

MINUTES OF THE MEETING OF BODFARI COMMUNITY COUNCIL
Held at the Dinorben Arms (Private dining room) on the 11th of June 2024 and by TEAMS
conferencing software:

Join Teams by: <https://teams.live.com/meet/9469334798337?p=uUUf8krpAl0Bj6hPeX>

Present:

Cllr Philip Barley (Chair) (PB)

Cllr Julie Burnage (JB)

Cllr Martin Shutt (MS)

Cllr Sue Davidson (SD)

Cllr Julie Johnson (JJ)

Also present:

Heather Eubank (Clerk)

Cllr Chris Evans. (CE) – Via Teams. Cllr Evans had to leave for another meeting part-way through the meeting.

Community Support Officer Dave Jones

1. Apologies:

Cllr Rebecca Parrin (RP)

PB welcomed everyone including Community Support Officer Dave Jones. Dave stated there were no issues to report from last month. Main issue in rural areas is Travellers looking in gardens. Dave said to tell residents to log anything suspicious including unknown vehicles and phone the police. They usually scan the area then come back 2-3 weeks later to take the targeted items so stay vigilant. There was an issue 12 months ago with badger baiting, the perpetrators are usually from out of the area but they seem to gain local knowledge by some means?

Chris Evans reported there is concern about anti-social behaviour which was initially started in Rhualt but after night patrols by the police, it is believed to have moved into Cwm. Tremeirchion was also targeted last year. Children in St Asaph have had money taken off them too. The anti-social behaviour involves 4-5 teenagers on pushbikes who have been seen around these areas at 2am-3am. It is wondered if this a County lines problem.

Residents of Bodfari are advised to be vigilant. Make sure vehicles are locked and your home is secure at night. If you see anything suspicious ring 101 and report to the police ensuring you get a crime reference number.

Actions:

- i. **Facebook and website post about this for residents.**
- ii. **Email Dave Jones the dates of our next meetings.**

2. Declaration of interests: SD and PB - both 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 14th May 2024.

RESOLVED: That the minutes of the 14th May 2024 be approved as a true record.

Proposed: **SD** Seconded: **JB**.

5. Matters arising from previous minutes

- i. **New councillor - plan.**
SD and PB spoke to residents, 1 resident showed interest but no further response. Leave until after summer holidays then revisit.
- ii. **Ceramic map.**
Ongoing, keep on agenda until complete.
- iii. **Graphics for Noticeboard in park.**
HE dismantled board and took to see if printers could do graphics but not an option. Left board with MS who will complete graphics and return to HE to take to printers.
- iv. **Tender for Recreation Ground.**
BCC received 3 quotes for this tender which were opened at the meeting.
First cut - £15000 per annum
Bodfari Environmental £2650 plus Vat per annum
John Roberts - £1600 per annum
It was decided to offer the tender to John Roberts.
- v. **Newsletters/survey.**
Facebook message posted but still no further response to survey. It was felt the cost of disabled access and a new shelter was prohibitive so no further action to be taken.
BCC will dedicate a full meeting to the recreation ground at a later date to discuss if any features can be improved/installed and create a plan.
- vi. **New Marquee update.**
An 8X4 metre Marquee has been purchased but it is only lightweight so will be erected and dismantled for each event. It will be big enough for the Duck Race on the 30th June 24 but may not be big enough for the Church event in August. JJ witnessed some water filled anchorage for Marquees, it can be used on concrete too as no pegs needed using this system.
- vii. **GDPR Policy.**
Now complete and circulated prior to meeting.
RESOLVED: That the GDPR (Data protection) Policy be approved.
Proposed: SD Seconded: PB.
- viii. **New Defibrillator.**
Costs are more than originally thought for installation of new defibrillator. Decide if BCC can attain a grant to cover costs. SD asked if BCC could pay the annual fee of £60 for the defibrillator outside the school going forwards and take on as a BCC asset? However, the school would still be responsible for the upkeep/general checks needed for the defibrillator. Also, can BCC give a charitable donation to Ysgol Bodfari towards books for the school.

Actions:-

- i. **Share prepared Facebook post now then again when school reopens – HE.**
Flyer for school to distribute after the summer holidays - HE.
- ii. **Ongoing.**
- iii. **Complete Graphics and send to HE – MS.**
Check cost of 2 single boards versus current quotes for 1 board double sided. Purchase new signs – HE.
- iv. **Contact Bodfari Environmental and John Roberts to advise of decision and agree a notice/start date with both – HE.**
- v. **No further action removes from agenda.**
- vi. **Gain quotes for water-based anchorage for the Marquees - HE.**
- vii. **Complete – remove from agenda.**
- viii. **Discuss Defibrillator with Ysgol – SD.**

Check if BCC can pay for the annual fee and give a charitable donation to Ysgol Bodfari for books -HE.

6. County Councillor's Report. Circulated prior to meeting.



Over the last three weeks, I have been approached by many residents, in the village concerns on the actions of a kids and young adults

As your local county counsellor, it is my duty to engage with North Wales police to discuss these problems in the Village's that are in my ward that I represent

North Wales, police are encouraging everybody who has any issue to report it either on the 101 report in number or if you feel it is an emergency 999. Please get a crime reference number as having these numbers they go into the system and get logged and then North Wales police, collect this data and analyse it for patrols or assistance in these areas

To the residents that have approached me, please feel free. My door is always open on my phone is always on



7. Planning and Highways:

a. Highways.

- i. JUNCTION WITH A541 OPPOSITE DOWNING ARMS TO GWYNDY JUNCTION. BODFARI
Ffordd ar Gau/Road Closure 10/06/2024 - 12/06/2024
Adnewyddu Polyn / Renew Pole GT WILLIAMS (SOFIA)
AOO/OOH C 07535 685008/07535 68500

b. Planning.

APPLICATION: 41/2024/1034/PF

PROPOSAL: Codi 5 tŷ ar wahân, newidiadau i'r mynedfeydd presennol,

tirlunio a gwaith cysylltiedig / Erection of 5 no. detached dwellings, alterations to existing accesses, landscaping and associated works

LOCATION: LAND AT OLD FORGE GARAGE, BODFARI, DENBIGH, DENBIGHSHIRE,

Councillors found many discrepancies in the reports submitted with this application and voiced concerns that planning had not been submitted for the Downing Arms sites at the same time as the plans for the Old Forge Garage.

Actions:-

- i. **Councillors to send all discrepancies to PB - ALL.**
- ii. **Write BCC response to this application noting that BCC object to this planning application at this time because of the above issues – PB.**

8. Finance

a. Financial report:

Bank balances at 31st May 2024. Reserve Account - £4531.19. Main Account - £10248.58. **(£6,084.88 of the Main Account money is ring fenced for lottery funded spend minus the £340.00 spent this month).**

JB and MS checked current bank statements to verify the amounts stated in this report.

b. Payments. - For approval and dual signatures for cheques.

i. Clerk salary May 2024	£718.97
ii. HMRC May 2024	£80.20
iii. Expenses (HE) May 2024. Printer Ink	£17.51
iv. Mrs S Davidson ring fenced community spend expenses	£319.00
v. Expenses (PB) TENS Licence Duck Race 30 th June	£21.00
vi. JDH Business Services (internal audit fee)	£330.00

c. Income – HMRC Vat Return (25th May 2024)

£799.74

Note: £278.22 of this Vat refund will be added to the ring-fenced community fund as it is the Vat from items bought using this fund.

RESOLVED: That the Financial Report be approved.

Proposed: JJ Seconded: MS.

- d. **Internal Audit Documents.** Response from internal auditor circulated prior to meeting. It states all issues from 2022-2023 audit are resolved.
Issue from 2023-2024 audit. Council did not formally approve a risk assessment in 23/24, although it was noted that the risk assessment was on the May 2024 agenda.
Recommendation. The council should ensure that they carry out a risk assessment annually and it is formally approved by council.

PB signed the Bodfari Community Council 2023-2024 Annual Return.

HE stated the BCC Risk Assessments needs updating and provided PB with a template that could be used to help with this process prior to the meeting.

Action: Update BCC Financial and Operational Risk Assessments – PB/HE.

- e. **Bank card and online payments.** HE downloaded documents from HSBC and sent to PB prior to meeting. PB stated he had read these and we would need to appoint one main user. Payments can be dual approved on the system for online banking. SD asked about a BCC credit card that can be used for purchases instead of claiming expenses? PB thought this was not an option?

Actions:

- i. **Check if any changes are needed to our Financial regs and Standing Orders if we pay online – HE.**
- ii. **Check if other councils have a policy for the use of online banking – HE.**

- f. **Overtime** - Clerks May 2024 Overtime for approval. Total -= 25 hours.

Clerk is contracted to work 6 hours per week.

1st to 31st May 2024

Apr-24	Hrs Worked	Plus/Minus	Comment
Week 1 (6 th May)	8	2	Emails, actions.
Week 2 (13 th May)	18	12	Meeting, actions Ext Audit (basic)
Week 3 (20 th May)	18	12	Emails, actions, Mins, Ext Audit (Main)
Week 4 (27 th May)	5	-1	Agenda, actions, emails
		25	Hours claimed to be paid June 24 salary

Action: Need to create a policy for overtime to include how the approved number of hours is relayed to PAYE administrator - HE.

RESOLVED: That the overtime be approved for payment.

Proposed: PB Seconded: JJ.

Clerk to email details of overtime to payroll administrator Sara Trow. PB and JJ to also be added as recipients of the email.

9. Village Playground and Park

- i. **Park Inspections.** Received May reports from JB on rota for June 2024.
- ii. **Grounds Maintenance. (Questions from Tender).** Questions raised on tender were discussed with all contractors who submitted a tender. It was agreed with them all that only the first long cut of the season would need removing and could be placed on an agreed (unused) part of the recreation ground to avoid it becoming a trip hazard and unpleasant to walk over. BCC would oppose the use of weed killer within the recreation ground and prefer the brambles to be cut back.
- iii. **Fencing quote.** Not completed – add to next agenda.
- iv. **Disabled access.** Not at this time – see 5v.
- v. **New Shelter.** Not at this time – see 5v.

Actions:-

Update Tender and circulate before sending to John Roberts as agreed contract of work – HE.

10. Correspondence. – Letter sent to Government Corporation Tax department asking for a refund of £367.40 TO BCC because of overpaid tax in the 2022-2023 financial year.

11. Village Noticeboards. Look at replacements and quotes for repair. Legs of Maes y Graig noticeboard are fine but Maes Y Graig leaks and documents become illegible. Noticeboard adjacent to Tegfan to be tidied up.

Action:

Quotes for new noticeboards/repair of existing – HE.

12. BCC Training plan. Circulated and read by all prior to meeting. Agreed to ratify Training Plan.

13. Risk Assessments for social activities/events. PB circulated new comprehensive Risk Assessments prior to meeting but concluded that a simple tick list is needed to be used for each individual event. The tick list will our Local Councils Insurance Special Events & Activities Guidelines

Action:

Create Activity/Event Tick Health and Safety tick list – PB.

14. AOB. All Councillors received the following letter:

Dear Councillor

In carrying out your duties as a Community and Town councillor, the Independent Remuneration Panel for Wales (IRP) recognises that there will be a requirement for you to work from home on a regular basis. In these circumstances, the Community and Town Council will provide a standard contribution to the costs incurred of £156 per annum (or £3 per week). This arrangement falls within the HMRC definition of “homeworking” arrangements and therefore may not be subject to PAYE were the following condition applies:

You must confirm in writing to the Clerk that you regularly work from home on your official duties as a Councillor and that you are not already claiming a tax allowance for home working expenses against another source of income.

The IRP has also determined that Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively Councils must enable members to claim full reimbursement for the cost of their office consumables. Where a Council has taken the decision to pay a flat rate reimbursement of £52, then this amount is considered exempt from PAYE arrangements.

Yours sincerely

Heather Eubank
Clerk/RFO
Bodfari Community Council

Next Meeting 7pm to 9pm 2nd of July 2024 at Ysgol Bodfari.