

**Minutes of General Meeting held on Thursday 3<sup>rd</sup> September 2020**

**Present: Cllrs**

Allan Morgans – Chair  
John Almond  
Ivy Watts  
Amanda Curtis  
Paul Sheldon  
Margaret Narburgh – Clerk

**Apologies: Cllr**

Jac Armstrong – Vice Chair  
Michael Cordiner  
Isla Watts

**Members of the Public:**

Mr Hugo Watts

**Not Responded: Cllr**

Bob Barton

**88. Meeting open to the Public**

Nothing raised

**89. Declarations of Interest**

Cllr Morgans declared an interest in item 7 on the Agenda ref new pay scales for Clerks.

**Action: Clerk to record Cllr Morgans declaration on register**

**90. Approval of Minutes on 9<sup>th</sup> July 2020**

Cllr Almond proposed they be accepted as an accurate record of the meeting, Cllr Curtis seconded and all Councillors present agreed.

**91. Matters Arising Meeting on 9<sup>th</sup> July ref minute:**

- 68 completed 13.7.20
- 69 completed
- 72 56/39.9 completed 13.7.20
- 72 39.14 completed 14.7.20
- 74 on Agenda for October meeting
- 75 completed 11.7.20
- 77 completed 14.7.20
- 78 completed 11.7.20
- 79 Maeshafn Orchard - completed Cllr Curtis sent 2 e-mails since last meeting but no response  
Maes Ysgawen Park – Completed since last meeting, 2 quotes received, one still outstanding
- 81 completed 14.7.20
- 82 completed 11.7.20
- 84 completed 3.9.20
- 85 completed by Chair
- 86 completed 13.7.20

**92. Correspondence List**

Clerk had actioned correspondence as appropriate during the course of the month and notified Councillors. The following items of correspondence were discussed in detail:

e-mail from Mr Reece Davies dated 13.7.20

Content was discussed at length and Councillors concluded that the questions asked related to other organisations and as such the Council was unable to respond or add anything more than had already been communicated to Mr Davies.

One Voice Wales – Habitual or Vexatious Complaints Policy dated 1.9.20

Cllr Curtis proposed the new policy be accepted in principle subject to Clerk re-sending to Councillors who would approve during October meeting. Cllr Almond seconded and all other Councillors present agreed.

**Action: Clerk to circulate**

NALC Pay Scales from 1<sup>st</sup> April 2020

Cllr Curtis confirmed it was agreed at the meeting on 9<sup>th</sup> July that the Clerks salary should be in line with NALC pay scales and so the Clerks salary should be increased to reflect this and backdated to 1<sup>st</sup> April. Cllr Almond agreed and proposed the new pay scale of £14.42 per hour be applied from October along with payment of backpay calculated at £377.40

**Action: Clerk to notify AVOW**

Income & Bank Balances

Income totalling £6904.60 was received during July and August (£1160 – commuted sum, £1 LPFRA, £688.60 VAT refund and £5055 2<sup>nd</sup> precept payment. There is £11410.17 in current account and £5632.22 in savings account. Clerk suggested transferring £5000 from current to savings account. Cllr Ivy Watts proposed the transfer and Cllr Almond seconded all Councillor present agreed.

**Action: Clerk to use new Internet Banking facility to make the transfer**

Laptop Insurance

Cllr Curtis proposed the insurance at £118 not be renewed as the laptop is already insured within the Councils own policy and any repairs could be undertaken locally to save money. Cllr Morgans seconded and all other Councillors agreed.

**Action: Clerk to have laptop checked for viruses and repaired locally when needed**

### 93. Financial Regulations

The document was viewed on the 'shared screen' and considered by section. 3 areas were identified as in need of attention:

1. Credit references for bank signatories should be sought retrospectively for Cllrs Morgans, Almond and Curtis and the Clerk ref 5.1 as this was not done in April when signatories changed.
2. Cllr Ivy Watts should also hold sealed envelope with passwords and pin numbers ref 6.11 as well as the Clerk for additional security
3. Section 6.4 needed a slight re-wording to reflect the Council now has access to Internet Banking. Cllr Ivy Watts agreed to check transactions through the bank accounts monthly as she is not a signatory and report back at the monthly meetings.

The Clerk stated that the Statement of Internal Controls and Financial Risk Assessment would also need to be updated to reflect the use of Internet Banking

Cllr Almond proposed the Financial Regulations be formally accepted subject to the Clerk addressing the points above and presented for final approval at the October meeting. Cllr Morgans seconded and all other Councillors agreed.

**Action: Clerk to action the 4 points above and put on October Agenda for formal acceptance. Clerk to arrange for Cllr Ivy Watts to have access to Internet Banking**

### 94. Assets Register 2020-21

Cllrs Morgans and Almond had visually inspected all the Assets on 24<sup>th</sup> July 2020 and updated the register. A number of maintenance issues were highlighted and White Oak Properties had quoted £240 to undertake this work. Cllr Morgans proposed asking White Oak Properties to complete the work, Cllr Sheldon seconded and

all Councillors agreed. Not all Councillors had received the updated Assets Risk Assessment and Cllr Curtis proposed re-sending it to all and putting on Agenda for October meeting to be formally approved, Cllr Morgans seconded and all other Councillors agreed.

**Action: Clerk to formally write to White Oak Properties and re-send e-mail to Councillors**

## 95. Planning Applications

21/2020/0514 Fron Hen, Llanferres – erection of single storey extension to rear of dwelling.

Application considered and no objections raised

21/2019/1032 The Paddock, Llanferres – revision to planning application submitted in November 2019 to erect an extension and ancillary domestic building.

Application discussed at length and Councillors agreed to re-iterate the comments made in November and ask Planning dept to seriously consider and take into account the comments made by AONB.

**Action: Clerk to respond to Planning on both applications**

## 96. County Councillor Martin Hollands Monthly Report

### Potholes

The small stretch of road outside the old Youth Hostel has been resurfaced and the potholes filled. The new surface is not perfect and I will chase this.

### Hedge Maintenance Cae Derwen

I have contacted Morris Homes again regarding their hedges in the Church Lane and the trees in Cae Derwen. Sadly, despite previous commitments to maintain these I have had no further response from the company and so I have asked the County to approach them.

### Visitors to Moel Famau

Over the last twelve months or more we have seen a dramatic increase in the numbers of visitors to Moel Famau. This was exacerbated after the Covid-19 lock down was lifted to the point that there has been utter chaos on the Forestry road where badly parked cars have turned the road into a single lane highway and corresponding grid lock.

I have been working with DCC Officers to look at short term and long-term solutions to this problem and the funding need to implement them.

I am pleased to say that there is some light at the end of the tunnel and I hope that the residents of Forestry Road will soon no longer be prisoners in their own homes.

This bank holiday weekend 200 traffic cones and resident parking only signs have been placed along Forestry road.

### Flashing Speed Signs A494

As you are aware I have asked for 40mph flashing signs to be installed on the A494 through Llanferres as well as in Loggerheads. A speed measurement has been undertaken and the average speed recorded was 53mph. Well above the limit.

I have spoken to John Morris the North Wales speed camera officer and he advised that he has also been on this section of road with a speed camera.

Darren Millar has kindly once again taken up our case because this is a trunk road.

### Ragwort

Did you know that Ragwort is no longer on the controlled list. It is still poisonous to Horses but normally only when it has died and has been included in hay. If you are intending to remove it, it is best to pull it up by the roots before it flowers and then compost it.

### Re-opening Village Halls & Community Centres

I have circulated the new Covid-19 regulations for the opening of Village Halls and Community Centres.

This involves not only the hall committees undertaking risk assessments (that should be available in the hall) but it also requires groups using the halls to undertake risk assessments themselves for their events. A copy of that assessment should then be lodged with the hall committee. All groups should also maintain a list of everyone attending any events.

### LPFRA

Congratulations are due to the LPFRA who have won a £1000 from the Calor Rural Community Fund and thanks to all those who took part in the vote and contributed as supporters. An excellent Community effort.

### Weed Control

Our village kerbs were treated recently with weed killer and I am pleased to say that the County responded to my request to sweep the streets after the weeds had died.

Sadly, if they had let us know when they were coming we could have asked residents to move their cars for a day just to ensure all of the streets could be swept!!

### Visibility at Road Junctions

I have received a number of concerns about the visibility at the junctions of Tyn Llan and Rectory Lane with the A494. The verge along the roadside has been designated a Bee Friendly area but some residents feel that the long grass is reducing their visibility when turning onto the main road. I have suggested that the Trunk Roads Agency look at cutting the grass back a little at both of these junctions.

### Winter Gritting

I have circulated the Counties proposals to do away with piles of winter grit and replace them with numbered yellow boxes. As your County Councillor I will be given access to the plans for these boxes and I will check to see if any key areas have been left out. Piles of grit are not environmentally sound or cost effective because they soon wash away.

### Pistyll Gwyn Car Park

Tarmac have installed a new height restriction bar at the Pistyll Gwyn Car Park after I raised my concerns at a Quarry Liaison meeting about fly tipping, overnight parking and other activities in the car park. The height of the bunds have also been reduced to make it easier to see the car park from the road.

### Fly Tipping

I have mentioned that there has been a case of fly tipping on the Housing Association plot on the Glebe Field. I am pleased to confirm that "No Fly Tipping" signs have been put up by DCC.

### Llanferres Village Hall Roof

The work on the Village Hall roof has begun but sadly will not be completed before the children return to school. The new windows will be installed during the next half term break.

### Theft from Property

As reported in my last update there was a recent break in at a house in Eryrys.

Because the police were already in the area looking for a missing person they were soon on the scene in force and I am pleased to report one suspect was apprehended on site and others have been arrested since. This was a classic example of good neighbours looking out for someone's property while they were away. Please always contact the Police if you see something suspicious.

### Covid-19 Updates

I have continued to circulate my Coronavirus Updates and because they have been popular I intend to complete one every month in the future.

### Road Resurfacing on B5430

I am pleased to confirm that the resurfacing work on the B5430 has now been completed and the white road markings have been reinstated. Another job well done.

## 97. Website Update

The website is now complete and the first audit for compliance with Accessibility regulations resulted in 5 issues that needed addressing. The Clerk made 3 of the corrections and the other 2 could only be done by Aubergine. The second audit took place on 3<sup>rd</sup> Sept and providing the issues have been resolved, the site will go live on Monday 7<sup>th</sup> September. It will take up to 48 hours to 'settle' after which Aubergine will notify the Clerk. The Clerk asked Councillors to 'test' the site next week and let her know if everything was working as expected. The private area has been formatted and documents to be included for Councillors own reference will be discussed at the October meeting.

The Clerk asked if the Council could recognise the significant help Paul Gorthop had given over the years and thank him. It was agreed to send him a thank you letter gift card for £50.

**Action: Clerk to send thank you letter and gift card for £50**

## 98. Projects Update

Fencing has been completed in Maeshafn orchard and the grant from the commuted fund scheme received. Cllr Morgans said he would remove the tree guards before the winter. Cllr Curtis has chased Keep Wales Tidy for the package to create a butterfly garden but they have not responded. She thinks the deadline has been extended until end of August.

**Action: Cllr Morgans to tidy up around trees in orchard**

## 99. Maintenance in the Community

Maeshafn orchard – Cllr Morgans has been cutting the grass and the area looks tidy.

The 2 swings in Maeshafn playing field, tied up to maintain social distancing, have been cut loose by visitors so Cllr Morgans has removed them and stored them in the shed.

Maes Ysgawen Park – 3 contractors have been asked to quote for the first phase of work. 2 have responded and the 3<sup>rd</sup> will be chased.

**Action: Cllr Morgans to chase**

## 100. Employment Policy Documents

The Equal Opportunities and Expenses Policy documents were considered at length and formally adopted by the Council.

**Action: Clerk to include 2 of the remaining documents on Agenda for October meeting.**

## 101. Schedule of Bills for Payment

The following bills had been received during the month and presented for authorisation to pay

1. AVOW - payment of Clerk salary and their admin fee for September	£253.00
2. Allan Morgans – GoTo meeting fee July & August	£26.40
3. Aubergine – balance of payment for Website development	£813.60
4. Paul Gothorp – thank you for help with website	£50.00
5. SLCC – training for Clerk (Role of New Clerks)	£12.00
<b>Total</b>	<b>£1155.00</b>

A motion was passed that all be paid by the Clerk. All Councillors voted in favour.

## 102. Other Matters Brought to the Councils Attention

1. Cllr Sheldon has been asked by neighbours about activity at the Old Youth Hostel and the retrospective planning application. It has been reported that a fully stocked bar has been built in the garden and a number of people have been partying late into the night creating noise.

Cllr Morgans thought the matter was with the enforcement officer but County Councillor Martyn Holland would have the latest update.

**Action: Cllr Sheldon to speak to C. Cllr Holland and report back to the neighbours**

2. Cllr Curtis has been approached by her neighbour, Sue, regarding errors and discrepancies on the bus timetable.

**Action: Cllr Curtis to speak to C Cllr Holland**

3. Charlotte Riddick has advised the Clerk that she has registered the defibrillator at Llanferres Village Hall

**Action: Clerk to confirm if she is also responsible for the monthly check and reporting that it is working**

The Chair formally thanked Cllr Curtis and the Clerk for all their work in the design and development of the new website and in particular ensuring it will be launched before the legislation comes into effect on 23<sup>rd</sup> September 2020.

**The next General Meeting of the Council will be held on Thursday 1<sup>st</sup> October 2020**

**starting at 7.00 pm.**

**The Village Hall has been booked and will be used if it is felt safe to do so,**

**if not it will take place by Video Conference**