

Dylan Hughes and Peter Mullen

Clerks to the Council /

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Gwersyllt Community Resource Centre

Second Avenue

Gwersyllt

Wrexham

LL11 4ED

11 April 2019

Dear Councillor

Your attendance is requested at a **MEETING of the GWERSYLLT COMMUNITY COUNCIL** to be held in the **GWERSYLLT COMMUNITY RESOURCE CENTRE** on **WEDNESDAY, 17 APRIL 2019** at **7.00 p.m.** for the transaction of the business specified below.

Yours sincerely



Clerk to the Council

Note: In accordance with previously agreed arrangements, the Council will endeavour to complete its business by 8.45 p.m.

AGENDA

1. Apologies for Absence:

2. Public Questions: Any Members of the public wishing to make representations, ask questions or give evidence should advise the Clerks to the Council by not later than 5.00 p.m. on Monday, 15 April.

3. One Voice Wales Awards Conference – Thursday, 28 March 2019: Clerk to report.

4. Declarations of Personal Interests:

5. **Minutes:** To receive and, if found correct, confirm the Minutes of the Meeting of the Council held on 27 March 2019. (Copy attached).
6. **Policing in the Community - Crime Reports for March 2019:** To consider the monthly crime reports (To follow).
7. **Community Agent:** To receive an updated information report from the Community Agent, including an update on progress against the revised work programme.
8. **Street Lighting Issues:** Members to report any issues giving cause for concern.
9. **Governance Arrangements:**
- (i) **Adoption of New Financial Regulations:** (Details to follow)
- (ii) **Arrangements for the Internal and External Audits:** Clerk to report.
- (iii) **Review of Assets Register:** Clerk to report.
10. **Statement of Income and Expenditure and Bank Reconciliation as at 31 March 2010:** To consider the Clerk and Financial Officer's statement (To follow).
11. **Planning Matters – Applications for Planning Permission:** To consider the following applications for planning permission:
- P/2019/0254 – Single Storey Extension – 18 Heulfan Way, Gwersyllt
 - P/2019/0267 – Single Storey Rear Extension – 2 Westminster Villas, Mold Road, Gwersyllt
12. **Clerk's Update:**
13. **Members' Issues/Concerns:**
14. **Accounts for Payment:** To approve accounts for payment.

**Minutes of a Meeting of Gwersyllt Community Council held at the Gwersyllt
Community Resource Centre on Wednesday, 27 March 2019**

Members

Councillor * Arfon Jones, Chair
Councillor Mike Wilde, Vice-Chair

Councillors * Mark Bostock
Annette Davies
Martyn Davies
David Edwards
David Griffiths
Raymond Hughes
Arthur Jones
Gwenfair Jones

Councillors Mrs Sheelagh Jones
Jayne Parlour
Phil Rees
Jackie Roberts
Louise Roberts
Barrie Warburton
Dennis Wynne

* Absent

(In the absence of the Chair, the Vice-Chair presided)

129. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Arfon Jones and Mark Bostock.

130. POLICING IN THE COMMUNITY

PCSO Lana Kelleher-Lightwood was in attendance for this item.

The crime reports for Gwersyllt East and South, Gwersyllt West and Gwersyllt North for the month of February 2019 were submitted.

During discussion of the reports, Members made reference to the following matters:

- recent door knocking incidents
- problems caused by motor cyclists in First Avenue near Ysgol Heulfan
- a case involving a stolen refuse bin

Arising from discussion of the reports, the Clerk reported receipt of a recent e-mail from Inspector Steve Owens advising that he would be leaving his post in Wrexham Rural in the near future to take up a similar position in Flintshire South and that his replacement would be Inspector Darren Whibberley, an officer with extensive knowledge of Wrexham having previously worked in the area in a number of roles. Members asked that their thanks and appreciation be conveyed to Inspector Owens in respect of all the work he had put in on behalf of the community of Gwersyllt.

PCSO Kelleher-Lightwood said that she would arrange for the new e-mail address for the Police Station in Gresford, where she was based, to be circulated to all Members so that they could report any non-urgent issues direct to the Station if they wished to do so.

Councillor Gwenfair Jones extended an invitation for a PCSO to attend the fortnightly Gwersyllt Luncheon Club sessions, the next one of which would be held at the Community Resource Centre on Thursday, 4 April 2019.

PCSO Kelleher-Lightwood was thanked for her attendance.

131. MRS. ADELE SLINN, HEADTEACHER, YSGOL BRYN ALYN

It was reported that, owing to an urgent, personal matter, Mrs. Adele Slinn was regrettably unable to attend this meeting. Her visit to the Council would therefore be re-arranged.

132. PUBLIC QUESTIONS

No public questions were raised.

133. DECLARATIONS OF PERSONAL INTERESTS

Councillor Louise Roberts advised that she would be declaring a personal and prejudicial interest in Planning Application P/2019/0126 relating to the Pendine Park Nursing Home (Agenda Item 15 refers), while Councillor Gwenfair Jones indicated that she intended to declare a personal interest in Item 15 and would leave the meeting taking no part in the discussion or voting.

134. MINUTES

RESOLVED – That the Minutes of the Meeting of the Council held on 20 February 2019 be received and confirmed as a correct record.

Matters arising –

Page 4 – Minute 115 (ii) (e) - Christmas Lights Working Group – Councillor David Griffiths indicated that it was his understanding that he had been appointed by Council to serve on this Working Group, but there was no mention of his name in Minute 115 (ii) (e). The Clerk undertook to check the position.

Page 7 – Minute 125 (ii) – Provision of a Pharmacy at Dodds Lane, Gwersyllt – The Clerk reported that the Council's letter of complaint to the Welsh Government concerning this matter drew particular attention to the fact that the appellants had provided no evidence of any form of consultation with the public on this matter and that Members were disappointed that this had not been taken into account in the decision making process.

135. COMMUNITY AGENT

(i) Contract Extension for 2019/20:

The Presiding Chair welcomed to the meeting Mr. Rob Loudon of Wrexham Council's Adult Social Care Department, who had been invited to discuss this matter with Members further to the decision taken by the Community Council at its last meeting on 20 February 2019 (Minute 128 refers). The Community Agent was also in attendance for this item along with

one of her clients, Mrs.R.

Mr. Loudon gave an overview of the scheme, pointing out that it had been set up in about 2015 and was funded via the integrated care fund. The scheme was designed to help older, mainly socially isolated, people and assist individuals to find solutions. The role of community agents was broad and still developing: as well as receiving referrals from, among others, social workers and GPs, agents were encouraged to take on a community development role and where possible assist in the development of activities such as 'walking football' and luncheon clubs. Community Agents were expected to promote themselves and explore the 'nooks and crannies' of the communities they serve. It was the expectation of Wrexham Council that the community agent scheme would continue to grow.

The following matters were raised following Mr. Loudon's comments:

- Members reiterated their previously voiced concerns about the community agent completing benefit/finance related application forms on behalf of clients. Mr. Loudon acknowledged that this could lead to problems and stressed that this was an operational matter for the Council, adding that clients requiring help in completing such forms should be put in touch with the relevant specialist agency/advisor.
- Mention was made of the possible impact of the scheme on the Council funded local Citizens Advice service, which provided specialist advice.
- Concerns were expressed about a recent report that community agents were to be encouraged to visit nursing and residential homes as part of their duties.
- A Member remarked that he had never been contacted by the community agent about issues in his ward.

Mrs. R., a client of the community agent, was permitted to address the meeting. She outlined her health and other problems and emphasised that she had received a great deal of help and support from the community agent. She was thanked for sharing her experience with Members.

(ii) Progress Report:

Members received and noted a progress report from the Community Agent for the period 1 February to 22 March 2019 inclusive along with information about two case studies.

Arising from the reports, the community agent was instructed to find out what was happening with the Gwersyllt Men's Sheds initiative and report back to Members.

Mr. Loudon was thanked for his attendance and left the meeting along with the community agent and Mrs. R.

Following further discussion, it was –

RESOLVED -

(i) That the extension of the Community Agent Scheme in 2019/20 be approved, subject to review in 12 months, but that steps be taken to monitor the effectiveness of the scheme more closely with the Community Agent providing the Council with

monthly updates on progress, to include progress against the agreed work programme, and attending Council meetings on a quarterly basis.

(ii) That the Scheme shall operate mainly as a signposting/referral service in support of older and vulnerable people in the community.

(iii) That the Community Agent shall maintain close links with Council Members, local organisations, the Gwersyllt Housing Estate Office and the Pen-y-Maes Health Centre in carrying out her duties.

(iv) That any clients requiring help in completing benefit related application forms shall be referred by the Community Agent to the relevant specialist advisors (e.g. Citizens Advice).

(v) That no visits shall be made by the Community Agent to Nursing/Residential Homes.

136. STREET LIGHTING

(i) **Summerhill Road – Street Lighting** - Councillor Gwenfair Jones said that she was pleased to report that she had recently discussed this issue with officers of Wrexham Council and they had advised that they were looking into the possible provision of some new street lighting in Summerhill Road in connection with the new housing development in Griffiths Road.

(ii) **Tan-yr-Allt, Sydalit – Faulty Lights** – The Clerk was asked to check whether Jones Lighting had this matter in hand.

(iii) **One Voice Wales Awards Conference – Thursday, 28 March 2019** – It was reported that Mr. Dylan Hughes, joint Clerk to the Council, would be attending this conference on the Council's behalf since the Council had been nominated for an award in respect of its street lighting improvement project.

137. GOVERNANCE ARRANGEMENTS

(i) Internal Financial Controls:

The Clerk and Financial Officer presented a report for Members to review the Council's internal financial controls.

RESOLVED –

(a) That the documented internal financial controls of the Council, as set out in the report of the Clerk and Financial Officer, be re-affirmed.

(b) To continue to review the Council's internal financial controls on an annual basis.

(i) Annual Formal Risk Assessment:

The Clerk and Financial Officer submitted a report for Members to carry out the annual formal risk assessment for the Council.

RESOLVED - That the report of the Clerk and Financial Officer be accepted as the formal risk assessment of the Council for 2019/2020.

(iii) Annual Investment Strategy:

The Clerk and Financial Officer submitted a report for Members to review the Council's Annual Investment Strategy.

The Clerk and Financial Officer referred, briefly, to his recent discussion with the Council's bank, HSBC.

RESOLVED –

(a) That the Annual Investment Strategy for the Council as outlined in the report of the Clerk and Financial Officer be re-affirmed and that it be next reviewed as part of the Council's budget setting process for the financial year 2020/21.

(b) That the Council's financial position be noted and its balances kept under regular review.

(c) That further consideration be given to the possible investment of part the Council's balances with other financial institutions in order to spread the Council's risk in light of the requirement contained in the Council's Investment Strategy that priority will be given to security and liquidity rather than to yield.

138. INDEPENDENT REMUNERATION PANEL FOR WALES – ANNUAL REPORT 2019

The Clerk submitted, for consideration, an extract from the 2019 Annual Report of the Independent Remuneration Panel for Wales, setting out the determinations of the Panel with respect to payments to Members of Town and Community Councils.

Commenting on the Annual Report, the Clerk drew particular attention to the various mandatory and non-mandatory payments introduced by the Panel, pointing out that an individual may decline to receive part, or all, of the payments if they so wish. A Member wishing to decline payments must inform the Council's proper officer in writing.

RESOLVED -

(i) That the following mandatory payments be noted and implemented accordingly:

- **Determination Number 40 – To make available a payment to each Member of £150 per year as a contribution to costs and expenses.**

- **Determination Number 46 – Reimbursement of the necessary costs for the care of dependent children and adults and for personal assistance needs up to a maximum of £403 per month**

(ii) That the following Determinations of the Panel be implemented accordingly:

- **Determination Number 43 – Reimbursement of travel costs for attending approved duties.**
- **Determination Number 44 – Reimbursement of subsistence expenses to Members in the case of approved duties requiring an overnight stay.**
- **Determination Number 45 – Payment of financial loss allowance, where loss has actually occurred, for attending approved duties.**

(iii) That further consideration be given to the implementation of Determination Number 41 (Payments to Members with senior roles) if and when the Council considers the appointment of Members to senior roles with specific responsibilities.

(iv) That no action be taken with respect to the following Determinations of the Panel:

- **Determination Number 47 – Payment to the Chair of the Council**
- **Determination Number 48 - Payment to the Vice-Chair of the Council**

139. INSPECTION AND MAINTENANCE OF PLAY AREAS 2019/20

The Clerk submitted, for Members' consideration, the proposed Service Level Agreement with Wrexham Council for 2019/20 in respect of the inspection and maintenance of the various play areas in Gwersyllt.

RESOLVED – That the proposed Service Level Agreement be approved and that the Clerk be authorised to sign it on the Council's behalf.

140. RADIOACTIVE WASTE

Members considered a letter from Jill Evans MEP, CND Cymru Chairperson, indicating that the Government was currently looking for a Welsh community to 'volunteer' to host an underground nuclear waste dump, officially described as a Geological Disposal Facility, to bury all the high-level nuclear waste from the UK's nuclear weapons and nuclear power programmes. In light of this, the Council was being urged to pass a motion stating that the community would not volunteer to host an underground nuclear waste dump. CND Cymru would keep a record of every community, town and county council that passed such a motion and submit the list as part of its response to the Government's consultation.

RESOLVED - That CND Cymru be advised that the Council will not volunteer to host an underground nuclear waste dump.

141. APPLICATIONS FOR FINANCIAL ASSISTANCE

Members considered applications for financial assistance from Family Friends for 5s to

11s, Dynamic and the Wales Air Ambulance Charity.

RESOLVED – That, in accordance with the provisions of Section 137 of the Local Government Act 1972 (as amended), the following donations be approved:

- Family Friends for 5s to 11s - £500.00
- Dynamic - £500.00
- Wales Air Ambulance Charity - £500.00

142. PREPARATION OF ANNUAL REPORT

The Clerk indicated that he considered it necessary for the Council to give consideration to the preparation of an annual report setting out its progress and priorities having regard to the responsibilities of town and community councils under the Well-being of Future Generations (Wales) Act 2015.

RESOLVED – That a Working Group comprising the Chair and Vice-Chair, together with Councillor David Edwards, Councillor David Griffiths and the Clerk, be set up to consider this matter with a view to formulating recommendations for Council's consideration.

143. APPLICATIONS FOR PLANNING PERMISSION

The Clerk sought Members' instructions on a number of recent applications for planning permission.

RESOLVED – That the Local Planning Authority be advised as follows:

(i) That the Council has no objection to application P/2019/0139 (Application for a Lawful Development Certificate for the Existing Use as a Private and Commercial Vehicle Repair Garage, together with Spraying and Bodywork Repair and Car Sales – Summerhill Motors, Top Road, Summerhill).

(ii) (a) That the Council objects to application P/2019/0126 (Outline Application for Provision of New Specialist and Extra Care Facility to Expand and Compliment Existing Services and Facilities – Pendine Park Nursing Home, Summerhill Road, Stansty) on the following grounds:

- The land under consideration forms part of the green wedge and in the opinion of the Council should be retained as such. The Council is concerned about the effect of the development on the character of the area and considers the application to be contrary to policies put in place by the Local Planning Authority to protect green wedge land.
- The Council considers that the development may lead to a significant impact upon road safety. The Nursing Home employs over 500 staff many of whom, it is understood, walk to and from work along Summerhill Road which is an unlit highway and devoid of footpaths between Griffiths Road and Highfield Road. This factor, coupled with the fact that speeding on Summerhill Road is giving much cause for concern, poses major highway

safety concerns which cannot be overstated. It should be borne in mind, too, that cuts to local bus services will leave many employees no alternative but to continue to walk to and from work.

- **The Council is also concerned that the development will result in the loss of trees that provide significant amenity value to the local environment.**

(b) However, the Council recommends that if the Planning Authority decides to grant the application it should impose on the developer a requirement to provide a substantial Section 106 commitment to help deal with the road safety issues outlined above.

(In accordance with the Members' Code of Conduct, Councillor Louise Roberts declared a personal and prejudicial interest in Planning Application P/2019/0126 (Pendine Park Nursing Home) in her capacity as Secretary of Bradley Park Bowling Club, and left the meeting taking no part in the discussion or voting thereon.)

Councillor Gwenfair Jones declared a personal interest in the planning applications before the Council by virtue of her role as a member of Wrexham Council's Planning Committee and left the meeting taking no part in the discussion or voting thereon.)

144. CLERK'S UPDATE

(i) Maintenance of the Memorial Garden, Old Mold Road, Gwersyllt – The Clerk reminded Members that, at its meeting on 18 July 2018 (Minute 49 refers), the Council had approved the acceptance of a quotation from James Garden Service for the maintenance of the Memorial Garden, subject to review after six months. The Clerk advised Members that the service provided by James Garden Service was very good and recommended that the current arrangements be continued, subject to further review in 12 months time.

RESOLVED – Accordingly.

(ii) Barker's Lane CP School, Wrexham – Proposal to Increase the Pupil Capacity – It was noted that the Council had been advised that Wrexham County Borough Council, having consulted such persons as required, proposed to increase the pupil capacity at Barker's Lane CP School and had published the necessary statutory notice to this effect.

(iii) Public Sector Audit in Wales – The Clerk reported receipt of correspondence from Llyr Gruffydd AM drawing attention to the decision of the Wales Audit Office (WAO) to bring to an end its contract with BDO and Grant Thornton in 2020 after which time the external audits would be brought back in-house and carried out by the WAO.

The position was noted.

(iv) National Employment Savings Trust (NEST) – Change in Contribution Rates - The Clerk reported receipt of correspondence from NEST regarding increases to contribution rates and pointed out that the Council's agreed contribution as an employer was in excess of the new employer contribution rate.

The matter was noted.

(v) Sydallt Community Centre – Hedge and Grass Cutting – The Clerk reported that Wrexham Council had advised that the grass cutting works at the Sydallt Community Centre site, comprising 8 cuts per year, would cost £643.00 per annum excluding VAT. As for the hedge cutting works, separate costings would have to be prepared, for Members' consideration, to reflect the cost of reducing the current height of the hedge as it was currently unmanageable and thereafter maintaining it on a regular basis.

Arising from discussion of the matter, the Clerk mentioned that arrangements were to be made for the Sydallt Community Centre Working Group to meet representatives of the Centre's Management Committee to discuss their wishes and intentions with regard to the future operation of the building.

RESOLVED -

(a) To approve the allocation of £643.00 to meet the cost of the grass cutting maintenance works.

(b) That costings for the hedge cutting maintenance works be reported to Council for consideration as soon as they are known.

(c) That a report on the outcome of the forthcoming meeting with the Centre's Management Committee be submitted to Council for consideration.

(vi) Supporting the Welsh Blood Service in Gwerysllt – The Clerk reported receipt of correspondence from the Donor Engagement Co-ordinator, Welsh Blood Service, asking for the Council's support in raising awareness of the need for blood and, hopefully, increase the numbers of donors and, therefore, blood donations.

RESOLVED - To support the Welsh Blood Service's campaign.

(vii) Donations – It was reported that the Bradley Thursday Club and Summerhill Institute had been in touch with the Clerk to thank the Council for its recent donations.

145. MEMBERS' ISSUES/CONCERNS

(i) Changes to Local Bus Services – Councillor Arthur Jones reported that he had asked for this item to be included on the agenda for this meeting as he was concerned about the impact of recent changes to bus services on local residents. In response, it was explained that Wrexham Council had raised concerns about a number of affected services in the County Borough, including Service 33: Wrexham to Llay, and a copy of Councillor David Bithell's recent letter as Lead Member (Environment and Transport) to Mr. Michael Morton, Area Managing Director, ARRIVA Buses Wales, was tabled for Members' information.

RESOLVED –

(a) To support the Lead Member's efforts in this matter.

(b) To advise Mr. Michael Morton and Mr. Ken Skates AM of the Council's decision to support the Lead Member.

(ii) Bradley Park Bowling Club - Councillor David Griffiths reported that a meeting had been held with the Police to discuss the ongoing problems encountered by Bradley Park Bowling Club arising from persons on motor bikes and quad bikes gaining access to the adjoining skate park via the site formerly used by the Army Cadet Force. He added that a site meeting would be helpful to discuss the possible provision of fencing to prevent access by bikers and asked that Ysgol Bro Alun be requested to make arrangements to lock the school gate adjacent to the skate park site after school hours.

The Clerk was asked to pursue the Member's concerns.

(iii) Possible Acquisition of the Peace Garden, Old Mold Road, Gwersyllt – Payment of Wrexham Council's Fees – Councillor Gwenfair Jones reported that a topic request form asking Wrexham Council to review its assets transfer policy with respect to the payment of fees by the Community Council in this case had been presented to the relevant Scrutiny Committee and that the Committee had agreed to look at the matter as part of its work programme.

146. ACCOUNTS FOR PAYMENT

RESOLVED –

(i) That payment of the following be approved:

- **Wrexham County Borough Council – Photocopying Agenda (February 2019) - £86.90 (£72.42 + VAT)**
- **Wrexham County Borough Council – Erect & Commission 2 Speed Cameras - £5,844 (no VAT)**
- **Scottish Power – Electricity Charges (31/01/19 – 28/02/19) - £592.31 (£493.59 + VAT)**
- **Jones Lighting Ltd. - Street Lighting Monthly Maintenance/Repair Charges (February 2019) - £5,232.92 (£4,360.77 + VAT)**
- **R.J. Miles (James Garden Services) – Maintenance of the Memorial Garden (February 2019) - £157.50 (no VAT)**
- **One Voice Wales – Chairing Training 28/02/19 – Councillors Martyn Davies and Michael Wilde - £80.00 (no VAT)**
- **Wales Audit Office – Audit of Account 2017/18 - £268.00 (no VAT)**

(ii) That the action taken since the last meeting of the Council on 20 February 2019 in settling the following payment, following consultation with the Chair, be approved:

- **AVOW – Salary Costs (March 2019) - £2,553.45**
