

# Ruabon Community Council

## Minutes of Community Council's meeting held on Wednesday 25 April 2018 at 7.00pm at Ruabon Village Hall

Present: Councillor Dana Davies(Chair); Councillor Ann Davies; Councillor Callum Edwards; Councillor Ann Jones; Councillor Joan Lowe; Councillor Supriya Kapas; Councillor Cath. Roberts; Councillor Sharon Mazzarella; Councillor Bill Smith; Mike Blackshaw (Clerk/Finance Officer);

Also in attendance Ffion Morus, Community Agent

Minute Ref No	Agenda Item No	Summary of Discussion	Decisions/ Agreed actions/ related Documents
47776	1	<b>Item 1.0</b> - Apologies received from, Councillor Steve Jones; Councillor Lisa Kelly; Councillor Gwen Rogers; PCSO Steve Bellis and Lora Guildford of Hafan Cymru.	
4777	2	<b>Item 2.0 - Declarations of Interest:</b> No declaration of interest at this stage.	
4778	3	<b>Item - 3.0 Confirmation of the minutes</b> – the Minutes of the meeting of the Council held on the 28 March 2018 were received and agreed as a true and accurate record following a minor change, proposed by Councillor Ann Davies, seconded by Councillor Sharon Mazzarella and approved by Council.	
4779	4	<b>Item 4.1 – Matters Arising – Hafan Cymru</b> –The Clerk reported that he had not received any communication from Hafan Cymru, the Chair suggested that he send an e-mail offering the option of 3 dates for them to attend a meeting. Concerns were raised again regarding the condition around the building which they lease from the Housing Association, the elements of the work involved being the responsibility of the landlord.	
4780	5	<b>Item 5.1 - Police Matters</b> – The Clerk reported the following crime figures since the last meeting which had been provided by PCSO David Jenkins: <b>A.S.B. – 6 – 3</b> involving neighbour disputes, 2 involving youths. <b>Burglary – 1</b> – metal theft from business premises. <b>Criminal Damage – 1-</b> Damage to a vehicle <b>Theft – 3</b> - Heating Oil; Trailer - offender arrested; Scrap metal – offender being dealt with. <b>Shoplifting – 3</b> – Offenders for 2 incidents dealt with. <b>Assault – 1</b> – Offender known case is on-going. <b>Making Off(Fuel station) - 3</b> <b>Item 5.2 – Matters Arising</b> – The Clerk reported that the breakdown of the ASB numbers from last month's report were as follows, 5 were committed by adults involving neighbourhood disputes, civil disputes, a person refusing to leave premises, there was one issue involving the Youth Club which PCSO Bellis dealt with. There were no further issues raised by Council.	
4781	6	<b>Item 6.1 – Community Agent</b> I have collected data and submitted my quarterly report to Adult Social Care for this quarter. I had a meeting with Heather Hicks-Funding Advisor from AVOW to discuss possible sources of funding. I also had a meeting with Darron Kelly, practice manager at Ruabon Surgery, I'm working alongside Rhonwen Hughes-Communities for Work Officer, we have been advertising our open clinics, one hour a week at the	

4782	7	<p>surgery with the first date arranged in the clinic for 30<sup>th</sup> April between 1.00-200pm. In advance of this I gave a talk to the reception staff at the surgery at their staff training afternoon, they are very keen to refer suitable people over to Community Agents. I also gave a short presentation to staff at the Department of Work and Pensions in Wrexham in the hope that they can refer anyone over 50 who may benefit from the Community Agent service. I attended the Community Agents forum meeting and have had new leaflets printed copies of which were circulated to the meeting.</p> <p>I still visit the lunch club at the church hall which is still very well attended whilst there a service user asked if I could get her some information regarding a free chimney sweep, this is not a normal request but I contacted Jo from groundworks to see whether they could help, I am just waiting for a reply. I have received a referral from social services, this gentleman wanted information on groups and activities available to him. During my visit we discussed his working life and where he grew up this had a positive effect on his wellbeing. Transport is a huge issue for him as he does not live close to a bus route. The social worker is working towards moving him to a more localised area. I received a referral from a GP at Cefn surgery. This service user suffers with anxiety and is partially sighted. During my first visit we chatted a lot about her life with her late husband. It was very obvious she was lonely and she admitted she feels very isolated and doesn't leave her home. We have come up with a plan to go for a short walk to the end of the street together and slowly building her confidence up. I will be referring this lady to the Red Cross positive steps program.</p> <p>The Games Group at St Michaels Close is still going well, last week 8 people came for a chat and enjoyed a game of snakes and ladders, it helps residents to get together and socialise. I received a referral from the Alzheimer's Society who required assistance in completing a blue badge application. As mentioned previously I have received training on the process of submitting an application. Future referrals for blue badges will be received from Contact Wrexham. I visited a service user who is lonely and enjoys a good chat, although she doesn't want or need any signposting, she really just needs the support from my visits.</p> <p>The Clerk reported that during his meeting with the Clerks and Mr. Rob Loudon, Commissioning Officer W.C.B.C. one or two of the Clerks were concerned regarding the blue badge issue, one Community Agent had spent one full week in a month processing applications. This was drawn to Mr. Loudon's attention and he agreed to review the impact it was having on the workload of the Community Agents. One advantage of having this access to individuals it gave the C.A. the opportunity to see whether the individuals needed further support. Concerns were raised by Council regarding the changes to the role of the C.A. and the additional pressure being placed on them, Councillor Callum Edwards proposed, Councillor Supriya Kapas seconded that any future development of the role should be discussed with the employers before they are implemented, a vote was taken with 8 voting in favour with one abstention. The Clerk also reported that it was Mr. Loudon's intention to visit the C.A.'s individually to assess their progress and the type of support they may require in the future.</p> <p><b>Item 7.0 – Planning Items</b> The following planning applications were considered by the Council  <b>P/2018/0277– Willow Cottage, Park Street, Ruabon</b> – Outline application to erect 11 No. dwellings and construction of a new access point - No objections raised  <b>TPO WCBC 281/2018</b> – Tree Preservation Order - Trees affecting Maes Mabon Ruabon.- Noted  The Clerk also reported on the following Planning Decisions:</p>	<p><i>No objections raised</i></p> <p><i>Noted</i></p>
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4783	8	<p><b>Item 8.1 – Project Group</b> – The Clerk up-dated Council on the discussions by the Group regarding the following items:  <b>Item 8.2 – MUGA</b> – The Clerk reported he had received a further quotation which was considerably lower than those previously received but did provide all the facilities requested. He had further discussed the sourcing of funding and had received confirmation that Landfill Tax funding should be available from the end of April 2018, no details of how to access this funding was available at present. The fund would only be available to organisations located within a 5 miles radius of a landfill site. He also reported that there was a balance still within the Ruabon Community fund which is still available but this would require an 11% third party contribution in order to access the fund. The Council’s own contribution would not be regarded as match funding. It was agreed that the proposal should be circulated to various groups within the community and displayed on the noticeboard and within the newsletter. It was agreed a further meeting of the Project Group should be arranged which should be open to residents and involve representatives of the youth club and other groups within the community.  <b>Item 8.3 – MUGA Fence</b> – The Clerk reported that repairs to the fence had now been completed.  <b>Item 8.4 – Cemetery Fencing</b> – Following on from the previous agreement to replace the section of the damaged fence at the Cemetery the Group had requested the Clerk to obtain a quotation for the removal of the limestone copings which formed the base of the existing fence. The Group considered the quotation and were recommending to Council to approve the removal of the copings Councillor Bill Smith proposed and Councillor Supriya Kapas seconded that approval be given in principal for the removal of the dwarf wall. A vote was taken with 6 members in favour, 2 against and 1 abstained. Councillor Ann Davies raised the issue that she had received confirmation that the cemetery was listed and that the fence would have to be replaced with a similar design and in similar material. The Clerk reported he was not aware of this but would make enquiries with the Conservation Officer at Wrexham County Borough Council.  <b>Item 8.5 – Noticeboards / Litter Bins</b> – The Group had discussed the possibility of providing a new noticeboard to replace the existing board located in the village hall grounds which was no longer fit for purpose and not was located in a position which was easily accessible for the public. Councillor Dana Davies had advised the Group that the Council had an obligation to publish all Public &amp; Legal Notices in a prominent location, the Group had considered a number of locations with the preferred site being on the edge of the carpark facing High Street. Samples of the types and designs of noticeboards available were circulated for consideration. Councillor Bill Smith proposed, Councillor Callum Edwards seconded that the Council provide a new double sided noticeboard, a vote was taken with 7 councillors voting for and 2 abstained. The Clerk was requested to obtain quotations for a new noticeboard.</p>	
4784	9	<p><b>Item 9.1 - Village Hall Complex Management Group – Village Hall</b> – The Clerk circulated details of the Village Hall account for the period ending 31 March 2018 as follows:</p>	

4785	10	<p>Income received £14,697.50p  Expenditure £7,228.30  Amount Invoiced to 31 March 2018 £14,666.50p  Balance in the account £3,017.29p  Balance in Reserve Account £21,496.00p</p> <p>The Clerk reported that he had arranged the transfer of the Village Hall Complex costs including the Clerk's salary and the fencing work totalling £14,176.11p into the General Fund, unfortunately due to an administration error in the bank only £10,000 had been transferred by the 31 March 2018 the balance of £4,176.11p was credited on 3 April 2018.</p> <p><b>Item 9.2 – Pavilion and Bowling Green</b> – The Clerk also reported that spending on the Sports Pavilion during the same period was £903.83p and £6,074.35p for the Bowling Green, this included the costs of repairing the fence between the bowling green and the MUGA.</p> <p><b>Councillor Dana Davies declared a conflict of interest in the next item and withdrew from the meeting.</b></p> <p><b>Item 9.3 – Hire of Pavilion</b> – The Clerk reported that he and Paul Tincello had been in discussions with Gill Kearsley regarding the hire of the Pavilion for use by her pre-school play group, the Bowling Club had agreed to its use subject to certain works to be carried to ensure the safety of the children. The V.H.C. Group had discussed the level of rent to be charged and had recommended a charge of £15 per session, however, Council discussed the options available and following consideration Councillor Bill Smith proposed, Councillor Joan Lowe seconded that a rate of £10 should be introduced for block booking when organisation hire the room for 3 days or more in a single week. A vote was taken with 7 member in favour 1 against.</p> <p><b>Item 10.-1 General Correspondence</b> – The Clerk had provided a summary of general correspondence which had been received and was available for Councillors' perusal at the meeting. Councillors then considered and dealt with the correspondence as follows;</p> <p><b>Item 10.2 - North &amp; Mid Wales Trunk Road Agency</b> – Informing Council of the maintenance works being carried out on the A483 between 16 April 2018 and Thursday 19 July 2018 between the Halton Roundabout and J7 at Rossett.</p> <p><b>Item 10.3 - W.C.B.C. – Local Development Plan (2013-2028)</b> – Deposit consultation Monday 9 April – Friday 31 May 2018, plans can be viewed at all Public Libraries, Redwither Tower and the Contact Centre Wrexham can also be viewed via the following link: <a href="http://www.wrexham.gov.uk/ldp">www.wrexham.gov.uk/ldp</a></p> <p><b>Item 10.4 - Information Commissioners Office</b> – I.C.O.'s statement of reassurance for town &amp; community councils.</p> <p><b>Item 10.5 - One Voice Wales</b> – Response to the Independent Review Panel Review of Community and Town Council Sector in Wales (50 pages)</p> <p><b>Item 10.6 - W.C.B.C. - Information Report on Landfill Disposals Tax Communities Scheme.</b></p> <p><b>Item 10.7 - Avow</b> – Information on Employer's N.I. Allowance</p> <p><b>Item 10.8 - Ruabon Centre of Excellence</b> – Youth Work Summary September 2017 – February 2018</p> <p><b>Item 10.9 - W.C.B.C. – Community Inclusion Grant</b> – Small grants to support the development of community based activities. (lunch clubs etc.)</p>	<p><i>Noted</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p>
4786	11	<p><b>Item 11.1 – Finance Report</b> – The Clerk reported on the following items.</p> <p><b>Item 11.2 – Year End Report</b> – The Clerk circulated details of the income and expenditure incurred during the period from 1 April 2017 to 31 March 2018, with the expenditure totalling £132,108.06p and with an income of £132,108.06p which included</p>	

<p>4787</p>	<p>12</p>	<p>a figure of £10,602.41p from the 2016/2017 surplus carried forward. The report was accepted by Council and Councillor Supriya Kapas agreed to carry out a final review of the accounts.</p> <p><b>Item 11.3 – Petty Cash</b> – The Clerk advised the meeting that the opening balance in the account on 1 April 2017 was £24.82p. The expenditure for the period ending 31 March 2018 was £363.95p with a closing balance of £60.87p, spending was again mainly on fuel for lawn mowers and materials for village hall, the Council acknowledged the breakdown of expenditure, Councillor Supriya Kapas agreed to review the final account.</p> <p><b>Item 11.4 - Annual Insurance</b> – The Clerk advises the meeting that the Council's annual insurance was due on 8 May 2018, he had made enquiries regarding alternative renewal quotations, and reported the costs he had received, following consideration by the Council. Councillor Supriya Kapas proposed, Councillor Joan Lowe seconded and Council agreed to accept the 3 year quote provided by Zurich Insurance which would reduce the Council's premiums by £200 per annum.</p> <p><b>Item 11.5. – Risk Assessment</b> - The Finance Group had reviewed the current risk assessment and recommend making the following changes:</p> <p><b>Ruabon Cemetery</b> - to reduce the level of risk from High to Medium and change a section of the wording to read 'Legal proceedings have now concluded these may impact on the long term future development of the site'.</p> <p><b>Asset Register</b> - to increase the risk level from Medium to High this is necessary as the registration process has still not been completed.</p> <p>Councillor Supriya Kapas proposed, Councillor Joan Lowe seconded and Council agreed for the changes to be made.</p> <p><b>Item 11.6 - Financial Regulations</b> – Following a review of the regulations by the Group they had agreed to recommend the following changes.</p> <p><b>Banking Arrangements</b> – reference to HSBC should be removed and replaced with Cambrian Credit Union</p> <p><b>Internet Banking</b> – the following sentence to be included 'The Clerk is also authorised to make salary payments via electronic transfer by the 10<sup>th</sup> of each month'.</p> <p><b>Salaries and Wages</b> – the paragraph should now read 'Salaries and wages and all HMRC and Pension payments will be subcontracted to AVOW in accordance with the Council's procurement policy.'</p> <p><b>Value Added Tax</b> – the new wording should now read 'The Clerk will reclaim all paid value added tax from HMRC on a quarterly basis.'</p> <p>Councillor Joan Lowe proposed, Councillor Ann Davies seconded and Council agreed to the recommended changes.</p> <p><b>Item 11.7 – Accounts Payable</b> – A schedule of accounts to be paid was circulated to members for consideration Councillor Supriya Kapas proposed and Councillor Ann Davies seconded and the payments were approved by Council.</p> <p><b>Item 12.0 – Co-option of Members</b> – The Clerk informed Council he had only received a letter of interest from Mr. Allan Williams, which he read out to Council and following due consideration they agreed unanimously to invite Mr. Williams to become a member. The Clerk was requested to process the necessary paperwork and invite Mr. Williams to the next Council meeting. The Council acknowledge there was still a vacancy which required to be filled, the Chair suggested that due to the poor response considerations should be given to re-advertising the vacancy in September and Council agreed.</p>	
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4788	13	<p><b>Item 13.0 – Confidential Minutes</b> – The Council discussed the confidential minutes relating to HR matters, following their review Councillor Supriya Kapas proposed, Councillor Sharon Mazarella seconded and Council approved the recommendations put forward by the H.R. Group.</p>							
4789  4790	14  15	<p><b>Item 14.0 – Matters Outstanding</b> – Councillor Bill Smith raised the point that the issues regarding Japanese Knotweed and the Bridge wall were still outstanding, the wall had still not been fully repaired and treatment of the knotweed having little effect. It was agreed that the situation regarding both items should continue to be monitored.</p> <p><b>DNM</b> – The Chair suggested that with the schools Half Term holidays falling on week commencing 28 May the meetings should be brought forward a week to the 23 May 2018 and Council agreed. The next meeting would be the A.G.M. at 7.00pm at the Village Hall followed by Full Council at 7.45pm.</p> <p><b>Meeting closed at 9.35pm</b></p> <p><b>Matters Outstanding:-</b></p> <table border="0" data-bbox="427 846 1133 936"> <tr> <td>St. Mary's Church Walls</td> <td>Japanese Knotweed</td> </tr> <tr> <td>Williams Mews</td> <td>Bridge Wall</td> </tr> <tr> <td>Council's Assets</td> <td></td> </tr> </table>	St. Mary's Church Walls	Japanese Knotweed	Williams Mews	Bridge Wall	Council's Assets		
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