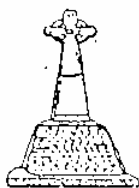


BRYMBO



CYNGOR CYMUNED COMMUNITY COUNCIL

Bethan M Hughes Clerk and Financial Officer

15 Chestnut Avenue Wrexham LL12 7HS

MINUTES OF THE MEETING OF BRYMBO COMMUNITY COUNCIL HELD ON TUESDAY 25TH MAY 2021 AT BRYMBO SPORTS AND SOCIAL CLUB

Present (Chairman) Cllr P Rogers

Brymbo Ward- Councillors D Ashworth, K Mathews, S Rawlinson, M Shone and M Phelan.

Tanyfron Ward- Councillors D Griffiths and G Hughes

Bwlchgwyn Ward- Councillors J Bassford-Barton and D Marsh

Apologies- Councillors- Cllr L Prince

Police-Kelvin Evans

The minutes of the meeting held on Tuesday 8th March 2021 were confirmed as a true record and signed by the Chair.

DECLARATION OF INTEREST-None

PC Kelvin Evans attended the meeting to introduce himself. He would attend as many meetings as possible. He told members that speeding traffic was going to be addressed and said that the signs that had been stolen in Brymbo had been retrieved. Police would now be placed back on the monthly Agenda.

1. COUNTY BOROUGH COUNCILLOR'S REPORTS

CBC Rogers told members that there had been flooding on Blast Road. A drainage company was going to identify the work needed. CBC Rogers said that he had received correspondence from BHG. The group claimed that BCC was holding them up being able to spend money. CBC Rogers said that the group had had 4 years to spend funds and had not. He asked that this item be placed on the Agenda for the next meeting. He said that BHG had been in discussions with the Lottery funding regarding the deadline given to them of 18/05/2021 with regards to the lease. WCBC had worked with the group to finalise details and as a result the deadline had been extended to 09/06/2021. A further e-mail had been sent to a number of Brymbo Community Councillors after this. Cllr Shone asked what role the CC was expected to play in this. How BCC could be blamed for what had happened? CBC Rogers said that he would share the correspondence with members before the next meeting.

2. ROADS

CBC Rogers told members that Blast Road was to be re-surfaced along with Mount Hill and Railway Road. Footpaths in Tanyfron were also going to be re-surfaced. Drainage in College fields was being looked into. The levelling of land on Green Road had begun. Cllr Mathews had reported subsidence on Clayton Road. He asked if this could be chased. CBC Rogers said he would do so.

3. BUS SHELTER SERVICES AND STOPS

No further information.

4. PLAYING FIELDS AND PLAYGROUNDS

No further information.

5. CHRISTMAS LIGHTS/WAR MEMORIAL LIGHTING/LIGHTING

The Chair had obtained a quote for the War Memorial lighting project. The total excluding VAT was £6775.00. This included a PA system. Cllr Shone said he had reservations as there were a number of houses in close proximity. He asked whether the CC should consult with these residents before making a decision. Perhaps a standard letter could be circulated and concerns could be sent to the Clerk. The lights could be switched off at 9.00 p.m. Cllr Ashworth proposed that an agreement in principle should be made regarding the quote. This was seconded by Cllr Rawlinson. A vote was taken. All were in favour. The Christmas lights project would be placed on the Agenda for the next month.

The Chair had obtained quotes for 2 lamps. 1 in Tanyfron and 1 in Brymbo. These lights had previously been removed however lighting was an issue. The quotes were for 2 LED solar powered lights. The total cost was £4783.52. Cllr Marsh proposed and Cllr Griffiths seconded that the lights be purchased. A vote was taken. All were in favour. These would be funded from the capital fund. The Chair said that additional lights were needed on Cheshire view as it was very dark there. The cost for 2 new columns was £2751.89. Cllr Ashworth proposed and Cllr Bassford-Barton seconded that these lights be purchased from the Capital fund. A vote was taken. All were in favour.

6. PLANNING

EXTENSION TO EXISTING RESIDENTIAL CARAVAN SITE (4 NO. PITCHES)-
AMENDMENTS TO PLANS APPROVED UNDER P/2018/004 (PARTLY IN
RETROSPECT)
FORMER STABLES THE CARRIAGEWAY HERITAGE WAY TANYFRON
P/2021/0407

EXTENSION AND EXTERNAL ALTERATIONS
ROWAN HOUSE WESLEY ROAD BWLCHGWYN
P/2021/0346

ERECTION OF BUILDING FOR USE AS STABLES AND STORAGE AND
CONSTRUCTION OF MENAGE
DARNAU 7 GLASCOED ROAD BWLCHGWYN
P/2021/0418

FIRST FLOOR EXTENSIONS TO SIDE AND REAR
CAPEL ISSA VICARAGE ROAD BRYMBO
P/2021/0444—Observations raised

DEMOLITION OF EXISTING GARAGE, UTILITY AND STORES AND ERECTION
OF SINGLE STOREY SIDE AND REAR EXTENSIONS
RED ROOFS VICARAGE ROAD BRYMBO
P/2021/0466

RAISING OF GROUND LEVEL WITHIN EXISTING GARDEN, ERECTION OF
RETAINING WALL AND BOUNDARY FENCE
TY GALLERY ST ALBANS ROAD TANYFRON
P/2021/0470

ALTERATION OF VEHICULAR ACCESS AND CLOSURE OF VEHICULAR
ACCESS
PENYCOED FARM MINERA ROAD FFRITH
P/2021/0469-Observations raised

7. INTERNAL AUDIT REPORT.

The Clerk read out the internal audit report from JDH Business Services. There were 5 issues raised.

Issue 1-The risk assessment did not address the risks of supplier (procurement) fraud. Recommendation-The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier on boarding controls.

Follow up-Advice sought from SLCC

Issue 2-The asset register did not show the previous year's detail and did not show additions and disposal to/from the register. Recommendation-The asset register should be amended to include all additions/disposals.

Follow up-All additions had now been added and annual return amended including the bespoke container purchased in 2020 and the barriers on Bronwens Green. No disposals had been made.

Issue 3-The financial regulations require a formal tender process, for contracts over £25000.00. No evidence had been seen of a tender process for the contract for the upgrade of the street lighting. Recommendation-Contracts should be awarded as per the financial the financial regulations of the Council

Follow up-The CC had a maintenance contract with Jones Lighting. In June 2013 BCC went into partnership with the other CC's regarding the Jones Lighting contract. Tenders had been made and opened at a special meeting in June 2013. BCC agreed to join forces with the other CC's as this reduced costs. Copies of the contract were circulated to each CC. As Jones Lighting were the maintenance contractors, BCC agreed that Jones Lighting would replace all their existing lanterns with the new LED lamps which were more cost-effective and environmentally friendly. The Clerk had sought advice from Gwersyllt CC who had undertaken the same work in April 2018. They told her that as the work was replacing lanterns they had not put the work out to tender as their maintenance contractor (Jones Lighting)

would undertake the work. Also, BCC were already in a maintenance contract with Jones Lighting who could not guarantee maintenance of work by any third party.

Issue 4-Not all spend was subject to budgetary control. The report of expenditure against budget showed a number of items for which there had been no budget.

Recurring issue: The general reserves (non-earmarked) at 31/03/2021 exceed 12 months of operating expenditure. Recommendation-Budgets should be identified for all spend and subject to budgetary review. Explanations of over spend/ under spends should be provided to Council. The Council should review their reserves and identify as ear-marked reserves any balances being retained for specific projects. The Council should consider taking action to reduce their general reserves.

Follow up-Ground improvements had been made in line with the investment strategy at Bronwens Green as the ground needed to be upgraded to Welsh FA regulations. The total for this to date was £6888.00 for dugouts, £8138.00 for pitch barriers, £1794.00 pitch extension, £4212.26 on marking, cutting and general maintenance for the pitch over 12 months. . £9526.00 had been spent as per the investment strategy of 2020-2021 on improvements to the War Memorial. Play services and Youth services totalling £22396.75 had been agreed at precept meetings and SLA's were in place for these. 2 x items which had not been budgeted for, £6166.49 safety surface at Brymbo play area had to spend as a matter of health and safety, £1893.60 at Brymbo Pool where a safety issue had arisen with a member of the public.

Issue 5-The Clerk's contract of employment had not been provided for internal audit. The minutes approve an increase for the Clerk but did not specify any movement in increments or salary scales. Recurring issue: Did not see evidence that the Council independently of the Clerk informing the payroll agent of the Clerk's pay increase. Recommendation-A contract of employment should be provided for the Clerk. It is good practice for the Clerk' pay increase to be given by the Chair to the payroll provider.

Follow up-Clerk's error in not providing the contract. The Clerk had provided a copy of the e-mail the Chair had forwarded to her regarding the pay increase, for the payroll provider. In future the Chair would write directly to payroll.

Follow up from 2020/2021

The general reserves (non-earmarked) at 31/03/2020 exceeded 12 months of operating expenditure. Sector guidance recommended a general reserve between 3 and 12 months operating expenditure. Follow up-The Council should review their reserves and consider taking action to reduce the reserves

Follow up not implemented, considered but reserves still at high level due to current circumstances (Covid)

No evidence provided from Chair to payroll agent of the Clerk's pay increase. Not implemented. Clerk had provided a copy of the e-mail sent to payroll, however in future the Chair would write directly to the agent.

Section 10 of the Financial Regulations refers to a purchase order system.

Recommendation-The Council should ensure that orders for works are made as per the Financial Regulations. Follow up not implemented. Council to discuss at AGM. Decision recorded in the AGM minutes to omit this paragraph. .

It was proposed by Cllr Hughes and seconded by Cllr Mathews that the Annual Return be approved by Council. A vote was taken. All were in favour. The documentation with regard to the External Audit would now be sent to the Auditors. The Clerk and Chair signed the Annual return.

8. VACANCIES

Two vacancies had been advertised. One in Brymbo and one in Bwlchgwyn. 2 letters of interest had been received by the Clerk. One for each village. Members agreed to co-opt both interested parties and to invite them to the next meeting.

9. REQUEST TO FUND CCTV

The police had requested that BCC along with Broughton CC fund CCTV in the area. The request had been made for a certain area, however members agreed that numerous roads in the villages would benefit from this. Members said that more discussions and work was needed in order to find which roads would benefit. It was agreed that a sub-committee would be set up consisting of Cllr Marsh, Cllr Hughes, Cllr Shone, along with the Chair and Vice Chair.

10. ACCOUNTS FOR PAYMENT

3672	SCOTTISH POWER ENERGY	1142.84
3673	B HUGHES RE-IMBURSEMENT CURRYS PRINTER	69.99
3674	WCBC CHESHIRE VIEW PLAY AREA FENCE CONTRIB.	3356.47
3675	JONES LIGHTING MARCH	150.19
3676	JONES LIGHTING FEBRUARY	135.46
3677	SCOTTISH POWER ENERGY	1142.84
3678	RED HOUSE JOINERY BRYMBO WAR MEMORIAL	1000.00
3679	SCOTTISH POWER TYF MUGA	143.39
3680	B HUGHES REFUND INK CARTRIDGES	34.99
3681	EASILY.COM DOMAIN REGISTRATION	18.00
3682	B HUGHES SALARY	*
DD	SALIX FINANCE LOAN REPAYMENT	6880.22
3683	JONES LIGHTING MAINTENANCE	96.38
3684	PRO CONTROL PEST CONTROL	165.00
3685	SCOTTISH POWER ENERGY	1102.62
3686	VRON GARDENS SERV X 2	319.60
3687	SHERRATTS BRON GREEN	327.70
3688	SCOTTISH POWER BRON GREEN	38.45
3689	B HUGHES REFUND OF POSTAGES	21.25
3690	WCBC ROPE LADDER MOUNTAIN VIEW	107.02
3691	CAME AND CO. ANNUAL INSURANCE	3094.85
3692	JDH BUSINESS SERVICES INTERNAL AUDIT	239.40

The meeting closed at 8.15 p.m.

Signed Chairman

