

## **BAGILLT COMMUNITY COUNCIL**

Minutes of the proceedings of the Virtual Ordinary meeting of the BAGILLT COMMUNITY COUNCIL held on Wednesday 8<sup>th</sup> July 2020.

**PRESENT: Councillor B. T. Doleman (Chairman)**

**COUNCILLORS:**, Mrs. S.L. Jones, Mrs. J. Nicholas, C.P. Owens, K. Rush, Mrs. C. Shorten, T. Shorten, D. Stanley, C. Williams and Mrs. D. J. Williams.

**APOLOGIES:** Councillors R. Davies, A. Griffiths, S. Griffiths and C. Renshaw.

**IN ATTENDANCE:** Mrs. L. Wood (Clerk)

### **190. DECLARATION OF INTERESTS**

There were no declaration of interests recorded.

### **191. POLICING MATTERS**

There were no Policing matters.

### **192. STREETSCENE**

Councillor K. Rush reported Flintshire Streetscene have continually not collected the recycling from some areas in the village: Denmark Bungalows, Boot End, Pen y Bryn, Top Hill, The Poplars and Boot End. This matter has been previously reported.

**RESOLVED:** That the Clerk will report issues to Flintshire Chief Officer, Streetscene.

### **193. MINUTES**

**RESOLVED:** That the minutes of the Ordinary meeting of the Council held 11<sup>th</sup> March 2020 be confirmed as a correct record and signed by the Chairman.

### **194. REPORTS BY REPRESENTATIVES**

Councillor K. Rush reported the following.

Road markings need re-instating, West side going out of Bagilt to join bypass and across the bypass opposite towards Bettisfield. This has been reported this to Flintshire Highways and they will report this to the contractors as a matter of urgency.

A site visit was held today with a Streetscene Supervisor and it has been reported that grass and weeds are growing through pavements in Sandy Lane, Pen y Glyn and Nant y Glyn. Streetscene will schedule this to be cleared.

A resident reported two caravans at the storage area, Station Road. This was reported to Flintshire County Council but as they are on private land, the County Council cannot intervene. A Councillor said he believed Dog training was being carried out at the site, therefore is a change of use. The Council proposed we write to the Flintshire Enforcement Office to ascertain if a change of use had been applied for.

Residents have complained that the recently built properties on the Old British Legion site are 1 meter higher than the other properties. Flintshire Planning Enforcement have been notified and they have said due to Covid19, there has been a delay with arranging a site visit, but a site visit will take place. The Planners have confirmed no amendments had been submitted by the developer.

**RESOLVED:** Noted.

## 195. PLANNING

a. Applications Determined - due to on-line consultation period closing prior to Council meeting.

App No	Location	Detail
061142	Manor Park Nurseries, Manor Drive, Flint, CH6 5RT	Outline application for the erection of 1no. dwelling

The Clerk reported that due to the on-line consultation period ending before the next Council Meeting, the above Planning Application was considered by the East Ward Members, the Council objected to this application and this was shared with the Planning department.

**RESOLVED:** That it was noted that objections were given to Flintshire Planning Department.

App No	Location	Detail
061264	Bod Erw, Bagillt Road, Bagillt, Flint, Flintshire, CH6 6JB	Erection of rear extension and conversion of garage

The Clerk reported that due to the on-line consultation period ending before the next Council Meeting, the above Planning Application was considered by the West Ward Members, the Council objected to this application and this was shared with the Planning department.

**RESOLVED:** That it was noted that objections were given to Flintshire Planning Department.

b. Applications for Consideration

App No	Location	Detail
061443	5 Abbots Close, Bagillt, CH6 6LT	Erection of two storey side extension & replacement retaining walls and fencing

**RESOLVED:** That the Council support the application and the Clerk will inform Flintshire Planning department accordingly.

**c. Application Decisions.**

App No	Location	Detail	Decision
060886	Dee View, Coleshill Fechan, Bagillt, CH6 6DH	Demolition of conservatory - Proposed rear extension with room in the roof.	Refused
060884	Ty Newydd, High Street, Bagillt, Flintshire, CH6 6AP	First floor side extension	Approved
060480	The Crest, Sandy Lane, Bagillt, Flint, Flintshire, CH6 6EY	Outline application for the demolition of existing dwelling and erection of 8no. houses	Approved

The Clerk informed the Council of the above planning application decision that were received from Flintshire County Council.

**RESOLVED:** That the Application decision were noted.

**196. ACCOUNTS FOR PAYMENT**

Due to Covid19, accounts for the period April 2020 to June 2020, were paid after authorisation from the Chairman and Vice Chair. These accounts were also circulated to all Members.

Voucher No	Name	Details	Expenditure Powers	£
1	Mrs. L. Wood, Clerk	Clerks Salary & Expenses	Loc.Govt.Act 1972 (S.112)	681.36
2	HM Revenues & Customs	Tax & NI Clerks Salary	Loc.Govt.Act 1972 (S.112)	201.13
3	Clwyd Pension Fund	Employers & Employees' Pension Contribution for Clerk	Loc.Govt.(MP) Act 1976 (S19)	170.61
4	Opus Energy	Community Library Electricity	Loc.Govt.(MP) Act 1976 (S19)	41.76
5	Compacc Complete Accountancy Service UK Ltd	Payroll Services 2020/21	Loc.Govt.Act 1972 (S.111)	108.00
6	Compacc Complete Accountancy Service UK Ltd	Filing P11D 2019/20	Loc.Govt.Act 1972 (S.111)	35.00
7	Delyn Press	Printing of Agenda's	Loc.Govt.Act 1972 (S.111)	241.92
8	Ebuyer	Purchase of Office Equipment		85.96

9	Clwyd Pension Fund	Employers Pension Deficit	Loc.Govt.(MP) Act 1976 (S19)	100.00
10	JDH Business Services Ltd.	Internal Audit 2019/20	Loc.Govt. Finance Act 198	180.00
11	Mrs. L. Wood, Clerk	Clerks Salary & Expenses	Loc.Govt.Act 1972 (S.112)	706.36
12	HM Revenues & Customs	Tax & NI Clerks Salary	Loc.Govt.Act 1972 (S.112)	201.33
13	Clwyd Pension Fund	Employers & Employees' Pension Contribution for Clerk	Loc.Govt.(MP) Act 1976 (S19)	170.61
14	Opus Energy	Community Library Electricity	Loc.Govt.(MP) Act 1976 (S19)	28.63
15	Zurich Municipal	Council's Insurance Renewal	Loc.Govt.Act 1972 (S.111)	542.64
16	Mrs. L. Wood, Clerk	Clerks Salary & Expenses	Loc.Govt.Act 1972 (S.112)	675.16
17	HM Revenues & Customs	Tax & NI Clerks Salary	Loc.Govt.Act 1972 (S.112)	193.00
18	HM Revenues & Customs	1A Nic's	Loc.Govt.Act 1972 (S.112)	245.09
19	Clwyd Pension Fund	Employers & Employees' Pension Contribution for Clerk (includes shortfall contributions from April & May 2020)	Loc.Govt.(MP) Act 1976 (S19)	260.82
20	Opus Energy	Community Library Electricity	Loc.Govt.(MP) Act 1976 (S19)	28.28

### July Accounts

Voucher No	Name	Details	Expenditure Powers	£
21	Mrs. L. Wood, Clerk	Clerks Salary & Expenses - July	Loc.Govt.Act 1972 (S.112)	707.32
22	HM Revenues & Customs	Tax & NI Clerks Salary - July	Loc.Govt.Act 1972 (S.112)	199.93
23	Clwyd Pension Fund	Employers & Employees' Pension Contribution for Clerk – July	Loc.Govt.(MP) Act 1976 (S19)	200.94
24	Opus Energy	Community Library Electricity	Loc.Govt.(MP) Act 1976 (S19)	28.00
25	C. M. Scott's	Engraving of Community Heraldic Shields	Loc.Govt.Act 1972 (S.5)	15.55
26	Mrs. L. Wood, Clerk	Clerks Salary & Expenses – August	Loc.Govt.Act 1972 (S.112)	675.41
27	HM Revenues & Customs	Tax & NI Clerks Salary - August	Loc.Govt.Act 1972 (S.112)	199.73

28	Clwyd Pension Fund	Employers & Employees' Pension Contribution for Clerk – August	Loc.Govt.(MP) Act 1976 (S19)	200.94
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**RESOLVED:** That the accounts for period April – June 2020 were approved and noted and the above-mentioned accounts be paid.

#### **197. BAGILLT FORSHORE**

Councillor B. T. Doleman reported that the Memorial site will return to a scrap yard.

**RESOLVED:** Noted.

#### **198. ST. MARY'S CHURCH**

There were no reports.

#### **199. CCTV CAMERA'S**

The Clerk reported that after speaking to other Clerk's it was suggested Council's collectively write to the Flintshire Chief Officer, Housing and Assets, to ascertain if the Town and Community CCTV Cameras, that could no longer be monitored by North Wales Police, could be incorporated under Flintshire County Councils existing network.

Councillors said North Wales Police, who advised the Council to purchase the CCTV Camera's should be held responsible and compensate the Council. It was proposed a letter is sent to Ms. H. Blythyn, AM to ask for her help and advice with this matter.

**RESOLVED:** That the Clerk will write to Ms. H. Blythyn, AM.

#### **200. ANNUAL MEETING**

The Town Clerk reported that the changes in regulations have stated the Annual Meeting can be postponed but must be held before the end of 2020. We can also hold the Annual Meeting remotely but in consultation with the Chairman and Vice Chair, it has been suggested we wait and see if we can hopefully hold a 'face to face' meeting in the coming months. The regulations state that the current Chairman and Vice Chair can stay in post until the Annual Meeting is held and at the meeting the Council can decide to remain with the Chairman and Vice Chair until May 2021 or change.

**RESOLVED:** Noted.

#### **201. COMMUNITY AWARDS**

The Clerk advised the meeting that due to Covid19, the Chairman was unable to present the Community Awards this year but had asked the two schools if they would like a Shield to

present to a pupil of their choice. Ysgol Glan Aber asked for a Shield and will present to a pupil on Friday 17<sup>th</sup> July, however Ysgol Merllyn will not be presenting a Shield this year.

**RESOLVED:** Noted.

## **202. AUDIT OF ACCOUNTS 2019/20**

### **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 Action Plan indicated the following:

Financial Regulations require reviewing following a updated sent from One Voice Wales. The Clerk advised they have now been updated, reviewed and approved by Council.

Section 10 of the Financial Regulations refers to a Purchase Order system and that an official order or letter shall be issued for all works, goods and services. The Clerk will ensure this is adhered too.

There was an error in the minutes relating to a payment, this has now been rectified.

**RESOLVED:** That the report of the Internal Auditor for the 2019/20 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.

**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.

## **203. COUNCIL POLICY DOCUMENTS**

The following Council policy documents were considered for approval and adoption.

- High Consequence Infectious Disease Policy
- Virtual Meeting Policy
- Risk Assessment
- Internal Control's

**RESOLVED:** That the above Council policy documents were considered and approved and were adopted by the Council.

#### **204. PLAYScheme 2020**

The Clerk had previously advised the Council that due to Covid the usual Playscheme would not take place this year. However, the Flintshire Play Development Officer had written to the Council with details and costs for an alternative scheme, this information was previously circulated to Councillors.

Councillors agreed to the costs and will await further information from Flintshire County Council.

**RESOLVED:** That that Clerk will inform the Flintshire Play Development Officer that the Council have agreed to provide a Playscheme.

#### **204. FINANCIAL INFORMATION**

##### **a. Budget Monitoring Report**

The meeting considered the Budget Monitoring report and Bank reconciliation statement for the first quarter to 30<sup>th</sup> June 2020, copies of which had been previously circulated to Members. See Appendix A.

**RESOLVED:** That the financial information be noted as circulated and approved

##### **b. Checks of Supplier Data**

Due to Covid19, the supplier data check was unable to be carried out.

**RESOLVED:** Noted.

#### **205. ACCESS TO INFORMATION – MEMBERS’ ALLOWANCES AND EXPENSES**

The Council 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 30<sup>th</sup> September 2020. In addition to sending a copy of the list to the IRPW for there information, it also needed to be displayed locally by way of the three Council Notice Boards and Council website. See Appendix B.

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

#### **206. STREET FURNITURE**

The Clerk advised the Council that a quote had been obtained from S. Griffiths Garden Maintenance to

carry out the works that the Annual Street Works Inspection identified. The works were: the guttering to be replaced on the Riverbank Bus Shelter.

The Annual Street Works Inspection also identified graffiti which needs to be cleaned off a number of bus shelters, we are awaiting a quotation.

**RESOLVED:** That the quotation from S. Griffiths Garden Maintenance is accepted and that the Clerk asks that the works commence as soon as possible.

**207. THANK YOU TO LOCAL BUSINESSES**

Councillor K. Rush proposed a letter of thanks and appreciation is sent to all businesses who remained open in the village to thank them for their help throughout the pandemic. Councillors unanimously agreed.

**RESOLVED:** The Clerk will send a letter to thanks to all businesses in the village.

**208. AUTHORITY FOR ACTION DURING THE RECESS PERIOD**

**RESOLVED:**

1. That in accordance with the provisions of Section 101 of the Local Government Act 1972, the Chairman and Vice-Chairman, acting as a Sub-Committee, be given power to act on matters of an urgent nature during the recess period.
2. That in accordance with the provisions of Section 101 of the Local Government Act 1972, the Chairman and Vice-Chairman, together with a local Member(s) (excluding planning applications), acting as a Sub-Committee, be given power to act on matters where local Member involvement would be helpful during the recess period.

**209. CORRESPONDENCE & CLERKS REPORT**

**RESOLVED:** That the Clerk's Report be noted.

**210. MEMBERS ITEMS**

There were no urgent matters or future agenda items.

<b>Date of Council Meeting</b>	<b>Wednesday 8<sup>th</sup> July, 2020</b>
..... <b>Chairman</b>	