

Informal Notes of Video Conference General Meeting held on Thursday 9th April 2020

Present: Cllrs

Allan Morgans – Chair
John Almond – voice only
Michael Cordiner
Bob Barton – part time
Ivy Watts
Isla Watts
Amanda Curtis
Margaret Narburgh – Clerk
Martin Holland – County Cllr

Apologies: Cllr

Jac Armstrong

Members of the Public:

Mr Hugo Watts
Mrs Gwyneth Dillon
Mr Tony King – part time

1. Introduction

Chair welcomed everyone to this first Zoom video conference meeting being held because of Covid-19 restrictions. He also welcomed the new Clerk, Margaret Narburgh

2. Statement from the Clerk

Clerk informed the attendees of the legal status of the meeting, saying legislation is not yet in place in Wales to hold video conference meeting but should be within next week or so. This meeting is an Informal Meeting and NOT a Legal meeting of the Council. No minutes would be taken but Informal notes would be. Advice to Councillors is to deal with urgent matters e.g. payment of bills and delay discussions on more serious issues e.g. internal audit, new expenditure, etc until legislation is in place. The informal notes can be presented at the next Legal meeting with a proposal they be ratified and approved as minutes of this meeting.

3. Meeting Open to the Public

Mr Watts asked for details of Attendance of Councillors at meetings over the past 12 months. **Action: Clerk to send by e-mail ASAP**

Mr Watts asked if signs could be erected at both ends of Llanferres village showing where Defibrillator is located. **Action: Chair to investigate and report at next meeting**

Mr King had sent an e-mail to the Clerk regarding fly tipping near his property. Cllr Holland has been in touch with him and dealt with it.

4. Declaration of Interests

None

5. Minutes of Meeting held on 12th March 2020

Cllr Barton asked to change wording on minute **196** regarding available funding for defibrillator stating it should read British Heart Foundation, on minute **200** stating press release was from **Green Flag scheme** and not One Voice Wales, also add he would send project report from Natural Resources Wales to say **when received by him**; on minute **203** change to delete he would circulate report and replace **with Cllr Barton attended ANOB meeting and would find out how to get template**. Mrs Dillon stated that she had written the minutes and they were accurate. Clerk asked Cllr Barton to send e-mail with what he wanted the wording to say. He refused. **Action: Clerk to amend minutes and circulate** Cllr Barton started arguing and the Chair reminded him that time was very tight and he would disconnect him if he continued disrupting the meeting.

6. Payment of Bills

JT Williams for servicing of Maeshafn grass cutter	£289.72
AVOW for payment of salaries	£249.75
Clerk for expenses	£93.40
Play Inspection Co for annual inspection Maeshafn playing field	£78.00
Total	£710.87

All payment approved by Councillors **Action: Chair to authorise payments, Clerk to pay invoices**

7. Internal Audit

Mrs Dillon has worked beyond her retirement date to finalise 2019-20 accounts and prepare other documentation ready for Councillors approval before delivering same to the appointed internal auditors, JDH Business Services. Date has not yet been received. The Council will follow advice and delay discussion on internal audit until after Legislation is in place allowing Councils to hold legal video conference meeting.

Action: Chair to call an Extraordinary meeting as soon as legislation is in place to discuss this item

8. Matters Arising (missed off Agenda)

Cllr Barton stated that Llangollen Rural Community Council have published their Biodiversity statement on their website and it was worth looking at. (Cllr Barton left the video conference during this item).

9. Banking

i. Mandate for signatories needs updating following retirement of previous clerk. Chair proposed new signatories should be the Clerk, Cllr Morgans, Cllr Almond and Cllr Curtis. This would remove the previous Clerk and Cllr Armstrong. **Action: Clerk to set up new mandate with HSBC**

ii. Clerk has requested setting up Internet banking to make payment of bills easier. Chair proposed this be investigated paying particular attention to security and retention of 2 signatories to authorise payments.

Action: Clerk to investigate and report at next meeting. Both proposals seconded by Cllr Curtis and all Councillors voted in favour.

iii. Mrs Dillon stated that the matter relating to providing safeguarding information to HSBC to prevent closure of the bank accounts had been dealt with and accounts would stay open.

10. Correspondence List

Acknowledged by all Councillors **Action: Clerk to filter out items known to have been circulated to everyone on future lists**

11. Matters brought to Councillors Attention

none

12. Planning Matters

Lawful Development Certificate 21/2020/0189 Pen-y-Bryn Farm Maeshafn. Cllr Isla Watts had checked planning portal earlier in the day and found certificate has already been issued. No need for Council to respond

13. Previous Clerks Gratuity on Retirement

Cllr Morgans is awaiting a response from One Voice Wales regarding the payment and method of calculation. Auditors will need 'proof' of salary. New Clerk has records going back to 2004 and can photocopy the relevant minute as 'proof' but will have to wait until Archives are open again to get records going back to April 1995. Mrs Dillon said she already has details of her salary which she would send to the Clerk but not any 'proof'.

Action: Clerk to visit Archives as soon as they are open again

14. New Clerk

Contract of Employment has been signed and put on file. Risk Assessment for home working has been prepared but cannot be done until Covid-19 restrictions are lifted. Clerk has received confirmation from her own insurers that it covers working from home. Clerk has requested a PO Box number be purchased for her to receive mail rather than publishing her home address. Cost is £24.44 per month for 12-month contract. This is to safeguard her from unwanted visitors to her home. Cllr Almond proposed purchasing PO Box number, Cllr Curtis seconded it and all Councillors voted in favour. **Action: Clerk to purchase PO Box number ASAP and complete Risk Assessment as soon as Covid-19 restrictions are lifted**

Video Conference timed out Cllr Morgans invited everyone to re-join. Cllr Barton and Mr King did not respond

15. County Councillors Report

Cllr Holland circulated his report prior to the meeting and invited Councillors and members of the public to ask questions. None asked. **Action: Clerk to publish full report on website**

16. Letter to LPFRA

Clerk has had notification that insurance is due for renewal on 1st June. Cllr Morgans had spoken to Shaun Thomas on 7th March who confirmed they had kept their own insurance on the playing field and they had only saved around £13. It had cost the Council £20.38 to add them onto its insurance so between the 2 parties the cost of insurance had increased by £7 rather than generate the expected saving. Cllr Morgans had drafted and circulated a letter to send to LPFRA. Cllr Morgans proposed sending letter be sent stating Council would no longer provide cover. Cllr Almond seconded it and all Councillors voted in favour. **Action: Cllr Morgans to write to LPFRA and Clerk to amend with insurers**

17. Community Councillors Vacancy

Cllr Morgans has had one request for further information, which was sent but potential applicant has not responded. **Action: Cllr Morgans to chase and report at next meeting**

18. Biodiversity Report

1st draft had been circulated and comments received suggesting it include Moles being protected. Cllr Cordiner stated they were a pest and Health & Safety hazard for contractors cutting grass. **Action: Cllr Morgans to re-draft and present to Council for approval at next meeting**

19. Website

Cllr Morgans contacted 6 potential web-designers and obtained quotes from 4, 1 has not responded and Paul Gothorp has declined. Clerk has received comments regarding potential content Cllr Morgans proposed the Clerk and Cllr Curtis be left to progress and produce a specification Cllr Isla Watts seconded and all Councillors voted in favour. **Action: Clerk and Cllr Curtis to progress and report back at next meeting.** Cllr Morgans proposed Clerk and Cllr Curtis attend a Webinar on 24th April re Creating Accessible Documents for Websites at cost of £65 for both, seconded by Cllr Isla Watts and all Councillors voted in favour. **Action: Clerk to book ASAP.** Cllr Morgans proposed running a competition for local children to design header banner for home page with prize money totalling £100. Cllr Cordiner seconded and all Councillors voted in favour. **Action: Clerk and Cllr Curtis to design poster for discussion at next meeting**

20. Maintenance in the Community

Mr Watts stated it is business as usual for him and could continue his work. Cllr Morgans asked him to cut Maeshafn village green within next week and this was agreed.

21. Dates for September and October Meetings

Cllr Morgans and the Clerk are on holiday on the dates published assuming the current restrictions are lifted by then. Cllr Morgans asked about changing the dates but decision can be delayed until country is out of lockdown

22. Maintenance in the Community

Not urgent and delayed until restrictions lifted.

23. Circulation of Reports from Other Meetings

Items listed were dealt with under Minute 8 – Matters Arising.

24. Big Covert Wood

Not urgent, delayed until restrictions lifted

25. Project Updates

Not urgent, delayed until restrictions lifted

Date of Extraordinary Meeting to discuss Internal Audit to be confirmed as soon as Legislation is in place to hold Legal Meetings