Cyngor Cymunedol Marchwiel Community Council

'Your very Local Council'

Locum Clerk to the Council/RFO: Shaun Jones
Chairman: Cllr Mrs. Sharon Lloyd

Minutes of the Annual Council Meeting held at 6:30 pm on **Wednesday 20h May 2026** in Piercy Hall, Marchwiel.

Present: Cllrs Francis (CF); Grives (KG); Lloyd N (NL); Lydford (KL); Ogden (MO) & Price (WP).

In attendance: Shaun Jones (SJ), Locum Clerk/Responsible Financial Officer, 1 Member of the Public & Cllr. John Pritchard WCBC (JP) [Via Zoom].

In the absence of both Cllr. Sharon Lloyd & Cllr. Clare Davies members approved that **Cllr. Cim Francis** will Chair this meeting – **Carried**.

1.26/27 **ELECTION OF CHAIRMAN** – SJ, in the knowledge that apologies had been given, did raise and was advised that Cllr. Sharon Lloyd was happy to continue in the role if members decided, but welcomed any member to stand too. CF asked members if there were other nominations, there were none, so members agreed to elect **Cllr. Sharon Lloyd as Chairman** for the municipal year 2026/27 – **Carried.** SJ will arrange for the Declaration of Acceptance of Office to be signed soonest.

2.26/27 **ELECTION OF VICE CHAIRMAN –** SJ, in the knowledge that apologies had been given, did raise and was advised that Cllr. Clare Davies was happy to continue in the role if members decided, but welcomed any member to stand too. CF asked members if there were other nominations, there were none, so members agreed to elect **Cllr. Clare Davies as Vice-Chairman** for the municipal year 2026/27 – **Carried.** SJ will arrange for the Declaration of Acceptance of Office to be signed soonest.

3.26/27 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE –** Cllr Sharon Lloyd (Work Commitment), Cllr Clare Davies (Work Commitment), Cllr Patricia Downes (Prior Engagement), Cllr Phil Marriott (Holiday) & Cllr. Megan Rathbone (Prior Engagement).

4.26/27 **DECLARATIONS OF INTEREST** – None given.

Signed:..... Date:.....

5.26/27 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – 1 member of the public present. Council was addressed on two place related matters and a serious concern, these were received by members.

1. Concern over the lack of maintenance at the Welcome Garden has allowed the weeds to take over. **SJ advised this matter is addressed later in the agenda.**
2. In a similar vein the Nature Reserve is looking unloved, the marsh is dry and a repeat of the reeds growing and obscuring the board walk is anticipated. **SJ explained that the major restoration work planned for early Spring was postponed until this Autumn to avoid disturbing the Great Crested Newts. The work has grant monies ring fenced by Wrexham Council Open Spaces Team. He added that a repeat of the last two years where members and residents undertake work in August to trim back the reeds will hopefully keep this fantastic community asset more loved than in earlier years. Moving into 2027 a program of regular maintenance and upkeep must be established.**
3. The suggestion that Council Member(s) could be challenged over statements made at a Council Meeting, held in public. **CF responded that he personally was not aware of what the member of public was referencing and at this point noted the comments made.**

6.26/27 **MINUTES** – To approve for accuracy and sign the minutes of the **Full Council** meeting held on Wednesday 8th April 2026 – **Approved by all members present.**

7.26/27 **REVIEW AND APPROVAL OF MEETING DATES TO THE NEXT ANNUAL COUNCIL MEETING** – The meeting dates published online were reviewed – **Approved by all members present.**

8.26/27 **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS** – To review the Standing Orders adopted in May 2025 and Financial Regulations adopted in February 2026. - **Members adopted both Standing Orders (after update to Procurement clauses 17.e & f) and Financial Regulations as tabled.**

9.26/27 **APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES** – Currently no committees are established, however it was proposed by members that a **Facilities Committee** (meeting quarterly) would help manage the Burial Ground & Nature Reserve. **Carried and SJ will bring forward a Terms of Reference for this new committee and membership will be agreed upon.**

10.26/27 **REVIEW OF THE COUNCIL'S MEMBERSHIP AND REPRESENTATION ON EXTERNAL BODIES** – **Approved** the following :-

- Society of Local Council Clerks – Clerk to the Council
- School Governor – Ysgol Deiniol – Cllr. Kate Lydford
- One Voice Wales – All Members
- Wrexham Council – Town and Community Council Forum – Chair and Clerk.

11.26/27 **REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES** – Specifically membership of One Voice Wales, Institute of Cemetery and Crematorium Management and Society of Local Council Clerks to continue – **Confirmed and Approved.**

Signed:..... Date:.....

12.26/27 **REVIEW AND ADOPTION OF COMPLAINTS PROCEDURES** – Updated May 2024 – agreed that it remains fit for purpose – **Approved to re-adopt.**

13.26/27 **WREXHAM COUNTY BOROUGH COUNCILLOR'S REPORT** – WCBC Cllr. John Pritchard reported that :-

- Pavement works that WCBC have scheduled between the village and Cross Lanes are awaited. The latest is that the work is to be undertaken as soon as possible.
- The Street Light team are being reminded that the work on 2 highway street lights is incomplete. JP is in constant touch to hopefully see the jobs are completed – including 2 lights on Marcella Avenue.
- Planning Enforcement team are still working on the Sontley site where scrapped cars are being stored on land – where no permission has been agreed. The legal team are involved too.

JP left the meeting – 7:02pm.

14.26/27 **PRIDE IN PLACE IMPACT FUND** – SJ gave an update

- On progress with the submitted application – which has also been published online, on our Home page – www.marchwiel.org.uk . Members were walked through this initial submission.
- WCBC are being requested their permission as landowners.
- Engagement with the community to gain their backing for the suggested works.
- Fine tuning of supplier estimates and gaining support from the grants team to proceed. Cashflow may need to be worked on in phase of spend.
- The application submission has been acknowledged but, as yet, no feedback on what has been suggested.

15.26/27 **FINANCE MATTERS** – To determine the following:-

- On progress with the Internal Audit work for FY 2025/26. SJ confirms that an annual submission has been made online. Members were walked through the elements. The responses to the most recent IA report were outlined. We await a report from JDH Business Services Ltd for FY 2025/26.
- Present Monthly Bank Reconciliation – April 2026 report and sign off. **Agreed and signed by the Chairman.**
- Earmarked reserves – SJ suggested that we introduce based on expected amounts for FY2025/26 which are still to be paid over.
  - Audit EM Reserve - £2,000.00
  - Street Lighting EM Reserve - £5,035.00
  - Burial Ground Maintenance EM Reserve - £1,700.00
  - Election Expenses EM Reserve - £1,785.00
  - Welcome Garden EM Reserve - £500.00

16.26/27 **PLANNING APPLICATIONS**

– To consider the following applications;

1. None received.

2. SJ advised of a Notice Licensing for event on August 14-16 2026 – received after Agenda published.
   – Decision – No Observations or Comments to be submitted

Signed:..... Date:.....

17.26/27 **PLANNING DECISIONS**

– **Members noted the following Planning Decisions**;

1. Reference: P/2024/1340 **Chetwynd Grove, Cross Lanes**: Change of Use Of Farm Buildings To Offices. : **Granted** : To view online : Click here.

2. Reference: P/2026/0136 : **Roselyn, Eyton**: Single storey Side Extension: **Granted** :To view online : Click Here.

18.26/27 **LOCUM CLERK REPORT – INCLUDES CORRESPONDENCE** –

- The Police monthly crime report for April were reviewed – 9 reported incidents.
- Our Chair recently received a report from a resident about speeding vehicles on the A525 travelling South. SJ outlined Speed Indicator Signs. WCBC Highways should be consulted. Pride in Place grant funded may be available to purchase. Mention made of Community Speed Watch too. Possibly take up with PCSO team, plus information on whether regular patrols include Marchwiel.
- Request for Financial Assistance from Heather Rowland, Churchwarden at Marchwiel Parish Church. SJ apologises for not including this matter at our last meeting – an oversight. He went on to explain there is a grey area in legislation over a Community Council providing financial support to Church Establishments. So using a different power to spend – e.g. the cost of a public clock might give better clarity. The Church spent £472 on the clock in FY2024/25. **Members agreed to cover the £472 costs incurred to repair the Clock.**
- Ruth Drake of Ysgol Deiniol writes to outline a crowdfunding effort by the pupils to raise £2,000 towards an adventure trail to be built on their playing field. **Members agreed to contribute £200 to this appeal.**
- The Rainbow Foundation write to outline some ideas for MCC to help with funding – relating to Piercy Hall. **SJ will seek clarification on likely costs for the elements outlined.**
- SJ brought members up to speed on the WCBC announcement concerning the Community Agent scheme and a transition to a Borough wide Social Prescribing initiative. He understands that our CA for Marchwiel and Llangollen Rural has received notification of how this might affect her directly. **Members expressed support for our CA and will closely monitor what transpires.**
- SJ updated members of recent activity in Marchwiel Burial Ground, one full burial and an ashes burial too.
- SJ attended the One Voice Wales Area Committee meeting on 21st April. Meeting minutes have been circulated.
- Service Level Agreements for Street Lighting and Play Area with Wrexham County Borough Council have been completed and sent back.
- Mention of the One Voice Wales Conference and National Awards taking place in Builth Wells on 1st July 2026 – 9:30am – 3:30pm £99 fee for 1st attendee, 10% discount on additional places.

19.26/27 **RENEWAL OF COUNCIL INSURANCE POLICY –** To receive an oral report by the Locum Clerk on discussions with our existing insurers and others that have quoted for our business. **To delegate the decision on the best value offer to the Locum Clerk and establish insurance cover from 26th May 2026.** Renewal quotation is £678.00 up from £658.00 last year. SJ will keep members informed at each stage.

20.26/27 **PROPOSED INSTALLATIONS – WELCOME GARDEN** – To decide on

- Unknown Tommy and Women In War Statue Pair – to display on the North side of the Welcome Garden. **Agreed to proceed and purchase. "We Remember" as suggested text.**
- Knitted Poppy Bunting – How much in length and fixing to Notice Board in Oct/Nov ? The work is proceeding well. Hooks (small net curtain type) on inside edge of Noticeboard was requested – **agreed.** Changing the display for Summer is also planned.
- Crafters making decorations for Christmas Display, clarification on best approach. KL requested to promote on Facebook to get more folks on board and offer some surplus materials – **agreed.**
- Maintenance of the Welcome Garden by a contractor. A quote has been received by one contractor. Cover for 6 months – April to September. A second quote has been requested. **Members delegated to the Locum Clerk to appoint once 2 quotes have been received, if possible. The preferred supplier was agreed on – as it is very competitively priced and a reputable firm.**

Signed:..... Date:.....

21.26/27 **PAYMENTS – The following payments were approved:-**

Payment Number	Method of Payment	To	For	Net	VAT	Gross
BACS	Faster Pymt	AVOW	Salaries Account	1949.45	0.00	1949.45
BACS	Faster Pymt	Scribe Accounts	Subscription - May 2026	29.00	5.80	34.80
BACS	Faster Pymt	Leon Hughes	Burial Ground Maintenance	875.00	0.00	875.00
	D/D	Unity Trust Bank	Monthly Service Fee - 3/26	7.00	0.00	7.00
BACS	Faster Pymt	Rainbow Foundation	Room Hire - 04/26	10.00	0.00	10.00
	D/D	Ecotricity	April Unmetered Supply	117.97	5.90	123.87
Card	CC	Wrexham CBC	Green bin subscription x 2	58.34	11.66	70.00
BACS	Faster Pymt	One Voice Wales	Annual Membership 2026/27	269.00	0.00	269.00
BACS	Faster Pymt	ICCM	Annual Membership 2026/27	110.00	0.00	110.00
Card	CC	HP	April Printing	5.41	1.08	6.49
BACS	Faster Pymt	Wrexham CBC	Street Lighting SLA	534.21	106.84	641.05
	D/D	Unity Trust Bank	Monthly Service Fee - 4/26	7.00	0.00	7.00
	D/D	ICO	Annual Fee - to May 2027	47.00	0.00	47.00
Card	CC	Zoom Video Conferencing	Annual Subscription	139.90	27.98	167.88
BACS	Faster Pymt	Society of Local Council Clerks	Annual Membership 2026/27	200.00	0.00	200.00

22.26/27 **TO PRESENT ITEMS FOR INCLUSION ON A FUTURE MEETING AGENDA (FULL COUNCIL OR RESPECTIVE COMMITTEE)** – *Members are invited to propose.*

- Outstanding from recent meetings: Village Signs & Burial Ground records to review.
- Training Courses – in person, look at scheduling a series of sessions.
- Playhouse graffiti – use nail varnish to repair.
- Look at improving the kerb appeal at the bottom of Station Road.
- Keep in mind the planned works at Nature Reserve – Enfys Ecology and WCBC Open Spaces Team – scheduled for Oct/Nov 2026.
- Look at engaging an Arboricultural Expert to inspect trees at Marchwiel Burial Ground and produce a Tree Condition Report.

The meeting closed at 9:01pm.

Signed:..... Date:.....