

Minutes of Annual General Meeting held on Thursday 14th May 2020

Present: Cllrs

Allan Morgans – Chair
Jac Armstrong – Vice Chair
John Almond
Michael Cordiner
Bob Barton
Ivy Watts
Isla Watts
Amanda Curtis
Paul Sheldon – co-opted
Margaret Narburgh – Clerk
Martin Holland – County Cllr

Apologies: Cllr

None

Members of the Public:

Mr Hugo Watts
Mrs Gwyneth Dillon

32. Introduction

Chair welcomed everyone to the AGM Legal video conference meeting being held due to Covid-19 restrictions.

33. Election of Chair

Cllr Barton proposed Cllr Morgans continue as Chair, seconded by Cllr Almond and all Councillors agreed. Cllr Morgans accepted, and signed the Declaration of Acceptance of Office which was witnessed by all present at the meeting.

34. Election of Vice Chair

Cllr Morgans proposed Cllr Armstrong as Vice Chair seconded by Cllr Cordiner and all Councillors agreed.

Action: Clerk to send Cllr Armstrong electronic copy of Declaration of Acceptance of Office. Cllr Armstrong to complete, sign electronically and return to Clerk. Document will be held on file and countersigned by hand when Council is able to meet in person again

35. Co-option of Mr Sheldon

Cllr Barton proposed bringing item 16 on the Agenda forward so that Mr Sheldon could be formally co-opted onto the Council and participate in the meeting. Cllr Cordiner seconded and all Councillors agreed. Cllr Morgans formally welcomed Cllr Sheldon. **Action: Clerk to deliver Declaration of Acceptance of Office, copy of Good Councillors guide, dates of meetings and other appropriate documents to Cllr Sheldon. Cllr Sheldon to sign and return to Clerk ASAP**

35a. Appointment of Representative to Sub-Committees

- One Voice Wales – Cllr Morgans proposed that as the new Chair he wished to represent the Council to enable him to familiarise himself with the business they undertook along with the new Clerk, thereby replacing Cllr Barton. Cllr Almond proposed Cllr Morgans be the sole representative along with the Clerk. Cllr Barton proposed it be amended and pointed out that OVW is a forum for Councillors and not Clerks although Clerks can attend meetings as well, and that Councils can have 2 Councillor representatives. Cllr Barton proposed he be retained on the sub-committee along with the Chair this was not seconded. Cllr Almond repeated his original proposal, seconded by Cllr Isla Watts. Cllrs Morgans, Armstrong, Almond, Cordiner, Curtis, Isla Watts and Ivy Watts voted in favour, Cllr Barton voted against and Cllr Sheldon abstained. The motion was therefore carried with 7 in favour, 1 against and 1 abstention
- Village Hall Management Committee – Cllr Armstrong agreed to continue, Cllr Barton agreed
- Old People's Welfare Committee – Cllr Ivy Watts agreed to take over from Cllr Morgans

- Llanferres Playing Fields and Recreation Association – Cllr Isla Watts agreed to continue
- Community Open Spaces – it was agreed full Council would continue
- Clwyd Branch of Society of Local Clerks – it was agreed the new Clerk would take over with the retirement of Mrs Dillon
- Planning Sub-committee – Cllr Almond proposed Cllr Barton be removed on the grounds that he is disruptive uncooperative and sometimes refuses to accept majority decisions. Cllr Armstrong stated that Councillors cannot just be removed and counter proposed that the committee comprise of just 3 or 4 people, Cllr Barton proposed it should be left as it is until the meeting could be held in person again. Cllr Barton stated the proposal to remove him was discrimination because of his disability and said he would report it to the Monitoring Officer. The Chair asked if this was a threat and Cllr Barton responded that it was not a threat but a promise. The Chair advised him that he should take whatever action he thought appropriate. Cllr Almond repeated his proposal and the Chair seconded. Cllr Almond voted in favour, Cllr Barton voted against and Cllrs Morgans, Cordiner, Armstrong, Curtis, Ivy Watts, Isla Watts and Sheldon abstained. Therefore 1 in favour; 1 against; 7 abstentions - motion was not carried.
- News & Views Reporter – it was agreed the Clerk would continue
- Website – it was agreed the Clerk and Cllr Curtis would continue
- Big Covert – it was agreed Cllrs Barton, Morgans and Curtis would continue, although the Chair expressed concern over Cllr Barton's ability to walk on difficult terrain given his health. Cllr Barton stated that with prior notice he could take medication which would enable him to participate

Action: Clerk to update record of representative on committees and publish on Website

36. Meeting Open to the Public

No issues raised

37. Declaration of Interest Statement

This was read out in full by the Clerk

38. Declarations of Interest

Cllr Sheldon declared a personal and prejudicial interest in Planning matter 21/2020/0292

Cllr Almond declared a personal and prejudicial interest in Planning matter 21/2020/0295

Cllr Barton declared he had not signed the Declaration of Interest in relation to LPFRA raised at the Extraordinary meeting on 7th May yet. He had received the exchange of e-mails between the Clerk and her Mentor but wanted to check for himself. He would sign subject to confirmation of the advice and asked for an electronic copy to be sent to him.

Action: Clerk to send electronic copy to all 3 Councillors. Cllrs to complete, sign electronically and return to Clerk. They will be held on file and countersigned by hand when Council is able to meet in person again

39. Matters Arising from Meeting held on 9th April 2020 on Accepted Note:

3. Attendance of Councillors at meeting sent to Mr Watts on 15.4.2020.

3. Chair will purchase signs showing direction to Defibrillators as soon as lockdown is over and ensure they include arrows pointing in the appropriate direction. Cllr Isla Watts informed the Council that there is a website whereby you can upload the postcodes of locations of defibrillators to save time in an emergency. Cllr Barton informed the Council that the NHS runs a scheme whereby when someone rings 999 the operator can locate the nearest defibrillator which is helpful for visitors to the area. **Action: Clerk to upload details onto websites**

5. completed at meeting on 7th May

6. completed on 11th April

7. completed on 5th May

9. HSBC confirmed new mandate for signatories and change of address was in place on 13th May 2020. This now enables the Clerk to provide the Safeguarding information needed by HSBC. **Action: Clerk to ring HSBC and arrange telephone appointment to complete the paperwork.**

Internet banking is possible and there are procedures to follow for authorisation of payments by 2 people. Payments can be set up online require 2 other signatories to log into the account and confirm payment (probably by security code). The bank requires evidence that a proposal for using internet banking has been put before the Council, approved and minuted. Cllr Barton proposed Chair and Clerk be given delegated powers to complete setting up of Internet banking, all Councillors agreed. **Action: Clerk and Chair to set up ASAP**

14. Clerk has had second thoughts on the need for a PO Box number as the cost seems high in relation to the amount of mail received through the post these days so no action taken **Action: Risk Assessment for home working is still outstanding due to Covid-19 restriction still in place**

15. completed on 14th April

16. completed on 12th April

17. completed and progress on Agenda for this meeting

18. completed and progress on Agenda for this meeting

19. Clerk and Cllr Curtis training completed on creating Accessible documents on 27th April. Progress on Website on Agenda for this meeting

40. Approval of Minutes of Extraordinary Meeting held on 7th May 2020

Cllr Cordiner proposed they be accepted, seconded by Cllr Armstrong. All Councillors agreed

41. Matters Arising from Extraordinary Meeting on 7th May 2020

None

42. Correspondence List

Acknowledged by all Councillors. Chair referred to e-mail from Astra Broadband Group and Cllr Holland reported that this was one of many 'Sales' pitches received by Councils all over the UK and generally more suited to individuals rather than organisations. Cllr Barton queried the first precept payment of £5055 as he thought it was too much. Clerk confirmed it was correct as it included the previous Clerks gratuity payment on retirement and Councillors payment at the end of the year

43. Payment of Bills

Cllr Almond queried the payment of £78 to SLCC for training as £65 had been quoted previously. The Clerk explained £65 was subject to £13 VAT which she forgot to mention. Cllr Almond accepted the explanation. He also pointed out the 2 invoices totalled £78 not £76 as shown on the list. Clerk apologies for the error and will amend. Clerk reported that the Grant payment to LPFRA had been reduced from £200 to £158.37 because Shaun had confirmed this was the actual premium for the renewal of their insurance and they were more than grateful to the Council for just paying this amount. Clerk asked that Cllr Curtis sign off her expenses given the Clerks relationship with the Chair, she agreed. Cllr Barton proposed all bills be approved, seconded by Cllr Almond and all Councillors agreed. **Action: Chair to sign Schedule of Bills as approved.**

44. Insurance Renewal

Clerk reported that LPFRA had been taken off the policy. Cover for Property Damage and Business Interruption had been updated to reflect this and cover for the storage shed in Maeshafn playing field had had to be moved out of street furniture and into Buildings because with it having a lockable door it is classed

as a building. Cllr Almond had previously queried the value of cover for War Memorials and the Clerk explained that this was a set blanket cover by the insurers rather than a reflection of the actual value. LPFRA have confirmed their acceptance of the Grant offered by the Council to cover their insurance premium of £158.37

45. Planning Matters

Cllrs Almond and Sheldon left the meeting having each declared a personal and prejudicial interest.

21/2020/0292 Erw Las, Eryrys – divide existing detached property into 2 semi-detached properties by blocking up a connecting doorway. After due consideration Cllr Cordiner proposed supporting the application, seconded by Cllr Barton. All Councillors voted in favour. **Action: Clerk to write to Planning supporting the application**

21/2020/ 0295 13 Cae Derwen, Llanferres – build 2 storey side extension and part single story rear extension. Cllrs Barton and Morgans pointed out stated the side extension was to be built on the boundary line and so does not comply with planning guidance. There would be no access from the front to the rear of the property other than through the house. Emergency services would not be able to access the back as they need a minimum 1 meter space on at least one side any property to perform their duty. Cllr Armstrong stated one of the two parking spaces would be lost and reduce parking facilities in an already heavily congested zone. Cllr Barton proposed the application be rejected, Cllr Cordiner seconded and all Councillors present voted in favour. **Action: Clerk to write to Planning rejecting the application based on the grounds stated above.**

46. County Councillor Martin Hollands Monthly Report

Cllr Holland welcomed Cllr Sheldon and asked him for his e-mail address so he could be included on the circulation list. Coronavirus update 11 will be circulated on 15th May 2020.

- Green bin collections will be resumed from Monday 18th May
- Recycling centres will be re-opened on Monday 25th May
- Country parks remain closed to prevent 1000's of visitors flooding to the area particularly from England since people are now allowed to travel to exercise. Signs had eventually been put up to restrict access to Forestry Road
- Denbighshire CC are considering putting up electronic signage on the A55 at Queensferry saying parks in North Wales are closed
- Rubbish from fly tipping in the area had been removed and in at least 2 cases action will be taken against the culprits
- There were 2 applications for the Commuted sum allocated to the Llanferres area. Cllr Holland needed to decide how to allocate the £1260 available. He spoke to LPFRA and they have withdrawn their application because they have received extra funds from elsewhere. The whole amount can now be allocated to Llanferres CC and with Covid-19 restriction the length of time to spend it has been extended to 2 years
- Cllr Holland commented that post codes in rural communities cover large areas and putting post codes on directional signs for Defibrillators may not be that useful.

Cllr Cordiner thanked Cllr Holland personally for all his hard work in restricting visitor access to Forestry Road. All he could hear now were birds but residents would be in for a shock when restrictions are removed and traffic starts flowing again.

47. Community Councillor's Vacancy

This item was dealt with under Appointment of Representatives to Other Committees and Mr Paul Sheldon was co-opted onto the Council.

48. Biodiversity Report

Cllr Barton thought it was a good report and proposed a few minor alterations on the basis that people reading it on the website who did not know the area could be confused. Page 1 – write LPFRA in full rather than abbreviate, insert Llanferres when referring to News & Views, include bird and bat boxes when referencing creating habitats.

Page 3 item 4 – include bird and bat boxes and reference to Llanferres Playing Field having received the Green Flag Award for 15 consecutive years and won 2 awards. Item 7 – correct wording in first 2 points should be Green Flag Community Award, Cllr Barton proposed the report be accepted and Clerk to be given delegated powers to make amendments and publish on website. Cllr Curtis seconded and all Councillors voted in favour. Clerk stated that she would need to re-format the document to make it 'Accessible'. **Action: Clerk to amend and publish ASAP**

49. Website

Councillors had read the proposed specification and accepted it without change.

List of suggested Designers to contact for quotations was also accepted and the Clerk stated she would contact other local councils to ask who they were using to add to the list.

Cllr Cordiner asked if there was a criterion to be met for compliance with legislation. The Clerk confirmed One Voice Wales had issued a document with details but could not recall them all off hand. He proposed a copy of this document be sent out with the specification and invitation to quote. Cllr Barton proposed referring to the document's origins in the Welsh Parliament.

Clerk stated that the website had to be audited before its launch thus providing a 'safety net'.

The Competition and Entry Form for local children to design the header panel for the home page were accepted without change. **Action: Clerk to invite web designers to tender and respond by 5th June so that she and Cllr Curtis could compare and evaluate ready for presenting at next meeting. Clerk to circulate details of competition within local area**

50. Risk Assessment

Chair asked for comments on actions listed in the document. Cllr Barton proposed it be accepted, Cllr Cordiner seconded and all Councillors agreed. **Action: Chair to sign**

51. Maintenance in the Community

The rose hedge in Maes Ysgawen park is overgrown and the sharp thorns are a safety issue. **Action: Cllr Morgans to meet Mr Hugo Watts in the park on 15th May to review what action is needed.**

The grass cutter in Maeshafn playing field broke down. The drive belt had come off and the repair took a few minutes. Not sure if JT Williams will charge for this given they have recently serviced it.

The orchard area in Maeshafn needs cutting and the nettles spraying. Mr Watts was asked if he could quote for the work. **Action: Cllr Morgans to meet Mr Watts in the orchard on 15th May and decide what action is needed**

Cllr Morgans stated that the Council needed to go out to tender for the fencing in Maeshafn orchard given the cost was over the Councils £800 limit. Mrs Dillon pointed out that as it was to be funded by a commuted grant we had to use the Contractor who originally quoted. A proposal to go ahead and arrange the fencing was put forward and there was no need to vote. Action: Cllr Morgans to arrange for the fencing to be erected ASAP

52. Other Matters Brought to the Councils Attention

Cllr Almond said it was customary after AGM's that the Clerk send out a notice listing the dates of all meetings for the coming year. **Action: Clerk to circulate to all Councillors and publish on Website**

The Chair invited Cllr Barton to progress the Local Places for Nature initiative from Keep Wales Tidy. He suggested this was better dealt with by Cllr Morgans during his meeting with Mr Watts on 15th May. **Action: Cllr Morgans to progress**

The Clerk had been stopped in Maeshafn by a local resident asking if there would be extra police patrols in the area to prevent visitors travelling to the area illegally during the restrictions. Action: Cllr Curtis to create signs to put on village green and around quarry parking area to restrict parking to 'residents only' in an attempt to deter visitors. The Chair reported the police were already more visible than ever before and he did not think there was much more the Council could do. **Action: Cllr Curtis to create signs**

Cllr Morgans reported an owner in Big Covert has complained to the Police that some Cherry and Rowen saplings he had planted on his property had been stolen and others damaged. **Action: Big Covert sub-committee to discuss how they could start the dialogue with the owners to prevent further damage.**

Cllr Holland stated how he thought the new style News & Views was superb and Sandrine and Dominic should be congratulated on their efforts, all agreed **Action: Clerk to write to them on behalf of the Council expressing this sentiment and thanking them** Cllr Barton asked if the Clerk could also ask them to confirm the deadlines for getting information to them for inclusion in future issues and let LPFRA know as they had missed the deadline for a feature on the Bat boxes that had been built and placed recently. **Action: Clerk to confirm**

53. Part 11

The Chair thanked members of the public for their attendance and asked if they could leave the meeting whilst the Council discussed the gratuity payment to the previous Clerk on her retirement.

Cllr Morgans thanked everyone for their attendance and closed the meeting.

The next General Meeting of the Council will be held on Thursday 11th June 2020

by Video Conference starting at 7.30 pm