

**MINUTES OF MEETING OF CILCAIN COMMUNITY COUNCIL HELD AT THE FOOTBALL CLUB PREMISES, RHYDYMWYN ON 28 APRIL 2014**

**Present:**           **Chairperson:** W Owen Thomas  
**Councillors:** Miss Ann Baker           **Mrest Janet Butlin**  
                          Mrs Andrea Davies       J Emyr Davies  
                          John S Douglas           Mrs Joanna Hobson  
                          D Julian Hughes         Gareth W Hughes  
                          Derek May  
                          The Clerk was also in attendance

**1.       CHAIRMAN'S OPENING REMARKS**

The Chairman welcomed Members to the March 2014 Council Meeting. The Chairman also welcomed two Cilcain residents to the Meeting.

**2.       APOLOGIES   - Cllr John White**

**3.       DECLARATION OF INTEREST - There were no declaration of interest declared.**

**4.       CO-OPTION OF NEW WARD MEMBER FOR THE RHYDYMWYN –**

The Chairman referred to the decision taken in Community Council of 17 March 2014 to co-opt Mrs S Sawyer to fill the Rhydymwyn Ward vacancy.

The Acceptance of Office Declaration form was signed by Mrs Sawyer at the Council Meeting.

Chair welcomed Cllr Mrs Susan Sawyer to the Council.

**5.       MINUTES OF LAST MEETING**

The Minutes of the 17 March 2014 Council Meeting held at the Village Hall Cilcain were confirmed and signed by the Chairman as being correct.

**6A.     MATTERS ARISING - STREETSCENE MATTERS:**

p76     **Pot Holes, Berth Road** - Item to remain on Agenda.

p76     **Coed Du to Plas Wilkin** - Mr A Lightfoot reported the surface water downpipe in the vicinity of the former Bath House had now been fixed by Flintshire. Clerk reported partly collapsed stone retaining wall needing attention. Mr Lightfoot to inspect.

p76     **Nant Alyn, width restriction and sat nav sign.** Clerk reported on his conversation with Mr G Powell in the Flintshire Traffic Section. The 'no-sat nav' sign which had been erected near the Forrest Farm junction had been part of 'a trial' for no-sat nav signs. Following the 12 month 'trial period' for the 'no-sat nav' signs, the Welsh Assembly had unfortunately decided not to proceed with the erection of any further sat nav type signs.

A note had been received from Flintshire's Traffic Section to indicate that an instruction had been issued to erect a 'heavy goods route direction' sign opposite the entrance to Trimm Rock Quarry. Since Trimm Rock Quarry had been closed for over 12 months, Members maintained it would be more appropriate for a similar sign to be erected instead opposite the Lloyds Quarry entrance.

Cllr Douglas maintained that moving the sign from Trimm Rock to Lloyds would not help preventing straight through journeys. The Council had previously requested Lloyds to erect a sign at the exit to the Quarry to direct vehicles to turn left at the exit. The Clerk indicated that re-locating the sign would at least help to discourage traffic leaving Lloyds from turning right at the Lloyds exit.

A photograph was available at the Council Meeting showing the recent '6ft-6inch' width restriction sign at the top of Trial Hill to warn wide vehicles of the width restriction ahead. Clerk to arrange a site meeting with Mr Powell. Council needs to stress on Mr Powell the logic of having a similar width restriction sign at Trimm Rock. Preferred date - 2.00 pm Tuesday following the Monday Bank Holiday.

Cllr J Emyr Davies referred to the previous meeting with Flintshire Traffic Officer which had taken place approximately two years ago. The Flintshire Officer had indicated at the meeting that a sat nav sign would be erected in a matter of weeks, but the width restriction sign would take a bit longer. Cllr Davies maintained it was very disappointing when the Council could not rely on a person's word.

Cllr Mrs Butlin maintained - once a driver of a large vehicle has committed himself to the road by Trim Rock - there is nowhere for the vehicle to turn around. When it reaches the critical narrow road section above the caravan site - the vehicle is then completely helpless.

- p77 **Cilcain Toilets** - Flintshire had been requested to provide information regarding the overflow facilities for the various w.c. units in the Public Toilets at Cilcain. Mr Lightfoot indicated that Flintshire's Contractor had been requested to provide the information. Mrs S Jones of Clean'n Lock reported that the Aqualogic sensor is now working, but does not seem to be connected to the cistern arrangement. The cistern is therefore still emptying every time it fills.
- p77 **Dolfechlas Road - concrete ramp** - Flintshire had now written three times to the owner of No 4 Llys Alyn. Item discussed at walkabout meeting. Imminent re-chargeable works was now a distinct possibility.
- p77 **A541 Culvert by Treatment Works** - Cllr Gareth W Hughes, Mr G Bellis and Clerk had walked the section of Fechlas Brook affecting Rhydymwyn on Tuesday 25 March 2014. Photographs were taken of approximately twelve of the significant obstructions identified. Details of obstructions to be sent to NRW. Another disturbing feature had been identified. The build-up of silt in some sections of the brook resulted in the normal water level in the brook being higher than the adjoining field. Once the overflow from the brook had overtopped the mound at the side of the brook, the flood water is unable to flow back into the brook. The adjoining field was not therefore allowed to function effectively as a 'flood plain' during intermittent storms.

- p79 **Flintshire Summer Playscheme 2014** - Item had been discussed in the March Council Meeting but no specific resolution made to accept Flintshire's proposed scheme. Members agreed to accept Flintshire's three week duration scheme.
- p79 **Eisteddfod Genedlaethol yr Urdd, Flint, 2016, fund raising** - Cllr Gareth W Hughes had attended the meeting held in Cilcain on Wed 26 March 2014. Meeting not very well attended. £8,000 was the target amount of funding to be raised between Cilcain and Rhydymwyn. Another meeting scheduled for this week. The Council will need to include an item in the January 2015 precept meeting.
- p80 **Council Website** - Council website is completed, but not yet handed over to the Clerk. Members can find the website by searching for Cilcain Community Council in Google, and then looking for 'Welcome to Cilcain Community Council'. Clerk to liaise with Mrs Gwen Hardman regarding a couple of minor modifications which are appropriate.
- p80 **Parking in Ffordd y Llan, Cilcain** - Cllr Mrs Hobson reported having spoken to the camper van owner regarding the Council's concern. Cllr Derek May reported that the position had improved significantly since the March Council Meeting.
- p80 **Cilcain Play area additional equipment required** - Cllr Mrs Joan Hobson and Cllr D May reported having met a play equipment supplier to seek ideas regarding the type and cost of equipment which were available for adding to the play area. Clerk reminded Members of the discussions which had taken place in the March 2014 Meeting:
- (i) The play area could be extended as far as the goal post if necessary.
  - (ii) Minimum scheme for minerals grant is currently approx. £15,000.
  - (iii) Appropriate scheme for Cilcain would be say total cost £30,000.
  - (iv) Cost to the Council would be £1,000 if the funding takes the same course as the scheme currently scheduled for Rhydymwyn.
  - (v) Application to Flintshire for match-funding needs to be submitted in December 2014
  - (vi) Council's £1,000 needs to be included in January 2015 budget Council Meeting.
  - (vii) Flintshire's involvement - (a) Equipment has to meet Flintshire's specifications.  
 (b) Flintshire has to specify equipment and groundwork's, seek competitive tenders in accordance with Flintshire's procurement procedures, and supervise the contact works.  
 (c) Flintshire has the capacity of funding the works, before receiving the minerals grant.
- Resolved: Site meeting to be arranged with Flintshire Leisure.
- p 80 **Revision of Cemetery Fees** - Community Council Fees to be revised following Flintshire's 1<sup>st</sup> June 2014 new Fee List becoming available.

## **6B. MATTERS ARISING - GENERAL ITEMS**

- p77 **Tarmac entrance, Rhydymwyn** - Members who attended the site meeting expressed concern regarding the way Cllr W Owen Thomas was repeatedly interrupted by the Planning Officer during his presentation. Clerk had written to Flintshire to express the Community Council's concern. Acknowledgement received.

- p78 **Rhydymwyn Play area** - Clerk reported on his discussion with Mr A Roberts in Flintshire Leisure Services regarding further cracking of the surface. The initial repair had been approved by Flintshire. However, Flintshire would re-inspect.
- p78 **Meeting at Coed Du Hall** - Meeting to be arranged.
- p78 **Play area sign** - Mr Lightfoot reported - the two sign were being replaced. A spelling inaccuracy had been identified. The hedge obstruction would be removed when the new signs are erected.
- p78 **Play area, Rhydymwyn, tree maintenance work** - Note received from Power System to indicate the work had been completed. Cllr Gareth W Hughes reported - excellent work had been done by Flintshire and Power System.
- p78 **Street Lighting Rhydymwyn** - Cllr Gareth W Hughes reported that there were two lamps out by the Antelope (on the Antelope side of the road), together with another lamp opposite the Antelope.
- p78 **Rhydymwyn Football Club, water ponding in stone area** - Work not yet done by Flintshire. Clerk to pursue.
- p78 **Blocked gulley adjoining Winnwood** - Position was discussed in the annual walk about meeting which took place in early April. Item included in Flintshire's Environmental Statement issued following the site meeting.
- p78 **Tree surgery in Rhydymwyn cemetery** - Work done.
- p78 **27 Ffordd y Llan, gulley blocked** - Mr A Lightfoot to look at the two gulleys up from No 27.
- **Blocked gulleys, near The Graig, Rhydymwyn** - Cllr Gareth W Hughes reported two gulleys on the Rhydymwyn side of The Graig completely blocked.
- p80 **Sleeping Policemen, Dolfechlas Road (Red patch)** - Mr Lightfoot reminded of the need to re-paint the speed control red paint patches in Dolfechlas Road.

## 7. PLANNING MATTERS

### Community Council observations requested on -

- (i) Proposal: Removal of existing rear single storey extension and construction of new rear single storey extension  
 Location: 6 Lon Cilan, Cilcain  
 Ref No: 051934  
 Resolved: The Community Council **supports** the development, subject to the external materials used in the extension being in keeping with the existing and adjoining properties.

- (ii) Proposal: Listed Building Application - conversion of existing outbuildings into two dwellings  
 Location: Maes y Groes Bella, Cilcain  
 Ref No: 051817  
 Resolved: The Community Council **supports** the development for the following reasons:  
 (a) The buildings are no longer suitable for agricultural use.  
 (b) The community will benefit from the additional residential development provided by the proposal.

**Planning Decisions made by Flintshire County Council: -**

- (i) Proposal: Erection of a detached garage block  
 Location: 2 Ty Uchaf, Cefn Road, Cilcain  
 Ref No: 051686  
 Decision: Approved
- (ii) Proposal: Re-modelling and extension  
 Location: 3 Church Meadow, Rhydymwyn, Mold  
 Ref No: 051 520  
 Decision: Approved
- (iii) Proposal: Change of use of agricultural land to provide for the siting of 20 static caravan pitches, a camping area and ancillary works  
 Location: Fron Farm, Rhesycae Road, Hendre  
 Ref No: 051375  
 Decision: Approved

**8. CORRESPONDENCE RECEIVED** The following items were considered:

- 21/03 A541 Tarmac Entrance - Response from Flintshire's Democracy and Governance Manager regarding the Community Council's concern regarding the Site Meeting on 11 Feb 2014. Clerk to pursue.
- 17/04 Environmental Audit Report from Flintshire Streetscene detailing work to be undertaken following the annual village walk about in Rhydymwyn and Cilcain on the 17 April 2014

**9. MATTERS RAISED / ACTIONS TAKEN SINCE LAST MEETING:**

- (a) **Fechlas Brook inspection, 25 March 2014** – Item discussed earlier. Cllr Gareth W Hughes, Mr Gareth Bellis and Clerk walked the Fechlas Brook from the rear of the Service Station to the bottom end of the Industrial Estate. Numerous obstructions of the brook were identified / documented and photographed. Photographs of the main obstructions were available at the Council Meeting. Cllr Gareth W Hughes and Clerk reported at Council Meeting. Clerk to send a set of the photographs to EA.
- (b) **Daffodils in bloom March / April 2014** - Members agreed that the daffodils in bloom were particularly attractive in Cilcain, Rhydymwyn and Hendre this spring. Photographs were available at the Council Meeting to identify gaps in the planting. Members considered it

appropriate to authorise the Clerk to order a similar quantity of King Alfred bulbs for planting in September / October 2014.

- (c) **Dolfechlas Road, Street Lamp, Near Winnwood** - Cllr Gareth W Hughes had reported (1<sup>st</sup> April 2014) street lamp on very dim light. Defective starter mechanism had been reported to Deeco Lighting.
- (d) **Cilcain Toilets, high water consumption** - Item discussed earlier. Following a discussion (1<sup>st</sup> April 2014) between Mrs S Jones (Clean'n Lock) and the Clerk regarding the high water consumption, the need for information was identified regarding the whereabouts of the various overflow pipes for the toilets. Mr Lightfoot was requested to inspect and provide the necessary details.
- (e) **A541 Rhydymwyn Street Lamp out opposite The Antelope** - Item discussed earlier. Cllr Gareth W Hughes had reported (1<sup>st</sup> April 2014) Street Lamp opposite The Antelope not working. Item had been reported to Mr A Lightfoot at Flintshire Streetscene.
- (f) **Annual walkabout in Rhydymwyn and Cilcain** - Rhydymwyn Ward Members met Messrs D Charlton and Lightfoot at 2.00 pm on 17 April 2014. Rhydymwyn Ward Members and Clerk reported at Meeting. Cilcain Ward Members met for the walkabout at 3.00 pm. Chair, Cllr Derek May and Clerk reported at the Council Meeting. The works agreed in the site meetings were included in the Environmental Audit statement attached to the Council Agenda

Reference was made to Flintshire's intended to introduce a rollover hump to the Village Hall vehicle access, and to accentuate the existing hump by the pedestrian gate. These measures were intended to direct flood water down the road channel and prevent flood water discharging / overflowing towards the Village Hall and Toilet Block.

Mr Lightfoot reported on his subsequent site meeting with Mr Charlton to look at the drainage problem in Mountain Road. The Council had suggested a solution to connect the gulley on the left (as one goes up Mountain Road) to the gulley on the right hand side of the carriageway. This connection across the carriageway would prevent water flowing across the road, and creating a road hazard in icy conditions. Mr Charlton was reluctant to adopt this solution. Mr Lightfoot had now been instructed to excavate around the gulley on the left to try and investigate why the connection into the swallow hole was not functioning any more.

**10. ANY OTHER BUSINESS / REPORTS - Items raised following the Chairman's permission.**

- (i) **Parking in Hendre** - Members expressed concern regarding the continuing traffic hazard caused by the parked vehicles near the bend in Hendre. Members agreed that the parking position had improved following the letter sent recently to the residents. Clerk to write again.
- (ii) **Ysgol y Foel, Cilcain** - Chairman reported he had resigned as governor of Ysgol y Foel. Chair detailed the problems encountered and the reason for his resignation. Members noted that the AGM of the Council would take place in three weeks. The Council can then nominate a new Governor Representative to replace Cllr Thomas. Chairman to contact the Welsh Assembly Member for information / support.

- (iii) **Wedge shaped Cremation plaque in Cilcain Cemetery** - Application received for a wedge shaped cremation plaque. Clerk explained that two cremation plaques approved in Rhydymwyn had both been wedge shaped. No previous wedge shaped plaques approved in Cilcain. Members approved application, subject to the size being within the prescribed limits.
  - (iv) **Black Marble headstone Cilcain** - Members approved a heart shaped black marble headstone for Cilcain Cemetery.
  - (v) **Wedding function in Village Hall** - Request for permission to have a hog-roast arrangement in Waen Field. Members agreed a more appropriate location would be the tarmac area on the School House side of the Village Hall.
  - (vi) **Vehicle damage to Isfryn, The Pentre, Cilcain** - Cllr Derek May reported further damage to Isfryn.
11. **PAYMENT OF ACCOUNTS** - Accounts scheduled in the Appendix were approved.
12. **DATE OF NEXT MEETING** - The next meeting of the Council will be the Annual General Meeting of the Council and will be held at the Football Club premises, Rhydymwyn on **19 May 2014**.

Signed .....  
Chairman

Date .....

Clerk .....

## **MATTERS OF A CONFIDENTIAL NATURE - NOT FOR PUBLICATION**

### **1. PAYMENT OF ACCOUNTS:**

(i)	Canon UK Ltd - photocopier (01/05/2014 to 31/07/2014) (L.G.A.1972 S111)	127.04
(ii)	Bloomin Gardens maintenance and waste removal - Rhyd Cem (LGA 1972 S214)	92.50
(iii)	A Evans - sal + expenses per month for March 2014 = £485.36 + tax rebate of £58 due to overpayment = £543.36 (L.G.A.1972 S111)	543.36
(iv)	Scottish Power - energy charges - (01/10/2013 to 31/03/2014) (Highways Act 1980 S301)	196.61
(v)	A Evans - office equipment - Amazon (L.G.A.1972 S111)	208.97
(vi)	Customs and Excise PAYE per month (See note 2.0 below for PAYE overpayment) Tax overpaid per month = £58 (L.G.A.1972 S112)	Nil
(vii)	A Evans - Additional 2 sets of keys for Cilcain toilet (L.G.A.1972 S111)	25.00

### **2.0 PAYE - SALARY PAYMENTS TO CLERK**

The annual return for 2012/2013 was submitted on line following the 17 February 2014 Council Meeting (P35 and P18 submitted )

The Clerk had been subsequently informed by the Customs and Excise Office that overpayment of £451.32 has been made. This means the no PAYE deductions need to be made from the Clerk's salary until the total overpayment of £451.32 has been reached. The first £58 deduction was added to the Clerk's payment in the March Council Meeting. Remaining overpayment is therefore  $£451.32 - (2 \times £58) = £451.32 - £116 = £335.36$ .

The Clerk was penalised by £400 for late submission of the on line P35 and P18 for the year ending March 2013. A successful appeal was made against the penalty. Since the Clerk paid the £400 out of his own pocket, the refund cheque, when received, will be credited to the Clerk.

### **3. ACCOUNTS FOR 2013/2014 FINANCIAL YEAR**

The accounts will shortly be submitted to the Internal Auditor. Members may note the system has changed recently, whereby the Accounts are audited by the Internal Auditor prior to being considered and approved by the Community Council. The Council need to note the following:

- (i) The VAT refund claim for the year ending 31 March 2014 will shortly be submitted to the Customs and Excise Office. Details of the refund claim for the year ending on 31 March 2014 will be available at the 19 May 2014 AGM for Member's information.
- (ii) The District Auditor (Hacker Young) had notified the Council of the various target dates for the Annual Return process.

- (iii) Risk Assessment - The Council reviewed its schedule of risk assessment which identified the risk, the potential consequence of risk, the assessment of impact, the likelihood of risk occurring and the controls in place to manage the risk. The Council needs to consider every aspect of the risk assessment in detail and be satisfied that all possible action to keep risk to an absolute minimum was being taken.
- (iv) Council's System of Internal Controls - The effectiveness of the Council's system of internal controls was reviewed and approved.
- (iv) Investment Strategy - The Council's Investment Strategy was reviewed and approved.
- (v) Standing Orders / Financial Regulations - The Council's Standing Orders was approved by the Council.
- (vi) Council approved the Council's Asset Register and approved the basis on which the Register was drawn up.
- (vii) The Council authorised the Clerk to appoint JDH, Business Services Ltd, Mold to undertake an internal audit of the Council's 201/2014 accounts.
- (viii) The Council to request the Internal Auditor to provide an updated statement to confirm their independence from the Council.
- (ix) The computerised version of the Payments and Income and the Council's 'balance' for the year ending 31 March 2014 was attached to this month's Agenda. Members noted the 'balance' on 31 March 2014 was £10,066. Members noted - the balance at the end of March 2013 was £10,020.

Signed .....  
Chairman

Date .....

Clerk .....