

**Rossett Community Council**

**Meeting on Wednesday 20th December 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. B Cleaver, Cllr. J Pretsell, Cllr. P Roberts, Cllr. M Woods, Cllr. P Morris, Cllr. K Matthias, Cllr S Price, Cllr. P Goode, Cllr H Jones, Cllr H Maurice-Jones, Cllr. T Sexton.

**Other:** David Jones, Phil Bentley and Dave Hylands.

Cllr Parrington thanked Cllr Goode for the meeting gavel which had been presented to Rossett Community Council on behalf of the Emma Jane Trust.

**79. Apologies for absence:** Cllr. J Fortune and Cllr. C Parker.

Cllr Parrington wished Cllr Parker a speedy recovery from his recent operation.

**80. 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 issues due to a conflict of interest.

**81. Approval of the Minutes of 15th November 2017.**

**82. Police Report**

**Cllr Parrington read the Council Priorities Report, as follows:**

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

|  |  |  |
| --- | --- | --- |
| **Crime Type** | **No.** | **Comments** |
| Burglary | 1 | 18/11/17 - Rossett Park - (Car key Burglary) Vehicle still outstanding. Undetected. |
| BOTD | 3 | 15/11/17 - Chester Road - Nothing Taken  15/11/17 - Llyndir Lane - Tools - Undetected  24/11/17 - Station Road - Attempt to gain entry, nothing taken - Undetected. |
| TFMV | 1 | 16/11/17 - Alyn Drive - Tools - Undetected. |
| Theft | 2 | 02/11/17 - Chester Road - Civil Matter.  10/11/17 - Chester Road. Personal Items - Undetected. |
| Criminal Damage | 1 | 18/11/17 - Burton - Damage to vehicle - Still Outstanding. |
| ASB | 4 | ASB Personal 27/11/17 - Rossett  09/11/17 - Burton  ASB Nuisance 06/11/17 - Llyndir Lane  14/11/17 - Chester Road |

**(b) Priorities:**

B.O.T.D. – An increase in BOTD's this month.

Speeding – No Speed Gun for November.

Parking on pavements – No reports to 101. Continue to patrol and monitor.

**(c) Emerging Issues:**

Farms around Burton have been given words of advice regarding speeding through the Village and also mud on the rural roads.

**(d) Good News Stories:**

School Patrols conducted.

Cuppa with a Copper - Gwens Stores. No one reported any issues. Next event organised for 13th January 2018.

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

None.

**84. Matters Arising**

1. **Donation Request - Rossett Scouts -** David Jones and Phil Bentley attended the meeting to discuss the donation request submitted on behalf of Rossett Scout and Guides Headquarters Committee. They confirmed that £7,200 had been raised for the work required to replace the asbestos roof. They thought approximately £25,000 would be required to complete the work. Alternative locations had not been sought as there was a need for outside space to allow the unit to conduct the type of activities championed by the Scout movement. Also as the land is leased there would be a requirement to demolish the building should they leave the site and these costs were estimated at £20,000. A 15 year extension to the land lease from Church of Wales was currently being progressed. Additional sources of funding had been and continued to be sought. They left the meeting and the Community Council discussed a donation. Cllr Pretsell suggested a donation of £1,000 which was agreed as long as the additional lease is secured. It was also agreed that contact should be maintained to offer advice where possible with fund raising activities. **Action: Clerk to inform Scouts of donation award.**

(ii) **CCTV -** A briefing note had been circulated by the Clerk detailing progress over the last month. Mr Dave Hylands had become very much involved with the project offering his advice for which Cllr Parrington noted the Community Councils thanks. With respect to Rossett Playground two contractors had attended meetings to discuss their proposals and assess the feasibility of connection to Wrexham Council equipment, should that be required. However, whilst liaising with the different agencies it was apparent that the priority should be the CCTV installed at Burton. There is a need to relocate the equipment which is currently installed in a private property that is being marketed For Sale. There was also the need to extend the coverage inside the underpass and the entrance from Station Road. Cllr Parrington proposed that quotations are obtained to relocate the equipment to a new independent location along with increasing the coverage. Whilst this was being progressed the replacement system at the playground would be put on hold. This was unanimously agreed. Dave Hylands then left the meeting **Action: Clerk to liaise with Dave Hylands to progress quotations for work required at Burton.**

**(iii) Mobile Post Office -** Cllr Maurice-Jones reported that she had been in contact with the person setting up a mobile Post Office in Bangor-on-Dee which was due to open in January. They will consider how many hours could be offered for a similar service in Rossett and Cllr Maurice-Jones will provide feedback when available.

Cllr Parrington reported that the meeting with Cadwyn Clwyd had been postponed until January as the representative was unable to attend due to adverse weather conditions.

**85. Matters Discussed**

1. Electronic Information Storage. The Clerk reported that she had some concern with the current storage of electronic information. Dropbox had been considered and was being used as a contingency but there were questions about its reliability. A company called Microshade had attended the recent SLCC meeting offering their services. They have a small council package which offers a safe and secure platform for all the Councils electronic data and information for £300 per annum. Contact had been made with Towyn Town Council who currently use this company and they were happy to recommend them. Cllr Jones proposed establishing a contract and this was unanimously agreed. **Action: Clerk to progress contract for services.**

**(ii)** Business Plan. The Clerk reported that during a training session it had been recommended that Community Councils should have a three year business plan, listing it's short, medium and long term objectives. Whilst much of the information is known it's not formally documented and this would have been useful during the precept preparation. Cllr Parrington asked that the Finance Committee look to prepare a draft of this document. **Action: Clerk to bring forward with the Finance Committee.**

**(iii)** Upgrade of Street Lighting to LED. Cllr Morrisadvised that Gwersyllt Community Council were in the process of replacing all of their street lights (500) for LED. This was going to be completed over a 3 month period and the money required to complete this had been secured from an interest free loan via the Welsh Assembly. The expected energy savings are between 70 - 80% therefore, the system would pay for itself after 2 - 3 years. It was agreed to monitor the work undertaken at Gwersyllt.

1. Clerk's Hours. The Clerk left the meeting whilst a discussion took place regarding her contracted hours. A decision was made to increase the contracted hours to 15 per week with immediate effect. It was also requested that a timesheet be maintained to allow review after 6 months to consider if the number of hours is appropriate. Any additional hours worked within that period will be paid from the timesheets. **Action: Clerk to maintain record of hours worked.**

**86. Reports**

County Councillor Hugh Jones’ Report

Cllr Jones had been communicating with BT regarding the High Speed Broadband for Burton. He was awaiting confirmation that it would be available in January 2018.

The Council had been considering its future budget and a number of local responses had been received in relation to the 'Difficult Decisions' correspondence.

Cllr Cleaver queried the 20mph zone and the lack of signage at the end of Harwoods Lane. Cllr Jones will look into the issue.

Clerk's Report

The Clerk had previously distributed her report for Councillor's information.

One Voice Wales

Cllr Fortune had requested that the Community Council consider a response in relation to the Community and Town Council review panel. One Voice Wales are due to provide a summary of the recent consultation meetings so a direct response will be considered once this information is available. **Action: Clerk to bring forward to January's meeting.**

Planning Law in Wales

Cllr Maurice-Jones queried if a response should be sent regarding the consultation paper received. As the closing date is 1st March 2018 it was agreed to re-send a copy to all Councillors and bring forward to January's meeting. **Action: Clerk to distribute link and bring forward to January's meeting.**

**87. Planning Applications**

P/2017/0972 - 21 Cromar Crescent - Single storey front porch extension and two-storey Rear Extention - No objections.

P/2017/0990 - Darland High School, Chester Road - Extension to Incorporate new main entrance and entrance canopy infill panel - No objections.

P 2017/0992 - Hansels Mead, Chapel Lane - Parking and operation of one private hire vehicle - No objections.

P2017/1027 - The Nook, Station Road - Demolition of rear part of existing dwelling, erection of new two-storey extension - No objections.

Mr Geraint Jones from Savills had proposed a number of dates for the pre-planning consultation in relation to the proposed development at the old golf course. The meeting date was set as 25th January 2018 at 7.30 pm. **Action: Clerk to book Village Hall and liaise with Savills.**

**88. Finance**

Staffing Sub-Committee Notes - Cllr Woods reported on the Staffing Sub-Committee report which had made a number of recommendations. Untaken holidays had been paid in December as in previous years, however it was proposed that staff would be requested to utilise their annual leave in future as per contracts of employment. There was a duty of care as an employer to ensure all staff took annual leave. It was also proposed that the leave year be moved in line with the financial year. An increase for those staff on the Living Wage Foundation pay to £8.75 with effect from 1st April 2018 was proposed and the pay scale point for the Clerk would be proposed followed her appraisal. A number of Clerks had confirmed the amounts paid for working from home and these would be considered when establishing a calculation. All matters were agreed.

Precept Report - Cllr Woods summarised the precept report which had been previously circulated. Whilst it was accepted that due to increased costs an increase was inevitable there was an appetite to restrict the impact to households. Following a discussion it was decided to set the precept for next financial year at £67,400 and the costs for CCTV development would be funded from reserves.

The following donations were agreed:

|  |  |
| --- | --- |
| Eisteddfod Urdd | £100 |
| Llangollen Eisteddfod | £100 |

A request was also received from Family Friends. Cllr Roberts provided some information regarding the excellent work they undertake in the county of Wrexham. This bid would be considered in January when previous donations can be confirmed. **Action: Clerk to bring forward to January's meeting.**

Invoices were approved, as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Payee**  Vivid Floral  Burton Pensioners  H. Maurice-Jones  Huws Gray  Scottish Power | **Purpose**  Supply of Christmas Tree  Donation  Winter planting  Roof felt and batons  Street Lighting electricity | **Sum £**  200.00  500.00  641.00  40.00  440.78 | **Chq. No.**  3009  3010  3011  Debit Card  On-line |
| Jones Lighting  The Head Gardener | Street Light maintenance  Grounds maintenance works | 464.51  610.00 | On-line  On-line |
| Vision ICT  DBS Cleaning  WCBC  Cllr Parrington  Cllr Price  Rossett Village Hall  Prebyterian Church  Rossett Pre-School  Gresford Library | Website hosting Fee  Pressure wash Wetpour  May 2017 Election Costs  Reimbursement of Christmas event costs  Reimbursement of Christmas event costs  Donation  Donation  Donation  Donation | 261.60  234.00  317.23  167.88  99.63  750.00  400.00  480.00  1,000.00 | On-line  On-line  On-line  On-line  On-line  On-line  On-line  On-line  On-line |
| Mr C Hughes | Street warden’s salary and disbursements | 793.06 | On-line |
| Mr T Price | Park warden’s salary and disbursements | 666.38 | On-line |
| Miss W Pace  Ali Pickard  HMRC | Clerk's salary and disbursements  Community Agent's salary and disbursements  Employers Tax | 1,484.34  507.10  427.12 | On-line  On-line  On-line |

Park Warden’s Disbursements Street Warden’s Disbursements

Petrol £19.80 Petrol £54.45

Total **£19.80** Bag of cement £ 5.17 Total **£59.62**

Clerk's Disbursements Community Agent

Petrol £10.35 Petrol £48.15

Notice Board (St Peters)£692.40 Parking £ 1.30

Postage £ 6.99 Total **£49.45**

Electrical Socket £ 5.49

Phone case (CA) £ 3.49

Total **£718.72**

Cllr Cleaver thanked Cllr Price for her efforts with the Christmas Tree Light switch on event was had been a very successful evening. The Clerk sought clarification with regard to the budget for this event as it had been set at £200 however nearly £400 had been spent. It was agreed to increase the budget to £400 rather than take the costs for the Christmas hamper from the raffle ticket sales.

A number of residents had commented that the lights on the Christmas Tree are a little dim. It was agreed to purchase new lights for future years. A post will be put on Facebook to request public opinion on the preferred colour of the lights. **Action: Cllr Pretsell to put post on Facebook page.**

**89. Any Other Business**

**None.**

**Date of the next meeting Wednesday 17th January 2018.**

**Signed as a true record:**

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**Chairman Date**