

**Minera Community Council Meeting held on Wednesday 25<sup>th</sup> May 2022**

**Commencing at 7.15 pm at the Tyn y Capel, Minera**

**Present:** Cllrs H Field (Chair), D Kelly (Vice-chair), N Jones, J Belton, A Roberts

Clerk: Mr D Hinchliffe

**Apologies:** Cllrs T Grundy, G Dillon

One resident was present throughout the meeting.

**1/22            Declarations of interest**

**1/22.1**        There were no declarations of interest.

**2/22            Ratification of the minutes of the previous meeting**

**2.1/22**        The minutes of the meeting held on 20 April 2022 were proposed as a correct record by Cllr N Jones and seconded by Cllr J Belton.

**3/22            Matters arising**

**3.1/22**        Cllr J Belton advised the meeting that Go Safe had appointed a new co-ordinator for Community speed monitoring activities, and that he would be working with the co-ordinator to organise and conduct the planned checks on the Old Road.

**3.2/22**        The Clerk confirmed that streetlight stencils were available from Mega, and he would therefore seek to obtain them so that deployment could begin.

**3.3/22**        Cllr N Jones noted that waymarking discs were being shared out among the members of the Footpaths Committee in order to facilitate deployment wherever they were required.

**3.4/22**        The Clerk had as yet not heard back from the new District Policing Sergeant concerning a date to attend a Council meeting. He would therefore make a renewed request.

**3.5/22**        The Clerk had received a new bank mandate as HSBC, not for the first time, had initially provided the wrong document. The correct form would be dealt with later in the business of the meeting. Ratification of the new mandate would enable the approved debit card to be requested.

**4/22            Police report**

**4.1/22**        The Clerk advised Councillors that he had not met the PCSOs ahead of the meeting this month due to pressure of time. He would seek to ensure a meeting was arranged before the next scheduled Council Meeting, and would share anything of interest received from the PCSOs in the meantime.

**5/22           Footpath issues**

**5.1/22**           In the absence of Cllr T Grundy, Cllrs N Jones and A Roberts briefly commented that petty damage and vandalism was being witnessed continually on walks, notably to stiles, waymarking and lengths of fencing. The details were captured in reports shared with the Clerk, who in turn was passing them to WCBC Rights of Way for attention and review.

**6/22           Platinum Jubilee**

**6.1/22**           The Clerk had brought with him the bunting and plaques acquired for decorating the communities of the Minera ward over the Jubilee weekend. Councillors shared out the materials and would each put up decorative materials in designated places.

**6.2/22**           The Clerk had also summarised the current status of various potential sources of trees and floral installations, and sites available for planting, and had circulated the details to all Councillors ahead of the meeting. The details were reviewed and would be monitored through Projects Meetings with a view to planting and installing items in the late Summer and early Autumn in line with best horticultural practice. A note to this effect would be put on the website and Facebook page to inform residents.

**6.3/22**           The Chair asked the Clerk to contact a contractor who had provided a quotation for the initial preparation of the New Brighton site to advise that work would not be commissioned for several weeks.

**7/22           Gwynfryn play area renovation**

**7.1/22**           The Clerk had circulated to all Councillors summaries of the 6 tenders received, including visual interpretations of the equipment in situ. Following a detailed discussion and review a shortlist of 2 of the bidding companies was compiled.

**7.2/22**           The Chair asked the Clerk to advise the unsuccessful bidders of the decision taken, thanking them for their interest, and to submit a number of minor questions of clarification to the shortlisted bidders. Answers received would be reviewed at the next Council Meeting when it was hoped a contract could be let.

**8/22           Minera Community Council Chair's report**

**8.1/22**           Having been in post for just a week, and all matters of note being already included for review within the agenda, the Chair advised the meeting that she had nothing to include under this item of business.

**9/22           School Governor's report**

**9.1/22**           Mr W Ollerhead had advised the Clerk that he was delighted to have been once again confirmed as Minera Community Council's appointed Governor. As there had been no further meetings of Governors since the previous Council meeting, however, there was nothing to review under this item of business.

**10/22 Co-option – to consider a proposal to publish a notice of intended co-option to fill existing vacancies**

**10.1/22** The Clerk advised the meeting that there were currently 5 vacancies for the office of Councillor on Minera Community Council, and that, since an election had been conducted within the previous month, Councillors could if they wished advertise to fill the vacant seats via co-option without first offering residents of the Minera ward the right to call for a full election.

**10.2/22** Following a short discussion it was unanimously agreed that the Clerk should publish a notice of intended co-option forthwith, with a 28 day period to receive expressions of interest. The Clerk would arrange for brief CVs from interested parties to be circulated to Councillors in due course, and would arrange interviews as required.

**11/22 Correspondence – summary of items received**

**11.1/22** The Clerk had circulated summaries of correspondence to Councillors throughout the month. One item was subject to further discussion:

**11.2/22** Training, in particular sessions relating to the Code of Conduct, Local Government Finance and inductions for new Councillors, needed to be considered and organised. A training plan would need to be drafted and implemented by the Autumn, and the recent re-election of the Council provided a suitable benchmark date to formalise this.

**11.3/22** The Chair asked the Clerk to circulate to all Councillors details of online training sessions in the relevant disciplines, and to conduct additional research to establish the availability of any face to face training covering the same topics, which could be easily attended if desired.

**12/22 Grants and donations**

No new requests for donations had been received since the previous Council meeting.

**13/22 Financial matters, including review of insurance arrangements for 2022/23 and signature of a new bank mandate**

**13.1/22** The Clerk briefly explained the financial activities for the period, and the details of payments proposed to be made. The financial statement for the period was proposed for acceptance by Cllr J Belton and seconded by Cllr N Jones. The schedule of payments, shown below, was also proposed for approval by Cllr J Belton and seconded by Cllr N Jones.

Clerk Salary, May		401.06
Clerk Home Working Allowance		20.00
Agent salary, April		905.30
Clerk expenses, April		61.23
Mega, defibrillator cabinet installation, including power supply from lighting column		2,622.00
HSBC bank charges		5.00
Mega, faults notified for remediation in April		75.23
HMRC, NHI on Agent salary		71.11
Play and Leisure		3,318.30

**13.2/22** The Clerk advised the meeting that a renewal quotation of £2,270.22 for the year to 31 May 2023 had been received from the incumbent insurers. This compared to a budget of £2,300 and a previous year's premium of £1,994.14. The Clerk had sought to obtain a comparative quotation via a broker, but had been advised that recent claim history precluded receipt of a competitive alternative. The cover provided by the incumbent was consistent with the previous year and therefore considered suitable for the Council's requirements.

Cllr A Roberts therefore proposed and Cllr D Kelly seconded that the Clerk be authorised to renew the Council's insurance cover in the sum of £2,720.22.

**13.3/22** The Clerk had received a new bank mandate form from HSBC, the previous one issued having proven to have been an incorrect document. HSBC had not apologised in writing for their error, although verbal apologies had been elicited when the matter had been queried by telephone. Councillors noted their dismay at the bank's performance, and as authority to process the mandate had already been given via minute 178.3/21, all authorised signatories duly committed to sign the new document at the conclusion of the meeting, and the Chair instructed the Clerk to return it thereafter to HSBC for processing.

**13.4/22** The Clerk advised Councillors that no invoice had yet been received for the April account from SSE, so that the £370.39 already taken via Standing Order would be noted on the next schedule of payments for approval as a matter of good order, and a copy invoice would be chased up. The Clerk also advised Councillors that an invoice from Wrexham County Borough for the School crossing patrol charges to 31 March 2022 had only just been received prior to the meeting. This would be paid before the next Council meeting as it was technically already overdue, and would likewise be listed for retrospective approval at that next Council meeting.

Susanne Allcroft now joined the meeting

**14/22** **Community Agent 1) to receive the Community Agent's report; 2) the Chair to sign the 2022/23 contract with WCBC for the provision of the Community Agent**

**14.1/22** The loss of landline telephone provision due to recent cable thefts had caused considerable hardship and issues of isolation for a number of elderly residents. Assistance was being provided to raise claims with BT for interruption of service.

**14.2/22** The Llandudno trip had sold out and would return a surplus. This would be retained in the Agent's dedicated fund for community support activities.

**14.3/22** Referrals had been particularly heavy in April, but had calmed down again in May this far.

**14.4/22** Target hardening materials had finally been supplied by North Wales Police. These had been quickly passed on to residents, who had wasted no time installing them, and who were universally delighted with the items provided. More items were now being requested, and Susanne would collect another batch from the PCSOs for onward distribution.

**14.5/22** The Chair thanked Susanne for a continuing job well done, which was making a real positive difference in difficult times.

Susanne now left the meeting.

**14.6/22** The Clerk and Chair had read the terms of the contract provided by WCBC for the management of the Community Agent service for the coming year, noting with pleasure that funding had been increased from £10,000 to £12,000 per annum. The Clerk had advised the Chair that monitoring arrangements as set out in the contract were as had been previously deployed, and were manageable.

The contract required the signature of the Chair, which was applied subsequent to the meeting and remitted to WCBC to enable funding to be paid over.

**15/22** **Planning matters – to consider items received from Chief Planning Officer**

**15.1/22** Papers had been received in support of planning application P/2022/0450, listed building consent for replacement fireplace in the living room of 7 Pen y Nant, Church Road, Minera. No observations or objections were noted with reference to this application.

Meeting adjourned 2035 hrs.