

**CYNGOR CYMUNEDOL  
COEDPOETH  
COMMUNITY COUNCIL**

Minutes of Council Meeting  
held virtually on  
Tuesday 8<sup>th</sup> March 2022  
at  
7.00 p.m.

**Present:** Chair: Councillor M. Dixon (M D)

**Councillors:** Cllr B Brown (B B), Cllr K Coventry (K C), Cllr G Kelly (G K), Cllr G A Kelly (G A Kelly), Cllr Y Mc Carroll (Y M), Cllr S Scheurleer (S S), Cllr P Wilson (Cllr P Wilson)

Members of Public – Mr T Woodcock (left 7.15 pm) and Mr D Unwin

**Council meeting was convened at 7.00 pm**

Chair welcomed everyone and advised that Mr Woodcock had requested 10 minutes of the Council's time. Mr Woodcock and his wife Jackie felt that the magnificent effort of Coedpoeth Community as a whole, especially Anna Buckley, Tony Wyatt, Lee from Healthcare Matters, Coedpoeth Pharmacy, Coedpoeth Community staff, Dave Williams, Mark Harding and Arthur Evans in response to the Ukrainian humanitarian relief requests had exceeded everyone's hopes and needed to be documented for posterity. Pat Murray, another driving force behind this initiative had started the ball rolling by enquiring if there was a collection point in Coedpoeth to drop of donations that were being co-ordinated by the Polskie Merseyside appeal who aimed to get vital supplies to the people who had been displaced by the War in the Ukraine. The initial answer was no but following a telephone call to Dave Williams at the Parish Hall by Tim Woodcock, that all changed and soon donations were arriving from far other Counties. The Parish Hall was soon filled and the Council meeting room in the Old Carnegie Library became a sorting Centre. Tim, Jackie and the team liaised with AVOW at Wrexham; the result being that 17 Lorries of aid eventually left the Wrexham area to help the people who had been displaced from their homes due to the War. Councillor Dixon and the Community Councillors applauded this tremendous effort with Cllr Dixon extending the thanks of all to Mr Woodcock and his wife for helping drive this wonderful effort with the other local residents who answered the call, people from all walks of life, all ages, especially children who donated toys and pocket money to help. Everyone agreed that the response had been overwhelming and humbling. Mr Woodcock thanked the Council for the opportunity to have shared these facts and left.

The Chair then mentioned that since the last meeting he received the resignation of Cllr S Edwards and the he had accepted her resignation and had written to thank her for her years of service

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Item No	Item	Action
1	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Cllr G Price</p> <p><b>Accepted</b></p>	
2	<p><b><u>Approve minutes of the last meeting Tuesday 8<sup>th</sup> February 2022</u></b></p> <p><b>Proposed</b> – Cllr P Wilson  <b>Seconded</b> – Cllr G Kelly  <b>Approved unanimously</b></p>	
3	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>None</p>	
4	<p>To authorise the payment of al invoices presented since last meeting in the sum of £37951.29 GROSS,  £3949.12 Vat  £34002.17 Net</p> <p><b>Proposed</b> – Cllr G Kelly  <b>Seconded-</b> Cllr B Brown  <b>Abstained-</b> Cllr P Wilson</p> <p><b>Approved</b></p>	
5	<p>The Chair decided suggested the Council take item 6 on the agenda next, an update on the Big Park Project and move item to 5, regarding the Standing orders and current financial regulations to item 6.</p> <p>Cllr S Scheurleer advised the Council that Tony Wyatt, Mark Hughes and himself had attended a workshop/ forum with the Football Association of Wales (F A W) and Wrexham County Borough Council (WCBC) to see how the Big Park Project could be moved forward and brought to fruition, to the benefit of the Community. The input from all parties had been very positive. WCBC and the FAW see the merit in the project and are keen to support Coedpoeth Community Council help realise the vision. Cllr Scheurleer will work with the FAW and WCBC to ensure that people receive the assurances they have requested especially that the project is not a drain on the monetary resources of the Council. A request had been made that the Consultative report which had been commissioned and financed by the Community Council and Cadwyn Clwyd be shared with Nick Adamson, who is in charge of Asset transfers for WCBC in order to</p>	

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	<p>progress the matter. Cllr Scheurleer stated that Cllr D Bithell of WCBC had stated that there are millions of pounds in grant aid to support such projects and WCBC have offered help to help facilitate matters.</p> <p>Cllr G Kelly was keen to ensure that by the Council agreeing to share the findings of the report that it not be seen in any way as a commitment by the Council to go ahead with Asset transfer. He wanted assurances that all proposals are brought back to Council for them to be discussed and agreed before any action is taken. Cllr Scheurleer confirmed that, that is his intention. Additionally, Cllr Kelly reiterated that he still disagreed with the figures detained in the Consultant’s report and felt that the report was not helpful and not keen on sharing its contents. Chair Cllr M Dixon stated that he felt that the report should be shared.</p> <p>Cllr G A Kelly thanked Cllr S Scheurleer for his efforts to get answers to allay the concerns raised previously by Councillors and felt that a forum between all interested parties where they could ask questions and receive informed answers was a good way forward. Cllr Scheurleer is happy to facilitate this. He also informed the Council that the transfer of the asset would incur a legal fee, but the Welsh F A have already indicated that they will help.</p> <p>It was proposed that Cllr Scheurleer act as conduit between the Council and interested parties and report back to the Council and that a copy of the final Big Park project be sent to Nick Adamson of WCBC Asset department.</p> <p><b>Proposed – Cllr S Scheurleer Seconded- Cllr G A Kelly Agreed – unanimously</b></p>	
6	<p>Cllr Dixon asked Cllr Kelly to explain and confirm the amendment required to the Council’s current standing orders. Standing orders and financial regulations if the Council should mirror each other. Basically, a procurement process whereby goods, services and materials in the sum of £5000 up to £24,999 require 3 quotations to be obtained and presented to Council for agreement excepted as set out in paragraph 11 a of the financial regulations.</p> <p>Which means that goods above this sum so those £25000 and above must follow and mirror Point 30b of Coedpoeth Community Council current standing orders which states, ‘ Any proposed contract for the supply of goods, materials, services and the execution of works with an</p>	

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	<p>estimated value in excess of £25000 shall be procured based on a formal tender as summarised in standing order 30 c Proposed – Cllr G Kelly Seconded- Cllr G A Kelly</p>	
<b>7</b>	<p><b>Cenotaph Lighting project</b> -Cllr Scheurleer explained that the proposed project is being fully funded by the efforts of local fundraisers, independently of the Community Council and to date they already have £2400. The relevant quotation had been shared with the Council in advance. The project will be undertaken in stages, the first stage being the groundwork to enable the provision on lights for the Memorial and additional lighting points. In addition to obtaining permission for the groundwork to be undertaken Cllr Scheurleer is aware that as the Memorial is a Grade 2 listed monument permission will be required from the appropriate conservation authority and he offered his services to take this forward for the Council. The proposal was made for permission be granted for the groundwork to be undertaken and for Cllr Scheurleer to liaise with conservation and report back and keep the Council updated, ensuring that the correct permissions are in place to facilitate the project.</p> <p><b>Proposed – Cllr S Scheurleer</b> <b>Seconded – Cllr G Kelly</b> <b>Agreed- unanimously</b></p>	<b>Cllr Scheurleer</b>
<b>8</b>	<p>Chair suggested that rather than take the scheduled point 8 on the agenda ‘Street lighting’ which may take a while, given Mr D Unwin from the Bowling Club is present, we take point 9 which on the agenda next and then deal with ‘Street lighting’ and the remaining agenda item.</p> <p>Mr Unwin confirmed that the Clerk, Mrs Edwards had explained the Council’s position regarding the Bowling Green facility following the hard decision the Council had been faced with whilst setting the budget in these very hard times. Mr Unwin explained that Bowling Club fully understood the hard decisions that the Council had been facing for some time and that is why historically the Bowling Club have, for a number of years made a donation towards the maintenance of the facilities in addition to making additional improvements themselves. The Bowling Club are more than happy to look at taking on maintenance of the Green and its facilities but obviously do not wish to take on the whole of the Memorial Park. The Chair thanked Mr Unwin for the recent donation of £1715.00. Mr Unwin stated that the Bowling Club are keen to put a plan in place for the 2023-2024 year before October 2022 when the Council will be starting to prepare their budget. Mr Unwin asked if discussions</p>	

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	<p>could start before the end of April. Cllr P Wilson suggested that we need to ascertain what percentage of the maintenance costs for the Memorial Park pertain specifically to the Bowling Green. Cllr M Dixon suggested that a group be formed to take this matter forward with the Bowling Club, agreeing matters for the 2022-2023 year and formalising matter and agreeing a plan for the 2023 – 2024 onwards. Cllr P Wilson agreed to sit on the committee and help take matters forward. Meeting to be arranged in due course.</p> <p>Mr Unwin now left the meeting.</p>	
<p style="text-align: center;"><b>9</b></p>	<p><b>Update on Street Lighting, unmetered supply issues and electricity charges for lighting.</b> – The Clerk, Mrs Edwards explained it had taken over 3.5 weeks to obtain an accurate up to date inventory of our lighting stock and obtain new unmetered supply certificates in relation to our lighting stock. After discovering that incorrect information had been used since 2018, in addition to our preferable pricing deal having ceased shortly afterwards she had been chasing the matter constantly. The correct information can only legally be back dated 14 months and she is now taking this matter forward with Opus our business electricity supplier. As previously explained, she has been in talks with the business comparison provider ‘Utility Bidder ‘but due to the War in Ukraine and a volatile market place the traders have suspended quotations. The unit price has escalated tremendously and there is a need to secure a deal urgently once the traders are in a position to quote. Mr Irso from Utility Bidder has remained in contact. Mrs Edwards stressed that as she will be leaving her position as Clerk later in the month that this matter needs to be monitored closely by the Council. Mrs Edwards advised that residents are deeply concerned that repairs to lighting are on hold and are concerned that some areas are still very dark and dangerous. Now that the outstanding matters with Mega have been resolved Mrs Edwards pointed out her successor will need to obtain 3 new quotations to move forward any upgrades to LED as it 4 years since the original decision and many things have altered. Once this process has taken place there should be no blockers to obtaining a Salix Loan. Mrs Edwards had also queried the cost of the bill for Christmas lighting as a little more than told. In the absence of information, it was agreed that the presented bill must be covered.</p> <p>The Chair mentioned that the Clerk, Mrs Edwards had also been dealing with an error on the Council’s electricity service for the Parish Hall, as we had received a bill for over 21k due to a meter error. The direct debit has been suspended by the Company and a credit of 19.5 k applied and the Clerk has received email confirmation from Utility Warehouse that the matter has been resolved going forwards.</p>	

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<b>10</b>	<p><b>Update on IT for Hybrid meetings</b>-The Clerk, Mrs Edwards advised that Cllr Brown had been in touch as through his professional contact he has equipment we may be able to trial that could facilitate such meetings. Cllr Brown stated, 'He is happy to set up test meetings and report back'. Council agreed unanimously that this was an excellent idea and Cllr Brown with take this forward and report back. Cllr Dixon pointed out that people must be visible and heard.</p>	
<b>11</b>	<p>Grant request from Llangollen International Eisteddfod – the Council are supportive of the Eisteddfod. Cllr G Kelly asked that we check past donations and a decision on the amount of grant to be made be deferred to the next meeting when the previous level of donation is confirmed.</p>	
<b>12</b>	<p>Review and retrospective approval of 2020-2021 Annual Investment strategy. Clerk reported that there was an error an 2020-21 Annual risk assessment which had come to light so not available for presentation given time constraints, also the 2021 -2022 fixed assets register needs further updating, so will need to be taken forward by the new clerk to facilitate the completion of the outstanding return. Cllr G Kelly asked if reserve account in place yet and was advised by Chair that it would be by April meeting.</p> <p><b>Proposed – Cllr G Kelly</b> <b>Seconded- Cllr B Brown</b></p>	
<b>13</b>	<p>IT support for Council – Clerk advised that Mr Owen’s who has provided an ad hoc service for a while, has advised that due to work pressure no longer to provide a service. Clerk suggested that we need more formalised support, to avoid problems as currently being experienced. The Clerk has spoken to Derwyn Computer who provide services for Offa Council and a firm in Cefn- y-bedd. Cllr G A Kelly suggested we consider Media Fields in Rhosddu. Cllr Scheurleer advised the Council that reviewing IT needs of firms and their security levels is integral to his profession and he would be happy to help the Council review their IT provision and make informed decisions going forward. Cllr to Scheurleer to take this forward.</p> <p><b>Agreed</b></p>	
<b>14</b>	<p><b>May election update</b> -the Parish Hall has been booked by WCBC, electoral department and we are still awaiting the advisory pack from the Electoral department. On receipt all information will be cascaded to Council</p>	

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<b>15</b>	<p><b>Membership of One Voice Wales 2022-2023</b> Cost £616</p> <p>Proposed – G Kelly Seconded – P Wilson Agreed – unanimously</p>	
<b>16</b>	<p>Provision of grave digging services at Coedpoeth Cemetery and Cemetery issues – Cllr Y Mc Carroll has agreed to join the Cemetery Committee following resignation of Cllr S Edwards. Cemetery Committee to meet and suggest an action plan now that we are without Grave digging services. The Clerk requested permission to authorise leave until end of March for Cemetery Superintendent as he has substantial amount of leave to take before end of March. Mr P Egan of One Voice Wales to be appointed to discuss and resolve outstanding contractual issues on behalf of Coedpoeth Community Council that have been raised by Mr Lloyd given that the Council has been told that he is considering retirement in the near future. The cost of specialist service has been estimated at 2 days at a cost of £840. The Council may need to consider a grounds contractor as an interim measure as Mr Lloyd has recently informed the clerk that his certificates expired in 2019 and Clerk has initially been told that there may be no appropriate courses until June but they will inform her of alterations.</p> <p>Proposed – Cllr P Wilson Seconded – Cllr S Scheurleer</p>	
<b>17</b>	<p><b>Reappointment of JDH Business Services as Internal auditor for 2022-2023 financial year.</b> Proposed – Cllr G Kelly Seconded – Cllr P Wilson</p>	
<b>18</b>	<p>Request to move item 18 and briefly discuss an item that had been accidentally omitted by Clerk, which had been differed from last month-agreed by Chair. Cllr Scheurleer asked if the Council would be offering any financial support to Jubilee celebrations underway and how much. It was agreed to for Council to identify and discuss a sum in April meeting.</p>	
<b>19</b>	<p><b>Resignation of Clerk-</b> Mrs Edwards explained to the Council that if no Locum Clerk in position prior to her leaving date that the Council would need to appoint someone Clerk in the interim and deal with such matters as to preparation of next agenda, positing of the agenda on our Web site and in prominent positions within the Community such as the public notice boards at least 3 clear days prior to the meeting and take minutes as the next meeting. The last day for posting the April agenda would be Thursday 5 April 2022, if the meeting is being held on Tuesday 12 April and all agenda items need to be with the person at latest</p>	

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	<p>Monday 4 April 2022. Cllr G A Kelly agreed to undertake this role as long as it only meant dealing with the agenda and minutes and no additional duties due to her considerable commitments.</p> <p>Proposed – Cllr G Kelly Seconded – Cllr P Wilson</p> <p>The Chair concluded by thanking Mrs Edwards for the considerable progress she had made in the last four months, implementing many recommendations that had been brought to light by Cllr G Kelly and the internal auditors and bringing to the attention of the Council several important matters that had remained unaddressed for considerable time. The thanks were echoed by all present and good wishes extended to Mrs Edwards going forward.</p>	
	<p><b>Next meeting – Tuesday 12 April 2022</b></p> <p><b>Items for inclusion on the agenda to be submitted to the Cllr G A Kelly no later than Monday 4 April 2022</b></p> <p><b>Meeting ended 20.55</b></p>	

*Deborah Edwards* - Clerk to the Council

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