

BAGILLT COMMUNITY COUNCIL

Minutes of the proceedings of the Ordinary meeting of the BAGILLT COMMUNITY COUNCIL held in BAGILLT COMMUNITY LIBRARY on Wednesday 13TH April 2016.

PRESENT : Councillor Mrs. D.J. Williams (Chairman)

COUNCILLORS : R. Davies, B.T. Doleman, A. Griffiths, G. Hotchkiss, R.K. Jones, Mrs. S.L. Jones, M.A. Reece, T. Renshaw, K. Rush, C. Williams, C.R. Williams and J. Williams

APOLOGIES : Councillor C.P. Owens

IN ATTENDANCE : Mr. G. Roberts (Clerk), Mrs. L.A. Wood (future Clerk) and Mr. N. Hickie, Flintshire County Council (minute No. 165)

163. WELCOME

The Chairman introduced Mrs. L.A. Wood, the Council's future Clerk, to those Members who had not been present when she had been appointed earlier in the month and welcomed her to her first meeting, on this occasion to have an insight of current matters and how proceedings were conducted.

164. POLICING

The Clerk advised that unfortunately PCSO Hulse was unable to attend this meeting. The Council were informed that another meeting of the North Flintshire Police Consultation was taking place at Deeside Police Station, Connah's Quay, next month, and it was agreed that Councillor A. Griffiths should represent the Council accordingly.

165. STREET SCENE SUPERVISOR FOR BAGILLT

Mr. Neil Hickie of Streetscene was in attendance and made reference to discussions held with Councillor M.A. Reece and the Clerk regarding the provision of sufficient plants for the raised bed containers in the Village, which numbered 10. He provided details of plants which could be obtained from Pottles Premier Plants Limited, and would cost a total of £125.30 plus VAT. If the Community Council were able to purchase them direct then he could arrange for them to be planted in the 10 raised bed containers. The Clerk confirmed that the Council had monies in the budget to pay for the plants, and that by doing so direct it would mean easier administration and a saving on cost and this was accordingly agreed.

In relation to any issues outstanding since his last attendance, Mr. Hickie indicated that there were still matters to be sorted in relation to the bollard, which had been raised by Councillor T. Renshaw, but the work was in hand. Councillor

Mrs. S.L. Jones referred to the problems of flooding at Victoria Road, and the Officer advised that this was known about, that it seemed to relate to manholes in the area and that an appropriate repair was hoped to be sorted out shortly.

Reference was made by Councillor T. Renshaw to the amount of litter which was strewn about after waste collection crews had visited, whilst Councillor G. Hotchkiss pointed out that the food boxes were being damaged due to the rough treatment some of the crews caused by throwing them once they were emptied. Councillor M.A. Reece indicated that, due to the amount of litter that was strewn about on occasions it meant that there was additional work for the Streetscene sweeper crew. Councillor R.K. Jones indicated that there was no excuse for a mess being left behind after waste collection and that each vehicle had a chargehand who had a duty to ensure the area was left tidy. He also referred to the need for waste collection rounds and street sweeping routes to be co-ordinated.

Reference was made by Councillor A. Griffiths to an area in the Village concerning inappropriate standards of work in relation to rendering and painting, which had left a mess on pavements, which was noted by the Officer. In addition, Mr. Hickie noted the issue of a defective light at Foel Gron, as reported by Councillor K. Rush. In response to Councillor B.T. Doleman, Mr. Hickie indicated that he had overlooked the previous enquiry concerning shop liability for a specified area around their premises in relation to dropped litter and that he would do so and get back to the Member direct.

The Chairman thanked Mr. Hickie for attending the meeting and it was noted that he was next due to attend in July.

166. MINUTES

a. 16th March 2016

The following comments were made on the Minutes of the Ordinary meeting of the Council held on 16th March 2016.

i. Minute No. 156 – Gadlys Lane, Bagillt

Councillor M.A. Reece reported to the meeting on further contact with the Enforcement Officer in relation to the issue of overlooking of the new properties, and the issue of privacy for existing residents. It would appear that this issue had been missed in relation to the original permission for the development, but that the developer was being required to submit a further application, upon which this Authority would be consulted. This would give the opportunity for representations to be made concerning the installation of frosted glass to help overcome the privacy issue in relation to overlooking.

RESOLVED :

That the minutes of the Ordinary meeting of the Council held 16th March 2016 be confirmed as a correct record and signed by the Chairman.

b. 4th April 2016

RESOLVED :

That the minutes of the Special meeting of the Council, held on 4th April 2016 be confirmed as a correct record and signed by the Chairman.

167. PLANNING

a. Applications

App. No.	Location	Detail
055074	The Crest, Sandy Lane	Demolish existing building, erect 8 dwellings

Councillor R. Davies, as Local Member, indicated that he had visited the site and made reference to issues concerning car park markings and the number of storeys proposed in relation to the present structure, which was to be demolished. Councillor A. Griffiths made reference to the fact that local residents in Sandy Lane had received no notification of the planning proposal and therefore were not having the opportunity of making their comments known. In addition, he made reference to the fact that there were serious concerns regarding subsidence in relation to the dwelling to be demolished and neighbouring properties, which gave concerns regarding the proposal for new dwellings.

RESOLVED :

That in relation to application 055074, an objection be made to the proposed development, having regard to the subsidence in the area due to former mine workings. Also, that the Planning Authority re-commence the consultation process, with regard to the fact that local residents had not received the notification they were due regarding the proposal.

b. Flintshire Local Development Plan

Members had received copy of a letter from Flintshire County Council regarding the key messages for setting the future direction for the Plan, which indicated that detailed proposals were on display, both on the Authority web

page and in hard copy at Council offices, Connect offices and Libraries, during normal opening hours.

The Clerk indicated that he had been on the web page and referred to options that were included and which related to the Bagillt area. In the options there was a refined UDP approach to settlement categorisation and Bagillt was included as a sustainable Village, and the same applied to the five tiered settlement categorisation approach. In option 3, it was proposed that urban areas were defined on the basis of the settlement area and Bagillt was being included with Holywell, Carmel and Greenfield and the same applied in option 4 hybrid settlement categorisation option.

Having regard to the fact that the closure date for comments was 29th April 2016, Members were asked to indicate their preference in relation to the options indicated and to note that they could also make their own observations by visiting the appropriate website page. Councillor R.K. Jones made reference to the fact that, having Bagillt as a category B semi-urban/main Village, with an 8-15% growth at least meant local people would be aware of the likely implication. If Bagillt was together with Holywell and neighbouring settlements, then there would be no way of knowing what percentage would come within a particular area in relation to the grouping as a whole.

RESOLVED :

That Flintshire County Council be advised that the Council favoured Bagillt being treated as a sustainable Village, rather than grouped together with Holywell and other neighbouring settlements.

168. ACCOUNTS FOR PAYMENT

RESOLVED :

That the undermentioned accounts be paid.

Name	£	Cheque No.	Expenditure Powers
NAMWALC	15.00	101802	Loc.Govt.Act 1972 (S.111)
Welsh Water/Dwr Cymru	189.83	101803	Loc.Govt.(MP)Act 1976(S.19)
Compacc Accounting U.K. Ltd.	104.00	101804	Loc.Govt.Act 1972 (S.111)
Urdd Gobaith Cymru	1,000.00	101805	Loc.Govt.Act 2000(S.2)
JDH Business Services Ltd.	144.00	101808	Loc.Govt.Act 1972 (S.112)
Zurich Insurance	419.47	101809	Loc.Govt.Act 1972 (S.111)

Mr. G. Roberts	889.00	101806	Loc.Govt.Act 1972 (S.112)
H.M. Revenue & Customs	144.26	101807	Loc.Govt.Act 1972 (S.112)

169. FINANCIAL INFORMATION 2015/16

Members had previously been circulated with copies of the Accounts for 2015/16, together with a Budget Monitoring Statement and Bank reconciliation for the fourth and final quarter. The Clerk advised that, in relation to the accounts which were in the format that had been required when the Council had to do receipts and payments, instead of the current income and expenditure, the practice had been continued by himself to keep Members informed. However, as the revised Budget Monitoring Report now gave detailed information, he felt that this should no longer be required for the future. It was noted that in relation to the Accounts Ledger, which had been forwarded to the internal auditor, this had been signed by the Chairman and Clerk.

RESOLVED :

1. That the Accounts information for 2015/16 be noted and signed by the Chairman and Responsible Financial Officer and, in view of the information by the Clerk, this practice be discontinued for future years.
2. That the Budget Monitoring Statement and Bank reconciliation for the fourth quarter for 2015/16, be noted.

170. ANNUAL RISK ASSESSMENT 2016/17

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 Assessment undertaken in previous years, and it was a statement adopted by the Council showing identified risks, assessing them and putting controls in 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 by the Responsible Financial Officer be accepted as the formal Risk Assessment for the Council for 2016/17.
2. That in relation to the Key Risks, the responses again be identified as relating to the Council's assets, Bank accounts, internal controls and insurance, for statutory and other purposes.

171. HIGH STREET – TRAFFIC CALMING

The Clerk read out to the meeting a copy of a further reply from the Minister for Economy, Science and Transport, following the request made by the Delyn AM on behalf of the Council for clarification. In her further reply, she indicated that the Road Safety Grant application form did not request information on causes of collisions, and these were not considered as part of the assessment process. Officers investigating a collision could identify a number of contributory factors, therefore making it difficult to pinpoint the main cause.

Councillor T. Renshaw, who had been given a copy of the response, expressed his disappointment at this further reply. As the purpose of the traffic calming scheme had been to reduce speed, and the Council had previously been informed that within the period covered only two of the accidents had a speed related aspect, that unless the cause of the incidents were known, any scheme to reduce the likelihood in the future would be difficult to design. Having regard to the fact that the period had commenced in relation to the next Welsh Assembly elections, and that the Minister herself would not be standing for re-election, he felt that once the outcome was known and the appropriate Ministers appointed then further views could be sought by the Council.

Councillor B.T. Doleman referred to the request made following the last meeting for removal of the chicane and speed cushion by the War Memorial, as it had been understood that this would be considered by Flintshire County Council during the recent works of amendment to the traffic scheme. In response, the Clerk indicated that this request had been included in an e-mail to the Chief Officer, along with the issues of the Zebra Crossing, Community Transport and the By-Pass Crossing and, to date, the only response received had related to the Community Transport issue.

RESOLVED :

1. That the further reply from the Welsh Government Minister be noted and disappointment expressed in relation to its unhelpful comment.
2. That an item be placed on the Council meeting for May to further consider representations to the Welsh Government once the outcome of the Welsh Assembly elections and appointments were known.
3. That the Clerk forward a reminder to the Chief Officer for Streetscene and Transportation in relation to requesting a response regarding the removal of the chicane by the War Memorial.

172. WAR MEMORIAL – COMMUNITY ASSET TRANSFER (CAT)

The Clerk reminded Members about the brief discussion on this subject at the Special meeting held on 4th April 2016, and that the Chairman and himself had now had the opportunity of reading the legal paperwork. Whilst it was not considered that the legal documentation, which was in the standard format for all CAT transfers, would cause any issues in the future for the Council, he recommended that the undertaking Declaration not be completed and sent to Flintshire as a prelude to any legal documentation until the repair to the lighting unit had been notified and then confirmed by Councillor B.T. Doleman. In the meantime, the document could be signed by the Chairman, with the Clerk completing the document once confirmation was known. Flintshire County Council were fully aware that the current Chairman only remained in office until 11th May 2016, and that if the work was not confirmed in time they would have to change it into the name of the new Chairman, following the Annual meeting.

RESOLVED :

That the comments of the Chairman and Clerk in relation to the legal documentation be noted, and the recommendation of the Clerk in relation to future actions on this issue, be supported.

173. BAGILLT FORESHORE

Councillor M.A. Reece indicated that the Dragon Beacon would be lit on the 21st April 2016 at 8pm. to celebrate the Queen's birthday. He further indicated that the Ranger, Tim Johnson, had been in contact and suggested he be invited to attend a future Council meeting to report on the issue of Himalayan Balsalm in particular.

In relation to the issue raised at the last meeting regarding the flooding under the bridge access by Bagillt Car Spares to get to Bettisfield, e-mails had been received from the appropriate Flintshire Officer concerning contact with British Rail on having the ditch cleared. Councillor M.A. Reece indicated that they had indeed endeavoured to do this manually but found it was too large an area and would now be arranging for appropriate machinery, hopefully within the next two weeks, which should hopefully eradicate the flooding problem.

RESOLVED :

That the report in relation to the Flint Dragon Beacon and access flooding to Bettisfield, be noted, and that the Ranger be invited to attend the June Council meeting.

174. SUMMER PLAYSCHMES 2016

Members considered a letter received from Flintshire County Council concerning the funding they were able to provide in connection with the Summer Playschemes for 2016, copies of which had been previously circulated. Flintshire County Council were able to part-fund the Summer Playschemes programme, which would enable the Community Council to offer match funding for three weeks duration in each area, at a cost of £900 per location. The Community Council were also invited to purchase additional weeks 4 or 5 of the scheme at a cost of £260 per week per location. The Clerk reminded Members that when they had set the budget they were mindful that there may be no funding possible at all from Flintshire and, as such, had made an assumption they may have to fund the total cost of just the three weeks, at a cost of £3,600 for the two sites. If the Council now wished to purchase two additional weeks at each of the two schemes in the Village the total cost would be £2,840, which was well within the budget provision.

RESOLVED :

That Flintshire County Council be advised that the Council are prepared to purchase two additional weeks at each of the two locations in the Village to give a total of five at each site.

175. AUDIT ARRANGEMENTS FOR THE 2015/16 FINANCIAL YEAR

a. Internal Audit

It was noted that the Clerk had forwarded the accounts book and supporting documentation to the Internal Auditor, JDH Business Services, on Monday 11th April 2016, and was due to collect them with their report on 14th April 2016. The report from the Internal Auditor would be submitted to the May 2016 Council meeting, along with their completed section of the Annual Return.

b. External Audit

In relation to the External Audit, the Clerk advised that he had received the Annual Return and supporting documentations from BDO. The relevant parts of the Annual Return would be circulated to the May meeting of the Council to enable the Authority to make the required decisions and authorise signature of the appropriate section. The appointed day on/or after which interested parties and local electors for the area, to which the Annual Return of the last financial year related could raise issues, would be 11th July 2016. Therefore the appropriate notices would need to go out in the name of the future Clerk, and that he would be going through the procedure in due course with Mrs. Wood.

RESOLVED :

That the report be noted.

176. CONSULTATION ON WASTE COLLECTION, HOUSEHOLD RECYCLING CENTRE AND BRINGSIDE POLICY

The meeting considered an e-mail and enclosures received from Flintshire County Council in relation to their survey, copies of which had been previously circulated. The meeting considered each of the topics raised in the survey and agreed a response on behalf of the Council. Members further noted that they were also able to access the survey on-line and fill it in as a member of the public.

RESOLVED :

That the Clerk forward the agreed responses to the survey to Flintshire County Council.

177. NEW CLERK TO THE COMMUNITY COUNCIL

Following on from the decision at the Special meeting on 4th April 2016, it was noted that Mrs. Lesley Anne Wood had formally accepted the terms offered and would officially take over on 1st June 2016 and work in tandem with the existing Clerk and be paid from 1st May 2016. In addition, Mrs. Wood had exercised her right to opt into the pension offered by the Council, which would now require a formal application to Flintshire County Council.

In relation to the issue of purchasing a computer and printer, the Clerk made reference to the need for it to be obtained from a supplier who was prepared to raise an invoice to the Council and accept a cheque, which would then enable the authority to be entitled to re-claim the VAT at the end of the financial year. Councillor C.P. Owens, who unfortunately was unable to be present this evening, had agreed to assist the current and future Clerk in sorting out this issue and also the matter of an agreed e-mail address for Council matters for Mrs. Wood. The Clerk indicated there would also be the need to sort out a new stock of headed notepaper for Mrs. Wood to use. There was also the issue of a new Bank Mandate to be arranged and, whilst the Clerk would approach HSBC Bank, Flint, together with Mrs. Wood to change the Clerk role as the counter signatory and to be able to move funds between the accounts, it was unlikely they would accept this and would probably require a new set of Members' signatures who were prepared to sign cheques on behalf of the Council from 1st June 2016. A copy of the paperwork obtained from the Council's Branch had been passed to Mrs. Wood to peruse and Members' co-operation was sought, should it become necessary for a number to have to provide appropriate evidence to the Bank to continue signing cheques.

RESOLVED :

1. That the formal acceptance of the post and the opting in to the pension scheme be noted, with the formal application to Flintshire County Council, as administrator, being dealt with in a separate minute.
2. That the purchasing of a new computer and printer to suit the needs of the future Clerk be pursued, in co-operation with Councillor C.P. Owens, with the Chairman and Vice Chairman being authorised to agree the necessary purchase, should it be possible to do so before the next Council meeting.
3. That the ordering of new headed notepaper from Delyn Press for the future Clerk be noted.
4. That the report on the Bank Mandate position be noted, and that further information be conveyed to Members as soon as it had been clarified with the HSBC Bank to enable a smooth transfer of the banking arrangements.

178. APPLICATION TO JOINT LOCAL GOVERNMENT PENSION SCHEME

The Clerk reminded Members that they had previously agreed to joint the Clwyd Pension Fund under the Local Government Pension Scheme (LGPS) to fulfil their obligations under auto-enrolment, as advised by the Pensions Regulator, to allow the new Clerk to join with effect from 1st June 2016. He confirmed that in a letter of acceptance to the post of future Clerk, Mrs. Lesley Wood had opted to join the pension scheme. It was necessary to make a formal application to the Pensions Administration Manager, Flintshire County Council, who administered the Clwyd Fund.

It was noted that the Council were required to pay an actuary fee of £900 plus VAT for the new Scheme Employer Contribution Rate for a single employee. The Council would be informed in due course of the regular contributions to the Pension Fund from both employer and employee.

RESOLVED :

1. That application be made to Flintshire County Council for Bagillt Community Council to join the Clwyd Fund of the LGPS, with effect from 1st June 2016.
2. That the future Clerk, Mrs. Lesley Wood, as the Council's only employee at the time, be allowed to join the Scheme with effect from 1st June 2016.
3. That in order to facilitate the above the employee details be forwarded to the Pensions Administration Manager at Flintshire County Council.

179. ACCESS TO INFORMATION – MEMBERS’ ALLOWANCES AND EXPENSES

The meeting considered a report of the Clerk, copies of which had been previously circulated. This follows the advice received from the Independent Remuneration Panel for Wales (IRPW) that the Council were required to publish their Determinations Policy for the last financial year and the amount of allowances and expenses paid to Members in that year by 30th September 2016. In addition to sending a copy of the list to the IRPW for their information, it also needed to be displayed locally by way of the three Council Notice Boards and Council website.

RESOLVED :

That the actions as reported by the Clerk be agreed in relation to the Council’s duties, as informed by the IRPW.

180. POSSIBLE SEWERAGE PROBLEM

Reference was made by Councillor B.T. Doleman to a discussion he had had with representatives of Welsh Water, who had received a report concerning a back-up of sewerage in a garden, possibly due to tidal problems. To date, he had not been able to establish where this had occurred but Councillor M.A. Reece indicated that a certain bungalow may be the cause of concern, which was duly noted by the Member.

181. PRESENTATION TO CLERK

On behalf of the Council the Chairman presented the Clerk with retirement gifts. In response Mr. Roberts expressed his thanks and indicated he would say more at his last Council meeting in May.

IN ACCORDANCE WITH BAGILLT COMMUNITY COUNCIL'S CODE OF CONDUCT

Date of Council Meeting	Wednesday 13th April 2016	
Member	Item	Minute No. Refers
There were no Declarations of personal interest		

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Chairman