

MINUTES OF THE MEETING OF THE ARGOED COMMUNITY COUNCIL
HELD ON TUESDAY 5th APRIL 2011 AT 7-00 P.M. AT THE COMMUNITY
CENTRE, MERCIA DRIVE, MYNYDD ISA.

PRESENT:

Councillor P M Jones
Councillor C L W Bull
Councillor D Butler
Councillor M Iles
Councillor T Wood
Councillor A Henry

Councillor H McGuill
Councillor D White
Councillor D Thornhill
Councillor R Marsh
Councillor M Jones (Chair).

In attendance:

Mr R Hampson-Jones (Clerk)

1.118/10 OPENING PRAYER

The Clerk read out the Opening Prayer, and requested that all recording equipment (video or vocal) to be turned. The clerk informed the Council that no recording will be carried out in this meeting.

2.119/10 APOLOGIES FOR ABSENCE.

The following apologies were received:

Councillor K Evans-Lee, Councillor N Wright, Councillor S Hayward –Baker,
Councillor D Jenkins

3.120/10 POLICE MATTERS

The Clerk informed the Council that an e-mail had been received from PC Ryan stating he was back on duty as from today 5th of April. The Council asked the Clerk to forward their best wishes to the officer and his wife.

4.121/10 STANDING ORDERS

Cllr PM Jones and Cllr R Marsh declared their prejudicial interest with regard to a grant request from the New Brighton Ward.

Cllr Tanya Ward declared a personal interest with regard to the grant request from The Mynydd Isa Gardening Club.

Cllr D Butler declared his prejudicial interest with regard to motion no.3

5.122/10 TO APPROVE THE MINUTES OF THE MEETING HELD ON 7th of December 2010

The Chair and Cllr PM Jones stated that they both had reviewed the minute 11.087/10 and were happy that it was a correct record and proposed to accept December's Minutes,

Resolved: The Council to accept the minutes of December 2010 as a correct record.
Carried

TO APPROVE THE MINUTES OF THE MEETING HELD ON 1st of March 2011

Resolved: The minutes were to be accepted as a correct record

6.123/10 MATTERS ARISING.

Website development Cllr PM Jones confirmed that a group dealing with the development has been established and they have met and discussed with Rick lee regarding the development.

7/124/10 Draft Flintshire Play Strategy The Clerk confirmed that he had been in contact with Flintshire Planning and the leisure services with the proposals from the Council and requested whether a S106 Claim was in place with regard to the proposed development at Mold road Mynydd Isa.

7/125/10 Electronic transmission of Agendas and Minutes. The Clerk contacted the Monitoring Officers office and read out the following e-mail with their response.

The provisions in Schedule 12 of the Local Government Act 1972 for Community Councils are very similar to those for principal Councils such as Flintshire. The provisions require that summons to attend meetings specifying the business proposed to be transacted at the meeting are to be signed by the Council's Proper Officer and left at or sent by post to the usual place of residence of every member of the Council. At the time the legislation was passed there was no such thing as e-mail.

Helpfully the next sub sections relating both to principal Councils and Community Councils make clear that the failure to serve the summons as required by the above on any Member of the Council concerned shall not affect the validity of the meeting. In Flintshire we have given our Members the choice as to how they wish to receive their summons and agendas and do not believe we are legally vulnerable by complying with the wishes for those Members who have asked to receive the papers electronically.

Resolved: The Council accepted the explanation with a view of continuing sending and receiving Agendas and Minutes by e-mail.

10.126/10 New Brighton Bench the Clerk informed the Council that he had contacted the leisure Services who also contacted highways at Flintshire and both departments were not aware that they were responsible for the seat but will investigate further.

Street Sign The clerk reported that he had contacted a company called Arien signs who stated that they could develop the sign. He then contacted Flintshire planning who informed him that the County Council can provide Ordnance Survey maps from the first of April to the Council.

Resolved: The Clerk to follow up on both subjects.

Planters From Youth Club Cllr Dave Butler reported that planters had been built and were placed on the Bonc and there will be more to follow.

7.127/10 CHAIRMAN'S REPORT

The Chair informed the Council that the next Council Meeting will be the Annual General Meeting (AGM) and there will be a need to appoint a chair and Vice Chair. She also stated how wonderful the area was with all the flowers blooming. Cllr McGuill suggested to the Chair that the Amenities committee should consider purchasing Summer bulbs for the area to keep up the colourful display.

The Chair informed the Council of the passing of Cllr Gwen Smith from Rhyd y Mwyn who was a former mayor of Flintshire. The Councillors offered their commiserations to the family.

The Chair introduced the subject of Groups and Committees and asked **Cllr Paul Jones** to explain to the Council the proposed structure.

The Council's administration will be split into two consisting of 4 groups and 2 Committees. Groups will not be open to the public and will present reports to the Council. The group Chair can request the Clerk to be present.

Committees will be open to the public and will require the statutory 7 day notice and will present minutes to the Council and the Clerk should be present.

A minimum of 3 members represents a quorum and should a ward member be unable to attend the member may request another ward member to substitute.

The Chair and Vice Chair can be in attendance and have no voting rights at the meetings.

The following are the Groups:

Procedure(4). Human Resources(4)Monitoring(3) and Grants(6)

The following are the Committees:

Amenities(6) and Planning (4)

Note: Number in brackets represents number of councillors on group or committee

A report (appendixB) describing the structure had been distributed to councillors prior to the Council meeting and **Cllr PM Jones** read through the structure to the Council and each were agreed as follows:

Groups:

Procedures: Resolved: Proposed by Cllr McGuill and accepted
Human Resources: Resolved: Proposed by Cllr McGuill and accepted
Monitoring Group : Resolved: Increase to 4 members Proposed by Cllr McGuill and accepted.

Grants: Resolved: Condition should state that Accounts present should be Current or latest. There should be procedure relating to grants for projects. Proposed by Cllr McGuill and accepted.

Committees:

Amenities: Resolved: Proposed by Cllr McGuill and accepted
Planning: Resolved: Plans will be distributed to ward member on committee who will liaise with other ward members. The Clerk will distribute ACC form to other ward members who if they have any comments they contact the ward's committee member. Proposed by Cllr McGuill and accepted

The Clerk is to distribute a form prior to the AGM for members to complete prior to the meeting indicating what group or committee that have an interest in joining.

8.128/10 CLERK'S REPORT

None

9.129/10 REPRESENTATIVE REPORTS

Ysgol Mynydd Isa Cllr Iles attended the interim body of the governors of the new school where two items were discussed :

Uniforms - which will be in red and a new badge had been designed and councillor passed a copy around (see Appendix C). The uniforms will be phased in as current uniforms are worn out the new uniforms will replace the old. The uniform's design was met with approval by members.

Motto of school a competition had been run to decide on the motto for the school and after some deliberation it was decided to be Believe, Achieve, Succeed.

Cllr McGuill stated that funds had been found to put the logo on the school's notice boards.

One Voice Wales training on planning was attended by **Cllr White** who said he found it informative and the presenters were both planners and knew what they were talking about and could answer any question thrown at them. They were advised that questions can be asked from planners who will provide answers and support on non Commercial planning matters.

10.130/10 COMMITTEES & GROUPS REPORT**Human Resources Group**

The Human Resources group met to discuss the potential contract with the Probation Service for the maintenance of the Community replacing the role of a community caretaker. A report has been produced and distributed to councillors and attached to it a list of duties that were carried out by the Community Caretaker (Annex D). **Cllr PM Jones** stated that the report highlighted several questions to be asked of the service and requested that the Clerk contacts them asked their opinion and if they were ready to proceed.

Resolved: The Clerk to arrange a meeting with the Probation Service with him and the Chair and if agreement can be reached the Clerk and Chair to sign a contract.
Carried

Grants Committee

Grants Committee Applications for Consideration 30 March 2011

Organisation	Accs	contacted	charity	cost £	Grant	section
Llangollen International	No	06/12/2010			0	
Maries Curie	No	06/12/2010	YES		0	
Victim Support	a	06/12/2010	YES	offers	0	Phone FLVC
Mynydd Isa Guides	b			<1000	£300	S137
Macmillan Cancer	No	21/02/2011	YES		0	
Denbighshie & Flint show	YES	21/02/2011	YES	offers	100	S137
B.I.R.D. (More details requested by Committee)	YES	21/02/2011	YES	offers	0	S137

Wat's Dyke Infants	b			600	300	S137
New Brighton Ward	b			375	300	S137
Mynydd Isa Fuchsia & geraniums	YES			offers	200	S137
Argoed Gardening Club	YES			offers	200	S137
TOTAL					1400	

B.I.R.D= The Centre for Brain Injury Rehabilitation and Development

Explanation of expenditure rec'd a

Project costs provided b

Budget

S137 1700

S145 350

Thank You Received for grants authorised

Organisation	£				Paid	Thank you
Church Of St James	YES				200	01/02/011
Argoed Sports	YES				200	01/02/011
Crispens	YES				200	5/01/2011
BuZZ_Ah	YES				250	06/01/2011
National Eisteddfod	YES				200	04/01/2011

Cllr McGuill chair of the committee thanked **Cllr Henry** for substituting for **Cllr Thornhill** who was ill. **Cllr McGuill** read through the minutes and each grant was voted on individually with **Cllrs P M Jones and Marsh** leaving the meeting during the discussions of awarding the grant to New Brighton Ward. **Cllr Wood** left the meeting during the discussions on the Gardening Club.

Website Development

Cllr P M Jones reported that the group consisting of himself **Cllr Hayward-Baker** and **Cllr Butler** visited the developer and have developed some aspects of the site and were happy with the way it was developing. The site will have tabs for News, Archive, Schools, Minutes, the Clerk requested that a tab be set up for lighting faults. **Cllr PMJones** reported that the site is currently down and will be contacting the developer to see why. The chair advised that the contract has not yet been signed.

11.131/10 NOTICES Of MOTION

Could the Council consider the a procedure regarding planning applications where applications that are not controversial are processed by the monitoring Committee.

Councillor Henry

Motion withdrawn as matter discussed under Groups& Committees

That Council consider placing a litter bin next to the Bus Stop at the junction of Argoed View and the Main Road ,

Councillor P M Jones

Motion Withdrawn as matter has been resolved.

That the Council agree in principle that MIFFY who have been notified of additional funding and allow them to place more equipment on the Bonc.

Councillor McGuill

Cllr Butler declared an interest and did not take part in the discussions.

Cllr McGuill explained to the Council that MIFFY had been contacted by the Lottery Fund with a possibility of them having additional funding of approximately £14000 and were asking the Council's agreement in principle for further development of the site. The Clerk read out a letter received confirming the amount and their request,

Resolved: The Council will provide the agreement in principle for further development of the play area at the Bonc. Carried 1 abstention

12.132/10 PLANNING DECISIONS

See APPENDIX A

13.133/10 CORRESPONDENCE

Items for discussion:

Reference	DATE	SENDER	SUBJECT	Action
110308	10/03/2011	BUZZ-ah	complimentary tickets	Thanks
110309	08/03/2011	One Voice Wales	Membership £611	Received
110312	14/03/2011	One Voice Wales	Training Programme	Received
110315	25/03/2011	NHS Wales	Out of hours doctor service	Tel No: 0300 1235566
110323	28/03/2011	Cllr Quintin Dodd	Traffic calming	Agree in principle.
110325	04/04/2011	WAG	Consultation draft Fire & Rescue in Wales	To Cllr Bull
110326	30/03/2011	FCC	Fields in trusts Queen Elizabeth II Fields Challenge	Apply
110331	11/03/2011	FCC	Electronic copy of electors update	Copy to members
110324	30/03/2011	One Voice Wales	Conference and AGM	Cllr White to attend

Notes:

110323 agreed in principle however unable to commit until further information on costings becomes available. Should the County wish to trial any schemes in the Argoed area the Council would like to be considered.

14.134/10 Approval of Accounts for payment

**Argoed Community Council
March 2011 Payments Schedule**

supplier	Inv No	Inv Date	Description	Tot Amount
NWP Power Systems	584967	24/02/2011	maintenance	444.52
SLCC			Membership	190.00
British Telecom	31683570	16/02/2011	Net & Phone	47.79
Scottish power	3071727150	February	Electrical supply	232.32
Aon			Administration charge	45.00
Scottish Power WAGES	Feb-11	March 23/02/2011	Electrical supply salaries feb	232.32
				<hr/>
				1,191.95

Payments Approved by Council

Meeting Closed at 9.20pm

APPENDIX AArgoed Community Council
Planning Applications April 2011

Application Reference	Location	Development	Council's Decision	Comments	FCC Decision	Date
47533 june	Bryn Y Baal Rd	Lawful development certificate	objected	objected	Refused Delegated Officer	31/03/2011
047773 aug	Wylfa House Mold Rd Mynydd Isa	Demolition of Existing Dwelling and proposed residential Development	ObJected	Objections from ward members and residents	Decision Waiting	
45048 06/10/2010	.Argoed s/stn	Erection of 23 dwellings	Overdevelopment and dangerous	Overdevelopment Lack of Amenities	Planning Committee 08-Dec	
45523 07/10/2010	148-162 Mold Road	Erection of 8 dwellings	Objection as before	Objection as before	Planning Committee 08-Dec	
48042 26/11/2010	Sunnyside & 66a Mold Rd	Erection of 60 houses	see minutes Dec 2010	see minutes Dec 2010	Decision Waiting	
48162 24/01/2011	Tŷ Gwyn Farm	Erection of a field shelter	No Objection	No Objection	Approved Committee	18/03/2011
48272 15/02/2011	Argoed Sports Association	Erection of Disabled toilets	No Objection	No Objection	Approved Delegated Chair	18/03/2011
48366 14/03/2011	5 The Square	Retention of ATM	No Objection	No Objection	Decision Waiting	
48368	5 The Square	Retention of ATM	No Objection	No Objection	Decision	

14/03/2011					Waiting	
48374	10 Carton Rd	Erection of first floor extension	No Objection	No Objection	Decision	
14/03/2011					Waiting	
48273	Bryn y Pys Farm	Demolition of Existing building and e	No Objection	No Objection	Decision	
31/03/2011		Erection of agricultural building			Waiting	
48406	15 Llys Dedwydd	Erection of single Storey sun room	No Objection	No Objection	Decision	
21/03/2011					Waiting	

Appendix B

Argoed Community Council

Groups and Committees

The following Groups and Committees will be formed at the Annual General Meeting of Argoed Community Council:

- **Procedures Group**
- **Human Resources Group**
- **Monitoring Group**
- **Grants Group (6 members)**
- **Amenities Committee (6 members)**
- **Planning Committee (4 members) ***

** the Planning Committee will need to report on all outstanding planning applications at the monthly Council meeting.*

The Chair and Vice-Chair of the Council will be ex-eficio members but will not, necessarily, Chair the group or committee.

The Clerk need not be in attendance of group meetings unless requested to do so by the Chair of the group.

Each group/committee will:

- strive to achieve cross ward membership;
- have an elected Chair;
- decide upon frequency and date of meetings;
- decide upon its agenda, however, the agenda must contain:
 - i. Present
 - ii. Apologies
 - iii. To approve the minutes of the last meeting
 - iv. Matters arising
 - v. Date of next meeting
- decide upon their aims
- decide upon their remit
- meet at least twice per year

Minutes of the group meetings will be distributed to the Clerk and Financial Officer 7 days prior to the next scheduled Council meeting so they can be distributed to members of the Council.

Report and recommendation from groups and minutes from committees will be distributed to the Clerk and Financial Officer 7 days prior to the next scheduled Council meeting so they can be distributed to members of the Council.

It is recommended that each group/committee must have 3 members present. If a committee member is unable to attend he/she is requested to ask another member of his ward to substitute.

The Groups

Procedures Group

Aim:

To standardise the practice of the Council, ensuring that all business is carried out in compliance with Standing Orders, Code of Conduct and agreed procedures.

To formalise and provide guidance to elected members, co-opted members and committees/groups of the Council to ensure a standardised operation is carried out.

Remit:

1. To ensure that the set guidelines and council instructions are complied with by staff and agents.
2. To ensure the agreed policies, Standing Orders and the Code of Conduct of Councillors are complied with by members.
3. To deliberate, upon request from Council, on operational matters and bring a recommendation to the full Council meeting.
4. It is recommended that members of the Procedures group should not be members of the Human Resources Group.

Human Resources Group

Aim:

To ensure all employment law and legislation is being adhered to and ensure the well being of all employees.

Remit:

1. To carry out an annual appraisal, and six monthly review meeting, of all employees of Argoed Community Council.
2. To ensure that Annual Leave is correctly monitored.
3. To ensure all relevant employment Terms and Conditions are applied, including Pay Scale Values, Grades, Statutory Entitlements and Mileage Rates.
4. To ensure all job vacancies are advertised in a timely manner and are in line with current legislation.
5. To review employee contractual arrangements on a regular basis.
6. To deliberate requests from the Clerk of the Council and Financial Officer and, where necessary, call an extraordinary meeting of the Human Resources Committee to discuss pressing/urgent matters.

7. To ensure updated Health and Safety guidelines are adhered to at all times.
8. It is recommended that members of the Human Resources group should not be members of the Procedures Group.

Monitoring Group

Aim:

To oversee the financial functions of the Council are being operated in the appropriate manner.

Remit:

1. To ensure the payment of invoices received by the Council are paid as per approval by resolution at a meeting of Argoed Community Council.
2. At least two (2) members of this group **MUST** be present at each meeting.
3. Meeting must be held quarterly plus on meeting immediately prior to the submission of the accounts to the Auditors.

Grants Group

Aim:

To ensure the applications for financial assistance meet the standard set by Standing Orders and Financial Regulations.

To ensure the annual Grants budget is not exceeded under any circumstance.

Remit:

1. To deliberate the validity of each grant application to ensure:
 - a financial statement is attached
 - the application is on the standard Argoed Community Council Grant Application Form
 - not more than one grant per Financial Year has been afforded to an applicant
2. NO grant will be afforded to any applicant where there is no immediate impact on the local area. NO grant will be afforded to any one individual.
3. The Grant Group will meet before:
 - 1 August
 - 1 December
 - 31 March
 each year
4. Grant application forms are available electronically via the Argoed Community Council web site and wherever possible should be returned to the Argoed Community Council e-mail inbox

The Committees

Amenities Committee

Aim:

To oversee all Street Lighting owned by Argoed Community Council are maintained and that relevant contracts are adhered to.

To oversee the CCTV Monitoring equipment and relative contracts are adhered to.

To ensure the appearance of the Argoed Community is upheld to the highest possible standard at all times.

Remit:

1. To ensure that entry to environmental competitions are duly completed and returned within the appropriate closing date.
2. To ensure all support required of the Community Council's Caretaking Function is agreed by Argoed Community Council.
3. To oversee any improvement programmes in the Argoed Community are carried out as mutually agreed by the Council.
4. It is recommended that this committee meets on a monthly basis, however, during peak times throughout the year, the committee may decide to meet more frequently.
5. To review upkeep of the website.

Planning Committee

Aim:

To oversee the planning applications received by Argoed Community Council and ensure any response made by the Council is within current planning guidelines.

Remit:

1. To deliberate, within the scope allowable, on all planning applications received by the Council and to ensure that ward members comments are taken in to account in any response returned to the Planning Authority.
2. The ward representative, on the Planning Committee, is the last member to receive each planning application so that they may make a considered response to the committee.
3. To deliberate and return the views of the ward members without approval from the Argoed Community Council at time throughout the year where no scheduled meeting is due to take place.

4. The Clerk & Financial Officer will attend the Planning Committee Meetings in order to monitor the return of planning applications, received by the Council, that have been distributed for discussion at the next scheduled meeting.
5. To ensure any planning applications and Members comments are returned to the Clerk and Financial Officer in time for the closing dates for such comments should this be prior to the next scheduled meeting.
6. Cross ward representation must be achieved on this committee.
7. Each planning application should be passed to the Planning Committee member, from the relevant ward, so that they are aware of what needs to be reported at each meeting.
8. Meetings of the Planning Committee should be called prior, and a close to, the full Council meeting in order for all issues on current application to be heard, and at other times if deemed necessary.

Councillors

1. Members wishing to make comment during a meeting must do so through the Chair.
2. In order for apologies to be recorded at the Council meeting, they should be received, by the Clerk, by 3.30 p.m. on the day of the meeting. Another member of the Council may give apologies on their behalf.
3. Members of the Council should respect the comment of members the Clerk & Financial Officer during meetings. Any occurrence the Clerk & Financial Officer or a Councillor thinks inappropriate should be referred to the Procedures Group.
4. Members of Argoed Community Council will be provided with an up to date copy of Standing Orders, by the Clerk and Financial Officer, which should be read as soon as possible in order to understand how the Council and it's meetings operate.
5. During debate at each meeting, Members and Officers of the Council should be invited to speak by the Chair. Standing Orders rule 30(c) states "Whenever the Chairman speaks during a debate all other members shall be silent."

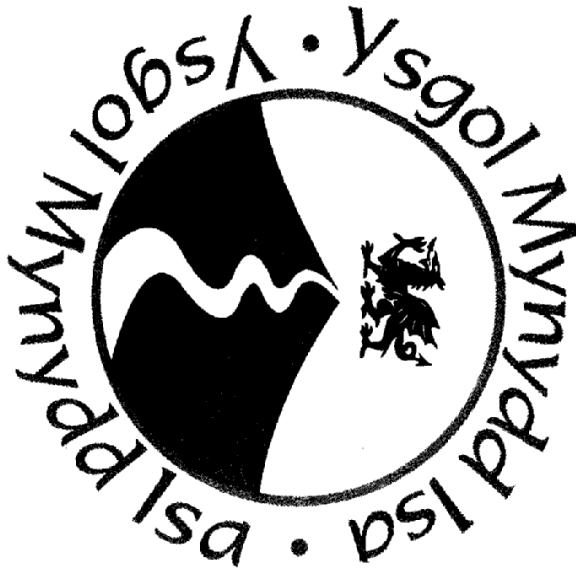
The Council

Training

1. The Council encourage training for employees and members of the Council which is appropriate to their role. All training requested by employees will be approved, by the Chair or the Council, prior to the training being undertaken.

Members of the Procedures Group who also sit on the Human Resources Committee will not deliberate in any discussion relating to an Officer or Member of the Council who has been referred to the Procedures Group by another Officer.

APPENDIX C



APPENDIX D

Notes of the meeting of the Human Resources Group held on Thursday 3 March 2011 at 9.00 a.m. at the New Brighton Community Centre

1. **Present:**
Cllr. Mrs. H. McGuill
Cllr. M. Iles
Cllr. P. M. Jones
2. **Remit:**
To review the "Community Payback Scheme" proposal as set out by the Wales Probation Trust.
3. **Discussion Points:**
 1. Argoed Community Council are not responsible for carrying out a Risk Assessment, however, we must provide the Wales Probation Trust with details of areas of possible risks.
 2. Argoed Community Council will require a minimum of three cases (workers) per day. If this number is not met, no work should be carried out.
 3. **Q. Do we pay Day-by-Day?**
 4. Daily completion of work certificates must be provided to the Clerk and Financial Officer, who will monitor their return and create a log of any issues. Any issues will be made aware to the Chair and the Amenities committee in order for a report to be provided to Council.
 5. The Amenities Committee, with support from the Human Resources Group, will oversee the contracts.
 6. Argoed Community Council would need a guarantee for the continuity of the supervisor; this will be reviewed after the first month.
 7. A probationary period of one (1) month will be placed on the contract. The contract will be reviewed on a quarterly basis. Either party will be able to terminate the contract by providing one (1) months written notice.
 8. Work zones are as identified in Annex A. Each zone should consist of a half days working time.

9. Winter duties will include snow clearing and salting around the Shopping Area, Sheltered Housing areas (New Brighton and off Vale Drive) and the entrances to all the schools.
10. An advertisement should be purchased, by Argoed Community Council, for the transportation/work vehicle in order to promote the scheme and Argoed Community Council – Suggest “Wales Probation working for Argoed Community Council.
11. Payment for the supervisor will include a maximum of 30 minutes travelling time, each side of the working day. The working day for the supervisor will be 6 hours and 30 minutes per day, the working day for the cases will be 6 hours per day. **Q. Does the working day for the cases include travelling time?**
12. **Q. Does the Wales Probation Trust supply the bin bags?**
13. The main point of contact for Argoed Community Council will be the Clerk and Financial Officer.

Meeting Closed: 10.20 a.m.