Noted. It was agreed that contact be made with Mr Ian Fleming for feedback in due course.

**721.5 A525 – Nant y Garth & Footpath Llanfair to Ruthin** Reported that Councillor Tim Faire wished to reiterate his concerns about ongoing issues regarding road safety at Llysfasi, the urgent need for double white lines and the condition of the footpath between Llanfair and Ruthin. These matters have been referred to Highways on several occasions.

## **722 FINANCIAL MATTERS**

**722.1 Submitted – Email dated 22/10/20 from Audit Wales Media re Future Audit Arrangements for 2020-21 accounts onwards** – The key change is that Audit Wales will be including a transaction-based approach in the audit arrangement with transaction testing being interspersed with more limited audit procedures on a three-year cyclical basis. The reasons for this change in approach include concerns about the relatively high number of public interests reports prepared in recent years as well as the identification of systematic weaknesses across the sector and that too many councils are failing to meet the minimum standards expected of them.

Members noted the key areas of concern highlighted in the report which include:

- Lack of inaccurate accounting records and improperly prepared accounts
- Poor internal control and financial management including failure to comply with financial regulations
- Failure to account for PAYE
- Poor budget setting and inadequate financial monitoring
- Failure to comply with standing orders
- Overpayments to Clerks
- Poor governance and decision-making leading to unlawful expenditure.

**722.2 Payment of Accounts/Invoices RESOLVED** that payment be made as follows:

£15,960 R W Masonry Ltd [part payment for renovation work carried out to the War Memorial Llanfair DC]

**722.3 Requests for Financial Aid RESOLVED** that a decision regarding Bobath Cymru's application be deferred until February 2021.

**722.4 Council Noticeboards** The Clerk reported that a response was awaited from Highways about relocating a noticeboard next to the bus stop at Bron y Clwyd Llanfair D C.

**PART 2 723 RESOLVED** that the Press and Public be excluded from the meeting due to the confidential nature of the following item:

## **723.1 REPAIRS AND RENOVATIONS TO THE WAR MEMORIAL LLANFAIR D C**

Reported that work on renovating the War Memorial was nearly complete and that a report had been forwarded to Members on 09/11/20. Members had previously received a copy of the final signed copy of the contract, variations, insurance, and any additional costs incurred. A copy of contract costs to date had also been sent to Members which showed a saving. Members approved in principle to replacing the coping stones on the wall behind the War Memorial provided the cost of £1492.00 can be contained within the original tender figure. Three quotations had also been sought for additional inscription work but only one supplier was able to undertake the work by Remembrance Day. The expenditure of £300 for the additional name was approved. It was reported that Zoe Henderson wished to thank the Community Council for arranging the addition of her relative's name on the cenotaph. Members gave the Clerk approval to pay the final instalment when the invoice is issued by RW Masonry and to move funds from the business account to the community account to meet the expenditure.

**724 DATES OF FUTURE MEETINGS** 14/12/20 [video meeting], 11/01/21 [video meeting], 08/02/21 [Ysgol Llanfair TBC], 08/03/21 [Ysgol Pentrecelyn TBC] It was noted that video meetings were likely to continue until April 2021.

The meeting ended at 8.52 pm \_\_\_\_\_ CHAIR  
\_\_\_\_\_ DATE

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

[www.llanfaircommunitycouncil.co.uk](http://www.llanfaircommunitycouncil.co.uk)

Minutes of an Ordinary Meeting of the Council held using a Zoom video/telephone conferencing platform on Monday 14 December 2020 at 7 pm.

**PRESENT** – Councillors Jayne Mayers [Chair], Keith Mouldsdale [Vice-Chair], David Baker, Wini Davies, Owen Evans, Tim Faire, Osian Owen, Ceri Ranson, Steve Whipp and Eirwen Godden, Clerk

**IN ATTENDANCE** 2 members of the public. The Chair reminded everyone that the session would be recorded and anyone wishing to receive more information on items discussed to email the Clerk.

**APOLOGIES** – None.

**There was A MINUTE's SILENCE** in memory of the late Councillor Bob Barton who passed away on 22 November 2020. He had been a Llanfair Community Councillor since May 2017, was an avid supporter of One Voice Wales being a member of the National Executive Committee and Conwy/Denbigh Area Committee. Bob was a larger-than-life character who cared for his Community and will be sadly missed by his family and friends.

### **PART 1**

**725 DECLARATIONS OF INTEREST** Councillors Keith Mouldsdale as a trustee of Neuadd Eleanor's Management Committee, David Baker as a member of Llanfair Church Council and Owen Evans re his wife's planning

application 20/2020/0767 – land adjoining Ty Famau, Llanfair DC. It was agreed that Councillor Evans could remain in attendance.

#### **726 MINUTES – RESOLVED**

The minutes of an Ordinary Meeting held on 9 November 2020 were approved and signed as a correct record.

**Minute Reference 721.1** Shrubs at Bron y Clwyd Llanfair – Councillor Tim Faire was thanked for his generous offer of replacing the hedging plants which had withered.

#### **727 COMMUNITY MATTERS Former School Site Llanfair DC**

**727.1** Reported - that the Clerk had written to DCC's Asset Manager with a request to take the application of the Community Council for the transfer to stage 2, expression of interest. The application was considered by DCC's Asset Management Group on 19/11/20. After a long discussion, the Committee agreed that it was a good idea and did not have any objections to it, but they wanted to wait until the community council had made a decision on the school building. The main reason for this is that DCC would like to see a 'whole site' solution for the site if possible.

Denbighshire Housing has, in the meantime, arranged an informal Microsoft teams meeting on 06/01/21 [9.30-11 am] to explore initial options for uses for the former school site in Llanfair DC. An invitation is being extended to representatives from the Community Council, Wales Housing Co-op, Grwp Cynefin, Denbighshire Housing Strategy and Community Development teams.

It was also reported that at a meeting held on 22/10/20 between the Chair, Vice-Chair of the Community Council, and officers from the Clwyd Alyn Housing Association [CAHA], Clwyd Alyn's officers had agreed to contact DCC's Housing Strategy Team and Rural Housing Enablers about carrying out a housing needs survey. As a result, Mari Tudur the Lead Officer for the Rural Housing Enabler Service has responded indicating that the cost of conducting a survey would be £2000 which would consist of

Liaising with the Community Council; contacting all residents living in the Community Council area via letter including a link to an online survey (postal costs will be charged separately (postal charge is based on 0.68p x number of letters sent out); promoting the online consultation by using the following methods - RHE Facebook Page, Tai Teg FB Page, Grwp Cynefin's Facebook Page, Local FB Pages and asking the Community Council to promote the consultation; analysis of online consultation statistics and providing a link to a summary; preparing a bilingual Housing Needs Report and sharing the Housing Needs Report. Mari and her team will also try to arrange an online consultation event via Zoom for the community to engage with as well.

Clwyd Alyn Housing Association has confirmed that it will pay the associated costs with the survey. A further meeting in early January has been suggested to discuss the process of the survey and timeframes as to when it can be conducted.

The Chair noted that Clwyd Alyn Housing Association had not been invited to the meeting organised by Denbighshire Housing for 06/01/21. It was agreed that the Clerk requests an invitation be issued to CAHA.

**727.2 Submitted Draft Terms of Reference for a Steering Group** [written by Councillor Steve Whipp]. Councillor Whipp expressed disappointment at DCC's Asset Management Group decision [727.1 above]. The steering group is planning to meet in the New Year. Councillor Whipp confirmed that the group could be looking at possible interest in the building including the possibility of a shop being established by a commercial enterprise. Economic stability was considered essential.

Members agreed with the draft terms of reference.

**727.3 Submitted – an updated copy of the Neighbourhood Plan for discussion** [written by Councillor Steve Whipp].

**RESOLVED** that the update to achievements and vision be agreed to in principle subject to amending errors in the document. Councillor Steve Whipp was thanked for his efforts.

## **728 CORRESPONDENCE**

**728.1** Submitted – Email dated 30/11/20 from OVW announcing that Councillor Gordon Hughes from Corwen had been elected as the Town and Community Council representative for Denbighshire on the Conwy and Denbighshire Public Service Board. Noted.

**728.2** Submitted – Email dated 30/11/20 from DCC's Community Development Officer in response to the Community Council's comments on **The Charter between City, Town & Community Councils & DCC**. Noted – the comments were helpful.

## **729 Feedback/Report[s] on Conferences/Training/Meetings -**

**729.1 OVW Training** **RESOLVED** that the Clerk be given permission to attend a remote training session on Advanced Local Government Finance in December [£30].

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

**730.1 Submitted – draft response written by Councillor Steve Whipp to Welsh Government Consultation Document – The Town & Country Planning [Strategic Development Plan] [Wales] Regulations 2021** [Response required by 04/01/21] . It was reported that a particularly useful video meeting had been held with DCC's Strategic Planning & Housing Manager [Angela Loftus] on 01/12/20 to discuss the consequences and/or impact of any proposals. Intermediate levels are being introduced – a new CJC to consider cross-boundary matters.

**RESOLVED** that the response be sent as written to Welsh Government. Councillor Steve Whipp was thanked for his work.

**730.2 Application 20/2020/0767** submitted by Mrs Rebecca Evans – variation of condition no 2 of planning permission code no 20/202018/0518 to

allow amended plans and elevations for two units – land adjoining Ty Famau, Llanfair D C. A further amendment was submitted on 23/11/20. The action taken by the Chair, V Chair and Councillor Steve Whipp to support the application was confirmed. Councillors were made aware of concerns about the application by two neighbours, a site visit was carried out on 13/11/20 [report circulated to Councillors] and to recommend approval to change the detail of the planning consent from 4 domes to 2 domes and 2 A-frames.

**730.3 Application 20/2020/0887** submitted by Mr N I Evans on 18/11/2020 – Erection of extension and alterations to dwelling – Fron Fawr, Graigfechan **RESOLVED** that the application be supported. It was noted that there was a great deal of useful detailed information included in the supporting documents.

**730.4 Application 20/2020/0568** submitted by Mrs Miranda Dechazal on 17/11/20 – Renovation of existing attached annexe serving main dwelling including the replacement of doors and windows, insertion of rooflights, formation of additional window openings, internal alterations, and associated works – Plasnewydd, Llanfair DC **RESOLVED** that the application be supported.

**730.5 Application 20/2020/0741** amended plans and/or additional information submitted by Mr & Mrs G Evans on 25/11/20 – Erection of a reception, shop, and café building, including the change of use of agricultural land to form car parking area and associated works – Caravan Park, Llanbenwch, Llanfair DC. As Planning could not agree to an extension to the deadline for responses, Members agreed to action taken by the Chair, Vice Chair, Councillors Steve Whipp and Osian Owen to support the application.

## **731 HIGHWAYS & ENVIRONMENT**

**731.1 Submitted – Email dated 07/12/20 from DCC’s Senior Engineer – Road Safety & Sustainable Transportation [Ben Wilcox- Jones] regarding speeding issues and the widening of the footpath between Llanfair DC and Ruthin [721.2].** The report was sent following a video meeting he had had with the Chair, Vice-Chair and Councillor Steve Whipp on 02/12/20.

DCC will erect a **Speed Indicator Device [SID] in Graigfechan** in December for a period of 8 weeks. The SID, which records vehicle speeds and volumes will flash ‘Araf/Slow’ when motorists pass through at speeds that meet the pre-set criteria. DCC will arrange for 2 additional speed surveys to be undertaken in Graigfechan in January [at alternative locations to the SID]. The surveys will provide data that can be compared to 2 x no speed surveys that were undertaken in the village in 2017. The data will then be used to determine if there is a speeding problem and what actions could be

undertaken. The findings will be shared. The mobile speed indicating sign is to be erected on 15/12/20.

It was agreed to await the result of the survey above before requesting additional surveys. Councillors felt that more must be done to slow down traffic at both ends of the village.

The order to reduce the **speed limit through the A525 Nant Y Garth Pass** from 60 to 40 mph will be published in February. It was explained that it would not be feasible to introduce a system of double white lines extending out of the Pass in a northerly direction past the accesses to the College. This is due to restrictions on the use of double white lines on straight sections of a carriageway. The existing centre line, extending out of the Pass in a northerly direction will be reviewed to ensure that it complies with regulations.

Issues had been raised about the lack of compliance by motorists following the extension of the 30mph limit on the A525 at the northern end of **Llanfair village**. In relation to Go Safe policy there is usually a wait of 12 months before undertaking any enforcement when a new limit has been introduced. DCC is to arrange for a speed survey to be undertaken in February/March 2021 which is approximately 6 months after the restriction has changed. For Pentrecelyn and the request to extend the 30 mph restriction it was noted that the existing terminal/gateway signs do not extend beyond the last street lighting column. Ben Wilcox-Jones will investigate.

A long discussion had taken place about the potential to introduce a **shared use active travel route between Ruthin and Llanfair DC/Wrexham** for walkers and cyclists. It was explained that there are challenges relating to grant funding – funding is more readily available for urban routes. Other challenges include the necessity for any scheme design to comply with WG Active Travel design Standards and significant sections of agricultural land would be required to construct a route. Ben suggested that a proposal would work better as a ‘community led’ scheme which could be driven forward by a community-based working group with support/guidance from DCC.

It was agreed that steps be taken to identify the landowner[s], whether they would be willing to donate land, look at existing paths and involving the whole community as a project for the future. There is an opportunity for a group to be formed to undertake this as a project and to develop a scheme that would be ‘on the shelf’ ready should funding become available.

**731.2 Submitted – Email response dated 10/11/20 from DCC’s Principal Engineer – Traffic Management regarding signage for Ysgol Pentrecelyn [709.3]** Direction signs are not intended to ‘advertise’ the presence of something. The school would have to seek agreement from the relevant landowner and there are local sign companies that would be able to provide a cost estimate for manufacturing and erecting a sign. Non-highway signs do require planning consent if they are above a certain size. Planning will be able to advise.

Councillor Osian Owen reported that a sign has been designed and commissioned by the school. It was suggested that Ysgol Pentrecelyn may wish to apply to the Community Council for a contribution towards the cost.

**731.3 Community Garden and Play Area at Graigfechan – Submitted –** draft letter written by Councillor Steve Whipp to be sent to DCC proposing a way forward following a site meeting held on 26/11/20 regarding the proposal for a community garden at Graigfechan. There are two options, namely, a section of garden at the top of the close – a simple wildflower area with seating would be a great amenity and secondly, an area at the entrance to the close which would be more open and where people could go to sit and meet. If this were enclosed it would also be suitable to exercise dogs – this is on the right-hand side, the same side as the bus shelter and an existing seat. A couple of new benches would be needed along with some fencing around the site. Councillor Whipp had received an assurance from several of the Llanfair Fyw group that they would help with maintenance if this solution were developed.

Councillor Wini Davies informed Members that the area to the right of the bus shelter was a play area for children [without any equipment] in years gone by. Another Member asked whether the Three Pigeons Inn would have a suitable area for a playground. Questions were raised about the cost of fencing, seating, play equipment, insurance, and maintenance. It was generally considered that having an enclosed area with seating and allowing dogs to exercise there was not appropriate.

Following a discussion, it was agreed that the letter be re-drafted to support a wildflower area with seating at the top of the cul de sac; a play area to the right of the bus shelter to include fencing and play equipment in due course. It was acknowledged that there was a need for the Community Council to ensure there was understanding of the basis on which the amenities were to be provided. Councillor Whipp agreed to circulate an amended draft for comment before asking the Clerk to send to DCC.

**731.4 Flooding Matters – Submitted –** flooding report update prepared by Councillor Steve Whipp which includes notes of a meeting between DCC and Llanfair DC flooding representatives held virtually on 09/12/20. Wayne Hope, DCC's Flood Risk Manager, had reported that DCC had been successful in being awarded a £1m grant to undertake studies and initiatives in relation to natural flood management and the Clwyd catchment is one of the areas involved. Reference was made to a blockage caused by a tyre and wheel in a culvert above Graigfechan. If a screen were fitted residents would be asked to monitor and to report any build-up of debris to DCC. There was a need to ensure that trees and hedges immediately upstream of the culvert would need to be managed to prevent debris being created. The meeting also discussed issues at Eyarth where flooding had occurred due to run-off from fields which had inundated the road. Councillor Steve Whipp undertook to follow up with Eyarth residents to see whether any progress had been made with the landowner[s], particularly Llysfasi College to see what might be done to alleviate run-off from the fields by cultivating with-contour, rather than cross-

contour. A new gully may be required to draw the water away from Eyarth Station.

Councillor Osian Owen also expressed the need for gullies in the field adjacent to the Ysgol Pentrecelyn layby which keeps flooding. Councillor Keith Mouldsdales added that some of the bungalows in Llanfair are subject to damp conditions – the land is very wet in that vicinity. It was suggested that these matters be brought to the attention of Alex Bebbington, DCC's Flood Risk Officer.

**731.5 Impact of Heavy Machinery on Narrow Rural Roads** At the last meeting County Councillor Hugh Evans agreed to meet with a Highways Engineer to conduct a site survey of affected areas and it was agreed that councillors input problems they were aware of to the Clerk to co-ordinate and develop a list of sites for him to visit. The matter is ongoing. Councillor Osian Owen confirmed that there are sections of minor roads that require resurfacing urgently.

### **732 FINANCIAL MATTERS**

#### **732.1 Submitted – Draft precept budget for 2021/22 [deadline 15/01/21]**

The Clerk explained that keeping the precept request below £30,000 should mean that the council tax [based on the average property band D] could remain below the 2020/21 figure of £1,728.90. As there are several projects/proposals in the Neighbourhood Plan requiring some support funding it was suggested that the Community Activities budget be increased from £2000 to £5000 and that the insurance figure be increased from £500 to £1000. Councillor Whipp stressed the importance of using the resources of the Council to make a difference to the local community in comparison with meeting overhead costs.

**RESOLVED** that the matter be deferred for decision at the next Council meeting on 11/01/21.

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

£12,540.00 R W Masonry Ltd [second payment for renovation work carried out to the War Memorial Llanfair DC]

£112.00 SLCC 2021 Membership Subscription

£60.00 Councillor K Mouldsdales [Christmas tree refund]

**732.3 Requests for Financial Aid RESOLVED** that a grant be awarded as follows:

£250.00 Ruthin Rotary Club [towards local projects]

**732.4 Section 137 Expenditure – Submitted – Letter dated 26/11/20 from Welsh Government** informing Councils that the maximum sum for 2021-22 increases from £8.32 to £8.41 per elector. Section 137 of the 1972 Act permits each Community or Town Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants. The Community Council is required to keep a record of such payments. Noted.

**732.5 Council Noticeboards** The Clerk reported that a response was still awaited from Highways about relocating a noticeboard next to the bus stop at Bron y Clwyd Llanfair D C – the matter was deferred until after the New Year.

**732.6 Policy Documents** The Clerk reported that the Community Council currently has 14 policy documents/statements in place and are subject to periodic review, namely, Accessibility Statement, Asset Register, Code of Conduct, Document Retention & Disposal, Financial Regulations, Financial Risk Assessment, Information & Data Protection, GDPR Audit, Privacy Notice [& Email], Reserves Policy, Risk Assessment [Assets], Standing Orders, Welsh Government Good Councillors Guide, Biodiversity & Resilience [Duty under section 6[7] of the Environment [Wales] Act 2016. They are an important part of good governance and accountability. **RESOLVED** that an updated copy of the Asset Register and a draft Concerns and Complaints Policy be put to the next Council meeting for approval.

**PART 2 733 RESOLVED that the Press and Public be excluded from the meeting due to the confidential nature of the following item:**

**733.1 REPAIRS AND RENOVATIONS TO THE WAR MEMORIAL  
LLANFAIR D C**

Reported that work on renovating the War Memorial was nearly complete apart from the chain links and coping stones on the back wall behind the memorial.

**734 DATES OF FUTURE MEETINGS** 11/01/21 [video meeting], 08/02/21 [Ysgol Llanfair TBC], 08/03/21 [Ysgol Pentrecelyn TBC] It was noted that video meetings were likely to continue until April 2021.

The meeting ended at 8.30 pm \_\_\_\_\_ CHAIR  
\_\_\_\_\_ DATE

**CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY  
COUNCIL**

[www.llanfaircommunitycouncil.co.uk](http://www.llanfaircommunitycouncil.co.uk)

Minutes of an Ordinary Meeting of the Council held using a Zoom video/telephone conferencing platform on Monday 11 January 2021 at 7 pm.

**PRESENT** – Councillors Jayne Mayers [Chair], Keith Mouldsdale [Vice-Chair], David Baker, Wini Davies, Owen Evans, Tim Faire, Osian Owen, Steve Whipp and Eirwen Godden, Clerk

**IN ATTENDANCE** 3 members of the public, together with Noela Jones, Head of Housing Services, Grwp Cynefin, and County Councillor Hugh Evans [also DCC Leader]. The Chair reminded everyone that the session would be recorded and anyone wishing to receive more information on items discussed to email the Clerk.

**APOLOGIES** – Ceri Ranson [another meeting]

**PART 1**

**735 DECLARATIONS OF INTEREST** Councillors Keith Mouldsdale as a trustee of Neuadd Eleanor’s Management Committee, David Baker as a member of Llanfair Church Council

## **736 MINUTES – RESOLVED**

The minutes of an Ordinary Meeting held on 14 December 2020 were approved and signed as a correct record subject to minor amendments.

## **737 COMMUNITY MATTERS**

**737.1 Council Vacancy** The Clerk advised that the coronavirus postponement regulations still require the Community Council to advertise the vacancy created by the death of Councillor Bob Barton. An election will be held to fill the vacancy if a written request is made by 10 local government electors to DCC's Returning Officer. Should electors request an election then the election may be postponed to a date in the Spring between 01/03/21-06/05/21. If no request is received, the Community Council can fill the vacancy by co-option. Members noted the need to place a casual vacancy notice up as usual in the first instance. **RESOLVED** that the vacancy be advertised in accordance with usual procedures.

### **737.2 Former School Site and Playing Field Llanfair DC**

Submitted – Key points prepared by Councillor Steve Whipp. Denbighshire Housing held an informal meeting on 06/01/21 [9.30-11 am] at the request of County Councillor Hugh Evans to facilitate an informal discussion around the potential development opportunity for the former Llanfair D C school. An invitation was extended to representatives from the Community Council, Wales Co-op Centre, Grwp Cynefin, Clwyd Alyn Housing Association, Denbighshire Housing Strategy and Community Development teams. A step 2 Community Asset Transfer [CAT] had been developed for the school playing field. This had been welcomed by DCC's asset committee, but they wished to see a 'whole site' solution. Councillor Hugh Evans stated he wished to see DCC provide support to the Community Council to help promote a project to consider potential uses and to take this forward with a long-term sustainable business plan. It was envisaged that a community-based solution would be the preferred route. He saw the opportunity to develop a project particularly relevant following the experience of Covid-19 and in building community resilience. He wanted DCC to provide support and suggested a dedicated officer be appointed. The scheme should be developed as a project with a task force to take it forward. It was acknowledged that taking on responsibility for the site would be an expensive, complicated, and challenging process for a small community council. There are constraints as it is in a conservation area, the building is listed and there is a protected open space. Even so, there is potential for different organisations to work together [DCC/housing associations/Wales Co-op Centre], sharing expertise, a DCC officer to support the community council on feasibility studies, identifying potential funding opportunities and so on. Wales Housing Co-op representatives gave an overview of support they could provide. For example, advice on the best structure for any enterprise and would be available to help a group and guide it through the process. There are examples of good practice elsewhere across the region. Fran Rhodes, DCC Community Development Officer, stated that the project fell within the remit of her role and whilst offering to help wanted to manage expectations about how much support could be provided. She suggested developing a list of priorities and next steps.

A query was raised about obtaining an independent inspection survey of the site/building and the cost of bringing it up to standard for use. DCC's Asset Manager has asked the DCC estates team to value the site, playing field and building, and suggested that if no scheme were forthcoming for the building that it could be put on the open market in six months.

The actions from the meeting were:

- Denbighshire to consider what co-ordination support can be provided to the Community Council
- The Community Council to consider the workshop discussion and suggest next steps for feasibility work.
- Councillor Steve Whipp to share the information on ideas/community needs suggested for projects
- Penny Storr, Clwyd Alyn Housing Association [CAHA], to liaise with the Community Council regarding the rural housing needs assessment
- Noela Jones, Grwp Cynefin Housing Association, to liaise with the Community Council regarding any progress with the almshouses.

Geoff Davies, Denbighshire Housing, indicated that he was happy to arrange further meetings or sub-groups, ideally before the end of January.

A video meeting was held between Penny Storr [CAHA], Community Council Chair and Vice-Chair together with the Clerk on 08/01/21 to discuss arrangements for the rural housing needs survey and possible uses for the former Llanfair School site. [The survey would take about three months before results are available. CAHA will pay the cost of conducting the survey, postal costs, arrange a link to an online survey, promoting via face book and other media.](#) The Community Council will also be key in promoting the survey, ensuring the community engages with the survey and taking part in a consultation event. It was noted that local developments could skew the survey and identify no need for more homes in Llanfair. This is because CAHA is building homes in Llanbedr, has been successful in obtaining planning permission at Glasdir, Ruthin, purchased properties from the development on Wrexham Road, Llanfair and if Grwp Cynefin bring the almshouses back into use, there could be 100 or so affordable homes in total available to the wider community. North Wales Housing has also been allocated 6 properties on the Wrexham Road site Llanfair.

It was noted that Grwp Cynefin had not shown an interest in combining the refurbishment of the almshouses with developing the former school site. Both sites may, however, be considered a liability and too costly to develop in view of constraints such as being in a conservation area, listed building status and the cost of refurbishment. A solution may be to build houses to fund the development of the former school building, but a large amount of capital funding would be required. Building 6 houses would only generate an estimated £80,000 to invest. DCC's economic development team and other sources/agencies could possibly provide some match funding and guidance. DCC may agree to leasing the land for a period. The North Wales Wildlife Trust [NWWT] has expressed an interest in the playing field area and Drosi Bikes has made enquiries about using the building.

Following a general discussion and considering feedback from both meetings it was **RESOLVED** that the Community Council

[a] supports and commits to the housing survey [essential information for

[b] supports the principle of carrying out a commercial [the Neighbourhood

feasibility study and/or contact a commercial agent [Plan to assess the site and possible uses

[c] makes an approach to DCC about the possibility of organisations such as NWWT and Drosi Bikes, other than the Community Council, taking on a short lease, say for six months [no permanent fixtures],

[d] contacts DCC's economic development team for advice on funding.

[e] asks the steering group to help as required such as contacting commercial agents, business hubs locally, drafting a strategy – marrying up evidence against the matrix put together already.

**737.3 Elizabeth Owen Almshouses Llanfair D C** Update from Noela Jones, Head of Housing Services, Grwp Cynefin. The almshouses require an extensive refurbishment programme but there are insufficient funds available. There have been meetings with the Almshouses Association, but none are forthcoming. The almshouses are registered with Homes England which means that no grant funding is available from Welsh Government. A survey has been carried out, but the estimated cost of refurbishing is extremely high – an estimated £600,000 – and there is limited room for parking. Contact has been made with the Wales Housing Co-op for advice and a response is awaited. Grwp Cynefin has explored different avenues without any success to date. One option is to contact the Charity Commission to consider deregistration. Future development would be dependent on a capital grant.

Concerns were expressed that the almshouses had reach a tipping point for viability, no housing association is interested because of the cost, whereas there is a demand for homes developed for local need. Questions were asked about obtaining wind farm money [up to 80% of the cost], considering a whole solution approach - the possibility of linking the refurbishment with the development of the former school. Parking provision could be linked to the former school area or the grassed frontage of the almshouses could be utilised for this purpose.

The Chair thanked Noela for the update. She will keep the Community Council informed on developments.

**737.4 Bypass for Llanfair DC** Councillor David Baker stated that this is an idea that has been discussed in the past. Should the land alongside the village hall be designated a candidate site and developed, there may be an opportunity for a by-pass of the village to be constructed at the same time. This could be from Tyn Twll past the sewage works thereby moving the road away from the centre of the village. Councillor Steve Whipp stated that he would include the idea on the Neighbourhood Plan.

## **738 CORRESPONDENCE**

**738.1** Submitted – Update from DCC Strategic Planning & Housing re **Denbighshire Local Development Plan 2018-2033** It was noted that

progress has been affected by the current pandemic, has resulted in a halt on much of the necessary evidence required to support the development of detailed policies, and DCC will not be able to meet the agreed rLDP [Delivery Agreement] timetable. Notification will be received in due course on consultation arrangements re a revised Delivery Agreement. No recommendations have yet been made on any of the candidate sites submitted for consideration in the rLDP; it is unlikely that there will be any news on site recommendations for six months at least. The current LDP remains the development plan against which any planning applications will be assessed until the replacement LDP is adopted. Noted.

### **739 Feedback/Report[s] on Conferences/Training/Meetings -**

**739.1 OVW Training** Reported that the Clerk had attended a remote training session on Advanced Local Government Finance on 17/12/20 which covered the roles and responsibilities of Councillors and the Clerk [RFO] in complying with the requirements of the internal and external audit process each year, the importance of having adequate controls in place for checks and balances, safeguarding of assets, risks, and quality financial reporting to minimise risks/fraud/errors.

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

**740.1 Application 20/2020/0958** submitted by Mr & Mrs G Evans – Siting of building for the storage of equipment, machinery, and tools – Pendyffryn, Pentre Coch.

Members agreed to action taken by the Chair, Vice-Chair, together with Councillors David Baker and Steve Whipp to support the application.

### **741 HIGHWAYS & ENVIRONMENT - General Update on Ongoing Highway and Other Matters –**

**741.1 Community Garden and Play Area at Graigfechan** – An email was sent on 04/01/20 to DCC Housing to support a wildflower area with seating at the top of the cul de sac; a play area to the right of the bus shelter to include fencing and play equipment in due course. A reply is awaited.

#### **741.2 Flooding**

The Clerk reported that a response had been received from Alex Bebbington, DCC's Flood Risk Officer, saying that he was happy to speak to Councillors about their concerns. Councillor Osian Owen had expressed the need for gullies in the field adjacent to the Ysgol Pentrecelyn layby which keeps flooding. Councillor Keith Mouldsdale had expressed concern that some of the bungalows in Llanfair are subject to damp conditions as the land is very wet in that vicinity. It was agreed that contact details be shared between Councillors and Alex Bebbington.

Councillor Steve Whipp has, in the meantime, spoken to the proprietor from Eyarth Station who in turn has approached the farmer and landowner of the fields behind to the west of the station, who is happy to co-operate in finding a solution. Contact has also been made with Llysfasi college which farms the field opposite. This has been used for maize for the last few years and the run-off from the field has been largely contributory to the flooding problem.

There is also a high soil/mud content to the run-off. A further need is to reinstate the public footpath which runs from the north side of the new housing in Llanfair to Eyrarth. A fence is still needed. It was agreed that contact be made with Llysfasi college again with a view to convening a meeting at the site to review the situation and consider what options could be proposed.

**741.3 Impact of Heavy Machinery on Narrow Rural Roads** It was reported at a previous meeting that County Councillor Hugh Evans had agreed to meet with a Highways Engineer to conduct a site survey of affected areas. Members were reminded to forward a list of problems they were aware of to the Clerk. The matter is ongoing.

**741.4 Waste Management Services** Email dated 11/01/20 from a resident who wished to raise a query about a possible proposal that DCC would be implementing a new bin and recycling schemes from 2022. All residents who live on unadopted roads and/or private roads may no longer be able to have kerbside pick-ups and will have to take their waste/recycling to a central location. The Clerk was requested to contact DCC for an explanation and further information on the matter.

## **742 FINANCIAL MATTERS**

**742.1 Submitted – Summary of Income & Expenditure and Receipts & Payments Cashbook for the period 1 April to 31 December 2020** Bank Balances as at 31/12/20 – Community A/c £21388.98 and Business A/c £8566.14 making a total of £29955.12 in credit. £25000 had been vired from reserves and added to the War Memorial budget on 31/12/20 towards the cost of refurbishment work. Estimated expenditure of approximately £11,200 up to 31/03/20 would leave a carry forward figure of £18755 into the new financial year 2021/22. The Clerk confirmed that funds held in reserve would comply with standards set by audit. For example, a minimum figure of 20% to a maximum figure of 100% of the precept shall be held in reserve balances at the financial year end and funds can be allocated to one or more earmarked reserve(s), to be used for a future specified purpose. **RESOLVED** that the [a] action taken by the Clerk to vire £25000 from reserves and added to the War Memorial budget and [b] accounts as presented be approved.

**742.2 Submitted – Draft 2 precept budget for 2021/22 [deadline 15/01/21]** The Clerk explained that keeping the precept request below £30,000 should mean that the council tax [based on the average property band D] could remain below the 2020/21 figure of £1,728.90. As there are several projects/proposals in the Neighbourhood Plan requiring some funding support it was agreed that as discussed at the last meeting the Community Activities budget be increased. Periodic budget reviews will be required depending on proposals coming forward for the former school site at Llanfair requiring financial/match funding support. Developments are very much at an early stage.

Cllr Whipp asked whether any of the budgets could be reduced at all which generated general discussion. Councillors were reminded of their responsibility to keep adequate

reserves, the Community Council's responsibility for the church wall and that if DCC

agrees to leasing the old school site, there may be need for funds for various projects.

Councillors therefore agreed to the draft budget subject to minor amendments.

**RESOLVED** that a precept budget requirement of £29169 for 2021/22 be applied for from DCC.

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

£378.30 Sandra Williams [Translation Service]

£142.78 Clerk's Expenses October – December 2020

**742.4 Requests for Financial Aid** None received. Pending applications to be considered at the February meeting. Councillor Whipp stated that he would remove the reference to surveys and capital funds for religious bodies from the Neighbourhood Plan. [The 1894 Act which deals with financial assistance to the Church prohibits councils' involvement in property relating to the affairs of the Church eg the maintenance or improvement of buildings or land or contributing to the costs. However, legislation made after the 1894 Act permits a council to incur expenditure for any purpose except one which is subject to a statutory prohibition, restriction, or limitation].

**742.5 Policy Documents** Submitted [a] Updated Asset Register and [b] Draft Concerns and Complaints Policy

**RESOLVED** that the updated Asset Register be approved and that the drafted Concerns and Complaints Policy be adopted as written.

**PART 2 743 RESOLVED that the Press and Public be excluded from the meeting due to the confidential nature of the following item:**

**743.1 REPAIRS AND RENOVATIONS TO THE WAR MEMORIAL**

**LLANFAIR** Work on renovating the War Memorial was nearly complete apart from the chain links and coping stones on the back wall behind the memorial. A delivery of additional coping stones was awaited.

## **744 DATES OF FUTURE MEETINGS**

08/02/21 [Virtual Meeting], 08/03/21 [Virtual Meeting] It was noted that in view of current lockdown restrictions video meetings were likely to continue until at least April 2021.

The meeting ended at 8.40 pm \_\_\_\_\_ CHAIR  
\_\_\_\_\_ DATE

**CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL**

[www.llanfaircommunitycouncil.co.uk](http://www.llanfaircommunitycouncil.co.uk)

Minutes of an Ordinary Meeting of the Council held using a Zoom video/telephone conferencing platform on Monday 8 February 2021 at 7 pm.  
**PRESENT** – Councillors Jayne Mayers [Chair], Keith Mouldsdale [Vice-Chair], David Baker, Wini Davies, Owen Evans, Tim Faire, Osian Owen, Steve Whipp and Eirwen Godden, Clerk

**IN ATTENDANCE** Three members of the public together with County Councillor Hugh Evans OBE. The Chair reminded everyone that the session would be recorded and anyone wishing to receive more information on items discussed to email the Clerk.

#### **APOLOGIES –**

#### **PART 1**

**745 DECLARATIONS OF INTEREST** Councillors Keith Mouldsdale as a trustee of Neuadd Eleanor's Management Committee, David Baker as a member of Llanfair Church Council

#### **746 MINUTES – RESOLVED**

The minutes of an Ordinary Meeting held on 11 January 2021 were approved and signed as a correct record.

#### **747 COMMUNITY MATTERS**

**747.1 Council Vacancy** The Clerk advised that Denbighshire County Council had not received a request for an election and that the Community Council could fill the vacancy by co-option. An advert had accordingly been placed on Council noticeboards and website inviting expressions of interest in the position – closing date 12 February 2021.

#### **747.2 Former School Site and Playing Field Llanfair DC**

Reported – DCC's Asset Manager has forwarded a copy of the last condition survey for the site which was carried out in November 2018. This report outlines what work needs to be carried out to bring the building up to a useable condition, it must also be noted that the figures totalling £38,104 quoted are estimates to replace items due mainly to general wear and tear. The Community Council's request for a six-month lease on the site was considered and after consulting with colleagues in the Estates Team, it was refused. This is because the local authority has been in similar situations in the past and the lease turned out to be very problematic. It would be easier for the local authority to manage the site until there was something definitive from the Community Council. A deadline of 1st August for the Community Council to present a viable proposal for the whole site with which DCC can consider a community asset transfer was suggested.

Concern was expressed that the six-month deadline was unrealistic given that other schemes within the County had taken five years or more before seeing any progress. It has, in the meantime, been established that DCC has not finalised the land and buildings transfer with the Church in Wales and until this is completed the local authority cannot do anything with the former school site other than keeping it safe and secure.

There has been further contact with the Clwyd Alyn Housing Association and details about rolling out the rural housing needs assessment survey are awaited.

Another action point from the previous meeting was to explore the principle of carrying out a commercial feasibility study and/or contact a commercial agent to assess the site and possible uses. [People in Flintshire are being given the chance to suggest 'co-working hubs' locations. An interactive map, hosted by Commonplace, will ask people if they would like to work remotely. The interactive maps form part of research and evidence gathering to gauge demand for local work hubs, indicating where they need to be and if they are available already. Welsh Government is working towards an increase in the number of people working away from a traditional office environment. Working locally offers an alternative to working at home or in a central office, giving people more flexibility in how they work. Enquiries are being made to find out whether a similar survey will be undertaken in Denbighshire. Councillor Whipp was also making enquiries about the Rhewl Technology Centre \[JubileeEstates.uk\], gauging the demand for working spaces, access to high quality equipment and so on.](#)

[It was agreed to send a request to DCC's Asset Manager for another meeting to see whether there was a way forward and an extension to the deadline imposed. Putting together a business case by 1 August 2021 was unrealistic. Councillor Hugh Evans declared that he wished to be involved in the meeting. The North Wales Wildlife Trust and Drosi Bikes had expressed a strong interest in the playing field area and building, respectively.](#)

#### **748 CORRESPONDENCE**

**748.1** Submitted – Copy of **Welsh Government's Digital Media Guide – Connecting with Your Local Community**. The guide explains there are many ways for Councils to communicate with local people, giving a chance to tell them about the Council's work and engage them with local issues, news, and events. The guide goes into detail about using various channels, including social media [Facebook, Twitter, YouTube] or Community Council social media such as a village Facebook page] explaining how to get started and providing some hints and tips. Contents were noted. The Community Council updated its website last year.

**748.2** Submitted – Email from OVW dated 21/01/21 re **HM Land Registry – Survey of Community and Town Councils in Wales**. The Clerk was asked to complete and return the survey as requested.

**748.3** Submitted – Email dated 28/01/21 from the **National Library of Wales – Re Permission to provide Public Access to copies of the Community Council's website** **RESOLVED** that permission be granted.

**748.4** Submitted – Email dated 19/01/21 from DCC re **Location of Milwr Tawel/Silent Soldier** The local authority is undertaking a review of memorials to commemorate the centenary of WW1 and has concerns about the location of many memorials, as they tend to be on roundabouts or at the side of the highway. They were never intended to be permanent fixtures, which is one of the reasons why planning permission was not required. The authority wishes to co-operate with Community/Town Councils to ensure that these memorials can continue to be displayed in the most appropriate way.

The next step taken would be for a Streetscene Manager to contact each Council to discuss any memorials sponsored in the area. Noted.

#### **749 Feedback/Report[s] on Conferences/Training/Meetings -**

**749.1 OVW Conwy & Denbighshire Area Committee** Reported that the Clerk had attended a video meeting on 27/01/21. The main points of interest included an update on the Election Bill [voting age reduced to 16, community/town councils to ensure that there will be a specific agenda item to allow the public to speak, an annual report must be published, having a mandatory training plan, councils may be able to meet in public houses]; and Audit changes will mean having a three-year cycle system in place. Further guidance is awaited.

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

**750.1 Submitted – DCC’s response to WG Consultation Document 41053 The Town and Country Planning [Strategic Development Plan] [Wales] Regulations 2021 [730.1].** Content noted. The Community Council had submitted a similar response raising the same concerns.

**750.2 Application 20/2021/0085** dated 04/02/21 submitted by Mr R A Lloyd. Erection of extensions and re-modelling of dwelling, construction of a partially submerged garage, alterations to existing vehicular access and associated works – Hirdir, Pentrecelyn, Ruthin. The proposal was supported subject to the following queries. Members expressed concerns about drainage of the site and the visual impact of the proposed building. The Community Council recognises that the existing dwelling is in a poor state and needs restoration and development.

The architect’s drawings do not show reference to how the site would be drained. Members would like to see calculations and a list of materials to be used, to demonstrate that because of the development that flooding would not be any worse. Additionally, during construction, the Community Council would seek assurance that material such as silt is not washed off the site. In relation to the proposed building concerns were expressed about how it sits in the environment. The AONB Supplementary Planning Guideline welcomes innovative designs. The proposal incorporates design features to reduce light pollution, the grass roof will increase biodiversity, soak up water and provide insulation. The building itself will be sustainable and provide a low carbon home for a local family with key skills. However, the Community Council expressed concern that the property does not appear to be in keeping with the general visual amenity of the area and does not accord with the AONB Guidelines.

The Community Council would appreciate further details from the applicant relating to construction details to allay drainage concerns. The Community Council would also seek consideration of how the design could meet the requirements of the Supplementary Planning Guideline of the AONB.

**750.3 Application 20/2021/0086** dated 04/02/21 submitted by Mr Dean Irwin. Erection of an agricultural building for the storage of agricultural material and equipment – Tan y Graig, Pentrecelyn, Ruthin. Members noted that this application is supplementary to a previous approved application 20/2020/0436 for change of use of land by the siting of 4 no holiday accommodation units,

installation of a package treatment plant, access track and associated works which was approved last year. There were no issues with the current application.

## **751 HIGHWAYS & ENVIRONMENT - General Update on Ongoing Highway and Other Matters –**

**751.2 Flooding** [741.2] Submitted – [a] Report written by Councillor Steve Whipp with considerable input from Mr P Bennett Lloyd. The report sets out who is responsible for various flooding matters and recommends that [i] the Community Council should collate data arising from the rainfall event of 19 and 20 January 2021; [ii] a report presented to DCC to ensure that the evidence from the event[s] is taken into consideration in updating the local flood risk assessment; [iii] the Community Council should continue to pursue solutions to existing problems at Eyarth Station and Graigfechan; and [iv] respond to planning consultations and include consideration of flood risk.

It was noted, with thanks, that several residents had written to the Clerk, forwarding photographs of flooding events in the area. Denbighshire has commenced digging trial holes with the intention of developing a scheme to take the water away at Eyarth. Councillor Owen Evans asked for the area between his property, Ty Famau, Cricor Farm and Pentrecelyn Hall, to be added to the flooding hotspots list. It was noted, with caution, that dredging was a last resort which could create problems downstream and that a licence was required to carry out such work. Councillor Whipp suggested that it would be useful to superimpose the areas that were flooded onto an OS Map adding to existing knowledge to the hydrology of the area to Wayne Hope, DCC.

[b] Councillor Osian Owen had received a response from Alex Bebbington, DCC's Flood Risk Officer, regarding the flooding near Ysgol Pentrecelyn. Councillor Owen's concerns had been forwarded to the tarmac team so that pipework could be installed in the vicinity of the layby. Councillor Keith Mouldsdale reported that Denbighshire is dealing with damp conditions in bungalows at Bron y Clwyd, Llanfair.

[c] Contact had also been made with Llysfasi College about the flooding problem by Eyarth Station and to see whether there is scope for improving the way land is farmed generally to stop water running off. A meeting is to be arranged with Llysfasi College [Councillor Steve Whipp]. Councillor Keith Mouldsdale expressed concern about the right of way from the A525 to Eyarth Station referring to the path running alongside the new housing development at Llanfair where building residue and flooding could be seen. The Clerk to contact Pure about the path next to the new houses and to contact Highways about the blocked drain grids on the A525 from Llanfair to Ruthin.

[d] Reported – that DCC had published a news release bulletin asking residents affected by recent flooding to contact their Contact Centre on 01824 706000 to log their concerns. Noted.

**751.3 Impact of Heavy Machinery on Narrow Rural Roads** Councillor Hugh Evans had spoken to Highways. Farm and delivery vehicles have a legal right to use the lanes, but it was acknowledged that the local authority had not kept the lanes open as wide as possible and they had become overgrown. It was agreed that the Clerk writes to Tim Towers asking him to inspect specific roads and consideration be given to taking action to widen them. Councillor Steve Whipp reported that he was particularly concerned about the lane from Pentrecelyn past Pennant where a deep ditch requires a drainpipe. The Chair stated that she would send an annotated map to identify problem areas.

**751.4 Waste Management Services** [a] Submitted - Email dated 12/01/21 from DCC's Waste and Recycling Manager. DCC is reviewing the collection points around land end collections. A policy already exists, is available on the internet, and consideration is being to enforce the existing policy. The main aim of the review is to make sure that services are run as efficiently as possible. Some properties are a long distance from the highway. Waste collection vehicles need to be protected from excessive wear and tear by reducing the distance travelled on unmade roads where possible. Whilst DCC policy could suggest households should move to a lane end type collection, it does not mean this will be implemented. Sometimes it is easy to continue servicing some properties that have well-made private lanes and safe turn-around points. Some properties should have moved to a lane end collection several years ago when the policy was adopted and did not happen. Anyone who qualifies for the assisted collection service would certainly still have their bins collected from their property if no other option is available. Once the data is available a report can be brought to a Community Council meeting. DCC's Waste and Recycling Manager is happy to attend.

[b] Submitted – Email dated 25/01/21 from DCC re **Funding for Denbighshire Waste Reduction and Re-use Projects**. DCC has secured more than £560,000 for waste reduction and re-use projects in the County. WG funding is available for four projects under its Green Recovery Circular economy fund which includes setting up a re-use shop as well as a textile re-use and repair scheme in Rhyl; funding to support 8 charities; and DVSC to set up a social supermarket in Ruthin's Market Hall. Content and positive news noted.

## **752 FINANCIAL MATTERS**

**752.1 Submitted – Draft 3 Budget for 2021/22** The Clerk explained that adjustments had been made to increase the community activities budget to £10,000 and that £2,000 had been allocated to the War Memorial/Church Wall budget heading. The Clerk was thanked for making changes in response to the comments made at previous meetings so that the Council can be in a good position to kickstart new projects. Approved.

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

£3,017.18 AVOW [Member Allowances 2020/2021 including payroll fee and national insurance] Copy/breakdown forwarded to members before the meeting Invoice 13658

£30.00 OVW [Clerk's Training Fee – Advanced Local Government Finance Module 21 held on 17/12/20] Invoice 5445

**752.3 Requests for Financial Aid RESOLVED** that [a] grants be awarded as follows:

£50.00 Cerebral Palsy [formerly Bobath Cymru] [support services for children and families across Wales living with cerebral palsy]  
£1,000.00 Urdd National Eisteddfod [funding to support stage the festival] [£1,000 already in earmarked reserves]  
£450.00 Ysgol Llanfair [Plants for polytunnel/grounds & equipment]  
£450.00 Ysgol Pentrecelyn [Digital aids such as chromebooks for pupils]

[b] the following application be deferred - Theatr Bara Caws [a community theatre company which promotes culture and entertainment in the Welsh Language]

Members also agreed that organisations receiving donations should whenever possible produce a report/photos on how the money spent benefitted the local community. Articles could be published in the Dyffryn Clwyd Chronicle.

**752.4 Internal Auditors RESOLVED** that JDH Business Services be reappointed as the Council's internal auditors for 2021/2022.

**PART 2 753 RESOLVED** that the Press and Public be excluded from the meeting due to the confidential nature of the following item:

**753.1 REPAIRS AND RENOVATIONS TO THE WAR MEMORIAL**

**LLANFAIR** Work on renovating the War Memorial would be delayed until better weather conditions in the Spring. DCC's Conservation Project Surveyor has commented that the renovated Memorial is a major improvement. Councillor Tim Faire was thanked for renovating and replenishing the flower boxes. A resident had reported a problem with the pointing work failing due to the weather and the Clerk was asked to contact Mr John Pugh, Chartered Surveyor.

**754 DATES OF FUTURE MEETINGS**

08/03/21 [Virtual Meeting] It was noted that in view of current lockdown restrictions video meetings were likely to continue until at least April 2021.

The meeting ended at 8.20 pm \_\_\_\_\_ CHAIR  
\_\_\_\_\_ DATE

**CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL**

[www.llanfaircommunitycouncil.co.uk](http://www.llanfaircommunitycouncil.co.uk)

Minutes of an Ordinary Meeting of the Council held using a Zoom video/telephone conferencing platform on Monday 8 March 2021 at 7 pm.

**PRESENT** – Councillors Jayne Mayers [Chair], Keith Mouldsdales [Vice-Chair], David Baker, Tim Faire, Osian Owen, Ceri Ranson, Steve Whipp and Eirwen Godden, Clerk

**IN ATTENDANCE** 3 members of the public. The Chair reminded everyone that the session would be recorded and anyone wishing to receive more information on items discussed to email the Clerk.

**APOLOGIES** – Councillors Wini Davies [family illness], Owen Evans [work commitments]

#### **PART 1**

**755 DECLARATIONS OF INTEREST** Councillors Keith Mouldsdales as a trustee of Neuadd Eleanor's Management Committee, David Baker as a member of Llanfair Church Council

#### **756 MINUTES – RESOLVED**

The minutes of an Ordinary Meeting held on 8 February 2021 were approved.

#### **757 COMMUNITY MATTERS**

**757.1 Council Vacancy** The Clerk read out an application received from Dyfan Eilir Jones of Merllyn Farm, Llanfair D C. **RESOLVED** that Mr D Eilir Jones be co-opted to the Community Council.

#### **757.2 Former School Site and Playing Field Llanfair DC**

Submitted – [a] Notes of a meeting held with DCC's Asset Manager on 17/02/21. Denbighshire would expect an official statement from the Community Council detailing a proposal and an indication how long it would take. Before anything is determined there would have to be consultation with other officers within the authority and there is legislation to contend with. The next scheduled asset management committee is in April. DCC's estates team and legal staff have, in the meantime, been asked to provide guidance on liabilities and costs should the Community Council commits to a community asset transfer process.

[b] Following the meeting held on 17/02/21 Councillor Steve Whipp prepared a draft proposal which recommends that [i] the Community Council asks DCC to allow temporary arrangements to be put in place to facilitate the development of ideas and to enable a formal community asset transfer proposal to be put forward within an agreed timescale and [ii] to seek guidance from DCC on the basis for how agreements would be made. Also reported – Clwyd Alyn Housing Association/Grwp Cynefin has begun the process of carrying out a rural housing survey. Drosi Bikes has, in the meantime, informed the Community Council that it has obtained alternative premises, but a local Friends of the Earth partnership has expressed an interest in the former school building. It was considered that before steps are taken to prepare any applications for grant aid there would need to be sufficient certainty about supporting the draft proposal in principle by DCC. The wildlife trust has already put together a plan for a wildflower/wildlife area using the former playing field in line with the Community Council's biodiversity policy that is accessible as an amenity for the community, open for children to use. Councillor Whipp expressed the need to be able to take matters forward working towards a sustainable future for the whole site. There are seven volunteers interested in joining a steering group which will report back to the Community Council on progress. All queries/expressions of interest about the building and field could, in the first instance, be directed to the steering group for consideration. The steering group could, in the meantime, also be tasked with preparing a business case.

**RESOLVED** – that the proposal, subject to minor changes and updating, be agreed in principle for submission to the County Council for consideration in the hope that access to both sites would be granted as a temporary arrangement until the end of December 2021. This would allow nine months during which a formal community asset transfer proposal could be developed.

## **758 CORRESPONDENCE**

### **758.1 Draft Code of Conduct 2021**

<https://www.ombudsman.wales/blog/2021/02/03/consultation-new-draft-guidance-on-the-code-of-conduct-for-members-of-county-and-community-town-councils/> comments to [communications@ombudsman.wales](mailto:communications@ombudsman.wales) by 21/03/21. The revised guide is intended to help Councillors to understand their obligations under the Code and the requirement to sign up to the role as part of the Declaration of Acceptance of Office. It sets out in detail the roles and responsibilities of Councillors, the Clerk and Local Authority Monitoring Officers. The Code is based on the seven Principles of Public Life which were first set out in the 1995 Nolan Report “Standards in Public Life”. Three more were added to these in the Local Government Principles in Wales: a duty to uphold the law, proper stewardship of the Council’s resources and equality and respect for others. The guidance includes examples drawn from actual cases considered by the Ombudsman’s Office and decisions reached by local standards committees and the Adjudication Panel for Wales. Noted. The Clerk stated that she would be happy to answer any queries.

**759 Feedback/Report[s] on Conferences/Training/Meetings** - The Clerk reported that she would be attending SLCC’s AGM and quarterly meeting on 17/03/21 [video meeting].

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

**760.1 Amended Application 20/2020/88** submitted by Mr Noel Evans & Mrs Iris Evans, re erection of extension and alterations to Fron Fawr, Graigfechan. Members confirmed the action taken to support the application.

## **761 HIGHWAYS & ENVIRONMENT - General Update on Ongoing Highway and Other Matters –**

**761.1 Flooding** [751.2, 741.2] Councillor Steve Whipp reported on progress regarding two areas under consideration – a combined approach with Coleg Llysfasi to address issues at Eyrarth and a scheme being developed by DCC’s Flood Officer for road gullies at Graigfechan. Coleg Llysfasi also has proposals to reinstate the footpath by Eyrarth. Following the January storm Welsh Government funding has been obtained to carry out catchment studies/hydrology changes – proposals are awaited from DCC’s Flood Manager. A local resident present at the meeting expressed her concern that these extreme flooding events are happening more frequently, the issues near her property in Graigfechan appear to be a combination of different problems culminating in these events. She feels that a holistic five-pronged approach was needed. The latest storm has been recorded as a 1 in 130 year event. Another resident commented that there was a need to slow the flow upstream whilst taking into account what is likely to happen downstream and the effect on those properties.

### **761.2 Impact of Heavy Machinery on Narrow Rural Roads [751.3]**

Reported – that an email had been sent to Highways requesting for action to be taken to inspect the lane from Pentrecelyn past Pennant where there is a deep ditch needing a drainpipe and for consideration given to widening the lane. A response was awaited.

**761.3 Request for a Road Safety Mirror** Submitted – email dated 22/02/21 from a Llanfair resident requesting the installation of a Convex Traffic/Safety Mirror to be placed on the Eyarth Bridge side of the road [near the kissing gate to the nature reserve area], to enable pedestrians to see to their right up the road towards Pwllglas. The Clerk reported that the request had been forwarded to DCC and a response was awaited. A copy is to be forwarded to Efenectyd Community Council as it appears to be near the border with a note suggesting they may wish to support the request.

## **762 FINANCIAL MATTERS**

**762.1 Submitted – Annual Return and Issues Arising Report for the year ended 31/03/20** Attention was drawn to the following issues highlighted by the external auditor which have resulted in the annual return being qualified.

\* Prior year minutes not available on the website. These are available on request but not directly available on the website.

Action – Taken during February 2021 to post minutes from 2014-2015 onwards on the website.

\* Minor issues. The Accounting Statements do not add up by £1.

Action – The Council to ensure in future years that this error is not included in the Accounting Statement.

\* PAYE. PAYE payments were included in box 6 other payments but should be included in box 4, wages and salaries

Action – To query whether councillor payments subject to a PAYE process are to be included in box 4 staff costs. The Clerk is awaiting a response from the external auditor.

\* Internal Auditor's recommendations – To amend section 11.1 a.ii: '...for specialist services such as are provided by legal professionals acting in disputes;' the Council to ensure that orders for works, goods and services are made as per the financial regulations of the Council.

Action – On 13/07/20 the Council approved changes to the Financial Regulations in accordance with the internal auditor's recommendations. Changes to the Financial Risks document were approved by Council on 15/06/20. A purchase order system was put in place April 2020.

The Clerk confirmed that a notice of conclusion of audit had been posted on the Council's noticeboards and website on 1 March 2021 [to be displayed for at least 14 days]. Members reaffirmed their approval of the annual return and agreed with the proposals to address the issues raised.

Members expressed disappointment about the outcome of the audit, the disproportionality of the process, and the disparity between internal and external audits.

**762.2 Statutory Financial Accounts** Submitted - letter dated 18/01/21 from WG LG Finance Policy Workforce Partnerships regarding the preparation and publication of accounts for 2020/21. Deadlines confirmed as follows - certification of draft accounts by 31 August 2021 and publication of final audited accounts by 30 November 2021. Regulations have been made to enable meetings to be held remotely to approve draft and final accounts <https://gov.wales/independent-remuneration-panel-wales-annual-report-2021-2022>

**762.3 Internal Audit Plan 2020/21** Submitted – Following documents from JDH Business Services in preparation for the audit – plan [scope, timescale, reporting arrangements, access to information], terms of reference, and audit checklist. The audit will be carried out between April and June. Members were requested to note and feed back any queries to the Clerk.

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

£577.68 Sandra Williams [Translation Service – Minutes November, December 2020 and January 2021 – Invoice 1358]

£165.97 Clerk’s Expenses Claim January – March 2021

£15.00 AVOW [Year End Payroll Charge – Invoice 13784]

Clerk’s Salary/Payroll Fees paid by standing order each month during the year confirmed and to be recorded at monthly meetings in future.

Month/Invoices/Payments			
April 12603 £359.42	July 12937 £359.42	Oct 13263 £426.06	Jan 13606 £368.94
May 12700 £359.42	Aug 13051 £359.42	Nov 13355 £368.94	Feb 13658 £368.94
Jun 12772 £359.42	Sep 13108 £359.42	Dec 13438 £368.94	Mar 13784 £368.94

Account Balances as at 08/03/21 – Community A/c £15,001.80 Business A/c £8,566.28

Permission was granted for the Clerk to continue making payments using the bank’s BP system, provided that such expenditure had been authorised by the Council. An invoice was awaited to cover the external auditor’s services – approval was given to pay the fee if received before the end of March, to be ratified at the April meeting.

**762.5 Policy Documents** Submitted – revised documents [a] Data Protection Audit [b] Information & Data Protection [c] Privacy Notice & Email [d] Document retention & Disposal. Members noted and approved that any reference to GDPR had been replaced by the Data Protection Act 2018. The next review is due in 2024. A copy of the 2020-2021 Risk Assessment – Property & Personnel document was also presented for approval – this requires an annual review. **RESOLVED** – that all the documents presented be approved as updated.

**762.6 Review of the Remuneration Framework for Community & Town Councils** Submitted – letters dated 15/02/21 & 25/02/21 regarding arrangements for 2021/2022

<https://gov.wales/independent-remuneration-panel-wales-annual-report-2021-2022>

Reported – no substantive changes in the draft report, there are no changes planned to the remuneration of Community and Town Councils.

**RESOLVED** that the Council makes the following payments in 2021-2022 - £150 to each member [mandatory unless a member turns down the payment], costs of care [mandatory if eligible], £1,500 to the chair, £500 to the vice-chair, including financial loss compensation, travel and overnight subsistence expenses where applicable.

**PART 2 763 RESOLVED that the Press and Public be excluded from the meeting due to the confidential nature of the following item:**

**763.1 REPAIRS AND RENOVATIONS TO THE WAR MEMORIAL**

**LLANFAIR** Reported that pointing repairs would be carried out when the weather improves.

**764 DATES OF FUTURE MEETINGS** The following calendar was approved

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[Venues TBC, legal decision awaited regarding the option of holding remote meetings beyond May 2021]

12/04/21, 10/05/21, 14/06/21, 12/07/21, 13/09/21, 11/10/21, 08/11/21, 13/12/21

10/01/22, 14/02/22, 14/03/22

The meeting ended at 7.50 pm CHAIR

DATE