

**MINUTES OF THE MEETING OF BODFARI COMMUNITY COUNCIL**  
**Held at St Stephens Church Bodfari on the 14<sup>th</sup> of May 2024 and by TEAMS conferencing software:**

Join Teams by: <https://teams.live.com/meet/9466023660984?p=q8rSkUBJhnMX1aZV>

Present:

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

Cllr Philip Barley (Vice Chair) (PB)

Cllr Martin Shutt (MS) - Via Teams

Cllr Rebecca Parrin (RP)

Cllr Sue Davidson (SD)

Also present:

Heather Eubank (Clerk)

Cllr Chris Evans. (CE) – Via Teams. Cllr Evans lost connection approximately half way through the AGM/General Meeting. Clerk received a text asking that any relevant actions arising from the AGM/General meeting be sent to Cllr Evans to follow up with DCC on behalf of BCC.

**1. Apologies:**

Cllr Julie Johnson (JJ)

PB chaired the meeting and welcomed everyone.

**2. Declaration of interests:** SD Section 8b - Payments.

**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 9<sup>th</sup> April 2024.**

**RESOLVED:** That the minutes of the 9<sup>th</sup> April 2024 be approved as a true record.

Proposed: **MS** Seconded: **RP**.

**5. Matters arising from previous minutes**

i. **New councillor - plan.**

SD felt waiting to advertise until the summer break is over may be the best way forward. HE suggested an advert for Facebook, noticeboards, Oriel window and church noticeboard giving insight into the role of a Councillor. PB suggested including the small remuneration which can be claimed as a councillor in the advert. The advert could also be condensed into a slip for the children who attend Ysgol Bodfari to give to their parents. SD/PB mentioned there may be one other lady in the village to approach.

ii. **Ceramic map.**

Ongoing, keep on agenda until complete.

iii. **Graphics for Noticeboard in park.**

Ongoing. BCC previously gained three quotes for supply only and decided to accept PR printer's quote. Clerk asked councillors to consider asking for quotes to also include graphics.

iv. **Tender for Recreation Ground.**

Clerk contacted 2 further companies – First Cut ( Denbigh), Maddison's (Holywell). Maddison's declined to quote, First Cut's quote was excessive.

v. **Newsletters/survey.**



**Actions:-**

- i. Ask if school would hand out slips during next Governor's meeting - SD.  
Speak to another potential candidate in village - SD/PB.  
Create poster/Facebook post HE.
- ii. Ongoing.
- iii. Contact the 3 companies who originally quoted for the new sign to enquire what the cost would be to also create the graphics. Then update MS and other Councillors – HE.
- iv. Send tender out to more contractors – HE.
- v. Add post to Facebook – HE  
Investigate addition of disabled access. Gain advice from DCC – CE/HE.  
Shelter – prices. HE
- vi. Complete remove from agenda.
- vii. Complete – remove from agenda.
- viii. Complete – remove from agenda.
- ix. Complete – remove from agenda.
- x. Complete – remove from agenda.
- xi. TENS license required for Duck Race – PB.  
Advert for Duck Race event – send to Clerk – SD.  
Place advert on Facebook and website - HE
- xii. Email potential changes to GDPR Policy to Clerk – PB.  
Email Arfon Parry to ask about function of analytical cookies and the website GDPR Policy – HE.  
Make suggested changes to GDPR Policy and add to next agenda – HE.
- xiii. Approach Brenig Windfarm to ask about funding grant for defibrillator – PB.

**6. County Councillor's Report.** Circulated prior to meeting – see Appendix 2.

**7. Planning and Highways:**

- a. **Highways.** Nothing planned in latest reports from DCC.
- b. **Planning.**
  - i. **CAIS / APPLICATION: 41/2024/0115**  
**CYNNIG / PROPOSAL: Codi annedd menter wledig, gosod tanc septig a gwaith cysylltiedig /**  
**Erection of a rural enterprise dwelling, installation of a septic tank and associated works**  
**LLEOLIAD / LOCATION: The Warren , Bodfari, Denbigh. Revised docs – circulated prior to meeting.**  
MS stated no issue with revised planning docs because as well as owning the site, all plans will be carried out well within curtilage. All councillors agreed.

**Action:-**

**HE to inform DCC that BCC has no objection to this revised planning application.**

**8. Finance**

- a. **Financial report:**  
Bank balances at 30<sup>th</sup> April 2024. Reserve Account - £4531.19. Main Account - £11705.14.  
**(£6,213.81 of the Main Account money is ring fenced for lottery funded spend minus the £386.15 spent this month).**  
JB and PB checked current bank statements to verify the amounts stated in this report.

- b. **Payments. - For approval and dual signatures for cheques.**
- i. Clerk salary April 2024 £440.36
  - ii. HMRC April 2024 £2.00
  - iii. Expenses (HE) Apr 2024. Stationary/Scanner/Paint for goalposts £105.93
  - iv. C. Burnage new gate and post recreation ground. £435.00
  - v. Insurance Renewal £696.86
  - vi. Mrs S Davidson ring fenced community spend expenses £386.15

**Please note – Cheque number 100742 for £20 payable to Mrs J Burnage (JB) was approved at meeting in March 2024. JB asked that the cheque be destroyed as she did not want to claim this expense for printing of annual newsletter. JB also not claimed the cost of 43 2<sup>nd</sup> class stamps used to post the annual newsletter and questionnaire. Cheque 100742 destroyed in meeting by Clerk.**

- c. **Income** – Precept payment received via bacs 24<sup>th</sup> April 2024 £5327.00

**RESOLVED: That the Financial Report be approved.**

**Proposed: PB Secoded: JB.**

- d. **Overtime** - Clerks April 2024 Overtime for approval. Total -= 25 hours.  
Clerk is contracted to work 6 hours per week.

1st to 30th April 2024

Apr-24	Hrs Worked	Plus/Minus	Comment
Week 1	0	-6	Away
Week 2	21.25	15.25	Catch up, Meeting and Internal Audit
Week 3	15.5	9.5	Internal Audit
Week 4	13.25	7.25	Internal Audit
Week 5	5	-1	
		25	Hours claimed to be paid June 24 salary

**RESOLVED: That the overtime be approved for payment.**

**Proposed: JB Secoded: RP.**

Clerk to email payroll and 'cc' PB, RP and JB into email

## 9. Village Playground and Park

- i. **Park Inspections.** JJ on rota for April 2024.
- ii. **Grounds Maintenance.**

### Questions from Tender.

- 1 - Removal of all grass around base of equipment.  
Best way to do this would be with a lawn mower with grass box. Access would be limited though due to size and shape of mower.  
**BCC Reply: -Contractor to choose best method for this.**
- 2 - Removal of any grass/branches etc following any work.  
**BCC Reply: -Removal of grass cuttings is not needed when the grass cuttings are fairly short. Long grass cuttings, (usually from the first and/or second cut of the year), do need removing as walking through them is difficult and they could present a trip hazard.**
- 3 - Confirmation that any issue raised by BCC prior to a visit have been addressed  
How soon would BCC want the issue raised dealt with? Would it need to be reactive i.e. 24hrs or could it be scheduled into the next visit?

**BCC Reply:- BCC will inform contractor of response time needed when any issue is raised. If issue causes a serious Health and Safety concern, it would need attention within 24 hours. Other issues can be addressed at the next visit or at a time agreed by BCC and contractor.**

4 - Management of brambles.

Could we look at cutting back and treating with the base with a weed killer?

**BCC Reply:- BCC have a duty to ensure biodiversity and therefore oppose the use of weed killer. Brambles will need controlling via cutting back.**

iii. **Fencing quote.**

Not completed – add to next agenda

**Actions:-**

ii. **Update Tender to reflect above JB? Send replies to Bodfari Environmental. HE**

iii. **Get quotes to repair fence – HE.**

**See if Notice can be repaired and erected – RP.**

**10. Correspondence.** – Clerk mentioned an invitation from DCC Councillor Peter Scott to attend a concert to commemorate 80 years since 'D DAY'. The concert is being held on the 6<sup>th</sup> of June 2024 at St Thomas's church, Rhyl commencing at 7pm. Clerk will scan and circulate to councillors.

**11. Village Noticeboard.** JJ has found some noticeboards online but could not attend this meeting so will add to next agenda. Does the village need 2 noticeboards or just 1 in the centre of the village? RP suggested installing a bench at Maes y Graig where one of the current noticeboards is erected. This area could be redefined as a sitting/meeting place.

**Actions:**

i. **Add to next agenda for further discussion – HE.**

ii. **Quotes for new noticeboards – HE.**

**12. Clerk Appraisal – 2 councillors .**

Clerk employed by BCC 17<sup>th</sup> April 2023 so appraisal now due. Appraisal docs emailed to councillors and 2 councillors will be appointed to carry out the appraisal.

**Actions:**

**Suggest some dates and decide who will perform the appraisal – PB.**

**13. AOB.**

None.

**Next Meeting 7pm to 9pm 11<sup>th</sup> June 2024 in the Private Dining Room –  
Dinorben Arms Bodfari.**

## Appendix 1

We will be working to enhance nature in the park with bird boxes, insect hotels and more wildflowers but to help us to get grants and funding, we need your thoughts and suggestions; we have decided to put the boules court to better use so what do you think would benefit the people of the village??

What is your age range:      Under 18                      19-30                      31- 50                      over 50

1. How would you rate the current park facilities (1-5 with 1 being the lowest) for:

Toddlers ?                      Children ? ages?                      Adults |

2. How satisfied are you with the appearance of and facilities in, the park?

Poor - no shelter & insufficient seating for adults  
Overgrown link fence - could do with steps to lower level

3. What do you think would make Bodfari Park a more inclusive and used space?

Attention to the above. Wild flowers would be a plus.   
more

4. What are your thoughts on the current pathways and accessibility to and within the park?

See 2 above. Wheelchair users are not going to approach from either end.

5. What do you like about the park as it is right now?

That it's basically "there"! View across to Moel y Parc good. Plums plentiful for the picking! Last year there was a glut!

6. How do you think we can improve the park?

Would it be possible to cordon off an area for bee hives (as I gather <sup>these</sup> used to be there?)

Please complete the survey and either send it to us electronically or post through the letterbox at Fairholme (on the hill opposite the pub) or at Oriol Gallery by 31st March 2024.

If you have any ideas, concerns or problems, please get in touch with BCC either in person, through our social media pages or via [www.bodfaricommunitycouncil.org.uk](http://www.bodfaricommunitycouncil.org.uk)

## **Appendix 2**

### **Chris Evans Report May 2024 report**

#### **RECYCLING INFORMATION SESSIONS**

We are holding six drop-in sessions during May giving residents the opportunity to ask questions about the new recycling system which starts from 3 June 2024. This is chance to ask questions about how to separate your recycling; find out how collections are changing; learn about what you can and can't recycle; and find out how you can reduce your waste. The recycling drop-in sessions will be held between 2pm and 7pm in the following locations. Anyone is welcome to attend these sessions.

Wednesday, 15 May @ Llangollen Town Hall, Parade Street, Llangollen, LL20 8NU

Wednesday, 22 May @ Rhyl Town Hall, Wellington Road, Rhyl, LL18 1BA

Wednesday, 29 May @ County Hall, Wynnstay Road, Ruthin, LL15 1YN

There is comprehensive information about the new service in the Frequently Asked Questions section on the Council's website [www.denbighshire.gov.uk/recycling-frequently-asked-questions](http://www.denbighshire.gov.uk/recycling-frequently-asked-questions)

#### **DOMESTIC ABUSE OR SEXUAL VIOLENCE**

If you are experiencing or have experienced domestic abuse or sexual violence, or are worried about someone then call the Live Fear Free Helpline (external website) for free, 24 hours a day, 7 days a week on 0808 80 10 800. There is also much more helpful information on our website.