



CYNGOR CYMUNED DYSERTH COMMUNITY COUNCIL

Minutes of the Meeting of Dyserth Community Council,

Held Virtually by Video and Telephone Conference,

On Monday, 12th October, 2020, at 7.00pm.

1(A). 160/20

PRESENT

Councillor John Glover (Chair)
Councillor Trebor E. Evans (Vice Chair)
Councillor H. Andrew Hughes
Councillor David G. Jones
Councillor Peter Newell
Councillor David H. Parry
Councillor Mrs. Julie M. Peters
Councillor Mrs. Margaret G. Williams

Councillor David G. Williams (Denbighshire County Council)

Clerk & Financial Officer R. Phillip Parry

1(B). 161/20

APOLOGIES

Councillor Edgar H. Jones
Councillor Emyr W. Morris
Councillor James K. Williams

2. 162/20

DISCLOSURE OF INTEREST

There were no Disclosure of Interest Declared.

3. 163/20

**TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 14TH SEPTEMBER,
2020**

The Minutes were proposed by Councillor Andrew Hughes and seconded by Councillor Mrs. Margaret Williams as correct and formally agreed by the Members present.

4. 164/20

MATTERS ARISING

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

Minute no: 4. 144/20 sub minute number: 9. 1334/20 (page 2) - in relation to sponsorship from Tre Castell Nurseries for the Dyserth flower planters. Councillor John Glover advised Members, that the winter flowers / bulbs have been delivered by the Nurseries and are available for collection from his home. Whilst the Nurseries had provided ample flowers and bulbs for all the planters at the previously agreed cost, the flowers and bulbs for the five large planters were not being invoiced as per the sponsorship agreement.

Members agreed the following: Councillors' to collect the flowers and bulbs from the home of the Chair of Council, and place in their allocated planters.

Minute no: 6(A). 146/20 (c) (page 4) - in relation to concerns with a parked vehicle in the area of the Council's car park adjacent to the children's play area – off Thomas Avenue. Councillor Trebor Evans confirmed, that the vehicle had been moved.

Minute no: 9. 154/20 (pages 6 and 7) - in relation to the purchase of Councillor identification badges. The Clerk advised, that a quotation had been received for the sum of £144.60 plus VAT £28.92 – Total £173.52. The Clerk further advised, that the quotation had been sent to the Chair and Vice Chair of Council for consideration in-between meetings. The Chair and Vice Chair had confirmed their acceptance of the quotation and the order had been placed.

Members agreed the following: Confirmed the decision made by the Chair and Vice Chair in-between meetings, for the purchase of Councillor identification badges, at a total cost of £173.52, from Good Signs & Print, in Rhuddlan.

Minute no: 10. 155/20 (page 7) - in relation to the provision of a handrail on a footpath from the Bryn Y Felin area to the Waterfall. The Clerk advised, that he had been provided with names of three suitable companies from the official list of contractors registered with Denbighshire County Council. Whilst the three had been requested to quote, only two quotations had been received. The Clerk had further contacted Denbighshire to seek a forth contractor; this had not been received. The Clerk provided Members with the details from two quotations.

Members agreed the following: Accepted the quotation from MJW Welding, Talargoch Trading Estate, Dyserth, at a cost of £1,985.00 plus VAT £397.00 – Total £2,382.00.

Minute no: 11. 156/20 (page 7) - in relation to future development of Council land known as the Burial Field, Long Acres Road, Dyserth. The Clerk recollected Members to an e-mail forward dated the 16th September, received from Ms. Judith Greenhalgh – Chief Executive of Denbighshire County Council. The e-mail stated in brief: The issue of capacity within Denbighshire for cemeteries was scrutinised over two years ago. The Committee was firmly of the view that, based on capacity available in Council-run cemeteries, there was not a need to establish a Scrutiny Task and Finish Group, to consider the issue of future cemetery capacity in the County. The County do not envisage looking to establish the area as an additional cemetery. (See Minute number: 9. 177/20 on page 8 below)

Pending Matters:

The Clerk advised, in relation to the following that is currently in the pending file:

- Public footpath leading from Lower Foel Road to Upper Foel Road. The Clerk advised that whilst he had received a number of completed ‘Public Right of Way User Evidence Statements’, which had been completed by both Councillors and residents, there were still a number of evidence statements that are required to be completed and returned. All 20 statements have to be sent to Denbighshire Footpaths Officer at the same time.

Members agreed the following: Councillors’ to ensure that the Clerk receives the remaining User Evidence Statements, as soon as possible.

5. 165/20

COUNTY COUNCILLOR’S REPORT (CLLR DAVID G. WILLIAMS)

County Councillor David Williams advised Members in relation to the following:

- (1) Dyserth High Street – Traffic improvement scheme by Denbighshire County Council. Councillor Williams had received the following report from a Denbighshire Traffic Management Engineer: ‘Following nearing the completion of COVID-19 schemes, the County will refocus on the Dyserth High Street Scheme. Over the coming weeks information will be collated from the services providers, whereafter a meeting will be held as to how to progress’
- (2) Allt Y Graig – Traffic concerns. Denbighshire County Highways had confirmed to Councillor Williams, the following: Proposed changes to the weight restriction on Allt y Graig have been passed to the legal department. The draft consultation documents have been approved, which will be formally advertised in due course.
- (3) Further concerns with parking received from a resident of Maes Esgob. Councillor Williams confirmed, that the ‘Residents Only’ signage is purely advisory, whereby the County have apparently no powers to enforce any breaches.

Councillor David Williams provided the following update:

- Dyserth High Street traffic improvement scheme. One of the underground services are required to be at a much lower ground level, which will increase costs. However, the Denbighshire budget will sustain the increase.

The following concerns were reported to Councillor Williams:

- (i) Surface water in the Bodrhyddan Hall and Brynffynnon Cottages – A5151 are blocked. Possibly in the drainage underground pipes.
- (ii) Pot holes in the areas of James Park and The Bryn. Councillors’ advised to report the concerns on the Denbighshire County Council web site (Customer Services).

6(A). 166/20

CORRESPONDENCE

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

- (a) The Clerk advised, that the following criminal offences had been reported to the North Wales Police, that had occurred within the Dyserth Community Council area: 4 x Anti social behaviour / 4 x Violence and sexual offences / 3 x Public order / 5 x Other crimes.

The Clerk recollected to Members an e-mail forwarded from PCSO Alex Jones, in relation to a wounding incident in Dyserth. Two suspects from outside the area have been arrested and are bailed to reside at their homes, which includes a curfew and not allowed to enter Dyserth.

- (b) Correspondence from Ms. Doreen Jones, in relation to the closing of the library service at the Horeb United Reformed Church in Dyserth.
- (c) Denbighshire County Council – Open Space Commuted Sums for 2020 / 2021. Information forwarded to Cathy Jackson (Dyserth Play & Stay) together with County Councillor David Williams. The Clerk advised, that the list of areas whereby the funding was available, did not include Dyserth.

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

- ❖ Welsh Government – Update in relation to restrictions during pandemic.
- ❖ Visit Wales - Update in relation to restrictions during pandemic.
- ❖ Welsh local Government Association - Update in relation to restrictions during pandemic.
- ❖ Welsh Government – Information in relation to the holding of Remembrance Sunday events. Information forwarded to Councillors' John Glover, Trebor Evans, David Jones and David Parry.
- ❖ Independent Remuneration Panel Draft Annual Report for 2021 / 2022.
- ❖ Denbighshire County Council – Link to Community Resources Pack information.
- ❖ Play & Stay at Dyserth – Photographs and video of the new toddlers play area.
- ❖ Office of the North Wales Police Commissioner – Lost Voices / Lost Lives.
- ❖ Awel Y Mor Offshore Wind Farm – Virtual consultation to e held in November.
- ❖ Wales Council for Voluntary Action – information in relation to the re-opening of Community Centres in Wales. Information forwards to Councillor Andy Hughes and Glenn Jones – as Trustees of the Dyserth Community Hall.

6(B). 167/20

CLERK'S REPORT

The Clerk advised Members in relation to the following:

- (a) Received from and deposited into the Council's bank account:
 - Dyserth Waterfall Tripartite Committee - £3,000.00 for the financial year 2019 / 2020.

Members agreed the following: To ringfence the funding towards repairs and other in the Waterfall and surrounding areas.

- (b) Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020. The Clerk recollected Members to the above regulation, and in particular, public access to Council meetings. The Clerk sought Council agreement as to the future permitted access to meetings.

Members agreed the following:

- Video access will be permitted under the ten minute (or longer by consent) rule, for members of the community to address Council, in relation to community matters.
- Audio access will be provided for the duration of the meeting, should there be no request to address the Council on any particular subject.

- (c) The Clerk advised, that the National Association of Local Councils had reached a decision with Local Government in relation to the national pay award for Clerk's – from the 1st April, 2020 to March, 2021. Members viewed the notification virtually. The clerk provided details in relation to the increase in yearly and monthly figures, including the back pay details from the 1st April – with the first increased payment from the 1st May, to the 1st October. Whereafter, the standing order will be amended from the 1st November.

Members agreed the following: (1) Accepted the national agreement (2) Authorised the amendment of the Clerk's salary bank standing order from the 1st November (3) Authorised the back pay – as listed in the accounts payable schedule in these minutes.

- (d) The Clerk advised in relation to the receipt of the play area quarterly inspection report. The report referred to the following:

- (i) Wetpour shrinkage issues which have become more prevalent during this inspection, possibly due to age and weather conditions. The report states, that it would be advisable to arrange for the edges to be repaired, which would involve a swath of wetpour being cut back and removed – approximately 120mm wide – to be followed by the relaying of wetpour, so that it binds to the concrete kerb edge and existing wetpour.
- (ii) Wooden Picnic table. Advisable to have the table either refurbished or a replacement.
- (iii) The play area requires a moss killer application.

Members agreed the following: (i) The Clerk to seek quotation for the wetpour repair from Aura Leisure (ii) Councillor Trebor Evans to inspect the bench seat and advise the Clerk in relation to its condition (iii) Councillor Mrs. Margaret Williams to contact Reg Davies & Son, the Councils grass cutting contractor, to arrange a quotation for the moss killer application. Depending on the cost of the above items, the Chair and Vice Chair to make a decision in-between meetings.

- (e) The Clerk advised, that Denbighshire County Council lighting Department had forwarded a report following the annual inspection of the Community Council's Christmas lights. Two units were found with a number of faulty LED bulbs. The County are suggesting that the manufacturer be approached for an estimate to repair and or replace.

Members agreed the following: The Clerk to arrange with Denbighshire County Lighting, to seek a quotation from the original Christmas lights supplier, for the LED repair. Depending on the cost, the Chair and Vice Chair to make a decision in-between meetings.

Councillor David Parry – Reported the following to Denbighshire County Council:

- (a) Pandy Lane Boardwalk 2. Seven wooden slats broken in the area between Pandy Lane and Carreg Heilin Lane.
- (b) Footpath in the area of Maes Glas. Residents concerned with the trip hazard whereby fencing is lying across the wooden step.

6(C). 168/20

TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30TH SEPTEMBER 2020

The Clerk, as Financial Officer, had provided Members with a copy of the Quarterly Statement of Accounts, as at the end of September, 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 John Glover.

6(D). 169/20

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 – 2020 / 2021 (G) RETENTION OF DOCUMENTS ETC., SCHEDULE (H) FIXED ASSET REGISTER - 2020 / 2021 (I) RETENTION OF DOCUMENTS POLICY STATEMENT (J) ANNUAL INVESTMENT STRATEGY - 2020 / 2021 (K) MODEL LOCAL RESOLUTION PROTOCOL (L) GENERAL DATA PROTECTION REGULATION (GDPR) (M) SOCIAL MEDIA – A GUIDE FOR COUNCILLORS (WELSH ASSEMBLY GOVERNMENT)

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

The Internal Audit report for 2019 / 2020, recommended a number of changes and updates to the Financial Standing Orders, together with the Council's Local Standing Orders. These changes were also approved.

6(E). 170/20

TO DISCUSS: RECENT INSTALLATION OF ADDITIONAL PLAY AREA EQUIPMENT & INSPECTION PROCESS

The Clerk recollected to Members, that during a number of meetings in the Pavilion building prior to the current restrictions, including at the virtual Council meeting held in September; that following the complete installation of the new play area equipment, the quarterly and annual inspections, together with the insurance aspects were required to be discussed.

Members agreed the following: As a temporary measure to ensure compliance:

- (1) The Council to place the new play equipment on the list for Aura Leisure to complete the required inspections throughout the year. The Council will pay the extra fees.
- (2) The Council will arrange and pay for a valuation of the total items of equipment in the play area (including the new equipment); which will ensure that it is included in their annual insurance policy. Aura Leisure to be asked to complete the valuation, following receipt of the post installation report from Play and stay at Dyserth.

7. 171/20

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- (i) Councillor Andrew Hughes reported, in relation to the current usage at the Community Hall. Under the current regulations only a limited number of bookings are allowed. The Youth Club Leader had advised that whilst the Hall could not be used, the Leaders were meeting with the youths on the streets.
- (ii) Councillor Mrs. Margaret Williams reported, in relation to the Dyserth Waterfall. The Committee were experiencing difficulties in obtain a new insurance policy. A number of

steps require repairing. Concern with water from the cave area running over the footpath. Work to alleviate the concern will be carried out.

- (iii) Councillor John Glover reported, in relation to the Ysgol Hiraddug Primary School. Since the school reopening there are in place a number of safety measures during the pandemic. Pupil attendance is approximately 90%.

8(A). 172/20 PLANNING

The following planning application had been received:

- (a) Application number: 42/2020/0350 – for change of use of second floor to form 1 no. self-contained apartment including amendments to previously approved scheme under application code no. 42/2006/0742, for the Change of use of former chapel to 4 no. self-contained apartments, refurbishment of existing dwelling and construction of new vehicular access, at Bethel Chapel, Waterfall Road, Dyserth

Comment by Council: Providing that the application is subject to compliance with relevant policies and planning guidance notes, then no objections raised.

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

8(B). 173/20 Members formally confirmed the above decision.

8(C). 174/20 The following planning applications were dealt with by the Members at the meeting:

There were no further applications received from Denbighshire County Planning

8(D). 175/20 PLANNING DECISIONS

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

- (i) Application number: 42/2020/0596 – for the erection of timber building for storage of classic cars within an existing barn, at Trecastell Barn, Newmarket Road, Dyserth. Granted
- (ii) Application number: Application number: 42/2020/0596 – for the erection of timber building for storage of classic cars within an existing barn, at Trecastell Barn, Newmarket Road, Dyserth. (Listed building application) Granted.
- (iii) Application number: 42/2020/0350 – for change of use of second floor to form 1 no. self-contained apartment including amendments to previously approved scheme under application code no. 42/2006/0742, for the Change of use of former chapel to 4 no. self-contained apartments, refurbishment of existing dwelling and construction of new vehicular access, at Bethel Chapel, Waterfall Road, Dyserth. Granted

8(E). 176/20 NOTE:

Observation received from a resident, in relation to the display of a Public Notice by Denbighshire Highways. The notice advised, in relation to the closure of a footpath adjacent to the proposed site for the erection of 36 dwellings and associated works, in the area of Meliden Road, Dyserth. The resident was concerned, that the Public Notice had been displayed before County Planning had considered the housing planning application. County Councillor David Williams had been copied into the correspondence.

Denbighshire Planning subsequently confirmed, that the Public Notice had been displayed inadvertently.

9. 177/20

TO CONSIDER THE APPOINTMENT OF AN ARCHITECT: DRAWING OF PLANS FOR LAND KNOWN AS DYSERTH BURIAL FIELD (CLLR DAVID PARRY)

Councillor David Parry, reiterated his concerns with the limited availability for interments in the St Bridget's Parish Church Cemetery, and in particular, that the Community Council owned land known as the Burial Field, in Long Acres Road, could be constructed for cremated remains.

Councillor John Glover reported on a site meeting held recently with Councillor David Parry, together with a Landscape Architect. The Clerk provided details from the Architect's report, together with costs for the drawing of a number of plans.

Both Councillors' Mrs Margaret Williams and John Glover advised, in relation to the number of new cremated burial plots utilised for interment over the last three years in the Church cemetery, together with discussions with the new Rector of the Church and Church Warden.

Members agreed the following: To await a review by the Church Council at St. Bridget's Church, which will identify, or other any remaining full and cremated remains plots. **(See Minute number 4. 164/20 sub minute 11. 156/20 on page 2 above).**

10. 178/20

DYSERTH KILNS: (A) REPORT ON SITE VISIT (B) NATIONAL LOTTERY HERITAGE GRANT (CLLR DAVID PARRY)

Councillors' John Glover and David Parry, provided details in relation to a site meeting, attended by themselves, together with Councillors' Trebor Evans and David Jones. Also in attendance, the Chairman of the Dyserth Environmental Group. Details of the work required, which included, clearance of vegetation, tree trunks, together with the levelling of the ground around the kilns, including the provision of a picnic area, interpretation boards and a gate.

The Chair of Council, Councillor John Glover advised, in relation to a grant application to the National Lottery Heritage Fund. As the closing date for receipt of the application was the day following the Council meeting, preparation of the application had been completed jointly by himself and the Clerk. A quotation for the clearance work has been received from a local Company. The Clerk advised, that the costings amounted to £9,940.00. Councillor David Parry sought the Council to consider a financial grant towards the project. A number of support letters had been received to be included with the Lottery application.

Members agreed the following: (1) Were pleased to confirm the Lottery Heritage Fund application (2) To provide a grant of £2,040.00, towards the project.

11. 179/20

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>Payments made - to be confirmed:</u>			
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for September) Payments dated 01/10/2020			
	Standing Order BACS: H. M. Revenue & Customs. Clerk's PAYE & Council NI - July, August & September 2020 – payment dated 06/10/2020	585.48		585.48
	<u>Payments for consideration at meeting to be paid by BACS:</u>			
	Reg Davies & Son (Grass strimming, cutting & mowing at Community Hall)	120.00		120.00
	Louise Walsh (Environmental Services & Inspections of Play Area for September)	40.00		40.00
	Aura Leisure & Libraries (Play area inspections and maintenance – January 2020 to June 2020)	587.00	117.40	704.40
	R. Phillip Parry (Clerk to Council). Payment of back pay from 1 st May to 1 st October (Minute number 6(B). 167/20 (c) on page 5 above)	98.58		98.58

12. 180/20

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	No applications received	

13. 181/20

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 CHAIR OF COUNCIL

DATE OF APPROVAL.....