



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 January, 2021, at 7.30pm.**

No Council meeting was held in December, 2020

**1(A). 01/21
PRESENT**

Councillor G. T. Robinson (Chair)
Councillor Brian Coleclough (Vice Chair)
Councillor Colin Barker
Councillor B. Glyn Coleclough
Councillor Colin R. D'Arcy
Councillor Mrs. Nicola Richardson
Councillor David G. Roberts
Councillor Dylan Roberts
Councillor Mrs. J. Wendy Sigsworth
Councillor Mrs. Delyth Taylor

Clerk & Financial Officer R. Phillip Parry

**1(B). 02/21
APOLOGIES**

Councillor Miss. Jean S. Davies
Councillor L. Howard Morris
Councillor John Thomas

**2. 03/21
DECLARATIONS OF INTEREST**

There were no Declarations of Interest Declared.

**3. 04/21
TO APPROVE THE MINUTES OF THE MEETINGS HELD ON THE 16TH NOVEMBER,
2020**

(a) Community Council Meeting: The Minutes were proposed as correct by Councillor David Roberts and seconded by Councillor Colin D'Arcy and formally agreed by the Members present.

(b) Halkyn Parish Hall Trustees & Management Committee – Annual General Meeting:

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.

4. 05/21

MATTERS ARISING

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

Minute no: 4. 160/20 sub minute numbers: 4. 136/20 & 4.115/20 & 4.97/20 & 4.80/20 & 9.55/20 (ii) on (page 2) in relation to Vehicle Activated signage in Pentre Halkyn. The Clerk advised: that Flintshire County Council have confirmed; that the monitoring tubes will be placed in the Pentre Halkyn area during this week, with the results available during week commencing the 25th January.

Minute no: 5(A). 161/20 (2) (page 3) in relation to a proposed Annual Half Marathon in 2022. This matter was reported under **Minute number 6. 19/21 on page 7 below.**

Minute no: 5(E). 165/20 (page 5) in relation to flexible and reflective verge markers on Halkyn Mountain; whereby a number of markers are either missing and or damaged. The Clerk advised, that Mr. Neil Hickie (Flintshire Street Scene Officer) was amicable to a socially distanced site meeting with Councillor Dylan Roberts; but to date, the meeting had not been arranged.

Members agreed the following: Councillor Dylan Roberts to provide the Clerk with provisional meeting dates, to enable the site meeting to be arranged.

Pending Matters:

The Clerk advised, that the following matters remains in the pending file:

- The Old Bier House. The Clerk advised, that due to the weather conditions since late November, the contractor has been unable to commence the installation of the new roof on the Old Bier House, together with the replacement apex. The anticipated timescale is now mid-February.
- ❖ Lottery Celebration grant. Pending restrictions for usage in the Halkyn Parish Hall, to arrange a bilingual concert in 2021.

5(A). 06/21

CORRESPONDENCE

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

- (1) North Wales Police: Reported criminal offences within the Community, for the month of November, 2020.

Halkyn: 1 X Anti-social behaviour / 1 x Violence

Pentre Halkyn: No offences reported.

Rhes-Y-Cae: 1 x Public order.

Rhosesmor: 1 x Criminal damage.

- (2) Welsh Government: Annual notification in relation to the following: Appropriate sum under Section 137(4) (A) of the Local Government Act 1972 / Section 137 Expenditure Limit for 2021-2022 in Wales is £8.41 per elector.
- (3) Wales Audit: Audit Schedule for the new audit arrangements. The Clerk advised, that the schedule provided details in relation to each Town & Community Council in Wales; as to which Council would received either a Full or Basic Audit over the next three year period. This Council was listed as follows: Basic audit during financial years: 2020 / 2021 & 2021 / 2022, with a full audit in 2022 / 2023.

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

- ❖ Wales Government: Received from Hannah Blythyn MS – Coronavirus update
- ❖ Police Inspector Gareth Cust: Information in relation to contact details for the new Inspector for the area named Stephen Roberts
- ❖ Flintshire County Council: Local Community Transport
- ❖ Wales Government: Electoral Reform Newsletter
- ❖ Flintshire County Council: Local Development Plan – update
- ❖ Police & Crime Commissioner: Survey on Policing in 2021 / 2022.
- ❖ University of Southampton: Survey in relation to Covid-19 Preventative behaviour and symptoms
- ❖ Flintshire County Council: Bilingual links to videos in relation to meeting people over the Christmas period
- ❖ Flintshire County Council: Details of various services and opening times during the Christmas and New Year period
- ❖ Tarmac Hendre Quarry: Post-public consultation feedback.
- ❖ North Wales Police Commissioner: Survey in relation to ‘Have Your Say – Police precept for 2021 / 2022. Councillors to complete on a personal basis
- ❖ Flintshire County Council: Young Person’s Survey
- ❖ Tarmac Hendre Quarry: Forthcoming blast on Wednesday 20th January – between the hours of 11.30am and 4.00pm.

5(B-1). 07/21

CLERK’S REPORT

- (a) The Clerk advised Members in relation to the following deposit to the Council’s bank account:
 - £16,666.67 - Flintshire County Council: Third & final precept payment for financial year 2020 / 2021.
 - £100.00 – Deeco Lighting: Refund in relation to installation costs of four LED street lights.
- (b) Dates of Council Meetings for 2021.

- (c) Halkyn Parish Hall Management Committee: Risk Assessment for Hall Users
- (d) Complaint from resident in Maes Lygan, Pentre Halkyn; in relation to non-collection of refuse. The Clerk advised, that County Councillor Jean Davies was looking into the complaint.
- (e) Complaint received from a visitor to the Halkyn Council Cemetery, in relation to an increasing number of mole hills. Whilst the Clerk had sought advice from the Flintshire Bereavements Services Manager, the Chair and Vice Chair of Council this Council had also been made aware of the concern.

Councillor G. T. Robison advised the following: Contact had been made with a local mole catcher; who he had met with at the Cemetery. Traps had been laid whereby the cost would be under £100.00 depending on the time and number of traps aspects.

Members agreed the following: Confirmed the mole catcher fee.

5(B-2). 08/21

DEED OF SURRENDER: Lease of Football Field, Pentre Halkyn

The Clerk recollected to Members, that over a year ago the Flintshire County Council has sought the agreement of this Council, to surrender the Lease of the Football Field in Pentre Halkyn. This was requested; as the County wished to re-lease the field, together with the Pavilion building. Whilst this Council had agreed to the surrender, it was only in December, 2020 that the actual document for signature was received from the County. The Clerk confirmed, that the Chair and Vice Chair, Councillors' G. T. Robinson and Brian Coleclough, together with the Clerk had signed the Deed of Surrender; which was returned to Flintshire County Council on 7th January, 2021.

5(B-3). 09/21

STREET LIGHTS

(1) Faulty Street Light: Flintshire Street Scene had reported the following to the Clerk:

- Damaged street light; the location is fronting Bryn Awel opposite the entrance to Pentre Farm, Village Road, Pentre Halkyn. The LED lamp has come away from the fitting and is hanging loose.

The Clerk advised; that the Community Council's street lighting contractor had been asked to visit and repair.

(2) The Clerk recollected Members to Minute number: 5(C). 163/20 in the November 2020 Council Minutes – in relation to three outstanding installations of LED lanterns in Moel Y Crio and The Wern area.

The Clerk advised, that the Council's street lighting contractor had stated the following: The position of the two lights are sited on the common in Moel Y Crio – well away from the road; with the one Wern lantern sited high upon the roadside bank. The Clerk further advised; that he had visited the area and taken photographs (these were shown to Members on screen). The street lighting contractor had delivered the three LED lights to the Clerk's home, together with a cheque for £100.00; refunding the installation costs.

Member agreed the following, by majority: To remove the above three street lights. The Clerk to obtain costings.

5(C). 10/21

TO DISCUSS: STREET LIGHTING REPAIR & MAINTENANCE

The Clerk advised, that this agenda item is twofold; **(1)** General Street lighting repairs and maintenance **(2)** Street lighting and external electrical assets on the adopted highway within the County of Flintshire.

The Clerk further advised, that item **(1)** was to review the current repair and maintenance contract, in particular, due to the installation of LED lanterns; which has reduced the power consumption, including the cost of repairs.

Item **(2)** street lighting on adopted highway; whereby the Community Council had been advised by Flintshire County Council; the following: Flintshire County Council recently received notice from the North Wales Trunk Road Agency, in relation to a meeting between representatives from the Health & Safety Executive; as part of the Executives' review of highway electrical safe working practices, following the death of an electrician working on the South Wales Trunk Road Network.

The correspondence further stated: the Flintshire County Council has a 'Duty of Care' as the highway authority to the testing / checking of the street lighting infrastructure on the adopted highway. The Community Council were asked to provide the following information: **(a)** A complete inventory list, including location and item detail of the Council's electrical and illuminated assets within the FCC adopted highway **(b)** the name and contact details and relevant accreditation of this Council's contractor, including emergency call out and repair arrangements **(c)** the written instruction or contract agreement between this Council and the contractor for electrical inspection and the provision of certificates. This is required under: BS7671:2018.

The Clerk confirmed to Members, that the information requested in **(a)** and **(b)** had been provided to Flintshire County Council. The electrical inspection and certificates as referred to in **(c)** are required to be completed on a six year rolling basis.

Members agreed the following: The Clerk to further liaise with the Flintshire Street Lighting Officer, including adjoining Clerks to Councils, to provisionally agree a joint maintenance plan. The Clerk to report further to Members at the February Council meeting.

5(D). 11/21

TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 31ST DECEMBER, 2020

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of December 2020, 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 agreed to be signed by the Chair of Council – Councillor G. T. Robinson.

5(E). 12/21

TO RECEIVE, CONSIDER AND APPROVE THE BUDGET FOR THE FINANCIAL YEAR 2021 / 2022

The Clerk as Financial Officer, provided Members with an accounts spreadsheet, which contained the current financial balances (as per the above Minute), including an estimation of Council spending / balances, as at the end of March 2021. The spreadsheet further provided Members, with

details of recommended allocations for each of the Council's budget headings for 2021 / 2022 - based on previous spending.

Following discussion, it was proposed, seconded and agreed by the Members as follows:

- (1) No increase to the current precept for the forthcoming financial year; to remain at £50,000.00. The Clerk advised, that the Band D property charge would be £36.90, a decrease of 0.17p (Minus 0.46%) – per Band D household.
- (2) Earmarked Reserves £30,000.00 / General Reserves £23,731.83 / To transfer £18,699.19 from the 2021 / 2022 budget to General Reserves.
- (3) The Chair of Council G. T. Robinson, to sign the estimates for the end of the financial year 2020 / 2021, including the precept requirement for 2021 / 2022.
- (4) The Clerk to advise Flintshire County Council, in respect of the Community Council's financial requirements (precept) for 2021 / 2022.

5(F). 13/21

TO CONFIRM RENEWAL: BANK STANDING ORDERS / BACS PAYMENTS

The Clerk advised Members, that under the Financial Regulations, the payments made by Bank Standing Order and fixed monthly payments by BACS, were required to be re-confirmed every two years. Presently, the following payments are made, as follows: Standing Order: Scottish Power (Street Lighting Supply) / BACS payments: Quarterly payments to HMRC in January, March, July & October / Fixed monthly payments - Clerk's Salary and allowance, together with quarterly Cemetery administration.

Members agreed the following: Confirmed, the above payments.

5(G). 14/21

TO CONSIDER: APPOINTMENT OF INTERNAL AUDITOR – END OF YEAR AUDIT 2020 / 2021

The Clerk advised that this matter is an annual agenda item in January of each year. The Clerk further advised, in relation to the appointment process for the Council's Internal Auditor.

Members agreed the following: To re-appoint JDH Business Services Ltd., as the Council's Internal Auditor for the end of year 2020 / 2021 accounts.

5(H). 15/21

CLERK'S ANNUAL APPRAISAL – 2020

The Clerk advised and the Chair of Council - Councillor G. T. Robinson confirmed, that the Clerk's annual appraisal had been completed for year 2020.

5(I). 16/21

ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH, 2020

The Clerk advised Members, that the final document from the Welsh Audit appointed External Auditor – BDO LLP of Southampton, had been received. The Document stated the following 'on the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'.

BDO advised the following in an addendum report: Accounting Statements – Trust Funds Disclosure Note. The Clerk advised, that the annual return form was required to be recorded with an ink tick; indicating ‘yes or no’ to trust funds. The Clerk confirmed, that the Council did not hold any trust funds.

The Clerk further confirmed, that copies of the report were provided to the Chair and Vice Chair of Council: Councillors’ G. T. Robinsons & Brian Coleclough, prior to the meeting.

Members agreed the following: Accepted the External Audit Report for the 2019 / 2020 financial year.

5(J). 17/21

NOTICE OF CONCLUSION OF AUDIT

The Clerk advised that in accordance with the (Public Audit (Wales) Act 2004 Accounts and Audit (Wales) Regulations 2014), that he had displayed a Public Notice, on the Council’s Web Site – in accordance with Section 29 of the Public Audit (Wales) Act 2004 - on the 10th December, 2020.

5(K). 18/21

STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)

The following concern(s) have / has been reported to Street Scene:

- (1) The Clerk advised, that there had been no street Scene concerns reported in-between the November, 2020 and January, 2021 Council meetings.

Members brought the following concern to the attention of the meeting:

- (a) The salt grit bin near Bryn Y Foel, Rhosesmor; is damaged and may require replacing.
- (b) The following was advised to Councillors: That more than one vehicle had been bagging salt from the bin at Bryn Y Foel and placing in their vehicle boot and driving off.

The Clerk advised, that the above would be reported to the Street Scene Officer for the area.

6. 19/21

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- Councillor Colin D’Arcy provided the following update in relation to a proposed half-marathon, that would be routed through the village of Pentre Halkyn.

Date of event to be agreed in 2022 / Traffic management including temporary road closures / Volunteers / stewards / First aid / Registration with UK Athletics / Insurance / Meetings to be held monthly.

7. 20/21

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

- In Councillor Miss Jean S. Davies’s absence, the Clerk advised the following: Complaints in relation to non-collection of black bin and recycling items, in Maes Lygan, Pentre Halkyn. The matter was resolved with an extra collection.

8(A). 21/21

PLANNING APPLICATIONS

The following planning applications have been received:

- (a) Application number: 062110 – for the phased extraction of some 28.38m tonnes of limestone from within the existing permitted area at Hendre Quarry and from within an eastern extension to the quarry as a comprehensive extension and consolidation scheme; the retention of the existing processing plant and related infrastructure for the duration of the development; the retention and use of the existing access for the duration of the development; the construction and landscaping of a screening landform; and the implementation of a restoration scheme for both the existing quarry and extension area, at Hendre Quarry, Denbigh Road, Rhydymwyn.

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

- (b) Application number: 062043, for substitution of house types and repositioning of single garage to plots 5 & 6, at Land to the rear of The Stores House, Rhes-Y-Cae.

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

- (c) Application number: 062112, for the erection of 3 bay garage with store over, at Caeau Gleision, Halkyn.

Comment by Council: No objection to the application, as long as the proposal is not detrimental to neighbouring properties; and planning policies and planning guidance notes are complied with.

- (d) Application number: 061852, for erection of single storey extensions and porch at Bryn Newydd, Brynford Road, Pentre Halkyn

Comment by Council: No objection to the application, as long as the proposal is not detrimental to neighbouring properties; and planning policies and planning guidance notes are complied with.

- (e) Application number: 062242, for proposed alterations & extension at Glenville, Rhosesmor.

Comment by Council: No objection to the application, as long as the proposal is not detrimental to neighbouring properties; and planning policies and planning guidance notes are complied with.

- (f) Application number: for out of hours working, at Tarmac, Halkyn, for out of hours working on Monday and Tuesday – 11th and 12th January, between 20.00hrs to 02.00 hrs. **No objection.**

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

8(B). 22/21

Members formally confirmed the above decisions.

8(C). 23/21

The following planning application was dealt with by the Members at the meeting:

- Application number: 062283 – for new horse exercise arena, at Ael Y Bryn, Pant Y Gof, Halkyn

Comment by Council: No objection to the application, as long as the proposal is not detrimental to neighbouring properties; and planning policies and planning guidance notes are complied with.

8(D). 24/21

PLANNING DECISIONS

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

- (a) Application number: 061738 – for alterations and extensions to dwelling with external works, at Ty Newydd, Pant Y Gof, Halkyn. Refused
- (b) Application number: 061955 – for non-material amendment to planning permission number: 059010, at Moel Y Crio Farm, Moel Y Crio. Approved
- (c) Application number: 061687 – for non-material amendment to planning permission number: 60909, at The Shack, Windmill. Approved
- (d) Application number: 061968 – for erection of lean to extension to existing Dutch hay barn, at Gwern Y Marl Farm, Rhosesmor. Approved
- (e) Application number: 061984 – for approval details reserved by conditions no 5 (photographic survey) attached to planning permission reference 058631. Approved
- (f) Application number: 061463 – for conservation of barn to dwelling, at Barn, Plas Newydd Farm, Northop. Approved
- (g) Application number: 061464 – for conversion of barn to dwelling and change of use of land to residential, at Barn, Plas Newydd Farm, Northop. Approved

9. 25/21

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>Payments made in December, 2020 – to be confirmed:</u>			
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for November) Payments dated: 01/12/2020			
	BACS: McVeigh Parker & Co Ltd., Purchase of new gate, posts & delivery cost - for Halkyn Parish Hall – as previously agreed by Council	235.74	47.15	282.89
	Direct Debit: Scottish Power (November - Street Lighting Electricity Account payment due: 18/12/2020)	120.60	6.03	126.63
	BACS: Society of Local Council Clerks. Membership renewal for 2021 - £289.00. Quarter share for this Council	72.25		72.75

<u>The above payments were authorised by two Councillor Bank Signatories in December</u>			
<u>January, 2021 - Payments made – to be confirmed:</u>			
Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for December) (Quarterly payment for Cemetery administration – October, November & December) Payments dated: 04/01/2021			
Standing Order BACS: H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - October, November & December 2020 – payment dated: 06/01/2021	817.10		817.10
Direct Debit: Scottish Power (December - Street Lighting Electricity Account payment dated: 18/01/2021)	124.56	6.23	130.79
<u>Payment for consideration at meeting to be paid by BACS:</u>			
Wales Audit (Annual External Audit)	239.05		239.05

10. 26/21

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<u>Authorised to be paid by BACS:</u> Urdd Eisteddfod (Application for financial assistance for Eisteddfod in Denbigh 2022 and in Maldwyn in 2024) Section 145 LGA 1972 – provision of entertainment and support of the arts.	£400.00

11. 27/21

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

12(A). 28/21

Standing Orders were suspended:

- (i) Concern expressed by Councillor Mrs. Delyth Taylor, to the numerous canisters of nitrous oxide (laughing gas) that are appearing in a number of areas across Halkyn Mountain; especially in the area of Rhosesmor and The Catch (near the masts).

The Clerk to advise PCSO Connor Freel.

- (i) Councillor G. T. Robinson advised of his astonishment, in relation to damage caused by youths in the area of the Moel Y Gaer Hill Fort, Rhosesmor on the 15th January. (Photographs were provided). The youths who were apparently observed by a local resident have caused the following damage in the area: due west of the reservoir on the summit of Moel y Gaer, Rhosesmor, a piece of the inner fortification has been excavated by youths with mountain bikes. They told a passer by that they were creating a 'jump' The digging is approximately two and a half meters long by one and a half wide. Turf has been removed, a hole dug and then roughly replaced. The damage is such that it could take some years to settle; even then it will leave a permanent scar.

The Clerk was asked to write to the Acting Regional Inspector of Ancient Monuments and Archaeology (North-east Wales); advising in relation to the damage.

**12(B). 29/21
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.....**