



# **CYNGOR CYMUNED DYSERTH COMMUNITY COUNCIL**

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**Minutes of the Meeting of Dyserth Community Council,**

**Held in The Sports Pavilion, Thomas Avenue, Dyserth,**

**On Monday, 8<sup>th</sup> October, 2018, at 7.00pm.**

## **1(A). 169/18**

### **PRESENT**

Councillor H. Andrew Hughes (Chair)

Councillor John Glover (Vice Chair)

Councillor Trebor E. Evans

Councillor Edgar H. Jones

Councillor Peter Newell

Councillor Mrs. Julie M. Peters

Councillor James K. Williams

Councillor Mrs. Margaret G. Williams

Councillor David G. Williams (Denbighshire County Council)

Clerk & Financial Officer R. Phillip Parry

## **1(B). 170/18**

### **APOLOGIES**

Councillor David G. Jones

Councillor Emyr W. Morris

Councillor David H. Parry

## **1(C). 171/18**

### **Standing Orders were suspended:**

The Chair of Council Councillor Andrew Hughes, welcomed a number of residents to the meeting. The residents handed to the Council a letter dated the 6<sup>th</sup> October, 2018 – which had been signed by 24 residents of Maes y Foel, Dyserth. The letter referred to the proposed building of a changing room structure by the Dyserth Junior Football Club. The residents objected to the proposed structure. The residents in attendance confirmed, that they had not been approached by the Dyserth Junior Football Club Committee, and were only made aware of the proposal following an article in the Dyserth Times. The Clerk advised the residents, that whilst the Community Council had been approached by the Junior Football Club in relation to the project, the Community Council had not agreed to any proposal. The Council had asked the Junior Football Club Committee to firstly,

consult with the local residents, including seeking the views of Denbighshire Planning to the project.

**Members agreed the following:** (1) The Clerk to write to the Secretary of the Dyserth Junior Football Club, seeking further information in relation to the consultation process with residents in the vicinity of the proposed changing room structure. The Clerk to advise, that the Council Members are disappointed that the residents were not consulted prior to the article in the Dyserth Times. (2) The Clerk to advise the residents representative in relation to progress.

#### **1(D). 172/18**

**Standing Orders were restored:**

#### **2. 173/18**

##### **DISCLOSURE OF INTEREST**

There were no Disclosure of Interest Declared.

#### **3. 174/18**

##### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 10<sup>TH</sup> SEPTEMBER 2018**

The Minutes were amended as follows: Councillor James Williams was not present in the September Council meeting.

The Minutes were proposed by Councillor Andrew Hughes and seconded by Councillor John Glover as correct and formally agreed by the Members present.

#### **4. 175/18**

##### **MATTERS ARISING**

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

**Minute no: 4. 151/18 sub minute numbers: 4.135/18 & 4.128/17 (page 2)** - in relation to seeking the services for play area inspections, annual report, including minor repairs. The Clerk advised, that following the Council awarding the contract to Aura Leisure, the Clerk was now in possession of the contract to be signed. The Clerk further advised the Members, in relation to the contents contained in the contract.

**Members agreed the following:** The Clerk to sign the contract on behalf of the Community Council.

**Minute no: 4. 151/18 sub minute numbers: 4.135/18 & 4.128/17 (page 2)** - in relation to outstanding public footpath concerns. The Clerk advised, that he had written further to Mr. Adrian Walls – Denbighshire County Council. Mr. Walls had replied by e-mail, advising the following:

*‘My path inspector has visited site to look at solutions to resolve the potholing. Much of the problem he considers is as a result of somebody constructing an unauthorised parking area which is deflecting the natural water shedding and we will have to incorporate in the resurfacing of the path’.*

*‘The hand rails have also been looked at their remains a problem in how we can secure these supports for such a rail to the ground so they are sufficiently firm to not give way prematurely. As soon as I have more detail of the cost of this I will get back to you. As you are aware we have had a*

*significant reduction in staff and budget and we have many ongoing projects all fighting for attention and my ability to resolve these items on demand is limited’.*

**Members agreed the following:** County Councillor David Williams to contact Mr. Adrian Walls, to endeavour to expediate the outstanding matters.

**Minute no: 6(B). 154/18 (f) (page 4 )** - in relation to repairs at the Pavilion building – which had been advised by the Bowling Club Committee. The Clerk advised that the Chair of Council – Councillor Andrew Hughes, together with Councillor Edgar Jones – had cleared the Pavilion gutters. The Clerk had advised the Bowling Club Committee. The Clerk further advised that the repair to the Pavilion door had not been completed – due to a delay with the joiner.

**Minute no: 6(B). 154/18 (g) (page 4 )** - in relation to an overgrown hedge from the Bowling Club perimeter with Thomas Avenue. The Clerk advised, that the Bowling Club have instructed their maintenance contractor to complete the work in the near future.

**Minute no: 6(B). 154/18 (j) (page 4 )** - in relation to fly tipping on Council owned land, which appears to have occurred from a property in Cwm Road. The Clerk advised that following a letter sent to the property occupants, he had received a telephone call from the resident. The resident explained that the tree branches were cut by a contractor and they were unaware that the branches had been thrown over the fence onto Council land. The resident advised, that he would clear away the branches. The Chairman Councillor Andrew Hughes confirmed, that the majority of the branches had been removed.

**Minute no: 6(B). 154/18 (k) (page 4 )** - in relation to a request from Ysgol Hiraddug, for the Council owned Christmas Lights – to be switched on at the same time as a Christmas Carols event. The Clerk advised that Denbighshire County Council Street Lighting had quoted a fee of £235.00 – to arrange the Christmas Light switch-on. The Clerk recollected to Members, that the Parent Teacher Association of Ysgol Hiraddug, wished the switch-on for their street ‘Christmas Carol Service’ on Thursday 29<sup>th</sup> November at 5.30pm – which would be followed by a Christmas Fayre at the School.

**Members agreed the following:** Their agreement to cover the cost of £235.00 – to Denbighshire County Council, for the Christmas lights timed switch-on.

**Minute no: 6(B). 154/18 (l) (page 5 )** - in relation to Section 106 planning gain monies held by Denbighshire County Council. The Clerk advised, that Denbighshire County Council had confirmed the following available monies: £14,000.00 for recreation and or play provision of £20,000.00. The Clerk further advised that he had been in contact with Ms. Cathy Jackson, the lead member for the play area project, to ascertain if the Committee would apply for funding.

**Members agreed the following:** The Council Members of the Committee – Councillors’ Trebor Evans and James Williams, to arrange a meeting with the Committee to complete the application for the above available monies. To advise the Clerk, should the Committee not agree to apply, whereby the Clerk would apply for the funding on behalf of the Community Council.

**Minute no: 6(B). 154/18 (n) (page 5 )** - in relation to a complaint made to the Auditor General for Wales – to their appointed External Audit Company named BDO from Southampton. The Clerk advised the Members, that a reply had been received from BDO. Whilst the reply covered the points raised by the Clerk, it did not fully cover the issues raised, and in particular, referred to an issue raised by the Clerk in relation to the budget setting process; whereby BDO state they did not request the additional information. The Clerk further advised, that the request was made and there was documentary evidence to support. The Clerk also advised, that whilst he had enquired with the

Wales Audit, that the Community Council be allowed to change to another External Audit. Unfortunately, the Wales Audit had not responded to this request.

**Minute no: 6(C). 155./18 (page 5)** - in relation to the purchase of a new notice board in Dyserth High Street. The Clerk advised, that upon perusing costings for a new heritage style notice board, the cost was in excess of the budget. The Clerk suggested that the Council could consider the cost in the budget setting process in January, 2019.

**Members agreed the following:** The Clerk to include the provision of a heritage style notice board, in the draft budget for Council consideration in January, 2019.

**Minute no: 10. 162/18 (page 7)** - in relation to the Centenary of the end of the First World War. The Clerk advised the following: **(1)** No further reply had been received from the Royal Welsh Army Regiment, in relation to the attendance of a serving Officer to attend the Dyserth Remembrance Service **(2)** Confirmation from the Office of the Clwyd Lord-Lieutenancy, that Canon John Glover, has accepted the invitation to attend the Remembrance Service.

In Councillor David Jones' absence, the Clerk advised, that Patterson Hall had been booked for the refreshments following the Service. Councillors' confirmed that the refreshments had been arranged. Discussion in relation to the purchase of a Silent Soldier Silhouette, together with the large poppies which are affixed to lampposts. The Clerk advised, that purchase cost of a Silent Soldier Silhouette was £250.00 – whereby the amount had to be paid to the Royal British Legion with the order. It was not known as to the cost of the large poppies.

**Members agreed the following:** **(1)** The Clerk to order a Silent Soldier Silhouette, at a cost of £250.00. **(2)** The Council authorise the Clerk to make payment for the Silhouette by BACS payment **(3)** The Clerk to ascertain the cost of the large poppies – whereby the Chair and Vice Chair to agree, or other, the purchase in-between the October and November Council meetings.

**Minute no: 11. 163/18 (page 7)** - in relation to seeking land for interments within the Community area of Dyserth. The Clerk advised that he had written to The Hon. Owain Grenville Rowley-Conwy at Bodrhyddan Hall, whereby the reply had been forward to Council Members. The Council were perturbed with the contents contained in the reply letter. The Clerk further advised, that Councillor Emyr Morris was unable to trace the address for another local landowner. There had been no reply from Denbighshire in relation to available land within the Community. Councillor James Williams advised, that he would endeavour to trace the address of the landowner.

**Members agreed the following:** **(1)** The Clerk to further contact Denbighshire County Council **(2)** Councillor James Williams to endeavour to trace the address of the landowner.

**Minute no: 15(A). 167/18 (page 9)** - in relation to complaints received to the continual misuse of the weight limit on the B5119 Waterfall Road, including exceeding the speed limit – generally by heavy goods vehicles. The Clerk advised, that he had written to the Managing Director of Thorncliffe – seeking that drivers of heavy goods vehicles using their Company, to please be reminded in relation to the weight and speed limits on the B5119 Waterfall Hill Road. The Clerk further advised, that there had been no reply or acknowledgement received.

## **5. 176/18**

### **COUNTY COUNCILLOR'S REPORT (CLLR DAVID G. WILLIAMS)**

County Councillor David Williams advised in relation to the following:

- (i) Dyserth High Street improvement. The improvements is being held up by legal issues and whilst the commencement date is still unknown – the County confirm, that the work will be completed as soon as possible.
- (ii) The yellow lines at the junction of High Street and Thomas Avenue, will be re-painted.
- (iii) Due to cars mountain the kerb stones on the corner of High Street and Thomas Avenue, the County will complete work in the area to alleviate the concern.
- (iv) 30mph signage will be repositioned, together with the installation of a new street light in the area of Bryniau Uchaf Farm.

**The following concerns were brought to the attention of Councillor David Williams:**

- (a) Blocked gully in the area of Dyserth Garage.
- (b) Voel Road – Manhole cover requires attention.
- (c) Tree branches require cutting in the area of the Pumphouse on Newmarket Road (right hand side – travelling up the hill).
- (d) Newmarket road – resident has placed a sign indicating ‘Residents Parking’ in the grass verge alongside the layby.
- (e) No through signage in Bryn y Felin – still causing difficulties. Denbighshire to be asked to re-consider signage.
- (f) Manhole cover missing in a field near farm gate in the New Pandy Lane area. Possibly belongs to the farm or Welsh Water.
- (g) The condition of the old bus shelter at the traffic lights junction – with Dyserth High Street A5151 and B5119 Cwm Road. The Clerk advised that the condition of the bus shelter was reported to Denbighshire some two years ago – who apparently completed some remedial work. The Clerk was asked to contact Denbighshire County Council further, to advise that the structure requires inspection, as to its safety.

**6(A). 177/18**

**CORRESPONDENCE**

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

- (1) Local Democracy and Boundary Commission for Wales – notification in relation to the ‘Review of the Electoral Arrangements for the County of Denbighshire – Draft Proposals’.
- (2) Cadwyn Clwyd – North East Digital Trails app. The Clerk advised that the correspondence seeked the views of the Community Council in developing an app, which would be available from istore and googleplay.

**Members agreed the following:** As Dyserth has a similar app in relation to village and rural walks the Council would decline the offer of assistance.

- (3) Independent Remuneration for Wales – Draft Annual report for 2018.

**6(B). 178/18**

**CLERK’S REPORT**

- (i) Accounts and Audit Regulations (Wales) 2014. Notification from the External Auditor – BDO LLP - that the Company have not completed the annual audit by the 30<sup>th</sup> September. The Clerk confirmed, that in accordance with the regulation, a copy of a Public Notice had been displayed, together with a copy of the Accounting Statement – on the 30<sup>th</sup> September, 2018.

- (ii) The Clerk advised in relation to the following payment received, that had been paid into the Council's bank account. £30.00 received from Dyserth Bowling Club Committee – in payment of rent under the current lease.
- (iii) The Clerk advised in relation to the following payment received, that had been paid into the Council's bank account. £2,000.00 received from Dyserth Waterfall Tripartite Committee – being the Council's share of profit for the 2017 / 2018 period.

**Members agreed the following:** To ring-fence the £2,000.00 – towards future applications for assistance – such as repairs and or maintenance.

- (iv) The Clerk advised that he had received a complaint from a resident in Cwm Road, who was concerned with the anti-social behaviour of youths who congregate behind the properties on Council owned land. The Clerk advised that he had arranged for PCSO Alex Jones to visit the householder to discuss the concerns.
- (v) The Clerk advised the Members to a complaint received, in relation to a vehicle being parked in the area of the land adjacent to the former public conveniences and stone bus shelter. It was alleged, that the vehicle owner moves the no parking bollards, together with the Council owned planters to gain access to the area. The matter had been reported to PCSO Alex Jones to investigate. In particular, as it is an offence to drive over a roadside kerb. The area also contains yellow lines due to the proximity of the bus shelter.

#### **6(C). 179/18**

#### **TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30<sup>TH</sup> SEPTEMBER 2018**

The Clerk, as Financial Officer, provided the Members with a copy of the Quarterly Statement of Accounts, as at the end of September 2018, 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 the Chair of Council – Councillor H. Andrew Hughes

#### **6(D). 180/18**

#### **THE PAVILION LEASE (DYSERTH BOWLING CLUB)**

Councillor Andrew Hughes referred to the lease of the Pavilion building to the Dyserth Bowling Club and enquired as to its expiry date. The Clerk advised, that the existing lease is effective from the 13<sup>th</sup> October, 2014, for a period of five years.

#### **6(E). 181/18**

#### **BUS SHELTER CLEANING CONTRACT (ADJ FORM THE MAY COUNCIL MEETING)**

The Clerk recollect to the Members, in relation to the adoption of the two bus shelters from Denbighshire County Council. Following adoption, the Community Council would discuss a cleaning contract. The Clerk advised, that the County Council had not yet formally transferred the ownership of the bus shelters to the Community Council.

**Members agreed the following:** To adjourn the proposed bus shelter cleaning contract, until such time, as the County Council transfer ownership.

#### **6(F). 182/18**

#### **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 – 2018/9 (g) Retention Of Documents Etc., Schedule (h) Fixed Asset Register – 2018/9 (i) Retention of Documents Policy Statement (j) Annual Investment Strategy – 2018/9 (k) Model Local Resolution Protocol (l) General Data Protection Regulation Policies

The Clerk advised Members, that the Annual Risk Assessment, Retention of Documents etc., policies were required to be updated, following the General Data Protection Regulation Policies, which were approved during this year.

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

## **7. 183/18**

### **REPRESENTATIVES / LIAISON COMMITTEE REPORTS**

- (a) Councillor Mrs. Margaret Williams advised, in relation to the Tripartite Waterfall Committee. Bollards and fencing will be replaced at the top of the Waterfall.
- (b) Councillor Andrew Hughes advised, in relation to the Community Hall. There were 29 Groups / Committees that meet in the Hall every week. Two fundraising events have been successfully held.

## **8(A). 184/18**

### **PLANNING**

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

- Planning application number: 42/2018/0929 – for the proposed erection of extension to dwelling, alterations to existing vehicular access and change of use of agricultural land to form extended residential curtilage, at Dincolyn, Dyserth.

**Comment by Council:** Providing that the application complies with planning policy, then no objections raised.

## **8(B). 185/18**

### **PLANNING DECISIONS**

**The following planning decision has been received from Denbighshire County Council:**

- ❖ Application number: 42/2018/0761 – for the erection of a balcony and a Juliet balcony and replacement of windows with French doors to front of dwelling, at 4 Parc Gwelfor, Dyserth. Granted.

## **9. 186/18**

### **ADJOURNED FROM SEPTEMBER COUNCIL MEETING:**

**To Receive Quotation and Further Discuss: Increasing Grass Cutting Schedule – To Include Present & Additional Areas (Cllr Mrs. Margaret Williams)**

Councillor Mrs. Margaret Williams advised, that she had met on site with Mr. Reg Davies, whereby the present and further areas of grass cutting, including footpaths had been discussed. Mr. Davies will send to the Clerk a quotation.

**Members agreed the following:** To adjourn the matter to the November Council meeting, for receipt of a quotation.

## **10. 187/18**

**APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
651	Glascoed Timber (Dog bin contract – April 2018 to September 2018)	1,414.40	282.88	1,697.28
652	Reg Davies & Son (Clearance of Bowling Club area – as per agreed quotation – less £100.00)	1,350.00		1,350.00
653	Reg Davies & Son (Contracted clearance & weed spraying)	330.00		330.00
654	Rhys Jones – Electrical (Installation of 2 x defibrillators)	235.27	47.05	282.32
655	H. M. Revenue & Customs. Clerk’s PAYE & Clerk & Council NI - July, August & September 2018	469.76		469.76
656	Louise Walsh (Environmental Services & Inspections of Play Area for September)	40.00		40.00
657	R. P. Parry – Clerk (Re-imburement of book of postal stamps – as per receipt)	67.00		67.00
BACS	Royal British Legion (Silent Soldier Silhouette)	250.00		250.00

**11. 188/18**

**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	Denbighshire Home Start (Adjourned application from September Council meeting). No further information received, that was requested. <b>Members agreed to dismiss the application.</b>	
658	Dyserth Junior Football Club (Application for funding towards three items)	300.00

**12. 189/18**

**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.....**