

Ruabon Community Council

Minutes of Community Council’s Meeting held on Wednesday 27 July 2016 at 7.00pm at Ruabon Village Hall

Present: Councillor Supriya Kapas(Chair); Councillor Dana Davies; Councillor Paul Bickley; Councillor Sybil Bremner; Councillor Ann Davies; Councillor Bob Jackson; Councillor Ann Jones; Councillor Joan Lowe; Councillor Cath. Roberts;Councillor Gwen Rogers; Councillor Bill Smith; Mike Blackshaw (Clerk/Finance Officer); PCSO Hannah Harris.

Apologies: Councillor David J Green; Councillor Lisa Kelly; Councillor Christine Jackson; PCSO Emily Blake; PCSO Steve Bellis

Minute Ref. No.	Agenda Item No.	Summary of Discussion	Decisions/Agreed Actions/related Documents
4533	1	1.1 - Declarations of Interest – There were no declarations of interest at this time.	
4534	2	2.1 – Confirmation of Minutes- Minutes of the meeting held on the 29 June 2016 were agreed as a true and accurate record proposed by Councillor Ann Davies seconded by Councillor Paul Bickley and approved by Council.	
4535	3	<p>3.1 - Matters Arising –</p> <p>3.2 – Ruabon Community Fund – The Clerk reported to the meeting he had been in contact with AVOW and had provided them with dates of when the village hall was available to hold a public meeting. The members of the panel considered the dates available and agreed to make themselves available to attend. Councillor Dana Davies advised she would not be available for any of the dates suggested. The Clerk confirmed he would circulate details of the date of the meeting to ensure all groups affected would be available to attend.</p> <p>3.3 – 20 mph. Zone – The Clerk reported he had received a response from the Highways Engineer concerning the provision of a 20mph zone in the village, the content of which was as follows: “In relation to the potential 20mph within Ruabon, this proposed reduction in speed limit, as with all other traffic regulation orders, would have to go through a statutory consultation process, in order to gain the necessary support for its introduction. However, prior to such a consultation being undertaken we need to gain the support of the relevant county councillors and North Wales Police, as it is they who enforce such matters on the highway. Assuming all of this support is forthcoming, the process would take approximately six</p>	

4536	4	<p>months to get to implementation stage. The cost of the consultation is £2000, due to legal and advertising fees, and based on the number of signs needed to cover the area in question you may be looking at a further cost of £5000 for their erection. At this present time we are currently completing our 20mph Zones outside schools programme within the County Borough. Therefore, should similar levels of funding be available in next years budget, locations such as Ruabon could be considered for this type of work.”</p> <p>3.4 – Williams Mews – The Clerk reported he had received an e-mail from Mr. Sion Wynne who acknowledged that some progress was being made regarding the three houses and confirmed he was prepared to attend the Council’s next meeting in August to provide any further information available. The Council agreed to invite Mr. Wynne to the meeting.</p> <p>3.5 – Hafan Cymru – The Clerk reported he had received an e-mail from the manager at Hafan Cymru who had accepted the Council’s invitation to attend the August meeting.</p> <p>4.1 - Police Matters – PCSO Hannah Harris arrived at the meeting at 7.25pm and was welcomed by the Chair. PCSO Harris reported the crime figures for the area since the last meeting, these can be found as Appendix A attached. PCSO Harris reported that patrols of problem ‘hot spots’ were continuing, she also confirmed that the next police surgery was arranged for the 26 August 2016. She acknowledged that the response to the previous surgeries had been extremely disappointing with no-one attending in June and only one in July. The Council were disappointed with the response and suggested that there could be a better response if the surgeries were held quarterly in the evening or at a weekend as suggested previously. PCSO Harris pointed out that the surgeries could only be arranged to suit manning levels.</p> <p>4.2 – Matters Arising – Councillors raised concerns regarding trials bikes creating a nuisance and being ridden dangerously along Penycae Road with the riders not wearing crash helmets, PCSO Harris suggested that the incidents should be reported immediately to 101 and if possible to provide details of the bikes or the clothing of the individuals involved. The Council also requested that PCSO Harris extend the Council’s grateful thanks to all those involved with the recent emergency following the Bomb scare in the village. Councillor Ann Davies reported that there had been a serious incident in Vincent Street where an ambulance responding to an emergency had found extreme difficulty due to vehicles parking on junctions causing obstructions.</p>	
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4537	5	<p>Councillor Paul Bickley queried whether patrols were continuing in the Rec. because of the suspected drug use on the site, it was also reported that the same problem was now occurring on the Wynnstay Gates site, PCSO Harris said she would pass on the Council's concerns. It was also noted that no feedback was being received regarding the Drug issue given that it was one of the Council's key priorities. The Clerk was requested to note this on the quarterly reports on the service and that the Council felt the police should be more pro-active in their approach to drug use.</p> <p>5.1 – Local Government Re-organisation – The Chair reported that the minutes of the meeting held at Esclusham Community Council on 13 April had been received and circulated to all members. She acknowledged that the Council had not discussed the proposals contained within the Local Government Re-organisation Bill in any detail and had certainly not supported any of the proposals it contained. Councillor Dana Davies confirmed the meeting did not address any of the Community Councils issues which had been suggested had been discussed at the meeting. The Clerk reported that the results of the Welsh Governments consultation on the proposed changes had been published and could be reviewed via the Welsh Government's web-site.</p>	
4538	6	<p>6.1 – Code of Conduct – The Chair circulated a sample Code of Conduct which was being adopted by a number of Community Councils, following consideration Councillor Dana Davies proposed, Councillor Ann Davies seconded and the Council approved the adoption of the new Code.</p>	
4539	7	<p>7.1 - Youth Service – The Clerk had previously circulated the W.C.B.C. revised report on the Reshaping programme of the Education, Enrichment and Intervention Service. Councillor Dana Davies up-dated the meeting regarding the future of the Centre of Excellence in Ruabon. She advised the meeting that the building will be retained beyond the 31 March 2017 but will be the base for the Play and Youth Development Team. The building will also be made available to other groups to lease but any group who will deliver Youth Support Services will have free access to the building. The report also stated that the Centre would also be made available to the TRAC Team and also the Youth Justice Service. The report also stated that it was proposed to increase the funding of the Community based Youth Service to £150k. but this was to be shared equally between the three areas.</p> <p>Councillor Davies also reported that the Management Committee are considering registering as a charity which would allow them access to external funding. Further work was necessary by the group in order to progress its support for the youngsters in the area.</p>	

4540	8	<p>8.1 – Cemetery Group - Councillor Paul Bickley reported that the Group had considered Ms K Czora request for a memorial and were recommending that only a Headstone should be erected, this would assist in ensuring the grave was well maintained, the Council agreed with the recommendation.</p> <p>The provision of a water butt was discussed and Councillor Smith confirmed it was the intention of the group to erect a raised base which would allow easy access to the water. The Clerk was expecting delivery within the next 2 weeks. The next meeting of the group was 6 August at 9.00am.</p>	
4541	9	<p>9.1 – V.H.C.M. Group – Councillor Dana Davies reported that the Group met and discussed the following issues:</p> <p>Increase the provision of storage space by re-designing the toilet facilities. The proposal was to remove the current ladies toilet, increase the floor area of the gents toilet by moving the internal wall, this would allow the toilet to be divided in 2 to provide both male and female toilets, the disabled toilet would remain but would have a baby changing facility installed. All toilets would be up-graded to comply with new regulations and standards. The Clerk confirmed that he had made arrangements to meet an architect to view the options available.</p> <p>The Caretaker had reported her concerns regarding the condition the hall was being left in by some of the regular users. The Group had agreed to circulate all users advising them of the conditions for hiring the hall and their responsibility to ensure it is left clean and tidy. The Group also agreed to monitor the situation and if necessary consider the introduction of a surcharge to cover the cost of extra cleaning.</p> <p>The Health referral team had raised their concerns that the Refuse Collection team were using the toilet facilities on a Monday whilst they were occupying the hall, it was agreed that this was not acceptable, the hall should not be used as a public convenience, the Clerk was requested to contact the appropriate officer at W.C.B.C. to point this out.</p> <p>The Group had agreed to delay the planned project in the Pavilion until after the end of the bowling season and had also considered how to make use of its sports facilities. It was acknowledge there was a need to attract sports groups to make use of the changing facilities available.</p> <p>The Clerk reported on behalf of the Bowling Club and advised that their intentions for the next year were to reduce the number of competitions they were involved in and to concentrate more on the community side of bowling, this would hopefully raise interest within the village and increase the membership of the club.</p>	

4542	10	<p>They had also indicated that repairs were required to the channels around the green and an estimate of the cost of work would be provided to the Group for consideration.</p> <p>10.1 – Planning Matters – The following Planning Application was discussed:</p> <p>P/2016/0621 – Y Berllan Dininlle Farm Road Ruabon – Conversion of existing office and workshop together with extension to provide additional living accommodation – No objections were raised.</p> <p>P/2016/0663 – 5 Duke Street Ruabon – Replacement Windows to front elevation with traditional style timber double glazed units. – No objections were raised</p> <p>P/2016/0669 - Paddock Row Ruabon – Two storey Rear extension and single storey sun room – No objections were raised.</p>	
4543	11	<p>11.1 – General Correspondence – The following items of correspondence were considered</p> <p>NHS Trust Welsh AMBULANCE Service – Copy of Network News Summer 2016. - Noted</p> <p>Wrexham & District CAB- Annual Report 2015/2016-Noted</p> <p>Hafan Cymru – Acceptance of invitation to attend future meeting.- Arrange for August meeting</p> <p>W.C.B.C. – Notice of Play Day at Queens Square on Wednesday 3rd August 2016 from 12.00noon – 4.00pm</p> <p>W.C.B.C. – Training – Benefits for people of pension age – Brynteg 14/09/2016 – Item noted</p> <p>HAGS – Leaflet on MUGA –various designs and costs – Include in next Project Group meeting for consideration.</p> <p>Salix – Street Lighting - response to the loan application</p> <p>Shropshire HR – Offering a dedicated HR Service to Town, Community and Parish Councils. – Consider quotation</p> <p>OWL– Incident in Gwersyllt 25/05/2016 -request for information on individual caught on camera. - Noted</p> <p>St. Mary’s Church – E-mail thanking Council for their letter of support. Noted</p> <p>W.C.B.C. – Annual play area inspection reports - Noted</p> <p>OWL - Warning of suspicious telephone calls purporting to be CAB – Item noted</p> <p>One Voice Wales – Web-site link to Statement made by Mark Drakefield on his plans for Wales Tax powers.- Noted</p> <p>Sion Wynne – Williams Mews – E-mail accepting invitation to attend meeting in August - Noted</p> <p>W.C.B.C. – Environment & Planning Dept. – Food Hygiene inspection of the village hall 2016 - Noted</p> <p>Cadwyn Clwyd – Community Funding Workshop 10 August 2016 3.00pm – 7.00pm at Northop Hall Pavilion - circulate</p> <p>Draft Local Government (Wales) Bill – Consultation responses – web-site link - circulate</p> <p>One Voice Wales - Older Peoples Commissioner for Wales – Briefing notes - Noted</p>	

4544	12	<p>12.1 - Finance Report – The Clerk reported on the following Item:</p> <p>12.2 – 1ST Quarter Report 2016/2017 – The Clerk circulated details of income and expenditure to everyone for the period ending 30 June 2016. The report indicating an income of £28,749.02p and expenditure of £35,060.27 for the business account. The Clerk explained the items which indicated larger spend than normal, these being staff salaries, and Street lighting, the explanations were accepted by the Group. He also indicated that burial income was down in comparison to the previous year. The figures were accepted and approved by the Group.</p> <p>12.3 - Petty Cash Spend – The Clerk advised the meeting that the opening balance in the account on 1 April 2016 was £64.04p. The first quarter expenditure was £124.38p with spend mainly on fuel for lawn mowers, materials for village hall and stamps. The Group requested Councillor Christine Jackson to undertake an audit of the account.</p> <p>12.4 -Village Hall Complex Management Group - The Clerk provided the meeting with the following details of the Village Hall account for the period ending 30 June 2016:</p> <table data-bbox="470 981 1069 1120"> <tr> <td>Income received</td> <td>£2,803.00p</td> </tr> <tr> <td>Expenditure</td> <td>£3,251.16p</td> </tr> <tr> <td>Amount Invoiced to 30 June 2016</td> <td>£4,261.00p</td> </tr> <tr> <td>Balance in the account</td> <td>£34,432.67p</td> </tr> </table> <p>Expenditure on the bowling green for the 1st quarter was only £150.0p, the Clerk confirmed further expenditure was anticipated as repairs had been carried out on a piece of equipment and an invoice was pending.</p> <p>The Clerk also reported that expenditure on the Pavilion for the first quarter was £286.82p, there was no significant maintenance work required, however, the service of the portable fire equipment and emergency lighting had been carried out and a report was to follow.</p> <p>12.5 – Financial Regulations and Risk Assessment – Copies of both documents were circulated for consideration. The Group had carried out a review of the Financial Regulations were recommending to the Council that no changes were necessary. The Council accepted the recommendation and following a minor change to include the wording “financial institutions” approved the Financial Regulations.</p> <p>The Group also considered the Risk Assessment for 2016/2017 and following discussions they recommended the following changes.</p> <p>Ruabon Cemetery – an amendment to the action taken section should now read “The development of the second phase of the cemetery - planning restrictions have been placed involving the siting of graves adjacent to existing trees. Considerations are being discussed on how best to utilise the ground pending the outcome of the on-going</p>	Income received	£2,803.00p	Expenditure	£3,251.16p	Amount Invoiced to 30 June 2016	£4,261.00p	Balance in the account	£34,432.67p	
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4545	13	<p>legal process". The level of risk should now be designated as High level (red).</p> <p>Village Hall - Health and Safety Hazard – the action section has been amended to read "The Village Hall Management Group have agreed a Risk Assessment form which is being distributed to all users of the Hall". The Council approved the changes.</p> <p>12.6- Pension Provision – The Clerk up-dated the Group on the progress in setting up the scheme and confirmed the qualifying staff had been registered with the National Employment Savings Fund (NEST) on the 28 June 2016. The monthly Direct Debit had been set up and the level of contributions had been calculated. Confirmation had been received indicating the date of the first contribution which was the 1 August and the 1st of every month thereafter. He had still not arranged a process of collecting the employees contributions and it was agreed for him to make the necessary arrangements with the Payroll Manager at W.C.B.C.</p> <p>12.7 – Cemetery Lodge – The Clerk reported that he had contacted the letting agent who had advised him that the rental market had been fairly stable over the past 12 months, the Council considered the situation and suggested that the review of the rent should be carried out and agreed that any variation below a 6% could be at the discretion of the Chair and Clerk.</p> <p>12.8 – Reserves – The Clerk reported that he had been in contact with the local credit union and they were offering an interest rate of 0.75% with instant access to all funds. As previously agreed a reserve account was to be set up for the Village Hall, Councillor Dana Davies proposed and Councillor Paul Bickley seconded and Council agreed it should be set up with the Credit Union. The two reserve accounts were also discussed and it was proposed by Councillor Paul Bickley and seconded by Councillor Dana Davies that the two accounts should be combined and deposited with the Credit Union, the Council agreed and requested the Clerk to make the necessary arrangements.</p> <p>12.9 – Accounts – A schedule of accounts requiring payment was circulated Councillor Paul Bickley proposed and Councillor Ann Davies seconded and Council agreed to the payments.</p> <p>13.1 – A.O.B. – Councillors reported some of the hedges had been cut but there were still a number Albert Grove which needed attention.</p> <p>Councillor Ann Davies reported she had been in contact with the Highways Department concerning the problems of parking in Vincent Street and confirmed they were considering the possibility of yellow lines being introduced Councillor Joan Lowe also reported that consideration was also being given to providing them on Duke Street.</p>	
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4546	14	<p>Councillor Paul Bickley raised the issue of the graffiti on the boundary wall facing the Rec., the Chair pointed out the wall was the school's responsibility and the problem would be reported to them after the summer break.</p> <p>The continued provision of the School Crossing Patrol was discussed and the possible installation of a zebra crossing at the location was raised, it was agreed the matter would be taken up with the Highways Department.</p> <p>The meeting also raised concerns following the loss of the Ruabon Circular bus service, Councillor Dana Davies reported that a review of all services which had been lost was taking place and the Council would be informed when there was something to report.</p> <p>Councillor Sybil Bremner advised the meeting that representatives of Diabetes UK would be collecting used stamps donated by the community on 17 August 2016 at 2.30pm and invited those available to attend.</p> <p>14.1 - D.N.M. –The date of the next meeting of Full Council is Wednesday 31 August 2016 at 7.00pm.</p> <p>The Chair closed the meeting at 9.15pm.</p> <p>Matters Outstanding: Boundary Wall – St Mary's Church Japanese Knotweed Stonewall – Bridge Litter Bins Williams Mews Hafan Cymru</p>	
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