

Llangollen Rural Community Council 44/16
Minutes of Meeting held in Froncysyllte Community Centre
on Tuesday 11th April 2017

Present

Cllr. Mrs Alyson Winn	Cllr. Mrs DJ Evans
Cllr. Mark Valentine	Cllr. Jim Davies
Cllr. Darrell Wright	Cllr. Elfed Morris
Cllr. Mrs Sue Kempster	
Mrs S.A. Jones	PCSO Dave Jenkins

Chairman: Cllr. Mrs Alyson WinnClerk: Mrs S.A. Jones**1. Apologies**

Apologies for absence have been received from Cllr. Geraint Roberts unwell and Cllr. Anthony Roberts working.

2. Declaration of Interest

There were no declarations of interest.

3. Police Matters

The Chairman Cllr. Mrs Alyson Winn welcomed PCSO Dave Jenkins to the meeting and he gave his report which covered March.

Fron -

One case of theft of a number plate.

Garth –

Report of a missing wing mirror, no debris nearby so thought to have been stolen. It was reported that there was a litter problem on the Trevor Estate.

It was decided by the Community Councillors that the priorities for April would be for PCSO Dave Jenkins to spend his time checking out issues identified within the three villages.

4. Outstanding Work Log

The work log had been updated and a new page of outstanding actions issued to members.

5. Members Urgent Reports

Trevor: A request has been received from residents for a 20mph speed limit on the Trevor Estate between Charles Avenue and The Scout Hut on Heol Penderyst.

6. Minutes of the Previous Meeting

The minutes of the previous meeting had been distributed and were accepted as a true record. The minutes were signed accordingly by the Chairman.

7. Matters Arising from the Minutes

There were no matters arising.

8. Planning**Planning Applications:**

Outline permission for residential development (5 detached houses and garages) and new access.

Paddock adjoining the south of Bryn Celyn, Garth, Trevor, Wrexham. P/2017/0233

There was no objection to the above.

Certificates of Decision

Two storey extension with basement

Llanerch Cottage, Yr Ochr, Froncysyllte. P/2016/1012 REFUSED

9. Correspondence

45/16

Welsh Assembly Government:

A Good Councillor's Guide

Wrexham County Borough Council:

Meeting Notes from the Wrexham Town & Community Council Forum.

John Davies, Head of Education – An update on the Youth Services reshaping programme.

Lawrence Isted, Head of Environment & Planning – Proposed Traffic Regulation Order.

Lawrence Isted, Head of Environment & Planning – Information about the planned stabilisation works at Yr Ochr, Froncysyllte.

Councillor Hugh Jones PCSO Workshop 16th March 2017.**Email:**

C/ Cllr. Pat Jeffares regarding the grass cutting schedule for Llangollen Rural.

Jenni Crane regarding a Channel 4 TV programme Village of the Year 2017.

Melanie Salisbury from Wrexham County Borough Council regarding honouring our Veterans.

Nigel Davies – Community Agents initiative, invite to the Community Council meeting in July.

Kevin Roberts – Digital Inclusion in the area, invite to the Community Council meeting in June.

Nicola Lewis Smith, Canal & Rivers Trust asking for a letter of support from the Community Council as she is submitting an Expression of interest to the Rural Community Development Fund to improve the pathways and linkages to Trevor Basin.

Mark Watson Jones North & Mid Wales Trunk Road Agent – regarding the tree maintenance in preparation of further work on the A5 later in the year.

Christine Conway regarding the HM Revenue & Customs payments.

One Voice Wales:

Community & Town Councils' Manifesto – A new contract with Communities – Making Democracy work for Wales.

General:

Briefing Note – Data Protection & Community Councils

Information Commissioners Office - Data Protection Good Practice Note

Wrexham Area Civic Society AGM and Spring Newsletter.

TA Gittins – Important payroll changes from 1st April 2017.

Grant Thornton – Audit arrangements and Annual Return for 2016/17.

Receipts:

Mr Ankers,

Fron PTFA

10. Footpaths & Roadways

Nothing to report

11. Projects 2016/2017

Nothing to report.

12. Meetings / Training

Cllr. Darrell Wright had attended the PCSO meeting in Wrexham and gave a brief report.

Cllr. Mrs Sue Kempster gave a detailed report on her meeting of the Cadwn Clwyd Board.

13. Noddfa Cemetery Report

Due to a number of reasons the proposed Noddfa Cemetery meeting was cancelled last month and a new meeting will be arranged during April and will cover amongst other things a Risk Assessment at the Cemetery.

14. Playgrounds**46/16**

The 2017/18 Public Liability document has been received from Mr Peter Green.

The monthly play inspection reports have been received.

The Contractor has completed the felling of the trees in the Woodlands Grove play-area.

During March a playground meeting has been held and the Chairman Cllr. Mrs Sue Kempster gave her report.

Balance of Account

The Clerk gave a detailed report on how the Playground budget had been spent during the financial year 2016 /2017. This will be presented to full Council in April.

The Clerk reported that Chirk Town Council is having all their play equipment brought up to the correct standard as recommended by the Annual Play Inspection. The Chairman said that if the full council agreed to this work being done that a quote from a play company and Wrexham County Borough Council be requested. This was agreed.

Woodlands Grove Play-area

Following the completion of tree felling, the Woodlands Grove play-area is closed until the end of April to give the re-seeded areas chance to get established.

Garth Play –area

A visit was made to the playground to look at how the grass was now settling down; Peter Green who looks after the five playgrounds has done some re-seeding and has cut the grass for the first time. He has also trimmed the tree branches overhanging the playground.

Meeting at Woodlands Grove Play-area

Later in the week Cllr. Mrs Sue Kempster, C/Cllr. Pat Jeffares & the Clerk met with Mrs Carla Hughes & Martin Howarth to discuss the concerns raised by the Playground Committee about the Woodlands Grove play-area. After a lengthy discussion it was decided to contact ROSPA to ask for their advice.

Their advice was that ‘the openness of the site makes it easily accessible and we do not believe that you will be able to prevent climbing. You need to install signage to alert parents / carers of the danger of climbing the cliff and if possible to erect some form of barrier. A note to the local schools would also be a good idea.’

Martin Howarth’s response was ‘that as the land has now transferred to the Community Council the final decision as to what to do will lie with Llangollen Rural. I would suggest that you complete a risk assessment of the site and in the risk assessment record what control measures you have decided to implement.’

This was discussed in detail and finally it was agreed for Cllr. Davies to speak to Mr D Shepherd who is a Health & Safety Manager to ask for his advice.

The playground has now been closed until the end of April. It was decided that all Councillors should pay a visit to the playground before the May meeting.

15. Election

The Clerk stated that ten Nomination papers have been received by Wrexham County Borough Council therefore there will be no election in the Llangollen Rural Ward. Wrexham County Borough Council has confirmed that ten Community Councillors are duly elected.

16. Policies

47/16

The following policies were approved and signed off by the Chairman Cllr. Mrs Alyson Winn: the Data Protection Policy, the Risk Assessment Schedule and the Community Councillors' Mileage & Subsistence Allowances.

17. Newsletter

The deadline for the Summer newsletter is Monday 8th May 2017.

18. Risk Assessments

The Risk Assessments have all been completed on the Street furniture and the seats in the Ward.

19. Chairman's Allowance

The Chairman Cllr. Mrs Alyson Winn said that she would give a detailed report of her year in office at the Annual General meeting in May.

20. Finance – Sub Committee Meeting

The Chairman of the Finance Committee Cllr. Mrs DJ Evans gave her report of the meeting held 7th April 2017.

Year-end payments & receipts against budget & Year-end balance of account against bank statement.

The Bank Statement was reconciled and signed by the Chairman.

The Year-end balances, payments and receipts against the budget / precept were checked and all balanced. *These were presented and approved by full Council.*

The Finance committee approved the balance sheets for S137, Noddfa Cemetery and the cost of the Newsletter and these will be presented to full Council. *These were presented and approved by full Council.*

A balance sheet was produced on the cost playground expenditure for the year. The Clerk will be claiming £10,292.45 from HM Revenue & Customs for the VAT.

End of Year Risk Assessment

As per the risk assessment the finance committee checked the year end final balances with the bank statement and budget. For audit purposes it had been officially agreed and adopted that the figures were correct. The Chairman of the Finance Committee signed off the balances and these were checked and approved by them. These will be presented for approval by the full Council at its meeting on the 11th April. The Year End Bank Reconciliation and Statement of Accounts of its income and expenditure, was then presented for approval to the members of the Finance Committee, these will also be presented to full Council on the 11th April 2017. The Annual Governance Statement will be presented for approval by full Council at the April meeting and for the Council to review the effectiveness of its internal control systems. This was discussed in detail and it was agreed to recommend to full Council that the internal controls were effective. *These were presented and approved by full Council.*

As per the Investment Strategy it was discussed as to whether it would be wise to transfer some more money from the current account into the deposit account. It was agreed not to transfer any further money as Members have identified a number of projects for 2017/18. *Approved by full Council.*

Re-adoption of Policy Documents 2016/17**48/16**

All the Policy Documents were approved by full Council in March, except for the Councillors Mileage and Subsistence Allowance policy and the Risk Assessment Schedule which is being presented at this meeting. *Policy documents now approved by full Council.*

Governance Statement

During the last twelve months the Finance Committee has held a number of meetings, in 2016 – 30th March, 6th July, 2nd September, 20th August, 28th November and in 2017 – 2nd March and the 7th April; they have looked at the receipts and payments and checked them against the budget. All the finances were checked and it was confirmed that all balanced with the ledger and the bank statement. The above findings were taken to full council on 5th April, 12th July, 6th September, 13th December, 7th March and will be taken to full council on the 11th April 2017. They will be discussed in detail and endorsed for approval.

During the year all Policy documents have been checked, if required amended and all approved.

Finally the Members state that they have checked for Accountability and believe they have good Governance.

21. Finance

Copies of the Bank balances, payments and a list of receipts were distributed to the members and checked. The following invoices were authorised for payment:

Information Commissioner	101951	35.00
Mrs SA Jones	101952	NJC rates
Mr PJ Ankers	101953	390.00
Peter Green Groundcare	101954	300.00

A yearend Project balance: Garth £9,170, Fron £9,286 & Trevor £5,942 these amounts are still being accrued to be used towards the cost of any projects or landscaping in 2017/18.

Approved.

22. Best Kept Garden Competition

The Clerk was asked to contact Ms Andrea Evans and Mr Tony Roberts to see if they would judge the Best Kept Garden Competition again this year. Members gave their approval for the Clerk to order plants for containers in Garth, Trevor & Froncysyllte.

23. Date, Time and Venue of the Next Meeting

As there was no further business to discuss, the Chairman closed the meeting.

The next Council meeting will be held at 6.45pm at Garth & Trevor Community Centre on Tuesday 9th May 2017.