

Minutes of Coedpoeth Full Council Meeting - 12/07/22

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

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

Absent: Krista Childs

Location: The Old Carnegie Library, Park Road, Coedpoeth

Topics

1. Apologies for absence

Note Wrexham Cllr Krista Childs sent her apologies.

2. Approval of Minutes

2-1. Full Council Meeting 28th June 2022

Note The minutes of the meeting of the 28th June 2022 were approved.

3. Declarations of Interest

Note None

4. Public Participation

Note No one present

5. WCB Councillors' Update

Note Wrexham Cllr A Wedlake was present. He had received an invite to the Clywedog Partnership. A bid was being made for £1.5m to further improved the valley. Nant Mill - funding is not allowed from the Heritage Fund to purchase it, as it is already publicly funded asset. No one is keen for it to be sold. It is good that Nant Mill is back on the agenda.

Second point is the environmental fund, which has been doubled. We are starting to have walk-about and asking tenants to come forward.

Note Cllr Glenda Kelly joined the meeting at 7.14pm.

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

Note No comments were made

7. Streetlight Upgrade to LED

Note The Clerk would inform MEGA of last month's decision to go ahead with the upgrade. Costs for installation were also needed and a decision from SALIX as to whether this amount could also be borrowed.

8. Speed Display Signs

Note Chairman, Cllr Ben Brown would check the ANPR, to make sure that it accepts 20mph, before making any purchases. This was due to the change in Welsh Government laws around speed limits.

9. Parks

9-1. Nant Mill

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

 [Nant_Mill_-_Proposal.docx](#)

Note Although much more work was needed, the council voted in favour of looking forward to keeping Nant Mill.

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](#)

Decision It was resolved for the Clerk to ask WCBC whether or not the equipment would be thought to last 2-3 years; if so, then the council would agree to pay the £6000 for the matting. If less than 2 years, the council resolved to remove the equipment.

Abstentions: Cllr P Wilson and Cllr G Price.

10. Vacancy for Clerk to the Council

Note Documents

 [Job_Description_2022.docx](#)

 [Person_specification_June_2022.docx](#)

 [Job_advert_June_2022.docx](#)

Decision Copies of the documents had been sent to all councillors. A meeting would be arranged for the Staffing Committee for the 19th July at 7pm. The Clerk would be present.

The Clerk would send the advert to One Voice Wales, to the SLCC Branch of North Wales, to the Job Centre and to Indeed.

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.

Decision Work would be done on filling the Clerk's vacancy first but this would be deferred to a future meeting.

11. Finance

11-1. Payments

Decision To authorise the payments

Decision Payments to the value of £19,316.08 (excl VAT) were approved.
The amount of £75 was for weedkiller.
The cost of handtowels was thought to be excessive. They thought handtowels were excessive.
Hot tap in the Old Carnegie Library was dangerously hot.
The Clerk would make a comparison with fuel prices at Ruabon Cemetery.
Payments were approved and authorised.

11-2. Standing Orders and Financial Regulations

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

Decision Updates were as follows:
To seek closed tenders above £25,000.
To seek 3 quotations from £1000 to £25,000
To seek 3 estimates up to £1000.
Standing Orders and Financial Regs should be the same and would be altered.
It was resolved to make the above alterations; proposed by Cllr Graham Kelly, seconded by Cllr G Price.
Resolved.

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).

Decision The minutes would be collated and posted on the website.
Some examples of Annual Reports would be shown to Councillors.
The Clerk would start a training plan.

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](#)

Note Council was made aware of the need to start using the Toolkit.

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13. War Memorial

Note Details

 [Memorial_1.jpg](#)

 [Memorial_2.jpg](#)

Decision Council discussed adding names to the War Memorial.

Mr Bown would find costs and look for a grant. An estimate was about £250.

The Clerk had examples of stonemasons that could be asked.

It was resolved to go ahead and complete the work; proposed by Cllr G Price, seconded by Cllr P Wilson. Resolved.

It was further resolved to use reserves if necessary; proposed by Cllr G Price, seconded by Cllr P Wilson. Resolved.

Cllr Scheurleer would speak to Mr Bown in the week as there might be some money available from fund raising.

14. Resolve to Exclude Press and Public

Decision 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.

Note Resolved.

14-1. Staff Cover -

Decision Staff Cover was discussed and plans put into action.

14-2. Personnel -

Decision Staff Item.

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
- Dog Fouling - September
Christmas Lights/Christmas Festival

16. Date and Time of Next Meeting

Note Tuesday 19th July 2022 at 7pm

Note Meeting closed at 9.12pm.