



CYNGOR CYMUNED HELYGAIN / HALKYN COMMUNITY COUNCIL

**Minutes of the Meeting of Halkyn Community Council,
Held in the Halkyn Parish Hall,
On Monday the 16th October, 2017, at 7.30pm.**

**1(A). 179/17
PRESENT**

Councillor B. Glyn Coleclough (Chair)
Councillor Mrs. Nicola Richardson (Vice Chair)
Councillor Colin Barker
Councillor Brian Coleclough
Councillor L. Howard Morris
Councillor David G. Roberts
Councillor Dylan Roberts
Councillor Mrs. J. Wendy Sigsworth
Councillor John Thomas

Clerk & Financial Officer R. Phillip Parry

**1(B). 180/17
APOLOGIES**

Councillor Miss. Jean S. Davies (Community & County)
Councillor David A. Hughes
Councillor G. T. Robinson
Councillor Mrs. Delyth Taylor

Councillor Colin Legg (Flintshire County)

**2. 181/17
DECLARATIONS OF INTEREST**

There were no Declarations of Interest Declared.

**3. 182/17
TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 18TH SEPTEMBER,
2017**

The Minutes were proposed as correct by Councillor Brian Coleclough and seconded by Councillor Howard Morris and formally agreed by the Members present.

4. 183/17

MATTERS ARISING

The Clerk referred to the following matters from the previous Minutes:

Minute no: 4. 164/17 sub minute number: 4. 142/17 & 10.98/17 etc., (page 2) in relation to the installation of a bus shelter in the Windmill. The Clerk advised, that the manufacturing Company were not able to arrange delivery for at least four to five weeks. The Company had agreed to provide, at least, a week's notice, to enable the County Council installation team to be scheduled. The Clerk recollects to the Members, a previous discussion whereby it was suggested that a low swing door was required to be fitted to the bus shelter, to deter sheep from entering.

Members agreed the following: Following installation of the bus shelter, the Clerk to arrange a quotation with the Council Joiner, to erect a suitable self-closing door onto the bus shelter. Members further agreed, that the Chair and Vice Chair to agree, or other, the quotation in-between meetings.

Minute no: 4. 164/17 sub minute number: 10.98/17 etc., (page 2) in relation to a public event with the Welsh Ambulance Service and Holywell & Flint Rotary Club – with setting up a First Responder Scheme within the Community. The Clerk advised, that he had been contacted further by the lead member of the Holywell & Flint Rotary Club, to advise that it would not be feasible to continue with the First responder Scheme, at this stage. Members discussed the installation of defibrillators within the Community.

Members agreed the following: Not to pursue the First Responder Scheme, unless contacted further by the Holywell & Flint Rotary Club. Taking into consideration the information provided by the Welsh Ambulance Service, in relation to response time for the use of a defibrillator, including the rural aspect of the Community, Members agreed, at this time, not to install defibrillators within the Community.

Minute no: 4. 164/17 sub minute number: 4.142/17 & 14(A). 105/17 (page 2) in relation to an Environmental Audit in Rhosesmor. The Clerk advised, in the absence of Councillors Mrs. Delyth Taylor, that there had been no contact received from Mr. Ian Williams (Flintshire County Council Street Scene Officer). The matter to be further raised in the November Council meeting.

Minute no: 5(B). 166/17 (c) (page 4) in relation to the Clerk arranging a site meeting, with a representative from a specialist Cemetery design company, including quotations to extend the present footpath. **(1)** The Clerk advised, that a site meeting had been arranged for Friday 27th October, 2017, at the Council Cemetery (St. Mary's Church, Halkyn). The Cemetery Sub-Committee Council Members had been invited to attend the site meeting **(2)** The Clerk further advised, that a quotation for £4,180.00 plus VAT, had been received, for the extension to the Cemetery footpath.

Members agreed the following: At this stage, to continue with the meeting with the Cemetery specialist Company.

Minute no: 5(B). 166/17 (d) (page 4) in relation to a complaint received to the following: **(1)** the gate ways to the play area can easily be opened by small children **(2)** concern in relation to the gate adjacent to the main road **(3)** condition in relation to the child swings, the safety flooring, including the slide being in a filthy condition. The Clerk advised as follows: **(1)** The County had confirmed, that should the Council wish the gate adjacent to the B5123 to be permanently closed, the Council could make a formal application to the County **(2)** Whilst the gate to the play area from Northop Road, had been adjusted, Councillors' Mrs. Delyth Taylor and David Roberts, were both of the

opinion, that the gate was still somewhat insecure (3) as confirmed in the September Council meeting, the items of play had been cleaned by the County.

Members agreed the following: (2) the Clerk to further advise the County, in relation to the Council's concerns, to the play area gate security on Northop Road (3) to provisionally agree, that the play area gate entrance adjacent to the B5123, to be permanently closed. However, before formally requesting the closure with the Flintshire County Council, the Clerk to place a notice in the next edition of the Halkyn Mountain News – seeking the observations of parents and other users of the play area, to the proposed closure. The matter to be further discussed in the January, 2018 Council meeting.

5(A). 184/17 CORRESPONDENCE

The following correspondence had been received, that was required to be either advised to, or dealt with by the Members:

- (1) The Clerk advised, that PCSO Laura Williams had sent her apologies for the meeting and had provided the Clerk with the following report: (a) Pedal bikes on the A55 in Halkyn (b) Motorbikes on Mountain. Members referred to a burglary in the Rhosesmor area.
- (2) The Clerk advised in relation to the Flintshire County Council Public Engagement Events for 2017. The event for this Council area will be held in Holywell, on Thursday 26th October, at 6.30pm in Ysgol Maes Y Felin. Councillor Colin Barker advised, that he would attend the meeting.
- (3) The Clerk advised in relation to the 2018 County Forum meeting dates.
- (4) The Clerk referred to the Public Space Protection Order that had recently been agreed by Flintshire County Council. The Clerk advised the Members in relation to the contents of the Order. The full Order details can be found on the Flintshire County Council web site.

Members agreed the following: The Clerk to advise in relation to the new order in the next edition of the Halkyn Mountain News.

- (5) The Clerk advised in relation to the annual match funding exercise by Flintshire County Council, for play areas within the County. The match funding scheme for 2018 was now being administered by AURA Leisure & Libraries. The maximum amount of match funding was £10,000.00.

Members agreed the following: To express an interest in match funding to the maximum allowed of £10,000.00.

- (6) The Clerk read out an undated letter from 'Kicks for Kids'. Whilst the letter referred to the Flintshire County Council Summer Play Scheme, the letter appeared to be a private initiative – whereby information was provided in relation to 'kicks for kids packages' together with financial costings. The Clerk advised that he had contacted Flintshire County Council who were not aware of this scheme. **Members agreed to accept the letter.**
- (7) The Clerk recollect to the Members an e-mail forwarded by the Clerk dated the 18th October, which had been received from the Welsh Assembly, on behalf of an Independent Review Panel. The correspondence related to a further review of Town & Community Councils in Wales, and in particular enquired if the Council would answer four questions.

Members agreed the following: Councillors to forward suggested replies to the four questions posed, to the Clerk by 30th October. The Clerk thereafter to cascade to Council members for approval and forward to the Assembly.

- (8) The Clerk referred to an e-mail forwarded to Members dated the 5th October, which had been received from the Independent Remuneration Panel for Wales – whereby a copy of the Panel’s 2018 draft report was available. The Clerk advised the Members in relation to the contents of the report.
- (9) The Clerk referred to an e-mail forwarded to Members dated the 30th September, which had been received from the Welsh Assembly, in relation to: Guidance for Principal Councils on the Review of Communities.
- (10) The Clerk referred to an e-mail forwarded to Members dated the 17th October, which had been received from the Welsh Assembly, in relation to: Revised proposals for changes to Parliamentary constituencies in Wales.
- (11) The Clerk advised, in relation to an e-mail received from the Welsh Assembly, whereby their Outreach Team will be visiting Delyn during week commencing the 13th November. The Clerk further advised that the e-mail was dated the 12th October, and wished that Councillors and local Groups / Committees, arrange to meet with the Outreach Team. The Clerk further advised that he had replied to say that the time limit constraint for the meetings was not sufficient. A copy of the reply had been sent to Hannah Blythyn AM.
- (12) The Clerk advised, in relation to an e-mail received from Holywell Town Business Group, who were seeking the assistance of the Council to support the re-opening of Holywell High Street to traffic.

Members agreed the following: to support Holywell Town Business Group, with their quest to the re-opening of the High Street to traffic.

- (13) Flintshire Citizens Advice monthly report – was received.

5(B). 185/17

CLERK’S REPORT

- (1) The Clerk read out a letter received from HM Revenue & Customs, in relation to paying the Clerk’s PAYE and Clerk & Council National Insurance – by cheque at the Post Office. From the 15th December, the Post Office will not accept payment by cheque, which should now be made by either on-line banking or direct debit.

Members agreed the following: (1) All future HM Revenue & Custom payments be paid on-line.

(2) The Clerk to register with HSBC Bank, for internet banking (3) the Council’s Financial Regulations to be updated, to reflect the payment of accounts by direct transfer by the Clerk, with the appropriate authorisation.

- (2) The Clerk advised that he had submitted the Annual Return – Payments to Members of Halkyn Community Council for 2016 / 2017 – to the Independent Remuneration Panel for Wales.
- (3) The Clerk advised the Members, that the November Council meeting, would also be the Annual General Meeting, between the Community Council and Halkyn Parish Hall Management Committee. The Clerk had placed a public notice on the notice board outside the Parish Hall - advertising the meeting.

5(C). 186/17

TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30TH SEPTEMBER 2017

The Clerk and Financial Officer provided the Members with a copy of the Quarterly Statement of Accounts, to the end of September 2017, together with copies of the two Council Bank account statements. The Clerk further provided the Members with a breakdown in relation to the budget headings, which included income and expenditure to-date. **The Members approved the Statement of Accounts, and the document was signed by the Chair, Councillor Glyn Coleclough.**

5(D). 187/17

TO REVIEW (AMEND / UPDATE) AND APPROVE, THE FOLLOWING POLICIES: (A) CODE OF CONDUCT (B) NATIONAL STANDING ORDERS (C) LOCAL STANDING ORDERS (D) FINANCIAL REGULATIONS (E) INTERNAL FINANCIAL CONTROLS (F) ANNUAL RISK ASSESSMENT – 2017 / 2018 (G) RETENTION OF DOCUMENTS ETC., SCHEDULE (H) CEMETERY REGULATIONS (I) FIXED ASSET REGISTER – 2017/ 2018 (J) RETENTION OF DOCUMENTS POLICY STATEMENT (K) ANNUAL INVESTMENT STRATEGY – 2017/ 18 (L) MODEL LOCAL RESOLUTION PROTOCOL (NEW POLICY TO BE CONSIDERED)

Members agreed the following: The following policies were amended: **(1)** Financial and Internal Regulations and Retention of Documents **(2)** The remainder of the policies were reviewed and confirmed **(3)** Members agreed a new policy: Model Local Resolution Protocol.

The Clerk advised that the Annual Investment Strategy **(K)**, will be further updated following the January 2018, precept setting meeting.

6. 188/17

REPRESENTATIVES / LIAISON COMMITTEE REPORTS

There were no representatives reports.

7. 189/17

COUNTY COUNCILLORS' REPORTS (COUNCILLOR MISS. JEAN S. DAVIES & COUNCILLOR COLIN LEGG)

In Councillor Miss. Davies's absence, the Clerk read out an e-mail received from Miss. Davies – which referred to the following: Complaint received from a resident in relation to the equipment in the Pentre Halkyn play area – that the resident felt was worn and broken. Following a site meeting with an Officer from Flintshire, the broken equipment has been rectified. Worn netting will be replaced within a month. Councillor Miss. Davies, wished the Community Council, to consider match funding, for the installation of a roundabout and picnic tables.

Members agreed the following: Minute number: 5(A). 184/17 (5) on page 3 above, the Council have agreed to match fund £10,000.00, for new play area equipment. Pentre Halkyn play area to be including in this match funding.

8(A). 190/17

PLANNING APPLICATIONS

The following planning applications were dealt with by the Members at the meeting:

- (a) Planning Application Number: 057425, for Listed Building application for internal structural alterations, replacement of existing bar to new location and installation of parasol to external terrace, at Britannia Inn, Halkyn

Comment by Council: Providing that the application complies with planning policy, then no objections raised.

- (b) Planning Application Number: 057563, for the conversion of existing outbuilding to holiday accommodation and demolition of existing shed, at Pen Yr Orsedd Farm, Rhosesmor.

Comment by Council: Providing that the application complies with planning policy, then no objections raised.

8(B). 191/17

PLANNING DECISIONS

The following planning decision had been received from Flintshire County Council:

- Planning application number: 057484, for the approval of details reserved by condition Nos: 4 (landscaping) and 6 (details of static caravans) attached to planning permission Ref: 057049. Approved.

9(A). 192/17

COMMUNITY LIGHTING

No street lamps had been reported faulty, in-between the September and October Council meetings.

The following lamps were reported out of order at the meeting:

- (i) Near Park House, The Catch, Halkyn
- (ii) Opposite The Blue Bell Inn, Halkyn. The Clerk advised that this lamp had been reported faulty many weeks previously. The Clerk had been in further contact with Flintshire, who advised that the lamp would be inspected, by the end of this week.

The Clerk advised, that Councillor Colin Legg, was concerned with the number of lamps still faulty in Rhes y Cae. The Clerk further advised, that he had been in further contact with Flintshire Street Lighting, who confirmed that they are still awaiting, either parts or Scottish Power to repair underground faults. Councillor Mrs. Nicola Richardson offered to inspect the lights in Rhys Y Cae, to ascertain the number of faulty lights, and advise the Clerk.

Members agreed the following: Accepted the offer from Councillor Mrs. Richardson, to inspect the Rhes Y Cae lights and report the findings to the Clerk.

9(B). 193/17

The Clerk advised the Members, in relation to a project he was perusing to exchange the present street lights to a more energy efficient LED lighting. The Clerk advised in relation to the provisional costings. The Clerk wished to arrange a meeting with Halkyn Council, together with Caerwys and Whitford Councils – with a representative from an energy firm, that had been recommended by Flintshire County Council.

Members agreed the following: Confirmed their agreement to liaise with the Caerwys and Whitford Councils, in relation to the upgrade of street lights. The Clerk to attend the meeting on behalf of the Halkyn Community Council.

10. 194/17**TRAFFIC CONCERNS: B5123 ROAD IN PENTRE HALKYN (BOTTOM OF SPRINGFIELD HILL) (CLLR GLYN COLECLOUGH)**

Councillor Glyn Coleclough, expressed his concerns to the Members, with the increasing accidents on the B5123 road, in the area of the Springfield Hill, Pentre Halkyn. Councillor Coleclough suggested, that whilst speeding was an element, the signage may also cause confusion. Other Council Members also expressed their concerns.

Members agreed the following: The Clerk to write to Flintshire County Council Highways: (1) could a review of the current road signage be undertaken (2) one road sign, in particular, is difficult to read, due to a lighting column (3) to consider, the provision of enhanced and / or increased white road markings (4) the Clerk to contact the Police, to enquire if any accidents have been recorded.

11. 195/17**TO CONSIDER INSTALLATION OF GOAL POSTS IN RHYS Y CAE CHILDREN'S PLAY AREA / FOOTBALL FIELD (CLLR MRS. NICOLA RICHARDSON)**

Councillor Mrs. Nicola Richardson, advised the Council Members, that there had been a number of requests from parents and children in Rhes Y Cae, asking if goal posts could be erected, in either the play area, or the area known as the 'football field'.

The Clerk advised, that he had been in contact with Flintshire Leisure Services, who appeared to be amicable to the provision of goal posts, but wish to visit the area, to ascertain suitability. However, the Officer is on annual leave and therefore a site meeting has been provisionally agreed with Councillor Mrs. Richardson.

Members agreed the following: Expressed their commitment to provide financial assistance towards the installation of goal post in Rhes Y Cae. Councillor Mrs. Richardson, to provide an update in the November Council meeting.

12. 196/17**APPROVAL OF ACCOUNTS FOR PAYMENT**

Cheque Number	Payee	Net £	Vat £	Total £
487	Scottish Power (September - Street Lighting Electricity Supply)	325.47	65.09	390.56
488	Flintshire County Council (Contribution towards Summer Play Scheme)	2,618.00		2,618.00
489	Flintshire County Council (Recharge of Election costs)	398.51		398.51
490	H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - July, August & September 2017 - via The Post Office)	486.80		486.80
491	St Mary's Church – Cemetery (50% re-charge of Welsh Water charge)	52.42		52.42

492	R. Phillip Parry – Clerk (Travelling expenses – from April to September 2017 – as detailed auditor list)	130.50		130.50
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13. 197/17

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	No applications received	

14. 198/17

The Members agreed the payments of the above accounts as listed.

15. 199/17

Standing orders were Suspended:

- (a) Councillor Colin Barker referred to the dumping of rubbish in The Catch area of Halkyn. The matter had been reported to the Customer Services in Flintshire County Council, including Councillor Colin Legg. Whilst the County Council have visited the site, and agreed to clear away the rubbish, this has not happened. The Clerk advised, that he has spoken on the telephone to Customer Services, who confirmed that the rubbish would be removed within a day or so.

- (b) Councillor Glyn Coleclough, advised the Council Members in relation to local concerns, with vehicles blocking a roadway in The Nant. Councillor Coleclough further advised, that this particular road was previously a ‘one way’ road, but subsequently reverted back by the County, who re-instated to a ‘two way’.

Members agreed the following: The Clerk to write to Flintshire County Council Highways, seeking their advice and assistance – to ensure that the roadway is open, for vehicles to travel this stretch of road unobstructed.

16. 200/17

Standing Orders were Re-instated.

There being no further business, the Chairman thanked everyone for attending and closed the meeting.

**SIGNED BY THE
CHAIRMAN.....**

**DATE OF
APPROVAL.....**