

## **LLANASA COMMUNITY COUNCIL**

Minutes of the proceedings of the Ordinary Meeting of the Llanasa Community Council held at the Community Centre, Pen-y-Ffordd, on Tuesday 19th June 2018.

**PRESENT:**

Councillor	Mrs E J Roberts (Chairman)
Councillors:	Ms S Braun
	Mrs D Banks
	J Larner
	J Williams
	D Brown
	M Williams
	G Banks
	Mrs G Fisher
	Together with the Clerk and Councillor A Holgate.

### **PRAYERS:**

Members joined the Chairman in saying the Lord's Prayer.

1.) **APOLOGIES FOR ABSENCE** Apologies were received from Councillors Waraich, Luke and Owen.

2.) **TO CONFIRM THE MINUTES OF THE ANNUAL GENERAL MEETING OF THE 15TH MAY 2018.**

The minutes of the Annual General Meeting had been circulated to Members with the Agenda, and Councillor Mrs Banks proposed, seconded by Councillor Mrs Fisher that the minutes be accepted as a correct record, and were signed by the Chairman.

3.) **TO REVIEW THE FINDINGS OF THE INTERNAL AUDIT FOR THE YEAR ENDED 31ST MARCH 2018.**

The Internal Audit for the year ended 31st March 2018 had been completed by JDH Business Services and the following issues had been highlighted;

- the street-lighting maintenance contract exceeds the requirement in the standing orders for a formal tender process for contracts over £5000.

Recommendation: The Council should review the practicality of having such a low formal tender threshold and consider having a higher threshold with lower limits for obtaining quotations as prescribed in the NALC model standing orders and financial regulations.

Response: The Council would review Standing Orders and consider revising its tender threshold.

- The regular budget monitoring statement at the year-end does not reconcile to the payments in the accounts of £83600.  
Recommendation: The year-end budget statement should be amended and reported to Council along with explanations for the overspend of £6886 (excluding VAT)  
Response: The year-end budget statement has been amended accordingly.
- Staff costs on the Annual Return doesn't include pension costs of £340.20.  
Recommendation: The Annual Return should be amended to show staff costs as £18816 and total other payments as £64784  
Response: The Annual Return has been amended accordingly.
- We have not seen evidence that a P11d has been submitted to HMRC disclosing the lump sum allowance the Clerk is paid.  
Recommendation: The Council need to ensure the allowance is declared on a P11d or agree a dispensation for the allowance with HMRC.  
Response: The Council would now review the allowances paid to the Clerk to conform with HMRC recommended limits.
- The finance schedule listing payments approved at the July 2017, February and March 2018 meetings had not been signed by the Chair.  
Recommendation: The supporting schedules listing payments approved at the Council meetings for July, February and March should be signed retrospectively by the Chair.  
Response: The supporting schedules will be signed retrospectively.
- **Guidance Note 2018.**  
Data Protection Law will change significantly on 25th May 2018 due to the 2016 EU Directive General Data Protection Regulation (GDPR) taking effect.  
Recommendation: The impact of GDPR on the Council should be identified through review of ICO and NALC guidance and the Data Protection Policy, risk assessment and internal controls should be up-dated accordingly.  
Response: The Council has prepared a draft GDPR audit and will review and up-date its data Protection Policy, risk assessment and internal controls accordingly.

#### **4.) TO REVIEW ANY APPLICATIONS FOR THE COUNCILLOR VACANCY IN GRONANT WARD.**

Following the resignation of Councillor Chilton, a second vacancy had arisen in the Gronant ward. Councillor Chilton had advised that he had spoken to two residents of Gronant who may be interested, and the Clerk had contacted both with invitation to this meeting. Unfortunately neither had attended.

Councillor Braun advised Members she had spoken to another resident who was very interested, and had been advised to email the Clerk.

5.) **CORRESPONDENCE.**

Schedules of correspondence had been circulated with the meeting papers, and the Clerk high-lighted the following items which required Councillor consideration;

- the Clerk advised that the damage to the statue on the A548 roundabout for Talacre had been reported to Street-scene, who had advised they were looking at options and costs for repair or removal of the statue.  
Councillor G Banks advised he had photographs of the vehicle that had caused the damage, which would be provided if required. Members agreed that the statue should not be removed.
- an email from Tony Chilton advising details of two possible expressions of interest in Gronant Ward Councillor vacancies.
- an email from Came & Company re conversation with Clerk regarding high cost of Council Insurance compared with larger community.
- email from Flintshire County Council requesting details of burials at Picton Cemetery over the last 3 years to determine funding in respect of u18's.
- email from Flintshire County Council requesting details of payments made to Councillors who are also County Councillors. Clerk advised no payments made.

6.) **TO DETERMINE THE COUNCIL'S RESPONSE TO THE BUS NETWORK REVIEW CONSULTATION.**

Councillors discussed the four options available and determined that Option 3, Status Quo, was the best option for local residents. Councillors also requested the following comments be forwarded to Flintshire County Council;

- better timetables be produced that are more useable for working people.
- there should be no loss to the local service to subsidise additional services in the Deeside Industrial parks.

The Clerk would advise Flintshire County Council accordingly.

7.) **TO CONSIDER DONATIONS AND APPLICATIONS FOR FINANCIAL ASSISTANCE FOR 2018/19**

The Clerk had circulated a schedule of donations made for 2017/18 with the meeting papers, which Councillors reviewed. It was pointed out that Penyffordd OAP Association no longer exists, and this should be removed from the schedule. In addition, two additional applications from Bright Sparks and Little Learners of Gronant had been received.

Following discussions, Councillors agreed to amend the schedule as follows;

Remove Penyffordd OAP Association	(150.00)
Increase Trelogan Community to	150.00
Bryn Garth Playgroup & After-School Club	100.00
Bright Sparks, Gronant	100.00

The Clerk would prepare cheques for approval at the July meeting.

8.) **TO CONSIDER PLANNING APPLICATIONS SUBMITTED BY FLINTSHIRE COUNTY COUNCIL.**

058482 Fell 1no Beech tree and prune 2no trees within the Llanasa Conservation Area at Henblas, Llanasa, Glan-yr-Afon. No Objections Raised.

The following planning applications within the Community have been determined.

058065 Construction of new 3 bed dwelling and detached garage at land at the side of Ty Bryn, Gwespyr Hill, Gwespyr. **Withdrawn.**

058194 Construction of agricultural building for storage of farm machinery, implements, feed, straw and hay etc at Berth y Bwl Farm, Trelogan. **Approved.**

9.) **ACCOUNTS**

**RESOLVED**

That the accounts, as submitted, be approved for payment.

10.) **CHEQUES FOR PAYMENT**

As per finance list - £4545.51

11.) **PETTY CASH**

As per Cash-book - £34.83

12.) **AOB:**

Councillors reported the following pot-holes around the community which were now considered a danger to vehicles and pedestrians, and should be reported to Street-scene for repair as a matter of urgency;

- on the corner going down Llinegr Hill
- at the exit of Penyffordd at the top of the hill - the full width of the road
- on the corner by the church in Llanasa
- on Gwespyr Hill outside Ty Bryn

The Clerk would advise Street-scene accordingly.

Councillor Mrs Banks reported that the lock on the gates of Picton Cemetery was not working and required replacing.

The Clerk would obtain a replacement lock.

Councillors discussed the extension of the new drainage in Picton Cemetery. It was agreed that Councillor G Banks would approach Sandhams to instruct. Councillor M Williams agreed to take photographs of the memorial stones on either side of the path prior to works commencing.

Councillor G Banks advised that Llinegr Hill was to be re-surfaced by September, and also advised that Flintshire County Council were liaising with the British Gas to co-ordinate the installation of the gas mains prior to re-surfacing works commencing.

Councillor M Williams reported on a conversation he had with Mrs Owen of Trelogan. It would appear that a translation of the original letter was now available. Councillors agreed that we should write to Mrs Owen apologising for the delays experienced in dealing with this matter. It was agreed that this is not, and never was, a matter that would have been a concern for the Community Council, however if Mrs Owen was not satisfied, she should contact the Monitoring Officer at Flintshire County Council.

The Clerk would draft the letter for approval.

Councillors agreed unanimously that we should send Mrs Owen flowers. Council recognised that there has been poor practice in dealing with this matter, together with the unacceptable delay, and lessons have been learnt and processes put in place to ensure that it doesn't happen again.

Councillor Ms Braun advised that village signs had been erected in Gronant and provided pictures, which Members agreed looked excellent. It was confirmed that Gwespyr also needed similar signs and we should contact Street-scene to place an order.

The Clerk would contact Street-scene accordingly.

13). **DECLARATIONS OF INTEREST BY MEMBERS IN ACCORDANCE WITH THE COUNCILS CODE OF CONDUCT:**

Councillor Ms Braun provided a Declaration of Interest form in respect of the applications for financial assistance by Bright Sparks and Little Learners of Gronant, prior to the discussions at item 7.

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Chairman