

BAGILLT COMMUNITY COUNCIL

Minutes of the proceedings of the Annual meeting of the BAGILLT COMMUNITY COUNCIL held in BAGILLT COMMUNITY LIBRARY on Wednesday 11TH May 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 and K. Rush

APOLOGIES : Councillors C.P. Owens, C. Williams and C.R. Williams

IN ATTENDANCE : Mr. G. Roberts (Clerk) and Mrs. L.A. Wood (future Clerk)

1. ELECTION OF CHAIRMAN 2016/17

RESOLVED :

That Councillor K. Rush be elected Chairman of the Community Council for the ensuing Municipal year.

(Councillor K. Rush in the Chair)

Councillor K. Rush made the Declaration of Acceptance of Office and was invested with the Chain of Office by Councillor Mrs. D.J. Williams. The Chairman presented Councillor Mrs. D.J. Williams with the past Chairman's Badge in recognition of her year as Chairman for 2015/16 and congratulated her on her year of Office.

Councillor Mrs. D.J. Williams thanked all Members and the Clerk for the assistance given to her during the past Municipal year.

2. APPOINTMENT OF VICE-CHAIRMAN 2016/17

RESOLVED :

That Councillor G. Hotchkiss be appointed Vice Chairman of the Community Council for the ensuing Municipal year.

3. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED :

That the Members indicated overleaf be appointed as the Council's representatives on the organisations indicated.

1. Local Organisations

a. Bagillt Community Association

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

b. Bagillt Heritage Society

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 been previously circulated showing the attendance record for each Member of the Council for the 2015/16 municipal year.

RESOLVED :

That the report be noted.

5. WAR MEMORIAL, HIGH STREET

The Chairman indicated that, although there was no provision on the agenda for the Annual meeting to allow public enquiries, he was on this occasion going to allow Mr. Peter Jones to speak, having regard to the e-mail he had previously forwarded to the Clerk and referred to on the agenda as regarding the issue of a Remembrance Seat. Mr. Jones made reference to the fact that a number of communities in the Flintshire area had already erected a Remembrance Seat in the vicinity of their War Memorial, and he circulated copies of the meeting of such examples. The cost of the specifically made Remembrance Seat was in the region of £1,000 and, to date, he had managed to collect around £400 in public donations and was seeking the support of the Council, both for funding towards the purchase of the seat and also their co-operation in its siting at the War Memorial. It was not the intention to replace the two

existing public benches, which had been provided by the Bagillt Heritage Society and the Community Council. Councillor B.T. Doleman indicated that, once the Community Asset Transfer of the land around the War Memorial from the County Council to this Authority had been completed, it was the intention to undertake some changes, and that would be the appropriate time to determine where such an additional seat could be located.

The Chairman advised that he was of the view that he would like to make a contribution of £200 from the Chairman's Fund at this stage, but, rather than do so at present, review the matter later in the year when the donations total to be made by the public was better known.

In relation to the Community Asset Transfer process, the Clerk advised that he had recently met up with the Legal Officer while she was undertaking Polling Station duties last week, and it had been confirmed that there had been a delay in the legal formalities. Therefore, once confirmation had been received that the repair to the lighting unit had been undertaken to the satisfaction of this Authority, the legal documents would be made out in the names of the new Chairman and Clerk of the Council.

RESOLVED :

That in relation to the Remembrance Seat, the principle of its provision at the War Memorial be supported, including at least a £200 donation towards the cost from the Chairman's Fund, with the siting at the War Memorial and the precise figure being determined later in the year following an update of the amount collected.

6. MINUTES

The following comments were made on the Minutes of the Ordinary meeting of the Council held on 13th April 2016.

a. Minute No. 173 – Bagillt Foreshore

Councillor M.A. Reece reported that, whilst British Rail had undertaken work in relation to the clearing of the ditch, there still remained a further section to be undertaken by the County Council, which he was pursuing accordingly.

RESOLVED :

That the minutes of the Ordinary meeting of the Council held 13th April 2016 be confirmed as a correct record and signed by the Chairman.

7. CHAIRMAN'S COMMUNICATION

1. The Chairman read out to the meeting a letter received from Mr. Jeremy Griffiths, Chair of the Urdd Eisteddfod 2016 Executive Organising Committee, thanking the Community Council for the third, very kind donation of £1,000 towards the hosting of the Eisteddfod in Flintshire. The letter indicated that this Authority's generosity, giving a total of £3,000 over the last three years, was greatly appreciated and had helped to reach their local and County targets.
2. The Chairman advised that an invitation had been received from the Urdd for two representatives to attend the presentation of the Chair and Crown, taking place on the 19th May 2016 at Ysgol Gwynedd. The Chairman advised that he would be attending, together with Councillor A. Griffiths as the Vice Chairman was unavailable.
3. The Chairman advised that an invitation had been received to attend the Urdd Eisteddfod reception, to be held on 30th May 2016, and that he would represent the Council, together with the Vice Chairman, as it was the opening of the Eisteddfod in Flint.
4. The Chairman indicated that he had received an invitation to attend the Flintshire County Council Civic Service on 10th July 2016, at Holywell, and that he would advise the Clerk shortly if he was able to represent the Council accordingly.
5. The Chairman read out to the meeting an invitation received from the North Wales Prison Programme Board, to attend an event on the 1st June 2016 at the Springfield Hotel, where the new Governor of HMP Berwyn would give an update on the progress. The Prison was due to open in February 2017, and would house 2,106 men, serving as a re-settlement Prison for men from North Wales. It was agreed that Councillor A. Griffiths should represent the Community Council at this event/

8. PLANNING APPLICATIONS

a. Application to Determine – On-Line Consultation Period

App. No.	Location	Detail
054927	The Old Backyard, High Street	Erection of showroom

It was noted that the application had been supported.

b. Applications

App. No.	Location	Detail
055247	8 Oak Grove, Manor Estate	Erection – single storey rear extension
055188	Former British Legion site, Gadlys Lane	Amendment to permission 049273 for 10 dwellings
055306	Cedar House, Merllyn Lane	Extensions/pitched room

In relation to application 055188, concern was expressed by Councillors A. Griffiths and M.A. Reece regarding the way in which the development had been proceeding, despite intervention from the Enforcement Section of the County Council, and to the fact that the new houses would overlook and cause privacy issues for existing premises.

Councillor M.A. Reece indicated that there was shortly to be a meeting between residents, developer, a Planning Officer and himself, to discuss the situation and see what was possible and that he would be happy for a representative of this Authority to also attend. Reference was made by Councillors B.T. Doleman and R.K. Jones to the fact that this site had been subject to a number of applications over many years involving different contractors, whilst the Chairman indicated that the situation being faced by existing residents needed to be resolved.

RESOLVED :

1. That in relation to application 055247, the application be supported.
2. That in relation to application 055188, the County Council be advised that this Authority wishes to be represented by Councillor A. Griffiths at any meeting held with residents, developer, Local County Councillor and Planning Department. Also, they would wish for an extension of time to make a formal comment on the amended application, which would now be at the June Council meeting.
3. That in relation to application 055306, Councillor A. Griffiths, as local Member, look into the application details and advise the Clerk so that representations can be made on behalf of the Council, after consultation with the Chairman and Vice Chairman.

9. ACCOUNTS FOR PAYMENT

RESOLVED :

That the undermentioned accounts be paid.

Name	£	Cheque No.	Expenditure Powers
Delyn Press	43.80	101810	Loc.Govt.Act 1972 (S.111)
Clr. C.P. Owens	310.00	101811	Loc.Govt.Act 1972 (S.111)
Clr. C.P. Owens	57.99	101812	Loc.Govt.(MP)Act 1976(S.19)
Bagillt Bowling Club	480.00	101813	Loc.Govt.(MP)Act 1976(S.19)
Delyn Press	175.00	101814	Loc.Govt.Act 1972 (S.111)
Clr. C.R. Williams	56.75	101815	Loc.Govt.Act 1972 (S.111)
Bagillt Heritage Soc.	10.00	101816	Loc.Govt.Act 1972 (S.112)
Pottles Premier Plants Ltd.	148.86	101817	Loc.Govt.Act 1972 (S.111)
Mr. G. Roberts	855.40	101818	Loc.Govt.Act 1972 (S.112)
Mrs. L.A. Wood	682.47	101819	Loc.Govt.Act 1972 (S.112)
H.M. Revenue & Customs	275.86	101820	Loc.Govt.Act 1972 (S.112)
Mr. G. Roberts	2,402.40	101821	Loc.Govt.Act 1972 (S.112)

10. REPORTS BY REPRESENTATIVES

a. Community Transport

Councillor T. Renshaw reported on the Workshop held in Theatr Clwyd in April, to discuss the next steps of the County Council's proposal to introduce Community Transport arrangements across Flintshire. In relation to bus services affecting the Village, he indicated that the main route along the High Street was not subsidised but that the service which served Wern Avenue would need some form of community transport to continue. A number of options had been discussed at the Workshop, such as volunteer drivers with mini buses, and the Estuary Community Car Scheme based in Holywell, and there were funding opportunities for such schemes. However, he did have concerns about how such a scheme could affect local taxi or private hire firms. Councillor R.K. Jones indicated that taxi and private hire firms had been consulted in relation to the Community Transport Initiative and, whilst the existing Wern Avenue service had in the region of eight services, any community transport scheme may reduce the number, but could be introduced for the peak time of use, which was understood to be in the morning.

The Clerk made reference to the e-mail which had been received from the Chief Officer for Streetscene and Transportation following on from the Workshop, copies of which had been previously circulated to Members. It indicated that the next step towards delivering local bus service was to confirm the number of Community Councils that wished to become involved in the proposed pilot scheme, which they intended to introduce over the summer months. The pilot scheme would require a number of neighbouring or adjacent Community Councils to work together, along with staff from the County Council, to identify local need and then develop a transport arrangement to delivery community transport within their own community. The initial agreement was without commitment other than the time and effort of Community Councillors to assist and promote the scheme locally.

RESOLVED :

That Flintshire County Council be advised that this Authority wish to become involved in a proposed pilot scheme, without commitment, as a member of a sub-regional group providing community transport arrangements.

11. REVIEW OF INTERNAL CONTROLS 2016/17

The meeting considered a report of the Clerk, copies of which had been previously circulated, 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.

RESOLVED :

That the document, as circulated, be constituted as the review of Internal Controls by the Council for 2016/17, 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.

12. AUDIT OF ACCOUNTS 2015/16

a. Internal Audit

The meeting considered the Report and Action Plan of the Internal Auditor, JDH Business Services Ltd, 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 effected, subject to the issues reported in the Action Plan. In relation to the Action Plan, it was being recommended that the Asset Register format should include columns for assets showing Insurance value cost and value, to be disclosed in the Annual Return. This would ensure the Asset Register could always be agreed to the Annual Return and that the Council still

monitored insurance values for assets, to ensure all were insured and insurance cover was sufficient. The Clerk indicated that this requirement followed on from a change in external auditor, who were indicating that for annual return purposes Asset Value would be as at in the 2014/15 Return, and to be only amended in respect of additional assets, such as raised bed and repaired public bench, with regard to additions, and removal of an old public bench and reductions in heraldic shields and Chairman's badges on the disposal. The Clerk confirmed that the Assets Register had been updated accordingly to meet this requirement of the Internal Auditor.

In relation to the other issue, the Internal Auditor was now requiring that the system of one voucher number being used for all donations at a particular meeting be changed so they were all allocated unique numbers, as happened with all other payments and this would be implemented. It was noted that a copy of the report of the Internal Auditor would on this occasion be forwarded to the External Auditor as part of the evidence paperwork required when submitting the Annual Return.

RESOLVED :

That the successful report of the Internal Auditor for the 2015/16 accounts and the report of the Clerk in responding to the Action Plan issues be noted.

b. External Audit

Members had previously been circulated with a copy of the Accounting Statements, Annual Government Statement – Part 1 and Part 2 and also a section completed by the Internal Audit. The Clerk briefly explained the changes required by BDOLLP, as the new External Auditors, in relation to evidential requirements, which needed to be signed by the Chairman and Clerk, as true copies.

RESOLVED :

1. That the Accounting Statement of the Return, be approved, together with the Annual Government Statement, Parts 1 and 2, having noted the Responsible Financial Officer had certified the Accounting Statement, that the Chairman sign the indication of approval by the Council in relation to the Accounting Statement and Annual Government Statement.
2. That it be noted that public notices of the audit would be displayed on the Council's Notice Boards and referred to on the website, as required by the External Auditor.

3. That the Clerk forward the Annual Return and the necessary supporting documents, including those signed by the Chairman and Clerk at this meeting, as being true copies, by the due date the External Auditor had indicated.

13. TRAFFIC CALMING, HIGH STREET

Further to minute No. 171 of the April meeting, consideration was given to the matter of the response from the then Minister of the Welsh Government. Having noted that, since the elections held last week, due to the Welsh Assembly having not yet being able to appoint a First Minister, notification of those who would hold Ministerial Portfolios would have to wait. In the circumstances, Councillor T. Renshaw suggested that contact be made with the new Delyn AM to bring her up to date with regard to this matter, in relation to information that had been received from the Welsh Government on the traffic calming issue, and at the same time advising her that the Council were dissatisfied with the response that had been received and would be seeking her support to obtain a more appropriate reply in relation to how the Flintshire scheme had been approved, having regard to the evidence available. The Clerk indicated he would, in consultation with Mrs. Wood, prepare a suggested letter to be sent to the new Delyn AM for comment by Councillor T. Renshaw, before anything was forwarded.

In relation to the chicane issue the Clerk advised that, as no response had been received on the request agreed at the March meeting, a further e-mail had been sent to the Chief Officer after the April Council meeting, with the reply included on the agenda. It had stated that the removal of a chicane, along with a speed cushion, was not acceptable, as it would compromise the integrity and efficiency of the traffic calming scheme. An offer had been made to remove the chicane and replace it with a speed cushion, whilst the contractor was on site, as the alternative arrangement maintained the system effectiveness, but as the County Council did not receive a formal request for an amendment, the works were therefore not carried out. In support of previous comments made by Councillor T. Renshaw, Councillor B.T. Doleman indicated that, once again, the Community Council were being ignored by the County Authority.

RESOLVED :

1. That in relation to the Welsh Government issue, the support of the new Delyn AM be sought in seeking clarification as to the background to the decision in approving the County Council grant aid for a traffic calming scheme.
2. That in relation to the chicane, the comments received from the County Council be noted.

14. BAGILLT FORESHORE

The Clerk reported that, following on from the report to the April meeting, Tim Johnson, the Countryside Ranger, had indicated that he would not know until later this month whether it would be the June or July Council meeting that he will attend to update Members, which was accordingly noted.

15. BY-PASS CROSSING

Further to the discussion at the March meeting, attended by the Head of Streetscene and Transportation, the Chief Officer had advised Councillor M.A. Reece that they were still looking at options and enquiring whether the Community Council identified any source of funding that Flintshire could not access and may not be aware of. Flintshire Local Voluntary Council had not been able to assist and Councillor M.A. Reece indicated that he had made an e-mail enquiry with the new Delyn AM to see if she were able to enquire whether there were any further funding sources from Welsh Government contacts. In addition, he had made reference in the note regarding the need for a safe crossing for school children in the Village to be able to visit the Foreshore for educational purposes, as their support in seeking any funding would be a valuable asset.

Councillor R.K. Jones advised that he had already raised the issue at a Governors' meeting at Ysgol Glan Aber, and they were in support. In relation to Ysgol Merllyn, the Chairman indicated that both he and Councillor A. Griffiths, as Governors, would raise the issue to seek their support.

RESOLVED :

That the reports be noted.

16. NEW CLERK ISSUES

In relation to the matter of laptop computer and printer for use by the future Clerk, contact had been made between Councillor C.P. Owens and Mrs. Wood regarding specification and a suggested supplier, to ensure value for money for the Council. With regard to method of payment, there was a need to ensure that the Council's position in relation to being able to reclaim VAT was protected and, subject to this, should proceed. In addition, Councillor C.P. Owens had made contact with the HCI Data regarding the e-mail position for the new Clerk in respect of the website.

A meeting had been held between Mrs Wood and the Pensions Administration Manager at Flintshire concerning the application to join the Clwyd Fund of Local Government Pension Scheme and to finalise information required by the Pensions Regulator. It had been pointed out that the Council's resolution passed at the April meeting was restrictive in that it only referred to Mrs Wood and that change in employee would require a further application..

Included on the agenda were two training courses organised by the Society of Local Council Clerks, and it was being suggested that the Council should agree to send Mrs. Wood to both of them, and also for entry into a suitable CiLCA course, which was very beneficial for new Clerks.

The matter of the Bank Mandate would be included in a separate minute.

RESOLVED :

1. That in relation to the purchase of a new computer and printer, the progress be noted, with the Chairman and Vice Chairman being authorised to agree any appropriate purchase.
2. That Minute no 178.2 be amended to apply to any employee of the Community Council being allowed to join the Scheme with effect from 1st June 2016.
3. That the future Clerk be authorised to attend the SLCCC training events Agendas and Minutes on 18th August 2016 at Ewloe, and the Regional Road show on 14th September 2016 at Llandudno, and that the appropriate fees be paid accordingly.
4. That in relation to the SLCCC CiLCA qualification, Mrs. Wood be encouraged to participate, with the proviso that the Council will meet any costs incurred.

17. NEW BANK MANDATE

The Clerk reported that, together with his successor, he had visited HSBC Bank Branch, Flint, for advice on completing their forms for a new Bank Mandate. The existing Mandate included four names who were no longer Council Members and of the present membership there were nine still on the Mandate for signing cheques. The Members listed in the resolution who had agreed to continue being signatories had only to sign the Mandate form and it was recommended that they should continue. A new signatory would have to provide evidence and attend in person, as would Mrs. Wood, by having to attend a HSBC Branch to present certain identification as she would be a new signatory, as well as having the other powers relating to transfer of funds and receiving statements, as did the present Clerk.

RESOLVED :

1. That the undermentioned Members remain as cheque signatories on the new bank mandate, with any two being authorised to sign Council cheques for payment :

Brian Terence Doleman – Andrew Griffiths – Richard Kevin Jones – Sandra Lorraine Jones – Christopher Paul Owens – Caradoc Roy Williams – Colin Williams – Dorothy Jane Williams

2. That the new Clerk, Mrs. Lesley Ann Wood, replace the present Clerk, Mr. Gareth Roberts, as a counter cheque signatory, to be able to request balances and transfer funds between the Council's Community Account and Business Money Manager Account, in person at the Flint Branch of HSBC, where the accounts are based, and also to receive the monthly Bank statements for the Community Account and quarterly for the Business Money Manager Account.
3. That the new Bank Mandate reflecting the changes referred to above be brought into effect from 30th May 2016.

18. RETIREMENT OF CLERK

Mr. Roberts made reference to the retirement gifts presented to him at the last meeting by the then Chairman, together with a 'farewell' card, which had been signed by all Members of the Council, with kind sentiments. He thanked Members, both past and present, for the help and assistance they had given him over the, nearly 31, years he had held the post of Clerk, and expressed best wishes to the Council and Councillors for the future as well as to his successor, Mrs. Wood.

IN ACCORDANCE WITH BAGILLT COMMUNITY COUNCIL'S CODE OF CONDUCT

Date of Council Meeting	Wednesday 11th May 2016
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Member	Item	Minute No. Refers
There were no Declarations of personal interest		

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Chairman