

**DRAFT Minutes of the Llanelidan Annual Council Meeting
held 2nd May 2019 at Village Hall, Llanelidan**

Present: Cllrs Richard Salisbury (Chair), John Brooks, Dave Edwards, Hugh Evans, Iola Jones, Dave Roberts and John Roberts.
In attendance was the Clerk & RFO David Rose and seven members of the public.

Prior to the meeting Cllr Dave Edwards signed his Declaration of Acceptance of Office in the presence of the Proper Officer.

Meeting commenced at 19:30

The Chairman welcomed all Members and the members of the public to the meeting.

1 Apologies:

None required

2 Election of the Chair of the Council:

Cllr Brooks proposed Cllr Dave Roberts and was seconded by Cllr Evans. Cllr Roberts accepted the nomination. There being no further nominations Cllr Dave Roberts was duly elected as Chair to serve until the Annual Meeting in May 2020. Cllr Roberts signed his Declaration of Acceptance of Office in the presence of the Proper Officer.

Cllr Salisbury took his place in the Council and Cllr Dave Roberts assumed the Chair and presided.

3 Election of Vice-chair of the Council:

Cllr Evans proposed Cllr Jones and was seconded by Cllr Edwards. Cllr Jones accepted the nomination. There being no further nominations Cllr Jones was duly elected as Chair to serve until the Annual Meeting in May 2020.

4 Declarations of Interest:

The Clerk read the Declaration of Interests statement. The following interests were declared ...

Cllr Edwards declared a Personal & Prejudicial Interest in Item 17, Planning Matters, as it is a personal planning application

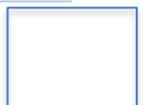
Cllr Edwards declared a Personal Interest in Item 19, Penbryn Common, as he rents some land from the Nantclwyd Estate.

Cllr Evans declared a Personal Interest in Item 19, Penbryn Common, as he rents some land from the Nantclwyd Estate.

Cllr Jones declared a Personal Interest in Item 19, Penbryn Common, as she is a tenant of some land from the Nantclwyd Estate.

Cllr Salisbury declared a Personal Interest in Item 19, Penbryn Common, as he is an employee of the Nantclwyd Estate.

Cllr J Roberts declared a Personal Interest in Item 19, Penbryn Common, as he is married to a tenant of the Nantclwyd Estate.



5 Meeting Open to the Public:

Council was adjourned at 19:37 for the Public Participation Session.

A couple of points were raised by members of the public in attendance.

- a) Concerning the AED Project (the community defibrillator) thanks were given for organising it and arranging the recent training.
- b) Concerning the proposed site of the land exchange, its access and costs of future maintenance.
- c) Concerning the main access road from the village to the A494 and potholes and passing places that need maintenance.
- d) Concerning St Elidan's churchyard and its future maintenance.

All points were acknowledged and addressed where possible.

Council reconvened at 19:44

6 Minutes of Council on 7th March 2019:

Council having considered the Minutes the Chair signed the Minutes of 7th March 2019 as being an accurate record.

7 Matters Arising from 7th March 2019 Council Minutes:

Minute 88 – Cllr Evans reported back that the meeting to involve community groups to put a Community Plan together has not taken place as yet, but that he will report back again in due course.

8 Committees:

- a) Delegation arrangements were considered and not amended.
- b) Terms of Reference are not required for the Finance Committee so there were none to review.
- c) The work of the Finance Committee was considered over the last year. **It was resolved** that for 2019/20 the Internal Control checklist could be adequately completed as a regular Agenda Item rather by a separate Finance Committee.
- d) **It was resolved** that no new Committees were required at this time.

9 Standing Orders and Financial Regulations:

It was resolved that these were adequate for the present time.

10 Council Representation to Outside Bodies:

The possibility of appointing a Representative to One Voice Wales was debated and **it was resolved** that Council did not wish to appoint a Representative at this time. **It was resolved** that no other Representatives were required.

11 Council Assets:

The Chair presented the Asset Register and each item was reviewed. **It was resolved** that the Clerk should add the AED unit and cabinet and advise the insurance company of the new assets.

12 Arrangements for insurance Cover:

The RFO confirmed that insurance was in effect with a renewal date of 7th December 2019.

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13 Subscriptions to Other Bodies:

There are two subscriptions. One is for One Voice Wales and is on the Schedule of Payments for this meeting. The second is 50% of the costs of the Clerk's subscription to the Society of Local Council Clerks which is shared with Bryneglwys Community Council.

14 Time and Place of Council Meetings:

It was resolved to continue to meet on the first Thursday of the month with dates as follows ... 6th June, 4th July, 5th September, 7th November, 9th January 2020, 5th March and 7th May.

15 Planning:

PA 19/2019 0244 – The Old Rectory, Llanelidan. Cllr Edwards remained in Council despite his declaration at Minute 4 above because this application had already been handled as it had a deadline of 15th April for observations. The Clerk had advised the Planning Department that there were no observations from Council.

16 Finance issues:

- a) The RFO explained items on the Schedule of Payments previously circulated, particularly the Clerk's expenses which included the extra printing that has been required to prepare the Internal Audit papers. **It was resolved** to accept the Schedule of Payments presented with total payments of £485.35 and it was signed by the Chair. Cheques were duly signed.
- b) The RFO presented the year-end Financial Reports to 31st March 2019 previously circulated and invited comments. **It was resolved** to accept the Financial Reports and they were signed off as reviewed by the Chair.
- c) The RFO presented the year-end Budgetary Control Statement and Reserves Position previously circulated. **It was resolved** to approve them.
- d) The RFO advised that the papers had been delivered to the Internal Auditor today and would be collected on Thursday 9th May. The Internal Auditor's Report and Annual Return would then be presented to Council for sign-off on 6th June.

17 Penbryn Common:

The Chair gave an overview of the results of the community consultation confirming that 156 households were distributed, 57 households responded (36.54%) and 98 individual responses were received. The outcome was 22 in favour of Option 1 (Do nothing), 10 in favour of Option 2 (De-registration) and 66 in favour of Option 3 (Land exchange).

The results were debated, and it was proposed that the Nantclwyd Estate be approached to move forward with Option 3 in accordance with the community's choice. **It was resolved** that Cllr Brooks and the Clerk would meet with the land agent on a date provisionally booked for Thursday 9th May at 14:00. The Clerk will confirm this appointment.

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The Clerk advised that any land exchange was not guaranteed. A proposal would need to be submitted to the Secretary of State to de-register Penbryn Common and offer to register replacement land. This proposal will be reviewed against the impact on public interest and could be rejected. Speculation or detailed questions about the proposed exchange land at the end of Hendre Bach are premature until the Secretary of State's decision is available.

18 Community AED:

It was resolved to thank Cllr Dave Roberts for leading on this project and bringing it to a satisfactory conclusion for the benefit of the community. The subject of future maintenance was raised and **it was resolved** that the Clerk will add this as an Agenda item for the July meeting.

There is a full day First Aid training including AED use on Saturday 1st June with availability for up to 10 attendees. Bookings to attend should be sent to the Clerk's e-mail on Clerk@LlanelidanCC.Wales and will be accepted on a first come first served basis. **It was resolved** that the cut off date for sufficient numbers to make the event viable would be 25th May. A member of the public has offered to advertise the event via a notice and on the NextDoor app. The Clerk will advertise it on the website and on a notice in the Rhydymedwy noticeboard.

A debate then ensued concerning the availability of the access code for the AED cabinet. **It was resolved** that, although there is a process on the front of the cabinet for accessing the code, it should be clearly printed, laminated and stuck to the inside of the viewing window of the cabinet so anyone can gain access quickly. The moderator of the NextDoor app agree to circulate it to the community. The Clerk was then asked to announce the code, which is C159X.

19 Correspondence for Review:

Six items were reviewed.

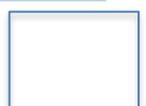
It was resolved to invite Rebecca Szekely, Denbighshire Community Navigator to address Council and the Clerk will extend that invitation and add the presentation as an Agenda item.

It was resolved to correct the oversight from last November and approve a donation of £30 to the Royal British Legion Poppy Appeal for the tribute wreath. The donation will be made from the Unearmarked Reserves rather than the 2019/20 budget as it had been due in the last financial year. The cheque was prepared and signed at the end of the meeting.

Cllr Edwards is hoping to attend one of the Denbighshire County Council Code of Conduct training sessions.

Council adjourned at 20:58 to gain information about Llanelidan churchyard from members of the public.

Council re-convened at 21:01



It was resolved to invite Mr Andrew Sumner to a future Council meeting to discuss the future maintenance of St Elidan's churchyard.

The revised Contract of Employment for the Clerk & RFO, as a result of the 1st April hourly rate increment, was presented for sign-off by the Chair.

20 Items brought to the Council's Attention by Councillors:

- a) Cllr Evans offered to contact Denbighshire County Council Customer Services concerning the potholes and passing places raised in 5c) above.
- b) Cllr D Roberts asked whether it was possible for the Clerk to forward e-mails a little more in advance of Council meetings to allow time for addressing them.
- c) Cllr Brooks reported that he had looked at the possibility of re-siting the noticeboard at Rhydymeudwy, Minute 58d), and it was fixed with solid posts which would be difficult to move and a number of residents had told him it was fine where it was. It was decided to leave it in its current position.
- d) Cllr Jones raised the matter of a Council donation to Urdd. The Clerk advised that this was covered by Minutes 44d) & 6a) and he would add it to the July Agenda.

Council as a whole offered their thanks to Cllr Salisbury for acting as Chair over the last year and welcomed Cllr Edwards to the Council.

21 Next Meeting:

The next Ordinary Meeting of the Council will be held at the Village Hall, Llanelidan, Thursday 6th June 2019 at 7.30pm. This meeting will be specifically to deal with the essential matters concerning the Internal Audit and the completion of the Annual Return.

Meeting closed at 21:10

Approved as being a correct record by ...

Chairman

Date:

Cllr

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ANNUAL MEETING OF THE COUNCIL

BUSINESS TO BE TRANSACTED

AGENDA
2nd May 2019

1. to welcome all Members and any members of the public in attendance
2. to receive apologies for absence
3. Election of the Chair of the Council [SO 5 e]
4. Election of the Vice-chair of the Council [SO 5 e]
5. Delivery of Chair's acceptance of office form [SO 5 j) i)
6. Clerk to read Declaration of Interests statement
7. Members are invited to declare personal or prejudicial interests in items of business itemised on the Agenda

Public Participation Session

This provides an opportunity for members of the public to raise questions about and comment on items on the Agenda. Time for this session is limited to 10 minutes.

8. to sign the Minutes of the Ordinary Meeting held on 7th March 2018 [SO 5 j) ii)]
9. to consider any matters arising from these Minutes
10. Committees ...
 - a. to review delegation arrangements to Committees and staff [SO 5 j) v)]
 - b. to review terms of reference for Committees [SO 5 j) vi)]
 - c. to appoint Members to Committees [SO 5 j) vii)]
 - d. to appoint any new Committees [SO 5 j) viii)]
11. to review Standing Orders & Financial Regulations [SO 5 j) ix)]
12. to review Council representation to external bodies [SO 5 j) xi)]
13. to review Council assets [SO 5 j) xii)]
14. to confirm arrangements for insurance cover [SO 5 j) xiii)]
15. to review Council & Staff subscriptions to other bodies [SO 5 j) xiv)]
16. to determine the time and place of Ordinary Meetings of the full Council up to and including the next Annual Meeting of full Council. [SO 5 j) xviii)]
17. to consider any observations on planning matters ...
 - a. 19/2019 0244 – The Old Rectory, Llanelidan – deadline 15th April – no observations
18. Finance Issues ...
 - a. to approve the Schedule of Payments
 - b. to approve the year-end Financial Reports to 31st March 2018
 - c. to approve the year-end Budgetary Control Statement and Reserves Position
 - d. to receive the status of the annual audit process
19. Penbryn Common ...
 - a. to review the results of the consultation and decide on the way forward
20. Community Defibrillator ...
 - a. to receive an update on the project including community training
21. Correspondence for Review
22. Items brought to the Council's attention by Councillors
23. Date of next Ordinary Meeting of the Council to be held on Thursday 6th June 2018 at 7:30pm.



David Rose
Clerk & RFO to the Community Council

NB the "SO" in brackets refers to the relevant Standing Order.

Schedule of Payments
From 8th March 2019 up to and including 2nd May 2019

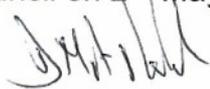
			COMMENTS
<u>Payments requiring Council authorisation</u>	Clerk's Salary	£159.40	Apr/May Payroll
	HMRC	£39.80	Apr/May PAYE
	Clerk's expenses	£72.15	
	Mrs M Evans	£10.00	AED costs Minute 60
	Mr D A Jones	£156.00	Repair Minute 58 c)
	One Voice Wales	£48.00	Membership fee
<u>Bank Balances</u>	Community Savings:	£6,020.71	
	Current Account:	£3,773.41	
<u>VAT Balance</u>		£224.15	
<u>Cheques not presented or cleared</u>		£0	
TOTAL expenditure expected to leave cheque account during current month		£485.35	
<u>Expected Income</u>	Denbighshire County Council	£1,766.00	Precept
<u>Estimated Current Account Balance at 31st May 2019</u>		£ 5,054.06	

Prepared by David Rose, Clerk & Responsible Financial Officer

Reviewed by Council on 2nd May 2019 under MINUTE ref: 16a)

Signed off by:

Name:



DAVID NA ROBERTS

Correspondence for Review
2nd May 2019

1. E-mail from Rebecca Szekely, Denbighshire Community Navigator, requesting an opportunity to address Council to present the services available
2. E-mail from Julian Williams, Royal British Legion Poppy Co-ordinator concerning donation in 2018/19 financial year
3. Letter from the Information Commissioner's Office to confirm that they have accepted for investigation the complaint case from Ms Rhian Davey
4. E-mail from Denbighshire County Council re: Code of Conduct training
5. E-mail from Andrew Evans, Headteacher at Ysgol Pentrecelyn, thanking Council for the donation to swimming lessons
6. E-mail from John Euryon Jones concerning the possible formation of a body to look after St Elidan's churchyard