

Ruabon Community Council

Minutes of Community Council's Meeting held on Wednesday 26 July 2017 at 7.00pm at Ruabon Village Hall

Present: Councillor Dana Davies (Chair); Councillor Sybil Bremner; Councillor Ann Davies; Councillor Bob Jackson; Councillor Ann Jones; Councillor Steve Jones; Councillor Joan Lowe, Councillor Lisa Kelly, Councillor Supriya Kapas and Councillor Sharon Mazzarella; Councillor Cath. Roberts; Councillor Gwen Rogers; Councillor Bill Smith; Mike Blackshaw (Clerk/Finance Officer);

Also in attendance; Inspector Steve Owens

Minute Ref No	Agenda Item No	Summary of Discussion	Decisions/ Agreed actions/ related Documents
4685	1	Item 1.0 - Apologies received from Councillor Callum Edwards and PCSO Steve Bellis.	
4686	2	Item 2.0 - Declarations of Interest: No declaration of interest at this stage.	
4687	3	Item - 3.0 Confirmation of the minutes – the Minutes of the meeting of the Council held on the 28 June 2017 were received and were agreed as a true and accurate record proposed by Councillor Cath. Roberts, seconded by Councillor Ann Davies and approved by Council	Approved by Council
4688	4	Item 4.0 - Matters Arising - The following items were discussed. 4.1 – Williams Mews – Following the matter raised at the last meeting by Councillor Bill Smith regarding no proof had been provided to the Council that the Crown had stipulated the land was to be used for affordable housing the Clerk had written to the Housing Partnership Officer at Wrexham requesting a copy of any correspondence confirming this. He had received a response which suggested there was a communication which confirmed this but it would be necessary to search various files to locate it. The H.P.O. also reported in his response that all legal fees incurred in resolving this matter had been funded from the Housing Department budget in order to establish the site for housing purposes any digression from this would need all fees to be funded from other sources.	Noted
4689	5	Item 5 – Community Agent – The Clerk presented the following written monthly report on behalf of Ffion Morris the Community Agent During the month I have attended a Dementia Champion Training and a Turn 2 Us workshop, I also attended a PCSO briefing at Rhos Police Station. The meeting was to promote the Community Agents. I gave a brief presentation and handed out leaflets to those present. Following on from the meeting I hope to work closely with the P.C.S.Os for Penycae and Ruabon with the aim to support any vulnerable adults we may come in contact with. The next meeting of the Community Agents group is being hosted by myself and I'm arranging a guest speaker from Trading Standards regarding cold callers, scam telephone calls and rogue traders. During the Housing Options and Services for older people event in Wrexham I distributed leaflets and provided information on the role of a community agent.	Noted

		<p>I am continuing to attend bingo sessions at St Michaels and chatting to the residents to maintain the link in order to provide advice when required. I am having some success with the 'Drop in' sessions at the library and have had some interest shown.</p> <p>I have completed an online course with Care Council Wales- Code of Professional Practice and an E-learning course with the Open University on 'Managing to meet Service User needs'. I am continuing with my QCF courses and have completed another unit. I also had a home assessment with a service user. I had sought prior consent from her and she was happy for my assessor to come along. The visit went well and I received very positive feedback. I'm currently working on my next unit which is supporting community partnerships.</p> <p>The quarterly progress report was completed and submitted on time. I am currently in contact with Plas Madoc Estate office in the hope we can establish a regular contact and provide support to each other as needed. I have also contacted Adult Social Care to remind them I am available if they have anybody that requires the support of a community agent.</p> <p>I had a recent telephone interview with Wrexham Leader on the aims of a Community Agent and the article was published in the recent Fridays Leader newspaper.</p> <p>The new games group has started and there has been a positive response in the two recent sessions and I hope this will continue</p>	Noted
4690	6	<p>Item 6.1 - Police Matters –The Chair welcomed Inspector Steve Owens to the meeting. Inspector Owens circulated a schedule of incidents for the Ruabon area broken down into specific types of crime. The schedule also provided a comparison to the same period the previous year and indicated the variations between the two periods, overall Inspector Owens reported that although there were variations these were not significant. Council agreed that the format of the report was an improvement on the normal reports and that it should be provided quarterly.</p> <p>Inspector Owens reported that action was also being taken on the issues of drugs and anti-social behaviour. He also informed the Council that because of these and other social issues within his area and he has set up a small team of proactive officers to deal with these directly. They will also provide active support to the PCSOs</p> <p>Item 6.2 – Matters Arising – Councillor Ann Jones reported that there had been some issues with a drone flying over Tai Clawdd houses and appeared to be taking photographs. The issue of anti-social behaviour against the bowling club was again raised but these incidents were not being reported directly by the bowling club, the Clerk said he would approach members of the club and ask that they report the incidents when they happen.</p> <p>Inspector Owens left the meeting at 730pm and was thanked by the Chair for his in-put into the meeting.</p>	
4691	7	<p>Item 7.1- Planning Items – The Council considered the following planning applications:</p> <p>P/2017/0557 - 4 Little Street, Ruabon – Installation of replacement front door and erection of driveway gates.</p> <p>P/2017/0581 – 1 Williams Close, Ruabon – Erection of wooden fencing (in retrospect).</p>	No objections raised No objections

4692	8	<p>Item 8.0 - General Correspondence – The Clerk had provided a summary of general correspondence which had been received and was available for Councillors’ perusal at the meeting, or details could be forwarded on as requested. Councillors then considered and dealt with the correspondence as follows;</p> <p>Item 8.1 - Wrexham Public Service Board – ‘The Wrexham we Want’ – invitation to focus group meeting – Wednesday 16 August 6.30 – 8.30pm at Glyn Wylfa Chirk. More information available via following link: www.wrexhampsb.org/the-wrexham-we-want</p> <p>Item 8.2 - Welsh Government – W.G. undertaking a review of the School Organisation Code, consultation document and revised code are available via the following link: https://consultations.gov.wales/consultations/school-organisation-code</p> <p>Item 8.3 – Welsh Government – Consultation on the Welsh Revenue Authority having access to criminal powers. Consultation ends 2 October 2017 the document is available via the following link: https://consultations.gov.wales/consultations/welsh-revenue-authority-powers-tackle-tax-crime</p> <p>Item 8.4 - Wrexham Town and Community Forum - Copy of the presentation on PCSO’s service made at the meeting with a point of contact for any response to the presentation. Responses need to be made by 10 August. Details can be forwarded on</p> <p>Item 8.5 – SG Estates – Request to relocate a Council street lighting unit in Pont Adam Crescent to allow access to new development. – Council considered the proposals and agreed to the changes requested. Councillor Lowe asked the Clerk to obtain written correspondence from the site manager that the developer would fund the cost of the changes.</p> <p>Item 8.6 - Mr. Prescott-Evans – Complaint regarding area of land rear of Bryn Way previously used for garages, request for it to be surfaced for use as parking area. Similar letter received from 43 North Avenue but not signed. – Referred to W.C.B.C.</p> <p>Item 8.7 – Welsh Government – Electoral Reform – Consultation on electoral reform –responses by 10 October 2017 – link available.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Clerk to investigate with the street lighting contractor</p> <p>Clerk to respond</p> <p>Noted</p>
4693	9	<p>Item 9.1 – V.H.C. Management Group – The Clerk reported that the kitchen had been inspected and photographs taken to highlight its layout. The information would be reviewed and considered by the Procurement Department to establish whether it qualified for work to be carried out. If successful a contractor would be found and a site meeting would be arranged to confirm the Council’s requirements. A decision would follow shortly.</p> <p>The Clerk also informed the Council he had been in contact with the Bowling Club who reported that their recent games had again been disrupted by youths using the MUGA, they had now got to the point where they were considering playing their remaining matches at a different location. They had also had to cancel a Semi-final which had been offered to the club because they couldn’t guarantee the safety of the player. This had cost the Club a substantial amount of income which the competition would have generated.</p> <p>He reported that following on from his discussions with the Bowling Club he had contacted a local fencing contractor and arranged a site meeting to see whether improvements could be made to the boundary fence to improve the security of the bowling green.</p> <p>The Clerk had reported to the Group that he was having difficulty obtaining up to date statement regarding the Village all account and had requested the V.H.M.Group recommend to the Council to allow him to have internet access to the account to obtain statements only, this would allow him to confirm payments for the hire of the hall more easily and when required. Councillor Ann</p>	

4694	10	<p>Davies proposed and Councillor Sybil Bremner seconded and Council approved. Councillors Dana Davies and Sybil Bremner signed the authorisation.</p> <p>Item 10.1 – Cemetery Group – The Clerk informed the Council that he had now received the final draft of the lease which contained the clause requiring Mr. Billington to provide a ‘stand off’ fence on the cemetery’s perimeter to provide protection from the animals grazing in Cemetery Fields, this had been agreed and would be erected within 28 days of the lease being signed. The Council approved the signing of the lease which was completed by Councillors Dana Davies and Supriya Kapas. The Council also agreed that once the lease had been signed by the Billingtons then a press release should be issued providing details of the formal agreement.</p> <p>The Cemetery Group had also further discussed the need to provide adequate health and safety facilities for the staff employed at the Cemetery. The Clerk has circulated a HSE document to all Councillors which outlined the welfare requirement needs, this included toilet, washing facilities and rest room which provided somewhere to eat and dry clothes if necessary. The Cemetery Group were of the opinion that the room now used at the Cemetery to store equipment used by voluntary groups should be made use of and that the Council should provide an alternative space for the Community Groups. This could be located in the village hall where the existing storeroom could be made available. The village hall group had considered the possibility of using the room and had agreed to make it available if suitable. Councillor Joan Lowe suggested that more information was required regarding the Council’s H &S responsibilities and suggested the Clerk contact the Health and Safety officer at W.C.B.C. to obtain his advice. Councillor Lisa Kelly also requested an estimate of what it would cost to provide the necessary facilities and equipment should be provided.</p> <p>Councillor Sybil Bremner suggested an alternative approach would be to employ a contractor to undertake the work at the cemetery and this would avoid the Council having to provide the necessary facilities. Concern was also raised regarding a schedule of work which the Groundsmen should be following, Councillor Dana Davies advised members that a schedule had been previously provided to Council and this had been agreed. Councillor Sybil Bremner advised the meeting that she had not seen a copy of the schedule and requested the Clerk to forward her a copy. It was decided that once the costs and H&S responsibilities had been established the matter should be referred to the HR Working Group for consideration and to report back to Council.</p> <p>The Clerk also reported that one of the graves in the new section had placed slate material on the grave space which was against the rules and regulations the Council had introduced in the cemetery in September 2014. He had produced a response which he intended to send pointing out the rules and requested approval, Councillor Joan Lowe proposed and Councillor Supriya Kapas seconded and Council agreed, with one abstention, for the letter to be sent.</p> <p>A number of other issues were raised concerning new machinery and equipment, protective footwear, waterproof clothing etc. it was agreed that these would be dealt with by the Clerk/line manager.</p>	
4695	11	<p>Item 11.1 - Finance Report – The Clerk reported on the following items.</p> <p>Item 11.2 – 1st Quarter Returns – The Clerk circulated details of the income and expenditure incurred during the period from 1 April to 30 June 2017, with income at £32,923.55 and expenditure £38,629.96.</p>	

		<p>Item 11.3 – Petty Cash – Petty Cash Spend – The Clerk advised the meeting that the opening balance in the account on 1 April 2017 was £24.82p. The first quarter expenditure was £124.26p with spend mainly on fuel for lawn mowers, materials for village hall and compost and plants for the planters around the car park.</p> <p>Item 11.4 - Village Hall Complex Management Group -Details of the Village Hall account for the period ending 30 June 2017 were reported as follows:</p> <table> <tr> <td>Income received</td> <td>£3,413.00p</td> </tr> <tr> <td>Expenditure</td> <td>£2,842.96p</td> </tr> <tr> <td>Amount Invoiced to 30 June 2016</td> <td>£4,583.00p</td> </tr> <tr> <td>Balance in the account</td> <td>£5,908.90p</td> </tr> <tr> <td>Balance in Reserve Account</td> <td>£21,498.00p</td> </tr> </table> <p>The Clerk also reported that spending during the same period for the Sports Pavilion was £359.72p and only a single account of £204.60p for the Bowling Green.</p> <p>Councillor Sybil Bremner proposed, Councillor Ann Jones seconded and Council approved the Finance Reports.</p> <p>Item 11.5 – Payroll Services – The Clerk reported that the Finance Group had considered the options available to replace W.C.B.C. as a payroll service provider from 1 September 2017, following due consideration they were recommending to the Council that they appoint AVOW. Councillor Bill Smith proposed, Councillor Sybil Bremner seconded and Council agreed with one abstention that the Council appoint AVOW.</p> <p>Item 11.5 – Accounts Payable – A schedule of accounts to be paid was circulated to members for consideration Councillor Bill Smith proposed and Councillor Sybil Bremner seconded and payment was approved by Council, Councillor Dana Davies abstained from voting following her declaration of interest in one of the creditors.</p>	Income received	£3,413.00p	Expenditure	£2,842.96p	Amount Invoiced to 30 June 2016	£4,583.00p	Balance in the account	£5,908.90p	Balance in Reserve Account	£21,498.00p	<p>Approved by Council</p>
Income received	£3,413.00p												
Expenditure	£2,842.96p												
Amount Invoiced to 30 June 2016	£4,583.00p												
Balance in the account	£5,908.90p												
Balance in Reserve Account	£21,498.00p												
4696	12	<p>Item 12.0 - DNM – Council agreed to suspend the meeting due for August and agreed the next meeting of Full Council would be on Wednesday 27 September 2017 at 7pm.</p> <p>Meeting closed at 9.25pm</p> <p>Matters Outstanding:-</p> <table> <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						
St. Mary's Church Walls	Japanese Knotweed												
Williams Mews	Bridge Wall												
Council's Assets													