

Minutes of Coedpoeth Community Council - Full Council Meeting - 28/06/22

Date and time: 28/06/22 7:00 PM to: 28/06/22 9:00 PM

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

Absent: Stan Scheurleer, Krista Childs

Location: The Old Carnegie Library

Topics

1. Apologies for absence

Note None

2. Approval of Minutes

2-1. Annual Meeting 10th May 2022

Note Minutes

 [Annual Meeting 100522.pdf](#)

Decision Cllrs Graham Kelly and Glenda Kelly apologised for turning up late to the Annual Meeting, in error.

The minutes of the Annual Meeting of 10th May 2022 were approved, proposed by Cllr G Price, seconded by Cllr L van Ryswyk. Resolved.

2-2. Full Council Meeting 10th May 2022

Note Minutes

 [Full Council Meeting 100522.pdf](#)

Decision The minutes of the Full Council Meeting of 10th May 2022 were approved, proposed by Cllr Graham Kelly, seconded by Cllr L van Ryswyk. Resolved.

2-3. Staffing Meeting 21st June 2022

Note Minutes

 [CCC Staffing meeting 21 June 2022 - meeting notes- minutes.docx](#)

Decision The minutes of the staffing meeting of 21st June 2022 were approved, proposed by Cllr Y McCarroll, seconded by Cllr L van Ryswyk. Resolved.

3. Declarations of Interest

Note None declared

4. Public Participation

Note No members of the public present

5. WCB Councillors' Update

Note Cllr A Wedlake was present via Zoom and gave a verbal report. The Council is being led by a mainly independent group and the Leader of the Council was elected by 3 votes. This will prove to be interesting as time goes on. The council already has a position where the Leader of the Council has been referred to the Ombudsman. Cllr Wedlake will try his best to ensure clarity and transparency. Wrexham has been granted £22.5m from the Levelling Up Fund; to address poverty and challenges in education. Councillors need to push to get the best for Coedpoeth and Wrexham. Cllr Wedlake has already attended many training sessions. He is a member of the Grievance Committee; Clwyd Pension Fund; Outstanding Natural Beauty; Customers, Performance, Resources and Governance Scrutiny Committee; Democratic Services. There have been mixed reports on the resurfacing of the A525. He has yet to do an environmental walk about Coedpoeth. Cllr Wedlake has a budget to spend in the area of £250,000.

6. Planning Applications

6-1. P/2022/0573

Note EXTENSION TO
FRONT DORMER AND SINGLE STOREY REAR EXTENSION
BRYN GARREG PENYGELLI ROAD COEDPOETH WREXHAM

Note Noted.

7. Streetlight Upgrade to LED

Note Three options were looked at and prices and lanterns were on display.

Erbis - £116 each - 18w

Snapfast - £132 - 18w

TRT - £157.

The Council needed to purchase 168 to complete the upgrade. Cllr Ben Brown explained the technical details of each light. TRT is made in the UK by a carbon neutral company, everything can be replaced. The wattage can be changed between 10w - 50w. This can help where a light shines too bright or too dim and where Council is trying to keep lights uniform on a street.

The others are a set brightness and nothing is replaceable.

In talking to MEGA, the preferred light is the TRT. Cllr Brown's preference after research is also TRT.

They have agreed to a discount of £3000, making the total £26,000. This is paid back through a SALIX loan.

Lights put up recently belong to MEGA and will be returned.

Note A member of the public arrived at 7.23pm.

Decision Council decided to purchase from TRT, proposed by Cllr Glenda Kelly, seconded by Cllr P Wilson. Resolved.

8. Speed Display Signs

Note Council discussed the purchase of two Illuminating speed signs at £2250 each (+VAT) and one Automatic Speed Watch Camera at £4319 (+VAT) for use in multiple locations around the village.

 [ANPR Westcotec.pdf](#)

 [ElanCity-Evolis-UK-WEB.pdf](#)

Decision Council decided to purchase 2 signs at £2250 each (+VAT) and 1 at £4319 (+VAT), proposed by Cllr Graham Kelly, seconded by Cllr Y McCarroll.

Against: Cllr P Wilson.

Resolved.

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 This was deferred to the next meeting.

9-2. Annual Park Safety Reports

Note The Clerk showed the Council the Annual Reports from WCBC. The majority of the Play facilities scored 'Low Risk'. However, the Play Area at Penygelli scored 'Moderate Risk'. This was due to the damaged and very worn safety surface below the see saw and slide unit. A quote to supply and replace the surface was over £6000. The work needed to be carried out within 3 months. The council could decide the remove these items. There would be a charge which was not yet known.

 [PL8738-10967-2.pdf](#)

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

9-3. Memorial Park Issue

Note A resident whose property adjoins the Memorial Park had requested some assistance regarding a large hedge which needed trimming. The resident also wanted to know if they could put a drainage trench at the side of the property, as the grass on the Park side sits right against the property wall and is causing damp.

Note The Clerk had already written to WCBC on 16.6.22 but would write again. The park was on a long lease to WCBC.

10. Hire Charges

Note The Council discussed updating the hire charges of the Parish Hall, Old Carnegie Library and snooker. The previous increase had been in 2014.




Decision It was proposed to charge £2 per person for snooker; proposed by Cllr Graham Kelly, seconded by Cllr G Price. Resolved.

Decision It was proposed to accept the new charges that Cllr Brown had outlined; proposed by Cllr Graham Kelly, seconded by Cllr y McCarroll. Resolved.

Cllr Brown would detail the figures in a schedule, would speak with the caretakers and bring this back to Council with details of deposits and hire agreements.

11. Vacancy for Clerk to the Council

Note Documents

-  [Job_Description_2022.docx](#)
-  [Person_specification_June_2022.docx](#)
-  [Job_advert_June_2022.docx](#)

Note The vacancy was discussed and it was decided to advertise the job in Wrexham Job Centre, Indeed, SLCC, One Voice Wales, website and the Village Facebook.

Cllr Glenda Kelly would be the contact for this, then to the staffing committee. The Locum Clerk would give information to candidates if needed.

Information about the LG Pension Scheme would be added as well as an extra point for gaining the CiLCA qualification.

There would be a practical, timed test for candidates. There was no closing date.

Decision Proposed by Cllr Graham Kelly, seconded by Cllr George Price. Resolved.

11-1. 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 This was deferred to the next meeting. Proposed by Cllr Glenda Kelly, seconded by Cllr Y McCarroll. Resolved.

Note Thanks were extended to Cllr Graham Kelly and Cllr Glenda Kelly for the work they had done on the employment issues. Thanks were also extended to Cllr Ben Brown regarding the work he had done on lighting and speed cameras.

12. Cemetery

Note To cease to accept requests for new burials at the Cemetery.

Decision It was proposed to start the process of closing the cemetery to the purchase of new graves; proposed by Cllr A Wedlake, seconded by Cllr P Wilson. Resolved.

13. Finance

13-1. Payments

Decision The payments totalling £24,296.38 (ex VAT) were approved as per the payment schedule (to be added). Proposed by Cllr P Wilson, seconded by Cllr Glenda Kelly. Resolved.

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

13-2. Standing Orders and Financial Regulations

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

Note This item was deferred.

13-3. Internal Audit Report

Decision The internal audit report, year end, was presented to the council, accepted and approved. Proposed by Cllr Graham Kelly, seconded by Cllr Y McCarroll. Resolved.
Abstained: Cllr G Price

Decision The Annual Internal Audit Report was presented to the council, accepted and approved. Proposed by Cllr Graham Kelly, seconded by Cllr Y McCarroll. Resolved.
Abstained: Cllr G Price

13-4. Annual Governance and Accountability Return 2021/2022 (AGAR)


Decision The effectiveness of its system of Internal Control to comply with the Accounts and Audit Regulations 2015, was confirmed by the council, by approving the Annual Governance Statement 2021/2022. Proposed by Cllr Graham Kelly, seconded by Cllr y McCarroll. Resolved.

13-5. Accounting Statement

Decision The Accounting Statement was considered and approved by resolution. It was signed and dated by the Chairman of the Council, during the meeting. Proposed by Cllr Glenda Kelly, seconded by Cllr P Wilson. Abstained: Cllr G Price. Resolved.

13-6. 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).

 [LG E Act 2021 Welsh Gov statutory-guidance 13.06.22.pdf](#)

Note This item was deferred.

14. The Finance and Governance Toolkit

Note This item was deferred.

15. War Memorial

Note To discuss adding additional names to the War Memorial

Note This item was deferred.

16. Co-option of New Members

Decision The council resolved to co opt Vincent Jones onto the Council; proposed by Cllr Glenda Kelly, seconded by Cllr Y McCarroll. Resolved.

17. Resolve to Exclude Press and Public

Decision The Council resolved to exclude press and public for the following items.

17-1. Staff Cover -

Note This item was deferred.

17-2. Personnel -

Note Cllr B Brown had spoken to the Union Representative. They would give the council some time. Paul Egan at One Voice Wales had agreed to help.

18. 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

19. Date and Time of Next Meeting

Note Tuesday 12th July at 7pm

Note It was resolved to defer the rest of the agenda until the 12th July. All in favour; Cllr G Price was against this.

Note The meeting closed at 9.30pm.

Next Meeting

Meeting title: Coedpoeth full council meeting
Date and time: 12/07/22 07:00 pm to: 12/07/22 09:00 pm
Location: The Old Carnegie Library, Park Road, Coedpoeth

Task Summary

New Tasks

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~~

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