

**Minutes of General Meeting held on Thursday 11th June 2020**

**Present: Cllrs**

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

**Apologies: Cllr**

None

**Members of the Public:**

Mr Hugo Watts  
Mrs Gwyneth Dillon  
Mr Reece Davies

**53. Meeting open to the Public**

Mr Watts reported fly tipping of grass cuttings on the land between the top gate and school leading into Rectory Lane, Llanferres and suggested the Council take over the maintenance of this area as it would demonstrate it was cared for and deter whoever was responsible from continuing. **Action: Cllr Morgans to meet Mr Watts sometime next week at the site and report back to Council**

Mr Watts also asked if the area around the memorial stone and up to the playing field gate in Llanferres could also be maintained by the Council. Paul Gothorp has traditionally cut the grass around the memorial on a voluntary basis but the hedge was butchered by Denbighshire contractors last time it was cut making a mess. Cllr Morgans reported that he has already contacted Highways and asked if the Council could take over responsibility for this but they have not responded. **Action: Cllr Holland offered to contact Highways to chase them for a response. Cllr Morgans to let Cllr Holland know who he had been in touch with. Clerk to write to Mr Gothorp thanking him for his work**

Mr Davies had sent 2 e-mails to the Council during the month regarding information in the One Drive Notes posted on Maeshafn Community Facebook page. He asked if Cllrs Morgans and Curtis could stop posting such information in future as some of it was untrue and inflammatory. The e-mails are on the Correspondence list and the Chair proposed bringing this item forward for discussion. Cllr Morgans had prepared a response and read it out stating that all the information contained in the Note was true although he acknowledged the wording could have been better and was therefore not an accurate reflection of who said what. He apologised for this and advised Mr Davies that Maeshafn had a tradition dating back over 30 years of receiving monthly updates on issues relating to activity in the Village. This would continue, although the authors would take more care over the wording in future. Cllr Barton interrupted Mr Davies and Cllr Morgans a number of times stating that the information was 'private' and should not be published at all. The Chair asked him to be quiet and let Mr Davies speak. **Action: Clerk to write to Mr Davies confirming what had been said by Cllr Morgans during the meeting.**

**54. Declaration of Interests**

Cllr Morgans stated that he may need to declare an interest in Part 11 – review of Clerks role, but this would depend on if a discussion on this matter took place.

## 55. Approval of Minutes of AGM held on 14<sup>th</sup> May 2020

Minute 35 - Cllr Barton felt that the co-option of Cllr Sheldon should be separated out from the other business detailed under this minute – this was agreed

Minute 45 – Cllr Morgans pointed out a grammatical error on line 2 under planning matter 21/20/0295, the word STATED should be removed.

Minute 48 – Cllr Barton thought reference to LPFRA should be changed to ‘Llanferres park’. Cllr Armstrong stated that it should stay as it was referred to during the last meeting. Cllr Almond proposed the minutes be accepted with changes to minutes 35 & 45. Cllr Curtis seconded and other Councillors agreed **Action: Clerk to amend and Chair to sign**

## 56. Matters Arising from AGM on 14<sup>th</sup> May 2020 – minute:

34 – completed 16.5.20

35 – completed 16.5.20

35a – completed 17.5.20

38 – Cllrs Almond and Sheldon returned their declaration of interest forms on 16.5.20 completing their respective actions. Cllr Barton has not yet returned his which is outstanding from meeting on 7<sup>th</sup> May. He stating he had not received the electronic copy he asked for. The Clerk reported that it had been sent to him on 8<sup>th</sup> May and a hard copy had also been included in the papers delivered to him prior to the meeting, also that declarations should be signed on the day or as soon afterwards and not over 8 weeks later. Cllr Barton repeated that he had not received the electronic copy and the Clerk asked why he could not just sign the hard copy he had. The Chair did not understand why Cllr Barton was still not receiving e-mails because Cllr Barton has repeatedly said his daughters are ‘shadowing’ his e-mails because of his poor broadband connection. Cllr Barton responded that it was not his daughters but another family member who did this for him. The Clerk pointed out that if a member of Cllr Barton’s family is ‘shadowing’ his e-mails, he is ‘Breaching Confidentially’. The Chair repeatedly asked Cllr Barton to confirm if he intended to sign or not. Cllr Barton responded that he may do after checking with his ‘association’ if he needed to or not. The Chair pointed out that given the length of time he had been a Councillor he should know by now if he had an interest of not and should not need to be checking with a third party. **Action: Chair asked the Clerk to record that Cllr Barton had refused to sign the Declaration of Interest outstanding from 7<sup>th</sup> May.**

39.3 – Clerk had tried to put details of locations of defibrillators on NHS and other websites but had been unable to do so due to lack of information on make, model, serial number and lack of a local Guardian who the emergency services could contact if a user was having difficulty. Cllr Morgans has requested the information for the one in Maeshafn but had not received a response but did not know who was responsible for the one at Llanferres Village hall. **Action: Clerk to complete when information is available**

39.9 – Clerk rang HSBC Safeguarding team on 21.5.20 and provided all the information they needed to prevent the bank accounts being closed. However, the bank has now informed her that because the majority of the funding comes from Denbighshire CC, they now classify the Council as a ‘Local Authority’ rather than a ‘Society or Association’ and the Council needs to complete and return a different mandate for signatories. Cllr Barton interrupted to say Llandegla had had a similar problem a few years ago which had resulted in their bank accounts being frozen for several months and that HSBC were wrong because the Local Authority mandate had to be signed by the ‘Chief Executive’ of the Council and Llanferres did not have one. The Clerk advised him that she would NOT be going into battle with the bank over this as he was suggesting because there is provision on the mandate form for a ‘Chief Executive or similar’ to sign and that Cllr Barton’s information was out of date. Cllr Cordiner proposed the Clerk include a covering letter when returning the mandate to the bank stating why the Chair has signed. **Action: Clerk to ask signatories to complete the form and return to bank with covering letter.**

Clerk applied for internet banking on 25.5.20 but no response yet. **Action: Clerk to provide update at next meeting**

39.14 – **Action: Risk Assessment for home working still outstanding until Covid-19 restrictions are lifted**

43 – completed on 15.5.20

45 – completed on 17.5.20

48 – completed on 17.5.20

49 – complete and on agenda for further discussion at this meeting

50 – completed on 14.5.20

51 – completed on 15.5.20

52 – all completed on 17.5.20 except for action relating to Big Covert. Cllr Barton proposed setting up informal Zoom meeting between Council sub-committee and the 3 representatives from Big Covert to agree terms of reference and issues that needed addressing to progress this action without further delay. Council members agreed. **Action: Cllr Barton to set up Virtual meeting and notify Councillors accordingly**

## 57. Internal Audit Update

Internal audit is complete and report received earlier today highlighted 6 issues relating to 2019-20 and another 4 issues still needing attention from 2018-19. These are as follows:

### 2019-20

1. Financial Regulations missing – these should have been updated following changes communicated to the Council in August 2019. Current and previous Clerks have search for them but they cannot be found. Clerk stated the Council had 2 options 1) to call an extraordinary meeting, go through the new model Financial Regulations and agree content line by line or 2) Let the Clerk and the Chair draft updated Regulations and circulate to Councillors for consideration at the next meeting, this could save time given most of the document requires agreeing financial limits and some of it did not apply to Llanferres CC. Cllr Barton proposed adopting option 2, this was seconded by Cllr Armstrong and all Councillors agreed. Cllr Almond said he thinks he has a copy of IPRW document which will help and he will send it to the Clerk.
2. Error on 2 cheques not matching accounts
3. Error on Bank Reconciliation Statement as a result of 2 above
4. Errors on Annual Return as a result of 2 and 3 above
5. Millage allowance for travel paid in 2019-20 was above HMRC rate and P11D had not been issued
6. VAT not been re-claimed for years 2017/18, 2018/19 and 2019/20

### 2018-19

1. Details of reserves and what they are being held for not included in accounts
2. No evidence of Quarterly review of expenditure vis precept being complete
3. No evidence of Internal Controls being reviewed
4. No evidence of review of Data Protection policy

**Action: Clerk to amend Accounts, Annual Return and complete other actions in Internal Audit report then submit documentation to External Auditors.**

## 58. Correspondence List

Chair stated that correspondence from Mr Reece Davies had been dealt with earlier when the meeting was open to the public and asked if anyone had any questions relating to any other item except e-mail from LPFRA. None were forthcoming and so Councillors were asked if they wanted to donate to LPFRA's efforts to win a £1000 grant.

Cllr Barton explained that this was an annual competition run by Calor Gas and LPFRA had done very well in getting to the final stages. 10 awards of £1000 each were made to the candidates obtaining the most points. Points were collected by supporters 'liking' or donating to the fund via the online competition. **Action: it was agreed the Chair would make a personal donation of £1 to secure them 10 points and he would circulate the e-mail for other Councillors to 'like' the page which would give them another 1 point for every 'like'.**

### 59. Schedule of Bills for Payment

The following bills had been received during the month

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|--|---------|
| 1. JT Williams - invoice for call out to repair Maeshafn grass cutter      | £54.00  |
| 2. AVOW - payment of Clerk salary and their admin fee                      | £253.00 |
| 3. Allan Morgans – reimbursement of fees for GoTo Meetings in May and June | £26.40  |
| 4. Margaret Narburgh – Clerks expenses May/June                            | £38.05  |

Cllr Barton queried why JT Williams had sent an invoice given the grass cutter had recently been serviced. Cllr Morgans agreed to query it. Cllr Barton proposed paying the 4 bills above subject to Cllrs Morgans query, seconded by Cllr Morgans and agreed by all other Councillors. **Action: Chair to authorise, Clerk to pay** Potentially there are another 2 payments required subject to the outcome of items 12 and Part II-1 on the agenda

- |  |          |
|--|----------|
| 1. Appointment of Website designer       | £840.00  |
| 2. Previous Clerks payment on retirement | £xxxxxxx |

**Action: See special note 67 below, Chair to authorise, Clerk to pay**

### 60. Planning Matters

21/2020/0341 The Old Post Office, Llanferres – Build single story sunroom at rear of property. After due consideration Cllr Almond proposed supporting the application, seconded by Cllr Morgans. All Councillors voted in favour. **Action: Clerk to write to Planning supporting the application**

21/2020/0368 Silverwood, Maeshafn – build a 4-car garage with home office, gym and games room above. Cllr Morgans stated he had no objections in principle and questioned if the size of the proposed building was sub-servient to the main house and pointed out that a previous application to modify the summer house had been granted subject to a condition stating that it should not be occupied at any time other than for purposes ancillary to Silverwood. Cllr Cordiner agreed it was a 'large' building, Cllr Barton supported the application subject to asking for a similar condition being applied to the new building. Cllr Armstrong felt the Council should support the application in principle and highlight Councillors reservations in relation to scale and occupation/use of the development. Cllr Morgans proposed supporting the application subject to Cllr Armstrong's comments being included in the response, Cllr Almond seconded and all Councillors present voted in favour. **Action: Clerk to write to Planning supporting the application and highlighting the reservations expressed above.**

### 61. County Councillor Martin Hollands Monthly Report

1. The Trunk Roads Agency will be repainting the Double Yellow lines on the A494 in Loggerheads. They will be primrose yellow because the area is within the AONB!!
2. Weed Control - The County will be spraying the kerbs in streets across the county in June to help keep the weeds down. This will only apply to village centres and not rural roads.
3. Grass Cutting - The Counties Contractors will be cutting all grass verges on A&B roads in June and this will take about six weeks. This will not include verges designated as natural flower reserves.
4. Fly Tipping - There has been an incident of fly tipping on the land designated for social housing in what was the old Glebe field. I have spoken to the housing association whose duty it is to ensure the

area is fenced and that any rubbish is cleared and as soon as the lock down restrictions are lifted they will clear the site. I have asked the county to place no fly tipping signs in the area and the County will prosecute anyone found to be fly tipping. Please do not fly tip in our villages or our countryside.

5. Recycling Centres - As you know the County has reopened our Recycling Centres in Ruthin, Denbigh and Rhyl. Residents must book a slot online because of the anticipated demand after the lock down. To date over 3000 slots have already been booked.
6. Behaviour during Covid-19 Restrictions - As reported in my Coronavirus Updates there have been a number of incidents involving people from outside the area visiting our quarries over the weekend of the 2nd & 3rd June when the weather was extremely hot. Sadly, they are attracted by the pools that can be found in the bottom of these quarries and these have been advertised on social media. These quarries and the pools are extremely dangerous and the police will act against anyone trespassing and breaking the lock down rules.  
Pant Y Gwlanod in Eryrys was the main target but I have to report that the police also moved people on from Burley Hill Quarry as well. Please report any such incidents to the police to help keep people safe and well.
7. Road Safety Signage -I have asked about installing flashing 40mph signs again in Loggerheads which Ken Skates promised to do some eighteen months ago. At the same time, I have asked about the installation of similar signs on the stretch of A494 through Llanferres.  
I have also asked about the cost of installing flashing speed limit signs in our rural villages because I have been approached by one of our Community Councils who would be happy to pay for them if the cost and maintenance was not prohibitive.  
The County have confirmed that they are currently looking at this as an option across the County.
8. Cllr Holland had attended Video meeting with executives from Denbighshire CC where the number of Covid-19 infections in North Wales was discussed. It was felt the high numbers were a little misleading as a result of the number of tests being carried out and full details would be included in his next Covid-19 update
9. As a temporary measure, The Post Office is to park its mobile van on the Raven Pub car park in Llanarmon from 11 am to 12 noon and in Llandegla between 9.30 and 10.30 am on Thursday's each week to save residents having to go into town and queue at the Post Office. Cllr Barton asked if the Mobile van could also visit Llanferres. **Action: Cllr Holland agreed to ask, and pointed out that the van would need access to electricity and an internet connection**
10. The Chair thanked Cllr Holland for his monthly reports and Covid-19 updates which were highly informative

### 62. Website Update

Cllr Curtis went through the proposal circulated to Councillors prior to the meeting. Cllr Barton expressed his disappointment that the designer of Higher Kinnerton website had not been included on the tender list and he thought the prices quoted were far too high. He proposed any decision be deferred until Higher Kinnerton could respond. The Clerk pointed out that a list of proposed suppliers was put before the Council in May and Councillors asked if they wanted to include anyone else – no one did. The Chair confirmed that Cllr Barton had not put Higher Kinnerton forward in May. Cllr Barton insisted he had asked the current Clerk to include the name back in March and the Clerk pointed out she was only appointed on 1<sup>st</sup> April. Cllr Barton repeatedly interrupted the Chair and the Clerk insisting they were wrong. The Chair asked Cllr Barton to stop talking over him and said that if he did not stop, future meetings would be recorded to prevent this recurring argument over who said what coming up every month. Mrs Dillon asked to speak and stated that Cllr Barton's request in March was an action on her. She had forwarded the details to Cllr Morgans who had contacted the Clerk in

Llandegla, who had given Cllr Morgans the name of the web designer for Higher Kinnerton. Cllr Morgans had contacted him and waited over 8 weeks for a reply. When it did arrive, he said he had been too busy to respond. Cllr Morgans felt this company was not 'professional' enough to be included on the list of people being invited to tender for Llanferres hence the reason for them not being included.

Cllr Barton proposed again that the decision be deferred until Higher Kinnerton could respond. Cllr Cordiner stated that as the original bidders had already responded and because their quotes were now in the public domain the Council had to make its decision on what had been presented. Failure to do so would give other bidders an unfair advantage. Cllr Armstrong agreed with Cllr Cordiner and also pointed out that Cllr Barton had agreed with the motion passed at Mays meeting to invite those on the list presented by the Clerk to quote. Cllr Barton's proposal was not seconded. Cllr Morgans proposed accepting the recommendation to appoint Aubergine to design the website. Cllr Cordiner seconded and Cllrs Shelton, Almond, Curtis, Ivy Watts, Isla Watts, Armstrong voted in favour. Cllr Barton voted against. The motion was carried to appoint Aubergine and the Clerk and Cllr Curtis were asked to continue their work. The Clerk stated there was scope to reduce the price by deciding if the 'disproportional burden' could be applied to any of the features originally asked for. Cllr Almond felt the domain name should end in .com or .org rather than .gov.wales to save up to £75 - all Councillors agreed. The web site should be launched in English only to save another £350 given this is a voluntary feature for Community Councils and could be added later if the legislation changed – all Councillors agreed. The existing data should NOT be transferred to save the Council another £525 plus the additional cost and time for the Clerk to convert old documents into an Accessible format. Instead a note would be put on the home page stating that documents prior to April 2020 were available from the Clerk – all Councillors agreed. Cllr Almond also felt there was no need to have a 'private admin area'. Cllr Morgans disagreed and stated this would be a huge benefit to all Councillors in that standing orders, codes of conduct, financial regulations, accounts etc could be filed in this area for everyone to access at any time. This would prevent documents being lost and some Councillors continually saying they had not received or did not have documents. Cllr Morgans proposed the private admin area be included, seconded by Cllr Curtis and all Councillors voted in favour. **Action: Clerk and Cllr Curtis to progress the website to the next stage and report back at next meeting**

The Chair issued a warning to Cllr Barton to stop interrupting proceedings, disrespecting his fellow Councillors and the Chair by continually talking across everyone with irrelevant comments and arguments or he would put forward a motion for him 'not to be heard'.

### 63. Projects Update

Grant offer of £1237 was received on 1<sup>st</sup> June from the Open Spaced Commuted Sum Scheme to fund the additional fencing in Maeshafn orchard area. **Action: Chair to ask Gwilym Lloyd to proceed with the work**

The Chair thanked Cllr Curtis for applying for the Keep Wales Tidy grant to assist in the creation of an area to attract butterflies in Maeshafn orchard. Cllr Barton stated that due to Covid-19 restriction Keep Wales Tidy had extended their awards to those who already held them for another year. **Action: Cllr Curtis to provide update at July meeting.**

The Chair also thanked Cllr Isla Watts for agreeing to looking at ways to improve Biodiversity in Maes Ysgawen. **Action: Cllr Isla Watts to report on progress at July meeting and liaise with Chair if she needs any assistance with anything**

#### **64. Maintenance in the Community**

Maes Ysgawen - The rose hedge in Maes Ysgawen park has been trimmed back. This has exposed problems with thorns on the Slow trees causing a health & safety hazard **Action: Cllr Morgans to meet Mr Watts and Cllr Almond at the park and decide what action is needed.**

Maeshafn orchard – perimeter of the orchard is overrun with long grass and nettles which need attending too before work can begin on creating butterfly friendly zone. Quote received from White Oak Properties to cut grass at £45 and spray nettles at £45. Cllr Morgans proposed accepting the quote of £90 to have the work done. Seconded by Cllr Almond and all Councillors voted in favour.

**Action: Cllr Morgans to ask Mr Watts to confirm when he can do the work**

#### **65. Other Matters Brought to the Councils Attention**

A resident in Maeshafn has reported 2 finger pointing signs have been damaged. Cllr Morgans has notified Countryside Services

The Clerks laptop is not working as it should, 'sent e-mail' box is frozen and neither she nor Cllr Morgans has the skills to put it right **Action: Clerk to arrange for someone to look at it**

#### **66. 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 following:

1. Gratuity payment for Previous Clerk – all Councillors voted in favour of paying an ex-gratia payment of £xxxxxxx to the previous Clerk
2. Review of new Clerks role – all Councilors voted in favour of updating and re-issuing the current Clerks Contract of Employment by adopting One Voice Wales model contract and NALC's National Salary Awards.

Both the items above are fully minuted in a separate Confidential document held by the Clerk.

Cllr Morgans thanked everyone for their attendance and closed the meeting at 10.20 pm.

#### **67. Special Note:**

**The Chair overlooked seeking approval for the payment to Mrs Dillon of £xxxxx and to Aubergine to start work on the Website at £840. He sent out an e-mail to all Councillors at 10.30 pm. Cllrs Almond, Curtis, Isla Watts, Ivy Watts, Sheldon, Cordiner and Armstrong replied they approved. Cllr Barton did not respond**

**The next General Meeting of the Council will be held on Thursday 9<sup>th</sup> July 2020**

**by Video Conference starting at 7.30 pm**