



CYNGOR CYMUNED HELYGAIN / HALKYN COMMUNITY COUNCIL

Minutes of the Meeting of Halkyn Community Council, Held Virtually by Video and Telephone Conference, On Monday the 18th May, 2020, at 7.30pm.

No Council meetings were held in March and April, 2020 - due to the Coronavirus COVED-19 outbreak – in accordance with Government advice.

1(A). 44/20

PRESENT (ANNUAL & GENERAL MEETINGS)

Councillor G. T. Robinson (Chair)
Councillor B. Glyn Coleclough
Councillor Colin R. D’Arcy
Councillor Miss. Jean S. Davies (Community & County)
Councillor L. Howard Morris
Councillor Mrs. Nicola Richardson
Councillor David G. Roberts
Councillor Mrs. J. Wendy Sigsworth
Councillor Mrs. Delyth Taylor

Clerk & Financial Officer R. Phillip Parry

1(B). 45/20

APOLOGIES (ANNUAL & GENERAL MEETINGS)

Councillor Brian Coleclough
Councillor Colin Barker
Councillor Dylan Roberts
Councillor John Thomas

Councillor Colin Legg (Flintshire County)

1(C). 46/20

The Chair of Council Councillor G. T. Robinson, welcomed Members to the virtual meeting of the Community Council and wished everyone together with their families his best wishes during this unprecedented time.

The Clerk advised Members in relation to the contents of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020). The contents related to: Remote attendance of meetings; Annual General Meetings; Other meetings; Attendance at meetings (6 month rule); Election of Chairs; Summonses to meetings; Public attendance; Meeting papers.

Annual Council Meeting

2(A). 47/20

ELECTION OF CHAIRPERSON (MAYOR) FOR THE PERIOD 2020 / 2021

Councillor G. T. Robinson was proposed by Councillor Glyn Coleclough and seconded by Councillor Mrs. Wendy Sigsworth, to remain as Chair of Council until the annual Meeting in 2021. There were no further nominations. Councillor Robinson accepted.

Members agreed the following: Councillor G. T. Robinson remains as Chair until the annual meeting of the Council in 2021. (The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020).

2(B). 48/20

SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

The Clerk advised, that as the Chair of Council was to continue in Office, as per the above regulations, there was no requirement to sign a Declaration of Acceptance of Office.

3. 49/20

ELECTION OF VICE CHAIRPERSON (DEPUTY MAYOR) FOR THE PERIOD 2020 / 2021

Councillor Brian Coleclough was proposed by Councillor Mrs. Wendy Sigsworth and seconded by Councillor David Roberts. There were no further nominations. The Clerk advised that Councillor Coleclough had advised that should he be proposed and seconded to continue in Office, as Vice Chair, he would accept.

Members agreed the following: To appoint Councillor Brian Coleclough, to remain as Vice Chair for the year 2020 / 2021.

4. 50/20

MINUTES OF THE ANNUAL MEETING HELD ON THE 21ST MAY, 2019

The Clerk advised Members that the Minutes of the 2019 Annual Meeting were formally proposed, seconded and agreed at the 17th June, 2019 meeting, under Minute number: 3. 90/10.

Members agreed the following: Re-affirmed the above decision.

5. 51/20

COUNCILLORS' ATTENDANCES - 2019 / 2020

The Clerk provided the Members with a copy of the Register of Attendance of Councillors at Council Meetings for the period - April 2019 to March 2020.

Members agreed the following: The Register of Attendances is correct.

6. 52/20

NOMINATIONS TO SERVE ON LOCAL COMMITTEES AND OUTSIDE BODIES

The Clerk provided Members with a copy of the current list of Councillors who serve on Local Committees and Outside Bodies.

Members agreed the following: Amended and confirmed the list for the year 2020 / 2021.

Note: See list of Councillors who serve on Liaison, Local Committees and Outside Bodies - as appendix to the end of these Minutes (**Pages 11 & 12 below**).

General Council Meeting

7. 53/20

DECLARATIONS OF INTEREST

There were no Declarations of Interest Declared.

8. 54/20

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 17TH FEBRUARY, 2020

The Minutes were proposed as correct by Councillor Mrs. Wendy Sigsworth and seconded by Councillor Colin D’Arcy and formally agreed by the Members present.

9. 55/20

MATTERS ARISING

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

The Clerk referred to the following matters:

- (i) **Vehicle Activated Speed (VAS) Signage in Pentre Halkyn:** The Clerk advised that following a site meeting attended by Councillor Colin D’Arcy, together with Street Scene Supervisor Neil Hickie, a quotation in relation to the purchase and installation of four VAS signs had been received: Site 1, Brynford Road £5,280.00 / Site 2, Willowfield £3,380.00 / Site 3, Village Road £6,100.00 / Site 4, Martin’s Hill £5,100.00 – Total £19,860.00.

Councillor D’Arcy advised, that the high cost of installation was due to new poles with an underground electricity supply. The Clerk advised in relation to the cost of solar powered VAS signage

Members agreed the following: (a) Confirmed that speed reduction measures were required in Pentre Halkyn. (b) To seek Flintshire County Council to install the ‘monitoring tubes’ in the areas of the proposed VAS signage. This will identify as to which area has the highest recorded number of speeding vehicles; which will assist Council Members to make an informed decision as to which installation is the most needed. (c) The Clerk to seek further quotations for solar powered VAS signage.

- (ii) **Lottery Funding – Bilingual Concert in Halkyn Parish Hall:** The Clerk advised, that he had been in contact with a harpist, together with other possible performers, together with Ysgol Rhos Helyg. Whilst the Clerk had been in contact with the Wales Lottery in relation to the timing of the concert, the Lottery have not, to-date, made any decision to extend the date when the funding was to be utilised by.
- (iii) **Rhosesmor Cenotaph:** The Clerk advised, that he had been in contact with Delyn Memorials, in relation to the additions names on the cenotaph in Rhosesmor – and had been informed, that whilst the new plaque had been completed, it was awaiting installation.

- (iv) **Levelling of first two internment rows in Halkyn Council Cemetery:** The Clerk advised, that he has been in contact with the contractor whose quotation the Council had accepted – and had been informed; that the contractors staff have been furloughed. The work would be completed hopefully in June.

10(A). 56/20
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 Freal, in relation to reported criminal offences within the Community:

Halkyn: 1 x ASB Environment – Off Road Bikers on the mountain had been unloaded by vans. Officer caught up with vans and took details / 1 x ASB Environment – 4x4 NISSAN sighted driving over Halkyn Mountain. Caller videoed vehicle and was able to capture VRM. Section 59 ticket to driver/ owner of the vehicle and provided words of advice regarding driving on common land / 2 x Suspicious circumstances – Suspicious white transit van in the area driving up farm tracks/ drives and asking about scrap metal / 1 x Dangerous Dog – Sheep has been found with injuries consistent with a dog attack. No witnesses / CCTV and unknown suspect animal. Rural crime team dealing.

Pentre Halkyn: 1 x Suspicious Circumstances – Suspicious male walking through Pentre Halkyn at 02:48am wearing all grey and looking into people's houses / 1 x Suspicious Circumstances – Stolen campervan tracker followed by Roads Policing to area near Springfield Hotel. Campervan recovered / 1 x Suspicious Circumstances – Reports that 4 persons were acting suspiciously in the door way of the Community Centre on Allt Y Plas. Individuals moved on and no damage was found / 1 x Suspicious Circumstances – Suspicious vehicle in the vicinity of The Nant, possibly a dark colored Toyota Corola at 02.00am / 1 x Arson – At 15:00hrs a group of youths set fire to a sleeping bag at the back of a residential property which spread to the fence panel.

Rhosesmor: 1 x Dangerous Dogs – Dog has been off the lead on common land and has been worrying sheep. Rural crime team involved and dealing with incident. LEAD letter issued to owner of the dog / 1 x Burglary Dwelling – Rear window smashed and untidy search of unoccupied property.

Rhes-Y-Cae: No reported criminal offences.

The following correspondence was forwarded by e-mail to Members:

- ❖ Welsh Assembly Government - COVID-19 Various information.
- ❖ Welsh Assembly Government – The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.
- ❖ Welsh Assembly Government – Preparation and Publication of Statutory Financial Accounts for 2019 – 2020.
- ❖ Wales Audit – End of Year accounts and display of Public Notices.
- ❖ Flintshire County Council - COVID-19 Various information.
- ❖ Flintshire County Council - Cancellation of 2020 Summer Play Scheme.
- ❖ Flintshire Citizens Advice - Details of services provided.

10(B). 57/20
CLERK'S REPORT

- (a) The Clerk advised Members in relation to the following deposits to the Council's bank account:
- £16,666.66 - Flintshire County Council: First precept payment for financial year 2020 / 2021.
 - £1,362.00 – Flintshire County Council: Cemetery grant.
- (b) Independent Remuneration Panel for Wales – Determination 42: Members allowances for 2020 / 2021. The Clerk advised in relation to the allowance of £150.00 – for costs incurred in respect of telephone usage, information technology, consumables etc., Application form e-mailed to Council Members.
- (c) Independent Remuneration Panel for Wales – End of year report in relation to Members payments for 2019 / 2020 – sent to the Panel's Office.
- (d) Attendance by Clerk to Council at a meeting of the Society of Local Council Clerk's – whereby the Clerk gave a presentation, in relation to the joint project with other Councils to change street lights to LED models.
- (e) The Clerk had received the following complaints:
- ❖ Camper van vehicle being parked on Halkyn Mountain and moving position every few days. The Police advised that the occupant was self isolating and the Police accepted the reason.
 - ❖ Fly tipping in the area of Moel Y Crio – which had been removed by a local resident.

10(C). 58/20

TO RECEIVE AND APPROVE: END OF YEAR ACCOUNTS - 2019 / 2020

The Clerk, as Financial Officer, provided Members with a copy of the end of year Statement of Financial Accounts for the year 2019 / 2020. The Clerk advised Members further in relation to the accounts and the end of year balance. Members had also been sent by e-mail prior to the Council meeting pdf copies of the end of year accounts.

Members agreed the following: Approved the end of year accounts for the financial year 2019 / 2020. As the Council meeting was held by video conference, the Clerk to obtain the signature of the Mayor on the Statement of Accounts in due course.

10(D). 59/20

TO RECEIVE: INTERNAL AUDITOR'S REPORT - 2019 / 2020

The Clerk advised Members, that the Internal Auditor's Report for the year 2019 / 2020 had been received.

The Clerk further advised Members in relation to the contents of the report. Copies of the report were provided to the Mayor, Councillor Steve Copple and Deputy Mayor, Councillor Steve Wilson.

Members agreed the following: The Internal Audit report be accepted. The recommendations will be implemented.

10(E). 60/20

WALES AUDIT: ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH, 2020

The Clerk advised Members that Sections in the above document named: Accounting statements for 2019-20, together with the Annual Governance Statement (AGS) (Part 1) had been completed by the Clerk prior to the return being presented to the Internal Auditor. The Clerk further advised, that the Annual Internal Audit report section had been completed by JDH Business Services. The AGS (Part 2) was now required to be signed by the Chair of the Council, together with the Clerk. In accordance with the instructions received by e-mail from Audit Wales, all Council Members were provided with a copy of the AGS by e-mail prior to the Council meeting.

Members confirmed the following: Approval of the Annual Governance Statement (Part 2). As the Council meeting was held by video conference, the Clerk to obtain the signature of the Mayor on the AGS in due course.

10(F). 61/20

TO CONSIDER: COUNCIL MEETING DATES - REMAINDER OF 2020

Members agreed the following: To continue with the listed Council meeting dates.

10(G). 62/20

HALKYN PARISH HALL TRUST – TRUSTEES MEETING

The Clerk advised in relation to the following:

- (i) Urgent repairs to the Halkyn Parish Hall roof, together with internal works following water ingress. The Clerk advised, that he was contacted by the Chair of the Hall Management Committee, following water damage to the Hall roof and internally. As the matter had to be progressed urgently, the Hall had acquired a quotation from a local roofing company – Wilday Construction Ltd., The cost of repairs were as follows: £1,490.00 plus VAT £298.00 – Total £1,788.00. The Clerk further advised, that all Council Members had received a copy of the quotation, which had been agreed by e-mail.

Members agreed the following: (a) Confirmed the above referred to quotation (b) Members also confirmed the suspension of the Financial Regulations: Section 10 Para: 10.3 Orders for Work, Goods and Services in relation to receiving three quotations, due to the urgent nature of the repairs and to ensure that no further damage was sustained due to the water ingress.

10(H). 63/20

STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)

There was no reported Street Scene concerns.

10(I). 64/20

TO ARRANGE ANNUAL INSPECTION OF THE COUNCIL CEMETERY

The annual inspection of the Council Cemetery adjacent to St. Marys' Church, Halkyn, was postponed due to the current restrictions in relation to the Coronavirus – COVID-19.

Following a visit by the Clerk to the Council to the Council Cemetery adjacent to St. Mary's Church, Halkyn, on Saturday 11th April, to mark a vacant plot for an internment, the Clerk completed both a visual and hand testing of each memorial stone. The Clerk confirmed, that he found no defects or unstable memorial stones.

Members agreed the following: Confirmed the Clerk's inspection to be recorded as the official annual inspection of the Council Cemetery, adjacent to St. Mary's Church, Halkyn.

10(J). 65/20

TO CONSIDER: CEMETERY FEES FROM 1ST APRIL 2020 TO 31ST MARCH 2021

The Clerk provided Members with details of the present Community Council fees for Halkyn Council Cemetery.

Members agreed the following: No increase in Cemetery Fees for the period 1st April, 2020 to 31st March, 2021.

Note: See list of Cemetery fees from 1st April, 2020 to 31st March, 2021- as appendix to the end of these Minutes (**Page 12 below**).

11. 66/20

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.

12. 67/20

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

- (i) Councillor Miss. Jean S. Davies advised, that she had no report to bring to the attention of Council.

Councillor Colin D'Arcy advised, in relation to a number of residents complaints relating to a number of vehicles parked in Allt Y Plas which are impeding the residents being able to park. A Street Scene Officer has visited, whereby a number of vehicles are apparently not taxed and insured.

Councillor Miss. Jean Davies advised, that she would speak with Officers in County Hall.

- (ii) The Clerk recollects to Members an e-mail sent advising that County Councillor Colin Legg had received an injury and was presently in hospital. Councillor Mrs. Nicola Richardson advised, that Councillor Legg was scheduled for an orthopaedic operation in the next day or so.

Members sent their best wishes to Councillor Colin Legg, together with a speedy recovery.

13(A). 68/20

PLANNING APPLICATIONS

The following planning applications have been received:

- (1) Application number: 061032 – for a two storey side extension to existing dwelling – for a detached garage, at Warren Bank, Wern Y Gaer, Moel Y Crio.

Comment by Council: Subject to compliance with relevant policies and planning guidance notes, then no objections raised.

- (2) Application number: 060579 – for the creation of a track to provide vehicle access, at Nant Cottage, the Nant

Comment by Council: Whilst the Halkyn Community Council do not provide specific objections to the application, as long as the proposal is not detrimental to the surrounding landscape and highway together with neighbouring properties and also subject to compliance with relevant policies and planning guidance notes.

The Community Council copy and paste the contents of an e-mail dated the 31st March, 2020 (as below) – together with attached pdf document from the owner of a property named Rose Cottage, The Nant, whereby you will note an objection to the application

- (3) Application number: 061256 - for approval of details reserved by condition no's 22 (Restoration Scheme) and 23 (Aftercare Details) attached to planning permission reference no 98/20/01239, at Tarmac Central Ltd Pant Quarry, Halkyn.

Comment by Council: Subject to compliance with relevant policies and planning guidance notes, then no objections raised.

- (4) Application by Tarmac North West for out of hours working on 23, 24th and 25th May, at Pant Asphalt, Halkyn.

Comment by Council: No objection

(The above four applications were sent to Members for consultation in-between meetings, due to statutory time limits for observations from County Planning).

13(B). 69/20

Members formally confirmed the above decisions.

13(C). 70/20

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

- (1) Application number: 061181 – for erection of rear single storey extension and attached garage to side of dwelling, at Bryn Y Maen, Buxton Lane, Pentre Halkyn.

Comment by Council: Subject to compliance with relevant policies and planning guidance notes, then no objections raised.

- (2) Application number: 061227 – for extensions to roof space and side of dwelling, at Ty Groes Faen, Moel y Crio.

Comment by Council: Subject to compliance with relevant policies and planning guidance notes, then no objections raised.

13(D). 71/20

PLANNING DECISIONS

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

- (a) Application number: 060828 – for Lawful development certificate for the proposed erection of a rear extension, at 1 old Hall Cottages, Halkyn. Refused.

- (b) Application number: 061019 – for approval of details reserved by condition no’s 3 and 4 (great Crested Newt Conservation Plan and Method Statement attached to planning permission ref: 060749, at Noddfa, Wern Road, Rhosesmor. Approved.
- (c) Application number: 061032 – for two storey side extension to existing dwelling, detached garage, at Warren Bank, Wern y Gaer, Moel Y Crio. Refused.
- (d) Application number: 059596 – for change of use from shooting range from shooting range to holiday lodges, at Pen Y Parc Farm, Pant Y Gof, Halkyn. Approved.

14. 72/20

TO DISCUSS: PLASTIC FREE – HALKYN COMMUNITY COUNCIL AREA (CLLR DAVID ROBERTS)

Councillor David Roberts discussed with Members a number of local initiatives in relation to plastic reduction usage in Flintshire; such as the Mold Plastic Reduction Group. Whilst Councillor Roberts appreciated that the area covered by the Community Council is rural, the Council could engage with the local school, together with the residents in general.

Members discussed the educational aspect, raising awareness, together with the sensible disposal of plastics within the Council area.

Members agreed the following: Were in support of this important initiative. During the current pandemic situation, the Council could not proceed further.

15. 73/20

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>Payments made in March and agreed by two Councillor signatories - to be confirmed:</u>			
	Direct Debit: Scottish Power (February - Street Lighting Electricity Account payment dated 17/03/2020)	116.52	5.83	122.35
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for February) Payments dated 02/03/2020			
	Standing Order BACS: H. M. Revenue & Customs. Clerk’s PAYE & Clerk & Council NI - January, February & March, 2020 – Payment dated 12/03/2020	876.81		876.81
	BACS: T. G. Reynolds-Jones (Joiner – Rhes Y Cae) Replacing cheque number 656 (now cancelled) – issued at the 26 th February Council meeting – Payment dated 26/02/2020	450.00		450.00
	BACS: R. P. Parry – Clerk (Re-imburement of quarter share of Microsoft 365 with other Councils) plus cost of computer security software – as per receipts (not all	300.05	10.16	310.21

<p>carry VAT) – £84.05 plus VAT £10.16 – Total £94.21 / H M Revenue & Customs Home Working allowance for 2019 – 2020 £216.00</p> <p><u>Payments made in April and agreed by two Councillor signatories - to be confirmed:</u></p> <p>Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for March. Payments dated 01/04/2020</p> <p>Direct Debit: Scottish Power (March - Street Lighting Electricity Account payment due: 20/04/2020</p> <p>BACS: R. P. Parry – Clerk (Reimbursement of bulk stationery & printer ink purchases – as per receipts)</p> <p><u>May payments to be confirmed and considered to be paid by BACS</u></p> <p>Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for April. Payments dated 01/05/2020</p> <p>Direct Debit: Scottish Power (March - Street Lighting Electricity Account payment due: 19/05/2020</p> <p>BACS: BHIB Insurance (Renewal of Council Insurance Policy from 1st June – for 2020 / 2021)</p> <p>BACS: JDH Business Services Ltd (Annual Council’s Internal Audit)</p> <p>BACS: J E Duggan-Keen T/A Caerwys Computer Clinic - (Renewal of Council web site – hosting fee, domain names for past two years)</p> <p>BACS: R. P. Parry - Clerk to Council (Reimbursement for a year’s contract fee for video conferencing with Cisco (WebEx) - quarter share with other Councils)</p>	<p>124.56</p> <p>131.58</p> <p>120.60</p> <p>678.89</p> <p>200.00</p> <p>162.62</p> <p>24.16</p>	<p>6.23</p> <p>26.31</p> <p>6.03</p> <p></p> <p>40.00</p> <p></p> <p>4.83</p>	<p>130.79</p> <p>157.89</p> <p>126.63</p> <p>678.89</p> <p>240.00</p> <p>162.62</p> <p>28.99</p>
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16. 74/20

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	No applications received	

17. 75/20

Members agreed the payments of the above accounts as listed.

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

SIGNED BY THE
CHAIRMAN.....

DATE OF
APPROVAL.....

Cyngor Cymuned Helygain Halkyn Community Council

LIST OF LIAISON, LOCAL COMMITTEES AND OUTSIDE BODIES FOR YEAR 2020 / 2021

NAME OF ORGANISATION	COUNCIL REPRESENTATIVES NAME(S)
Aberdo and Bryn Mawr Quarry Liaison	Councillor L. Howard Morris
Flintshire Local Access Forum	Councillor John Thomas
Flintshire County Council – County Forum	Councillor Colin D’Arcy
Halkyn Cemetery	Councillors’ Colin Barker, Brian Coleclough, Mrs. J. Wendy Sigsworth, Mrs. Nicola Richardson
Halkyn Parish Hall Trust	(All Council Members)
Hendre Quarry Liaison	Councillors’ Colin Barker, Dylan Roberts
Joint Consultative Committee	Councillors’ Brian Coleclough, Mrs. J. W. Sigsworth
Pant Quarry Liaison	Councillor Colin Barker
Pant y Pwll Dwr Quarry Liaison	Councillor L. Howard Morris
Pentre Halkyn Community Centre	Councillors’ Brian Coleclough, B. Glyn Coleclough, L. Howard Morris
Planning Sub-Committee	(All Council Members)
Police Community Consultative Group	Councillors’ Colin Barker or Mrs. Delyth Taylor
Rhosesmor Institute	Councillors’ G. T. Robinson, John Thomas, Mrs. J. Wendy Sigsworth

Rhos Helyg School Governor Tiger Tim Liaison Committee	Councillor David Roberts Councillor John Thomas
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HALKYN COMMUNITY COUNCIL
CYNGOR CYMUNED HELYGAIN
CEMETERY FEES FROM THE 1ST APRIL, 2020
TO 31ST MARCH 2021

TYPE OF GRAVE	RESIDENT	NON - RESIDENT
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EXCLUSIVE RIGHTS	400.00	1,650.00
RE-OPENING	225.00	880.00
CREMATION	110.00	385.00
RE-OPENING	55.00	220.00
MEMORIAL STONE	85.00	175.00
TABLET	55.00	110.00
ADDITIONAL INSCRIPTION	35.00	110.00

CERTIFIED COPY OF ANY ENTRY £35.00

**R. PHILLIP PARRY,
CLERK TO THE HALKYN COMMUNITY COUNCIL**

(Please Note; None of the above fees include any costs,
that a Funeral Director or Monumental Mason may charge)