



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

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**Minutes of the Meeting of Halkyn Community Council,  
Held Virtually by Video and Telephone Conference,  
On Monday the 18<sup>th</sup> October, 2021, at 7.30pm.**

**1(A). 169/21  
PRESENT**

Councillor Brian Coleclough (Chair)  
Councillor Colin R. D'Arcy (Vice Chair)  
Councillor B. Glyn Coleclough  
Councillor L. Howard Morris  
Councillor David G. Roberts  
Councillor Dylan Roberts  
Councillor G. T. Robinson  
Councillor Mrs. Delyth Taylor

Clerk & Financial Officer R. Phillip Parry

**1(B). 170/21  
APOLOGIES**

Councillor Colin Barker  
Councillor Miss. Jean S. Davies  
Councillor Mrs. Nicola Richardson  
Councillor Mrs. J. Wendy Sigsworth  
Councillor John Thomas

**2. 171/21  
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

- (a) No attendance at meeting by public, no questions, comments or representations received prior to meeting.
- (b) PCSO Connor Freel connected virtually to the meeting. **Minute number: 6(E)(a). 179/21 on pages 4 and 5 below.**

**3. 172/21  
DECLARATIONS OF INTEREST**

There were no Declarations of Interest Declared.

#### **4. 173/21**

### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 20<sup>TH</sup> SEPTEMBER, 2021**

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

#### **5. 174/21**

### **MATTERS ARISING**

The Clerk referred to the following matters from previous Minutes:

- (1) Minute no: 4. 152/21 (2) (page 2)** – in relation to the installation of 3 bilingual Pentre Halkyn name signs. Councillor Colin D’Arcy confirmed, that the signage had been erected.
- (2) Minute no: 4. 152/21 (3) (page 2)** – in relation to a new bilingual sign in the Council Cemetery adjacent to St. Marys’ Church, Halkyn. The Clerk advised, that the sign had been installed, whereby a photograph was viewed virtually by Councillors.
- (3) Minute no: 5(B). 154/21 (K) (page 5)** – in relation to the type of equipment to be installed in the Halkyn children’s play area. The Clerk advised, that whilst an invitation to attend a site meeting was forward to two interested Council Members, the meeting had not taken place. Councillors viewed virtually an item of suggested play equipment.

Whilst perusing the photograph of the equipment, Members considered the height of the kickback goal may be too high and obtrusive in the open mountain aspect. The high winds that occur in the area were also a concern.

**Members agreed the following:** The Clerk to arrange a site meeting during week commencing 25<sup>th</sup> October, with the County Council Play Design Officer, together with Councillors’ David Roberts and Nicola Richardson.

- (4) Minute no: 5(B). 154/21 (n) (iii) (page 6)** – in relation to two gates on Halkyn Mountain that were proving difficult for riders of horses to open. The Clerk advised, that following submitting a report of the County Footpaths Officer and the Halkyn Mountain Ranger, the Footpath Officer had arranged the repairs, whereby both gates were now in working order.
- (5) Minute no: 5(B). 154/21 (n) (iv) (page 7)** – in relation to the depositing of grass cuttings around the base of a tree in Rhosesmor. The Clerk advised, that Flintshire County Council Street Scene, together with the Halkyn Mountain Ranger, had both agreed that, the area of land is in private ownership, therefore no action could be taken.
- (6) Minute no: 5(B). 154/21 (o) (page 7)** – in relation to enquiring with the Halkyn Parish Hall Management Committee, seeking that a hedge is cut back within the Hall land that obstructs visibility for vehicle drivers. The Clerk advised, that the hedge had been cut back.
- (7) Minute no: 5(D). 156/21 (pages 7 & 8)** – in relation to a number of repair items that the Clerk had received from the Halkyn Parish Hall Management Committee. The Clerk advised, that he had discussed the items during a recent visit to the Hall with the Caretaker. It had been agreed that a quotation for the most urgent work would be received for consideration at this evening’s Council meeting. The Clerk further advised, that no quotations had been received.

**Members agreed the following:** As the Annual Meeting between the Community Council and Halkyn Parish Hall Management Committee will be held on Monday the 15<sup>th</sup> November, the list of repairs will be discussed at this meeting.

**6(A). 175/21  
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 the following criminal offences had been reported to the North Wales Police, that had occurred within the Halkyn Community Council area:

**Halkyn:** 3 x Anti-social behaviour / 2 x Violence

**Pentre Halkyn:** No offences reported.

**Rhes-Y-Cae:** No offences reported.

**Rhosesmor:** No offences reported.

- (2) Flintshire County Standards Committee: Invitation to attend their virtual annual meeting and training session, to be held on Monday 1<sup>st</sup> November at 6.00pm.
- (3) Independent Remuneration Panel for Wales: Draft annual report.
- (4) Welsh Government: Councillors requested to complete the following survey: The Role and Remuneration of Councillors in Wales.
- (5) Flintshire County Council: Public Footpath No 62 in the Community of Northop. Public Path Extinguishment Order 2021.

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

- ❖ Boundary Commission for Wales: Proposed Parliamentary Constituencies in Wales
- ❖ North Wales Police: The role of a Police Community Support Officer
- ❖ Flintshire County Council: Reintroduction of car parking charges from 1<sup>st</sup> October, 2021.

**6(B). 176/21  
CLERK'S REPORT**

- (a) The Clerk advised Members, that all Town & Community Councils in Wales had received notification from Wales Audit, that the annual audit of accounts for 2020 / 2021, had been delayed. All Clerk's were requested to display a Public Notice advising of the delay on a notice board and Council's web site. The Clerk confirmed, that he had completed this action.
- (b) The Clerk recollected to Members that the Local Standing Orders allow the public to attend and address Councillors, and whilst the Public Agenda advises this, there is no actual formal agenda heading on the Summons to Councillors. From this month's meeting the agenda will contain the following : 'Public Questions, Comments or Representations'

- (c) The Clerk advised, that the doors to the newly refurbished notice board adjacent to the Halkyn Parish Hall, were difficult to open. The joiner had been asked to rectify.
- (d) The Clerk advised, that he had been contacted by a local resident who was in the process of writing a book, which will include names recorded on the War Memorials within the Community Council area, together with further details. The author of the book sought information in relation to the Rhes Y Cae Memorial. The Clerk had provided the contact details for Reverend Burgess.
- (e) The Clerk advised, in relation to a request from an Officer at Flintshire Local Voluntary Council to attend the November meeting of the Community Council. The Officer wishes to provide a presentation in relation to Village Hall financial assistance and other advice. The Clerk suggested that as members of the Halkyn Parish Hall Management Committee will be attending the November meeting, the presentation may be of benefit to the Hall Committee also.

**Members agreed the following:** To invite the Officer from Flintshire Local Voluntary Council to the annual November meeting with the Halkyn Parish Hall Management Committee, to be held virtually on Monday 15<sup>th</sup> November at 7.00pm. The Clerk to advise the Parish Hall Management Committee.

**6(C). 177/21**

**TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30<sup>TH</sup> SEPTEMBER 2021**

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of September, 2021, 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 Brian Coleclough.

**6(D). 178/21**

**TO CONSIDER: AMENDMENT TO SECTION 9. (B) FEES AND CHARGES OF THE CEMETERY REGULATIONS (CLLR WENDY SIGSWORTH)**

The Clerk recollects to Members, that during the review of Cemetery Fees, Councillor Wendy Sigsworth sought that Paragraph 9. Fees and Charges of the Council's Cemetery Regulations be reviewed, in particular, the fees for a resident who had moved away from the Council area after three years, whereby the non-resident fees were thereafter payable,

**Members agreed the following:** As Councillor Wendy Sigsworth was unable to connect to the meeting, the matter to be placed on the Agenda for the November Council meeting.

**6(E)(a). 179/21**

**STANDING ORDERS WERE SUSPENDED:**

The Chair of Council Councillor Brian Coleclough welcomed PCSO Connor Freel to the meeting, who had connected virtually.

PCSO Freel advised Members in relation to the Policing priorities within the area. The following concern was brought to the PCSO's attention:

- Speeding traffic in the area of Pentre Halkyn, whereby the Village has a lack of pavements on the majority of roads, which is more dangerous for pedestrians. PCSO Connor advised, that the Go-Safe vehicle can be requested to visit; this was achieved in Rhosesmor when residents completed an on-line form, whereafter the vehicle was deployed.

PCSO Connor advised, that he would forward to the Clerk a link to the Go-Safe web site, whereby the on-line form can be found and completed. The Clerk to forward the details to Councillors.

#### **6(E)(b). 180/21**

#### **STANDING ORDERS WERE RESTORED**

#### **6(F). 181/21**

#### **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 – 2021 / 2022 (g) Retention Of Documents Etc., Schedule (h) Cemetery Regulations (i) Fixed Asset Register – 2021 / 2022 (j) Retention of Documents Policy Statement (k) Annual Investment Strategy – 2021 / 22 (L) Model Local Resolution Protocol (M) General Data Protection Regulation (GDPR) (N) Social Media – A Guide for Councillors (Welsh Assembly Government)

**Members agreed the following: (i) Approved and updated the above policies**, and to be further reviewed, if necessary, before the end of the financial year **(ii) The following new policies were adopted: (O) Welsh Language Policy (Bilingual) (P) Equal Opportunities Policy (iii) Local Standing Orders: This Policy will be further updated in relation to the holding of Council meetings, following further guidance from the Welsh Government (iv) Internal Audit report for 2020 / 2021**, recommended an update to the Risk Assessment. This policy was updated.

#### **6(G). 182/21**

#### **STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)**

**The Clerk advised in relation to the following matters that had been reported to StreetScene, since the last Council meeting:**

- (1) Large weeds including nettles growing either side of the footpath in the area of the pensioners bungalows in Pentre Halkyn (Across road from Post Office).
- (2) Complaint received together with photograph of person walking their dog on Pentre Halkyn Football Pitch. There have been a number of incidents of dog fouling on the football pitch, with one junior match called off due to the condition of the pitch. Advice provided by Clerk, including contact details for the County Dog Warden.

#### **7. 183/21**

#### **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.

#### **8. 184/21**

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

The Clerk advised on behalf of Councillor Miss. Jean S. Davies, that there was no report to bring to the attention of Council.

**9(A). 185/21**

**PLANNING APPLICATIONS**

**The following planning application had been received:**

- Application number: 062767 – for the erection of a 2 storey extension to existing dwelling, at East View, Rhosesmor.

**Comment by Council:** No objection to the application, as long as planning policies and planning guidance notes are complied with.

**(The above application was sent to Members for consultation in-between meetings, due to statutory time limits for observations from County Planning).**

**9(B). 186/21**

**Members formally confirmed the above decision.**

**9(C). 187/21**

**The following planning application(s) were considered by Members at the meeting:**

- No applications for consideration by Members at the meeting:

**9(D). 188/21**

**PLANNING DECISIONS**

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

- (a) Application number: 063296 – for proposed Garden Pergola BBQ covered area – footprint smaller than former outbuilding, at Grosvenor Workshops, Pentre Halkyn. Approved.
- (b) Application number: 063341 – for erection of a single storey rear extension, at Dee View, Beth Ddu. Approved.

**10. 189/21**

**APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
	<b><u>Payments made to be confirmed:</u></b>			
	<b>BACS:</b> Gwyn Jones (Joiner) Refurbishment of notice boards in Pentre Halkyn & Rhosesmor (as previously agreed quotation) Payment authorised by two Councillor Bank Signatories	1,090.00		1,090.00
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for September) & Quarterly payment for Cemetery administration. Payments dated: 01/10/2021			

<b>Direct Debit:</b> Scottish Power (September - Street Lighting Electricity Account payment dated: 19/10/2021)	120.96	6.05	127.01
<b>Standing Order BACS:</b> H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - July, August & September 2021 – payment dated: 06/10/2021	773.16		773.16
<b><u>Payments for consideration at meeting to be paid by BACS:</u></b>			
Palm Signs (Greenfield) New Cemetery sign – as previously agreed quotation	127.00	25.40	152.40
Halkyn Parish Hall (Library room hire fees from December 2019 to 29 <sup>th</sup> February 2020 £357.50 / Library room hire fees from May, 2021 to 20 <sup>th</sup> August, 2021 £357.50 / Council meeting room hire fees – January & February 2020 £20.00	735.00		735.00
Flintshire County Council (Contribution towards Summer Play Schemes in Pentre Halkyn and Rhosesmor)	2,857.80		2,857.80

## 11. 190/21

### APPLICATIONS FOR FINANCIAL SUPPORT

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	<b><u>Authorised to be paid by BACS:</u></b>	
	(1) Holywell Leisure Centre (Application made by Dr. Mark Rowlands – Trustee) Adjourned from September Council meeting.. (Section 19 LGA (Miscellaneous Provisions) Act 1976)	£500.00
	(2) Halkyn Junior Football Club (Application for funding towards purchase of portable floodlights for use at the Pentre Halkyn Football pitch) (Section 19 LGA (Miscellaneous Provisions) Act 1976)	£1,746.00 (see note)
	<b>Note:</b> To provisionally financially support the Halkyn Junior Football Club by providing a donation of 50% towards the cost of the purchase of portable floodlights – at £1,746.00. This funding will be paid into the Club's bank account by BACS payment upon production of the following documents: (1) Copy of Club's latest accounts	

	(2) Copy of latest bank statement (3) Copy of purchase receipt for the lighting units.	
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**12. 191/21**

**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.....**