



CYNGOR CYMUNED DYSERTH COMMUNITY COUNCIL

Minutes of the Meeting of Dyserth Community Council,

Held in The Sports Pavilion, Thomas Avenue, Dyserth,

On Monday, 13th May, 2024, at 7.00pm.

Annual Council Meeting

1(A). 88/24

APPOINTMENT OF CHAIRPERSON FOR THE PERIOD 2024 / 2025

Councillor Andy Hughes was proposed and seconded, as Chair of Council. There were no further nominations. Councillor Hughes accepted the nomination.

Members agreed the following: Councillor Andy Hughes be appointed as Chair of Council for the period 2024 / 2025.

The retiring Chair of Council, Councillor David Parry thanked both the Councillors and Clerk for their support during his year of office.

1(B). 89/24

SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (CHAIR OF COUNCIL)

Councillor Andy Hughes signed the Declaration of Acceptance of Office, which was duly witnessed by the Clerk.

The new Chair of Council Andy Hughes, thanked Councillors for his appointment and also to Councillor David Parry for his year of office.

2(A). 90/24

PRESENT

Councillor Andy Hughes (Chair of Council)
Councillor Anne R. Rogers (Vice Chair of Council)
Councillor John Glover
Councillor David G. Jones
Councillor Delyth Lloyd-Williams
Councillor David Parry
Councillor Allan Pennington
Councillor Margaret G. Williams

Clerk & Financial Officer R. Phillip Parry

2(B). 91/24
APOLOGIES

Councillor Emyr Morris
Councillor Haydn Owen
Councillor Julie Peters

Councillor David G. Williams (Denbighshire County Council)

2(C). 92/24
ABSENT

None

3. 94/24
APPOINTMENT OF VICE CHAIRPERSON FOR THE PERIOD 2024 / 2025

Councillor Anne Rogers was proposed and seconded. There were no further nominations. Councillor Rogers accepted the nomination.

Members agreed the following: To appoint Councillor Anne Rogers, as Vice Chair for the year 2024 / 2025

4. 95/24
MINUTES OF THE ANNUAL MEETING HELD ON THE 9TH MAY, 2023

The Clerk advised Members, that the Minutes of the 2023 Annual Meeting were formally proposed, seconded and agreed at the 12th June, 2023 meeting; under Minute number: 4. 130/23.

Members agreed the following: Re-affirmed the above decision.

5. 96/24
NOMINATIONS TO SERVE ON LOCAL COMMITTEES AND OUTSIDE BODIES

Members received prior to the meeting a copy of the current list of Liaison, Local Committees and Outside Bodies for year 2023 / 2024.

Members agreed the following:

- (i) Dyserth Business Group: Councillor Anne Rogers to replace Councillor Delyth Lloyd-Williams
- (ii) Elizabeth Hughes Trust (Cwm): Councillor Anne Rogers appointed in addition to Councillor Andy Hughes
- (iii) Environment Committee: To be re-named to Environment Sub-Committee: All Councillors to be Members
- (iv) The remainder of the current list to continue for year 2024 / 2025.

General Council Meeting

6. 97/24

PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

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

7. 98/24

DISCLOSURE OF INTEREST

There were no Declarations of Interest declared.

8. 99/24

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 8TH APRIL, 2024

The Minutes were proposed by Councillor David Jones and seconded by Councillor Margaret Williams as correct and formally agreed by the Members present.

9(A). 100/24

PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

(1) Dyserth Kilns: The Clerk advised the following:

- (a)** Site meeting at the Kilns held on Wednesday 17th April with Mr. Rob Chambers (Chambers Conservation), with Councillors' John Glover, Andy Hughes, David Parry together with the Clerk. Councillors provided details as to the site discussions.
- (b)** The Clerk recollected Members to a an e-mail received from Mr. Rob Chambers that had been forwarded to Councillors dated 29th April, together with attachments. The information contained in the attachments were shown on screen during the meeting.

Members agreed the following, by majority: To budget for:

- (i)** Chambers Conservation - Fee Proposal and Activity Schedule, Conservation Architecture Services, Options appraisal and Grant Application Support – at £1,965.63 plus VAT (Clerk to issue Purchase Order)
 - (ii)** Cavendish Bloor to prepare a cost plan – at £640.00 plus VAT (Clerk to issue Purchase Order upon receipt of a formal quotation being received)
 - (iii)** To provisionally agree the fees of Terry Parry (structural appraisal) at £65.00 per hour plus VAT for approximately 2 to 3 hours. This will be confirmed by Council when and if required.
- (2) Outstanding Issues reported to Denbighshire County Council:** The Clerk advised that the following reported concerns remain outstanding:
- (a)** Removal of dilapidated notice board at the Waterfall entrance
 - (b)** Condition of grass verge on St. Asaph Road
 - (c)** Bent / damaged signpost on Dyserth High Street
 - (d)** Request for a grass verge in Tre Castell area be considered for a hardcore surface

The Clerk further advised that he had sent Denbighshire Customer Services a final e-mail seeking that replies are received to the above outstanding concerns. Should there be no replies from the County the Clerk will seek authority from this Council at the June meeting to make a formal complaint to the County.

- (3) **Speed Indicator Signage:** The Clerk advised, that despite a number of requests no replies had been received from the Highway Officer. The Clerk further advised he would send one more request e-mail seeking as to when the device will be installed.
- (4) **Painting of seat in Thomas Avenue:** The Clerk advised that the Chair and Vice Chair of Council had agreed in-between meetings that the bench seat be re-painted by a local resident. The Clerk advised that a quotation was required prior to the work being commenced.
- (5) **Red K6 Phone Box in James Park:** The Clerk advised that he had written to BT payphones to advise that the electricity supply was not connected in the Phone Box. BT payphones replied stating they were awaiting a report from the engineer who de-commissioned the equipment.
- (6) **Commuted Sums:** The Clerk recollected Members to the Commuted Sums application sent to Denbighshire County Council in relation to funding towards an accessible item of play equipment in the children's play area. The total cost of the equipment was £15,709.00. Unfortunately, the application was not successful. The reason provided by the County was that there were no funds allocated to the Dyserth Council area, whereby the funds from surrounding areas were utilised by those areas.

The County had agreed that the remaining commuted sums balance allocated to this Council during a previous commuted sums application of £2,951.16, could be utilised for other projects within the play area.

Members agreed the following, by majority: Due to the cost of the accessible play equipment and without funding the cost is prohibitive, the Council agreed not to install the item of equipment.

- (7) **Dyserth Public Conveniences (Waterfall):** The Clerk recollected Members to an e-mail forwarded from Denbighshire County Council, together with attachments. The yearly running costs of the conveniences were included. Members held a general discussion.

Members agreed the following: (1) The Clerk to forward the e-mail and attachments from Denbighshire County Council to the Secretary of the Waterfall Committee and to seek their views prior to the Council's June meeting (2) The Clerk to place on the June Council agenda.

9(B). 101/24

TO FURTHER DISCUSS: OUTSIDE CHRISTMAS ILLUMINATIONS

The Clerk recollected to Members that the sum of £5,000.00 had been agreed to be placed in the ear-marked accounts schedule for new Christmas illuminations. The Council had also agreed that the Dyserth Business Group be asked to provide their thoughts to both the areas and types of lighting.

The Business Group had asked the Clerk to attend their next meeting to be held in early June to discuss. The Clerk advised that following his attendance he will report back to Council at their June meeting.

10. 102/24

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

Due to County Councillor David Williams' leave there was no report.

11(A). 103/24 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:

2 x Anti social behaviour / 1 x Burglary / 1 x Criminal damage / 1 x Other crime / 1 x Violence
- (b) Denbighshire County Council: Business month for local businesses: Forwarded to Councillor Delyth Lloyd-Williams, as this Council's representative and to be advised to the Dyserth Business Group.
- (c) One Voice Wales: Details for various monthly bilingual courses. Councillors to advise the Clerk of any course they wish to attend.
- (d) Denbighshire County Council: Invitation for Chair of Council and guest to attend a concert to commemorate 80 years since the 'D Day' – to be held on Thursday 8th June at 7.00pm in St Thomas' Church, Rhyl. Invitation provided to Councillor Andy Hughes
- (e) Notification from the Dyserth Flood Initiative Committee that their bank account has been opened with Nat West. The Clerk recollected Members that financial assistance was held in the Council's ear-marked reserves to assist the committee with flood alleviation scheme(s). The Clerk further advised, that he had requested from the Committee details of their scheme(s) whereby this Council could thereafter consider releasing funds
- (f) The Clerk recollected to Members a previous item of correspondence that advised to the possibility of a new Parent Teacher Association (PTA) being set up at Ysgol Hiraddug. The new Chair of the PTA had written to the Council providing the new Committee Officers names and that they wish to engage with the Council in due course

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

- ❖ Denbighshire County Council: County library opening hours
- ❖ Denbighshire County Council: Drop-in sessions about the new County waste collection service

11(B). 104/24 CLERK'S REPORT

The Clerk advised Members in relation to the following:

- (a) Received from and deposited into the Council's bank account:
 - Denbighshire County Council - £16,833.00: First precept payment for financial year 2024 / 2025.
 - HM Revenue & Customs - £3,251.69: VAT Refund for financial year 2023 / 2024.

- (b) Damage has been caused by rabbits to a number of recently planted saplings in the area of Community Council's land known as The Burial Field. The Dyserth Environmental Group have applied for further saplings from the Woodland Trust which was successful, whereby the saplings will be delivered in November. Councillor David Parry provided additional information.
- (c) Invitation from the Dyserth Business Group for the Clerk to attend their meeting to be held on Wednesday 12th June at 6.00pm in Dyserth, to primarily discuss this Council's funding for new Christmas illuminations. The Clerk had confirmed his attendance.
- (d) Drug related paraphernalia found in the area of the King George recreational ground. The Clerk advised that following the information being posted on a local Facebook page, the post had been forwarded to PCSO Alex Jones. To date there had been no reply or acknowledgement.
- (e) Photograph provided to Council of two youths leaving the Red Telephone Box in James Park, whereby a strong aroma of drugs was emanating from the phone box. The photograph was sent to PCSO Alex Jones. To date there had been no reply or acknowledgement.
- (f) The Clerk advised that the quarterly play area report had been received from Aura Leisure. The report highlighted repairs to the rubber safety surfacing in a number of areas. The Clerk had sought a quotation for consideration by Council.
- (g) The Clerk recollected Members that during the budget setting process it was agreed to continue the Denbighshire Let's Play Out scheme for this financial year. The Clerk advised in relation to the receipt of the Service Level Agreement, whereby the cost had increased from last year at £4,566.90 to this financial year at £4,828.94 – an increase of £262.08.

Members agreed the following: Accepted the increase and the Clerk to sign the Service Level Agreement on behalf of this council.

- (h) The Clerk discussed with Council the Easter theme painted on the High Street bus shelter and enquired if further seasonal themes are considered for the remainder of the year.

Members agreed the following: The Clerk to issue a Work Order to Kate Bincham (Face Painter) for the following seasonal themes: Summer, Autumn and Winter (Christmas) at a cost of £100.00 for each.

- (i) The Clerk advised in relation to a request received by e-mail from Ms. Debbie Maxwell, the organiser of the 2023 Dyserth Fest charity event. Ms. Maxwell is seeking approval from the Community Council to hold a similar event on Saturday 10th August this year and wishes to use the King George Recreational Field for the venue. The Clerk provided Members with the full contents of the e-mail.

Members agreed the following: The use of the King George Recreational Field to hold the August event.

- (j) **Street Scene:** The following matters of concern were reported to Denbighshire Street Scene:
 - ❖ A deep pot hole in area of A5151 junction with Hiraddug Road. The County repaired the pot hole within two days.
 - ❖ Contractors were seen to dump excess tarmac on the highway in James Park which caused a bump in the road. The contractors details were passed to the County together

with photographs of the tarmac. A Denbighshire Inspector visited the scene and thereafter advised the contractors to return and remove the tarmac.

11(C). 105/24

TO RECEIVE INTERNAL AUDIT REPORT: YEAR ENDED 31ST MARCH 2024

The Clerk recollects Members to a copy of the recently received Internal Audit report for year ending March 2024 - that had been sent to Councillors prior to the meeting. The Council noted the following comments in the report: Conclusion - On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective.

The Council also noted the comment in relation to the Council's dog bin contract. The Clerk recollects Members to the budget setting process held in January of this year, whereby it was further advised that there were no other companies found in North Wales that provide this service. Prior to each budget setting process the Clerk searches the internet to no avail. The Clerk advised that a note had been placed to ensure that future budget setting minutes, the dog bin contact will be specifically minuted.

Members agreed the following: Accepted the Internal Audit report and thanked the Clerk for the financial aspect of his duties over the past year.

11(D). 106/24

COMMUNITY AND TOWN COUNCILS IN WALES: ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2024

The Clerk advised Members that Sections in the above document named: Accounting Statements for 2023-24, Annual Governance Statement and Additional disclosure notes had been completed by the Clerk prior to the return being presented to the Internal Auditor. The Council Approval and Certification Section was now required to be formally approved by Council and thereafter for signature by both the Chair and Clerk.

Members confirmed the following: The Council Approval and Certification Section of the Annual Return, to be signed by both the Chair and Clerk.

11(E). 107/24

TO CONSIDER: PAINTING OF THE RED K6 TELEPHONE BOX (AT ENTRANCE TO JAMES PARK)

The Clerk recollects Members that this agenda item had been placed following the recent adoption of the Red K6 Telephone Box sited at the entrance to James Park. The Clerk also recollects to Members that this Council had adopted two other Red K6 telephone boxes in Cwm Road and in Tre Castell.

Members were shown on screen photographs of the above telephone boxes, whereby the Cwm Road box was in good repair, the James Park and Tre Castell boxes required re-painting and glass cleaning.

Members agreed the following: Quotations to be sought to re-paint and refurbish the James Park and Tre Castell Red phone boxes.

12. 108/24

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- (i) **Dyserth Community Hall:** Councillor Andy Hughes provided an update to the Hall usage which included, monthly electricity savings following the signing of a new contract.
- (ii) **Ysgol Hiraddug:** Councillor Andy Hughes as the Council's School Governor Representative advised that the school currently holds 195 pupils. It is projected the school will have a deficit during the financial year.
- (iii) **Dyserth Waterfall:** Councillor Margaret Williams advised that a new gate had been installed, with the garden seating re-painted.
- (iv) **Welsh Group:** Councillor Delyth Lloyd-Williams advised that the attendee numbers are increasing. The drawing up of a constitution for the Group is in progress.
- (v) **Annual Duck-Boat Race:** Councillor David Parry advised that as Chair of the Council he had been invited to present an award to the Waterfall Committee for holding the charity event over a good number of years.

**13(A). 109/24
PLANNING**

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

No planning applications received from Denbighshire County Council

**13(B). 110/24
PLANNING DECISIONS**

The following planning decision(s) have been received from Denbighshire County Council:

No planning decisions received from Denbighshire County Council

**14. 111/24
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 April) Payments dated 01/05/2024 | | | |
| | <u>Payments for consideration at meeting to be paid by BACS:</u> | | | |
| | Information Commissioner's Office (Renewal of Council's data protection licence) | 40.00 | | 40.00 |
| | Clear Councils (Insurance Management) Renewal of Council's insurance policy | 1,234.41 | | 1,234.41 |
| | Patterson Hall (Horeb) Hall hire fees for May to July, 2024 for Cymraeg Group | 64.00 | | 64.00 |

| | | | | |
|--|---|--------|-------|--------|
| | JDH Business Services Ltd (Internal audit) | 275.00 | 55.00 | 330.00 |
| | Tre Castell Nurseries (Summer plants) | 350.00 | | 350.00 |
| | Louise Walsh (Environmental Services & Inspections of Play Area for April | 50.00 | | 50.00 |
| | Councillor Allowance – 2024 / 2025 | 208.00 | | 208.00 |

15. 112/24

APPLICATIONS FOR FINANCIAL SUPPORT

| Cheque Number | Name of organisation | Amount granted £ |
|----------------------|-----------------------------|-----------------------------|
| | No applications received | |

16. 113/24

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.....