

MINUTES OF THE MEETING OF BODFARI COMMUNITY COUNCIL

Held in the Dinorben Arms Bodfari at 7.00 pm Tuesday 13th June 2023

and by TEAMS conferencing software <https://teams.live.com/join/949532163230>

Present:

Cllr Julie Burnage (Chair) (JB) Via Teams link

Cllr Philip Barley (Vice Chair) (PB)

Cllr Rebecca Parrin (RP)

Cllr Martin Shutt (MS)

Cllr Sue Davidson (SD)

Cllr Alan Waterfield (AW)

Cllr Julie Johnson (JJ)

Also present:

Heather Eubank (Clerk)

Cllr Chris Evans

1. Apologies: None. JB joined the meeting via TEAMS link and was not available for the full meeting. It was agreed that PB would chair the meeting.

2. Declaration of interests:

MS Declared an interest in item 7b.

3. Urgent Matters: Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B (4) of LGA 1972.

None

4. To receive minutes of the meeting of 9th May 2023 and the corrected financial minutes of 18th April 2023.

Clerk explained when full years bank statements were received by Clerk it was noted that the balance of the Main Account on the 31st of March 2023 was £6501.13 not £6267.88 which had been minuted on the 18th of April. Minutes of 18th April have now been corrected.

RESOLVED: That these minutes be approved as a true record

Proposed: **MS** Seconded: **SD**

5. Matters arising from previous minutes

- i. Tŷ Cerrig. Reported to DCC received reference ID 765873. Cllr Evans checked site with RP after meeting, he reported findings to DCC and received reference ID 773750.
- ii. Goalposts. 3 quotes received.
 - a – Russ Welding £1350 (no vat). This is for supply and installation
 - b – Harrod £1012 (inc vat) plus delivery. Supply only
 - c – The Soccer Store £1230 (inc vat) plus delivery. Supply Only.It was decided to use Russ Welding to install goal posts as they are a local firm so would provide immediate support for any problems. Russ Welding would also provide professional installation of the goalposts to ensure safety of equipment.
Proposed: **RP** Seconded **SD**
- iii. Speed watch. Emailed John Morris but no response. In touch with Tremeirchion Clerk but need more information before asking for volunteers to take part in training.

- iv. Footpath – Discussed in item 11.
- v. EV charging – Decided after discussion to “park” this item for now as there may be grants available in the future so BCC can revisit then.
- vi. Storage Container. Awaiting reply from Reverend Rebecca. Local resident scout group interested in sharing costs and using half the storage area. Larger containers are better value. Checked with our insurers who stated OK to add to policy. Would need to know value of items stored in container and locking devices have to be of a certain BS standard (see email from insurers).

Actions:

- i. Tŷ Cerrig – Await further response/action from DCC.
- ii. Clerk contact Russ Welding for goalposts to be installed.
- iii. Speed watch-Continue to try and contact John Morris.
- iv. Discussed in item 11
- v. No Action required
- vi. Await response from Cardiff

6. County Councillor’s Report. This had been previously circulated. C360 lights at Maes Y Graig – DCC state complete but new light not installed.

Action: Reopen C360 with DCC – MS.

7. Planning and Highways:

- a) Highways (for notification):
 - i. MOLD ROAD NEAR ALLT Y DDOL BODFARI DENBIGH LL16 4DR GROVE LANE TO A541 CANDY MILL 13/06/2023 13/06/2023 Adnewyddu Polyn / Renew Pole SUNBELT RENTALS (DCC) BODFARI Ffordd ar Gau/Road Closure AOO/OOH C 0370 050 0792 0370 050 0792
 - ii. OUTSIDE KATES COTTAGE Bodfari DENBIGH LL16 4DA TO ENTRANCE FOR DERWFAN B5429 NANT GWILYM TO JUNCTION A541 BODFARI 16/06/2023 Gwaith BT/ BT Works SUNBELT RENTALS (DCC) BODFARI Ffordd ar Gau/Road Closure AOO/OOC 03700500792 03700500792
- b) Planning:
 - i. 41/2023/0170 Caravan At, Bryn Goleu, Pen Y Bryn to Cefn Du, Bodfari, LL16 4EH Lawful development certificate for the existing siting and use of static caravan within a defined curtilage for residential use (for information). Decision due 8th May 2023 – Still Pending.
 - ii. 41/2018/0009 / Details of wall and roof materials submitted in accordance with condition no. 3 of planning permission code 41/2018/0009 LLEOLIAD / LOCATION: Chapel Cottage Mold Road, Bodfari, Denbigh CYFEIRNOD / GRID 309796.75 / 370225.96 Comment by 15/6/23

No Action Required

8. Finance

- a. Financial report: Bank balances at end May 2023. Reserve Account: £4454.45 Current Account. £12275.19 – (see appendix 1)
- b. Payments:

- i. Clerk wages (Mel ab Owain) April 2023 £100.00

ii.	Clerk wages (Heather Eubank) May 2023	£360.96
iii.	Tax and Ni May 2023	£81.40
iv.	Clerk Expenses (Mel ab Owain) April 2023	£60.69
v.	Harold Smith Payroll Admin 31/3/2023	£42.00
vi.	Harold Smith Payroll Admin 30/6/2023	£42.00
vii.	SLCC joining and membership fee	£120.00
viii.	Clerk Expenses (HE)	£15.50
ix.	Clerk Expenses (HE)	£21.70
x.	Steve Cutmore (Lime Tree inspection)	£350.00
xi.	One Voice Wales training RP	£19.00
xii.	Denbigh Timber products (lottery spend)	£163.22
xiii.	Waterloo Hire (lottery spend)	£174.00
xiv.	Nisbetts (lottery spend)	£77.98
xv.	Best Buy Chairs (lottery spend)	£594.00
xvi.	Hire of school field (Lottery spend)	£200.00

****Items in red are replacement cheques.**

RESOLVED: That these be approved.

Proposed: **RP** Seconded: **PB**

c) Audit was completed Thursday 8th June 2023.

Action: Discuss recommendations from Internal Auditor at next meeting.

9. Village Playground and Park

- i. Park inspection.
- ii. New swing base/swings.
- iii. Grounds Maintenance

AW witnessed adults sitting on swings and felt one of the swings felt a bit loose. One suggestion was should BCC get the Play Inspection Company to do another inspection of the park?

Grass collection was discussed but AW advised this would be more costly way of disposing of grass cuttings than mulching.

RP gave Clerk the latest park inspection docs to scan and file.

Received report from Stephen Cutmore on Lime tree. Only superficial damage to tree. AW suggested adding trees to inspection to monitor for excess ash die back in branches and canopy. Advised reexamine in 3 years.

Clerk received an email from Bodfari Environmental in response to the letter sent by BCC outlining park/ playground concerns. The response gave a plan of action for works to be completed to address concerns of BCC.

No quotes for Grounds Maintenance yet as waiting for tenure to be completed then contractors know exactly what schedule of works BCC require in the village playground.

Park Notices. Discussion was based around the type of notice BCC should display in the park and whether DCC had any advice or a template they used for park signage. Was there a sign manufacturer DCC use. It was agreed a more comprehensive and professional sign was needed to display code of conduct for users of the park and any penalties that users may incur if they didn't

follow the rules. To include “no dog fouling” symbol and to also include information on how the public report incidents/issues on park. Would this sign need to be bi lingual?

Action:

- i. Cllr Evans to approach DCC for information on park signage.
- ii. Create a template of the type of notice which we think is required. Clerk.
- iii. Complete the tenure then ask contractors for quotations. 3 required.

10. Correspondence

- i. Clerk Received Local Development letter and map. This has been scanned and then emailed to all BCC members.
- ii. Clerk received email about local activities – replied via email about Marquee events.
- iii. Clerk received email about hedge at side of Park from Alan. Shepherd. Sent to AW who replied when hedges had been trimmed.
- iv. Email received about a French car in Bodfari village parked outside Adlonfa, opposite Ysgol Bodfari. The car had been there for some time so the enquirer was asking if anyone knew who it belonged to and when it was being moved. Then received email to state it was the property of the brother of Hannah who lives at Adlonfa. Her brother had returned to France in a new car but had forgotten to leave the keys for this vehicle to be removed. Hannah wanted to assure BCC that as soon as she had the keys (which were being returned by post) the vehicle would be removed.
- v. Email from Bodfari Environmental – See point 9.

11. Footpath to Park.

The response from DCC raised more questions than it answered.

Action:

- i. Respond to email asking for evidence of the statements made in the email. Send to Cllr Evan before it is sent to DCC. Clerk.
- ii. Follow the advice of the email and contact Fran Williams (include Chris Marston in the email) Clerk.
- iii. Check BCC bank account to see if the sum of £12,000 was received from DCC in March 2013. Clerk.

12. AOB

HE asked if news items from DCC could be uploaded to Facebook and website. Informed website is more for BCC legal documentation to be made open to the public but can upload to Facebook.

HE asked if BCC has logo and letterhead – MS to email to HE

Marquee up – need portaloo barriers AW to advise placement.

Mail drop/flyers re: defibrillation training

Banner for next event - 1st event is duck race 25th June – proceeds to go to St Kentigens.

Next meeting 7pm 11th July 2023 at Dinorben Arms Bodfari.

Appendix 1

Financial report for Bodfari Community meeting 13th June 2023

Main account 31/5/23 - £12275.19

Reserve Account 31/5/23 - £4454.45

Replacement cheques:

Clerks (Mel Ab Owain) cheques for pay and expenses from previous April 2023 were lost in the post so new cheques have been written to replace them.

SLCC Membership fee was made out to incorrect recipient so reissued

Sue Davidson has had cheque returned unpaid – reissued

Audit

Clerk (HE) completed internal audit and submitted the documents through the online portal on Thursday 8th June 2023. Clerk expecting further documentation to be requested.

Clerk noticed one of the questions asked in the audit was how the payroll admin company (Harold Jones) are informed of a pay increase for the clerk. It may be worth discussing this and adding agreed process to the BCC financial risk assessment.

The working at home h&s risk assessment was focused on outgoing clerk (Mel Ab Owain) this need updating for new clerk (HE).

Asset list – each year this has to be reassessed and extra columns created to current document to show items that have been added and/or removed from previous year thus affecting any change in the monetary total for BCC fixed assets.

VAT Claim

Clerk submitted a VAT126 form to reclaim vat. The total Vat reclaimed was £1886.04. SD stated a large part of this reclaim is from items bought from the lottery grant and should be added to the pot available to spend on the lottery funded project when received. Clerk to apportion amount of VAT reclaim to lottery funding sheet on 23-24 Accounts page.

End of Year Account Reconciliation

Clerk (HE) reconciled 22-23 accounts. When bank statement for complete financial year was gained the balance of Main Account on the 31st March 2023 was **£6501.13** not £6267.88 which had been minuted on the 18th April 23, The discrepancy was because clerk previously only had bank statement

up to 27th March 23. The correction is minuted in 13th June 23 minutes and corrected on 18th April Minutes.

22-23 Accounts

Income		Expenditure	Banking Account only
£ 8,270.18	Opening Bal	£90.80	Bank charges
£ 12,936.23	Income	£16,581.83	Cheques
£ 21,206.41	Total	£16,672.63	Total
	Inc - Exp	£4,533.78	Actual 31.3.23 = £6501.13
	Chqs C/f	1967.35	
		£6,501.13	
Reserve Account Income is all from interest earned.			
Starting bal	Starting bal	Income	Balance+ income
Current acc	£ 8,270.18	£ 12,936.23	£ 21,206.41
Reserve Acc	£ 4,437.75	£ 16.70	£ 4,454.45
	£ 12,707.93	£ 12,952.93	£ 25,660.86
	Total both accounts		£ 25,660.86
	Expenditure current acc		£ 16,672.63
	Expenditure Reserve acc		£ -
			£ 8,988.23
Bank			
Current Acc	£6,501.13		
Deposit Acc	£4,454.45		
Less u/p chq's	-£1,967.35		
Bal 31/2/23	£8,988.23		