



CYNGOR CYMUNED HELYGAIN / HALKYN COMMUNITY COUNCIL

**Minutes of the Meeting of Halkyn Community Council,
Held in the Halkyn Parish Hall,
On Monday the 17th April, 2023, at 7.30pm.**

**1(A). 67/23
PRESENT**

Councillor Colin R. D'Arcy (Chair)
Councillor David G. Roberts (Vice Chair)
Councillor B. Glyn Coleclough
Councillor Howard Morris
Councillor David Palmer
Councillor Nicola Richardson
Councillor Dylan H. Roberts
Councillor Wendy Sigsworth
Councillor Delyth Taylor

Councillor Simon Jones (Flintshire County)

Clerk & Financial Officer R. Phillip Parry

**1(B). 68/23
APOLOGIES**

Councillor Brian Coleclough
Councillor Jean S. Davies
Councillor Ray Faulder-Jones
Councillor Bob Robinson

**1(C). 69/23
ABSENT**

None

**2. 70/23
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

No attendance at meeting by public, no questions, comments or representations received prior to meeting.

**3. 71/23
DECLARATIONS OF INTEREST**

The following Declarations of Interest were Declared: Councillors' David Roberts and Delyth Taylor (**Minute number: 11. 90/23 on page 9 below**).

4. 72/23

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 20TH MARCH, 2023

The Minutes were proposed as correct by Councillor Glyn Coleclough and seconded by Councillor Wendy Sigsworth and formally agreed by the Members present.

5. 73/23

PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) **Minute no: 5.55/23 (1) (page 2)** – in relation to speed monitoring tubes in Pentre Halkyn. County Councillor Simon Jones advised that despite a number of requests to the Highways Technician, the results had still not been received. Councillor Jones to further endeavour to obtain the information.
- (2) **Minute no: 5.55/23 (2) (page 2)** - in relation to correspondence to the North & Mid Wales Trunk Road Agency seeking a survey be carried out on the A5026 road to the A55 at The Nant, to ascertain if the length of slip road is acceptable.

The Clerk advised that there had been no reply received. The Office of Hannah Blythyn AM had also not received a reply.

- (3) **Minute no: 5.55/23 (3) (page 2)** - in relation to white marker stones on Halkyn Mountain. Councillor Glyn Coleclough advised that he had made enquiries with the Whitford Young Farmers in relation to the painting aspect of the stones. Councillor Coleclough will provide further information in the May Council meeting.

Pending Matters:

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

- (i) Cutting of the hedge and tree branches at the Council Community Cemetery. The Clerk advised that the work had been completed.
- (ii) Site meeting with Councillor Nicola Richardson and Neil Hickie (Steet Scene) in relation to the damage to land, tarmac churned up and damage to cattle grid fencing. Councillor Nicola Richardson advised, that the concern is still in progress.

6(A). 74/23

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: No offences reported.

Pentre Halkyn: 2 x Violence

Rhes-Y-Cae: 1 x Public Order

Rhosesmor: No offences reported.

- (1) Aura Leisure (Flintshire County Council): Correspondence in relation to match funding for play areas in Flintshire. The letter addressed to Halkyn Community Council states: that the Rhosesmor Play area requires upgrade. The Clerk advised that the play area was subject to match funding in 2018/2019 budget at a cost of £16,235.00.

The Clerk advised that he has contacted Flintshire (Aura Leisure) to clarify.

- (2) Notification of membership to One Voice Wales for 2023 / 2024 had been received. The cost for this Council was £500.00 – with a 50% (£250.00) reduction for the first year of joining.

Members agreed the following: Not to join.

- (3) Ramblers Cymru: Request for assistance in relation to a Press Release which contained concerns relating to a lengthy delay in replacing the public paths quarried away many years ago in the area of Pant Quarry. Councillors viewed the contents of an e-mail from Ramblers Cymru.

Members agreed the following: The Clerk to write to the County Footpaths Officer, County Minerals Officer and Tarmac to seek the current situation in relation to the timescale to reopen the footpaths.

(4) Aura Leisure & Libraries Ltd (Flintshire County Council)

The Clerk advised that a Service Level Agreement had been received from Aura Leisure & Libraries, for the financial year 1st April 2023 to 31st March 2024. The Clerk advised in relation to the contents of the proposed agreement.

Members agreed the following: Authorised the Clerk to sign the Service Level Agreement for year 2023 / 2024 on behalf of the Community Council. The Council wished to continue this important service to the community.

(5) Community and Town Councils in Wales Annual Return for the Years Ended: 31st March 2021 and 31st March 2022.

The Clerk advised that the above two Annual Returns had been received from Wales Audit by e-mail on Tuesday 28th March, 2023. Copies of both returns had been forwarded to the Chair and Vice Chair of Council.

Both returns stated the following: Auditor General's Report Audit Opinion – Unqualified. On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect the information reported in the Annual Return. There are no further matters that I wish to draw to the Council's attention.

The Clerk advised further that the following Public Notice had been displayed on the Council's notice board and web site:

Notice of Conclusion of Audit and Right to Inspect the Annual Return for the Years Ended 31st March 2021 and 2022. Public Audit (Wales) Act 2004 Section 29 Accounts and Audit (Wales) Regulation 2014.

The above notices were displayed on the 30th March, 2023, on the main Council notice board and on the Council's web site.

Members agreed the following: Accepted the two Wales Audit reports and thanked the Clerk for his work with both reports.

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

- ❖ Welsh Blood Service: Booking details for a clinic to be held in Holywell

6(B). 75/23

CLERK'S REPORT

- (a) The Clerk advised that an on-line survey administered by One Voice Wales in relation to training for both Councillors and Clerk, had been completed on behalf of this Council.
- (b) The Clerk advised that the faulty lock on the Pentre Halkyn notice board had been repaired free of charge by the Council's joiner.

STREET LIGHTS

- The faulty street light on B5123 Pentre Road, Pentre Halkyn (Near old Vicarage) has been repaired.

6(C). 76/23

TO RECEIVE AND APPROVE THE END OF YEAR ACCOUNTS FOR 2022 / 2023

The Clerk, as Financial Officer, had provided Members by e-mail prior to the meeting, with copies of the end of year Statement of Financial Accounts - for the year ending 2022 / 2023. The Clerk advised Members further, in relation to the budget analysis, together with the end of year balances.

Members agreed the following: Approved the end of year accounts for the financial year 2022 / 2023, with the financial spreadsheet signed by the Chair – Councillor Coin D'Arcy.

6(D). 77/23

TO CONSIDER: ANNUAL REPORT – YEAR ENDING 2022 / 2023

The Clerk recollects Members to the draft Annual Report for the year ending March 2023, that had been forwarded prior to the meeting for perusal. The Clerk advised that the report had followed the guidance issued by the Welsh Government in relation to the contents.

Members agreed the following: Confirmed the Annual Report for the year ending March 2023. There were no amendments. The Clerk advised that the report would be made available on the Council's web site.

6(E). 78/23

TO CONSIDER: DRAFT POLICY: CONTRIBUTION TOWARDS COUNCILLOR COSTS AND EXPENSES (AS DIRECTED BY THE INDEPENDENT REMUNERATION PANEL FOR WALES – DETERMINATION 4)

The Clerk recollects Members to the March meeting whereby it was minuted in relation to the Independent Remuneration Panel for Wales Report for 2023, and in particular, to the payments to Members of Town & Community Council's in Wales. The report further stated that Councils should adopt a Councillor Remuneration Policy. The Clerk further recollects to Members a draft Policy that has been provided prior to the meeting.

Members agreed the following: (1) Agreed a Councillor Remuneration Policy (2) The Clerk to send to Members a form to provide their bank account details for payment of the allowances, or to sign an opt-out section contained in the form.

6(F). 79/23

TO REVIEW: FINANCIAL REGULATIONS - SECTION 10. ORDERS FOR WORK, GOODS AND SERVICES / SECTION 11. CONTRACTS / SECTION 18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

The Clerk recollected Members to the Financial Regulations that had been forwarded to Members prior to the meeting, whereby a number of paragraphs were highlighted in yellow – as stated above. (All Council Members have in their possession a copy of the Financial Regulations, together with all policy documents adopted by Council).

The Clerk discussed with Members the financial figures that had been highlighted in yellow, and in particular, that the figures had been set a good number of years ago. The Clerk further recollected to Members the difficulty in obtaining quotations above the current figure of £500.00. The Clerk wished Council to consider increasing the various highlighted figures, including inserting the words ‘if practicable’ in two sentences of paragraph 10.2. This paragraph relates to presenting an assessment of risk in advance and notifying the Council prior to a meeting. The Clerk further advised that Section 1.1 of the Financial Regulations - the Council are able to amend or vary the Financial Regulations, by resolution.

Members agreed the following: To amend the following paragraphs in the Financial Regulations:

- (i) Paragraph 4.1 to amend the following: ‘a duly delegated committee of the Council for items over £1,000 or

the ‘Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000.00
- (ii) Paragraph 4.5 to amend subject to a limit of £2,500.
- (iii) Paragraph 11.1 (g) to increase the below £3,000 to below £5,000 and above £100 to above £1,000
- (iv) Paragraph 18.2 to insert ‘if practicable’ twice within this paragraph

In reaching their decision Members took into consideration the difficulty in sourcing quotations for relatively small amounts; the limits were set many years previously together with the increasing costs in general. It was not always practicable to advise the Council in advance of a Council meeting to suspend and provide a risk assessment.

6(G). 80/23

TO REVIEW: COUNCIL TRAINING PLAN (FINANCIAL YEAR 2023 / 2024)

The Clerk recollected Members to the Council’s training policy and brought to their attention a list of various training sessions arranged by One Voice Wales, including planning training courses arranged by Planning Aid Wales. The Clerk advised that whilst Planning Aid Wales hold virtual introduction and responding to planning applications, a subscription to online training for 20 licences could be purchased for a fee of £150.00. This could be shared at a quarter cost between four Councils at a cost of £37.50 each. Whereas each individual course is £30.00.

Members agreed the following:

- (1) One Voice Wales Courses. To await a new schedule of course dates
- (2) The Council to source other Councillor training: Mental Health Awareness and First Aid training for residents
- (3) The Council agree to join the Clerk's other Councils to pay a quarter share of the Planning Aid Wales subscription at a cost of £150.00 (£37.50).

6(H). 81/23

COMMUNITY AWARD (NOMINATIONS)

Pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the press and public be excluded from the meeting, for the following item of business:

The nominations for a Community Award was the only matter discussed during this closure of the meeting to the press and public.

Public Bodies (Admissions to Meetings) Act 1960, **RESOLVED** that the press and public be re-admitted to the meeting.

6(I). 82/23

TO CONSIDER: REPAIR TO THE TABLE LEATHER INLAYS (PARISH HALL MEETING ROOM)

The Clerk advised that he had provided four furniture upholsters from Colwyn Bay, Wrexham and Chester with photographs of the main table and bench tables in the meeting room, seeking if they were able to provide a quotation to repair the leather inlays. Three Companies had replied stating that they were unable to assist, the fourth Company had not replied. Councillor Delyth Taylor provided a company name.

Members agreed the following: The Clerk to further endeavour to obtain quotations.

6(J). 83/23

TO CONSIDER: NEW SIGNAGE IN COUNCIL CEMETERY

The Clerk advised that Councillor Wendy Sigsworth wished the Council to consider bilingual signage at the entrance to the Council's Community Cemetery – asking visitors to remove old wreath, flowers and other items and to environmentally dispose. Members were shown on screen a sample bilingual sign from Palm Signs – a Company that this Council had placed previous orders with, at a cost of £163.00 plus VAT for the supply and installation.

Members agreed the following: Accepted the quotation.

6(K). 84/23

STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)

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

- ❖ Fly-tipping in the area of Cae Gleision Lane, Pentre Halkyn. Photographs were provided to the County. Councillor Wendy Sigsworth advised that the fly-tipping had been removed.

The Clerk provided the following update from Mr. Neil Hickie (StreetScene) Officer

- ❖ No update in relation to previously reported concerns had been received from Street Scene.

Members brought the following concerns to the meeting:

- (1) Pot hole: Church Lane, Rhosesmor
- (2) Pot holes: Large patch around a gully – B5123 15m South of Pant Y Gof House (w3w feasted.hails.gushes)
- (3) Road washed away in area of bend in Middle Mill Lane (Blue Bell to Groes Farm Road (below Pen Y Parc)
- (4) Rhosesmor: Polythene sheet (large) stuck on a pole and cable in the Avenue to the Council estate.

- ❖ The Windmill name sign has been reported missing previously

The Clerk advised that the above concerns would be brought to the attention of StreetScene.

7. 85/23

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. 86/23

COUNTY COUNCILLORS' REPORTS (COUNCILLOR MISS. JEAN DAVIES & COUNCILLOR SIMON JONES)

Councillor Simon Jones advised in relation to the following:

- (i) Burst water pipe in Pentre Halkyn. Welsh Water advised the length of time required to obtain a road closure caused further delay. The repair has been completed
 - (ii) Seeking that the road in the area of the Britannia Inn is resurfaced
 - (iii) Condition of the B5123 Road – Rhosesmor to Pentre Halkyn
 - (iv) The County Council have received a low recycling review due generally to residents not using the various containers, but placing plastic and other items in the black bin bags.
- ❖ Councillor David Palmer enquired in relation to the recycling collection service which was lacking consistency in a number of areas in Halkyn. Councillor Jones advised that he would discuss this with County Hall.

9(A). 87/23

PLANNING APPLICATIONS

No planning applications received for consideration at meeting.

9(B). 88/23

PLANNING DECISIONS

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

- (i) Application number: FUL/000125/23 – for proposed removal of existing Upvc conservatory and erection of stone clad structure over existing footprint, including all other works relation to, at Bryn Ffynnon, Halkyn. Permits.

- (ii) Application number: FUL/000448/22 – for first floor extension to single storey section of house, at Tan Y Wal, Rhosesmor. Permits.

10. 89/23

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>Payments made – to be confirmed:</u>			
	BACS: Rhys Williams (Cemetery grass cutting annual fee £764.00 / Other grass cutting & hedge / branches £90.00) Payment dated 31/03/2023	854.00		854.00
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for March) Payments dated: 03/04/2023 (Quarterly payment for Cemetery administration – January to March) Payment dated: 03/04/2023			
	Direct Debit: HSBC Bank (charges) Payment dated: 15/04/2023	8.20		8.20
	<u>Payments for consideration at meeting to be paid by BACS:</u>			
	Flintshire County Council (Pentre Halkyn Play Area – Match funding – as previously agreed by Council)	10,000.00		10,000.00
	Aura Leisure (Flintshire County Council): Halkyn Library Service Level Agreement charge for proving library service in Parish Hall	4,170.67		4,170.67
	Deeco Lighting (Steet light repair – Pentre Road, Pentre Halkyn)	205.00	41.00	246.00
	Direct Debit: Scottish Power (March - Street Lighting Electricity Account payment due: 18/04/2023)	216.83	10.84	227.67

11. 90/23

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<u>Authorised to be paid by BACS:</u>	
	Wales Air Ambulance (Application for annual grant) (Section 137 LGA 1972)	£500.00

	<p>Llangollen International Eisteddfod (Application for annual grant) (Section 145 LGA 1972)</p> <p>Rhos Helyg Primary School, Rhosesmor (Application for financial assistance for the repair to the children's Roundhouse Outside Classroom) (Section 137 LGA 1972)</p> <p>Note: Councillors' David Roberts and Delyth Taylor Declared an interest (Minute number: 3. 71/23 on pages 1 and 2 above)</p>	<p>£200.00</p> <p>£2,920.00</p>
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12. 91/23

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.....**