

DRAFT MINUTES OF THE MEETING OF BODFARI COMMUNITY COUNCIL
Held at The Dinorben Arms (Private Dining Room), Bodfari on the 8th of October 2024
and by TEAMS conferencing software:

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Present:

Cllr Rebecca Parrin (RP)

Cllr Julie Burnage (JB)

Cllr Martin Shutt (MS)

Cllr Sue Davidson (SD)

Also present:

Heather Eubank (Clerk)

Nigel Bunton (Cllr candidate)

1. Apologies:

Cllr Philip Barley (Chair) (PB)

Cllr Julie Johnson (JJ)

Cllr Chris Evans. (CE)

RP chaired the meeting and welcomed everyone. The Councillors and Clerk introduced themselves and gave background to their tenure to Nigel. Nigel explained his background and former work experience and also his previous experience as a Parish Councillor in Suffolk.

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 10th September 2024.

RESOLVED: That the minutes of the 10th September 2024 be approved as a true record.

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

5. Matters arising from previous minutes

i. **New councillor.**

Email received from Nigel Bunton (NB) expressing his interest in becoming a Councillor of Bodfari Community Council. The email was circulated to all Councillors before meeting. PB emailed "The Good Councillors Guide" to NB.

NB was invited to attend this BCC meeting to aid his decision to join BCC.

BCC voted unanimously to appoint Nigel Bunton who accepted the post of Councillor and signed a Declaration of Acceptance Of Office.

ii. **Graphics for Noticeboard in park.**

Welsh translation now completed. Graphics are complete.

iii. **New Defibrillator. Grant to cover costs – Wind Farm.**

HE sent SD/RP's calculation of the amount needed to install a new defibrillator to PB.

Councillors queried whether Bodfari need another defibrillator? SD wondered if new owners of Dinorben would fund this? Do the residents of Bodfari need a reminder of the location of the current defibrillator?

- iv. **Bank Card and Online Banking.**
Not transferred to Unity Bank yet. Waiting for outstanding cheques to clear. Will try and open new accounts this month (October).
- v. **Payment of overtime Policy.**
SD asked if PB was asked before overtime was worked, HE replied no. The extra hours worked by HE (unpaid) from April 23 to April 24 were used as a template to budget for Clerks 23-24 Salary. The hours needed to complete the role of Clerk/RFO for BCC averaged 2 extra hours per week over a twelve-month period. Although the extra hours are budgeted for, they are only worked when needed.
The changes to the BCC Overtime policy suggested by JB have been implemented and recirculated prior to the meeting.
RESOLVED: That the BCC Overtime Policy be approved.
Proposed: **JB** Seconded: **MS**.
- vi. **New Operational and Financial Risk Assessment.**
Ongoing.
- vii. **Smart Water Kits.**
HE contacted Nannerch Clerk (Jeanne) to ask how their council introduced this scheme. Jeanne confirmed the fee for purchase of the kits and signs for the area (£1500) was paid out of Nannerch Community Council funds (not a grant), then offered to the Nannerch residents free of charge. The police helped to engage residents by holding surgeries etc. Jeanne has shared all the templates used and given a clear description of the plan to implement this scheme in Nannerch.
HE also contacted the Tremeirchion Clerk to see if they would like to work with BCC to implement this scheme so the fee could be shared between the two councils?
It was thought that this might be an out-of-date scheme and there were newer schemes on the market such as micro dotting. Also, it cannot be assumed that all counties hold the scanning equipment for item marked with the Smart water kits?
- viii. **Facebook flyer -Vandalism, dog fouling and proper use of the recreation ground.**
HE completed this document and circulated via email prior to the meeting. Changes suggested by SD and JB.
- ix. **Letter to DCC/Resident re: new fencing and access to recreation ground.**
Ongoing.
- x. **IRPW 23-24 Annual Return.**
Completed and submitted by HE. Email response from IRPW received to confirm receipt and that the new form was completed correctly.
- xi. **First Aider for events.**
There may be residents who are first aiders? BCC may be able to fund training?

MS mentioned PB emailed to state the BCC Noticeboard would be removed from the front of his property when it is painted. A decision is needed on whether to find a new home for the noticeboard, just use the one at Maes -Y-Graig, use the Church or the schools. – No decision made, add to next agenda.

Actions:-

- i. **New councillor. No further action, remove from agenda - HE.**
- ii. **Graphics for Noticeboard in park.**
Take graphics to PR Signs in Denbigh and order new signs – HE.
- iii. **New Defibrillator. Grant to cover costs.**
Decide if new defibrillator needed. If yes ask Windfarm about a grant(PB)/ ask Dinorben if they will fund (SD).

Decide if phone box will be updated? - ALL

Defibrillator location reminder for residents. Add to BCC Facebook page, ask Dee to add to next email circular and put a copy in the noticeboard HE.

- iv. **Bank Card and Online Banking.**
Transfer to Unity Bank. – HE.
- v. **Payment of overtime Policy. Complete remove from agenda – HE.**
- vi. **New Operational and Financial Risk Assessment. Ongoing PB/HE.**
- vii. **Smart Water Kits.**
Contact Tiff Davies. Ask if Police have Smart Water kit detectors in our area and ask about micro-dotting – HE.
Get feedback from Tremerchion Clerk - HE.
- viii. **Facebook flyer -Vandalism, dog fouling and proper use of the recreation ground.**
Implement suggested changes and recirculate – HE.
- ix. **Letter to DCC/Resident re: new fencing and access to recreation ground – see Section 9 item v.**
- x. **IRPW 23-24 Annual Return. Completed, remove from agenda – HE.**
- xi. **First Aider for events.**
Contact OVW about first aid training provision – HE.
Facebook post to residents – HE.

6. County Councillor's Report.

Councillor Chris Evans is in hospital so no report received. Councillor Mervyn Parry is BCC's contact until Chris is well and back at work.

7. Planning and Highways:

- a. **Highways** – None.
- b. **Planning** - None.

8. Finance

- a. **Financial report.** Bank Balances as of the 30th September 2024 Main Account £10127.98. Reserve Account £4576.82. There is £5,353.74 left to spend in the earmarked Community spend monies.

Banks statements for both accounts shown to councillors at the meeting.

- b. **Cheque Payments.** - For approval and dual signatures for cheques.
 - i. Clerks Salary September 2024 £440.36
 - ii. HMRC September 2024 £2.00
 - iii. Expenses M H Eubank postage, and stationary ...£16.75
 - iv. J Roberts Grounds maintenance July 10th to 4th September 24 £100.00
- c. **Invoices received after issue of agenda.**
 - i. Harold Smith Payroll for quarter ending 30th Sept 24 £42.00
- d. **Other Payments.**
 - i. Bank Charges from the 6th Aug to 5th Sept 2024 (debited by Bank) £5.80
- e. **Income.**
 - i. Interest Reserve Account £22.03
- f. **Overtime.**
 - i. Overtime for period July to 30th September 2024 – 15 hours.
- g. **Budget update for 2nd quarter.**

JJ to verify quarter 2 bank statements to BCC Accounts doc at November's meeting.

Overspend on Audit fees as 3 fees received from Audit Wales in this financial year.

Overspend on Insurance as premium significantly higher because of claim and rising cost of insurance.

Highlight work needed on trees in the park **as soon as possible** so that quotes can be obtained and work done at the correct time of year as per budget.

Agree any virements in the budget after the third financial quarter.

Look at earmarked reserves and if any plans for spend.

Reduce Reserve account funds.

Actions.

- i. Ask contractor to visit park and make list and quote for any tree work needed - RP.**
- ii. Gain 2 further quotes for tree work when list is received from RP– HE.**

RESOLVED: That the Financial Report be approved.

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

9. Village Playground and Park

- i. Park Inspections.** Received July's from SD and Septembers via email from PB. List of issues from PB to be discussed at park meeting.
- ii. Flyer re vandalism and fouling – already discussed section 5 point viii..**
- iii. Grounds Maintenance.** John sent this report.
"I completed the second cut for September slightly staggered and later than intended, due to the heavy rain at the time, no other issues to report, I met with Sue, Rebecca and Phil to discuss further work required, the beech hedge, the perimeter, and some brush cutting etc, I will look to do them in October" Many thanks"
- iv. Fencing meeting SD/RP/PB.** Issues identified and shown to John. NB volunteered to go and look at the fence repair and wire that needs removing at entrance to the coppice.
- v. New boundary fencing and access point to park erected by resident.**
BCC thinks the boundary fence has been erected on BCC land and that the access gate should not have been added.
- vi. Request from resident about update to park access.**
Communication about this access that was gained in 2023 from DCC should not have been sent to PB by HE. Letter sent to resident by PB.
- vii. Arrange a full meeting to discuss plans for Recreation Ground – Ongoing.**

Actions:-

- i. Scan and save Inspections on laptop – HE.**
- ii. Discussed 5 viii – remove from agenda - HE.**
- iii. No Action needed.**
- iv. Repair fence and remove wire at entrance to the coppice - NB.**
- v. Measure OS map for approximate measurements of correct boundary. - MS.**
Seek advice from DCC Planning Department if fence is found to be in wrong place and also about unauthorised access gate- PB.
Write letter to Resident with findings. – PB.
- vi. Complete, remove from agenda – HE.**
- vii. Complete availability sheet – ALL.**

10. Important Correspondence.

Julie Burnage received an email from The charitable Trust which included :-

“Registered charities in England or Wales must send an annual return to the Charity Commission or report their income and spending every year. You must submit your annual return within 10 months of the end of your financial year.”

HE confirmed the BCC Charity Commission Annual Return was submitted on the 3rd September 2024.

11. Defibrillator training.

Tremeirchion are arranging free Defib training next Feb, March in The Salusbury Arms Community pub in Tremeirchion and asked if Bodfari residents want to take part.

Action:-

Email Tremeirchion Clerk to state BCC would like to take part if any Bodfari volunteers come forward - HE.

12. AOB.

SD reported Ysgol Bodfari have gained funding to create a small grassed area with a pathway at the side of the school. They would like to install raised beds and make it place for all the community to help with the planting and looking after the raised beds. SD said the school would like to use BCC as a conduit to advertise this scheme to residents. SD to email PB the full details.

Next Meeting 7pm to 9pm on Tuesday the 12th of November 2024 at Ysgol Bodfari.