

MARCHWIEL COMMUNITY COUNCIL'S ANNUAL MEETING

MINUTES OF THE MEETING HELD ON
WEDNESDAY 13th JANUARY 2021 VIA ZOOM AT 7:00 PM

Present:

Councillor Mrs Sally Jakisch - Chairperson

Councillor Mrs Sharon Lloyd - Vice Chair

Councillor Miss Christine Cawsey

Councillor Mr Russell Jones*

Councillor Mr Andrew Edwards

“ Mr Nigel Lloyd

Councillor Mr Cim Francis

Co-opt Feb 2021 Mr Will Williams *

Councillor Mr Stephen Jones *

Vacancy

Vacancy

Mrs Victoria Jones – Clerk and Responsible Financial Officer

* Absent

Invited Guests:

Welcome

1a. **Appointment of Chair:** The Clerk opened the meeting and asked for nominations for a Chair. **PROPOSED: Cllr Sally Jakisch was proposed and seconded by Members.** Cllr Jakisch thanked Members.

1b. The Clerk reported that The Chairman Councillor Terry Edwards has resigned as Councillor of Marchwiel Community Council after 30 years of service. The Clerk added that he was an asset to Marchwiel Community and the village will miss all the work he attended to during his time in office. He is a kind and caring man who was on hand to offer help and guidance whenever requested. He will be held in high regard for his dedication and commitment to the Community of Marchwiel. Members added that they were saddened to hear of his decision but wished him and Carol a long and happy retirement.

RESOLUTION: Members resolved to purchase a gift to be presented to Cllr Edwards. Members made suggestions which will be looked into and a decision will be made at the next meeting.

2. **Co-Option of Members and Declaration of Acceptance of Office**

The Chair welcomed Mr Cim Francis and Miss Christine Cawsey to the meeting and explained the work and the responsibilities of Marchwiel Community Council.

RESOLUTION: Members Resolved unanimously to co-opt Mr Cim Francis, Miss Christine Cawsey onto the Community Council as Community Councillors. Mr Will Williams will be co-opted on in February. Due to Covid19 the Declaration of Office forms would be either signed & scanned back to the Clerk or posted.

3. **Code of Conduct:** Members readopted the Code of Conduct and agreed to sign their declarations.

4. **Appointment of Vice Chair:** The Chair asked for nominations for Vice Chair.

PROPOSED: Cllr Sharon Lloyd was proposed and seconded by Members.

5. Apologies for Absence

Apologies received from Councillors Mr R Jones & S Jones.

6 Police Matters

The Clerk reported not receiving a report but she had made contact with the Police to locate the speed gun Marchwiel purchased. Previous PCSOs would be contacted to see if they could recall where it might be.

7. Declarations of Interest¹

The Clerk reminded Members that they should declare the existence and nature of any personal and or prejudicial interest. No declarations reported.

8. Confirmation of Minutes

Agreed – That the minutes of the Meeting held on December 14th be approved.

9. Appointment of Sub – Committees 2021/2022

Marchwiell Sub-Committees to All groups unless otherwise stated.

MEMBERSHIP AND TERMS OF REFERENCE

The Working Party (Councillors) shall be appointed at the Annual meeting of the Community Council. (Qty) members of the Council.

The Chairman shall be appointed at the first meeting held following the Annual Council meeting.

QUORUM – There will be no quorum.

MEETINGS – Meetings will be held on an ad hoc basis including site meetings as and when required. Members will then report to full Council to make a decision or RESOLUTION.

Marchwiell HR Staffing Committee

MEMBERSHIP AND TERMS OF REFERENCE

The Committee shall be appointed at the Annual meeting of the Community Council.

Three members of the Council shall be members of the Committee.

The Chairman and Vice Chairman of the Council shall hold the same positions on the Committee.

QUORUM – There will be no quorum.

MEETINGS – Will be held on 2 occasions each year unless otherwise agreed by the Council/Committee or more often if required.

TERMS OF REFERENCE

- a) To consider issues affecting the Clerk of the Community Council.
- b) To revise existing Council policies for Job Description and Contract of Employments ensure they are up to date.
- c) To ensure the payscale and Pension contributions are reviewed and adhere to legislation.
- d) To be responsible for all personnel matters affecting the Council.
- e) To make recommendations to the full Council.
- f) Review Lone Working conditions and to devise new policies as and when required

Street Lighting Sub – Committee (3)

Resolved – That Councillors **Russell Jones, Andrew Edwards and Nigel Lloyd** be appointed to the Street Lighting Sub-Committee.

Burial Ground Sub-Committee (3)

Resolved – That Councillors **Nigel Lloyd, Sharon Lloyd and Cim Francis** be appointed to the Burial Ground Sub-Committee.

Marchwiell Nature Reserve Sub-Committee (4)

Resolved – That Councillors **Sally Roberts, Sharon Lloyd, Russell Jones and Cim Francis** be appointed to Marchwiell Nature Reserve's Sub-Committee.

Marchwiell Play Areas Sub-Committee (3)

Resolved – That Councillors **Sally Roberts, Sharon Lloyd and Andrew Edwards** be appointed to Marchwiell Play Areas Sub-Committee.

Marchwiell Web Site

Resolved – That Councillor **Sally Roberts, Stephen Jones and The Clerk Mrs Victoria Jones** be appointed to the Web Site Sub-Committee.

Marchwiell Finance Committee (5)

Resolved – That Councillors **Sharon Lloyd, Sally Jakisch, Nigel Lloyd, Russell Jones and Christine Cawsey** be appointed to the Finance Committee.

Marchwiell Event Committee (5)

Resolved – That Councillors Sally Roberts, Sharon Lloyd, Andrew Edwards, Russell Jones and Cim Francis be appointed to Marchwiell Event Committee Sub-Committee. All Members can assist.

Planning Issues including Wrexham Power (WRAP)

Resolved that Councillors Nigel Lloyd, Andrew Edwards and Russell Jones be appointed to the Planning Issues committee.

Community Liaison – Press Releases

Resolved – That The Clerk, Sally Roberts and Russell Jones be appointed to the Press Releases.

Marchwiell Staffing Committee (2)

Resolved – That Councillors Sally Jakisch, Sharon Lloyd, Christine Cawsey and The Clerk be appointed to the Staffing committee.

Marchwiell Facebook Committee

Resolved – That Councillors Sally Jakisch, Christine Cawsey and The Clerk be appointed to the Facebook committee.

10. Appointment of Representatives to Outside Bodies

Resolved – That Members be appointed as the Council's representatives on Outside Bodies as follows:

- **One Voice Wales**: All Members
- **Society of Local Council Clerks**: The Clerk Mrs V Jones
- **School Governors**: @ Ysgol Deniol Primary School:

Councillors: tbc and VACANCY (awaiting School to notify us)

Parent Governor: tbc

LA Governor: John Pritchard

All Members to attend on a rota

- **Wrexham Town & Community Council Forum**: ALL Members to share the rota and attend once per annum.
- **Community Agent**: (managed by The Rainbow Centre) All Members
- **Police: Wrexham Rural Neighbourhood Policing Team**

Resolved – That Councillor Cim Francis be appointed to Marchwiell Council Representative on the Wrexham Neighbourhood Policing Team.

11a Matters concerning Wrexham County Borough Council (Part 2)ⁱⁱ

The Chairman declared that Members of the Press and Public will be excluded from discussions on this matter as it contains items of a sensitive nature, under the provisions of Part 2 of the Public Bodies (Admission to meetings) Act 1960.

No matters discussed.

11b Members of the Public present and exempt items

N/A

12 Finance

a) **Finance Payments**: Defer until next month to approve

b) **Bank Mandate**: The Clerk reported that the Bank Mandate for additional Signatories returned Approved. The next step is to finalise the online Banking.

c) **External Audit Report for 2019/20:** Received late December dated 17.12.2020. The Clerk read the following statement.

Grant Thornton UK LLP External Auditor's Report States:

On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Members thanked the Clerk for her work and were really happy with the report.

The Clerk reported that the Audit is auditing in a new format from 2021. It is moving in house and carrying out a full in depth Audit on a three year cycle. The other two years Audits will be softer. Marchwiel's Full Audit will take place on the third year in 2022/2023. Further details to follow. Noted by Members.

d) **Precept Payment Schedule & Taxbase 2021/22 (Taxbase = 582)**

The Clerk reported receipt of a letter from the County Borough Council's Chief Financial Services Officer requiring that precepts be issued to that authority. Accordingly, I have prepared a budget setting out the Council's income and expenditure to date, the estimated income and expenditure as at 31st March 2021 and a suggested budget for 2021/2022

Members should bear in mind the following points.

Bank Charges current a/c remain similar although the interest rates have fallen.

Reserve A/c The Clerk reported that it currently holds £50k. The A/c had been set aside to cover Street Lighting unplanned repairs, Nature Reserve and updating the Play Area which will be spent shortly (due to Covid it will go into 2021/22 figures). **The Clerk recommended that The Reserve A/c be reduced by £20k to pay for items 1 & 2 The Reserve a/c to be decreased and held at £30k for other projects listed below for 21/22.**

1. **Nature Reserve:** £10k. Extend a boardwalk to install a viewing area to view the habitat without disturbance. New information signage. Update the School Nature Reserve Site with new seating, Clear the pond to enable pond dipping and install a feeding station and a camera for the pupils to watch the wildlife visitors.
2. **Play Area:** £10k - £15k update the playground area with new equipment.
3. **Burial Ground:** £10k a) Survey to mark out the plots b) The railings will require sandblasting and re-painting
4. **Marchwiel Village Hall:** The Rainbow Centre Penley run the Village Hall. Members Resolved in 19/20 to donate £8k contribution towards setting up and management costs. However, Covid19 struck and the Hall is currently not able to open.
5. **Project** to improve adult fitness £10k
6. **CCTV** – Welcome Garden £2k
7. **Training** for Members and the Clerk £2k

Grants Applications: 1) Salix Funding grant to replace 69 street lights lamps to LED Lamps was successful totalling £9,866.60 to be repaid monthly over 5 years. 2) The funding for the feasibility study and work to replace the play equipment, restore the changing rooms and improve the nature Reserve was unsuccessful.

Insurance Premiums 20/21 BHIB Insurance Broker was £436.60 an increase of £0.60p. 21/22 quote has not yet arrived but they are competitively priced.

Street Lighting Maintenance provided by WCBC – LED lights have been fitted to all 69 lights. WCBC have reduced the SLA from **£25.66 to £23.89**. Members were advised to continue with WCBC Street Lighting maintenance service.

Street Lighting Columns – £3k approx to paint all 69 to protect from rotting. 21/22 obtain quotes.

Street Lighting Electricity supply is provided by Scottish Power. The cost was competitive and should hopefully decrease 2021-22. Scottish Power are requesting historic payments. The Clerk is in contact with them.

Play Areas Grounds Maintenance £1,934.00 Wrexham County Borough Council SLA

Welcome Garden: Due to Covid19 Lockdowns this work was delayed: Wrexham CB Council

connected the electricity supply from the nearest light column and channelled under the road and set up a new power box inside the wall of the Welcome Garden. An experienced Electrician available at short notice under Covid-19 lockdown connected from the box to the Map installing lighting either side to enable residents to read the notices on both sides and fitted the Defibrillator box connecting power to it and plugs to enable us to have Christmas Tree lights at Christmas. Allocated £6,000

Burial Ground – The current Grounds Maintenance is provided by someone who uses his own machines and petrol. He has provided us with certificates in insurance and training attended. 20/21 Members were preparing a Tender for this service. Delayed due to Covid19.

Church Grounds – Members donated £750 in 20-21 but have asked for quotes to cut the ground to see if they could help pay in 2021-22.

Water Supply at Burial Ground – Hafren Dyfrdwy Severn Dee are more expensive than Welsh Water. A Direct Debit has been set up to pay this.

WEB Site - £150 annual fee – requested a cost for Vision ICT to update. Recommend to research other Website Companies which offer an easier less ‘clunky’ system to update with a view or moving 2022/2023

Office Expenses – This amount has been £200 per annum since the Clerk joined. This contributes towards renting the Clerk’s home to carry out Council’s work. It covers electricity, lights and heating. The Clerk supplies her own broadband connection.

WCBC’s Payroll Service AVOW charge £10.50 per month to pay employees (deducting the NI & Tax. A Standing Order has been set up to pay on the 10th of each month.

Employee Payroll – Members had previously **resolved that the Clerk be paid the scales set out by NALC (National Association of Local Councils)**

Employee Pension – Marchwiel CC joined the Clwyd Pension Scheme in 2017. A Bacs Trf has been set up to pay on the 10th of each month. There is an annual admin fee of £100.

Councillor Expenses – Annual Allowance of £500 for no more than 3 Members and £150 all Members. It is discretionary, if you wish to receive it you will notify the Clerk and she will add you to the payroll. You have to declare it as earnings and will be taxed on it.

Election Members allow £1500 to be held in case an Election is called.

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Training – Members need to attend and receive training. £40 per delegate per course. Members have recently attended courses funded by the Welsh Government. Other training required for the Clerk and Members £1200

Printing & Publishing – Newsletters, adverts and Programmes £250

Events – Recent events have been well received by the Community who is keen for more to happen.

Purchases - Welcome Planters at either end of the village. CCTV for Marchwiel 2022-23

Projects

Ysgol Deiniol Assist school with ICT equipment to lend to pupils whilst home schooling

Marchwiel Nature Reserve – repairs and maintenance works - School area

Burial Ground – 1) Appoint a Surveyor to draw up a map of the grave plots

2) Sandblast and repaint Fence railings

Street Lights - paint to protect columns from rotting

Training – One Voice Wales training and Burial Ground training: Members and Clerk £40 per delegate x10 = £400 x training courses. Recommend £1200 - £1500.

Consultation: Exercise equipment for Residents or Update the MUGA area

Events – Four a year (Minimum) Covid19 permitting. Christmas, Easter, Summer, Remembrance Day. £500-£1000

RESOLUTION: Members resolved to set their Precept for 2021/22 at:

£32,592 / 582 (Taxbase) = £56 which is a £1 increase for residents from 2020/21.

13. Play Areas – SLA and update playground equipment

Members RESOLVED to continue with Wrexham County Borough Council’s Play Area’s SLA for repairs and maintenance service at a cost of £1,934.00 per annum.

The Clerk reported contacting Wrexham County Borough regarding replacing some of the play ground equipment. As Wrexham Council own the land they would contact the companies on their procurement list and ask for Tenders. The Clerk agreed to arrange a site meeting with the Council representative at the play area and invite the play area committee to attend. Whilst Members were discussing possible projects for the village Cllr Cawsey offered to prepare a questionnaire. Members thought it was a good idea to approach the community to ask their opinions on suggestions on offer. The Clerk informed Members that she had started a newsletter for the Residents in December to build up Community Cohesion which needs further information before it is finalised, she agreed to circulate it.

14 Planning

The Clerk reported receipt of a neighbouring Planning Application in Eyton. P/2020/0866 Erection of stables, ménage, field shelter and formation of exercise track and paddocks Stonebridge House, Eyton, Wrexham. LL13 0SP

15 Clerks Report

Due to Covid-19 and the third lockdown. She reported contacting Ysgol Deiniol's Headteacher Mr K Baugh to ask if any of their pupils were in need of ICT equipment to use for their home schooling. The Headteacher was really grateful for the Council of offering their support. He is meeting staff and will report back with suggestions they may need help with. Members thanked the Clerk and that they are happy to support the school in any way it can.

16 County Councillor Report

No report received from County Councillor John Pritchard.

17 Burial Ground

Members need to look into No Dogs Allowed signs to prevent dog mess. The Clerk reported how the Burial Ground is maintained and operated to the New Members. Marchwiell Community Council pays for the grounds maintenance to be carried out. In 2021/22 Members were intending to re-tendor the Grounds Maintenance work but due to Covid-19 it has had to be put on hold.

18 Street Lighting

The Clerk informed Members that WCBC has a Service Level Agreement for the repair and Maintenance of the 69 Street Lights belonging to Marchwiell Community Council. It should arrive shortly. Despite the lamps being changed to LED lamps it is recommended that this contract continue. The Clerk reported that Scottish Power were sending reminders re: the historic bills. She has requested a breakdown of what Invoices they think are outstanding. The difficulty is that they do not cross match our payments against invoices. So they can't quote the invoice no's. Members paid money last year but ex-Cllr Mrs Browning stated that anything older than 3-4 years is out of date and we should not pay £1500. They are claiming back to 2011.

19 Nature Reserve

The Chair and Clerk explained to new Members about the history of the Nature Reserve and the extensive work carried out by the North Wales Wildlife Trust. Further work is to be carried out. Members have set aside £10,000 - £15,000 towards repair work, new signage, replace chicken wire on parts of the boardwalk, place poles in the centre of the main pond to encourage Kingfishers, planting to encourage butterflies and birds, install an additional boardwalk and viewing platform with a screen to watch the wildlife so as not to disturb them. They also agreed to look at the schools section with a view to replace the seating areas, drain their pond to enable them to go pond dipping again and install a feeding station and camera or a nesting box with CCTV to enable the pupils to watch what is happening in their nature area.

20 Welcome Garden and Defibrillator

The Clerk informed Members that **Due to Covid19 Lockdowns this work was delayed:** **Wrexham County Borough Council** connected the electricity supply from the nearest light column and channelled under the road and set up a new power box inside the wall of the Welcome Garden.

Members have instructed an Electrical Company who was available at short notice under Covid-19 lockdown and has installed many Defibrillator connections across the County Borough to connect the Defibrillator. He has connected from the power box to the Map installing lighting either side to enable residents to read the notices on both sides. The Green Defibrillator box has arrived today and he will fit it into place using brackets attached to the Map leg. He will connect power to it and plugs to enable us to have Christmas Tree lights at Christmas.

The Defibrillator has been ordered. Delivery is expected shortly. North Wales Ambulance Service will deliver personally and set it up.

The position of the Defibrillator was advised by the Ambulance Trust as being easiest to be found in an emergency. It will be registered to the Ambulance Service and they will know if it has been used. They will provide the pads and batteries free of charge when required. The lights are being supplied by Snapfast who provided us with the LED Street Lamps.

Welcome Garden:

The Welcome garden had been tidied up by Leon free of charge.

The Clerk will contact Wrexham County Borough Council regarding monitored CCTV.

21 Website

The Clerk reported that this needs to be updated. Facebook she needs help with as it is not her thing. She can only operate it via the laptop as she has not got a business mobile and does not wish to share information as herself.

22 Correspondence

Emails have been distributed. As the meeting is on Zoom the Chair wished to be mindful of time.

Training available from One Voice Wales part funded by Welsh Government. Members have enlisted on various training courses and found them interesting. The Welsh Government have currently 2 free courses per module to train Councillors. The cost after this is £40. February list of courses will be circulated when the Clerk receives it.

23 Members Urgent Announcements' and requests for future meeting items

Members were in discussion to decide if they could change the date of the meetings? The Clerk agreed to circulate options for Members to choose from. The meeting would be the majority.

The Chair asked that the Clerk purchase Zoom so that the meeting can be continuous.

There being no further business the meeting closed at 9:10pm.

PRESIDING CHAIRMAN - COUNCILLOR MRS SALLY JAKISCH

Signed as a correct record _____ this 17th February 2021
