

**Rossett Community Council**

**Meeting on Wednesday 17th June 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**

**Present:**

**Councillors :** Cllr. A Parrington (Chair), Cllr. J Pretsell, Cllr H Maurice-Jones, Cllr P Morris, Cllr H Jones, Cllr C Parker, Cllr M Gledhill, Cllr T Sexton, Cllr A Steven, Cllr M Woods and Cllr L Todd.

**275. Apologies for absence:** Cllr J Fortune and Cllr P Roberts.

**276. Declarations of Interest**

None.

**277. Approval of the Minutes of 20th May.**

**278. Police Report**

No information currently available.

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

Following the last meeting, the Clerk had emailed Mr Peet regarding his request for an overgrown grassed area to be cut by contractors as WCBC were currently unable to maintain the area. Mr Peet had responded to convey his disappointment that the Community Council were unwilling to appoint contractors to undertake this work.

**280. Matters Arising**

1. **Sewing for our NHS –** The Clerk reported that the group were continuing to receive new orders on a daily basis and the majority of the grant had been used for purchasing materials. An additional bid had been submitted to Cadwyn Clwyd and the result was awaited. They had received a number of approaches from organisations not directly classed as NHS (ie blood donation) but were currently only accepting orders from the NHS. They had started to offer face masks for sale locally charging an amount to recoup any costs and this income stream was being used to purchase more materials. Two similar groups in Telford and Prestatyn had recently ceased as the number of volunteers reduced due to volunteers returning to work. Whilst this had probably led to an increase in orders the group at Telford had also donated a large number of scrubs they had in stock along with some materials.
2. **PPE Hwb Wrecsam –** Following the last meeting the Clerk had requested additional information regarding the current situation with the group and this had been provided. The group were requesting a donation in order to sustain production. Cllr Maurice-Jones reported that she had recently been informed that they had 4,000 face visors in stock. Cllr Gledhill commented that current advice seemed to be recommending face coverings rather than the need for face shields and the group had a wide distribution area. Cllr Jones reported that WCBC had confirmed that PPE supplies are adequate and they are building up stock in case of a second wave and the Community Council needs to be mindful that donations should be directly affecting the ward area. Cllr Woods noted that care homes had been beneficiaries of donations of face shields but felt that private organisations should be funding a purchase price for the product as some are profit making concerns. Voluntary donations are requested. On this note the Clerk confirmed that 3 face visors had been requested and received for the Community Agent, Park Warden and Street Warden and suggested a donation of possibly £5 per face visor. Cllr Parrington proposed that a donation be made for £15 to cover the receipt of the three face visors and this was unanimously agreed. Cllr Jones confirmed that the Community Council had made an initial donation towards the purchase of the printers when the group were providing face visors for the NHS however, felt that at this time an additional donation was not appropriate as the beneficiaries of the products were far and wide and covered many business and private organisations which was not in line with the donation policy. This was unanimously agreed. **Action: Clerk to make £15 donation for products received and respond regarding additional donation request.**

**281. Matters Discussed**

1. Councillor Vacancy –The Clerk confirmed that Cllr Cleaver had resigned from the Community Council after several years’ invaluable input. Cllr Parrington conveyed his thanks to Cllr Cleaver for his service along with his offer to continue to support the activities of the Community Council.

The Clerk had displayed a notice advising of a vacancy and the option for the community to request an election If ten written requests hadn’t been received by Monday 22nd June the Community Council would then be able to advertise to co-opt into the vacancy. It was agreed that this approach should be progressed if possible. **Action: Clerk to liaise with Electoral Services and advertise vacancy if possible.**

The Clerk highlighted that Cllr Cleaver’s resignation would leave the role of Deputy Chair unfilled and as the Annual Meeting to fill all roles would not take place until October it was suggested that somebody take on this role temporarily. There were no volunteers for the role so Cllr Parrington nominated Cllr Gledhill who was happy to be considered. This temporary appointment was unanimously agreed.

1. Water Connection – Cllr Parrington reported that he had raised an issue regarding access to water at the Finance Meeting. Following the summer planting he had been considering the most efficient way to water the current and new planters. The purchase of a water bowser was not possible due to issues with towing, storage, insurance etc. It was identified that a water supply at the top end of the playground (near the notice board) would be beneficial to aid the watering of the central village displays. Cllr Maurice-Jones also confirmed that the Park Warden was in favour of this as it could then allow for a jet washer to be used to clean the play equipment and wetpour bases. Cllr Parrington confirmed there were two options; one to take a supply from the toilet block and lay an underground pipe along the play area to feed a supply which would need to be situated within a lockable cabinet or alternatively look to a new supply being installed at the top end of the play area. It was suggested that the Clerk look into the options and provide costings to allow a decision to be made, this was unanimously agreed. **Action: Clerk to arrange for costings of options.**
2. Wild Flower Garden – The Clerk confirmed that contact had been made regarding the award of materials to establish a butterfly garden. Due to the current restrictions Keep Wales Tidy wanted to liaise and work with one individual. Cllr Maurice-Jones had a community member in mind for co-ordinating this work however, due to other commitments they are unable to assist at this time, she also felt it was a little late in the season to start this work. Cllr Maurice-Jones therefore proposed delaying this as long as it didn’t result in the loss of the materials, this was unanimously agreed. **Action: Clerk to liaise with Keep Wales Tidy regarding possible delay.**

**282. Reports**

County Councillor Jones’ Report

Cllr Jones reported that he has been dealing with numerous reports around hedges, footpaths and people breaking rules, together with problems associated with the Virgin Network work. Cllr Jones has spoken with the County highways officer responsible for liaison with Virgin and will be walking the routes of the works once finished, to ensure they carry out any necessary reinstatement to the required standard.

As far as hedges are concerned it is the responsibility of the landowner to ensure that footpaths are not obstructed, a task which many people continue to fail to do. WCBC have done some work using the very limited resources but that has a knock on effect if residents feel that they can rely on the council. Cllr Jones stressed that Council taxpayers should not have to subsidise gardening for residents.

Cllr Jones confirmed that the Boundary Commission will be restarting their consultation on 1st July which means that any submissions must be in by 13th July.WCBC have objected to the proposals for Rossett and Burton

As chair of the Village Hall Committee Cllr Jones is working with the committee on a plan to be able to safely re-open the building as and when lockdown conditions apply.

Cllr Jones is awaiting contact from NRW regarding the tree that is lying across the Weir at Burton. The Clerk reported that she had spoken with two representatives who were in attendance at the Weir and they had explained that the works would be slightly delayed as there was a requirement to remove the tree via the road as the field on the other side had been planted. This would therefore result in the need for temporary traffic lights and closure of one lane and this was being progressed via WCBC. The representatives had also commented that they hoped it wouldn’t be too long before it could be completed as river levels are low and they are aware that it will perhaps encourage children to enter the river to walk along it.

Cllr Jones has spoken with the person responsible for fly posting ‘wasp nest’ signs around the village and has personally removed some from County street furniture. Whilst it is appreciated that businesses need to advertise their services, unsightly fly posting is not acceptable in our Village.

Cllr Jones confirmed that WCBC have held the first Executive Board by ZOOM and will continue to meet as a Cabinet using ZOOM up to 3 times a week. He has been involved with the introduction of the Test Track and Protect service for Wrexham and this has successfully started across the whole of North Wales. WCBC are working to re-start the local economy as soon as Welsh Government allows, this includes looking at ways of opening the Town Centre, further pedestrianisation and one-way systems.

Clerk's Report

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

Cllr Pretsell reported that she had met with the Clerk to consider the recommendations from the annual play ground inspections. Some remedial work was considered whilst the play area is closed and the Clerk will obtain costings so these can be considered. **Action: Clerk to obtain estimates for remedial works at Rossett Play ground**.

Cllr Parrington confirmed that it is likely that there will be a review of all the play equipment once the Hwb Yr Orsedd project is progressed so it is expected that this will be the last time the current equipment is ‘patched up’.

Cllr Pretsell suggested that following a discussion with the Community Agent they wondered about asking St Peters or local children to design a ‘thank you’ card which could then be professionally printed. They would be sent from the Community Council to members of the community who undertake activities and deserve a note of thanks. This suggestion was well received and Cllr Parrington proposed that this should be progressed and this was unanimously agreed. **Action: Clerk to liaise with Cllr Pretsell and Community Agent to progress.**

Cllr Parrington reported that new planters had been installed at the main roundabout, Lavister, Trevalyn and Burton and some volunteers had been allocated to some to assist with the watering. He had made some enquiries regarding ‘Welcome to’ signs as he suggested it would be nice to have them in Trevalyn and Burton to tie in with the ones in Rossett and Lavister. Initial enquiries for the signs costed them at approximately £400 so he proposed that these should be considered. This was unanimously agreed. He had also made contact with the appropriate person at WCBC as permission would be required by planning to install any such signage so Cllr Parrington would forward the information to the Clerk for progression. **Action: Cllr Parrington to forward details of the signs and planning application to the Clerk.**

**283. Planning Applications**

None.

**284. Finance**

The Clerk confirmed that a cheque for £500 from Burton & Rossett Horticultural Society had been received as the Annual Show for this year had been cancelled so they had returned the donation made in December.

Cllr Woods summarised the finance documents for May and these were accepted. He reported that the Finance Committee had recently met and the following issues reviewed:

Internal audit – the internal auditors report had been reviewed and recommendations made to address the issues. The Clerk confirmed that she had received confirmation that day from the internal auditors confirming that they were agreeable to financial regulations being amended in order to remove the need for a purchase order system for all purchases (recommendation 3).

External audit – the annual return had been reviewed and annual governance issues distributed to all Councillors to consider for completion. These were agreed and the return was signed by the Chair.

The Three Year Plan had been reviewed and updated and distributed to all Councillors to consider adoption. Cllr Jones had identified the carry forward costs for the replacement and one additional bin within the three year plan and this prompted him to request an additional bin near to Darland Woods following several requests. It was unanimously agreed that this would be beneficial. **Action: Cllr Jones to forward exact location for bin to the Clerk so she can contact WCBC to ensure they are happy to add this location to their refuse collection schedule.**

The financial risk assessment had been reviewed and amended and distributed to all Councillors to consider adoption.

The risk assessment had been reviewed and distributed to all Councillors to consider adoption. Cllr Jones questioned the need to amend the risk assessment when meetings resume due to Covid 19 restrictions and the Clerk confirmed that when that was feasible the risk assessment would be altered taking into considerations regulations at that time.

The spreadsheets used by the Clerk had been reviewed and whilst they would remain unchanged the detail regarding spending of the reserves would be highlighted by Cllr Woods at meetings.

All issues proposed for adoption were accepted.

Cllr Woods reported that the need to create additional risk assessments had been identified for working practices for staff however, it was felt that these would be best produced via the Staffing Committee. Cllr Parrington proposed that the responsibility be relocated to the Staff Committee and it was unanimously agreed. Cllr Woods had produced a brief risk assessment for the Park and Street Warden’s but this would then lead to the collation of other policies and procedures i.e Health & Safety policy, training assessments/records etc so it was recommended that this be considered as one package. Due to limited numbers within the Staffing Committee, Cllrs Jones and Maurice-Jones volunteered to assist. **Action: Clerk to arrange convenient time for group to meet to discuss.**

Invoices were approved, as follows:

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| --- | --- | --- | --- |
| **Payee**  Hewlett Packard  Information Commissioners  Zoom  Scottish Power | **Purpose**  Instant Ink  Annual Data Protection Renewal  Monthly charge  Street Lighting Electricity | **Sum £**  3.49  35.00  14.39  184.33 | **Chq. No.**  Debit Card  Direct debit  Debit Card  On-line |
| Hafren Dyfrdwy  The Head Gardener  AVOW  JDH Business Services  H Maurice-Jones  H Maurice-Jones  A Parrington | Toilet Block Water Charges  Ground maintenance  Quarterly Payroll Charges  Internal Audit 2019/20  Community Agent Gift  Summer Planting  Compost for Summer planting | 54.88  817.80  93.00  480.00  30.49  295.68  131.87 | On-line  On-line  On-line  On-line  On-line  On-line  On-line |
| Mr C Hughes | Street warden’s salary and disbursements | 448.86 | On-line |
| Mr T Price | Park warden’s salary and disbursements | 318.53 | On-line |
| Miss W Pace  Ali Pickard  HMRC | Clerk's salary and disbursements  Community Agent's salary and disbursements  Employers Tax | 1854.74  914.05  171.34 | On-line  On-line  On-line |

Community Agent Disbursements Street Warden’s Disbursements

Petrol £45.00 Petrol £6.27

Total **£45.00** Total **£6.27**

Clerk’s Disbursements Park Warden’s Disbursements

Staff PPE (gloves/mask)£70.84 Petrol £7.65

Printer paper £3.00 Woodstain £20.00

Weedkiller £69.98 Total £27.65

Sewing for our NHS £828.85

Total **£972.67**

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

1. Cllr Todd reported that she was involved in a local group which was distributing left over food that was going out of date, from the Co-op at Rossett and Marford, to local families in need of support. She was surprised by the amount of food available and asked that the group be informed of other local residents who may benefit from this support. She also requested volunteers who may be able to spare a few hours to make evening deliveries. Cllr Jones commented that WCBC had been looking into this type of scheme and county wide there seemed to be little co-ordination and it was something that along with the support of AVOW could be improved. Cllr Pretsell confirmed that the manager of the food bank run by the Salvation Army had recently moved into the village and could be a good contact to ensure co-ordination between the two groups.
2. Cllr Jones queried the note on the agenda regarding non-emergency issues being deferred for three months, as we were now nearing the end of the three month period. It was agreed that this could now be removed as the agreement for Community Councils to hold remote meetings allowed for all business to be conducted in that way. **Action: Clerk to remove from subsequent agendas**.

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

**Signed as a true record:**

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**Chairman Date**