

**Rossett Community Council**

**Meeting on Wednesday 16th August 2017**

**MINUTES**

**Declarations of Interest**

**Members were reminded that they should declare the existence and nature of any personal and or prejudicial interest in the business of this meeting**

**Present:**

**Councillors :** Cllr. A Parrington (Chair), Cllr. K Matthias, Cllr. H Maurice-Jones, Cllr. B Cleaver, Cllr. J Pretsell, Cllr. P Roberts, Cllr.M Woods, Cllr. T Sexton, Cllr. P Morris, Cllr. J Fortune, Cllr S Price, Cllr H Jones, Cllr P Goode.

**Others :** PSCO Alison Heron and one member of public

**Apologies for absence :**  Cllr. C Parker.

**34. Apologies for absence.**

**35. Declarations of Interest**

Declarations of interest were made by:

1. Cllr B Cleaver regarding any issues pertaining to the Park Warden due to personal association.
2. Cllr S Price regarding any issues pertaining to the Park Warden due to personal association.
3. Cllr P Roberts regarding planning applications due to a conflict of interest.
4. Cllr H Jones regarding Cadwyn Clwyd due to a conflict of interest.

**36. Approval of the Minutes of 19th July 2017.**

**37. PCSO Heron read the Council Priorities Report, as follows:**

1. **Crime Details for July 2017:**

|  |  |  |
| --- | --- | --- |
| **Crime Type** | **No.** | **Comments** |
| Burglary | 1 | 25/07/17 – Lyndir Lane - Car keys and vehicle, vehicle located - Civil matter. |
| BOTD | 1 | 21/07/17 - Rossett - Troths - Undetected. |
| Assaults | 1 | 18/07/17 - Chester Road - Darland High School |
| TFMV | 1 | 06/07/2017 - Rossett - Aerial - Undetected. |
| Theft | 4 | 04/07/17 - Rossett - Personal belongings - Civil  09/07/17 - Rossett - Phone - Found  15/07/17 - Burton Road - Money - Victim withdrew  31/07/17 - Park Lane - Equipment - Undetected. |
| ASB | 3 | 25/07/17 - Chester Road - Neighbours dispute  28/07/17 - Llyndir Lane - Intoxicated person  30/07/17 - Lavister - Persons selling items door to door. |

**(b) Priorities:**

B.O.T.D. – 1 report this month.

Speeding – Chester Road. Reports that the 20 mph not being adhered to. Speed checks conducted. Drivers driving over 20 mph but below 30 mph.

Parking on pavements – No reports for this month.

**(c) Emerging Issues:**

Cuppa with a Copper - 2 persons attended.

The police report is due to be changed from its current format to a graph. Whilst PCSO Heron was aware of the impending change she had been told to continue with the current format for the time being.

Cllr's Price, Matthias and Sexton all identified a couple of 'hot spots' for parking on pavements which PCSO Heron would monitor during her patrols.

The Clerk confirmed that the theft of the two Community Council planters from the corner of Burton Road/Llay Road had been reported to North Wales Police and CCTV footage in the area had been reviewed.

PCSO Heron left the meeting

A discussion ensued regarding the 20 mph zone in Rossett which had been highlighted at previous meetings. Cllr Jones confirmed he had raised this issue with the Highways Department and it was accepted that the current signage was not appropriate. A new signage plan had been submitted and signed off so it is hoped that when this is implemented there will be appropriate signage throughout the Village identifying the 20 mph zone. Mr David Green queried why there was a 20 mph zone when other larger schools did not have speeding restrictions but instead had a pelican crossings. Cllr Jones explained that this was due to the location of Darland School on a 'B' road, passing both a playground and school. The 20 mph proposal had been put out for comment prior to introduction and there had been no objections, in fact many local residents were in favour of it.

**38. Representation's from General Public**

Mr David Green raised the issue of the proposed School Crossing Patrol. As this was on the agenda, it was decided to discuss this matter at this point. Mr Green had noted that consideration had been given to providing a pelican crossing in previous minutes but noted there was a cost of £40,000 associated with its provision. As the risk of children crossing the road to attend Darland School related to those arriving on public transport from outside the local area, he did not feel it was appropriate for the Community Council to use precept money from Rossett residents to pay for an issue caused by children from outside the local area.

Cllr Parrington confirmed that the provision of a pelican crossing was cost prohibitive so would not be considered by the Community Council. A school crossing patrol had been considered and the line manager of these members of staff had been invited to the meeting but was unable to attend due to another commitment.

A debate ensured and it was confirmed by Cllr Jones that there were issues with the provision of a school crossing patrol as the Darland School issue was unique as the main risk occurs once a day in the morning when the children leave the buses and cross the road to reach the school premises. This caused WCBC some issues as the school crossing patrol has a generic contract which employs individuals twice daily. Elsewhere in the county this role was employed at Primary schools, it was deemed that pupils at Secondary school should have the appropriate level of road awareness to enable them to reach the school premises safely. Due to this it doesn't meet the normal criteria for WCBC to class it as a risk.

It was noted that the school were unable to employ members of their staff to cover this area as teaching staff cannot be responsible for children making their way to school.

It was highlighted that the school need to continue to raise the profile with the children regarding road safety including the use of electronic devices whilst crossing the road.

There had been no reported issues of accidents involving children crossing the road however, some local members of public had seen what they perceived as 'near misses'. With the impending signage plan for the 20 mph zone it was hoped that this would reduce any potential risk of accident. Cllr Cleaver proposed that this issue be removed from the agenda unless specific issues are identified with which the Community Council can have some influence in the future. This course of action was agreed. **Action: Clerk to write to Mr Agnew to inform him of the outcome of this issue.**

**39. Matters Arising**

1. **Community Agent Scheme -** Cllr Pretsell confirmed that the advert was current for the recruitment of a Community Agent and it had been posted in the Essentials magazine. The closing date was 1st September and there had been several enquiries. Information had been received from AVOW regarding processes/policies that will need to be adopted in relation to this recruitment and this will commit the Clerk for a number of hours. It was identified that there was some surplus money from the Community Agent funding which had been earmarked for this additional work. There was little more that could be progressed with this issue until the selection process was completed.

(ii) **School Crossing -** Discussed earlier in the meeting as minuted.

(iii) **Public Meeting - Traffic movement around the Green** - A date of Wednesday 13th September was agreed for the public meeting and this would be advertised in the Essentials magazine once suitable accommodation had been confirmed. **Action: Clerk to check availability of St Peter's school.**

**(iv) Cadwyn Clwyd - Steering Group.** Nobody had volunteered to form a steering group to review the feasibility study submitted by Cadwyn Clwyd. Cllr Jones volunteered at the meeting however, this was deemed a conflict of interest due to his links with Cadwyn Clwyd. Cllr's Matthias and Maurice-Jones volunteered to assist Cllr Parrington who also asked all Councillors to consider if there are any members of the public who may have suitable knowledge to assist with this project to make the nomination. Due to the current holiday period it was suggested that this be addressed within the first week of September **Action: Clerk to contact Cadwyn Clwyd to confirm the revised response time for the feasibility study is acceptable.**

**(v) Staffing Sub Committee -** It was deemed best practice that Community Councils have a 'Staffing Committee'. This would be more prevalent with the employment of the Community Agent which would then mean the Community Council employs four members of staff. Contracts of employment, training, employment policies and appraisal were all issues requiring monitoring. Cllr Parrington volunteered for the Sub Committee along with Cllr Woods.

**40. Matters Discussed**

1. Possible change of location. Cllr Jones reported that The Village Hall committee were facing a number of difficulties due to some recent changes and loss of regular bookings for the Village Hall. He felt that the Community Council should show its support for the Village Hall by considering relocating its meetings to the now vacant back room. Cllr Fortune gave an overview of the current financial position of the Village Hall and the difficulties it was facing. It was deemed that this accommodation was now appropriate for Community Council meetings. Cllr Cleaver proposed that the Community Council should relocate to the Village Hall and this was unanimously agreed. **Action: Clerk to make contact with Mrs Peet to confirm costs and bookings and inform the Presbyterian Church of the impending change.**

**41. Reports**

County Councillor Hugh Jones’ Report

Cllr Jones had recently met with the Clerk to pursue the actions raised at the last meeting. The 20 mph zone, school crossing patrol and public meeting had already been discussed. It had been agreed that Streetscene would in future remove any commercial banners from the roundabout at the entrance of the Village however local charitable events notices would not be removed unless they were left up after the date of the event.

Cllr Jones confirmed that the landowner of the field leading to 'Pebble Beach' was unknown therefore, at the current time it was not possible to write to them to highlight the risk of children using this area unsupervised.

It was confirmed that Stringers Lane along with Darland Lane was on the plan for resurfacing during the current financial year however, no further indication of timescale was available.

**Planning Issues**: The appeal against the Council refusal for houses on Gamford Lane had taken place on August 2nd. Whilst it was difficult to assess the possible outcome of the appeal there had been no further evidence provided to overcome the initial concerns raised which had led to the refusal. The applicants had submitted a revised submission to deal with the site drainage issues. This involved re-instating the original surface drainage under Cottage Close and Pippin Lane. As the revision was submitted after the deadline and had not been sent to the appropriate departments the Inspector had decided that it could not be considered. It had been stated that a decision could be made by the end of August.

A revised outline scheme for housing on the site of Newhaven Garage had been submitted, In principle Cllr Jones supports the redevelopment from garage to residential subject to a number of conditions. Newhaven Cottage, being the oldest in the Village, is retained, that the design and character of the building accords with the conservation area and is sympathetic in ridge height to the neighbouring properties and that adequate on-site parking is available.

**Home Improvements:** The provision of new kitchens and bathrooms in our Council owned properties has now reached Rossett and this will ensure that our homes accord with the Welsh Government Housing Quality Standards.

**Chester Road:-**  The public meeting will be arranged, in the meantime Cllr Jones will continue to press the Co-op to mark the exit to their car park with the appropriate stop signs, they are slow to deliver on their promises.

**Post Office:** The Post Office still remain committed to providing a service in Rossett and the Cadwyn Clwyd funded evaluation of the Community Council proposals to convert the toilet block on The Green is currently being undertaken. In the meantime following a helpful suggestion from a resident Cllr Jones has written to the Post Office asking if they will provide a mobile facility.

**High Speed Broadband:** Thank you to all who responded to Cllr Jones' comments on High Speed Broadband, he will continue to press BT to ensure that they meet their promised dates.

**Disabled Access:-**  A number of residents have raised concerns regarding disabled access for both pedestrians and mobility scooter users. If you have a particular problem or concern please get in touch with Cllr Jones.

Clerk's Report

The Clerk had previously distributed her report for Councillor's information. With reference to the procurement of the notice boards, the Parks and Recreation Grounds sub committee had made a recommendation that three notice boards be purchased. Two to replace the current notice boards at Station Road and in the Chester Road playground and an additional one to be located near the underpass at Burton. The additional notice board would require planning permission so this would be progressed however, due to the current notice boards being unfit for purpose it was agreed that this purchase would be progressed.

The proposal for a two door lockable notice board to directly replace the one in the car park on Station road was agreed at a cost of £875.

The recommendation for the Chester Road one in the playground was that this was relocated to outside the playground near the planters and the current public notice pin board be removed. The suggestion was for a three door board with two lockable doors for Council notices and one open door for public notices. Cllr Roberts felt that having public access to the board may lead to it looking unsightly if the display of notices was abused. He proposed that all three doors are lockable and the Clerk manages the submission of public notices possibly charging for the display of commercial notices. This was agreed. **Action: Clerk to progress the purchase of the two replacement notice boards and make enquiries regarding a planning application for the new notice board.**

Parks and Recreational Committee

Cllr Pretsell confirmed that a meeting had been held on 26th July. The notice boards and benches had been discussed and the decision on the notice boards had been progressed as per the previous minute. Due to a number of changes the purchase of any replacement benches was not necessary but the bench at Greenfields playground had been removed as it was deemed a hazard.

A number of volunteers from the Recreational committee had volunteered to clean the shelter so this was now ready for painting. It was agreed that to ensure an appropriate job was done of the painting the Park Warden and Street Warden would be asked to undertake this work within their normal working pattern where possible. The Clerk advised that as the Park Warden only works one hour a day the majority of his time would be overtime which is paid at plain time. It was agreed that they would spend one week of the Street Warden's time (2 x 5 hour days) and then review what additional time would be required to complete the work. The paint had already been purchased by the Clerk. Cllr Roberts advised that any overtime should be emailed around all Councillors for approval. The Clerk informed the Councillors of the current process which meant that overtime for the Street Warden and Park Warden could be approved by the Clerk (line manager) or Chair and clarification was sought to confirm if the recent proposal to email all Councillors was to advise of overtime agreed or request permission for overtime. Cllr Roberts felt it should be to seek authority as it was committing money. Cllr Maurice-Jones commented that there was already a process in place for approval of overtime and did not think a revised process which could be bureaucratic would be beneficial. **Action: Clerk to forward documentation detailing current authorisation process to Cllr Roberts.**

The framework for the aerial runway had been installed and the equipment was expected to be commissioned any day. **Action: Clerk to Chase Ray Parry to confirm a completion date for the installation of the equipment.**

The next piece of equipment for replacement was the goal posts which would be replaced by a 5 a side pitch. There had been some difficulties getting three quotes as these needed to be manufactured as they are not an 'off the shelf' item but two quotes had been received. The cost was approximately £4,300 which also included grass matting in the goal mouth as opposed to £1,500 for standard 5 a side post without any 'guards' at the back of the posts. There was a £600 charge for removal of the current goals and installation of the new. It was felt that it was possible that the old posts could be removed by volunteers. The Clerk had approached the Balfour Trust regarding financial support but had been informed that bids are only considered annually in the New Year. **Action: Clerk to contact the company to seek reduction in price if they are not required to remove the old posts. Clerk to contact Balfour Trust to see if a retrospective bid would be considered.**

The recreational committee had produced a schedule of works which listed all proposed works and identified how they were being progressed and a priority. It was hoped this would also assist future budgetary planning.

Reports from Community Councillors

Cllr Maurice-Jones had been in contact with Burton and Rossett Horticultural Society regarding the possible sponsorship of planters. However, following their success in a competition they had won a number of spring bulbs. They have therefore offered to donate a number of these to the Community Council for use in the planters which will reduce planting costs for next Spring (approximately £100). All Councillors were in agreement that this offer should be accepted and progressed by Cllr Maurice-Jones.

**42. Planning Applications**

P/2017/0623 - Broad Oak Farm, Llyndir Lane, Burton - Change of use and conversion of Barns to 13 residential units - No objections.

P/2017/0676 - Three Acres, Rosemary Lane, Burton - Two-storey and single storey extensions - No objections.

Cllr Jones reported that there was a need to inform the Planning Department if there are no objections as otherwise it is listed as no response. **Action: Clerk to ensure the Planning Department is notified if there are no objections.**

**43. Finance**

Cllr Woods summarised the bank reconciliation as at 30th June 2017 which had been distributed to all Councillors.

1. Invoices were approved, as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Payee**  Rossett Senior Citizens | **Purpose**  Donation - replacement bingo machine | **Sum £**  152.00 | **Chq. No.**  2997 |
| Scottish Power | Street light electricity | 455.40 | 2998 |
| Scottish Power  Dee Valley Water  Jones Lighting  The Head Gardener  One Voice Wales | Toilet block electricity  Water charges  Street Light maintenance  Grounds maintenance works  New Councillor Induction Training | 145.89  59.57  422.78  920.00  120.00 | 2999  3000  3001  3002  3003 |
| Mr C Hughes | Street warden’s salary and disbursements | 688.78 | 3004 |
| Mr T Price | Park warden’s salary and disbursements | 283.93 | 3005 |
| Miss W Pace | Clerk's salary and disbursements | 866.26 | 3006 |

Street Warden’s Disbursements Park Warden’s Disbursements

Petrol £55.80 Petrol £29.25

Fuel £5.81

Total **£61.61**

Clerk's Disbursements

Bin bags/Stationery £80.59

Paint (shelter) £99.63

Basketball Backboard £158.94

Paint (shelter) £24.98

Total **£364.14**

Cllr Parrington reported that he had spoken with the Street Warden regarding the disposal of greenery collected as he undertook his duties. The size of the trailer was causing a bit of an issue and required frequent visits to the skip therefore, alternative systems may have to be considered to make his processes more sustainable. Cllr Roberts queried if the Street Warden worked zoned areas. This had happened initially but as additional requests were received and over the Summer months when other jobs had arisen his work areas were less regulated. Cllr Parrington commented that it was important that the Street Warden had a regular presence within the community and the return to more structured zoned areas could hopefully happen in the forthcoming months as greenery growth slowed down.

The Clerk advised that another letter had been received from the Bank to advise that all signatories were required to enable the setup of electronic banking. All signatories were therefore requested to sign the appropriate banking forms.

**44. Any Other Business**

(1) The Clerk reported that best practice stated that Any Other Business should not appear on the agenda. This would then remove the possibility of issues being raised and decisions made which members of the public may of had an interest in. Cllr Jones suggested that AOB should remain but issues requiring debate or voting should be rolled over onto the next agenda. This was agreed.

(2) Cllr Roberts requested that tree trimming be placed on next month's agenda**. Action: Clerk to put on next month's agenda.**

(3) Cllr Roberts stated that he had looked into the issue of expenses for the Clerk in respect of home working. The standard amount paid appears to be £4 per week. Cllr Parrington stated that this should be considered by the Staffing Sub Committee and any proposal brought back. **Action: Cllr Parrington to raise at Staffing Sub Committee.**

**Date of the next meeting Wednesday 20th September 2017.**

**Signed as a true record:**

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**Chairman Date**