



# **CYNGOR CYMUNED HELYGAIN / HALKYN COMMUNITY COUNCIL**

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**Minutes of the Meeting of Halkyn Community Council,  
Held in the Halkyn Parish Hall,  
On Monday the 21<sup>st</sup> October, 2019, at 7.30pm.**

**1(A). 145/19  
PRESENT**

Councillor Brian Coleclough (Vice Chair)  
Councillor B. Glyn Coleclough  
Councillor Colin R. D'Arcy  
Councillor Miss. Jean S. Davies (Community & County)  
Councillor L. Howard Morris  
Councillor Mrs. J. Wendy Sigsworth  
Councillor Mrs. Delyth Taylor

Clerk & Financial Officer R. Phillip Parry

**1(B). 146/19  
APOLOGIES**

Councillor Colin Barker  
Councillor Mrs. Nicola Richardson  
Councillor David G. Roberts  
Councillor Dylan Roberts  
Councillor G. T. Robinson  
Councillor John Thomas

Councillor Colin Legg (Flintshire County)

**1(C). 147/19  
Standing Orders were suspended**

A resident of Pentre Halkyn addressed Members in relation to their concerns with youths and others, in the area of the Community Centre. A number of people are 'hanging around' in the entrance to the Centre from the hours of darkness until the early hours of the morning. The resident has written to North Wales Police to express their concerns and had also spoken to a number of the persons who congregate in the area. It was advised that drug paraphernalia has been found in the area together with laughing gas canisters (nitrous oxide).

The Vice Chairman Councillor Brian Coleclough, emphasised to the resident that they should refrain from approaching anyone in the area of the Centre and should call the Police. The Clerk

advised that he would refer the information brought to the attention of the Council, to the local PCSO.

**1(D). 148/19**

**Standing Orders were restored**

**2. 149/19**

**DECLARATIONS OF INTEREST**

There were no Declarations of Interest Declared.

**3. 150/19**

**TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 16<sup>TH</sup> SEPTEMBER, 2019**

The Minutes were proposed as correct by Councillor Howard Morris and seconded by Councillor Colin D'Arcy and formally agreed by the Members present.

**4. 151/19**

**MATTERS ARISING**

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

**Minute no: 4.132/19 sub minute numbers – 4.110/19 & 4.91/19 (page 2)** in relation to additional inscriptions on Rhosesmor Memorial. The Clerk advised that the Holywell Office of Delyn Memorials had advised: an inspection of the Memorial had taken place whereby the Council would receive a quotation in due course.

**Minute no: 4.132/19 sub minute numbers – 4.110/19 & 5(C).94/19 (page 2)** in relation to grass cutting concerns in the Council's Cemetery. The Clerk advised that whilst there had been no contact with the Council's grass cutting contractor, the grass cutting had taken place during the Clerk's visit to the Cemetery.

**Minute no: 4.132/19 sub minute – 9(A).121/19 (page 2)** in relation to hedge concerns in an area of land opposite Tiger Tim on the B5123 road in Rhosesmor. The Clerk advised, that now it had been confirmed, that the Flintshire County Council own the land and that there was no agreement with the Community Council in relation to the public footpath, the Clerk had requested that the County Council cut the hedge and clear the public footpath of obstructions. Both Street Scene and Footpaths departments had confirmed, that the areas would be added to their maintenance contracts.

**Minute no: 4.132/19 sub minute – 9(B).123/19 (page 2)** in relation to drainage concerns at Siglan Pond, Pant Y Gof. The Clerk advised Members in relation to reports received from the Halkyn Ranger and Street Scene. The Ranger had advised that the matter would be referred to the Grosvenor Estate. Street Scene advised, that the area was not in their remit.

**Members agreed the following:** The Clerk to file the paperwork.

**Minute no: 5(B).134/19 (iv) (page 4)** in relation to receiving legal guidance from the Society of Local Council Clerks (SLCC) – in respect of an application from St. Mary's Church, Halkyn, for financial assistance towards the tarmacking of an area near the main Lychgate. The Clerk advised that there had been a further acknowledgement from the SLCC, which stated - that they were still awaiting legal advice.

**5(A). 152/19**

**CORRESPONDENCE**

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

- (1) The following report had been received from PCSO Connor Freel, in relation to reported criminal offences within the Community:

**Halkyn** - 1 x Suspicious Circumstances – Caller reporting seeing a suspicious looking man whilst running with her dog - wearing navy.

**Pentre Halkyn** - 1 x Robbery – IP has been walking from The Windmill area back to Pentre Halkyn and has been approached by a male from a sun-faded blue Nissan panel van who stated he would like the IP's dog as a 'bait dog'. Male has then stolen IP's watch from his wrist and returned to the van / 1 x Suspicious Circumstances – Cold callers in the area of Lon Y Fron knocking on doors and trying to sell cheap windows and leaving no card or leaflets. Vehicle used - old silver BMW on trade plates / 1 x ASB Environment – Pant Y Pwll Dwr Quarry - 6 off road bikes, all riders with helmets on riding near the quarry / 1 x Suspicious Circumstances – Two males wearing tracksuits with no ID claiming to be Scottish Power in the Allt Y Plas area. Scottish Power confirmed that the persons were employees of the company.

**Rhosesmor** - 1 x Suspicious Circumstances – Caller reporting suspicious vehicle parked outside an address / 1 x Anti-Social Behavior Environment – Reports of 3 off-road bikers with two bikes and a quad on the moor/ quarry area. PCSO caught up with the riders, took details, spoke to guardians and advised that the common land could not be used for sport.

- (2) Flintshire County Council – Request for Council to consider the name of Mountain View / Trem Y Mynydd – as a street name for residential development on land at The Bungalow, Rhosesmor.

**Members agreed the following:** Agreed with the name of the road – with the proviso that the Welsh name should be used first – Trem Y Mynydd / Mountain View.

- (3) Flintshire County Council – Winter maintenance provision for 2019 / 2020.
- (4) Flintshire County Council – Feedback from further visits to Town & Community Councils from Members of Flintshire Standards Committee.
- (5) Flintshire County Council – Flintshire Local Development Plan Consultation – 30<sup>th</sup> September to 11<sup>th</sup> November, 2019.
- (6) Flintshire County Council – County Waste Consultation. Councillors were provided with an e-mail link to complete the survey.
- (7) Independent Remuneration Panel for Wales – Draft Annual Report for 2020 / 2021. The Clerk had forwarded Members a copy of the report by e-mail.

## **5(B). 153/19 CLERK'S REPORT**

- (1) The Clerk advised that HSBC – the Council's banking provider had removed without notification the transfer of funds from the deposit account to the current account. The Clerk explained that when a cheque is authorised by Council and subsequently produced by the recipient to their bank, funds are atomically transferred from the Council's deposit to current account to cover the cheque payment. The Clerk will have to manually transfer funds between accounts and keep a healthy balance in the current account by internet transfer. The Clerk further advised, that the withdrawal of the transfer had resulted in a number of

cheques being referred back to the recipients – which are included in the Approval of Payments and Applications for Financial Assistance – as per **Minute numbers 11.164/19 and 12.165/19 on page 7 below**)

**Members agreed the following:** Were disappointed that HSBC had taken away this service without any consultation or notification. The Clerk to make the necessary transfer between accounts.

- (2) The Clerk recollects to Members the resolution made by Council for payment to HMRC for the quarterly payments of Income Tax and National Insurance - be paid by direct debit. Whilst the direct debit had been set up with the first payment due on the 14<sup>th</sup> October, HMRC transferred the sum of £1,000.00 from the Council HSBC Bank Account, whereby the amount should have been £649.91. The Clerk further advised, that possibly the direct debit should be replaced with a BACS transfer – whereby the exact amount due to HMRC can be entered by the Clerk. The overpayment of £305.09 – will be held in credit by HMRC until the next quarterly payment in January, 2020. **(See Minute number: 11.164/19 on page 7 below)**

**Members agreed the following:** The Clerk to contact HMRC and HSBC Bank and to agree the most convenient way to proceed with future payments.

- (3) The Clerk advised that he had attended the Flintshire County Forum meeting in Hawarden, whereby the following topics were discussed: Boundary Review / Local Development Plan / Council Plan 2019/2020 / Budget update / Waste Collection Strategy / Micro-care project / Information Commissioner's Office Guidance / Environmental Planning Enforcement Funding Scheme.
- (4) The Clerk advised that the following Complaints had been received.
- (i) From Councillor Colin D'Arcy – in relation to grass cutting concerns in the Allt Y Plas area, Pentre Halkyn. Matter referred to Street Scene.
  - (ii) Hedge in the area of Mariah Chapel in Halkyn – had not been cut by the County contractors. Matter referred to Street Scene.
  - (iii) Concern with a vehicle transporting motor bikes which are subsequently ridden on the mountain. Information referred to the North Wales Police.
- (5) Councillor Mrs. Wendy Sigsworth wished the following matter to be reported to Street Scene: The Give Way white lines have not been re-instated following the tarmacking of the road – from opposite the Blue Bell Inn, Halkyn to the Siglan area.
- (6) The Clerk referred to the BT e-mail address for the Council that was still causing concerns and advised that a new e-mail address had been set up for the Council – using the Council's official web site domain name. The BT e-mail address would be transferred to the new address for a year. The Clerk to advise Members of the new address in due course.
- (7) The Clerk advised that the Flintshire County Council had booked the Pentre Halkyn Community Centre, for training for new Councillors' in the County. The Clerk sought the agreement of Members that the Council pay for the hire of the Community Centre, including the provision of tea, coffee & biscuits – which the Clerk would arrange. Councillors' Colin D'Arcy and David Roberts advised of their attendance at the training session.

**Members agreed the following:** To pay for the hire of the Community Centre together with refreshments as referred to above.

**5(C). 154/19**

**TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30TH SEPTEMBER 2019**

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of September 2019, together with copies of the two Council Bank account statements. The Clerk further provided Members, with a breakdown in relation to the budget headings, which included income and expenditure to-date.

**Members agreed the following:** Approved the Statement of Accounts, whereby the document was signed by Vice Chair of Council - Councillor Brian Coleclough.

**5(D). 155/19**

**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 – 2019 / 2020 (G) RETENTION OF DOCUMENTS ETC., SCHEDULE (H) CEMETERY REGULATIONS (I) FIXED ASSET REGISTER – 2019 / 2020 (J) RETENTION OF DOCUMENTS POLICY STATEMENT (K) ANNUAL INVESTMENT STRATEGY – 2019 / 2020 (L) MODEL LOCAL RESOLUTION PROTOCOL (M) GENERAL DATA PROTECTION REGULATION (GDPR)**

**Members agreed the following:** Approved and updated the above policies, and to be further reviewed, if necessary, before the end of the financial year.

**5(E). 156/19**

**TO CONSIDER: NEW SOCIAL MEDIA POLICY**

The Clerk recollects to Members a copy of a document named: 'Social Media – A Guide for Councillors' which had been sent to all Members prior to the meeting by e-mail. The Guide had been produced by Welsh Assembly Government.

**Members agreed the following:** Whilst the Community Council are not presently linked to any Social Media sites, the Members confirmed, their commitment to adhere to the guidelines contained in the Guide.

**5(F). 157/19**

**WALES AUDIT REPORT: TO UPDATE ASSET REGISTER WITH LOCATION OF COUNCIL ASSETS**

The Clerk recollects to Members the External Audit Report (Wales Audit) - which referred to the Council's Asset Register – and should record the purchase date, asset holder details, together with the location of the asset. The Clerk advised that whilst this information is available since his appointment as Clerk, the asset register requires updating prior to his appointment. Members were provided with a copy of the current asset register.

**Members agreed the following:** Provided the Clerk with information to complete the asset register, as required by Audit.

**6. 158/19**

**REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)**

There were no reports specific to the Local Committees and Outside Bodies schedule, or Council Members who had attended meetings on behalf of the Council.

## **7. 159/19**

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

- (i) Councillor Miss Jean S. Davies advised in relation to the following: (1) Concerns with grass cutting in Allt Y Plas area in Pentre Halkyn (2) The County Council have two different grass cutting contractors – whereby this appears to be the concerns with areas being missed.

## **8(A). 160/19**

### **PLANNING APPLICATIONS**

- ❖ No planning applications received from Flintshire Planning

## **8(B). 161/19**

### **PLANNING DECISIONS**

**The following planning decisions have been received from Flintshire County Council:**

- (a) Application number: 059866, for demolition of existing timber framed bungalow and associated garage / outbuildings. Proposed erection of a dormer bungalow with associated ramps / retaining walls etc., and temporary permission for siting of a static caravan during construction, at Silvermore, Pentre Halkyn. Approved.
- (b) Application number: 060140 – for approval of details reserved by conditions no 14 (five year development scheme) attached to permission number: 054768, at Pant Y Pwll Dwr Quarry, Pentre Halkyn. Partially Discharged.
- (c) Application numbers: 058118 & 158819 – for conversion of redundant outbuildings to a single 4 bed holiday accommodation, at Gerddidduon Farm, Rhosesmor. Approved.

## **9. 162/19**

### **TO DISCUSS: LEVELLING OF THE COUNCIL CEMETERY (ST. MARY'S CHURCH, HALKYN) CLLR. MRS. WENDY SIGSWORTH**

Councillor Mrs. Sigsworth recollected to Members, the precious discussions whereby the Cemetery rows of interments should be levelled off – to ensure that the area was in keeping with a lawn Cemetery.

**Members agreed the following:** To obtain at least three estimates to level the first two rows of interments. Various Companies were suggested, whereby it was agreed that Councillor Howard Morris to meet on site with the first company to discuss the work required.

## **10. 163/19**

### **TO CONSIDER: RELOCATING BENCH SEAT OUTSIDE FORMER RHES Y CAE PRIMARY SCHOOL - TO ADJACENT PLAY AREA (CLLR GLYN COLECLOUGH)**

Councillor Glyn Coleclough addressed Members in relation to the memorial seat that is sited on land directly outside the former Rhes Y Cae Primary School. Councillor Coleclough advised that the seat required restoring and suggested that it be moved to the Children's play area.

The Clerk advised that he had written to the owners of the former school and the Grosvenor Estate to ascertain if they owned the land. The Clerk had also written to the Flintshire Children's Play area department to seek their views to the re-siting of the seat to the play area. There had been no reply

from the owners of the former school or the Grosvenor Estate. The County Council were pleased to accommodate the seat in the play area.

**Members agreed the following:** (1) To move the memorial seat to the play area (2) The Clerk to seek a quotation from the joiner used by the Council to refurbish the seat (3) To seek a quotation for the installation of the seat in the children's play area.

#### 11. 164/19

#### APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<b>Direct Debit:</b> Scottish Power (September - Street Lighting Electricity Account payment dated 18/10/2020)	120.98	6.05	127.01
	<b>Standing Order:</b> H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - July, August & September 2019 – payment dated 14/10/2019) (See Minute 5(B). 153/19 (2) on page no 4 above)	1,000.00		1,000.00
639	R. P. Parry – Clerk. Travelling expenses from October 2018 to October 2019 – as per detailed auditors information list	298.80		298.80
	<b><u>Cheque to be re-issued:</u></b>			
641	R. P. Parry – Clerk (Re-imburement of Land Registry Fee – as per receipt) Cheque no: 636 – cancelled	6.00		6.00

#### 12. 165/19

#### APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<b><u>Cheque to be re-issued:</u></b>	
642	Marie Curie Cancer Care: Cheque no: 637 – cancelled (Section 137 LGA 1972)	100.00
	Halkyn Parish Hall Management Committee (Application for financial assistance towards purchase of 'Games' equipment). Application adjourned from September – for production of receipts. Further adjourned to the November meeting for production of receipts.	
640	Halkyn Pensioners Club (Application towards Christmas Party adjourned from September – for production of	200.00

	<p>accounts) (Section 19 LGA (Miscellaneous Provisions) Act 1976)</p> <p>Shelter Cymru (Cardiff)</p> <p>Rhes Y Cae Village Hall Committee (Application for funding - new central heating system).</p> <p><b>Members agreed the following:</b> To provide funding of £1,500.00 – towards a new central heating system for the Hall. Funding to be released upon production of invoice(s) for the completed work</p>	<p>No grant</p>
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**13. 166/19**

**The Members agreed the payments of the above accounts and financial support as listed.**

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

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

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