

## Minutes of General Meeting held on 9<sup>th</sup> November 2023

### Present: Cllrs

Allan Morgans – Chair  
Paul Sheldon  
\*Amanda Curtis  
Lyn Gibson  
Simon Grice  
Margaret Narburgh – Clerk

### Apologies:

Jac Armstrong

### Not Responded

Cllr Huw Williams

### Members of the Public:

Hugo Watts  
John Almond  
Tony King

\* Joined the meeting by video conference.

### 703. Apologies

Cllr Armstrong sent last minute apologies due to running late in work.

### 704. Meeting Open to the Public

1. Mr King asked if the Maeshafn road would be closed during the repairs due to take place between 24<sup>th</sup> November and 1<sup>st</sup> December. The Chair responded that he did not know but would ask and let residents know.
2. Mr Watts asked if the Council could ask someone to attend the next meeting to explain the effect on residents if Llanferres area becomes part of the proposed new National Park. He was concerned about the impact increased visitor numbers would have on local amenities, particularly car parking. The Chair responded that Natural Resources Wales had acknowledged there would be changes to planning regulations but had not commented on other matters. The Clerk stated that NRW are currently in the 'engagement' period to establish people's views on the area under consideration and there would be a full public consultation starting around February 2024. Mr King stated that there are serious implications because planning decisions would be taken out of Denbighshire CC's hands as the needs of the National Park as a visitor attraction would take precedence over everything else. Action: Chair to speak to Darren Millar during visit to Senedd next week, Clerk to ask if someone from Countryside Services can attend the next meeting to outline what difference it would make.

### 705. Declarations of Interest

None were declared.

### 706. Approval of Minutes of Meeting on 12<sup>th</sup> October 2023

Cllr Morgans stated there was a word missing in minute 688/1. The second line should read 'attended, were NOT a balanced representation ..... and proposed accepting the minutes as a true and accurate record of the meeting subject to NOT being included. Cllr Sheldon seconded the motion and Cllrs Gibson and Curtis voted in favour. Cllr Grice abstained due to a potential conflict of interest following an email received by the Council around 5.30 pm today from his partner which has been put on the correspondence list for consideration at the next meeting. There were no votes against and the motion was carried.

### 707. Matters Arising from Meeting on 12<sup>th</sup> October 2023

- 533/2 Ongoing, during the month Cllr Grice had sent a strongly worded email to DCC asking for a response to previous correspondence regarding dog fouling bins and received a reply that the matter is being considered. Action: Cllr Grice to continue chasing.
- 679 On agenda for this meeting.
- 681 Ongoing, waiting for response from DCC regarding changing the Maeshafn road name back to Village Road from Pont y Mwynwr.
- 682 Ongoing, waiting for response from National Lottery re grant for Maes Ysgawen park improvements.

688	On agenda for this meeting.
692	Ongoing, clerk is continuing to advertise Councillor vacancies.
693	Completed 13/10/23
694/5	Darren Millar has confirmed his first available date for attending a Council meeting is June 2024.
695	On agenda for this meeting.
696	Completed 13/10/23
697	Ongoing, waiting for White Oak Properties to confirm the ongoing maintenance work has been completed.
700	Completed 13/10/23
701/3	Completed 16/10/23
701/4	Completed 14/10/23
701/6	Completed 13/10/23
702	Completed 13/10/23

## 708. Audit Wales Review of Standing Orders and Financial Regulations Procurement Arrangements

The Clerk stated that the Audit Wales had agreed the wording of the advertisement placed in the Denbighshire Free Press on 1<sup>st</sup> November responding to the audit report. Copy attached as Appendix 1. Councillors reviewed the Standing Orders and Cllr Morgans proposed including the thresholds for different contract values in section 18.a.v and including reference to tenders being sent by confidential email as well as by post in section 18.d.iv, Cllr Sheldon seconded and Cllrs Curtis, Gibson and Grice voted in favour. There were no abstentions or votes against and the motion was carried. Action: Clerk to update the Standing Order and publish.

Councillors reviewed the Financial Regulations and Cllr Morgans proposed including reference to tenders being sent by confidential email as well as by post and being left unopened until the prescribed date in section 13.d. Also, including reference to how assets valued in excess of £100 should be disposed of in section 14.2, Cllr Sheldon seconded and Cllrs Curtis, Gibson and Grice voted in favour. There were no abstentions or votes against and the motion was carried. Action: Clerk to update the Financial Regulations and publish.

## 709. Correspondence List

1. Aubergine notified the Clerk of changes to the Website accessibility compliance requirements due in 2024 and stated that they would implement the changes as appropriate when the time came.
2. The Independent Remuneration Panel for Wales had circulated its 2024 Annual Report. The Clerk stated there were no changes to payments for category 5 councils.
3. Lee Waters has responded to questions asked last month about deforestation at Moel Famau.
4. The Clerk has responded to questions from the National Lottery regarding the Maes Ysgawen park grant application for professional fees.
5. NRW has sent a map showing the area of the proposed new National Park which has been circulated.
6. Audit Wales has approved the wording of the advert responding to the audit report.
7. Denbighshire CC notified the Council of road works on the A494 around Llanbedr DC.
8. Highways department notified the Council that the Maeshafn road repairs would take place between 24<sup>th</sup> November and 1<sup>st</sup> December.
9. Sean Thomas contacted the Chair re flooding in Cae Derwen. The Chair met him on site to have a look at the extent of the flooding. It was agreed to invite interested parties, including DCC and Morris Homes to a meeting to agree a course of action to resolve the matter in future.
10. DCC has tidied up the land between the gate from Rectory Lane and the school.
11. DCC has notified the Council of storm damage at Loggerheads Country Park stating the shop and other buildings are closed until flood damage is repaired.
12. The Church warden had notified the council of the arrangements for Remembrance Sunday. Mr Almond agreed to read the epitaph and Cllr Morgans to lay the wreath at the war memorial on 12<sup>th</sup> November.
13. The current account bank statement at the end of October showed a balance of £727.65

14. The savings account bank statement at the end of October showed a balance of £18,568.97

## 710. Appointment of Internal Auditor for 2023-24

After due discussion Cllr Morgans proposed retaining JDH Business Services Ltd to undertake the internal audit. Cllr Sheldon seconded and Cllrs Curtis, Gibson and Grice voted in favour. There were no abstentions or votes against and the motion was carried. Action: Clerk to notify JDH.

## 711. Disposal of Lawn Mower

The Clerk had drafted and circulated a 'for sale' advertisement prior to the meeting. Councillors agreed the wording and to putting it up for sale in January. Action: Cllr Morgans to advertise it on his personal Facebook page and circulate to those on his email address list, Clerk to place adverts on the website and noticeboards and in News & Views, Maeshafn and Llanferres community Facebook pages and ask Sean Thomas to circulate to his contacts.

## 712. 2<sup>nd</sup> Quarter Review of Accounts

The Clerk reported the following:

Income from April to end of September 2023	£13,427
Expenditure	£10,668
Giving an underspend of	£2,759
Forecast income to the end of the year	£19,953
Forecast expenditure to the end of the year of	£21,548 assuming £3,500 is spent on tree works identified in Maes Ysgawen park
Giving an overspend of	£1,595

There may be a grant available of around £1,400 towards the cost of the tree work from the Sustainable Development fund to offset most of the overspend.

Cash in bank at end of September	£19,939
Forecast income from October to March	£6,413
Total income at year end	£26,352
Less forecast expenditure from Oct to March	£10,940
Balance in reserves with full cost of tree works	£15,412 – 80% of precept
Less items ring fenced - Cllr Allowances	£1,872 – based on updated rates of £156 + £52 x 9
Election costs	£2,500
Available reserves at year end	£11,040 – 57% of precept which is within target
Available reserves at year end without tree work	£14,540 – 76% of precept and above target

## 713. 2023-24 Payment of Councillors Allowance

Welsh Government has confirmed these allowances are no longer subject to income tax or national insurance under the provisions for Home Working in section 316A of the Income Tax (Earnings and Pensions) Act 2003, providing there is a formal arrangement between the Council and those claiming the allowance declaring that they regularly work from home. Action: Clerk to put on agenda for January meeting to remind any Councillors claiming the allowance.

## 714. Review of Councillors Allowance Policy

The Clerk stated that with the changes to the tax liability, payments no longer need to be made via the payroll and can be paid direct to Councillors. This would save the admin fee of £12.50 per payment and suggested the policy be amended to reflect this. Cllr Sheldon proposed accepting the proposed change and also including reference to the qualifying criteria for payment. Cllr Gibson seconded the motion and Cllrs Morgans, Curtis and Grice voted in favour. There were no abstentions or votes against and the motion was carried. Action: Clerk to update the policy and circulate to Councillors.

## 715. 2024-25 Precept Calculation

A draft precept calculation had been circulated to Councillors for consideration prior to the meeting. The Chair went through it line by line and invited comments. The Clerk stated that since the draft had been circulated, she had been notified of the 2023-24 NALAC pay award for Clerks. It amounted to an increase of £1 per hour so the figure for the salary should be increased by £360 to £6,290. There was also an error in the figure for the ground care contact which should be £3,050 instead of £2,820. Cllr Morgans stated there was no need to precept for TEAMS meeting fees of £100 as he would continue using his personal account to access this facility.

After due discussion Councillors agreed there was no need to precept for costs associated with:

1. the adoption of a Community Plan as this would mainly involve administration.
2. repairs to the paths in Maes Ysgawen park as there was no immediate danger.

Councillors agreed to precept for:

1. replacing the noticeboard in Tafarn y Gelyn which has unstable legs. Cllr Morgans stated the recent replacement at Loggerheads was leaking and the one in Llanferres has warped making it difficult to open and close. He suggested the Council consider moving away from buying oak noticeboards and using more modern materials to avoid similar problems at Tafarn y Gelyn.
2. repairing the stone wall in Maeshafn playing field. The Clerk stated that she had contacted the National Lottery Heritage fund to see if there were grants available to replace the wall and been told the case was 'weak' and unlikely to be approved. The Chair stated that quotes he obtained last year were between £4,000 using the existing stone, which is poor quality and £8,000 using new stone. Given the pressure on Denbighshire CC finances he felt it would be unreasonable to include the replacement cost in the precept and there are insufficient available funds in council reserves. Celtic Stone have quoted £1,350 to repair the damaged section using new stone, supply materials and remove all the waste from site. Cllr Morgans had been asked by a resident when the wall would be repaired and the damage had been identified as a 'risk' in 2022-23 Play Inspection report. Cllr Morgans proposed accepting the quote from Celtic Stone as recent experience has shown it is almost impossible to get contractors to quote for this type of work, Celtic Stone's prices have always been very competitive and the cost is below the £1,500 threshold negating the need to obtain three quotes. Cllr Sheldon seconded the motion and Cllrs Curtis, Gibson and Grice voted in favour. There were no abstentions or votes against and the motion was carried. Action: Clerk to make arrangements for the repair to be completed ASAP.
3. a grant for News & Views subject to obtaining confirmation of printing costs and the future intentions of the publisher.

Councillors agreed a precept of £18,960 for 2024-25 which is 1.5% below the 2023-24 precept of £19,250.

## **716. Website Update**

The website has been updated and Councillors agreed the design changes were a great improvement. The Chair formally thanked Cllr Curtis and the Clerk for their time and effort in completing this task.

## **717. Improving Communications within the Community**

After due discussion, Councillors agreed to continue posting information on the website, noticeboards, community Facebook pages, News & Views and email to local residents. Cllr Grice stated that people he knew tended to look for information on Facebook and Instagram. The Chair stated that the Council had not used these platforms to date due to it being too easy to post abusive comments. Cllr Gibson stated that it could be set up to block readers posting comments and Cllr Sheldon stated that to use Facebook effectively usually involves daily posts/responses and the Council did not have the resource to do this. Cllr Grice suggested posting a reminder of the date of the next meeting a few days beforehand on existing Facebook pages would suffice.

## **718. Local Community Plan**

Cllr Grice had circulated a proposal for arranging a public meeting prior to the meeting. Councillors and the Clerk had responded and after due discussion it was agreed that the meeting would be held in Llanferres Village hall in April 2024 on a Thursday evening, if possible, with a PowerPoint presentation to those

attending. Action: Clerk to check availability of the hall and Cllr Grice to liaise with the Clerk to finalise the agenda.

## 719. Maes Ysgawen Park Improvements

The National Lottery funding officer has notified the Clerk that she has recommended a grant to pay for professional fees is awarded. The Council should hear if it has been approved or not within the next few weeks. The Clerk stated that if a grant is offered, NL will expect a response within a few weeks. As the next meeting is not until 18<sup>th</sup> January, she suggested calling an extraordinary meeting before then for the Council to decide if it wanted to accept the grant or not and if so, formally agree to appoint a landscape architect. The Chair stated that accepting a grant would result in a lot of work and involve applying for a second grant to cover the cost of the works themselves. He asked that Councillors carefully consider the workload when deciding.

## 720. Banking and Accounts

Cllr Sheldon stated that he had checked the bank statements against the internet banking and accounts and the transactions were all correct.

## 721. Payment of Bills and Invoices

The following bills were presented for authorisation to pay

1. AVOW – payroll invoice for November 2023	£497.81
2. AVOW – payroll invoice for December 2023	£497.81
3. HSBC – bank charges October 2023	£5.00
4. Lawn Order – autumn treatment Maeshafn village green	£40.00
5. Druid Inn – raffle prize Llanferres bingo night	£50.00
6. Tesco – stationary	£9.50
7. Denbighshire Free Press – advert re Audit Report	£246.19
<b>Total bills for payment</b>	<b>£1346.31</b>

Cllr Morgans proposed all bills be paid, Cllr Seldon seconded and Cllrs Curtis, Grice and Gibson voted in favour. There were no votes against or abstentions and the motion was carried. Action: Clerk to pay all bills on the schedule.

## 722. Other Matters brought to the Council's Attention

1. Cllr Morgans had been asked by a resident when the Maeshafn playing field wall would be repaired.
2. Cllr Morgans had been notified by a resident that they are planning to go to the press to complain about the Planning delay over Burley Hill quarry. Councillors agreed not to get involved.
3. The Clerk stated the Council has been asked if it has any objections to children from the school laying poppies they have made, at the back of the war memorial to commemorate Armistice day. Councillors agreed this was a good idea and had no objections. Action: Clerk to notify the school.
4. The Clerk asked if the Council wanted to apply for the 2024 Green Flag Award for Maeshafn and Maes Ysgawen parks as applications needed to be submitted before the end of January. Councillors agreed to applying. Action: Clerk to submit forms.

Cllr Morgan proposed closing the meeting, Cllr Sheldon seconded and the meeting was closed at 21.19 pm.

**The next General Meeting of the Council will be held on Thursday 18<sup>th</sup> January 2024 at 7.30 pm by TEAMS video conferencing**

Appendix 1

# LOCAL LISTINGS PUBLIC NOTICES

To advertise telephone:  
**01925 596444 option 1**  
or email:  
**classifiednorthwest**  
**@localiq.co.uk**

Planning | Traffic & Roads | Goods Vehicle Licensing | Statutory | Alcohol & Licensing | Probate & Trustee | Contract & Tender | Other

**ALCOHOL & Licensing**

**LICENSING ACT 2003**  
To Whom It May Concern: We THE ALEX LLANDUDRO LTD do hereby give notice that we have applied to the Licensing Authority (Conwy County Borough Council) for the variation of our Premise Licence at 11 Clonmel Street, Llandudno, LL30 2LE known as The New Alexandra Hotel. This application is to submit a new floor plan, modify & remove historic conditions that were inherited on opening, consistent with our operating schedule in relation to our opening hours and daily operations of the business. Any person wishing to make representations to this application may do so by writing to the Head of Licensing Services, PO Box 1, CONWY, LL30 9GN not later than 28 days after the date of this notice (as below). Representations received after this date will not be considered. A copy of the application can be viewed at the Licensing Authority's address during normal office hours. It is an offence knowingly or recklessly to make a false statement in connection with this application. The maximum fine on summary conviction being £5,000. Dated 21st October 2023

**GOODS Vehicle Licensing**

**OTHER**

**Public Notice**  
In accordance with sections 25 (5) of the Public Audit (Wales) Act 2004, Llanferres Community Council considered the Auditor General's report for the audit years 2020-21 and 2021-22, entitled Llanferres Community Council - Procurement Arrangements and the recommendations contained therein at its full Council meeting held on 12th October 2023. In the public interest, the Auditor General's report in the public interest can be found on the Council's website at [www.llanferrescommunitycouncil.org](http://www.llanferrescommunitycouncil.org) or a copy can be obtained from the Clerk by emailing: [clerk.llanferres@gmail.com](mailto:clerk.llanferres@gmail.com)  
All Councillors accept the three recommendations contained within it and agreed the following actions:  
1. To review its Standing Orders and Financial Regulations at its meeting on 6th November 2023 to check that the amendments made when the Council first became aware of inconsistencies between the two documents earlier this year, are still correct.  
2. Ensure approvals are obtained and minuted for any departures from Standing Orders or Financial Regulations during all future procurement processes, and that the minutes clearly record the rationale and approval of same.  
3. Ensure the rationale for the selection of suppliers is clearly recorded in the minutes and includes the value of the accepted tender/quotation and the reasons for the selection.  
Councillors who were involved at the time, stand by their belief that the Council exercised due diligence, was fully transparent and secured the most cost-effective solution to deliver the Maestri playing field project 10% below budget. They categorically deny that anyone was misled or the appointment of the groundwork's contractor was predetermined.

**PROBATE & Trustee**

**TRAFFIC & Roads**



**RHYBUDD O ORCHYMYN TRAFFIG DROS DRO**  
**CYNGOR SIR DDINBYCH**  
**GROVE PARK AVENUE, Y RHYL**  
**RHYBUDD O ORCHYMYN GWAHARDD**  
**TRAFFIG DRWOOD DROS DRO**  
**DEDDDF RHEGLEIDDIO TRAFFIG FFYRDD**  
**1984 - ADARAN 14(1)**

Mae Cyngor Sir Ddinbych wedi gwneud Gorchymyn a fydd yn gohwynto cerbydau rhag iatbas ar hyd Grove Park Avenue, Y Rhyll yn Sir Ddinbych o'i chyffwrdd gyda Rhyll Coast Road i'w chyffwrdd gyda'r lwybr sy'n cysylltu Maes y Don Drive a Grove Park Avenue.

Mae angen cael ffordd er mwyn i Wales and West Utilities newid y bwl sbell gyllenwst may. Bydd rymediad i gerdwyr ar gae drwy gydol y cyfnod oeu.

Y lwybr angen a fydd wedi'i amrywddo fydd drwy Grove Park Avenue, Lynton Walk a Rhyll Coast Road.

**NOTICE OF TEMPORARY TRAFFIC ORDER**  
**DENBIGHSHIRE COUNTY COUNCIL**  
**GROVE PARK AVENUE, RHYL**  
**NOTICE OF TEMPORARY PROHIBITION OF THROUGH TRAFFIC ORDER**  
**ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1)**

Denbighshire County Council has made an Order prohibiting vehicles using Grove Park Avenue, Rhyll, in the County of Denbighshire, from its junction with Rhyll Coast Road to its junction with the alley linking Maes y Don Drive and Grove Park Avenue.

The closure is necessary to facilitate gas mains replacement by Wales and West Utilities. Pedestrian access will be maintained throughout the period of closure.

The signposted alternative route will be via Grove Park Avenue, Lynton Walk and Rhyll Coast Road.