

Draft - MINUTES OF THE MEETING OF BODFARI COMMUNITY COUNCIL

Held in St Stephens Church Bodfari at 7.00 pm Tuesday 14th November 2023

and by TEAMS conferencing software:

<https://teams.live.com/join/94302327356599?p=ZTAE0HUm2IzQIOcm>

Present:

Cllr Julie Burnage (Chair) (JB)

Cllr Philip Barley (Vice Chair) (PB)

Cllr Sue Davidson (SD)

Cllr Julie Johnson (JJ)

Cllr Rebecca Parrin (RP)

Cllr Martin Shutt (MS)

Also present:

Heather Eubank (Clerk)

Cllr Chris Evans (Via Teams)

1. Apologies:

Cllr Alan Waterfield (AW)

JB welcomed everyone to the meeting.

2. Declaration of interests:

HE informed JB that a quotation has been requested from Chris Burnage for removal of Ash trees from Hannah Jane Smith Park so asked that JB step out of the meeting during discussion of Agenda item 9 (iii).

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 11th October 2023.

Changes made to minutes:

8b Payments. P Barley. Reimbursement for TENS payment – change amount from £23 to £21.

12 AOB ii) Change “Terry” to “Tony” then change to read “has asked if we could help publicise” etc. After “It is being held” add “at the Dinorben Arms”.

12 AOB iii) Change name “Dawn” to “Darcy”.

RESOLVED: That these minutes be approved as a true record when changes have been made.

Proposed: **JB** Seconded: **PB**

5. Matters arising from previous minutes

i. Marquee.

Damage assessed thoroughly. Information with insurers and also sent to Gala tents for quotations to partially replace and fully replace. Risk Assessment to be carried out before further use.

ii. Goalposts.

Installed on the 7th November 2023. Given set of nets and clips as gesture of goodwill by Russell Welding. Stored with HE until BCC has a storage container.

- iii. **Storage Container.**
Email sent but no update from Rev Rebecca on request to site storage container on Church land. BCC concluded it may take years for the church to complete its reorder and as there may be opposition to the container being stored on the carpark behind the church, it was thought other options for siting a storage container should be considered. HE mentioned that BCC may have the option to use the box from an old horsebox wagon. SD mentioned whatever storage BCC use, it must be mouse proof. SD mentioned Marquees are still in her outbuilding but would be moved to Mr Glazebrook's very soon. Also, the Marquees are still in a container provided by Dee and Alex Jones as a temporary measure until storage can be found.
- iv. **C360 – Lights at Maes Y Graig.**
CE stated Sam Kelly could do ground works but after discussion it was decided no further action would be taken on this topic. The cost of installation, electricity and maintenance is prohibitive and the installation could cause a light nuisance to residents living near to the pathway. Also, any light pollution would not be in line with the AONB Dark Skies policy. Solar lights would be damaged and need regularly replacing.
- v. **Footpath to park.**
Original progress and contact with DCC has not been continued so BCC discussed ways of funding this project. CE sent email address of Adrian Walls at DCC to HE to talk to about rights of way when considering the installation of the new path from the bottom end of the park. BCC to search for grants to fund installation of a new footpath. It was noted that current DCC footpath sign to park is severely corroded.
- vi. **Ceramic map.**
Frame nearly complete. Various sites for installation discussed. Dinorben Arms, site near Oriel Gallery, on Church land, on the park. Needs to be clearly visible and to be cemented in as the map is very heavy.
- vii. **Sustainable Funding Grant ideas.**
Remove from Matters Arising and discuss under its own item number on the agenda.
- viii. **Noticeboard in park.**
HE contacted 3 sign makers but it would be a better option to create our own graphics for this sign. Humphreys quoted £88+vat, Good signs quoted £98.80+vat, PR Signs quote not received yet. HE realised she hadn't asked for double sided printing of signage so the quotes already received are for printing one side only.
- ix. **Flooding at AP Motors.**
RP emailed to state DCC attended to clear the drain but it is still blocked and DCC left the area very muddy and slippery. CE emailed Tim Towers at DCC to state the issue of flooding is not resolved.

Actions:

- i. **Marquee - Continue to liaise with insurers. Complete Risk Assessment before next used – HE.**
- ii. **Goalposts – complete. Remove from next agenda – HE.**
- iii. **Storage Container. Ring Jan at The Station Caravan Park to see if container could be sited there – HE.**
Ask Mr Glazebrook, Dee and Alex how long BCC can use the container and store the Marquee – SD.
Think of alternative places to store a container – ALL.
- iv. **C360 Lights at Maes Y Graig – Remove from next agenda – HE.**
- v. **Footpath to park. Look at any funding options that are currently available and email councillor's results – JB.**
Contact contractors re: quotes for installing complete pathway (at the right degree of incline to suit disabled users) as BCC will need 3 quotations for all grant applications – HE.
Email Adrian Wall re: rights of way – HE.

Report corroded footpath sign to DCC – ALL.

Ask Headteacher at Ysgol Bodfari if the children would like to design a sign guiding people to the park. Small prize for winning design. - SD

- vi. **Ceramic Map. Check land registry with view to putting map near the Oriel Gallery – MS.
Check the map would fit this site – AB.
Approach Brunning Price/John – HE.**
- vii. **Remove Sustainable grant from Matters Arising and discuss on future agendas as separate item – HE.**
- viii. **Noticeboard in park. Ask John at Dinorben if Brunning Price would consider assisting with cost of updating map with the Dinorben Arms details. Gain 3 quotes for double sided printed board – HE.
Produce graphics for new sign – MS.**
- ix. **Flooding at AP Motors. Report to DCC – ALL.**

6. County Councillor's Report. Circulated prior to meeting. See Appendix 1.

7. Planning and Highways:

- a) Highways.
 - i. A541 BLUE HAND CORNER BODFARI TO JUNCTION B5429 LLANDYRNOG 20/12/2023 - 21/12/2023
Gwaith BT/ BT Works KELLY TRAFFIC MANAGEMENT
Goleuadau Traffig Dros Dro/ Temp Traffic Lights
AOO Call - 02476642814
OOH Call – 07484033275
 - ii. BODFARI VILLAGE TO PONTRUFYDD COTTAGE JUNCTION WITH A541
20/11/2023 - 21/11/2023
Gwaith BT/ BT Works KELLY TRAFFIC MANAGEMENT
Ffordd ar Gau/Road Closure
AOO Call - 02476642814
OOH Call – 07484033275
 - iii. OS FORGE FARM COTTAGE, A541 FROM B5429 LLANDYRNOG TO ROSE GARDEN BENDS A541
FROM B5429 LLANDYRNOG TO ROSE
GARDEN BENDS BODFARI 15/11/2023 - 17/11/2023
Adferiad/ Reinstatement RPO WILLIAMS CIVIL ENGINE BODFARI
AOO Call - 01248 470533
OOH Call – 07795592484

Action: Item ii) – Email this information to Ysgol Bodfari and put on Bodfari Facebook page – HE.

- b) Planning –
 - i. 41/2023/0707 Gosod inswleiddio to mewnol (Cais Adeilad Rhestredig) / Installation of internal roof insulation (Listed Building Application) The Old School Bodfari Denbigh
Grid Reference:309,442.81370,063.81 02 /11 /2023
Fraser And Pickering

Action: No Objections from BCC, Inform DCC – HE.

8. Finance

- a. Financial report: Bank balances at 31st October 2023. Reserve Account £4487.74. Main Account £8647.26.

b. Payments:

- | | | |
|------|--|----------------|
| i. | Clerk salary October 2023 | £442.36 |
| ii. | Russ Welding - Goalposts | £1350.00 |
| iii. | Air Ambulance | 100.00 |
| iv. | *Return of refund to YSGOL Bodfari. | £100.00 |

This was reported and agreed in 10th October 23 minutes.

c. Income:

- | | | |
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| i. | *Refund from Ysgol Bodfari received 01.10.23 | £100.00 |
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This income was reported in 10th October 23 minutes.

***PLEASE NOTE THIS IS A CORRECTION AS THE CHEQUE FOR RETURN OF YSGOL REFUND AND INCOME WAS NOT INCLUDED ON NOVEMBER 14th AGENDA. HOWEVER, IT WAS DISCUSSED AND AGREED ON 10TH OCTOBER MINUTES.**

RESOLVED: That these be approved. Proposed: JB Seconded: PB

- d. Fixed Asset Register. Diarised to complete by end Feb 2024.

e. Financial Regulations.

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|------|---|
| i. | Annual Governance Statement. Diarised to complete by end Feb 2024. |
| ii. | Verification of bank statements. Resolved that JJ will verify bank statements once every quarter starting end Dec 2023. |
| iii. | Review of 3-year budget (Nov 23) |
| iv. | Detailed Estimates of receipts (Dec 23) |
| v. | Fixing the precept (Jan 24) |
| vi. | Moving money in the budget (Jan 24) |
| vii. | Salary Budget and Clerk Appraisal (Oct 23) |

Actions:

Clerk to complete all financial actions above shown under “e. Financial Regulations” by the date stated (or as soon as possible if the date has been missed. Report findings to Councillors at prior to meetings. – HE

Email JJ to set up quarterly verification of the bank statements for Dec 23.- HE.

Find appropriate Clerk Appraisal form and set date for 6-month appraisal between Clerk and Chair– HE/JB.

9. Village Playground and Park

- | | |
|------|--|
| i. | Park inspection.
Not completed this month. |
| ii. | Tender.
Updated and emailed to all. JB |
| iii. | Grounds Maintenance. JB left the meeting at this point while the quotations received were discussed. |

- Ash Trees - Two quotes received for Ash tree removal from Park. Lees Trees and Aerial Arborists. Awaiting two further quotations. Check debris removal is safe i.e., how it has to be handled to avoid spreading the Ash tree disease.
- iv. Signage. It was decided BCC don't need a further noticeboard in the park. The information needed will be included on the replacement sign BCC are currently in the process of gaining quotes and purchasing.
 - v. New Gate and Post. One quotation received from Denbigh Timber; another 3 local contractors had failed to supply quotations. Denbigh Timber have a good reputation and previous work for BCC had been completed to a high standard but it was felt BCC should continue to try and gain at least one more quotation, two if possible.
 - vi. Park Clean Up day. Post was added to Facebook. No response at moment. JB created posters to put on the noticeboards. Discussed sending flier home with children to promote this and to ask for ideas of what the residents would like to be included on the park. Maybe put on hold until Jan 24?

Action:

- i. **No Action.**
- ii. **Send any changes to Tender document to JB before the next BCC meeting on the 11th Dec 23. The tender will be proposed to be complete at this meeting. – ALL.**
- iii. **Present all quotes for Ash tree removal at next BCC meeting 11th Dec 23 – HE.**
- iv. **Signage for park. Remove from Agenda – HE.**
- v. **New Gate and post. Gain more quotes and present at next meeting 11th Dec 23 – HE.**
- vi. **Park Clean-up day. Monitor response from residents and discuss at next meeting – ALL.**

10. Correspondence

- i. Email from Helen Roberts who used to be Clerk for BCC. An arborist used the Charity Commission website to look for a contact address for BCC when he had been contacted by HE for a quotation to remove Ash Trees in Hannah Jane Smith park. The Charity Commissions website had not been fully updated and Helen's address was still listed on the Charity Commission site. HE ensured details were updated and took a screen shot when the Charities site was updated. This was emailed to Helen with an apology that it hadn't been done sooner. All trustee information has been updated too and this has been diarised to check annually.

11. Grants and funding.

A small working party is needed and will focus on accessibility into and across the Park and a new play area for 3- to 5-year-old children.

Action:

Search for best Funding Streams – JB.
Try and get three quotes for path and new play area – HE.
Create small working party – All.

12. AOB.

- i. **WhatsApp group.**
For clarification. BCC WhatsApp group is for notifications when documents have been emailed and can't be used for discussing council business or making decisions. Councillors do not have to be part of this group; it is a personal choice.
- ii. **Boules Court.**
Do BCC keep the boules court in the park or remove it? RP reported the boules court is not good enough to play on and it would need upgrading to be fit for use. Do enough people use it? Would any money spent on the boules court be better in the rest of the park.
- iii. D Day 80th Anniversary 6th June 2024. (See Appendix 2)

Should BCC arrange an event to commemorate this and create a diary of all events to be arranged for 2024?

Actions.

- i. Monitor use – HE/JB
- ii. Decide what to use the boules area for if it is removed – ALL.
- iii. Events diary for 2024 – SD.

Next meeting 630pm to 7.30pm 11th December 2023 Dinorben Arms Bodfari

Appendix 1 Chris Evans November Report.

CHRISTMAS EVENTS



Leanne, who is a UK Resettlement Project Coordinator with the Council, and her colleagues are arranging a Christmas Fair. It will take place on Saturday, 9 December at the Hafan Deg Day Centre, Rhyl. They are after donations of:

Winter coats for all ages (children and adults) in good condition;

School uniform – in good condition - for any of our schools in Denbighshire

Toys – any toys for any age but need to be in good condition

You can also book a stall at the event. Each stall/table will be £10. For more information about the above and also if you would like to book a stall/table, please get in touch with either Leanne or Laura. All the monies raised will be split between Hafan Deg Day Centre and underprivileged resettled families supported by the resettlement team

The Fostering Team are organising a Christmas Jumper Day to raise money for Christmas food parcels for our families in need. It will be held on Thursday, 7 December at Russell House, Rhyl. They are also collecting food donations for the parcels, which can be donated at the Fostering

Room on Floor 2. They are asking for donations of Christmas store cupboard staples such as: Christmas chocolates; cake baking kits; biscuit boxes, crackers; selection boxes; cookies; tea, coffee and hot chocolate; stuffing mix; crisps; along with the usual items such as pasta, tinned veg and fruit, tinned custard, shower gel etc. If you would like any further information, please contact elicia.mills@denbighshire.gov.uk.

Many Thanks

Cllr Chris Evans

E: robertchris.evans@denbighshire.gov.uk M:- 07795 65004

Appendix 2



Dear Town or Parish Clerk,

TOWN, PARISH & COMMUNITY COUNCILS - D-DAY 80 - 6TH JUNE 2024

As you are aware, we are organising D-Day 80 - 6th June 2024, throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories in commemoration/celebration of the 80th Anniversary of the D-Day landings, in Normandy, France, on 6th June 1944. This will enable our Town, Parish and Community Councils to use their involvement as their 'tribute' to those many, many thousands that gave so much on the Beaches in Normandy, to help ensure our freedom we share today, especially as many members of your community will have had relatives that were either involved in the D-Day landings and/or WWII as a whole.

We feel sure you will agree with us when we say that individuals and communities of all sizes were deeply affected in many and various ways during WWII. With this in mind, we would like to encourage your Town, Parish or Community Council to take part in D-Day 80 on 6th June next year by lighting a Beacon. We are aiming to achieve the lighting of at least 14 Beacons per County, within England and Wales, as part of this 80th Anniversary event. We would be extremely grateful if you would be kind enough to discuss your possible involvement with your Council members at your earliest convenience, please, with the view to ensuring we achieve the lighting of this number of Beacons in your County at 9.15pm on 6th June 2024.

Those taking part will receive a Certificate of Grateful Recognition, enabling them to frame and display it as a lasting reminder of this moment in history commemorated/celebrated.

The Guide To Taking Part, message from the Prime Minister and other aspects of the event, including the Lamp Light of Peace are available to download from the D-Day 80 website www.d-day80beacons.co.uk

From inside the Guide, you will see there are various types of Beacons that can be used on 6th June, which could be lit on town and village greens, local farms and country estates, or other

locations of your choice that night. (However, those that have existing Beacons, (including the gas fuelled ones used last year), are being encouraged to re-light these to save on funding).

Those taking part are being asked to provide the following:

Name of Country, Name of County, Name of Town or Parish Council, Name of Contact, Email, Beacon Location, Public or Private Beacon.

Please forward this information to brunopeek@mac.com as soon as possible.

We do hope that your Town, Parish or Community Council will take part, and look forward to hearing from you in due course.

My warmest regards to you all,

Bruno Peek CVO OBE OPR

Pageant master

D-Day 80, 6th June 2024

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www.d-day80beacons.co.uk