



Minutes of the Meeting of Argoed Community Council held on Wednesday 2 July 2025 at 7:00pm at New Brighton Community Centre and via Teams

Present: Councillors Miriam Shepherd, Faron Hadfield-Jones, John Holiday, Ian Jolly, Keith Mutch, Graham Palmer, Roy Marsh, Rebecca Blanchard, Rebecca Legge and Hilary McGuill.

Absent: Councillor Paul Jewell, Jack Morris and Gwilym Owen

In attendance: Sharon Swift, Clerk and Janet Jones, Assistant Clerk

1. Apologies for absence

The Clerk had received apologies from Paul Jewell who was out of the country on business.

2. Members Code of Conduct – Declarations of Interest

The Chair reminded Members about declaring any interests. Councillor Jon McCarron made a personal and prejudicial declaration relating to an item of correspondence regarding his daughter. The declaration of interests form was duly completed.

3. Ten minute public participation session

There were no members of the public present in person or on-line.

4. Minutes of previous meetings

The minutes of the Council meeting of 4 June 2025 and the Amenities Committee of 18 June 2025 were circulated with the agenda. Councillor McCarron proposed that the Council minutes of 4 June 2025 and the Amenities Committee minutes of 18 June 2025 should be approved as a true record of the meetings. This was seconded by Councillor Jolly. All members were in favour.

Resolved – that the Council minutes of 4 June 2025 and the Amenities Committee minutes of 18 June 2025 be approved as true records of the meetings.

5. Reports from representatives on outside bodies

Councillor Holiday reported that two Speedwatch sessions a week were now taking place and that at Jubilee Court the previous week, in one hour there had been 42 motorists recorded speeding, and a highest speed recorded of 48 mph in a 20mph.

Signed: _____

6. Matters arising

The Clerk update Members with the progress on actions agreed at previous meetings. The planter would be re-located to by the Argoed High School in conjunction with the Headteacher. Councillor McCarron reminded Members that it was a joint school site and therefore the Headteacher at Mynydd Isa Primary School should also be consulted. Members asked the Assistant Clerk to share the proposed wording for the plaque to be put on the planter and suggested the cost of a metal and plastic plaque should both be obtained.

The Clerk explained that she has asked the Directors at New Brighton Community Centre to suggest some dates that Members from the Community Council can meet with them. The Clerk also advised Members that she had been contacted by one of the Directors to ask if they could access the Community Council office. They had the key code for the door. Members all agreed that no other persons should have access to the Community Council office and arrangements would be made to change the door code.

The Clerk advised Members that Caffi Isa have been in contact about arranging a meeting to discuss some outstanding matters. Members suggested that enquiring about holding meetings there should be pursued.

Prior to leaving the meeting due to a personal and prejudicial interest, Councillor McCarron explained that his daughter and a friend had done some fundraising and raised £70. He invited the Community Council to recognise their efforts by matching the amount raised. Councillor McCarron then left the room. A discussion then took place, including whether this was a matter to be considered by the Grants Working Group and whether making a donation would set a precedent for other school pupils doing the same community engagement project. Councillor Blanchard proposed that this should be considered by the Grant Working Group and the Terms of Reference expanded for requests of this kind. This was seconded by Councillor Hadfield-Jones. All members were in favour.

Resolved – that the matter of matching the young peoples' fund raising should be considered by the Grants Working Group and the Terms of Reference updated for such requests.

Councillor McCarron returned to the meeting and was advised of the decision. Given that the date for fundraising monies to be submitted was the following day, Councillor McGuill kindly volunteered to make a personal donation of £70, to which Councillor McCarron expressed his thanks.

7. Police matters

The Assistant Clerk presented details of police incidents recorded in the ward for April 2025 as detailed on the North Wales Police website. Low levels of crime were reported.

Signed: _____

8. Correspondence and Clerk Report

The Clerk explained to Members that most correspondence was of a circulation nature, which she had circulated when received. The Clerk had shared the 2023-24 external audit report and asked that Members complete the interests form that had been circulated so that the register of interests could be compiled and put on the website. This matter had been raised by external audit and needs addressing as a priority.

The Clerk also highlighted correspondence that had been received from a number of residents and explained the progress that was being made in relation to these.

The Community Council still owns a number of wooden planters and the Clerk highlighted that some of these were rotten and needed to be replaced, for which there were monies in the 2025-26 budget. Members highlighted that a further planter should be purchased for the Mold Road pavement and the Clerk said that the costs would be looked into over the summer and a proposal be brought back to the September meeting.

9. Development of Council Mission Statement and Objectives

The Clerk explained to Members that whilst the Community Council discussed their priorities in conjunction with precept setting, they had not formally developed a mission statement identifying their priorities and objectives, nor had they sought the views of residents.

The Clerk gave some verbal examples and Members had a short discussion and agreed that any statement should recognise that the Community Council was supportive of an inclusive community. The Vice-Chair offered to draft a statement if the Clerk could circulate some examples from other Community Councils. This would then be circulated to other Members and put on the agenda for the September meeting.

10. Draft Council Training Policy

The Clerk had shared the draft Training Policy as part of the agenda papers. It sets out the process to address the training needs of Councillors, staff and any volunteers as required under section 67 of the Local Government and Elections (Wales) Act 2021. Councillor Blanchard proposed that the Training Policy be approved and adopted by the Council. This was seconded by Councillor Shepherd. All members were in favour.

Resolved – that the Training Policy be approved and adopted by the Council.

11. Training Record 2024-25

The Clerk presented the record of training attended by Council staff and the Councillors during 2024-25. There was a short discussion about training and the Clerk agreed to share details of One Voice Wales training sessions. Councillor Blanchard proposed that the training record for 2024-25 be approved as a correct record of training attended. This was seconded by Councillor Shepherd. All members were in favour.

Resolved – that the training record for 2024-25 be approved.

Signed: _____

12. Annual Report 2024-25

The Assistant Clerk presented the key points from the Annual Report 2024-25 that had been circulated with the agenda papers. Councillor McGuill asked that the report also included the fact that the Community Council had not put up the precept for 5 years. Councillor Mutch proposed that the Annual Report 2024-25, with the addition stated by Councillor McGuill, be approved and be published. This was seconded by Councillor Hadfield-Jones. All members were in favour.

Resolved – that the Annual Report 2024-25, with the additional statement about the precept, be approved and published.

13. Annual Governance Statement

The Clerk had prepared a detailed paper to explain to Councillors how they had, and in some cases, had not, met the requirements of the Annual Governance Statement for 2024-25. The Clerk talked Members through each requirement and confirmed that there were some areas where governance could be improved and strengthened and that would take place during 2025-26.

14. Approval of 2024-25 Annual Return for Audit

The Clerk presented the Annual Return for 2024-25 and summarised the content for Members. Councillor Jolly proposed that the Annual Return for 2024-25, including the Annual Governance Statement, be accepted as a true account of the Council's position and therefore be signed by the Chair. This was seconded by Councillor Blanchard. All members were in favour.

Resolved – that the Annual Return and Annual Governance Statement for 2024-25 be approved.

15. Internal Audit 2024-25 report

The Clerk talked members through the 2024-25 Internal Audit report and the responses she had provided. Members asked the Clerk to expand the response to the tendering matter to state that the Community Council only received two applications for the gardening contract. Councillor McGuill raised the issue of other contractual arrangements and the Clerk agreed to look into these in conjunction with the Assistant Clerk, during 2025-26.

Councillor Shepherd proposed that the Council note that the Clerk has addressed the audit issues reported, subject to the additional wording regarding the tendering matter. This was seconded by Councillor Blanchard. All members were in favour.

Resolved – that the Council acknowledge that the Internal Audit issues reported have been addressed, subject to the additional wording being added to the tendering matter.

16. External Audit themes

The Clerk had circulated details of the audit themes being focused on by external audit over the next four financial years and talked members through the ones for 2024-25 and 2025-26. She explained how the 2024-25 themes were currently being addressed and how the 2025-26 themes would be addressed too.

Signed: _____

17. Budget Monitoring Report and Bank Reconciliation Report

The bank reconciliation as at 30 June 2025 had been shared with the agenda papers. It also detailed the specific and general reserve balances at this date. The bank reconciliation is summarised below:

	£
Balance at 31 March 2025	86,736
Add receipts	27,208
	113,944
Less Payments	9,444
Balance at 30 June 2025	104,500
Current account balance at 30 June 2025	1,504
Business account balance at 30 June 2025	102,996
Total bank balances at 30 June 2025	104,500

The Clerk explained the budget paper summarising the first three months of receipts and payments in 2024-25. Reserves were also discussed in some detail and the Clerk highlighted that balances were high and there was a need to consider the specific reserves needed and whether the total value of general reserves was appropriate. Following a short discussion the Clerk agreed to revisit the reserve levels to confirm their accuracy. The matter of the reserve levels would be brought back to the September meeting.

Councillor Blanchard proposed that the budget monitoring report and the bank reconciliation at 30 June, including reserve details, be noted by the Community Council as being accurate financial records. This was seconded by Councillor Jolly. All members were in favour.

Resolved – that the budget monitoring report, bank reconciliation and reserve details at 30 June 2025 be noted as being accurate financial records of the financial affairs of the Community Council.

Given that it was 9pm, the Assistant Clerk raised the matter of the meeting continuing. Members agreed to continue to 9:30pm but only to address agenda items 18 and item 20.

18. Planning matters

The Assistant Clerk had circulated information relating to the planning applications received. Members agreed the following:

Planning application FUL/001091/24 Amendments to submitted application for full planning for 135 affordable dwellings on land off Mold Road and Bryn Road, New Brighton – Members objected to this application because it is outside the LDP; there is a lack of infrastructure such as doctors, dentists and schools and there is a need for affordable rental properties in this area.

Signed: _____

Town and Country Planning Act, 1990 (as amended) - Section 78 Appeal Planning Ref: COU/000820/24 Appeal Reference Number: CAS-04095-W9B1J8 Change of use of land to form a 5-pitch traveller family site, along with the erection of a day room, boundary fencing at Bryn Y Pys Farm, Well Street, Buckley – Members agreed that the objection letter drafted by the Clerk should be submitted to the Appeal Hearing.

FUL/000526/25 Construction of a new carbon dioxide spur pipeline – Members had no comments.

19. Highways matters

This matter was not considered.

20. Accounts for payment

The Clerk presented the accounts for payment:

Supplier	Details	Amount (£)	Comments
Welshi Man and Van	Clearance of fly tip	250.00	
Salaries	Payments and HMRC costs month 3	1,620.52	
HMRC	Tax and NI month 3	679.02	
Clwyd Pension Fund	Ex-clerk pension contributions owing for month 1 and 2	73.55	
AB Gittins & CR Bedford	Gardening invoice 001	1,715.00	
AB Gittins & CR Bedford	Gardening invoice 002	1,494.80	
AB Gittins & CR Bedford	Gardening invoice 003	380.00	
JDH Business Services Ltd	Internal Audit 2024-25	510.00	
Audit Wales	External audit 2023-24	575.00	
Flintshire CC	Street lighting inspections April to June 2025	264.58	
Microsoft	M/soft 365 Business Standard x 1	11.52	Direct debit
Microsoft	M/soft 365 Business Basic x 15	82.80	Direct debit
	Total	7,583.24	

Councillor Jolly proposed that the payments be made. This was seconded by Councillor Hadfield-Jones. All members were in favour.

Resolved – that the accounts for payment be paid.

The meeting closed at 21:25pm.

Signed: _____

SUMMARY OF DECLARATIONS MADE BY MEMBERS IN ACCORDANCE WITH ARGOED COMMUNITY COUNCIL'S CODE OF CONDUCT

Meeting of the Council on Wednesday 2 July 2025 at 7.00pm.

Councillor Jon McCarron made a personal and prejudicial declaration relating to correspondence and a match funding request relating to his daughter.

	ACTION POINTS FROM 1 JULY 2025 MEETING		
	Action to be completed	By whom	By when
A	Assistant Clerk to share with Members the wording on plaque to be placed on planter and to obtain an estimate for a plastic and a metal plaque.	Assistant Clerk	10 July 2025
B	Arrange for office door code to be changed.	Councillor McCarron	31 July 2025
C	Review and update Grants Working Group Terms of Reference to include requests for match funding.	Clerk	14 September 2025
D	Update the Annual Report to include no precept increase for 5 years.	Assistant Clerk	3 July 2025
E	Update respond to Internal Audit report matter on tendering.	Clerk	17 July 2025
F	Consider other contractual arrangements and whether tenders need to be sought.	Clerk	14 September 2025
G	Revisit reserve levels and ascertain % level.	Clerk	14 September 2025

Signed: _____