

**Rossett Community Council**

**Meeting on Wednesday 18th March 2020**

**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**

Cllr Parrington confirmed that this would be a closed meeting due to the current advice from the Government regarding Covid 19. Following a discussion with Councillors over the previous days, it had been agreed to hold the meeting to establish systems for the forthcoming months. It was expected that meetings would not be held for the next few months so members of the public would be requested to forward any issues to the Clerk by email or phone. Where possible issues would be deferred until meetings are re-established or would be decided by email. There would be different priorities for the Community Council, primary overseeing the wellbeing of members of our community however, there remains statutory responsibilities to continue with a number of issues such as planning, financial accountability etc.

**Present:**

**Councillors :** Cllr. A Parrington (Chair), Cllr. J Pretsell, Cllr A Steven, Cllr H Jones, Cllr M Woods and Cllr L Todd.

**244. Apologies for absence:** Cllr W Cleaver,Cllr M Gledhill, Cllr C Parker, Cllr P Roberts, Cllr J Fortune, Cllr T Sexton, Cllr H Maurice-Jones and Cllr P Morris.

**245. Declarations of Interest**

Declarations of interest were made by:

1. Cllr A Parrington regarding issues with Hwb Yr Orsedd due to a conflict of interest.

**246. Approval of the Minutes of 19th February 2020.**

**247. Police Report**

The Clerk had produced the crime figures from the information provided on-line. The information had been queried with PCSO Davies to confirm its accuracy but a response had as yet not been received.

11 Incidents

Violence and Sexual Offences – 5 incidents: 1 x Near Darland School, 2 x Near BroadOaks, 1 x Waverley Crescent, 1 x The Green – all under investigation

Burglary – 1 x Narrow Lane under investigation

Other Theft – 1 x Near Broadoaks under investigation

Other Crime – 2 x Llay Road under investigation

Anti-Social Behaviour – 1 x Higher Lane, 1 x Grosvenor Crescent

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

None – closed meeting.

**249. Matters Arising**

1. **Hwb Yr Orsedd –** Cllr Parrington reported that there had been several meetings regarding the design phase of this project but the group had now put this project on hold for at least 3 months due to Covid 19.
2. **VE Day Event –** Cllr Parrington confirmed that it had been hoped to hold an event to mark this anniversary but this would now not be possible in light of the requirement for social distancing.
3. **Public Rights of Way –** Cllr Maurice-Jones had requested this item in order to establish a system of ensuring our local rights of way remain open and clear. Cllr Jones confirmed that over the last couple of years he had raised a number of rights of way with WCBC and they had checked and confirmed that they were accessible. It was agreed that the Clerk would try to get a full list of local public rights of way from WCBC and this item would be reconsidered when meetings are re-established. **Action: Clerk to obtain list of public rights of way.**
4. **Electoral Boundary Proposal –** Cllr Jones confirmed that a public meeting had been held and it was the unanimous decision of those in attendance to oppose the proposal. Template letters would be made available on the website and there would be a letter drop to encourage residents to submit letters of opposition to The Local Democracy and Boundary Commission and Lesley Griffiths AM prior to the end of the consultation period on 6th April 2020. It was agreed that the Clerk should draft a letter on behalf of Rossett Community Council to the Boundary Commission and circulate for comments from Community Councillors. **Action: Clerk to draft letter**.
5. **Cleaning of ditches/flooding in Burton –** Cllr Jones reported that he had been involved in several meetings regarding this issue and WCBC were considering the legal powers regarding the requirement for land owners to clear ditches. Unfortunately, due to other priorities this item would need to be deferred until the re-establishment of meetings.

**250. Matters Discussed**

1. WCBC Definitive Map Modification Order 2020 – Darland Wood footpaths –The Clerk was in receipt of the modification order from WCBC and confirmed the time period for comments. As Rossett Community Council had registered their support for these alterations, Cllr Parrington proposed that the definitive maps were accepted and this was unanimously agreed.
2. One Voice Wales Membership – The Clerk reported that correspondence had been received from One Voice Wales regarding renewal of the annual membership at £608. It was agreed that this should be renewed. **Action: Clerk to renew One Voice Wales membership.**
3. Covid 19/Emergency Planning – Cllr Parrington reported that this was a concern for the local community along with Community Council staff. It was agreed that should there be a requirement for staff to self isolate they should book off sick. The Clerk would make contact with staff to access their risk and consider changes to working practices. The Clerk confirmed that there would be a key role for the Community Agent to play within the planning for Covid 19 and she was currently liaising with AVOW, WCBC and Mutual Aid UK. The Community Agent had produced a leaflet for consideration and the Clerk presented this to the meeting. The leaflet offered assistance to those required to self isolate and also asked for volunteers to help with this. It was agreed that this should be sent to every household within the ward. Cllr Pretsell confirmed that the Community Agent had spent a number of hours putting plans in place and there may be a requirement for her to work additional hours’ dependant on the local need. Cllr Parrington proposed that should there be a need, additional hours should be offered to the Community Agent and this was unanimously agreed. **Action: Clerk to liaise with staff and arrange distribution of leaflets**.

**251. Reports**

County Councillor Jones’ Report

Cllr Jones reported that he was due to meet with Streetscene regarding identification of significant pot holes around the area that required attention. However, due to current events the scheduled meeting had been postponed.

Cllr Jones identified that waste collections would be a priority but this may mean other staff within the Department being moved to meet this demand.

Clerk's Report

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

Cllr Pretsell reported that a Parks meeting had been held remotely. It had been decided that at the current time no decision would be made about Picnic in the Park and should it be able to go ahead this can be organised relatively quickly.

As there will be no Village Festival this year it had been decided to delay the Community Awards until after the Summer and consider making the awards at the Christmas Tree Light Switch on event.

**252. Planning Applications**

P/2020/0114 – Three Oaks, Chester Road, Rossett – Application for Works to Tree Subject to Tree Preservation Order WCBC 55, Reduce Lower Third of Crown back to Suitable Growth Points in-line with Boundary Fence – Crown Raise Over Garden to Provide 6.0 Clearance as agreed with the Tree Officer – No objections.

**253. Finance**

Cllr Woods summarised the finance documents for February and these were accepted.

Invoices were approved, as follows:

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| --- | --- | --- | --- |
| **Payee**  Hewlett Packard  Scottish Power | **Purpose**  Instant Ink  Street Lighting Electricity | **Sum £**  3.49  172.98 | **Chq. No.**  Debit Card  On-line |
| MEGA Electrical  GBS Design  Vision ICT  Vision ICT  One Voice Wales  AVOW | Street Lighting Maintenance  Second Stage Payment – Hwb Design  Hosted email accounts  Domain Renewal  Membership Renewal  Quarterly Payroll Charges | 353.04  1000.00  259.20  108.00  608.00  108.00 | On-line  On-line  On-line  On-line  On-line  On-line |
| Mr C Hughes | Street warden’s salary and disbursements | 471.83 | On-line |
| Mr T Price | Park warden’s salary and disbursements | 314.66 | On-line |
| Miss W Pace  Ali Pickard  HMRC | Clerk's salary and disbursements  Community Agent's salary and disbursements  Employers Tax | 955.60  907.30  239.63 | On-line  On-line  On-line |

Park Warden’s Disbursements Street Warden’s Disbursements

Petrol £22.50 Petrol £72.00

Total **£22.50** Total **£72.00**

Clerk’s Disbursements Community Agent Disbursements

Weed/Moss Killer £56.49 Petrol £29.70

Weed Killer £53.02 Parking £ 3.00

Notice Board Magnets £ 5.38 Comm café Expenses £26.59

Total **£114.89 Total £59.29**

**254. Other Items brought to the Council’s Attention**

1. The Clerk reported that a street light along Holt Road could not be repaired as it had been identified that the telegraph pole to which it was fixed was rotten. As no other services went to the pole it would fall to the Community Council to meet the costs to replace the pole with a column. A quotation had been received for £1,550. Cllr Woods confirmed that there were sufficient funds available to meet this expenditure. Cllr Jones proposed replacing the pole and this was unanimously agreed. **Action: Clerk to process the order to replace the telegraph pole.**
2. The Clerk reported that she had received correspondence from JDH outlining a schedule for internal audit for the financial year 2019/20. JDH had successfully undertaken this role for the Community Council for several years so it was agreed that they should be appointed for the forthcoming internal audit. **Action: Clerk to liaise with JDH regarding internal audit for 2019/20.**

**Date of the next meeting Wednesday 15th April 2020.**

**Signed as a true record:**

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**Chairman Date**