

CYNGOR CYMUNED - BRYNEGLWYS - COMMUNITY COUNCIL

MINUTES

of the

Community Council Meeting held on 2nd October 2017

At

The Old School, 7:30pm

Agenda Item	Subject	Action
1.0	<p>Present:</p> <p>Community Councillors: Siân E. Thomas (Chairperson); Richard Davies (Vice Chairperson); Sharon M. Baines; Andrea Choudhury; Paul J.E. Anyon; Anita Bailey; David M. Davies Diane B. Pybus (Parish Resident) Roy S. Sinclair (Parish Resident) Clive Ashton (Parish Resident) Ian T. Thomas (Acting Clerk)</p>	
2.0	<p>Apologies:</p> <p>County Councillor Hugh H. Evans OBE (Local Member) Nia Roberts (Clerk)</p>	
3.0 3.1 3.2 3.3	<p>Open Meeting:</p> <p>Siân welcomed all to the meeting and invited the members of the public present to table questions or make comments. Each were given this opportunity in turn.</p> <p>Clive stated that he had no questions but was just interested in gaining an update on BCC business through attending the meeting.</p> <p>Roy stated that he and Diane were unable to stay for the whole meeting as they had another engagement and would need to leave at the end of the open meeting. Roy pointed out that his first item is a statement rather than a question and</p>	

	<p>referred to the minutes of the July meeting in which the addresses of those residents were listed against their names which he requested be removed. Roy then referred to the Data Protection Act 1998 and very kindly handed an information sheet to the Acting Clerk on 'Determining what is Personal Data' under the Act and on the subject of 'Identifiability'. The Acting Clerk thanked Roy for bringing this to the attention of the meeting, apologised for the situation and gave assurances that he would deal with the matter. Roy was happy with this.</p> <p>3.4 Roy asked why BCC was boycotting his web site which is a communication portal for the village.</p> <p>3.5 Siân pointed out that the BCC was not boycotting it in any way and went on to ask Roy for evidence to support this and why, in his opinion, did Roy think BCC was allegedly boycotting the web site.</p> <p>3.6 Roy pointed out that his portal is a tool for the community. Roy feels that the BCC should provide information to him, for which he gave some recent examples, to include on the site.</p> <p>3.7 Dei asked Roy if his website is a type of advertising and whether it is operated within the commercial sector rather than totally within the voluntary sector as alluded to.</p> <p>3.8 Roy reiterated that he was carrying out the service voluntarily for the benefit of the residents and at no cost to the community, but at some cost to himself.</p> <p>3.9 Siân pointed out that the BCC is so overwhelmed by its current workload, especially since its Clerk had been on permanent sick leave since late 2016, that it barely has time to even update its own website which, when the Clerk is back in post, will manage and keep up to date.</p> <p>3.10 Diane referred to BCC's new website and the village photograph which is placed adjacent to information on the bus service for the area. Diane pointed out that she is in the photograph which</p>	<p>Acting Clerk</p>
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<p>3.11</p> <p>3.12</p> <p>3.13</p> <p>3.14</p>	<p>was a breach of copyright. None of the BCC Members were aware of the photograph on their new web site nor of the fact that Diane’s photograph was included. Diane pointed out that as permission had not been sought nor given then the photograph must be taken off the web immediately and that she would not give any future permission. Siân apologised for any offence and assured Diane that she was not aware of the photograph nor on how it had been uploaded by the Webmaster. Siân confirmed that the Webmaster would be instructed to remove the photograph as soon as possible and reiterated that on the return of the Clerk to post then BCC will have full control of their web site’s content which will be updated and managed fully by the Clerk. No further questions were tabled by the residents present and Siân thanked each for attending and for their contributions and pointed out that they were welcome to stay whilst Part I items were being discussed as long as they did not speak or participate in any way but that they would all be required to leave when Part II items were tabled. Clive decided to remain but, as explained earlier, Roy and Diane left the meeting at this point, being 7:41 pm.</p>	<p>SET</p>
<p>4.0</p> <p>4.1</p>	<p>Minutes of Previous Community Council Meeting held on 4th September 2017: Siân outlined the previous minutes. Andrea commented on a number of points but after discussion the minutes were accepted as a true record, proposed by Andrea, seconded by Anita and agreed by all.</p>	
<p>5.0</p> <p>5.1</p>	<p>Matters Arising from the Previous Meeting: Item 5.2 refers, Consultation on DCC’s Learner Transport Policy. Needs to be fed to DCC. Sharon wasn’t sure on what actions she was carrying out</p>	<p>SMB</p>

<p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>so will check back on previous minutes. Item 5.3; 5.6; 11.1 refers, New Councillor Induction Training / Understanding the Law Training / The Council as an Employer Training / Paul's Previous Training. The Acting Clerk requested copies of CPD certificates, for file reference, to be provided at the next meeting from all those who had recently completed training modules and from Paul for his previously attended training.</p> <p>Item 5.5 refers, New bank mandate. The bank requires further input but it was agreed to await the return of the Clerk to post before proceeding.</p> <p>Item 9.1 refers, Playing Field Fencing. Still awaiting response from Denbighshire County Council on any proposed works to repair fencing. Questions were raised on the ownership of the adjacent car park and on future maintenance. Siân will investigate. Anita commented on play equipment provided at Llandegla and will investigate its source of funding/donation and report back.</p> <p>Item 13.2 refers, Status of Alarms: Still awaiting response from Clerk on situation. Paul commented that he was aware of the contractor being used and that he could take up the situation. Siân thanked Paul for volunteering to sort out the situation with the contractor.</p>	<p>AB / DMD / SET / AC / PJEA</p> <p>RD / Clerk</p> <p>DCC</p> <p>SET</p> <p>AB</p> <p>PJEA</p>
<p>6.0</p> <p>6.1</p>	<p>Declarations of Interest:</p> <p>None received from Members.</p>	
<p>7.0</p> <p>7.1</p>	<p>Standing Orders:</p> <p>Siân reported that she had completed drafting the proposed new Standing Orders to replace the Constitution, based on One Voice Wales recommendations but amended accordingly where necessary. Sharon wished to thank Siân, on behalf of all Members, for the hard work and huge effort carried out in drafting the proposed new Standing Orders. The draft will be issued to all Members soon for input and comment followed by</p>	

	agreement at the next meeting.	
8.0	Councillor Training:	
8.1	The Acting Clerk confirmed that all available information on Community Councillors' training, to be carried out in the local area, had been issued previously for booking direct. There was general discussion on the available training courses.	
8.2	Siân will chase up Denbighshire County Council Planning Department again in order to arrange the required in-house planning training.	SET
9.0	South Denbighshire Community Partnership Stakeholder Consultation Update:	
9.1	Siân updated the situation and was very pleased to confirm that the SDCP, in association with Citizens Advice Denbighshire, had recently been successful in its application entitled 'Your Place or Ours' and has now been awarded the full £349,847 Big Lottery Fund Grant over a four-year period which will benefit the community of Bryneglwys as well as the other Edeyrnion community villages.	
9.2	The grant will allow the SDCP to reduce isolation, improve wellbeing and increase resilience primarily for older people and those unable to access services in the area. Specifically, this will support existing and develop new social activities and events, improving access to welfare benefits and grants, extend their community transport to include a dial a ride and meal delivery service, whilst at the same time providing opportunities for local people to learn new skills and be involved in the design, running and delivery of services.	
9.3	Siân pointed out that a number of SDCP representatives had been due to meet up with a number of BCC Community Councillors in the village the previous week in order for them to be	

9.4	<p>guided around as some had not visited Bryneglwys previously. However, they cancelled the visit at short notice to reconvene week commencing 09/10. Siân asked if any Members were available to meet up on the evening and two suggested that they would be.</p> <p>The SDCP Chair and Centre Manager will attend a future Community Council meeting to present their vision. Acting Clerk to notify SDCP of committee meeting dates from December 2017 to February 2018.</p>	<p>SET / AC / PJEA</p> <p>Acting Clerk</p>
<p>10.0</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p> <p>10.5</p>	<p>Correspondence:</p> <p>The Acting Clerk outlined the correspondence he had received since the last meeting and explained the content further where necessary as follows.</p> <p>30/08/17 - Cadwyn Clwyd – Response to Acting Clerk’s request confirming that there is currently no grant aid or any other funding available to Bryneglwys from the Clocaenog Windfarm Development.</p> <p>30/08/17 One Voice Wales – Welsh Government Consultation on the Autism (Wales) Bill.</p> <p>30/08/17 - DCC – Road Works Bulletin. The Acting Clerk reported on the relevant highways works programmed to be carried out in the area, from all the weekly bulletins received since the last meeting, which included grass cutting on the A5104 between Tal Y Bidwal crossroads and Plas Yn Ial over a three-day period a week later. Other works include road safety improvement works to be carried out by Denbighshire County Council’s own workforce in November on the A5104 between the Tal Y Bidwal crossroads and Plas Yn Ial over a three-week period in November.</p> <p>30/08/17 - One Voice Wales – NALC Legal Briefing on Reform of Data Protection Information.</p>	

10.6	30/08/17 - Webmaster – Update information uploaded to website.	
10.7	30/08/17 - Antur Teifi – Building a Better Business – launching and developing new markets.	
10.8	31/08/17 - One Voice Wales – August News Bulletin.	
10.9	31/08/17 - One Voice Wales – Welsh Government 4 vacancies for Fee Paid Legal Members on Tribunal and Adjudication panel.	
10.10	31/08/17 - One Voice Wales – Westminster Cabinet Office Vacancies.	
10.11	01/09/17 - One Voice Wales – Federation of City Farms and Community Gardens Events.	
10.12	01/09/17 - DCC Road Works Bulletin.	
10.13	01/09/17 - One Voice Wales – Wales Audit Office, The Good Practice Exchange: Seminar on Using Alternative Delivery Models to Deliver Public Services.	
10.14	01/09/17 - One Voice Wales – Welsh Government, Clustering: Funding Support Available 2017/18.	
10.15	04/09/17 - Denbighshire Voluntary Services Council - Charity Commission Liaison Guidance.	
10.16	04/09/17 - One Voice Wales – Sustain Wales Awards.	
10.17	04/09/17 - One Voice Wales – Understanding the Law - Councillor Training through the medium of Welsh, Bala, details forwarded by Acting Clerk to Councillors for booking direct.	
10.18	04/09/17 - Private Individual, Bryneglwys – FOI request on Canolfan Iâl Feasibility Study.	
10.19	05/09/17 - One Voice Wales – Welsh Government vacancy: Chairperson for Flood & Coastal Erosion Committee.	
10.20	05/09/17 - One Voice Wales – Welsh Government vacancy: President National Museum Wales.	
10.21	05/09/17 - One Voice Wales – National Assembly for Wales, Wales Governance Centre: Being an AM Engagement Exercises.	
10.22	05/09/17 - One Voice Wales – Code of Conduct -	

	<p>Councillor Training through the medium of Welsh, Llangefni, details forwarded by Acting Clerk to Councillors for booking direct.</p>	
10.23	<p>05/09/17 - One Voice Wales – Natural Resources Wales: Latest News and Stories.</p>	
10.24	<p>05/09/17 - One Voice Wales – Chairing Skills - Councillor Training, Chirk, details forwarded by Acting Clerk to Councillors for booking direct.</p>	
10.25	<p>05/09/17 - One Voice Wales – North Wales Community Health Council: White Paper, Stakeholder Briefing - A new people’s voice body for health and social care.</p>	
10.26	<p>06/09/17 - DCC – Road Works Bulletin.</p>	
10.27	<p>06/09/17 - Planning Aid Wales – Planning Training for Community Councils: Responding to Planning Applications at Acton on 28th September 2017 and An Introduction to Planning for New Councillors at Theatr Clwyd on 17th October 2017, details forwarded by Acting Clerk to Councillors for booking direct.</p>	
10.28	<p>07/09/17 - DCC – Emergency Road Closure, Llandegla.</p>	
10.29	<p>07/09/17 - South Denbighshire Community Partnership – Press Release: Successful award of Big Lottery funded grant of £349,847 over a four-year period – ‘Your Place or Ours’</p>	
10.30	<p>08/09/17 - DCC – Road Works Bulletin.</p>	
10.31	<p>08/09/17 - DCC – Call for Potential Gypsy and Traveller Sites, one residential and one transit, under statutory duty. The Acting Clerk confirmed that Denbighshire County Council are tasked by the Welsh Government to investigate possible sites with a minimum area of 0.5 hectare and have sought suggestions for possible sites from BCC. There was general discussion on, what appeared to be, the only suitable site being opposite Trem Y Foel at 0.68 hectare which has outline planning approval in place for housing development which, it is</p>	

	<p>believed, is a Welsh Government requirement in this exercise. The Acting Clerk referred to his involvement in a similar exercise led by the previous Local Authority in which one of the requirements at the time was the provision of a primary school within a specific distance from the proposed site but that this appears not to be the case now. It was agreed by all not to make any recommendations to Denbighshire County Council at present.</p>	
10.32	11/09/17 - One Voice Wales – Welsh Government 4 vacancies: Senior Research Officers.	
10.33	11/09/17 - DCC – Welsh Government, Community Facilities Programme - details forwarded by Acting Clerk to Councillors for information.	
10.34	13/09/17 - DCC – Road Works Bulletin.	
10.35	14/09/17 - One Voice Wales – Local Government Finance - Councillor Training, Coedpoeth, details forwarded by Acting Clerk to Councillors for booking direct.	
10.36	15/09/17 - DCC – Road Works Bulletin.	
10.37	18/09/17 - One Voice Wales – Age Cymru, Letter from Jayne Bryant AM and Loneliness Roundtable Report: Compassionate Communities Wales.	
10.38	18/09/17 - One Voice Wales – Welsh Government vacancies, Board Members Health Education & Improvement Wales.	
10.39	18/09/17 - DCC – Commuted Sums, details forwarded by Acting Clerk to Councillors for information, see item 13.4.	
10.40	19/07/17 - One Voice Wales – AGM Final Motions 2017.	
10.41	20/09/17 - DCC – Chairman’s Civic Service 24 th September 2017.	
10.42	20/09/17 - One Voice Wales - Local Government Finance - Councillor Training, Coedpoeth, places available, details forwarded by Acting Clerk to Councillors for booking direct.	
10.43	20/09/17 - DCC – Road Works Bulletin.	

10.44	20/09/17 - One Voice Wales – Welsh Government, Wales Rural Network, Rural Development Division: Glastir Advanced.	
10.45	21/09/17 - One Voice Wales – Welsh Government Consultation: Taking forward Wales' Sustainable Management of Natural Resources.	
10.46	21/09/17 - DCC – Emergency Road Closure Dyserth.	
10.47	21/09/17 - Planning Aid Wales – Annual Conference 2017 in Cardiff on 8 th November 2017.	
10.48	22/09/17 - One Voice Wales – AGM 30 th September 2017, Papers.	
10.49	22/09/17 - One Voice Wales – Code of Conduct - Councillor Training, Barmouth, details forwarded by Acting Clerk to Councillors for booking direct.	
10.50	22/09/17 - DCC – Road Works Bulletin.	
10.51	25/09/17 - Zurichtogether – Renewal Invitation for Council's Insurance Policy.	
10.52	26/09/17 - One Voice Wales – Sustain Wales Events Newsletter.	
10.53	27/09/17 - Council Websites – commercial enquiry.	
10.54	27/09/17 - Cadwyn Clwyd (Rural Development Agency) – Call for Local Champions to join the Local Action Groups in North East Wales to oversee and guide the distribution of over £7.7 million of LEADER funding in rural areas, details forwarded by Acting Clerk to Councillors for information.	
10.55	27/09/17 - DCC – Road Works Bulletin.	
	PART II - Confidential Items, to exclude press and public due to commercial and other confidentiality matters. The one remaining member of the public was respectfully requested to leave the meeting at this point.	
11.0	Employment Matters:	
11.1	It was with regret that a letter of resignation, dated 2 nd October 2017, received from the Clerk who had	

<p>11.2</p> <p>11.3</p> <p>11.4</p>	<p>been in post for thirteen years was tabled and handed round to those present. The final salary payment was discussed and agreed as was a gift of appreciation to the Clerk. Siân will arrange payment and purchase and arrange a presentation of gift to the Clerk.</p> <p>The new Job Description for the Clerk, previously circulated to Members, was agreed by all for adoption. Conditions, in line with those for similar posts currently being advertised at two other local Community Councils, were agreed at 35 hours per month commencing at £9.60 per hour remuneration less tax and NI.</p> <p>Paul referred to the derisory honorarium payment made to the Acting Clerk whilst in post during the latter half of the Clerk's long term sick leave. He suggested that the Acting Clerk had been carrying out most of the duties now included in the new Job Description for the Clerk. Paul proposed and Anita seconded that Members should look at awarding a one-off honorarium to the Acting Clerk in recognition of his input in dealing with the business of BCC once the new Clerk is in post, level to be agreed at the time, agreed by all.</p> <p>As the Clerk had now resigned the post it was agreed that a job advert should be drafted and placed on the village notice boards, the web site, in the Free Press and on the One Voice Wales website.</p>	<p>SET</p> <p>SET</p>
<p>12.0</p> <p>12.1</p> <p>12.2</p>	<p>Property Health & Safety:</p> <p>Status of Alarms: See item 5.5 above.</p> <p>Cleaning/Tidying of Old School Interior: It was agreed to carry this out the following evening commencing at 6:30 pm. Siân invited all to participate, Andrea will supply cleaning equipment.</p>	<p>All AC</p>
<p>13.0</p>	<p>Finance Matters:</p>	

13.1	Current Bank Balance: The Clerk had not received an up to date bank statement since the last meeting.	
13.2	Clerk's previous PAYE: Siân reported that the level of required payment has now been calculated and agreed, cheque in the sum of £453 now issued to HMRC. Confirmation of their level of fine awaited of which £100 paid earlier this year.	
13.3	Auditing of Accounts 2016/17: Siân reported that last year's accounts had been issued to the Welsh Government's private sector external auditors in Southampton.	
13.4	DCC's Commuted Sums: The Acting Clerk had previously e-mailed details to all Members and explained that this is a payment by developers to a local authority when it is not appropriate to provide a required outdoor open space during a building development. The funds are held specifically for the enhancement of open spaces and play areas, and are often used for the same town or community council from where they came and funding is currently available for Bryneglwys if applied for by the closing date of 17 November 2017. It was agreed that a Task & Finish Group be set up, chaired by Paul to lead, together with Andrea, Sharon and Anita. The Acting Clerk will forward the application form and further details to the members of the Task and Finish Group.	<p>PJEA / AC / SMB / AB</p> <p>Acting Clerk</p>
13.5	Grant Aid: Siân suggested that, in line with other Community Councils, a formal process should be adopted for charities and voluntary organisations to request financial support from BCC. All were in agreement and Paul mentioned that Corwen Town Council have such a process and will gain copies of their application form for tabling at the next meeting.	<p>PJEA</p>

13.6	Siân welcomed questions but none were forthcoming.	
14.0 14.1 14.2	<p>Feasibility Study Questionnaire:</p> <p>Paul tabled 50 copies of the questionnaire he had printed and was willing to print additional copies if required.</p> <p>Paul agreed to provide refreshments, to be invoiced, for the two public drop-in sessions and had drafted the questions sheets for return to the shop or by e-mail to the Clerk. Rotas were agreed with Siân, Anita, Paul, Dei and Andrea attending on the Wednesday evening and Siân, Richard and for the second hour Sharon attending on the Saturday afternoon drop-in session.</p>	
15.0 15.1	<p>Future Disposal of Existing Redundant Future, Equipment and Fittings:</p> <p>Siân proposed, Paul seconded and it was agreed that all above redundant items should be disposed of at a future public auction and Paul kindly agreed to be the Auctioneer. Sharon pointed out that a number of items are Youth Club owned but if not required a donation of say 50% of the proceeds from these items could be handed to the Youth Club, seconded by Andrea and all in agreement. Paul expressed an interest in purchasing one of the redundant cupboards.</p>	
16.0 16.1 16.2 16.3	<p>Emergency Items Accepted by the Chairperson:</p> <p>Paul suggested adopting a logo for the BCC, perhaps via a school competition, to be discussed at the next meeting.</p> <p>Paul suggested holding a New Year's Eve party for which Paul was happy to host the event for the community, to be discussed at the next meeting.</p> <p>The Acting Clerk reported on receiving urgent</p>	

16.4	<p>correspondence that day, thus not on the Agenda so could not be tabled, regarding a representative required on Denbighshire County Council's Standards Committee, details to be forwarded.</p> <p>Siân suggested calling a meeting the following week with the solicitors to discuss the situation with the rear hard play area. Once an appointment can be arranged then Members availability/attendance can be arranged.</p> <p>The meeting concluded at 9:18 pm.</p>	<p>Acting Clerk</p> <p>SET All</p>
17.0	<p>Date of Next Meeting: Next meeting to be held on Monday 6th November 2017 commencing at 7:30 pm at the Old School.</p>	

Signed Chairperson *Siân E Thomas* Dated *6/11/2017*

Minutes approved subject to any modifications as outlined in minutes of next meeting.