

**DRAFT Minutes of the Ordinary Meeting  
of the Bryneglwys Community Council  
held 20<sup>th</sup> June 2019 at The Parish Room, Bryneglwys**

**Present:** Cllrs Martin Mortimer (Chair), Leigh Downing, Andrew Kenrick, Nia Roberts and Roy Sinclair.  
In attendance was the Clerk & RFO David Rose and one member of the public.

**Meeting commenced at 19:30**

**45 Chair's Welcome**

The Chair welcomed all Members and the member of the public. In his opening remarks the Chair announced with regret the resignation of Cllr Pat Downes and thanked Pat for her contribution and efforts for the community since her Co-option in March 2018.

**46 Apologies:**

None required

**47 Declarations of Interest – Standing Order No. 56:**

The Clerk read the Declaration of Interests statement.

No interests were declared.

**48 Public Participation Session – Standing Order No. 65:**

Council adjourned at 19:32 for the Public Participation Session. The Chair read out a statement by way of introduction to the session.

No items were raised  
re-convened at 19:34.

**49 Council Micro-training:**

The Clerk presented the training on Standing Orders 8 and 9 concerning Voting in Council.

**50 Minutes of the Finance Committee on 18<sup>th</sup> April 2019:**

In accordance with SO 14 a) the Minutes were taken as read. The Minutes were considered, and it was approved that they were signed as an accurate record by the Chair of the Finance Committee.

**51 Matters arising from these Minutes:**

None raised.

**52 Minutes of the Annual Meeting on 16<sup>th</sup> May 2019:**

In accordance with SO 14 a) the Minutes were taken as read. The Minutes were considered, and it was approved that they were signed as an accurate record by the Chair.

**53 Matters arising from these Minutes:**

- a) *Minute 26 (2)* – Cllr Sinclair raised the issue of the re-instated village sign. It was agreed that it has not been installed in the best location considering the position of the 40mph repeater sign. **It was resolved** that the Clerk would write to the Highways Department to ask them to re-consider the location or position of either sign in order to ensure that both



achieve their respective purposes.

- b) *Minute 26 (3)* – Cllr Mortimer has spoken with County Councillor H Evans about the concerns. Cllr Roberts offered to speak to the resident.

**54 Minutes of the Extraordinary Meeting on 13<sup>th</sup> June 2019:**

In accordance with SO 14 a) the Minutes were taken as read. The Minutes were considered, and it was approved that they were signed as an accurate record by the Chair.

**55 Matters arising from these Minutes:**

None raised.

**56 Minutes of the Staffing Committee on 13<sup>th</sup> June 2019:**

In accordance with SO 14 a) the Minutes were taken as read. The Minutes were considered, and it was approved that they were signed as an accurate record by the presiding Chair of the meeting.

**57 Matters arising from these Minutes:**

None raised.

**58 Questions to the Chairman or Clerk:**

none received

**59 Planning Matters:**

A planning application received after the Agenda was prepared was considered. It was for PA 10/2019/0443 – Land and Barn at Deio Uchaf, Bryneglwys. **It was resolved** to return the Council's observations that the road at this location is often flooded and that provision should be made to ensure that this is alleviated rather than exacerbated by the development.

**60 Reports from Committees:**

The Finance Committee has not met this financial year. The Staffing Committee has started its work on the Clerk's succession planning.

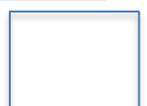
**61 Finance Issues:**

- a) The RFO presented the Schedule of Payments.

**It was resolved** to approve and sign the Schedule of Payments with expenditure of £874.03 and it was signed by the Chair. The cheques were duly signed.

- b) The RFO asked if there were any questions on the Financial Reports to 31<sup>st</sup> May that had been previously circulated. **It was resolved** to approve the Financial Reports, including the budgetary control and reserves, and they were signed by the Chair.

- c) The RFO advised that the Annual Return had been posted to the External Auditor by special delivery and that we now awaited the response. The Public Notice of Elector's Rights was posted on the noticeboard and published on the website.



**62 Canolfan Ial Project:**

The Chair gave an update in that he had received a response from the solicitor who had received an answer from the Diocese concerning repairs to the building. The solicitor is continuing to pursue the subject.

**63 Reports from Representatives to Outside Bodies:**

South Denbighshire Community Partnership – a concern was raised by them that Council did not have a Representative on the Forum. Cllr Kenrick as Council Representative had not received any communication about the Forum meeting. He will contact SDCP to ensure that they have his contact details.

**64 Correspondence to Review:**

- a) Cllr Pat Downes resignation presented a number of changes. The Clerk advised that he had informed the Elections Office and created and published the necessary Public Notice concerning the casual vacancy. **It was resolved** to leave the position of Vice-chair vacant until such time as the two casual vacancies were filled. **It was resolved** to appoint Cllr Roberts as a member of the Staffing Committee. **It was resolved** to appoint Cllr Sinclair as the Council liaison Representative to the Parochial Church Council. **It was resolved** that Cllr Roberts would continue with the surgeries and Cllrs Kenrick and Mortimer offered to assist. The Clerk advised that the deadline for the Commuted Sum application had now passed so **it was resolved** to get it completed in time for the September MAG meeting.
- b) The Chair's papers on the old school will be considered at the next informal meeting.

**65 Actions & Decisions Register:**

The Clerk advised that he had not updated the register but would do so for next Council.

**66 Items brought to Council's attention by Councillors:**

None.

**Meeting closed at 20:46**

Approved as being a correct record by ...

Chair .....

Date: .....

Cllr .....

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**ORDINARY MEETING OF THE COUNCIL**

**BUSINESS TO BE TRANSACTED**

**AGENDA**

**20<sup>th</sup> June 2019**

1. Chair's welcome
2. to receive apologies for absence
3. Clerk to read Declaration of Interests statement
4. Members are invited to declare personal or prejudicial interests in items of business itemised on the Agenda [SO 56]

**Public Participation Session**

This provides an Open Session opportunity for members of the public to raise questions and comment. Time for this session is limited to 30 minutes [SO 65]

5. Council Micro-training ... subject: Standing Order 8 & 9 – Voting
6. to sign the Minutes of the Finance Committee held on 18<sup>th</sup> April 2019
7. to consider any matters arising from these Minutes
8. to sign the Minutes of the Annual Meeting held on 16<sup>th</sup> May 2019
9. to consider any matters arising from these Minutes
10. to sign the Minutes of the Extraordinary Meeting held on 13<sup>th</sup> June 2019
11. to consider any matters arising from these Minutes
12. to sign the Minutes of the Staffing Committee held on 13<sup>th</sup> June 2019
13. to consider any matters arising from these Minutes
14. to address any questions to the Chairman or Clerk
  - a. *none received*
15. to consider any observations on planning matters
  - a. *none received*
16. to receive Reports and Minutes from Committees ...
17. Finance Issues ...
  - a. *to approve the Schedule of Payments*
  - b. *to approve the Financial Reports to 31<sup>st</sup> May*
  - c. *to receive an update on the status of the External Audit*
18. Canolfan Iâl Project ...
  - a. *to receive an update from the informal meetings and plan next actions*
19. to receive Reports from Representatives to Outside Bodies ...
20. to review any correspondence received that requires attention
21. Actions & Decisions Register ...
  - a. *to review any outstanding items*
22. Items brought to the Council's attention by Councillors
23. The next Ordinary Meeting of the Council, to be held on Thursday 18<sup>th</sup> July 2019 at 7:30pm.



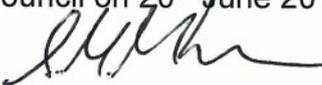
David Rose  
Clerk & RFO to the Community Council

Schedule of Payments  
17<sup>th</sup> May 2019 to 20<sup>th</sup> June 2019

			COMMENTS
<u>Payments requiring Council authorisation</u>	Mr D Rose	£336.55	June payroll
	Cllr Martin Mortimer	£90.00	IRPW Allowance
	Cllr Andrew Kenrick	£50.10	IRPW Allowance
	Cllr Roy Sinclair	£72.00	IRPW Allowance
	HMRC	£190.40	Q3 PAYE
	Clerk's expenses	£134.98	
	<b>Total this month</b>		<b>£874.03</b>
<u>Bank Balances</u>	Money Manager (31 <sup>st</sup> May):	£4,100.29	
	Current Account (29 <sup>th</sup> May):	£12,092.44	
<u>VAT Balance</u>		£32.24	
<u>Cheques not presented or cleared</u>	Bryneglwys Show	£50.00	
	Cllr Roy Sinclair	£14.40	
	<b>TOTAL expenditure expected to leave cheque account during current month</b>		
		<b>£938.43</b>	
<u>Expected Income</u>		none	
<u>Estimated Current Account Balance at 30<sup>th</sup> June 2019</u>		<b>£11,154.01</b>	

Prepared by David Rose, Clerk & Responsible Financial Officer

Reviewed by Council on 20<sup>th</sup> June 2019 under MINUTE ref: **61a)**

Signed off by: 

Name: **A. H. Mortimer**

**Correspondence to Review**  
**20<sup>th</sup> June 2019**

1. E-mail from Cllr Pat Downes with resignation
2. Denbighshire Housing Newsletter
3. Play Wales Newsletter
4. Flintshire Local Voluntary Council invitation to AGM
5. E-mail from Chair with old school position paper and decision tree
6. Denbighshire County Council's final recommendations report on county electoral arrangements