

## 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 17th March 2020.

**PRESENT:** Councillor J Williams (Chairman)  
Councillors: G Banks  
Ms S Braun  
R McGlory  
J Larner  
Mrs E Harvey  
Mrs J Hughes  
M Williams  
Together with the Clerk.

- 1.) **APOLOGIES FOR ABSENCE** Apologies were received from Councillors Brown, Mrs Banks, Luke, Owen, Mrs Roberts, Mrs Fisher and Councillor Roberts.

Councillors Mrs Banks, Luke, Owen, Mrs Roberts and Mrs Fisher had been advised to self isolate, Councillor Brown had recently returned from holidays and was required to self quarantine. Councillor Roberts had to attend another meeting.

As a result of the Corona-virus Crisis, Flintshire County Council had advised that all non-essential meetings at the County Council had been suspended, and suggested that all Town & Community Councils should do likewise. Councillors present discussed this matter, and although no formal instruction had been received from the Welsh Government at this time, it was felt that the April and May meetings of the Community Council as a minimum would be suspended. As further information was received, this would be distributed to Councillors by the Clerk.

- 2.) **TO RECEIVE AND CONFIRM THE MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD ON THE 18TH FEBRUARY 2020.**

The minutes of the Ordinary Meeting held on the 18th February 2020 had been circulated to members. Councillor Mrs Hughes proposed, seconded by Councillor Larner, that the minutes be accepted as a correct record, and signed by the Chairman.

### 3.) **CORRESPONDENCE.**

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

- email from Councillor G Banks re defibrillator equipment in Ffynnongroyw. The damaged box was to be repaired by local glaziers, Fridays, however the equipment previously donated by the surgery was not suitable to be stored outside, and new equipment would be required. It was proposed that the new equipment already purchased for Llanasa village should be installed in Ffynnongroyw while the location for the Llanasa box was decided, and a further set purchased. **Agreed Unanimously.** Councillors also discussed including all defibrillator equipment in the Community on national registers providing information on the nearest equipment to callers.
- email from the Teenage Cancer Trust requesting financial assistance. Councillors discussed this request and agreed that the request would be included when all financial grants were decided in June.
- an email from Flintshire County Council, Janet Roberts, acknowledging the confirmation that Llanasa Community Council would participate in the Summer Play-Scheme 2020. Janet Roberts also confirmed that the Share Your Lunch Scheme was to be delivered to each site as in summer 2019. Councillor M Williams asked why lunches were not provided to the Trelogan site, and was informed this was dependent on the number of Free School Meals provided in Trelogan Primary School.
- email from Flintshire County Council, Nigel Seaburg, responding to reports of highway problems in Gronant. Mr Seaburg advised that re-surfacing works on Gronant Hill had been postponed as a result of the new housing development in the village, which had experienced delays to the start of building works. Gronant Road and Llanasa Road remained on the list for pothole repairs, which would be attended to as soon as possible.
- The Clerk had received a letter from Ysgol Mornant, Picton thanking the Community Council for its donation towards school funds.

### 4.) **TO REPORT TO MEMBERS ON THE STREET-LIGHTING UPGRADE.**

The Clerk reported that the project was nearing completion, however MEGA Electrical have identified a number of street-lights that require attention from Scottish Power and details of these were provided to Councillors. MEGA were in the process of reporting a number at a time to Scottish Power however as a result of the number requiring attention, Scottish Power have advised they will start charging for various works. The costs relating to the work required varied between £140 and £700, and MEGA had suggested that they engage the services of an electrician to carry out these works, at a charge of £195 per street-light. This would be a total charge of £5655, plus VAT payable by the Community Council. This information had been circulated to Councillors and agreement had been received from a majority of Councillors to proceed with the works, and get the upgrade completed.

The Clerk would advise MEGA Electrical accordingly.

### 5.) **TO REPORT ON THE PROGRESS OF THE PROVISION OF DEFIBRILLATOR EQUIPMENT FOR THE VILLAGE OF LLANASA.**

The site for the equipment had not yet been clarified as it had not been confirmed whether the Village Hall in Llanasa was also a listed building.

Councillors had discussed using the equipment purchased for Llanasa village in Ffynnongroyw, and purchase additional equipment once the location for Llanasa had been confirmed.

**6.) TO REVIEW THE RISK ASSESSMENT, INVESTMENT STRATEGY AND INTERNAL FINANCIAL CONTROLS OF THE COUNCIL**

Copies of the existing Risk Assessment, Investment Strategy and Internal Financial Controls had been circulated to Councillors with the meeting papers, for Councillors to consider whether any additional items needed to be added, or whether any amendments were required.

Councillors discussed the Risk Assessment, and it was confirmed that the new defibrillator equipment would be added to the schedule of Fixed Assets. Councillors also discussed the Council insurance policy, and the Clerk was asked to enquire whether the Community Centres within the area could be included on the Council Insurance Policy when it came up for renewal. The Clerk would make the necessary enquiries.

Councillors discussed the Internal Financial Controls, and the process involved in paying invoices to the Council. At present, the Clerk receives all invoices, and prepares a cheque for signature by two authorised signatories of the Council. Once signed, the cheques are photocopied, and the copy is attached to the invoice. Councillors agreed that this was a laborious system, and a simpler process was available with online banking. The Clerk was asked to prepare a report for consideration on moving the Council's invoice payment process to a modern online banking system.

Subject to the above, Councillors agreed that the Risk Assessment, Investment Strategy and Internal Financial Controls should be approved.

**7.) TO REVIEW THE FEES AND CHARGES FOR PICTON CEMETERY FOR THE FORTHCOMING FINANCIAL YEAR.**

The Clerk had circulated a schedule of proposed increases in the fees and charges for Picton Cemetery for the 2020/21 financial year. The proposed increases amounted to approximately 5%, and remain significantly below the charges for similar services made by the County Councils.

Councillors **Agreed Unanimously** to the proposed increases.

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

060906 Single storey rear extension to existing dwelling at Tanglewood, Gwespyr.

061008 Change of use of amusement arcade (Sui Generis) to offices (Class B1) and minor alterations at Funland Amusement Arcade, Station Road, Talacre.

**Amendments to Submitted Application**

060687 Construction of B1 Industrial Units at land adjacent to Rose Gardens, Coast Road, Gwespyr.

Councillors discussed the applications, and no objections were raised to 060906 or 061008.

Objections had already been raised to 060687, which had been submitted to the County Council.

9.) **ACCOUNTS**

**RESOLVED**

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

The Clerk provided Members with a copy of the latest budget monitoring report.

10.) **CHEQUES FOR PAYMENT**

As per finance list - £42595.81

11.) **PETTY CASH**

As per Cash-book - £259.13

12.) **ANY OTHER BUSINESS**

The Clerk advised Councillors that in the event that the Corona-virus Crisis prevented Council meetings being held, a Scheme of Delegation was required in order that the Council could continue to operate and pay its financial obligations. A proposed scheme would be for all payments to be authorised by the Chairman, Vice-Chairman or other member of the Finance Committee, together with the Clerk. Councillors discussed this proposal, and **Agreed Unanimously** that such a scheme was required, and the Chairman signed the High Consequence Disease Policy.

Councillors also suggested alternative ways in which Members could remain in touch with any items affecting the Council, and agreed that the Clerk would forward information by email.

Councillors also agreed that as it was highly likely that there would be no meetings for April and May, ( the May meeting being the Annual General Meeting ) Councillor J Williams would remain in post as Chairman until such time as Council could meet to review the situation. Councillor J Williams agreed to this proposal.

Councillor G Banks reported to Members on the situation where local 'help groups' had been formed to assist the most vulnerable and elderly members of the communities during the current crisis. Members were asked whether we could provide financial assistance for these groups to cover the costs of travel expenses, protective clothing and printing. Councillors agreed that we should provide some level of assistance, despite not knowing how long the current situation would continue.

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

None at this meeting.

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Chairman