

## **BAGILLT COMMUNITY COUNCIL**

Minutes of the proceedings of the Annual meeting of the BAGILLT COMMUNITY COUNCIL held in BAGILLT COMMUNITY LIBRARY on Wednesday 14<sup>TH</sup> May 2014.

**PRESENT : Councillor M.A. Reece (Chairman)**

**COUNCILLORS :** R. Davies, B.T. Doleman, A. Griffiths, R.K. Jones, Mrs. S.L. Jones, C.P. Owens, K. Rush, C.R. Williams, Mrs. D.J. Williams and J. Williams

**APOLOGIES :** Councillors : G. Hotchkiss, T. Renshaw and C. Williams,

**IN ATTENDANCE :** Mr. G. Roberts (Clerk), PC Gray and PCSO Rushton (minute No. 6) and Mr. A. Roberts and Ms. V. Weale, Flintshire County Council (minute No. 7)

### **1. ELECTION OF CHAIRMAN 2014/15**

Prior to the election, the existing Chairman made reference to a request he had received from another Member concerning procedure during discussions. It was agreed that when Members wished to speak on a topic they stood to do so, unless physically unable, and that they also desist from talking when a Member was speaking, so as to aid the Chairman in ensuring that all those taking part could follow proceedings.

#### **RESOLVED :**

That Councillor C.R. Williams be elected Chairman of the Community Council for the ensuing municipal year.

#### **(Councillor C.R. Williams in the Chair)**

Councillor C.R. Williams made the Declaration of Acceptance of Office and was invested with the Chain of Office by Councillor M.A. Reece, and thanked Members for electing him as Chairman. The Chairman presented Councillor M.A. Reece with a Past Chairman's Badge in recognition of his year as Chairman for 2013/14, and congratulated him on his year of Office.

Councillor M.A. Reece thanked all Members and the Clerk for the assistance given to him during the past municipal year.

### **2. APPOINTMENT OF VICE-CHAIRMAN 2014/15**

#### **RESOLVED :**

That Councillor Mrs. D.J. Williams be appointment Vice Chairman of the Community Council for the ensuing municipal year.

### **3. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

Councillor C.P. Owens advised that the Bagillt Heritage Society had recently changed their legal status, becoming a charitable company. If the Council wished representation to continue it would have to become a Corporate Member, for which there was a fee.

#### **RESOLVED :**

That the undermentioned Members be appointed as the Council's representatives on the Organisations indicated below :-

#### **1. Local Organisations**

##### **a. Bagillt Community Association**

Councillors R.K. Jones and C.P. Owens

##### **b. Bagillt Heritage Society**

For the Council to join as a Corporate Member and be represented by the Chairman.

#### **2. Other Organisations**

##### **a. North and Mid-Wales Association of Local Councils**

Councillor C.R. Williams

##### **b. Flintshire County Forum**

Chairman, with Vice Chairman as substitute

##### **c. Flintshire Access Forum Collaboration**

Councillor B.T. Doleman

### **4. ATTENDANCE RECORDS**

A list had previously been circulated showing the attendance record for each Member of the Council for the 2013/14 municipal year.

#### **RESOLVED :**

That the report be noted.

## **5. VACANCY – EAST WARD – CO-OPTION**

The Clerk referred to the two expressions of interest received from Mr. K. Rush and Mr. R. Hughes, details which had been circulated previously with the agenda. The Clerk explained the procedure for co-opting to fill the vacancy in the East Ward.

### **RESOLVED :**

That Mr. Kevin Rush be co-opted to fill the vacancy in the East Ward.

As the new Member of the Council was present, he signed a Declaration of Acceptance of Office, in the presence of the Clerk, which now enabled him to take part in the remainder of the meeting. The Clerk indicated that he was passing documents over to Councillor Rush, relating to Code of Conduct, Standing Orders, Financial Regulations, planning procedures, past agendas and a Good Councillor's Guide. In the letter of introduction the Clerk had indicated that from time to time the Council received information on training courses, which were particularly helpful for new Members, and that he would keep Councillor Rush informed.

### **RESOLVED :**

That Councillor K. Rush be welcomed to membership of the Council and that the forwarding of information in relation to the Authority, as indicated by the Clerk, be noted.

**Note :** Councillor R. Davies declared a personal interest in this item and did not take part in the discussion and vote thereon.

## **6. POLICING MATTERS**

PC. Tony Gray advised that, although he was not on duty this evening, he was attending, as Nathan, the previous PCSO, had now left this role to become a Police Officer. He was accompanied to the meeting by colleague, PCSO Phil Rushton. The Officer advised that he was the Community Beat Manager for Bagillt, and his area also included the Holway and Greenfield areas of Holywell, The Village would also be receiving cover from other PCSO's until a replacement was appointed, which was expected by July.

Councillor M.A. Reece indicated that the keys to the Community Centre, which had been used for Police Surgeries, had not been returned by Nathan, and the Officer indicated that he would trace them and make contact accordingly. To assist all Members in contacting him he circulated cards indicating his contact details. PC Gray also indicated that there was a weekly surgery at Holywell Police Station from 10.00 am to 12.00 pm on a Thursday. As a general rule this station was not a

manned facility and that there was a contact telephone on the wall in the access to the car park.

Councillor R.K. Jones wondered if there were any particular local issues upon which either of the Officers wished to comment. In response, PC Gray indicated that there had been problems concerning vandalism at Merilyn CP School and contact was being made with this body to see if the situation could be improved. The Chairman made reference to the issue of policing in the Village and was advised that there were both neighbourhood policeman, like himself, as well as response teams and, in relation to former, there had been a reduction in manpower.

The Chairman thanked the two Officers for attending the meeting.

## **7. FLINTSHIRE LOCAL DEVELOPMENT PLAN (LDP)**

The Chairman welcomed Mr. Andy Roberts and Ms. Vicky Weale from the Flintshire County Council Planning Department, who would be addressing the meeting in relation to the Local Development Plan (LDP). Reference was made by Mr. Roberts to the current UDP, which was due to last until 2015. However, it would remain in place until the Flintshire LDP had completed its process, which may take a number of years, and was intended to last until 2030. The address this evening particularly related to the call for candidate sites, and to assist the presentation copies were circulated at the meeting of relevant information.

The purpose was to enable the promotion of sites by interested parties and facilitate the Council's appraisal of sites against pre-determined selection criteria, and was open to anyone who had an interest in suggesting land for inclusion in the plan, such as landowners, developers, Local Councils, the County Council and other public bodies. Submissions could be made for sites to be allocated for development, or included in a settlement boundary and for various uses, such as residential, minerals, employment, retail and community uses. In addition, submissions would also be accepted for land to be safeguarded from development, such as green barrier, green space, open space and wildlife. The submissions had a three month window, which ended on 30<sup>th</sup> May 2014, and could be sent in by use of the submission form, letter plus site plan, electronically or documents available on their website. The submission forms required key information about the site, details of which were included in the circulated note, after which they would be acknowledged, recorded, mapped and filed. A register of candidate sites would be prepared and available for inspection on the website and subsequently at offices and libraries. In order to explain how sites would be assessed, Mr. Roberts made reference to the methodology which included the Planning Strategy Group, public consultation and with sites being assessed broadly in terms of the information provided, assessment criteria and the Planning Policy Wales.

Members were then invited to ask questions on the information which had been presented. Councillor R.K. Jones referred to the percentage growth issue contained

in the current UDP and, in response, reference was made to Bagillt being in category B with the 8-15% intended growth in housing units, which would be reviewed in the LDP process. Councillor M.A. Reece referred to the fact that he was aware of three landowners who intended to make submissions and in response was advised that to date the Officer was not aware of any having been received for the Bagillt area. In relation to the Wern Farm, which was allocated for housing purposes in the UDP, Mr. Roberts advised Councillor R.K. Jones that this would not automatically transfer to the LDP, and that in any case the area would need at some time to be the subject of a formal planning application if it were to proceed in the future. Councillor B.T. Doleman indicated that the Bagillt Heritage Society had now become the owners of an area of land on the Foreshore, which they would like to use for a community garden or allotment purposes, and enquired whether they should go down the change of use procedure or rely on the LDP. In response, they were advised that change of use would be the better process and if they wished to send him details then he would consult colleagues and give an informal view of the likelihood of this succeeding prior to any formal application.

Councillor Mrs. D.J. Williams referred to the plans which had been circulated at the meeting showing the land allocations as per the current UDP and was advised that those that were hatched red were intended for either conservation purposes or were outside the agreed settlement boundary. In response to the Chairman, Mr. Roberts advised that any comments made on planning applications, including objections, had to be on planning grounds to enable them to be given due consideration, and that views put forward by Community Councils were taken notice of with the caveat indicated. Councillor J. Williams made reference to a recent decision by the Planning Authority concerning an area of land in another part of the County which had been granted permission for use by travellers, despite the objections which had been made, and the Officer commented accordingly.

Reference was made by Councillor M.A. Reece to the County Council owned land at Canton Depot and whether this Authority could put it forward as a candidate site for housing purposes. He was advised by the Officer that this was a brown field site and that the Council could put it forward as indicated, which would then receive consideration based on the criteria previously mentioned. The issue of unoccupied properties in the Village in relation to the need for further housing was raised by Councillor C.P. Owen. He was advised by Mr. Roberts that when projected growths are estimated there was usually an allowance of 5% for vacant properties, but some areas could well be higher.

The Chairman thanked the two Officers for attending and for the information given to Members.

## **8. MINUTES**

The following comments were made on the minutes of the Ordinary meeting of the Council held on 9<sup>th</sup> April 2014.

**a. Minute No. 159 – Planting Areas – High Street Car Park**

Reference was made by Councillor M.A. Reece to the fact that he had been informed that the date for planting had been missed, whilst Councillor A. Griffiths, who had raised the issue initially made reference to the fact that the area as such was not receiving any attention and was growing untidy. It was agreed that further representations be made to Flintshire County Council on this issue.

**b. Minute No. 162(a) – High Street – Traffic Calming/Resurfacing**

Reference was made by Councillor R.K. Jones to the fact that the recent submission for a Road Safety Grant in connection with the proposed traffic calming at High Street, Bagillt, had been successful, and that the Officers were arranging a meeting with him and Councillor M.A. Reece to discuss proposals and explain in detail what was intended. In addition, it was anticipated that a public consultation event would be scheduled for the second or third week in July and they would be recommending potential venues when they met up with the Officers to discuss the matter further.

**c. Minute No. 176 – Chairman’s Allowance**

Councillor M.A. Reece made reference to the list he had circulated prior to the start of the meeting of his expenditure in relation to the allowance given to him by the Council for the 2013/14 municipal year. In addition, he indicated that he was returning a sum of £160 of the allowance to the Council, and he handed a cheque for this amount accordingly to the Clerk.

**RESOLVED :**

That the minutes of the Ordinary meeting of the Council held on 9<sup>th</sup> April 2014 be confirmed as a correct record and signed by the Chairman.

**9. CHAIRMAN’S COMMUNICATIONS**

The Chairman advised that it was his intention to represent the Council at the Flint Town Council Mayor’s Civic Sunday on 6<sup>th</sup> July 2014.

**10. PLANNING APPLICATIONS**

The Clerk reported that no planning applications had been received since the agenda was printed but after looking earlier in the day at the Flintshire website of applications received for that week he advised that one was on the way in respect of extensions to Springfield Cottage, Top Works.

## 11. ACCOUNTS FOR PAYMENT

### RESOLVED :

That the following be approved for payment :

<b>Name</b>	<b>£</b>	<b>Cheque No.</b>	<b>Expenditure Powers</b>
JDH Business Services Ltd.	103.68	101628	Loc.Govt.Finance Act 1982
Zurich Municipal	573.71	101629	Loc.Govt.Act 1972 (S.111)
Bagillt Bowling Club	480.00	101630	Loc.Govt.(MP)Act 1976(S.19)
SLCC Enterprises Ltd.	141.60	101631	Loc.Govt.Act 1972 (S.111)
Clr. C.R.Williams	51.75	101632	Loc.Govt.Act 1972 (S.112)
Delyn Press	175.00	101633	Loc.Govt.Act 1972 (S.111)
Mr. G. Roberts	794.05	101634	Loc.Govt.Act 1972 (S.112)
H.M. Revenue & Customs	146.08	101635	Loc.Govt.Act 1972 (S.112)
Bagillt Heritage Soc.	10.00	101636	Loc.Govt.Act 1972 (S.112)

## 12. REPORTS BY REPRESENTATIVES

### a. Landfill Tax Credits

Councillor R.K. Jones advised that, although this system had ceased in Flintshire, due to the fact there was no current landfill site in the area, agreement had been reached concerning the site used in Wrexham for Flintshire waste, for a sum of money to come back to the County for a similar purpose. It could be of use to community groups, in particular as a way of getting unexpected financial assistance, and reference was made by Councillor B.T. Doleman as to how the Heritage Society had previously used the old system in relation to improvements to the War Memorial. In response to Councillor J. Williams about the possibility of such funding being available for enhancing play areas, he was advised that the County Council and Community Councils would not be eligible. At the present time the precise amount of monies that would be available was not yet known.

### b. North and Mid-Wales Association of Local Councils

Councillor C.R. Williams made reference to a meeting of the Association he had attended last month, and indicated that he was on a Working Group looking at health issues and circulated a questionnaire for Members' information.

### **13. REVIEW OF INTERNAL CONTROLS 2014/15**

The meeting considered a report of the Clerk, which had been prepared in consultation with Councillors A. Griffiths and B.T. Doleman, who were prepared to certify that the Internal Controls listed were in place and being adhered to by the Council. The documentation followed the format agreed in previous years, suitably amended to take account of any changes.

#### **RESOLVED :**

That the document as circulated, be constituted as the Review of Internal Controls by the Council for 2014/15, following certification by Councillors A. Griffiths and B.T. Doleman, that the Internal Controls, as listed, were in place and being adhered to by the Council.

### **14. AUDIT OF ACCOUNTS 2013/14**

#### **a. Internal Audit**

The meeting considered the Report and Action Plan of the Internal Auditor, JDH Business Ltd. Services, copies of which had been previously circulated. The Auditor had confirmed, on the basis of the audit work carried out, that the Council's system of Internal Controls was in place, adequate for the purpose intended and effective, subject to the recommendations reported in the Action Plan.

In relation to the Action Plan, reference had been made to the fact that the Assets Register was shown as a different figure when compared with the records of assets in the Annual Return. In response, the Clerk indicated that the Annual Return had the correct figure and unfortunately he had sent the wrong version of the Register to the Internal Auditor, which did not reflect the increase for seating at the bus shelter and the reductions in relation to the figures shown for Heraldic Shields and past Chairman Badges, and that this had now been rectified. The other matter referred to a Guidance Note for the next financial year, which was reminding Council's that, under a change of legislation, they were no longer required by law to have cheques or other orders for payment signed by two elected Members. However, if the Council decided they would like to make any changes as to how payments were made, such as electronically, they would need to review the recent Guidance issued by the Society of Local Council's Clerks to ensure that any new Internal Controls met those requirements. The Clerk referred to a report he had made a few months ago concerning the possibility that the Council may have to use the BACS system for HMRC purposes and, although for the present they had not introduced this system, they may do so in the near future, when this recommendation of the Internal Auditor would have to be addressed.

In relation to the follow-ups regarding the 2012/13 Review, it was noted that the Auditor had recorded the updating of the Risk Assessment to include Disaster Recovery and Business Continuity Risk Management had been implemented. In addition, with regard to the establishing of an SLA with Flintshire County Council concerning the Community Caretaker arrangement, it was noted that the Council had implemented the suggestion but that the service was no longer being used by this Authority.

**RESOLVED :**

1. That the satisfactory report of the Internal Auditor for 2013/14 be noted.
2. That in relation to the amending of the Assets Register to reflect the value recorded in the Annual Return, the action of the Clerk be noted.
3. That in relation to any changes as to how payments were made in the future, the recommendation of the Internal Auditor as to how to proceed be noted for future action.

**b. External Audit**

The meeting considered the copies of the Accounting Statement in Section 1 of the Annual Return and the Annual Governance Statement in Section 2. A copy of Section 4, in relation to the completion of the Internal Audit on the document, had been notified to Members for their information.

**RESOLVED :**

1. That the Accounting Statement in Section 1 of the Return, be approved in draft, together with the Annual Governance Statement in Section 2, and that the Chairman and Clerk be authorised to sign the Council confirmation prior to audit in the Annual Return.
2. That it be noted that the public notice of Audit had been duly displayed on the Council's Notice Boards for the period required by the external Auditor.

**15. PLAY AREA IMPROVEMENT SCHEME 2014/15**

The Clerk reported that Flintshire County Council had advised that they had approved a sum of £8,000 for the Bron Haul Play Area match funded improvement put forward by the Council for this financial year. The bids made by Town and Community Councils had been over-subscribed and therefore it had not been possible for the Council to be granted the match funded sum of £10,000 they had offered as their contribution. The Clerk enquired whether the Members wished to merely match fund the amount being offered by the County Council or to offer the

original £10,000, with the intention of having an enhanced scheme. Councillor M.A. Reece felt that the Council should offer the sum of £10,000, which would bring the total to £18,000, with the proviso that this Authority should be advised as to what the additional sum would achieve to ensure there was value for money.

Reference was made by Councillor Mrs. S.L. Jones to the need for any scheme to provide equipment that children would actually use and to request that the County Council did consult with the relevant age group in the locality, perhaps by way of the two schools in the village.

**RESOLVED :**

1. That the County Council be informed that the Council wished to take up the offer of the match funding and would be prepared to commit up to £10,000, with the proviso that they were advised beforehand as to what could be achieved for the extra £2,000 before any scheme was agreed.
2. That enquiries be made with the County Council concerning how they established what children wished for and would use in any new play provision, particularly by way of consultation with those in the local area.

**16. RIVERBANK BUS SHELTER**

The Clerk advised the meeting that, following a discussion on site between the Contractor and Councillor M.A. Reece, the original sizing of the seating to be provided had remained as proposed, and therefore the estimate previously accepted for £230 would remain. In relation to the painting required to the metal parts of the bus shelter and also the litter bin, a quotation of £180 had been received to involve cleaning, priming and painting in black.

In relation to the brickwork, Councillor M.A. Reece indicated that he had arranged for the urgent re-pointing works, as he could not get a local builder who wished to work under the contractor as they only worked on their own basis. There was however a need later in the year to replace frost damaged brickwork, for which a local builder could be used.

**RESOLVED :**

1. That the quotations from the contractor, as reported to the meeting for the installation of the seating and repainting of metal parts, as reported, be agreed.
2. That the Clerk, in consultation with Councillor M.A. Reece, approach local builders for an estimate of the replacement brickwork that was required at the bus shelter.

## **17. COMMUNITY REVIEW**

The Clerk advised that Flintshire County Council had indicated that their final proposal for Bagillt was the same as that in the draft, in that the current arrangement of 14 Members in two Wards of 7 each provided effective and convenient Local Government.

### **RESOLVED :**

That the report be noted.

## **18. TOP HILL, BAGILLT – DAMAGE TO HIGHWAY BY HGV'S**

The meeting considered a response received from the County Council, following representations made by this Authority, copies of which had been previously circulated to Members. The letter indicated that the only sign prescribed within the appropriate regulations was a blue and white informatory sign, which can obtain one of four legends, which Members were asked to consider. None of the signs had legal backing and relied upon the common sense of the vehicle driver to recognise the route was not suitable for their type of vehicle. An alternative course suggested in the response, given that vehicles were damaged in the highway, would be a letter drop to all properties, as in that way residents who were having goods delivered could inform the supplier of the nature of the lane at the time of ordering.

Councillor M.A. Reece advised that a lay-by which had been put in by the County Council on this highway had never been adopted and requested support for making representations to the County Council that this should be rectified.

### **RESOLVED :**

1. That the County Council be advised that this Authority are of the view that there should be informatory signs at an appropriate point at both of the Top Hill routes which vehicles can initially access from High Street, and that it should be the one which says 'Unsuitable for Long Vehicles', as they were the particular problem due to the bend further up the highway.
2. That Councillor M.A. Reece be supported by way of representations to the Highway Authority regarding adopting the lay-by.

## **19. BAGILLT FORESHORE**

It was noted that Mr. Tom Woodall, Head of Countryside Service, and Mr. Mike Taylor, Head Ranger, would attend the next meeting of the Council, to be held on 11<sup>th</sup> June 2014.

**20. INFORMING THE PUBLIC – WORKSHOPS 2014**

The Clerk advised that he had received information from the Information Commissioner's Office concerning the obligation of Community and Town Councils had under both the Data Protection and Freedom of Information Acts, with failure to meet these obligations resulting in a substantial fine or legal proceedings. The Wales Office, in conjunction with One Voice Wales, was delivering a series of Workshops across the country for both staff and Councillors. They would explain how the Acts applied to Local Councils and help to understand the obligations concerning keeping personal information secure, responding to Freedom of Information requests and also to requests for personal information.

**RESOLVED :**

That the attendance by the Clerk at the Workshop to be held on 25<sup>th</sup> September 2014 at the Town Hall, Mold, at a cost of £15, be agreed.

**21. VICTORIA INN, WALWEN**

On behalf of Councillor G. Hotchkiss, who was unable to be present, Councillor M.A. Reece indicated that the Member still had concerns as to what was occurring at these premises.

**RESOLVED :**

That the Clerk enquire further with Flintshire County Council regarding this matter.

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

<b>Date of Council Meeting</b>	<b>Wednesday 14<sup>th</sup> May 2014</b>
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<b>Member</b>	<b>Item</b>	<b>Minute No. Refers</b>
Councillor R. Davies	Vacancy East Ward Co-option	5

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**Chairman**