

## CYNGOR CYMUNED LLYSFAEN COMMUNITY COUNCIL

Clerk: Brenda Davies, Westfield, Glyn Avenue, Abergele. LL227LT  
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### LLYSFAEN COMMUNITY COUNCIL MEETING MINUTES

Held on

Monday 18<sup>th</sup> May 2020 at 7.00pm via online SKYPE CALL.

**Members Present:** Mr. R Mather (1/1) Ms. F Stevenson (1/1),  
Mr. A Hodgkinson (1/1) Ms. B Jones (1/1).  
Mr P Capper - Chair (1/1), Mr. P Davies (1/1).  
Mr G Stewart (1/1). Mr. A Hodgkinson (1/1),

**Officers Present:** Miss B. Davies – Clerk and RFO, Llysfaen Community Council (1/1)

**Visitors Present:** None

9560 Apologies: Mr. P Gillbanks (0/1) Mr. D. Jones (0/1),

9561 Declarations of Interest: None

9562 Police Matters:  
No issues were raised.

9563 Minutes of the Last Meeting: Proposed by PD seconded by RM

9564 Action Tracker & Matters Arising:  
a) SKIP Provision. All skips have been cancelled, and will be rescheduled to a date as soon as this function is back up and running in CCBC. Clerk in regular contact with ERF to check progress.

All other matters are not urgent to be discussed at this time, and will be discussed at future meetings.

9565 Planning Matters.  
Planning Applications – None.  
Planning decisions – None.  
Planning process through COVID-19- Clerk advised that many Community and Town Councils have delegated authority to the Clerk to collate views through an online meeting. The Good Councillor guide advises that we should not be gaining feedback via email alone, as debate allows Councillors to understand other points of view.  
**Resolved** - Delegated authority to clerk to arrange an online meeting to discuss any planning applications that need to be discussed if there is not a meeting booked prior to the date the planning application should be commented on.

9566 Financial Matters and Invoices received for payment  
a) The Clerk's salary and expenses were approved for payment.  
b) Invoices for approval - £120 Councillor expenses. BHIB Insurance £347.08, Yellow Fly Design £80.00, Printer ink, paper and postage £79.16. All invoices were approved.  
c) Internal Audit process

- Clerk advised councillors that the Audit process during this outbreak is mainly online, with an online form being completed for the submission and signed documents being sent via post to and from the Auditors. Printed copy of the form is to be posted to the Internal Auditor and will require to be approved at the June meeting.
- A specific requirement of Audit is the issuance of an Audit Notice, which has to be published on the website by 30<sup>th</sup> September, stating approval of the annual accounts for 2019-20/reason for not doing so. Clerk to ensure that this is completed.
- Quarterly Bank Reconciliation was provided via mail to all Councillors. The standard signing of this document is not possible, so it was agreed that a screenshot would be taken of all

Councillors voting that they accept the bank reconciliation.

Cllr capper confirmed via phone that he approves the bank reconciliation. All councillors approved.

9567 Report from Local County Cllr Phil Capper.

- Cllr capper advised that there is a helpline where CCBC provides support. Cllr Capper has offered to contact them on our residents' behalf if required, and has been in contact with many elderly within the village.
- Bin collections are being completed as normal, however due to a reduced workforce, the park bins etc are taped off at present. Dog waste bins are still being collected.
- Cllr Capper will discuss with CCBC access to Skype to be able to attend meetings.  
**Resolved** - Clerk to review use of other applications if Phil is unable to access Skype meetings.

9568 Correspondence and Other Issues (Available to view in the Correspondence folder)

1. Audit correspondence on how the audit should be conducted through the COVID-19 pandemic, and how Clerks should continue to meet the requirements for Audit.
2. HMRC Information and furlough application information from various sources.
3. Daily/Weekly updates from Darren Millar/CCBC in regards to what is being delivered through County and Welsh government.
4. List of groups that are providing support in each area, to be forwarded to all.

**Resolved** – Clerk to forward daily emails to all councillors as correspondence file is no longer able to be seen online. Councillors will at the next meeting advise if this level of email contact is too much, and if so changes will be made at that time.

9569 Consultations (Available to view in the Consultations Folder) - None

9570 Website/ communications meeting.

a) Soft launch of the website was agreed at the meeting, with agreement from all Councillors at the last meeting.

**Resolved** – Councillors to please send any images that they may have for use on the website/FB Page.

b) Creation of a face-book page was being proposed by the Committee, and it was agreed by all that the Clerk could create a Facebook page for the Council, starting with some basic information and links to CCBC information.

**Resolved** – Clerk to create Facebook page.

**Resolved** - Content to be added to the face-book page as follows: Website link to be added. Disable comments on the site.

Cllrs thanked the clerk and Yellow Fly Design for all their work on the site.

9571 Items requested on the Agenda

1. Support for local groups for impact of COVID-19

'Creating enterprise' are phoning round vulnerable tenants, and providing financial guidance regarding universal credits. Cartrefi Conwy is also supporting its tenants. There is no specific organised support being offered within Llysfaen other than the CCBC helpline, and that Cllr Capper has personally contacted many elderly residents to ensure they are ok.

**Resolved** - Cllr Capper to find out if we are able to contact people who are in a vulnerable position to find out if we are able to contact them and ask if they are ok. Cllr Capper to discuss with CCBC if he is able to view the list of residents that could be affected, so that we can approach them and no-one is forgotten.

**Resolved** – Clerk to put on the website and Facebook asking for details of anyone who is struggling/isolated/elderly/disabled and could potentially require support.

2. Local area meetings with CCBC

Most local area meetings have been cancelled.

Clerks across Conwy have been meeting online with various people within CCBC, and minutes are sent out after each meeting. Clerk to forward these minutes to all Councillors as per the agreed details as above.

9572 Emergency items - none