

**DRAFT MINUTES OF THE MEETING OF BODFARI COMMUNITY COUNCIL**  
**Held at The Dinorben Arms (Private Dining Room), Bodfari on the 12th of November**  
**2024 and by TEAMS conferencing software:**

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Present:

Cllr Philip Barley (Chair) (PB)  
Cllr Rebecca Parrin (RP)  
Cllr Julie Burnage (JB) (via Teams)  
Cllr Sue Davidson (SD)  
Cllr Julie Johnson (JJ)

Also present:

Heather Eubank (Clerk)  
Cllr Chris Evans. (CE) (via Teams)

**1. Apologies:**

Cllr Martin Shutt (MS)  
Cllr Nigel Bunton (NB)

PB welcomed everyone.

**2. Declaration of interests:** Heather Eubank 11. Clerk Annual Appraisal.

**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 8<sup>th</sup> October 2024.**

**RESOLVED:** That the minutes of the 8<sup>th</sup> October 2024 be approved as a true record.

Proposed: **SD** Seconded: **RP**.

**5. Matters arising from previous minutes**

- i. **Graphics for Noticeboard in park.**  
Graphics taken to PR Signs by HE.
- ii. **New Defibrillator. Grant to cover costs/Phone Box.**  
Yes, new defibrillator is needed. Look for grants to fund. British Heart Foundation grants available PB to investigate
- iii. **Defibrillator training and FB Flyer.**  
Flyer completed by HE and circulated including information on free defibrillator training prior to meeting. Councillors agreed ok to display. Tremeirchion Clerk organising FREE defibrillator training for next Feb/March in Salusbury Arms, BCC will pay 50% of any room hire costs. Ysgol Bodfari could be a second venue if many volunteers come forward.
- iv. **Unity Bank.**  
New HSBC Bank Mandate completed to ensure details for signatories are correct prior to switch to Unity Bank is attempted as advised by other Clerks.
- v. **New Operational and Financial Risk Assessment.**  
Ongoing.
- vi. **Smart Water Kits.**  
Tremeirchion CC have decided not to take part in this scheme. BCC cannot fund 100 kits and signs for the village. We would need 100 residents to show an interest in purchasing these kits to obtain the discounted rate of £10 plus vat per kit.

- vii. **Facebook flyer -Vandalism, dog fouling and proper use of the recreation ground.**  
HE circulated completed document prior to meeting, Councillors agreed okay to display.
- viii. **First Aider for events.**  
Flyer completed and circulated prior to meeting. Councillors agreed okay to display. Also waiting for costs of attending events/first aid training from St Johns Ambulance.
- ix. **Noticeboard(s).**  
Noticeboard removed from the wall of PB's house. Councillors to check if this should be disposed of as it is not in good repair. Noticeboard at Maes Y Graig has no glass in two of the compartments and is in need of repair. SD mentioned there are noticeboards in the school and Church that could be used to display notices. Previous quotes for new Noticeboards are:-
  - a. Denbigh Timber quote – 2 bay £400-£500 plus vat, 3 bay £425 to £525. Material pressure treated wood and includes a top rail sloped water groove to avoid water ingress through the doors.
  - b. Greenbarnes quote – 2 bays £1249 plus vat, 3 bay £1557 plus vat. Material man-made timber.
  - c. The Parish Noticeboard quote – 2 bays £890 plus vat, 3 bay £980 plus vat. Material Aluminium.

**Actions:-**

- i. **Graphics for Noticeboard in park.**  
Collect from PR Signs when complete and display in the Recreation Ground. – HE.
- ii. **New Defibrillator.**  
Find grant to cover costs - PB.
- iii. **Defibrillator training and Facebook flyer.**  
Display flyer on Facebook. Contact Ysgol Bodfari about possibility to hire school during February Half Term 2025 if a second venue is needed – HE.
- iv. **Unity Bank.**  
Complete new HSBC Mandate, monitor to see when signatories have been updated on HSBC online banking. Then once all cheques have cleared BCC HSBC account complete the move to Unity Bank - HE.
- v. **New Operational and Financial Risk Assessment.** Ongoing PB/HE.
- vi. **Smart Water Kits.**  
Contact Tiff Davies to update. Create flyer for purchase of Smart Water Kits – HE.
- vii. **Facebook flyer -Vandalism, dog fouling and proper use of the recreation ground.**  
Display on Facebook – HE.
- viii. **First Aider for events.**  
Display flyer on Facebook. Inform Councillors of St Johns Ambulance charges to attend events – HE.
- ix. **Noticeboard(s).**  
Check with church if noticeboard can be used to display BCC notices - SD.  
Inspect noticeboard from PB house, make a decision on future use or disposal – SD/PB.

**6. County Councillor's Report.**

Circulated after the meeting – see appendix 1.

**7. Planning and Highways:**

- a. **Highways.**  
Temporary Traffic Lights, Stopio Mynd/Stop Go. 31/10/24 – 31/10/24  
Downing Arms to Rose Garden Bends A541 FROM B5429 LLANDYRNOG TO ROSE GARDEN BENDS BODFARI.  
Cynnal y Lon Gerbydau/ Carriageway Maintenance DCC HIGHWAYS (STAZ)

AOO/OOH Call 07748132845/ 07748132845.

**b. Planning - None.**

Councillor Evans advised that currently DCC have only 1.5 enforcement officers who deal with breaches of planning. After Christmas this will reduce to 0.5. BCC needs to be vigilant that this situation is not taken advantage of in Bodfari.

**8. Finance**

- a. Financial report.** Bank Balances as of the 31st October 2024 Main Account £9491.49. 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 October 2024	£356.18
ii. HMRC October 2024	£321.23
iii. Expenses M H Eubank stationary. Printer ink.	£15.18
iv. Expenses R Parrin, clips for sign.	£6.05
v. J Roberts Grounds maintenance October 24 (£35 is not part of tender).	£235.00
vi. PR Signs. Sign for Recreation Ground.	£211.20

- c. Other Payments.**

i. Bank Charges from the 6th Sept to 5th Oct 2024 (debited by Bank)	£9.40
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- d. Income.** None.

- e. Quarter 2nd Accounts Verified.**

JJ verified quarter 2 bank statements to BCC Accounts doc 12<sup>th</sup> November 2024.

**RESOLVED: That the Financial Information provided for October 2024 be approved.**

Proposed: **PB** Seconded: **SD**.

- f. Propose and Second HSBC Resolution circulated prior to meeting.**

This is a requirement when a new Bank Mandate is completed and submitted.

**RESOLVED: That the HSBC resolution be agreed.**

Proposed: **PB** Seconded: **SD**.

- g. New Bank Mandate for HSBC to update signatories.**

PB, SD, RP, JJ signed new mandate at the meeting.

- h. New Accounting system.**

HE looked at accounting systems to aid a reduction in the time (and therefore pay) needed to complete the Clerk's BCC duties. Scribe, Sage and Rialto were suggested by other Clerks. Scribes' webinar was very impressive and auditors could be given read only access to BCC Scribe accounts to complete audit process. Scribe have a set up fee of £249 +vat then it is £31 +vat per month. Sage did not have as many great features and was free for the first 3 months, then £90 per month. Not had a demo of Rialto or costs from yet.

All councillor's agreed Scribe was the best option for BCC and the oncost to the council would be less than paying for extra clerical hours for completion of audits, budgeting and all accounting activities.

**Actions.**

**Gain Bank Mandate signatures from MS, JB and NB. Monitor HSBC online banking for inclusion of updated information - HE.**

**Speak to Scribe about the next steps – HE.**

## 9. Village Playground and Park

- i. **Park Inspections.** Received Octobers from JJ who reported there is still a hole in the fence which allows an exit onto the road from the Dinorben down to the A541 Denbigh Road.
- ii. **Grounds Maintenance.** John had nothing to report.
- iii. **New boundary fencing and access point to park erected by resident.**  
Following further investigation, it was concluded that the new fencing encroaches onto Hannah Jane Smith land which is owned by BCC. Neither DCC nor BCC was approached before the new fencing was erected. There may also be a planning breach as the land that has been encroached has been subject to change use from recreation to residential. No permission was sought for access onto private land from the gateway that has been installed in the new boundary.
- iv. **Tree work needed.**  
RP spoke to Phil Lloyd who visited the park. He will make a list of what tree work needs doing.
- v. **Date for Recreation Ground review meeting.**  
This is needed as it will aid review of 3-year Budget.

### Actions:-

- i. **Gain quotes for repair of fences – HE.**
- iii. **Request a meeting with resident as first step – PB.**
- iv. **Contact Phil Lloyd for information– RP.**
- v. **Complete availability sheet – ALL.**

## 10. Important Correspondence.

- i. Letter sent to Ysgol Bodfari by BCC in support of the funding application and development of the proposed garden projects.
- ii. Received - New NALC Financial Regs and PayScale for 24-25 financial year. **This was used in appraisal process.**
- iii. Received - Posters from Gareth Davies asking to display on noticeboards. **Request denied.**
- iv. Received - Email from Tom Hiles ,Lead Officer – Trees and Woodlands. Free trees to replace the Ash trees that were removed. Woodland Trust FB post- free trees. **BCC would not like to plant any more trees at this time.**
- v. Received - Letter to confirm Local Government Act 1972, Section S137 sum per elector for 25-26 is £11.10. For information and budget planning. (see link: [Navigating Section 137: Understanding the Expenditure Limits for Local Councils](#))

## 11. Clerk Annual Appraisal.

PB had previously asked BCC Councillors for feedback on the work of the Clerk, then arranged her appraisal to be completed on the 5<sup>th</sup> November 2024. A copy of the completed appraisal was circulated to all Councillors including a proposal to increase HE's rate of pay from NALC SCP23 to NALCSCP24. PB also circulated a calculation of backpay that was owed to HE.

**Propose and Second Clerks 2024-25 Pay Award increase to NALC SCP24 and payment of calculated backpay.**

Proposed by: **PB** Seconded by: **JJ**

## 12. Review of 3-year budget/2025-2026 Precept.

HE circulated a copy of BCC's most recent 3-year budget which requires updating. **All to Councillors to consider and feedback.**

DCC requested receipt of BCC's Precept by the 10<sup>th</sup> January 2025. **HE to prepare for December 10<sup>th</sup> 2024 Meeting.**

**Next Meeting 6.30pm to 7.30pm on Tuesday the 10<sup>th</sup> of December 2024 at the Dinorben Arms (Private Dining Room), Bodfari.**

## **Appendix 1**

### **Councillor Evans Report for BCC meeting 12th November 2024**

Tree nursery grows acres of woodland coverage

Thousands of locally grown trees are preparing to boost Denbighshire's biodiversity.

Denbighshire County Council's Local Provenance Tree Nursery at St Asaph currently has around 24 varieties of tree growing on site.

The nursery is currently home to nearly 40,000 trees which are in different stages of growth. If all the trees are successful in growth that's nearly 70 acres of woodland that could be covered by the work of the Council's Biodiversity team and nursery volunteers.

This project has been funded by the Welsh Government, through the Local Nature Partnerships Cymru ENRaW project and Local Places for Nature grant.

The Council's Biodiversity team use a local provenance method to source seeds across the county for growing at the tree nursery until they are ready to be planted on local land.

Work at the nursery to support tree growth includes a mix of preserving and boosting core tree members such as oaks and also lending a supporting hand for conserving rare trees such as the wild service tree.

Other trees grown on site include pedunculate oak, sessile oak, sweet chestnut, silver birch, alder, wych elm and grey willow.

Some of the trees that are ready to be planted will help form a new woodland area of the Green Gates Nature Reserve of which the tree nursery is a part of.

The work of the nursery is part of the Council's commitment to addressing a Climate and Ecological Emergency declared in 2019, by helping increase the county tree canopy cover to reduce carbon emissions and provide stronger support for local nature.

Nearly 16,000 wildflowers have also been produced from county seeds at the tree nursery and these will continue to support existing wildflower meadows in Denbighshire through plug planting.

Many of these wildflowers support a variety of different wildlife. For example, bird's foot trefoil can provide food for 160 species of insects, encouraging shrews and lapwings to visit the plant, improving nature's resilience in local communities.

Once planted they will also add more variety to meadows for local communities to enjoy and learn from and maintain and improve biodiversity.

Having more wildflowers on the meadows also gives greater support to pollinators who are important to the human food supply chain.

Cllr Barry Mellor, Lead Member for Environment and Transport, said: "Growing trees takes time and it's a credit to our Biodiversity team and the tree nursery volunteers that we now have 24 species of trees on site that will eventually go back out to tackle the impact of climate change for both residents and our local nature."

"It's fantastic to think that we have potential acres of woodland sitting at the nursery and I know the hard work is continuing to collect seeds this season from existing local woodlands to help continue to grow this number we have on site."

Scary crafted snakes celebrate Halloween season

Spooky snakes have slithered into a Prestatyn nature spot thanks to a traditional crafting technique.

Denbighshire County Council's Countryside Service led a Halloween themed wood craft session for Nature for Health volunteers at Coed Y Morfa.

To create the creatures to honour All Hallows' Eve, reused wood from coppicing carried out locally by countryside rangers was used to fashion a selection of snakes.

Coppicing is a traditional technique for managing woodland, involving trees or shrubs repeatedly cut at the base to create a coppice stool, leaving enough for regrowth and a sustainable supply of wood.

The offcuts can be used for crafting purposes or for the creation of new habitat piles to support local wildlife by providing nesting material for birds and habitats for reptiles.

Coppicing also mimics a process where large mature trees fall due to old age or strong winds, allowing light to hit the floor of the woodland giving other plant species the opportunity to thrive. This also can start a chain reaction that increases the range of plants and wildlife in a woodland area.

Sasha Taylor, Countryside Ranger, said: "Coppicing is a great traditional method in maintaining woodlands and also creating a sustainable supply of wood for other means. It's been fantastic to combine this with wood crafting with the volunteers to create a slithering scary celebration to welcome in Halloween!"

Councillor Alan James, Lead Member for Local Development and Planning said: "Our Countryside rangers really value the support of the volunteers who help them through Nature for Health to look after our local nature areas. It's great to see them combine woodland management skills for a celebration of All Hallows' Eve."