

Agenda for Coedpoeth Full Council Meeting - 12/07/22

Date and time: 12/07/22 7:00 PM to: 12/07/22 9:00 PM

Organizer: Helen Belton

Participants: Ben Brown, George Price, Phil Wilson, Yvonne McCarroll, Lia Van Ryswyk, Stan Scheurleer, Anthony Wedlake, Glenda Kelly, Graham Kelly, Clerk to Coedpoeth, Krista Childs, Vincent Jones

Location: The Old Carnegie Library, Park Road, Coedpoeth

Topics

1. Apologies for absence

2. Approval of Minutes

2-1. Full Council Meeting 28th June 2022

Note Minutes

 [Minutes of Coedpoeth Community Council - Full Council Meeting 28 06 22.pdf](#)

3. Declarations of Interest

4. Public Participation

5. WCB Councillors' Update

6. Planning Applications

6-1. P/2022/0573

Note Planning Application P/2022/0586 - Dilys o/Valid From 24/06/2022

1, Haulfre Terrace, Heol Maelor, Coedpoeth, LL11 3NP

Rhyddhau amod 4 (datganiad o ddulliau coedyddiaeth) a 5 (ecoleg) caniatad cynllunio P/2022/0165 / discharge of conditions 4 (arboricultural method statement) and 5 (ecology) of planning permission P/2022/0165

7. Streetlight Upgrade to LED

Note Update

8. Speed Display Signs

Note Update

9. Parks

9-1. Nant Mill

Note To pursue the possible asset transfer of Nant Mill to the Community Council.

 [Nant Mill - Proposal.docx](#)

9-2. Annual Park Safety Reports

Note The quote for replacing the carpet matting under the two items of equipment would be discussed. The Community Council had 2 options; to either replace the existing matting or take out the two items of equipment.

A reply from Carla Hughes, WCBC had been received.

Removal of the two items of play equipment would not be more than £500. The items would be cut at ground level and disposed of to an approved tip. The grass carpet would be removed and sub base to an approved tip. The area would then be re-instated with top soil and seed.

Note Quote

 [Coedpoeth_Penygelli.pdf](#)

10. Vacancy for Clerk to the Council

Note Documents

 [Job_Description_2022.docx](#)

 [Person_specification_June_2022.docx](#)

 [Job_advert_June_2022.docx](#)

10-1. Interim Arrangement

Note That this council considers the temporary employment of an assistant to the Clerk/Chair/Vice Chair to provide covering services during the interim period while the vacancy for a full time Clerk is pursued.

11. Finance

11-1. Payments

Decision To authorise the payments

11-2. Standing Orders and Financial Regulations

Note To update and approve the Standing Orders to reflect consistency with the financial regulations.

11-3. The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils

Note To note and to be aware that a Training Plan must be written by November and an Annual Report be written as soon as possible (from April 2022).

12. The Finance and Governance Toolkit

Note To make a plan to start to use the toolkit.

This toolkit has been endorsed by One Voice Wales and SLCC who would strongly encourage councils to use it. While you are not required to formally report the findings of your self-assessment, you may wish to publish a summary of the findings, and the actions you intend to take in response, on your website and / or in your annual report. Doing so would represent a commitment to being open and transparent with the communities you serve.

Note Quick Guide

 [The_Finance_and_Governance_Toolkit_for_Community_and_Town_councils_Quick_guide_E.pdf](#)

Note Self-evaluation Letter

 [Self_Evaluation_Tool_Kit_letter_English.doc](#)

Note The Toolkit

 [The_Finance_and_Governance_Toolkit_for_Community_and_Town_councils_E_June_2022.docx](#)

13. War Memorial

Note To discuss adding additional names to the War Memorial

Note To Coedpoeth Community Council

David Bown has approached me in reference to having my brothers names added to the Coedpoeth war memorial. I have discussed this with family members and we are in agreement that we would like this to go forward.

David has offered to research and provide the council with any information that is required.

David will update the family as the project moves forward.

Regards.

Colin Jones.

Note Details

 [Memorial_1.jpg](#)

 [Memorial_2.jpg](#)

14. Resolve to Exclude Press and Public

Note That by the Public Bodies (Admission to Meetings) Act 1960 (51(2)) and in accordance with the provisions of schedule 12A of the Local Government Act 1972, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information and defined in the Acts.

14-1. Staff Cover -

Note To discuss an item of imminent staff cover

14-2. Personnel -

Note To discuss a personnel issue.

15. Receive Items for Next/ Future Agenda

Note Future meeting review and adopt the following:

- a. Code of Conduct
- b. Fixed Asset Register (Copy to be tabled at Meeting)
- c. Complaints Procedure
- d. Data Protection Policy
- e. Internal Financial Controls
- f. Freedom of Information Scheme
- g. Investment Statement
- h. Risk Assessment

16. Date and Time of Next Meeting

Note Tuesday 13th September 2022 at 7pm

Tasks from previous meeting(s)

Tasks from previous meeting(s)

Previous meeting: Coedpoeth Community Council - Full Council Meeting - 28/06/22

Tasks completed since previous meeting

Task ~~Boiler Service Contracts – The Clerk and councillors would come up with a list of contractors who could do this work.~~

Owned by Graham Kelly due 07/06/22

Open Tasks From Previous Meeting(s)

Task Coedpoeth Clerk to check minutes to look for ring-fenced money

Owned by Clerk to Coedpoeth due 10/05/22

Task Coedpoeth Clerk to check footpaths at the Big Park

Owned by Clerk to Coedpoeth due 10/05/22

Task Coedpoeth Clerk and Cllr Brown would organise a Cemetery Meeting

Owned by Clerk to Coedpoeth due 24/05/22

Task Clerk and Cllr Brown would organise a Cemetery Meeting

Owned by Ben Brown due 24/05/22

Task Coedpoeth Clerk would find out when PCSOs would next visit

Owned by Clerk to Coedpoeth due 31/05/22

Task Cllr Ben Brown to liaise with the Clerk on the purchase of 3 laptops for councillors.

Owned by Ben Brown due 31/05/22

Task Coedpoeth Clerk to investigate SALIX loan for LED light replacement

Owned by Clerk to Coedpoeth due 31/05/22

Task Cllr Brown would organise a meeting with the Speed Display Sign Working Group

Owned by Ben Brown due 07/06/22

Task Boiler Service Contracts - The Clerk and councillors would come up with a list of contractors who could do this work.

Owned by Stan Scheurleer due 07/06/22

Task Boiler Service Contracts - The Clerk and councillors would come up with a list of contractors who could do this work.

Owned by Ben Brown due 07/06/22

Task The Clerk would forward more information regarding the maintenance costs and budgets for councillors to read.

The Clerk would also seek costs to remove the 2 items, so that a better comparison could be made.

Owned by Clerk to Coedpoeth due 08/07/22

Task The Clerk would seek comparisons from a neighbouring council of the costs of fuel needed for the cemetery

Owned by Clerk to Coedpoeth due 08/07/22