

**DRAFT MINUTES OF THE MEETING OF BODFARI COMMUNITY COUNCIL**  
**Held at The Dinorben Arms (Private Dining Room), Bodfari on the 10th of December 2024**  
**and by TEAMS conferencing software:**

Join Teams by: <https://teams.live.com/meet/9367306250800?p=brc8d3Xz7HLRpWzqCh>

Present:

Cllr Philip Barley (Chair) (PB)

Cllr Rebecca Parrin (RP)

Cllr Julie Burnage (JB)

Cllr Julie Johnson (JJ)

Cllr Nigel Bunton (NB)

Also present:

Heather Eubank (Clerk)

**1. Apologies:**

Cllr Martin Shutt (MS)

Cllr Sue Davidson (SD)

Cllr Chris Evans. (CE)

PB welcomed everyone.

**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.**

Chair and Clerk received an email from Martin Shutt giving prior notice of his resignation. Martin stated he is happy to stay involved until the new year.

**Actions:**

[Contact Martin and agree an official leaving date. – PB.](#)

[Contact Ruthin Returning Officer to inform of Councillor Vacancy – HE.](#)

**4.To receive minutes of the meeting of 12<sup>th</sup> November 2024.**

**RESOLVED:** That the minutes of the 12<sup>th</sup> November 2024 be approved as a true record.

Proposed: **RP** Seconded: **NB**.

**5. Matters arising from previous minutes**

- i. **Noticeboard in park.**  
Completed - new notices have now been erected in the park.
- ii. **New Defibrillator/Phone Box.**  
PB applied for British Heart Foundation grant. Awaiting response.
- iii. **Defibrillator training.**  
Facebook flyer posted and emailed to residents by Dee. One resident has requested training. Tremeirchion has suggested training is held on 27<sup>th</sup> February (am) and 19<sup>th</sup> March (pm) 2025.  
**Action:**  
[Continue to liaise with Tremeirchion Clerk to facilitate free defib training - HE.](#)
- iv. **Unity Bank (HSBC Bank Mandate).**  
New HSBC Bank Mandate posted.  
**Action:**  
[Check HSBC online regularly and when all signatory details have been updated in line with new Bank Mandate, begin to switch BCC accounts to Unity Bank - HE.](#)

- v. **New Operational and Financial Risk Assessment.**  
Document to be completed by the second week in April 2025.
- vi. **Smart Water Kits.**  
No action this month. No response from residents to Facebook flyer. Remove from agenda.
- vii. **First Aider for events.**  
HE contacted St John Ambulance to ascertain the cost to provide first aid cover at BCC events as there has to be a first aider present. This requirement is stipulated by BCC's insurers. St Johns stated they would need specific details for each event to estimate the cost. PB proposed that if there is no first aid cover an event and St John's Ambulance are required then BCC would cover the cost. All Councillors at the meeting agreed.  
**Action:**  
**SD to ensure a first aider is available for each event and if no one is available then approach St Johns ambulance for cover. All invoices for cover to be given to HE.**
- viii. **Noticeboard(s).**  
Noticeboard from the centre of the village is being stored temporarily in RP's premises. No decision on how many noticeboards are required and where they would be located. The Church and School have separate noticeboards but no permission sought at this time for BCC to use them. Agenda, Minutes and notices are currently displayed on the BCC noticeboard at Maes Y Graig and on the BCC website. The noticeboard at Maes Y Graig is in need of repair as there is severe water ingress in the glass compartments and no glass on the outer compartments. It also lacks a door handle .  
**Action:**  
**Add to next agenda – HE.**

## 6. County Councillor's Report.

No Report this month. Councillor Evans is unavailable through illness.

## 7. Planning and Highways:

- a. **Highways.**
  - i. Temporary Traffic Lights, . Stopio Mynd/Stop Go 10/12/24 – 10/12-24  
75m from Pistyll Bach Road Junction A541 FROM B5429 LLANDYRNOG TO ROSE GARDEN BENDS BODFARI. Cynnal y Lon Gerbydau/ Carrigeway Maintenance DCC HIGHWAYS (STAZ)  
BODFARI.  
AOO/OOH Call 07748 132845
- b. **Planning.**
  - i. 41/2024/1469/AG Land Beside Tyn Y Caeau Mawr, Bodfari, Denbigh, Denbighshire, Hysbysiad ymlaen llaw ar gyfer codi estyniad to dros iard drin bresennol / Prior notification for the erection of roof extension over existing handling yard WD32 – Tremeirchion Bodfari CC (41)  
CERTIFICATE OF DECISION TOWN & COUNTRY PLANNING ACT 1990  
THE TOWN & COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) (AMENDMENT) (WALES) ORDER 2012

## 8. Finance

- a. **Financial report.** Bank Balances as of the 30th November 2024.  
Main Account £8556.50, £5,353.74 of this total is earmarked Community spend from fundraising and a grant. Reserve Account £4576.82.  
**Banks statements for both accounts shown to Councillors at the meeting.**

- b. Cheque Payments.** - For approval and dual signatures for cheques.
  - i. Clerks Salary November 2024 £669.79
  - ii. HMRC November 2024 £705.45
  - iii. Ysgol Bodfari Room Hire 2024. £90.00
- c. Other Payments.**
  - i. Bank Charges from the 6th Oct to the 5<sup>th</sup> Nov 2024 (debited by Bank) £7.40

**d. Income.** None.

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

**Proposed: PB Seconded: JJ.**

**e. New Accounting system.**

HE spoke to India at Scribe and advised BCC had approved the introduction of the use of their online accounting system. HE will inform India when the move to Unity Bank is complete so a direct debit can be set up for payment of the Scribe accounting system and BCC current accounts can be uploaded to Scribe.

**Action:**

**Monitor HSBC online banking for inclusion of updated information - HE.**

**Move both accounts to Unity Bank – HE and PB.**

**Once Unity Bank is set up, inform India and install Scribe – HE.**

HE informed Councillors that BCC has an estimated £3.5k left in the Main Account which is available to spend before this year end. The projects that need urgent attention are the trees (some are high risk) and broken fencing in the recreation ground.

Other projects discussed include the Boules court and installation of new defib at Maes Y Graig if the grant application is successful.

PB talked about the earmarked reserves and when they would be spent. PB also thought maybe the money should be put in a separate account?

**Actions:**

**Ask SD for plans to spend earmarked reserves – PB.**

**Ask other Clerks for advice on process for holding and accounting for earmarked reserves – HE.**

**9. Village Playground and Park**

- i. **Park Inspections.** Received November reports from RP which indicated several pieces of equipment in the recreation ground need cleaning. Play Inspection company confirmed they will visit in December and issue a full report.
- ii. **Grounds Maintenance report from John Roberts.** John has nothing to report this month.
- iii. **New boundary fencing and access point to update PB and JB.**  
Following a meeting with resident in Banc-y- Chwarel, PB and JB reported they have agreed to move the fencing back to its original location and the gate has been 'decommissioned'. The resident has asked for a donation from BCC for the non-native bushes planted that were now outside his boundary. JB said if any grants become available for non-native bushes, then BCC may consider this request..
- iv. **Tree work needed.**  
RP spoke to Phil Lloyd who visited the park and submitted three lists of tree work needed (high, medium and low risk). Phil Lloyd also provided separate quotes for all three lists.

**Action:**

**Obtain “like for like” sealed bids from 2 further service providers for the tree work – RP.**

v. **New Fencing Recreation Ground.**

New fencing is needed to secure the dangerous exit being used onto the road from Bodfari to the A541

**Action:**

**Agree exactly where the fencing repairs are needed and gain three quotes – HE/PB**

vi. **Date for Recreation Ground ‘table-top’ review meeting.**

HE emailed Councillors an availability document to complete so a date can be agreed in the new year.

**10. Important Correspondence.**

- i. HE received Audit Wales 2023-2024 report. This was emailed to Councillors prior to the meeting. HE emailed Deryck Evans for clarity on the two points raised but has not received a response.

HE followed the instruction given in the email and displayed both the notice and Completed Annual Return on BCC website and noticeboard.

**Action:**

**Ring Deryck Evans and ask for clarification on the two points raised in their annual Audit. Feedback at the next meeting – HE.**

- ii. Planning Applications 41/2024/1533/LBC and 41/2024/HH were received on the 10<sup>th</sup> of December after the agenda had been finalised. HE sent both emails to all Councillors as the BCC response has to be within 21 days.

**Action:**

**Send any concerns to PB by the 19<sup>th</sup> of December 2024 – All.**

**Send a response to DCC planning if required – PB.**

**11. 2025-2026 Precept Meeting.**

PB and HE met on Friday the 6<sup>th</sup> of December 2024 to discuss the 24-25 current and possible expenditure and the precept critical impact documents prepared by HE. HE created a briefing paper outlining 3 options and the risks associated with each option for the Councillors to consider. This was emailed prior to the meeting and option 2 was selected by all.

**Option 2.** Raise the precept by £559 to £16540. This would increase Band D rates by £2.61 per household which is a rise of £0.05p per week or £0.22p per month.

**RESOLVED:** Option two should be used for the Precept claim 2025-2026.

**Proposed:** PB **Seconded:** RP.

**Action:**

**Submit Precept Form to DCC by the 12<sup>th</sup> January 2025 – HE.**

**12. Review of 3-year budget**

This will be completed after the Recreation Ground review has taken place.

**13. IRPW Letter.**

Members Allowances 2024-2025, letters completed and signed at the meeting.

**14. AOB.**

Venue for 2025 meetings – meet at the Dinorben (Private Dining Room) for comfort of heating and seating.

Microsoft ‘Teams’ now charging £5.99 per month for meetings over 60 minutes. Set up 2 access links per meeting. PB has Zoom if this is needed at future meetings.

**Next Meeting 7pm to 9pm on Tuesday the 14<sup>th</sup> of January 2025 at the Dinorben Arms (Private Dining Room), Bodfari.**