

**Minutes of the Llandegla Community Council Meeting  
held 3<sup>rd</sup> October 2016 at Memorial Hall, Llandegla**

**Present:** Cllrs Ms Karen Bellis (Chairman), Martin Edwards, Duncan Ion, Mrs Audrey Lockyer, Peter Rees, Fraser Robertson and Peter Smith. Also present was Cllr Martyn Holland. In attendance was the Clerk & RFO David Rose.

**Not Present:** Cllr Mavis Holder

**Meeting commenced at 19:00**

**825. Apologies:**

Cllr Islwyn Roberts

**826. Declarations of Interest – Standing Order No. 57:**

Cllr Bellis the Top Field project (personal interest)  
Cllr Robertson Community Council website (personal interest)

**827. Meeting Open to the Public:**

None present

**828. Report from the County Councillor – Cllr Martyn Holland:**

- a) (808 n) The investigation into the crash into the church wall is ongoing.
- b) Cllrs are encouraged to engage in the current Denbighshire County Council consultations on the future direction and strategy.
- c) Having received adverse comments from other Community Councils on their interactions with the External Auditor, BDO. Requested feedback from Council. Clerk requested to send feedback to Cllr Holland on behalf of Council.

19:21 Cllr Mavis Holder arrived at this point with apologies for arriving late

- d) The time during which Council can realise the Commuted Sum for the Top Field project has been extended by Denbighshire County Council to 31<sup>st</sup> March 2017.
- e) (816) The issue of green waste fly tipping has been raised with Denbighshire County Council.
- f) Asked Council to consider the installation of a defibrillator in the village. Clerk requested to add to next Agenda.
- g) (814 d) The issue of moving street furniture from outside the old shop appears to be acceptable.

**829. Minutes of the last Ordinary Meeting 5<sup>th</sup> September 2016:**

The Minutes of the Meeting held on 5<sup>th</sup> September 2016 were accepted and signed as a correct record with no amendments.

The Clerk has been publishing the draft Minutes on the Council website soon after their creation in order for residents to be kept informed. A discussion ensued concerning whether Minutes should only be published once approved as a correct record by Council. As a result **it was resolved** that draft Minutes should be sent to the Chairman for preliminary approval before publishing onto the website still being marked as DRAFT as before.

**830. Matters Arising from 5<sup>th</sup> September 2016 Minutes:**

- a) (808 k) Cllr Ion stated that a petition was being gathered in the Community Shop to protest at the removal of telephone prescription requests.
- b) (808 a) Cllr Bellis reported that she took up the issue of youngsters climbing onto the roof of the school with the school who stressed that they were only tenants and that the responsibility in the evenings was that of the Llandegla Memorial Hall.
- c) (810 a) Cllr Ion asked Cllr Holland if there had been a response concerning storage of electronic records. Cllr Holland was sure that there had and would seek to re-send an e-mail to the Clerk.

**831. Minutes of the Extraordinary Meeting 22<sup>nd</sup> September 2016:**

The Minutes of the Meeting held on 22<sup>nd</sup> September 2016 were accepted and signed as a correct record with no amendments.

**832. Matters Arising from 22<sup>nd</sup> September 2016 Minutes:**

None

**833. Reports from other Councillors:**

None

**834. Repairs and Maintenance:**

- a) **It was resolved** to approve costs of £53 for timber to repair the gate on the Leisure Area. Clerk to advise Mr Haydn Edwards to proceed.
- b) Agenda items 9 *ii* and 9 *iii* are completed.
- c) Agenda item 9 *iv* report received. **It was resolved** to ask the Clerk to write to Denbighshire County Council to request that the litter bin outside the old shop be re-sited outside the Leisure Area.

**835. Parking in Village Centre:**

- a) Clerk reported back that he had spoken to the General Manager, Mr Len Cater, at Arriva Buses Wales Rhyl Garage who operate the X51 bus service through the village. Mr Cater reported that there were no

concerns about reverse turning at the bottom of the village.

- b) After discussion concerning cars blocking the turning area during funerals etc. at the Church and also parents parking outside the Memorial Hall at school time **it was resolved** that the Clerk would write to Ven. Bob Griffiths at St Tecla's Church asking that the bus turning area be coned off to prevent cars blocking the turning area during large gatherings. Additionally, **it was resolved** that the Clerk would write to the Head Teacher asking for a reminder in their parent's newsletter for parents to be aware of the bus turning area and also the law concerning parking on the zig-zag lines outside the Memorial Hall.

#### 836. Remembrance Sunday:

- a) Clerk reported back that the Council's Poppy Tribute would be left either in St Tecla's Church or the Community Shop during the last week of October.
- b) Clerk was requested to write to Ven. Bob Griffiths at St Tecla's Church to request the reading that Cllr Ion will be delivering on Remembrance Sunday.

#### 837. Website:

- a) **It was resolved** that the Council website is now compliant with the Statutory Guidance on Access to Information.
- b) A discussion was conducted concerning the statutory requirements for the website and the website as developed which includes community social elements such as discussions, social groups and blogs. **It was resolved** that the Community Council website should contain only those elements that were required of the Council by statute and that it contained a mutual hyperlink with the community website at [www.Llandegla.Wales](http://www.Llandegla.Wales) so that both sites together best served the Llandegla community. The Clerk was requested to have the necessary changes completed.

#### 838. The Top Field project:

Cllr Bellis declared that her personal interest became a prejudicial interest at this point and left the meeting. Cllr Smith as Vice-Chairman took over the Chair at this point.

- a) Agenda item 13 *i*. **It was resolved** that Council did not wish to seek Counsel's opinion concerning the Conveyance dated 14<sup>th</sup> November 1980 in plan numbered CYM274754.
- b) Agenda item 13 *ii*. **It was resolved** to approve the draft Deed of Transfer as presented with Swayne Johnson Solicitors' amendments.
- c) Agenda item 13 *iii*. **It was resolved** that the Deed of Transfer would be signed by two Members of Council and these would be Cllr Peter Smith and Cllr Fraser Robertson.
- d) Agenda item 13 *iv*. Cllrs Smith and Robertson would take their evidence of identification into the Swayne Johnson Solicitors' offices in Ruthin at the

earliest opportunity.

- e) Agenda item 13 v. **It was resolved** to send a payment of £200 to Swayne Johnson Solicitors on account to cover searches. This amount to be recorded under the Projects budget heading. Clerk to send with covering letter.
- f) **It was resolved** that the Clerk would write to Swayne Johnson Solicitors advising them of points a) to d) above, including the cheque from point e) above and advising them that in light of the unknown content of the 5<sup>th</sup> Schedule mentioned and the absence of a certified copy of the conveyance from Denbighshire County Council that they instruct Denbighshire County Council to provide the certified copy or an indemnity insurance to cover it within ten working days of the letter.

Cllr Bellis returned to the meeting at this point and took over the Chair.

### 839. Planning Matters:

- 17/2016/0870 – removal of Condition 1 of 17/2012/1637 concerning temporary use of land for use as a laser quest/family fun site at Land near Maes Maelor, Llandegla
  - No comments.

### 840. Standing Orders:

- a) **It was resolved** that no change be made to Standing Order 1a) but that it would be reviewed by the new Council following the 2017 elections.
- b) **It was resolved** that the Financial Sub-Committee as constituted would meet directly after Council meetings in July, October, January and April to review the accounts and budgetary control of the Council, and then report back at the following Council meeting. No change to the Standing Orders is required.
- c) **It was resolved** that the Financial Sub-committee as constituted would meet directly after the Council meeting in November to consider the precept for the following year and then report back at the following Council meeting. No change to the Standing Orders is required.
- d) **It was resolved** that a Leisure & Environmental Area Advisory Committee be created. In accordance with Standing Order 78 this matter stands adjourned until the next Ordinary Meeting of Council. Clerk to add the item to the Agenda for November.
- e) **It was resolved** that a Staffing Sub-committee be created. The Chairman and Vice-chairman shall be voting members of this committee. Appointment of other members will be considered at the next Ordinary Meeting of the Council. Clerk to add the item to the Agenda for November. No change to the Standing Orders is required.
- f) **It was resolved** that an amendment to Standing Order 54 be considered. In accordance with Standing Order 78 this matter stands adjourned until the next Ordinary Meeting of Council. Clerk to add the item to the Agenda for November.

**841. Pensions Auto-enrolment:**

The Clerk gave an update on the situation and stated that all was on-track.

**842. Finance issues:**

- a) **It was resolved** to approve payments of £147.94 to AVOW, £40 to Llandegla Memorial Hall and £69.32 to the Clerk.

Cllr Robertson asked at this point that a Personal Interest that he has in matters associated with the Llandegla Memorial Hall be now added by the Clerk to the Register of Interests.

- b) **It was resolved** to approve the year to date Financial Report, the six month Budgetary Control Report and the September Work Record from the Clerk.
- c) Agenda item 18 *vii*. **It was resolved** that Cllr Smith will raise the questions with One Voice Wales concerning the RFO having approval to spend up to £100 prior to Council approval and also the possibility of transition to on-line banking and its effect on Standing Orders.

**843. Correspondence:**

The Service Level Agreement for website backoffice support was signed-off by the Chairman. The Clerk to send a copy to Mr D Knipe of the signed-off front page and SLA commences immediately.

**844. Finances:**

|  |                                       |         |
|--|---------------------------------------|---------|
| <u>Bank Balances</u>                           | Money Manager: £8,057.11              | 795 (e) |
|  | Current Account: £2,739.08            |         |
| <u>VAT Balance</u>                             | Potential reclaim: £182.63            |         |
| <u>Expected Payments out during next month</u> | SLCC Enterprises Ltd £118.80          |         |
|  | Previous Clerk's final salary £252.84 |         |
|  | Mr D Knipe, website expenses £21.56   |         |
|  | St Tecla's Church £50.00              |         |
|  | Llandegla Memorial Hall £40.00        |         |
|  | Royal British Legion £50.00           |         |
|  | Clerk's salary £116.74                |         |
|  | HMRC £29.20                           |         |
|  | AVOW £2.00                            |         |
|  | Clerk's expenses £69.32               |         |
|  | Swayne Johnson £200.00                |         |
|  | <b>TOTAL £950.46</b>                  |         |

**845. Other Items brought to the Council's Attention by Councillors:**

- a) Add the issue of listed building status of the War Memorial to the Agenda for the next meeting.
- b) Add a planning item for a resident's social evening to the Agenda for the next meeting.

**846. Next Meeting:**

The next ordinary meeting will be held at the Memorial Hall, Llandegla, Monday 7<sup>th</sup> November 2016 at 7.00pm. This meeting will be immediately followed by a meeting of the Financial Sub-committee.

**Meeting closed at 22:08**

Approved as being a correct record by ...

Chairman P. C. Smith.....

Date: 07.11.2016

Cllr P. C. Smith.....

**BUSINESS TO BE TRANSACTED**

**AGENDA**

1. to receive apologies for absence
2. Members are invited to declare personal or prejudicial interests in items on the Agenda (standing orders No. 57)

**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.

3. report from County Councillor, Martyn Holland
4. to approve the minutes of the meeting held on 5th September 2016
5. to consider any matters arising from these minutes
6. to approve the minutes of the extraordinary meeting held on 22nd September 2016
7. to consider any matters arising from these minutes
8. to receive reports from councillors
9. to receive reports on planned Repairs & Maintenance as follows ...
  - i. *Gate on leisure area – to approve costs of £53 for timber for repair to progress*
  - ii. *Car park noticeboard – to receive update report from Cllr Robertson*
  - iii. *New estate noticeboard – to receive update report from Clerk*
  - iv. *Old shop noticeboard removal & re-siting outside Llandegla Community Shop – to receive report from Cllr Holland*
10. to receive report from Clerk on parking in the village centre and its impact on the bus reversing
11. to confirm arrangements for Remembrance Sunday
12. Website ...
  - i. *to approve that the website is now compliant with the Statutory Guidance on Access to Information following adjustments to the 'Contact the Clerk' footer*
  - ii. *to complete signing of Registers of Interest*
  - iii. *to compare and discuss what is a statutory requirement for content of the website with what is currently published and promoted*
  - iv. *to lodge with the Chairman a sealed envelope with all access codes and passwords*
13. Top Field ...
  - i. *to resolve whether to seek Counsel's opinion on the Conveyance dated 14<sup>th</sup> November 1980 in Plan numbered CYM274754*
  - ii. *to approve or otherwise the content of the draft Deed of Transfer forwarded by Swayne Johnson solicitors with amendments made*
  - iii. *to resolve that any Deed of Transfer would be signed by two members of Council following the appropriate resolution of Council and to agree who would be the signatories*
  - iv. *to resolve that the nominated signatories provide evidence of identification to Swayne Johnson as a matter of urgency.*
  - v. *to approve a payment of £200 to Swayne Johnson as requested in February to cover the cost of pre-contract searches*
14. to consider any observations on planning matters ...
  - i. *17/2016/0870 – removal of Condition 1 of 17/2012/1637 concerning temporary use of land for use as a laser quest/family fun site at Land near Maes Maelor, Llandegla (21 day period expires 7<sup>th</sup> October)*
15. Standing Orders –
  - i. *Clerk to advise on recent changes to layout*
  - ii. *to approve change to Standing Order 1a) to amend commencing time to 7pm from 7:30pm*
  - iii. *to consider the use of Committees, Sub-committees and Advisory Committees*
  - iv. *to consider the formation of a Staffing Advisory Committee and if approved to amend Standing Order 50 1) accordingly*
  - v. *to consider amending Standing Order 54 in order to allow the Responsible Financial Officer to make payments that are within budget and up to a specified amount without laying the request for payment in advance before the Council*  
**(NB Standing Order 78 – any resolution to add or vary that is agreed above must stand adjourned until the November ordinary meeting)**
16. Staffing Issues ... to consider the Pensions Regulator letter of July and progress to date

17. Training issues ... for Clerk to update Council on ILCA training progress

18. Finance Issues ...

- i. to approve payroll payments for September of £147.94 to AVOW*
- ii. to approve payment to Llandegla Memorial Hall for room hire of £40.00*
- iii. to approve expenses payments to the Clerk for £69.32 as detailed below ...*
  - 1. £19.88 as credit to a PayPal account for funding website hosting at Digital Ocean*
  - 2. £4 for a ream of printing paper*
  - 3. £41 for a set of Epson inkjet cartridges*
  - 4. £4.44 for postage costs*
- iv. to receive and approve a financial report from the Clerk for the year to 30<sup>th</sup> September*
- v. to receive and approve a budgetary control six month report from the Clerk*
- vi. to receive and approve a work record report from the Clerk for September*
- vii. to consider allowing the Responsible Financial Officer to establish and use on-line banking*

19. to review any correspondence received

20. Items brought to the Council's attention by councillors

21. Date of next ordinary meeting to be held on Monday 7th November 2016



David Rose  
Clerk & RFO to the Community Council