

CYNGOR CYMUNED LLANFAIR DYFFRYN CLWYD COMMUNITY COUNCIL

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 Mouldsdale 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 Mouldsdale 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

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 D C

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