

**OFFA COMMUNITY COUNCIL
MINUTES OF A REMOTE MEETING OF THE OFFA COMMUNITY COUNCIL
HELD ON THURSDAY 4th June 2020
MEMBERS**

Councillor Alex Jones (Chairman)

- “ Caroline Dawson*
- “ Christine Griffiths
- “ Kevin Hughes
- “ R Alun Jenkins
- “ David Jones*
- “ Susan Jones
- “ Barbara Lloyd
- “ Elane Roberts
- “ Sarah Roberts
- “ Graham Rogers
- “ Jim Steele
- “ Linda Subacchi
- “ Steven Vale*
- “ John Williams
- “ Keith Williams
- “ Graham Wynn*
- “ Phillip Wynn

*Absent

The meeting was also attended by WCBC Paul Roberts, Offa Booking and Admin Officer Helen McCarthy and Jonathan Stump and Andrew Watson from the Caia Park Youth Team.

356 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors David Jones, Steven Vale, Graham Wynn and Caroline Dawson and Ms Kelly Hewitt the Offa Community Agent.

357 DECLARATIONS OF INTEREST

No declarations of interest were made.

358 POLICE MATTERS

The monthly crime report for May was received:

Anti-Social Behaviour Issues/Trends:

Brynyffynnon: pleased to see the area behind Morrisons tidied up now and cleared. No one is believed to have moved back in there yet.

Offa: the Brickie – complaints about youths gathering/smoking drugs – patrols are being done. PC Smith has found young persons in possession of drugs at the location whilst patrolling and this is being investigated.

Complaints have been received about persons congregating on the bench on the roundabout at junctions on Victoria Road/Fairy Road/Ruabon Road. Believed this is drug related as they are using the phone box as well. One local resident on Ruabon Road said behind his property he has located some needles as though persons are using drugs.

Erddig: Erddig estate is still causing some tension with regards to Covid-19 legislation. Patrols are being done when necessary in response to the changes made 01/06/20.

Hermitage: some reports of gatherings in the park. We would encourage persons to report this and patrols are being done.

Crime Issues / Trends:

Brynyffynnon: No current trends. Shopliftings are lower but reports from Morrisons remain high at 7 out of 17 and is showing as a high demand in our area currently. We have a patrol plan currently which our team are updating regularly after consultation with management and other staff at the store to see how they can assist us to reduce the demand.

Reports of assaults are at 15 with 9 of these linked to Wrexham Maelor Hospital - members were concerned at this report and requested further information.

Offa: 6 criminal damages at Bron Y Dre to Council Garages. Investigations on going. Patrol plan in place for later at night with assistance from our Response colleagues.

The damage at Bron Y Dre links in with other shed break in's we have had on Edward Street/Peel Street and Empress Road. These are incorporated within the Patrol Plan.

Meifod place – some ASB being reported by residents that persons are congregating and drinking. The area has been mowed recently to tidy it up for residents and patrols are continuing there.

Erddig: burglary at Dynamics on Salisbury Road. A large amount of items stolen. Males seen on CCTV with a vehicle that attend there and steal items. Still under investigation currently.

Hermitage: incident on Saxon Street where a vehicle has collided with 3 others, attacking one of the vehicles involved smashing a window. The 3 males inside the vehicle then ran from the car. This is still under investigation currently.

Other News/PCSO activities:

PC's did a walk about 31/05/20 with the Chairman Cllr Alex Jones to discuss any emerging issues on patch:

A joint approach had been requested between the youth team and the PCSOs and the Clerk was asked to exchange relevant contact details between the 2 groups.

A request was made for a CCTV camera to be located on Madeira Hill linked to the main town CCTV control room to address issues of drug taking and anti-social behaviour in the area. The Clerk will contact Aled Pugh Jones at WCBC to obtain further information and costings.

Cllr Phil Wynn reported on the vehicle attacks on Ruthin Rd by the A483 junction and asked for some more information if available from the police.

Cllr Alun Jenkins thanked the police for their patrols during the pandemic lockdown and said he was concerned at the number of groups of more than 6 or 8 people at Erddig and the Brickfield. The Clerk was asked to write to the PCC for North Wales to ask that the softly-softly approach by the police is stopped and more robust action taken against those that break the lockdown rules.

Cllr Graham Rogers reported issues on the field behind Range Rd with noisy motor bikes being ridden recklessly and annoying residents. The police are aware of the problem.

359 CONFIRMATION OF MINUTES

The Minutes of the Remote Council meeting held on 7th May 2020 were confirmed as a true and accurate record. **It was RESOLVED for the minutes to be signed at the next Council meeting that meets in person.**

360 MATTERS ARISING

1. Friends of Wrexham Museum – the Clerk confirmed that the £400 grant had now been paid and the project was proceeding.

361 COMMITTEE REPORTS

It was noted that all Committee Meetings remain suspended until further notice.

362 YOUTH SLA

The meeting was attended by Jonathan Stumpp and Andrew Watson from the Caia Park youth team. The Annual report for 2019/2020 was received and accepted.

Since 23rd March the team have been delivering detached youth work sessions throughout Offa as the youth clubs had to be closed down. The sessions currently run as follows:

Tuesday (Hightown areas) 2.45pm – 5.15pm

Wednesday (Maesgwyn and Central) 2.45pm – 5.15pm

Thursday (Bellevue and Brickfield) 2.45pm – 5.15pm

Andy reported that the first few weeks of the lockdown were really quiet but more young people were now out gathering in groups playing football in the Brickfield and gathering down at Erddig. Advice is given on social distancing measures and other Covid precautions. Patrols had taken place as requested down at Little Vawnog but it was reported quiet.

Cllr Kevin Hughes asked whether plans were in place regarding risk assessments and H&S for when the youth clubs are able to re-start. Full H&S guidance will be followed. Steps will be taken to ensure all equipment such as pool cues /tables etc will be thoroughly cleaned at the end of each session.

Cllr Alun Jenkins asked how it was proposed to increase numbers attending the youth clubs. Steps are being taken to increase the on-line presence via social media/facebook etc with videos on ‘cook-alongs’ and scavenger hunts.

363 OFFA COMMUNITY AGENT

This item was deferred to the following meeting. It was requested that thanks are noted to Kelly for her help during the pandemic lockdown.

364 BOOKINGS AND ADMIN OFFICER

The report of the Bookings and Admin Officer was received and accepted. The 2 Community centres have been closed since the start of the lockdown. Discussion took place on what measures would need to be implemented once confirmation is received that they are able to be re-opened.

The Bookings Officer was asked to prepare a risk assessment to include a deep clean of each centre prior to opening, purchase of disposable hand towels and soaps and displaying posters and notices within each centre giving advice on hand washing and social distancing.

A phased re-opening to accommodate social distancing measures may be applicable from early July for the playgroup.

It was AGREED to purchase 3 hand sanitizer stations with 5L drums of 70% alcohol hand gel. Cllr Keith Williams, Graham Rogers, Linda Subacchi and John Williams declared an interest as members of the Luke O Connor House Management Committee.

Thanks were extended to Helen for her help in delivering the flyers to every household at the start of the lockdown and for her help in producing the PPE at Ysgol Clywedog.

Cllr Phil Wynn reported that Morris Construction have requested permission to extend their use of the changing rooms at Maesgwyn Community Centre. In return it is proposed to request that they install the new kitchen at Maesgwyn. Cllr Wynn reported that Gateway Church had been awarded a grant to purchase a double oven and cooker hood and the Management Committee were prepared to contribute £1,000 towards the cost of the kitchen. It was agreed for Cllr Wynn to proceed with obtaining quotes for a replacement kitchen with a contribution from the Community Council to fund the shortfall up to a maximum of £3,000.

365 INTERNAL AUDIT REPORT

The report from the internal auditor had been previously circulated to all members.

The following 2 issues had been raised by the internal auditor:

Issue 1 – Due to the Corona virus lockdown situation the March invoices for hire of the Community Centres were not able to be processed in April prior to Internal audit. As a result an accurate debtor for the community centre income up to 31st March 2020 has not been calculated and this has been noted on the annual return.

(Clerk's Note- the March invoices have now been processed and the accounts are up to date)

The analysis of community centre income includes some receipts described as 'casual bookings' for which an invoice is not raised.

Auditor's Recommendation – *pre-numbered receipts should be issued for cash receipts and the receipt number entered on the community centre income analysis.*

(Clerk's Note - Pre numbered receipts are already issued by the Bookings Officer for all casual bookings and the numbers will be included on future income analysis sheets)

Issue 2 – A review of the Financial Regulations relating to the procurement process include accountants, surveyors and planning consultants as specialist services that can be excluded from the Council's standard procurement processes. The Wales Audit Office has taken the view that these services cannot be classed as specialist.

Auditor's Recommendation – *the Council should amend their financial regulations as per the 2019 model financial regulations issued by One Voice Wales to state the following for section 11.1a.ii:*

'...for specialist services such as provided by legal professionals acting in disputes'

It was AGREED for the Auditor's recommendations to be implemented.

Section 10 of the Financial Regulations refers to a purchase order system: ‘an official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained’. This does not reflect the current practise where a purchase order system is not in place. **Auditor’s Recommendation** - *the Council should ensure that orders for works, goods and services are made as per the financial regulations of the Council.*

It was AGREED for the Financial Regulations to be amended as follows:

‘The use of a Purchase Order System will not be required, items required by staff are collected and delivery notes handed to the Clerk to match invoices when received.’

366 ANNUAL RETURN

Prior to the meeting copies of year end financial statements and the Annual Return had been circulated to all members. **The income and expenditure statement for 2019/2020 was approved and the Chairman was authorised to sign the Annual Return on behalf of the Community Council at the next available opportunity.**

367 COVID 19 EMERGENCY

Staff are still dealing with requests for assistance with shopping and collecting items from the pharmacy. It was noted that there has been a general increase in the amount of litter and fly tipping in the area. Grass verges are overgrown and unkempt. These matters have been reported to Streetscene . It was noted that grass cutting services and road sweeping services are starting to resume.

368 PLANNING MATTERS

The Clerk reported that no new planning applications had been registered since 23rd March. Current applications are still being administered by planning officers working from home. Planning Enforcement Officers are reporting difficulties in accessing some sites because of the lockdown.

369 ACCOUNTS FOR PAYMENT

Accounts were then authorized for payment as follows:

		Chq Nos
WCBC (qtr 4 2019/20 running costs Parciau CC)	£1631.11	3770
WCBC (school crossing SLA qtr 4 2019/20)	£2283.00	3770
JDH Business Services (Internal audit fee)	£456.00	3771
Friends of WXM Museum (grant)	£400.00	3772
Crimeshield Intruder Alarms (service at LOCH)	£240.00	3773
Konica Minolta (qtr rent and copy-charge)	£207.19	3774
K Benfield (replacement fax machine)	£134.99	3775
K Benfield (expenses May)	£67.40	3775
Total:	£5,419.69	

The following salary reports were noted and accepted:

April – salaries totalling £4,559.59 to include monthly pension contributions for all 4 staff members to the Clwyd Pension Fund

May – salaries totalling £4,559.59 to include monthly pension contributions for all 4 staff members to the Clwyd Pension Fund

370 CORRESPONDENCE

Parciau Bowling Club – request for their annual grant of £2,000 towards upkeep of the greens normally paid in May – **it was AGREED to pay the annual grant of £2,000**

The Clerk reported the following matters to members:

- Defibrillators – update requested on safety checks and whether all 3 units were in ready mode.
- Little Vawnog – the Clerk had received a report of a large lime tree that had come down the previous day. The National Trust team were unable to assist in its removal or with the strimming back of the verges due to the lockdown. It would not be known until after August how many staff would be retained and whether they would be able to undertake the contract this year. Cllrs Alex Jones and Kevin Hughes volunteered to go down to Little Vawnog to see what work was required and to volunteer to trim and tidy up the verges.
- Monkey Bars at Bellevue – the Clerk had made enquiries with the contractor. The Unit was ready to be installed but the contractor for the wet pour safety surfacing was unavailable until after the lockdown.

There being no further business the meeting closed at 8.40 pm.

