

MINUTES OF THE MEETING OF BODFARI COMMUNITY COUNCIL

Held in the Dinorben Arms Bodfari at 7.00 pm Tuesday 11th July 2023

and by TEAMS conferencing software

<https://teams.live.com/join/94667356333270?p=3zvLBRRIPj4PaeGD>

Present:

Cllr Julie Burnage (Chair) (JB)

Cllr Sue Davidson (SD)

Cllr Alan Waterfield (AW)

Also present:

Heather Eubank (Clerk)

1. Apologies:

Cllr Philip Barley (Vice Chair) (PB)

Cllr Rebecca Parrin (RP)

Cllr Martin Shutt (MS)

Cllr Julie Johnson (JJ)

Cllr Chris Evans

The meeting went ahead as per point 5 of BCC Standing Orders:

5. Quorum of the Council

Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

2. Declaration of interests:

None.

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 13th June 2023.

RESOLVED: That these minutes be approved as a true record

Proposed: **SD** Seconded: **AW**

5. Matters arising from previous minutes

PLEASE NOTE – Internet connection was lost at approximately 7.30 so the meeting connection via Teams was lost and could not recovered.

- i. Tŷ Cerrig. Reported to DCC by Cllr Evans who received reference ID 773750 and an email stating “Your Enquiry Request ID 773750 has now been completed and closed”. Clerk received an email from RP stating this area is still flooding. Clerk asked for photographs next time this happens to send to DCC.
- ii. Goalposts. Russ Welding gave Clerk a guide date for fabrication and installation of 2nd August 2023.
- iii. Speed watch. Clerk spoke to John Morris and received details via email about the scheme. The scheme requires 1 co-ordinator plus a minimum of 2 to a maximum of 20 Volunteers who will

be required to complete non-police vetting questionnaire when applying to become a volunteer. Tremeirchion and Bodfari Clerks are working together on the scheme and are hoping training will be completed by Mid to late September 2023.

- iv. Footpath – see agenda item 11.
- v. Storage Container. Clerk emailed David Meredith Jones to ask for an update. Reverend Rebecca replied all details have been sent to the Representative Body in Cardiff who own the land, they are considering the legal aspects of BCC's request. SD stated there is a resident in Bodfari who is stating they are not happy with the container being installed on the Church carpark.
- vi. C360 – Lights at Maes Y Craig. MS was reopening this C360 but was not present at the meeting so will review at next meeting.

Actions:

- i. Tŷ Cerrig – Email Cllr Evans and ask him to reopen with DCC plus RP to take pictures when the area floods to be sent to Cllr Evans to be forwarded to DCC. Clerk.
- ii. Goalposts – awaiting completion.
- iii. Speed watch – Create advert for volunteers on Facebook and Community website. Clerk.
- iv. Discussed in item 11
- v. Awaiting response from Cardiff.
- vi. C360 Lights at Maes Y Graig – MS to reopen

6. County Councillor's Report. This had been previously circulated.

7. Planning and Highways:

- a) Highways (for notification):
 - i. Northbound Approx 130m South of its Junction with Bro Lleweni B5429 DRE GOCH JUNCTION TO A541 JUNCTION GEINAS BODFARI 11/07/2023 12/07/2023 Gwaith Marcio Ffordd / Road Marking Works
- b) Planning:
 - i. Planning Application 41/2023/0459 - Dilys o/Valid From 30/06/2023 1, Warren House, A541 From B5429 Llandyrnog To Rose Garden Bends Bodfari, Bodfari, Dinbych, SIR DDINBYCH, LL16 4DP Tystysgrif datblygiad cyfreithlon ar gyfer y defnydd arfaethedig o'r tir ar gyfer lleoli cartref symudol i'w ddefnyddio ategol i'r brif annedd / Lawful development certificate for the proposed use of the land for siting a mobile home for use ancillary to the main dwelling

No Action Required

8. Finance

- a. Financial report: Bank balances at 29th June 2023. Reserve Account: £4469.37 Current Account: £12822.61. Clerk only had statements to 29th June. Clerk (HE) has now gained access to online banking for BCC.
- b. Payments:
 - i. Clerk (HE) Salary June 23 £360.96

ii. HMRC Tax and NI June 23	£81.40
iii. Expenses Clerk	£28.24
iv. Bodfari Environmental (swing payment)	£289.00
v. Bodfari Environmental (Park Maintenance 22)	£1032.00
vi. Best Buy Chairs (lottery spend)	£594.00
vii. TEN's reimbursement (PB)	£63.00
viii. JDH Business – Audit	£294.00
ix. Clerk (HE) Salary July 23	£360.96
x. HMRC Tax and NI July 23	£81.40

Please Note: The Clerk's July 23 Salary and HMRC Tax and NI for July 23 cheques were approved for payment during the meeting on the 11th July 23 but the cheques (when written) were dated the 8th August 2023. This is because the council has no meeting in August but these items require payment. BCC normally meets on the second Tuesday of the month (this is the 8th of August).

RESOLVED: That these be approved. Proposed: **JD** Seconded: **SD**

c) Income:

i. Vat Reclaim received	£1886.04
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d) Audit:

- i. Internal Audit Report signed by Clerk (HE) and Chair (JB)
- ii. Internal audit report.

Issue 1 - Incorrect treatment of unpresented cheques that had been incorrectly deducted for payment. This was corrected by Clerk as per internal auditor's instructions. The Bank reconciliation document and BCC Annual Return was then returned to the internal auditors. The Internal Auditor then signed and dated their sections of the Internal Audit as correct and complete.

Issue 2 – No evidence of BCC obtaining 3 quotes for park grounds maintenance and for cleaning of war memorial bronze. Contracts must be issued as per the financial regulations which require 3 quotations for quotes over £1000. If 3 quotations cannot be obtained or the financial regulations on contracts don't apply, this should be recorded within the minutes where the contract is awarded. BCC Financial Regulations were adopted in 2016 – council should review them and consider whether the procurement levels for contracts remain appropriate.

Issue 3 – The Fixed Asset Register was totalled incorrectly (done on a word doc) and was amended to the value of £29346. The Fixed Asset Register should record the date of additions and record when an asset is disposed of.

Actions:

- i. Scan Annual Return and email to MS to upload onto BCC website.
- ii. Issue 1 of BCC Annual Return - Complete.
- iii. Issue 2 - of BCC Annual Return. Check and update BCC Financial Regulations. Clerk to gain information from other Community Councils and SLCC. Discuss findings at next meeting.
- iv. Issue 3 – Update Fixed Asset Register and present at next meeting to discuss. Community assets to be added as a topic to next BCC newsletter. JB

SD updated the meeting on the funds that had been raised thus far from events which had been organised: -

The duck race event raised £1118.00 all monies were donated to St Kentigern.

The afternoon tea raised £160.00, monies to Ysgol Bodfari.

The Cheese and wine raised £629.00.

9. Village Playground and Park

- i. Park inspection.
- ii. Tender.
- iii. Grounds Maintenance
- iv. Signage.

Master Park Inspection Document to be updated to include JJ.

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

Need 3 quotes to remove remaining 4 Ash trees from the park. AW will mark the trees for removal so contractors are clear which trees to quote for.

Tender document is almost complete and ready to be used.

Park Notices. Clerk sent an email to DCC asking about park signage. BCC wants a sign to include a code of conduct for use of the park, symbols to show no dogs allowed and fines for dog fouling. Clerk asked DCC for advice from the person who ordered their signage on what to include and if they could recommend where to purchase.

Action:

- i. Add JJ to master Park Inspection doc then circulate – Clerk.
- ii. Complete tender and send to Clerk - JB
- iii. Send out tender for quotes for Grounds Maintenance and for removal of 4 ash trees. Clerk.
- iv. Signage for park. Wait for response from DCC then try and create a template. – Clerk.

10. Correspondence

- i. SD received a letter from St Kentigern's to thank everyone that helped organise the Duck Race which raised £1118 for St Kentigern's hospice. The total raised was £1118 and everyone had a fantastic time. SD asked that this letter be scanned and added to BCC website. Clerk will scan and email to MS to be uploaded onto BCC website.

11. Footpath to Park.

No response sent to DCC's email asking for evidence on the information it contained yet.

Clerk checked bank account to look for commuted sum of £12000 which the DCC email stated was paid to BCC in 2013. The HSBC online financial records for BCC only go back to 2017.

Clerk emailed Fran Williams, Tim Towers and Chris Marsden as recommended in DCC's email to see if they knew of any funding to help ensure the pathway from Quarry Bank straight into the park is completed. The email asked for a collaborative approach between DCC and BCC to ensure the installation of a pathway is moved forward as nothing has been resolved on this matter for many years.

Action:

- i. Wait for Response from Fran Williams, Tim Towers and Chris Marson.
- ii. SD and RP (JB also volunteered) to go through BCC's archived accounts for 2013.

12. AOB.

- i. Non business activity. Hannah Jane Smith Charity Commission Account. Online details need updating was in AW's name, normally held in Clerk's name.
- ii. Temporary Events Notices (TEN's) for Events being held in the marquee where alcohol is provided.
- iii. Report received from members of public that a hedge is overgrown and is forcing pedestrians to walk in the road. The hedge is on the A541 Denbigh towards Mold it is on the lefthand side, just past the Oriel Gallery. It is thought the land belongs to Lilla Pennant.
- iv. SD spoke to Countryside Ranger Steve Williams. Steve thought there could be Sustainable Developmental Grants that BCC could apply for in April 2024 to help with the upkeep/updating of Bodfari park.
- v. Noticeboard in the park. Member of the public has mentioned that the noticeboard information needs updating.

Actions:

- i. Clerk to correct details to hers as the contact and also check if this affects the information on the Register of Interests.
- ii. PB reimbursed for the 3 TEN's he has applied for. Show deduction from the lottery fund total - Clerk.
- iii. Clerk to write letter to Lilla Pennant about the hedge.
- iv. SD to forward email she received from Steve to Clerk. Invite Steve to speak to BCC at October's meeting. Then create a plan of what BCC's priorities are and think about creating a project which can be used to apply for grant.
- v. Check what needs updating and report back to next meeting. JB

Next meeting 7pm 12th September 2023 at Bodfari Church.