



CYNGOR CYMUNED DYSERTH COMMUNITY COUNCIL

**Minutes of the Meeting of Dyserth Community Council,
Held in The Sports Pavilion, Thomas Avenue, Dyserth,
On Monday the 9th May, 2016, at 7.00pm.**

**1(A). 85/16
PRESENT**

Councillor James K. Williams (Chair)
Councillor David G. Jones
Councillor Edgar H. Jones
Councillor Glenn M. Jones
Councillor Peter Newell
Councillor David H. Parry
Councillor Mrs. Julie M. Peters
Councillor Mrs. D. Alison Williams
Councillor Mrs. Margaret G. Williams

Clerk & Financial Officer R. Phillip Parry

**1(B). 86/16
APOLOGIES (FOR BOTH ANNUAL AND GENERAL MEETINGS)**

Councillor H. Andrew Hughes

ANNUAL COUNCIL MEETING

**2(A). 87/16
ELECTION OF CHAIRPERSON FOR THE PERIOD 2016 / 17**

Councillor James K. Williams was proposed by Councillor Edgar Jones and seconded by Councillor Mrs. Margaret Williams. There were no further nominations. Councillor James K. Williams accepted.

The Members agreed the following: To appoint Councillor James K. Williams as Chair for the year 2016 / 2017.

**2(B). 88/16
SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

- (a) Councillor James K. Williams signed the Declaration of Acceptance of Office, which was duly witnessed by the Clerk.

- (b) Councillor David Parry thanked the Members and Clerk for their support over the past two years, and stated that he had enjoyed his time as Chair of the Council.
- (c) The newly elected Chairman Councillor James Williams, thanked Councillor Parry for his commitment to the Council during his two years as Chair.

3. 89/16

ELECTION OF VICE CHAIRPERSON FOR THE PERIOD 2016 / 17

Councillor H. Andrew Hughes was proposed by Councillor Edgar Jones and seconded by Councillor David Jones as Vice Chair. There were no further nominations. The Clerk advised the Members, that as Councillor Hughes was not present at the meeting to formally accept the nomination, the matter would be placed on the June Council Agenda.

4. 90/16

MINUTES OF THE ANNUAL MEETING HELD ON THE 11TH MAY, 2015

The Clerk advised the Members, that the Minutes of the 2015 Annual Meeting, were formally proposed, seconded and agreed at the 8th June, 2015 meeting, under Minute number: 4. 128/15. **The Members re-affirmed their decision.**

5. 91/16

COUNCILLORS' ATTENDANCES FOR 2015 / 2016

The Clerk provided the Members with a copy of the Register of Attendances of Councillors at Council Meetings for the period - April 2015 to March 2016. **The Members agreed the Register of Attendances as correct.**

6. 92/16

NOMINATIONS TO SERVE ON LOCAL COMMITTEES AND OUTSIDE BODIES

The Clerk provided the Members with a copy of the previous year's list of Councillors' names who served on Local Committees and Outside Bodies. The Clerk advised that the Members of the Dyserth, Meliden & Cwm Relief in Sickness Fund would be further reviewed in July.

Members agreed the following: The Members confirmed the list for the year 2016 / 2017.

Note: See list of Councillors' names, who serve on Liaison, Local Committees and Outside Bodies - as appendix to the end of these Minutes (Page 9 below).

GENERAL COUNCIL MEETING

7(A). 93/16

Standing Orders were suspended:

- (a) The Chairman Councillor James Williams welcomed PCSO Richard Williams to the meeting.

PCSO Williams advised the Members to the following **(1)** The speed checks on Voel Road had indicated the average speed was below 30mph **(2)** Ladies under clothes were found in several locations in Maes Esgob – no reports of this type of clothing stolen.

Councillors' discussed the following with the PCSO: (i) Children depositing rubbish in the Waterfall area (ii) the alleged courier business in Cwm Road, whereby parked vehicles were causing a nuisance (iii) the Clerk referred to his e-mail to the PCSO in relation to parked cars on the grass verge opposite the New Inn. PCSO Williams advised that he was aware of the concerns and had contacted Denbighshire County Council himself. The PCSO would also call into the New Inn premises to make the management aware of the situation.

- (b) Overweight lorries using Waterfall Road. PCSO Williams advised that he would contact VOSA seeking enforcement action - and in the meantime if residents could make a note of vehicle registration numbers and bring to the attention of the PCSO.

The Chairman Councillor James Williams, thanked PCSO Williams for attending the meeting.

- (c) The Chairman Councillor James Williams welcomed to the meeting, two Denbighshire County Council - Youth Club members of staff, who assist with the Dyserth Youth Club held at The Community Hall.

The Youth Club staff provided the Members with a project list for April and May. The average attendance since the last Council meeting was 12 to 15 – with four new male members. The Youth Workers had been walking around the Village speaking to the youth in relation to the youth club. Will possibly have a stall at the Community Day. During the summer holiday period, at least 6 trips are planned. Will be sending a report to the Dyserth Times and the Dyserth Facebook page.

The Chairman Councillor James Williams, thanked the two Youth Workers for attending the meeting.

- (d) The Chairman welcomed a Dyserth resident to the meeting. The resident enquired in relation to the HGV signage in the area, and in particular on Waterfall Hill. The Clerk advised that the Community Council had on two occasions requested Denbighshire County Council to review the signage. On both occasions the County have confirmed that the present signage is appropriate.

The resident expressed concern in relation to rubbish and overgrown gardens in Dyserth High Street. The two Officers from Denbighshire County Council, in attendance at the meeting, offered to take this matter further with the respective department in Denbighshire.

The Chairman Councillor James Williams, thanked the resident for attending the meeting.

7(B). 94/16

Standing Orders were restored: to enable the General Council meeting to continue.

7(C). 95/16

DISCLOSURE OF INTEREST

The following Declarations of Interest were made: Councillor' Edgar Jones and Glenn Jones completed and signed the Disclosure and Registration of Interest form. **(Minute number 17. 112/16 below on page 8)**

8. 96/16

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 11TH APRIL, 2016

The Minutes were proposed and seconded as correct and formally agreed by the Members present.

9. 97/16

MATTERS ARISING

The Clerk referred to the following matters from the previous Minutes;

Minute no: 4. 69/16 – sub minute number: 5(A). 50/16 (6) (page 2), in relation to arranging provisional quotations to ascertain the cost of re-surfacing the play area. The Clerk advised that the three quotations had been received for the following sums £12,540.00, £17,093.00 and £26,950.00. The Clerk recollects to the Members that the process was a paper exercise only at this stage.

Minute no: 4. 69/16 – sub minute number: 8.55/16 (page 3), in relation to the purchase of a new Welsh Dragon National flag. The Clerk advised that the Chair and Vice Chair has agreed a quotation in-between meetings at a cost of £65.50 plus VAT – total £ 84.48. The flag was to a Ministry of Defence standard. **The Members confirmed the acceptance of the quotation.**

Minute no: 4. 69/16 – sub minute number: 9.56/16 (page 3), in relation to parking restrictions at the junction to Weavers Lane from the B5119 road. The Clerk advised that a reply had been received from the Department of Highways and Environmental Services at Denbighshire County Council. The County Council confirmed that the area had been added to the list of locations where a possible requirement for the introduction of new parking restrictions has been identified.

Minute no: 4. 69/16 – sub minute number: 10. 57/16 (page 3), in relation to the installation of a defibrillator in Dyserth. The Clerk advised that Councillor David Parry had received confirmation in writing from the owner of a premises in Dyserth High Street, that the cabinet to house a defibrillator could be sited on their building. Councillor Peter Newell advised the Members that he was still awaiting further information.

Minute no: 4. 69/16 – sub minute number: 14(A). 61/16 (page 3), in relation to bus stop signs at the top of Waterfall Hill. The Clerk advised that the County Council had confirmed that a new bus stop sign would be erected, together with a new sign on the opposite side of the road.

Minute no: 4. 69/16 – sub minute number: 5(B). 71/16 (i) (page 4), in relation to the Red lion public House. The Clerk advised that the Denbighshire Planning Department had replied in the following terms: ‘Two Officers visited the property and discovered that a Building Regulation Application had not been made and the Department were now investigating the activity as unauthorised works’

Minute no: 4. 69/16 – sub minute number: 12(A). 82/16 (a) (page 7), in relation to a site meeting with the Hon. Owain G. Rowley-Conwy, at Dyserth Waterfall. Councillors’ Mrs. Margaret Williams, David Parry and James Williams attended a site meeting on the 27th April. The Hon. Rowley-Conwy agreed to obtain expert advice and would advise the Council in due course. Councillor Mrs. Margaret Williams asked that the Clerk contact Denbighshire Countryside Services for their opinion in relation to any Health & Safety concerns. **The Members agreed that the Clerk contact the Denbighshire Countryside Services.**

Minute no: 4. 69/16 – sub minute number: 12(A). 82/16 (c) (page 7), in relation to parking concerns in an area opposite the New Inn, Dyserth. The Clerk advised that no reply had been received from the Denbighshire County Council – despite a reminder. The Clerk further advised that he would contact the Customer Service Department. (The response from the North Wales Police was dealt with under - **Minute number: 7(A). 93/16 (iii) on page 3 above**).

10(A). 98/16
CORRESPONDENCE

The following correspondence had been received, that was required to be either advised to, or dealt with by the Members:

- (1) Invitation for the Chair and Clerk to attend a meeting of the Elwy Cluster of Town & Community Councils in Denbighshire, on 17th May, in St. Asaph Cricket Club. The Chairman Councillor James Williams advised that he would be attending.
- (2) Application from the Treasurer of Dyserth Junior Football Club, for agreement in relation to the annual maintenance and works to the football field. The Clerk advised that the total cost for the work was £1,375.00 – with some items including VAT – which the Council will re-claim. The Clerk recollects to the Members that the funding was agreed at the budget setting process. **The Members confirmed the cost and the Clerk to advise the Treasurer of the Junior Football Club.**
- (3) The Clerk advised the Members in relation to the quarterly report from CDC in relation to the Play Area. The Clerk further advised the Members in relation to the contents of the report.
- (4) The Clerk advised in relation to three changes to the Wales Code of Conduct for Councillors, that was requested by the Welsh Assembly Government. The changes were required to be agreed by Council before the 26th July, and were further required to be advertised in a newspaper. Denbighshire County Council had contacted all Clerks to Town & Community Councils (T&CC's), to advise that they were willing to place the names of any (T&CC's), who adopt the amendments, in their County newspaper advert.

The Members agreed the following: To adopt the three changes to the Members Code of Conduct. The Clerk to advise Denbighshire County Council. The Clerk to forward a copy of the amended Code to the Public Services Ombudsman for Wales.

10(B). 99/16
CLERK'S REPORT

- (i) The Clerk advised the Members of his attendance at a recent meeting of the Elwy Cluster of Town and Community Council Clerk's - held in Denbigh Town Hall. The Head of Denbighshire Legal and Democratic Services Gary Williams was in attendance and provided information in relation to the amendments to the Code of Conduct for Councillors.

10(C). 100/16
INTERNAL AUDITOR'S REPORT - 2015 / 2016

The Clerk advised the Members that the Internal Auditor's Report for the year 2015 / 2016, had been received.

The Clerk further advised the Members in relation to the contents of the report. Copies of the report were provided to the Chair and Immediate Past Chair.

10(D). 101/16
SMALLER LOCAL GOVERNMENT BODIES IN WALES - ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2016

The Clerk advised the Members that Sections in the above document named: Accounting statements for 2015-16, together with the Annual Governance Statement (Part1) had been completed by the Clerk prior to the return being presented to the Internal Auditor. The Clerk further advised that the Annual Internal Audit report section had been completed by JDH Business Services, and no concerns were raised. The Annual Governance Statement (Part 2), was now required to be signed by the Chair of the Council, together with the Clerk.

The Members confirmed the following: The approval of the Annual Governance Statement (Part 2). The Chair Councillor James Williams, together with the Clerk of the Council, both signed the above statement. (The Council Members thanked the Clerk for his work with both the Internal and External Audits).

11. 102/16

REPRESENTATIVES / LIAISON COMMITTEE REPORTS

- (a) Councillor Edgar Jones advised the Members that the Annual General Meeting of the Dyserth Community Hall, had taken place on the 24th May.
- (b) Councillor Mrs. Margaret Williams advised that work was being carried out in the area of the Waterfall mountain.

12(A). 103/16

PLANNING APPLICATIONS

12(B). 104/16

PLANNING QUERY TO DENBIGHSHIRE COUNTY COUNCIL

Planning Application number: 42/2016/0322, for – Variation of condition number 2. of outline planning permission code no. 42/2012/1638 to allow an additional 2 years for the submission of an application for approval of reserved matters and deletion of conditions no's 4 and 5 relating to code for sustainable homes, at Land (part garden of) Mount House, Dyserth. (The Clerk had written to Denbighshire Planning seeking the wording in relation to the condition numbers 4 and 5 – code for sustainable homes).

The Clerk advised the Members, that there had been no reply from the County Planning Department – and the closing date for observations had now expired.

12(C). 105/16

The following planning applications have been received:

- (1) Planning Application number: 42/2016/0367, for the formation of off-street car parking (resubmission), at Edmund House, Foel Road, Dyserth.

Comment from Council: Providing that the application complies with planning policy, then no objections raised.

- (2) Planning Application number: 42/2016/0354, for the erection of summerhouse – revised scheme, at Bryn Conway, Foel Road, Dyserth.

Comment from Council: No comment to the application.

(The above two applications were sent to the Chairman for consultation with the local Member(s) due to statutory time limits for observations).

12(D). 106/16

The Members confirmed the above two decisions.

12(E). 107/16

PLANNING DECISIONS

No planning decisions have been received from Denbighshire County Council.

13. 108/16

FINANCIAL DONATIONS (TO DISCUSS RECEIVING AUDITED ACCOUNTS WITH APPLICATIONS)

The Clerk advised the Members in relation to applications for financial donations, and in particular, to the production of audited accounts to be received with each application. The guidelines state 'as good practice' the last set of audited accounts should be requested for applications for financial assistance. This demonstrates to the Council Members that the accounts of the Committee or Group are being properly kept and the following year's accounts should show how the donation from the Community Council was spent.

The Members agreed the following: All future requests for financial assistance, must be accompanied by a certified copy of the Committee or Group's last audited set of accounts.

14. 109/16

GRASS CUTTING (TO DISCUSS AND AGREE THE CONTRACT FOR THE AREAS OF GRASS CUTTING AND NUMBER OF CUTS A YEAR)

Councillor Mrs. Margaret Williams referred to the grass cutting contract with Reg Davies & Son of Rhuddlan, and in particular, the areas and occasions for the grass cutting throughout the year. Councillor Mrs. Williams referred to the last two years whereby the Council had asked the Company to carry out further work. It would be beneficial for the Council to provide to Reg Davies & Co., a list of the areas of grass cutting and to include the number of cuts each year.

The Members agreed the following: Councillor Mrs. Margaret Williams to provide to the Clerk a list of the present areas of grass cutting, including the frequency. The Clerk to advise the Council Members at the June Council meeting.

15. 110/16

TO CONFIRM OFFICIAL BOUNDARY BETWEEN DYSERTH AND MELIDEN (CLLR DAVID JONES)

The Clerk advised that he had provided Councillor David Jones with plans indicating the boundary of the Dyserth Community Council.

Councillor David Jones advised the Members of his concern, that during building work on the Community Council border with Prestatyn Town Council in the Meliden area, that a property may have been placed in an incorrect area. Councillor Jones thanked the Clerk for the plans, and confirmed that the property is sited in the correct Council area.

16. 111/16

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
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477	AON UK Limited (Council Annual Insurance for 2016/2017)	1,038.37		1,038.37
478	JDH Business Services Ltd (Annual Internal Audit)	120.00	24.00	144.00
479	Councillor James K. Williams (Chairman's Allowance for 2016 / 2017)	400.00		400.00
480	CPDC (Arrangements of quotes / site visits / general repairs to Play Area)	160.00		160.00
481	CPDC (Quarterly Operational Report to Play Area)	60.50		60.50
482	Louise Walsh (Cleaning Services for April)	50.00		50.00
483	R. Phillip Parry (Re-imburement of purchase of Welsh National Flag) £65.50 + VAT £14.08 + postage £4.90)	70.40	14.08	84.48

17. 112/16

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	Dyserth Community Library (Application adjourned from April Council meeting). The Clerk advised that despite an e-mail and letter to the applicant, no response had been received. Members dismissed the application.	
484	Dyserth Community Hall (Towards general and other maintenance) (Councillors' Edgar Jones and Glenn Jones Declared an Interest - Minute number: 7(C). 95/16 on page 3 above)	1,000.00
	Bobath Children's Therapy Wales (Cardiff)	None

18. 113/16

The Members agreed the payments of the above accounts and financial support as listed.

19(A). 114/16

Standing Orders were suspended.

- (a) Councillor Mrs. Alison Williams referred to Bus-signage Near to at Gladwyn, Waterfall Road, including a broken bus sign in the Waterfall area. The Clerk advised that he would contact the relevant Officer in Denbighshire County Council.

(b) Councillor Mrs. Margaret Williams referred to the grants available from RWE Energy, and in particular, if the area of Dyserth is included in their funding allocations. The Clerk advised that he would make enquiries with the Company.

19(B). 115/16

Standing Orders were restored.

There being no further business, the Chairman thanked everyone for attending and closed the meeting.

SIGNED BY THE

CHAIRMAN.....

DATE OF

APPROVAL.....

LIST OF LIAISON, LOCAL COMMITTEES AND OUTSIDE

BODIES FOR YEAR 2016 / 2017

NAME OF ORGANISATION	COUNCIL REPRESENTATIVES NAME(S)
Waterfall Committee	Councillor Mrs. M. G. Williams (or Councillor Mrs. D. A. Williams)
Community Hall Committee	Councillors' E. H. Jones and G. M. Jones (or Councillor H. A. Hughes)
School Governor	Councillor G. M. Jones
Dyserth, Meliden & Cwm Relief In Sickness Fund	To be reviewed at the July, 2016 Council meeting
Environment Committee	Councillors' Mrs. M. G. Williams (Chair), J. K. Williams (Vice Chair), D. G. Jones and Mrs. D. A. Williams
Dyserth Environmental Group	Councillor D. H. Parry
Festive Lights Working Group	Councillors' J. K. Williams (Chair), D. G. Jones (Vice Chair), P. Newell, Mrs. J. M. Peters, Mrs. D. A. Williams and Mrs. M. G. Williams