MINUTES of the proceedings of the Meeting of Nannerch Community Council held at Nannerch Memorial Hall on Thursday 4th April 2024 at 7pm

PRESENT:

Councillor H Morgan (Chair)
Councillor J Byrne
Councillor R Calderwood-Duncan
Councillor J Costidell
Councillor G Williams
Councillor J Capstick

County Councillor A Parkhurst
Jeanne Penn, Clerk

1. Welcome

The Chair welcomed all present.

2. Public Participation

None. The Clerk confirmed that there had been no requests for remote access to the meeting.

3. To consider accepting apologies for absence

Councillor Weston.

4. To record declaration of interests from members in any item to be discussed

No declarations of interests were received.

5. To confirm and sign the Minutes of the meeting 7th March 2024

The Minutes of the Meeting of Nannerch Community Council held on 7th March 2024 were accepted as a true and correct record and signed by the Chair.

6. To receive updates on progress from previous Minutes

- **SmartWater Kits.** The Clerk had sought further information from the manufacturers including additional signage, location and costs, and Councillors discussed how residents could be encouraged to utilise this deterrent to generate a good take up rate. It was **agreed** that the Clerk should now progress the purchase of the 100 kits (originally agreed at the meeting in February), and to liaise with the manufacturers and PCSO Tiffany Davies

regarding organising the additional purchases necessary to roll out the programme.

- **Annual Litter Pick.** This had taken place on Saturday 16th March 2024, where more than 20 volunteer litter pickers collected 18 sacks of rubbish. The Chair congratulated Councillors and residents for their efforts and thanked the Clerk for the smooth organisation of the event.
- **Village Noticeboard.** It was noted that the notice board had been painted but that the lead had corroded and the perspex doors needed replacing. It was **agreed** that the Vice Chair would pursue this matter.
- **Coetiroedd Back/Tiny Forest in Wales funding**. The Clerk advised that this grant funding could only be used where the community already has ownership or management control of the land, and not to purchase the land upon which to plant the woodland. It was therefore **agreed** not to pursue this funding.
- **D-Day 80/other commemorative structure.** As there is no village-owned flagpole, it was **agreed** not to purchase a flag nor other memorabilia. The Chair **agreed** to continue exploring the option of a 'silhouette' resin structure. Councillors however were keen to mark the event and would ascertain what other community groups were planning.

6. To receive police update and raise any matters

The Clerk confirmed that the crime statistics for February 2024 were not yet available on the Police website.

7. To receive Streetscene update and raise any matters

Neil Hickie had provided a copy of the latest action plan as follows:

- **Sarn Mill potholes**. A work order was issued on 5/2/24.
- **Trefechan Lane, Nannerch**. Ongoing as at 5/2/24.
- **Bryn Dedwydd parking issues.** Pending with FCC Capital Works department

Councillors noted further potholes in 4 areas: Before Nant y Cwm on Ffordd y Cwm; on Plas Yw Road towards Moel Arthur; on Llandyrnog Road past Bryn Ffynon; by Grey Cottage on Ffordd y Waen. It was **agreed** that the Clerk would notify Mr Hickie in advance of his 'drive round' with Councillor Parkhurst the following Tuesday, 9th April.

Following the Community Litter pick last month, Councillors remain concerned about the amount of rubbish on the verges of the A541 Denbigh Road; much of which is fast food/drink containers. Volunteers hadn't ventured on to this road for obvious safety issues. It was **agreed** that the Clerk would ask Mr Hickie if there was plan in place for FCC staff to undertake litter picking along this main highway.

8. Flintshire County Council Planning Matters

Applications received by FCC.

- Application Ref: FUL/000216/24
  Proposal: Demolition of outbuildings and construction of a new 3 bedroom bungalow with detached garage
  Location: Lollipop Cottage, Ffordd y Waen, CH7 5RX
  Consultation period opened.

Resolved: For Councillors' comments to be forwarded to the Clerk by 11/4/24, who would collate and respond to the Planning department.

Planning decisions made by FCC.

None

Planning correspondence received from FCC.

In relation to application DET/001032/23, Fron House, Ffordd y Cwm, CH7 5RW, the Clerk had written to the Planning department to request firstly, additional information not showing on the planning portal, and secondly, upon receipt of this, additional time for consideration by Councillors. The response of 27/3/24 noted that all the information received by FCC for public view was showing on the system, and approval of the details was not for public consultation. Councillors discussed their dissatisfaction of this reply and the lack of information, and it was **agreed** that the Clerk would ask the Planning department to provide relevant contact details for the department in Welsh Government who had dealt with the matter. Councillor Parkhurst also **agreed** to be kept appraised of the situation and would seek advice if required.

9. Financial Matters

- Schedule of Payments for March 2024. The Chair, Vice Chair and Councillor Byrne had checked the list of payments due, having reviewed the supporting invoices/paperwork supplied, as follows:

Payee	**£**	**Payment method**	**Power**
Clerk salary	369.01	BACS	LGAct 1972 s.111 & 112
HMRC Clerk's PAYE	92.00	BACS	LGAct 1972 s.111
Clerk allowance/travel/print	52.19	BACS	LGAct 1972 s.111
Gordon's Gardens	45.00	BACS	LGAct 1972 s.111
One Voice Wales Membership	87.00	BACS	LGAct 1972 s.111
DoodleIT website hosting	160.00	BACS	LGAct 1972 s.142

TOTAL £805.20

- Gordon's Gardens had notified the Clerk of an increase in hourly cost from £18 to £20 from 1/4/24. On average, the gardener undertook 60 hours of work per year, so this would take the annual budget to £1200 for 2024/25. Councillors **agreed** to continue using Gordon's Gardens.

- The Clerk noted that the bank reconciliations for January to March 2024 would be circulated in the next 2 weeks for approval at next month's meeting, due to the recent financial year end, and the bank being in the process of giving access to the Clerk. Councillors **agreed** to this short delay due to circumstances out of their control.

- The Clerk had sought clarification from DoodleIT regarding the website services it provides for the annual cost of £160. Councillors noted that some parts of the website may need reviewing and it was **agreed** to agenda this item for December 2024.

10. Applications for Financial Support

No new applications had been received prior to the meeting, although Nannerch Players had indicated they would submit a request next month regarding a donation towards their planned summer outdoor production.

Whilst the Sports Club had received a donation of £1250 last month towards the grounds maintenance, they had also requested in that application match funding for the basketball equipment, with Aura having agreed to pay the other half. Note was made that the Sports Club would shortly be holding its AGM, at which stage their current financial situation would be available. It was **therefore** agreed to re-consider this request, if still required, at the next meeting in May.

11. Clerk's Update - Correspondence and other items

- **Progress on Co opted Councillor vacancy**. The Clerk advised Councillors of interest to date, with the closing date for expressions of interest by 9/4/24. It was **agreed** to consider applications and then appoint at the meeting in May.

- **Streetlighting documentation from FCC.** The Clerk had received confirmation that none of the streetlighting in Nannerch belonged to the Community Council. It was also **noted** that written permission would need to be sought from FCC to affix any item to their streetlighting, including festive decorations.

- **Assets Register.** The Clerk had circulated a draft Assets Register for Councillors' consideration. This included: the village noticeboard; the phone kiosk and the defibrillator within; the benches and seats. The register noted the cost, date of purchase and location of the assets. Note was made that the kissing gates and stratford gates purchased in early 2023 didn't need listing as assets as the Community Council only facilitated obtaining the grant for the landowners. Subject to some minor amendments, the Asset Register was **agreed** by the Council.

- **Training Plan for Clerk and Councillors**. The Clerk had circulated the draft Training Plan which was **agreed** by Councillors. This would be reviewed at least

annually and would be published on the website.

- **Registration of Nannerch Community Council with HMRC for PAYE as an Employer.** The Clerk informed Councillors that this system has now been set up, with regular payments of PAYE being made. This position was **noted**.

- **Internal Audit Arrangements for 2023/24.** The Clerk outlined the plan, process and timescales of the impending internal audit, so that the Annual Return can be approved at the meeting on 6/6/24. As this would be the Clerk's first audit and having taken on the role part way through the year, she explained that it may take longer to prepare for, and subsequently incur additional work hours. This position was **noted and agreed** by Councillors.

- **Risk Assessment 2023/24.** A draft risk assessment was presented by the Clerk. Councillors suggested some updates regarding progress on projects, and also asked the Clerk to check insurance amount limits with the Council's insurers. Subject to these amendments being made, the Risk Assessment for 2023/24 was **agreed**.

12. Reports and Updates from other meetings.

Councillor Parkhurst reported that the future of AURA was in doubt as the contract with FCC expired on 31/3/24, but there was a short-term reprieve. Councillors enquired about the purchase of play equipment which AURA had organised (cost to NCC of £3075) and had agreed in principle to match fund this amount which would cover the majority of the installation costs. As the invoice for NCC hadn't yet been received, it was **agreed** that NCC should take delivery of the goods at the same time as paying for them.

13. Village Items.

- **AED Checks.** The Chair had checked the 3 defibrillators which were emergency ready.

NEXT MEETING: Thursday 9th May 2024. Note that this is also the Annual Meeting of the Council.