

# Cyngor Cymuned COEDPOETH Community Council

Minutes of the Full Council Meeting held in The Old Carnegie Library  
at 19.30 on Tuesday 2 February 2009

**Cllrs Present:** Michael Dixon (Chair) Karl Woodward (Vice Chair) Mandy Bostwick, Carol Edwards, George Price, Mike Whitby, Carole Williams, George Williams.

**Minute Taker:** Patricia Jones

**In attendance:** PC Scott Duncan, PCSO Mike Camplin

		Action
1	<b>Apologies for absence</b> Beatrice Williams, Mark Davies, Derek Unwin, Phil Wilson, Madge Nelson.	
2	<p>PC Duncan presented the crime statistics for the months of December 2009 and January 2010.</p> <p>PC Duncan then delivered an oral briefing about the criminal damage caused in the village. Also the rowdy nuisance due to the children snowballing, it was the older children causing concern and they are being monitored as individuals.</p> <p>Cllr Carol Edwards raised the issue of the Youth Club being closed for approximately 4 to 6 weeks.</p> <p>PC Duncan replied, advising that the police will try to find events to keep the children occupied.</p> <p>Cllr Mandy Bostwick raised the issue that we have lost a three – quarter (whole time equivalent) post of one the Youth Workers from Coedpoeth Youth Club and would like to invite Claire Field and Donna Dickenson as soon as possible, to a future council meeting to explain the rationale behind this action.</p> <p>Cllr Michael Dixon replied, observing that we might have waited until we had secured our Key Fund Grant on behalf of the Youth Service, but he agreed that he would pursue the meeting immediately.</p> <p>PCSO Mike Camplin mentioned there is a Wrexham North Football Competition coming up, for age 8 and over, and wants names to be put forward to form football teams from Coedpoeth to enter the competition.</p>	<b>MD</b>

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<p>3</p>	<p>Mike Camplin also advised that PCSO Sarah Roberts would be returning to duty in the village and that he would be leaving the village and moving to work at the Wrexham Custody Suite. The Council wished him well and thanked him for his work and support within and without the village.</p> <p><b>Chairman's Report</b></p> <p>The Chairman's report was noted and Cllrs raised issues for discussion, which were fielded by the Chairman.</p> <p>Cllr Mandy Bostwick raised the issue of making a donation to the collection in memory of the late Andrew Nelson (for Cllr Mrs Madge Nelson). Cllr Mandy Bostwick suggested a donation to go to Nightingale House or to the appropriate group and £25 was agreed. Proposed : Cllr Mandy Bostwick Seconded: Cllr Karl Woodward All in favour</p> <p>Cllr Mandy Bostwick suggested a bonus payment for Ray Williams' and Allan Lloyd's hard work during the bad weather, with helping people and keeping the pathways clear. A £100.00 bonus (sadly taxable) was discussed and agreed for each. Proposed: Cllr Mandy Bostwick Seconded: Cllr Mike Whitby All in favour</p> <p>Cllr Michael Dixon raised the issue of changing the bank statement to the end of the month – This was agreed.</p> <p>Cllr Michael Dixon raised the issue that currently the council has four accounts with the HSBC Bank. BMM 01581252 39836.73 Council's deposit account BMM 0161 2883 2780.46 unknown purpose c/a 70649139 14991.13 current account Trea 91091352 3350.28 for staff wages except Madam Clerk's</p> <p>The Chairman suggested that the "unknown purpose" account and the Treasurer (Imprest) account be closed with the funds transferred to the deposit (BMM or Business Money Manager in HSBC parlance) account 01581252 after any notice period. <b>Proposed:</b> Cllr Mandy Bostwick</p>	<p>MD</p> <p>MD</p> <p>MD</p>
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	<p>and will come up with a carbon footprint of what the council is currently using in terms of its Carbon Footprint, and will recommend ways to be saving; in terms of lighting for example.</p> <p>Cllr Karl Woodward to pass on details to the Chairman, who will research the issue.</p> <p>Cllr Mike Whitby raised the issue of the burst pipes in the last meeting whether they are covered by insurance.</p> <p>The Chairman replied all our pipes were covered by the insurance, but that modest claims would be likely to be outweighed by the subsequent increase in premium. Cllr Whitby offered to look out a water pipe policy for information</p> <p>Cllr Karl Woodward &amp; Cllr George Williams undertake a review of council insurances to see if additional efficiency gains can be made in respect of the council's through insurance covers.</p> <p>Cllr George Williams raised the issue of the Burial Records. The Chairman replied he would like to see all the appropriate and allowable records on the Website one day.</p>	<p>KW/MD</p> <p>MW</p> <p>KW/GW</p>
<p>5</p>	<p><b>Finance Report, including bills to be paid</b></p> <p>The Chairman raised the issue of an outstanding invoice for Simon O'Rourke Tree Carvings Ltd and that a new cheque needs to be signed to replace that lost in the post. In view of the bank's £20 stop fee it was agreed not to stop a £57.50 cheque. All other payments in the list presented were approved for payment.</p> <p><b>Proposed:</b> Cllr Mike Whitby <b>Seconded:</b> Cllr George Williams</p> <p>All in favour. Chairman to administer all listed payments</p>	<p>MD</p>
<p>6</p> <p>7</p>	<p><b>Planning</b></p> <p>No new applications had been received Decisions received as follow: P/2009/0941 Land at Victoria Road. Refused</p> <p>P/2009/0973 Sunnyside 17 Smelt Road. Granted</p> <p>P/2009/0095 Willow Bank Road. Granted</p> <p><b>Correspondence</b></p> <p>The Chairman outlined the correspondence which had been</p>	

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8	<p>received since the last meeting. Tidy Towns is a granting fund for items including planters and new gateway signs. There was also a competition for the best kept village which would be worth considering, even Coedpoeth might not win immediately. The Chairman hoped that this year the Council would trouble to apply.</p> <p><b>Administration Report</b></p> <p>Cllr Mandy Bostwick received the information from Steve Hibbert for the job description for the clerk and the caretaker. The council needs to decide what level of payment scale should be adopted for these two posts.</p> <p>Cllr Mandy Bostwick circulated the information and asked Cllrs to tick off the level in which they think the clerk should be on. Steven Hibbert is going to confirm the pay levels for levels two and three; the level 4 pay band was provided.</p> <p>Cllr Mandy Bostwick raised the issue that the current Caretaker does not have a job description but has found a Contract of Employment. There is no job description on the file.</p> <p>Cllr George Price commented that it was probably in his Contract of Employment.</p> <p>Cllr Mandy Bostwick raised the issue of confidentiality when discussing staff issue in great depth.</p> <p>Cllr George Williams suggested leaving all confidential information here and not taking any home.</p> <p>Cllr George Williams raised the issue that Allan Lloyd has a Tenancy Agreement but was not a tenant.</p> <p>Cllr Price had sent an email (2009 07 04 @ 16.14) instructing the Cemetery Superintendent's Union Representative to disregard a previous letter that had been written following Council discussion and agreement and discussion ensued in relation to this issue. Cllr Whitby asked, through the chair, whether Cllr Price, particularly as Chairman controlling agenda and minutes, might not have been better advised to discuss such matters with the Council rather than acting unilaterally and apparently against the Council's interests. Cllr Price repeatedly refused to answer. Cllr Whitby asked for such conduct to be noted formally in the minutes.</p>	MD
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	<p>Cllr Mandy Bostwick suggested a new job description and a new code of conduct be developed by the council.</p> <p>The Chairman explained that where necessary he has constructed new files for the staff and also wants to start annual appraisals reviews.</p>	
9	<p>Cllr Karl Woodward raised the issue of writing to the District Valuation Office being contacted to have an independent valuation of the Cemetery Lodge. This will provide an assessment of the Current Market Rent as at 17 March 2009. <b>Proposed:</b> Cllr Carol Edwards <b>Seconded:</b> Cllr Mike Whitby All in favour.</p> <p><b>Buildings Report</b></p>	MD
10	<p>Cllr Mike Whitby has discussed the issues with the Caretaker for him to make a wish list for the repairs on the Parish Hall and will report back to the council in due course.</p> <p><b>Cemetery Report</b></p>	MW
11	<p>Cllr Mandy Bostwick raised the issue about burials fees; Coedpoeth is cheaper than anywhere else in the county, and this needs to be reviewed as soon as possible by the council.</p> <p>Cllr Carol Edwards advised that the council needs to obtain costings of burial fees in other areas.</p> <p>Cllr Dixon advised that he planned to set up a small group to work through all the papers in order to try to meet the demands of the external auditor.</p> <p><b>Any other business</b></p> <p>The Chairman raised the issue of Time Sheets: there are three different types of time sheet at the moment, whereas we only need one. <b>Proposed:</b> Mike Whitby <b>Seconded:</b> Mandy Bostwick All in favour.</p>	MD

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12	<p>Cllr Michael Dixon advised that he hoped to have competitive quotations to enable the Council to purchase a fireproof safe for the Cemetery Records and Staff Employment Records and also purchase a new cross cut shredder.</p>	MD
	<p>Cllr Michael Dixon raised the issue of Friday night concerts. Ray Williams has regular booking for a Friday night. Cllr Michael Dixon will write to Peter Webber to see if we can move some of the concerts to another evening.</p>	MD
	<p>Discussion took place about the costs of running the Parish Hall, set up, strike and cleaning times needing to be included in the price. The discussion was deferred for the Buildings Group.</p>	
	<p>Cllr Michael Dixon mentioned the TV in the domino room which would have to be removed as it was not covered by a current TV licence. The Council agreed that it should be removed.</p>	MD
	<p><b>Date and Time of the Next Meeting</b> Finance &amp; Planning: Tuesday 16 February 2010 at 19.30 in The Old Carnegie Library.</p>	
	<p>The meeting closed at 10:00 pm with the Chairman thanking all who had attended for their input and support.</p> <p>After the meeting all the approved cheques were countersigned, together with the invoices and cheque counterfoils being initialled.</p>	