

BAGILLT COMMUNITY COUNCIL

Minutes of the proceedings of the Ordinary meeting of the BAGILLT COMMUNITY COUNCIL held in YSGOL GLAN ABER, Bagillt, on Thursday 11th April 2013.

PRESENT : Councillor B.T. Doleman (Chairman)

COUNCILLORS : R. Davies, A. Griffiths, Mrs. N.M. Jones, R.K. Jones, Mrs. S.L. Jones, S.J. Moore, C.P. Owens, M.A. Reece, C.R. Williams Mrs. D.J. Williams and J. Williams.

APOLOGIES : Councillor T. Renshaw

IN ATTENDANCE : Mr. G. Roberts (Clerk)

150. PUBLIC INQUIRY ITEM

There was one member of the public present, who indicated that he did not wish to speak on any agenda item but merely listen to the discussions to take place.

151. POLICING MATTERS

The Clerk reported that he had received an apology from PCSO Harvey, who was on leave this week, but had not received any indication from PC Gray, as to whether or not he was able to attend. Copies of the three Police Surgeries to be held at the Community Centre had previously been circulated to Members, displayed on the Council Notice Boards and reference made in the news section of the Council website. As PCSO Harvey was unable to attend he advised the Clerk that all the 'For Sale' signs erected by estate agents, and which were causing concern had been removed, but there was no update on the telephone box removal issue.

The Clerk also advised that the tyres dumped in the vicinity of the Pumping Station had since been burnt and Councillor C.P. Owens indicated that the residual wire had also been removed. The Member expressed concern that the locking of the gate was making it difficult for pedestrian public access and it could impact on the Industrial Heritage Trail being pursued by the Heritage Society. It was agreed that representations on the gate issue again be made to United Utilities, who were the owners of the land concerned, including the area on which the tyres had been burnt. This latter fact had been confirmed by Councillor M.A. Reece, following further investigations with Flintshire County Council.

152. MINUTES

The following comments were made on the minutes of the Ordinary meeting of the Council held on 8th March 2013.

a. Minute No. 133 – Policing Matters

The Clerk reported he had received a letter from Flintshire County Council expressing thanks for the letter written concerning the removal of the telephone kiosk from the public highway and that a copy had been forwarded to the Area Supervisor.

b. Minute No. 141 – Play Areas Match Funding

The Clerk reported he had received a confirmation letter from Flintshire County Council concerning the Match Funding Programme for children's play areas for this financial year and that the £5,000 offer by this Authority would be matched. A draft upgrading scheme was being prepared for this Authority's further consideration for improvements to the Trebor Avenue play area.

c. Minute No. 144 – Community Caretaker

Councillor M.A. Reece made reference to the list of tasks he had requested to be undertaken by the Community Caretaker, and that there was a need to ensure they were marked off when completed for clarification purposes. Councillor R.K. Jones suggested that the most appropriate way would be for a short report from the Clerk to each Council meeting of what had been undertaken in the previous month's working period by the Community Caretaker, and this was accordingly agreed.

d. Minute No. 146 – HMRC – RTI PAYE

The Clerk advised that he intended to download the software available from HMRC next week. To date this had not been done as he had been concentrating on preparing the accounts and associated documents for the internal Auditor and for this Council meeting. In the event that there was a problem with the software he would consult the Chairman and Vice Chairman, as agreed at the last meeting.

e. Minute No. 149 – Dog Bins

Councillor M.A. Reece advised Members that he had held a site meeting with the appropriate Officer to agree the locations for the dog bins, but at the moment the County Council were awaiting delivery of a new stock.

RESOLVED :

That the minutes of the Ordinary meeting of the Council held on 8th March 2013 be confirmed as a correct record and signed by the Chairman.

153. PLANNING

a. Applications Determined – On-Line Consultation Period

No.	Location	Detail
050564	Grosvenor House, Sandy Lane	Erect two storey rear extension, single storey side and rear extension

It was noted that the application had been fully supported.

050596	Land side of Glendun High Street	Construction of new three bedroom dormer dwelling
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It was noted the application had been supported.

b. Applications for Consideration

No.	Location	Detail
050640	Cambrian Works Station Road	Erection of a reception and office extension

Councillor R. Davies indicated that he had visited the site and fully supported the application, which he felt would be an improvement to the area.

RESOLVED :

That the application 050640 be supported.

154. ACCOUNTS FOR PAYMENT

RESOLVED :

That the following accounts be paid.

Name	£	Cheque No.	Expenditure Powers
One Voice Wales	458.00	101540	Loc.Govt.Act 1972 (S.111)
Mr. G. Roberts	852.55	101541	Loc.Govt.Act 1972 (S.112)
H.M. Revenue & Customs	148.92	101542	Loc.Govt.Act 1972 (S.112)
Flintshire County Council	70.00	101543	Loc.Govt.Act 1972 (S.111)

155. ANNUAL RISK ASSESSMENT 2013/14

The meeting considered a report by the Responsible Financial Officer on Annual Risk Assessment, copies of which had been previously circulated. The report reminded Members of the Risk Assessments undertaken in previous years. It was a statement adopted by the Council showing identified risks, assessing them and putting controls to manage. The Council had a duty to provide assurance to local tax payers and to prevent the cost of litigation.

RESOLVED :

1. That consideration of the report of the Responsible Financial Officer be accepted as a formal Risk Assessment by the Council for 2013/14.
2. That in relation to the key risks, the response again be identified as relating to the Council's assets, bank accounts, internal controls and insurance, for statutory and other purposes.
3. That the Appendix attached to the report be accepted as having taken all the appropriate steps to minimise risks in conjunction with the documented Internal Controls, Standing Orders and Financial Regulations.

156. ACCOUNTS 2012/13

The meeting considered a report prepared by the Responsible Financial Officer, copies of which had been previously circulated to Members. It was pointed out that on the second page was the end of the fourth quarter Bank reconciliation, as at 31st March 2013, and that the Leger of Accounts, invoices and Bank statement were presently with the Internal Auditor. The formal approval of the accounts for the last financial year would await the submission of the annual return at the next

meeting, once the appropriate section had been completed by the Internal Auditor.

RESOLVED :

That the accounts for 2012/13 be noted as circulated and signed by the Chairman and Clerk/Responsible Financial Officer, who had also signed the Accounts Leger.

157. COMMUNITY REVIEW

The Clerk reminded Members that they had been consulted concerning the Community Review Draft Guiding Principles forwarded by Flintshire County Council, and upon which comments were invited before this Council meeting. After receiving no comments on the information circulated, the Clerk had consulted the Chairman and Vice Chairman and agreed a response, based on the pointers included in the consultation with Members, and a copy of the letter had been circulated with the Agenda for this meeting. In particular, reference had been made to the three principles which would be difficult to comply with in the case of Bagillt without flexibility, and also that this Council had been one of two which had taken the opportunity to have a limited review in 2003. This limited review, which had agreed a change in Bagillt from four Wards to two, with the boundaries coinciding with the County Electoral Divisions of the same name, had been in force since the 2004 elections.

Councillor R.K. Jones indicated that when the Guiding Principles were being considered by the Cabinet at Flintshire the need for flexibility had been endorsed.

RESOLVED :

That the reports be noted.

158. ALLOWANCES FOR TOWN AND COMMUNITY COUNCILLORS

The Clerk advised that when he had attended a meeting of the Clwyd Branch of Society of Local Council Clerks, held last month, he had become aware of the Independent Remuneration Panel for Wales Annual Report, and their Determination on Allowances applying to Town and Community Councils. A copy of the letter from the Panel, together with an extract from their Annual Report on the Determinations, which the Council were required to consider, had been previously circulated.

RESOLVED :

That the following decisions be made concerning Determinations 7-12 of the Independent Remuneration Panel, as they were permissive powers affecting Town and Community Councils.

Determination 7 – That no payment be made to Members for costs incurred in respect of telephone usage and information technology, consumables etc.

Determination 8 – The payment to Members in respect of actual travel costs by public transport or the HMRC mileage allowances, as indicated in the document, be continued.

Determination 9 – Reimbursement of subsistence expenses to Members for attending approved duties outside the Council area, be continued, subject to it being the actual receipted costs up to the maximum indicated in the document.

Determination 10 – The payment of attendance allowance to Members for attending approved duties outside the area of the Council be rejected.

Determination 11 – The payment of financial loss allowance actually incurred for attending approved duties outside the area of the Council, be rejected.

Determination 12 – The payment of civic allowance to the Chairman for undertaking the functions of that Office, be continued, with the actual amount being determined at the Annual meeting, provision for which has been made in the budget.

159. BAGILLT FORESHORE

a. Bagillt Heritage Society – Industrial Heritage Trail

A site meeting had been held on 5th April 2013 between B.T. Doleman and C.P. Owens on behalf of the Bagillt Heritage Society, the Clerk for the Community Council and Mr. Stuart Harridine, Estate Surveyor representing Welsh Water. The purpose of the visit had been to discuss the use of land owned by Welsh Water, which was a now long disused Pumping Works in the vicinity of the former Bagillt Railway Station. The purpose was to enable the erection of a plaque indicating the location and details concerning the former Station, and also for the area in question to be a possible feature of the Industrial Heritage Trail. Mr. Harridine was consulting with his colleagues concerning the possible transfer of the land to the Heritage Society, hopefully at a nominal cost. The Chairman indicated that Mr. Harridine had tried to contact him earlier today but he had not been available and hopefully it was about making progress in relation to this issue.

b. Tidal Dee Flood Risk Management Strategy

A copy of this document, issued by the Environment Agency Wales, which were now part of a new combined organisation called National Resources Wales, had been previously circulated to Members. Councillor R.K. Jones indicated that some of the detail in the document changed what had been included in 2010 in relation to Bagillt, and he was raising this issue with the new organisation.

c. Draft Local Flood Risk Management Strategy Consultation

A copy of a letter received from Flintshire County Council had been previously circulated to Members and Councillor R.K. Jones indicated that if Members wished to have the opportunity of commenting on the Strategy then they should access the documents on the Flintshire website on the link indicated in the letter. The consultation period concludes on the 24th April 2013.

d. Coastal Path – Access by Disabled Scooters

A copy of a response received from Countryside Services at Flintshire County Council had been previously circulated to Members. It advised that access barriers had been erected at various locations where motorbikes and quad issues occurred. This was designed to impede their access whilst allowing wheelchairs in accordance with recommended guidelines. As long as the barriers were fitted to the manufacturers specifications site managers were meeting the requirements of least restriction whilst preventing what could be a difficult problem to solve. Whilst basic disabled scooters were able to use the access, deluxe mobility types exceed the statutory guidelines and had additional features installed that further prevented access.

e. Friends of the Bagillt Foreshore Meeting

Councillor J. Williams referred to a recent meeting he had attended of The Friends of the Bagillt Foreshore, at which Councillors B.T. Doleman, C.P. Owens and M.A. Reece were also, present. The issue he wished to raise concerned comments made by The Countryside Services' Head Ranger regarding the possible flooding of pasture land by deliberately breaching the sea wall defences so as to enable further provision for wildlife. Councillor M.A. Reece indicated that he was in contact with the purchasers of this land and neither he nor they would support such a suggestion. If a further area was required for wildlife then there was a flushing lagoon possibility which could be renovated in the vicinity of the Holy.

RESOLVED :

That the reports made with regard to various issues concerning the Bagillt Foreshore be noted.

160. AUDIT ARRANGEMENTS FOR THE 2012/13 FINANCIAL YEAR

a. Internal Audit

The Clerk reported that the accounts book and supporting documents had been delivered to the Internal Auditor, JDH Business Services, yesterday, and they were due to be collected back on the 17th April 2013, with the report being submitted to the May Council meeting. The Internal Auditor would also complete Section 4 of the Annual Return referred to in the next item.

RESOLVED :

That the report be noted.

a. External Audit

The Clerk advised that the External Auditor, Hacker Young, had indicated that this would take place on 31st May 2013, with public notice being displayed on Council Notice Boards on the 17th April 2013. A copy of Section 1 of the Annual Return would be submitted to the Council in May, after the internal audit, together with Section 2 on Governance, which the Council had to confirm as their final response. The Annual Return would then be signed by the Chairman and Clerk, as Council confirmation prior to audit.

RESOLVED :

That the report be noted.

161. DEVELOPMENT OF TOWN AND COMMUNITY COUNCIL WEBSITES

The meeting considered a copy of an e-mail received from Flintshire County Council, copies of which had been previously circulated, which set out the arrangements for reimbursing expenditure up to £500 to each Town and Community Council for either the provision or improvement of a website, up to the maximum amount upon receipted expenditure. Councillor C.P. Owens suggested that this might be the appropriate opportunity to have the main pages on the Council website translated to Welsh, as at present there was only the initial page offering either English or Welsh, with the latter merely indicating that

further work was awaited. It was not intended that this would relate to such issues as the Council's minutes and the news updates, which were constantly being added to.

RESOLVED :

That the Clerk confirm with Flintshire County Council that such work would qualify for expenditure reimbursement and make enquiries with Flintshire Local Voluntary Council as to the possible usage of a translator, with the actual pages to be undertaken being agreed between Councillor C.P. Owens and the Clerk.

162. MEMBERS' ITEMS

a. Scheduled Meeting Night

Councillor M.A. Reece expressed the view that holding the Council meetings on a Friday evening was not convenient for pursuing issues that had been raised at the meeting with other appropriate bodies, due to the weekend following on. It was therefore suggested that it might be more convenient if meetings were held on another evening in the week. Other Members concurred with these sentiments and consideration was then given as to what evening would be most appropriate, given the commitments of Members. After a short discussion, it was therefore agreed that the second Wednesday in the month would be a more convenient alternative but, in order to assist Councillor Mrs. D.J. Williams, who had a commitment on a Wednesday evening, the starting time should now be 7.15 p.m.

RESOLVED :

1. That, with effect from the Annual Meeting in May 2013, the scheduled meeting date be changed from the second Friday to the second Wednesday in the month, with the starting time being changed to 7.15 p.m.
2. That the Clerk contact the two Schools concerning this change and in the unlikely event of there being any issues he consult with the Chairman and Vice Chairman accordingly.

b. Member Attendance Information

Councillor M.A. Reece suggested that it would be appropriate for the Council to receive a list of Member attendances at Council meetings on an annual basis.

RESOLVED :

That the Clerk arrange for an attendance list of the previous municipal year to be submitted to the Annual Council meeting, with the first being for 2012/13 to the meeting in May 2013.

c. Refuse Collection – Weather Disruption

Councillor R.K. Jones referred to the fact that the refuse collection would get back to normal with effect from next Monday. There were still pockets of snow in some areas within the County, and given that this information had already been put out on the Council website and press notices, they did not wish to cause confusion by making an earlier change.

RESOLVED :

That the report be noted.

d. Grants for Community Toilets

Councillor R.K. Jones reported on a scheme to be administered by Flintshire County Council which would give an annual grant of £500 to commercial premises such as hotels, public houses and cafés which made their toilet facilities available to the public, who were not otherwise patrons of their premises. Councillor R. Davies indicated that he was already making his public house toilets available to members of the public and he would make contact with Flintshire County Council concerning this grant facility.

RESOLVED :

That the report be noted.

**IN ACCORDANCE WITH BAGILLT COMMUNITY COUNCIL'S
CODE OF CONDUCT**

Date of Council Meeting	Thursday 11th April 2013
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Member	Item	Minute No. Refers
	There were no Declarations of Interest.	

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Chairman