

**Clerk to the Council/R.F.O: Alyn Thomas**  
**Chairperson: Cllr. James Roberts**

**Clerc y Cyngor/R.F.O: Alyn Thomas**  
**Cadeirydd: Y Cynghorydd Cllr. James Roberts**

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Minutes of the Full Council Meeting  
Held on Wednesday 25<sup>th</sup> September  
7pm in the Village Hall

Present Councillors: J. Roberts (JR- Chair); D. Davies (DD); M. Evans (ME).  
E. Jackson (EJ); L. Kelly (LK); J. Lowe (JL); D. O'Brien (DO); R. Pitson (RP);  
S. Kapas (SK); J. Taylor (JT); A Tynan (AT).

## **AGENDA**

**051.24/25 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**  
Cllr. Dr. S Kapas and Cllr. E Jones

**052.24/25 DECLARATIONS OF INTEREST** – *In accordance with the Councils Code of Conduct members shall withdraw from any discussion or vote which they hold a disclosable pecuniary interest.*

Cllr. D. Davies Planning and Scottish Power  
Cllr. A Tynan Scottish Power  
Cllr. D. Obrien MUGA

**053.24/25 PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** - *To allow members of the public the opportunity to speak on an item listed on the agenda for a maximum of 3 minutes.*

Members of the public were present  
Mr. P. Bickley  
Mrs. Katie Bickley  
Ms. Jenny Monahan  
There were a number of Young People Present

**054.24/25 NEIGHBOURHOOD POLICING MATTERS**

- A. Receive report dated 01/07/2024
- B. Receive report dated 01/08/2024
- C. Receive report dates 01/09/2024
- D. To hear correspondence between the clerk and the PCSO

Having reviewed the reports and hearing the correspondence there was a brief discussion.

**Resolved:** The Clerk write to the PCSO and ask for the issues in relation to

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Antisocial Behaviour (ASB) for clarification into a break down to ascertain if this related to adults or to children as this was not clear.

Also to request what interventions the Police will be putting in place over the Halloween period i.e. are they planning an event with youth service.

**055.24/25 TO APPROVE FOR ACCURACY – MINUTES OF MEETINGS**

1. Minutes of 31<sup>st</sup> July 2024

The Minutes of the meeting were reviewed for accuracy.

**Resolved: Minutes agreed**

2. To Approve and consider actions arising from the minutes of the project meeting group held on 18<sup>th</sup> September 2024

Following on from a discussion regarding the project group meeting the minutes were accepted and the following recommendations resolved:

**Resolved:**

The Community Council to move the email system with the current provider from Rackspace to Microsoft with the Clerk. Noting the increase in cost. The Community Council to make a public statement in relation to the MUGA.

The Community Council send out invitations for interested parties to participate within the working group.

**056.24/25 FINANCE**

1. To Approve expenditure in retrospect as per the schedule of expenditure for July, August and September 2024.

**Resolved:** The expenditure be agreed in retrospect.

**057.24/25 PLANNING MATTERS - To consider the following Planning Applications:**

Cllr. D. Davies left the meeting at 19.20

- A. Application number P/2024/1208 Dyfrdwy Cottage
- B. Application number P/2024/1268 Duke Street Ruabon
- C. Application number P/2022/0459 Ruabon Railway Station (appeal)
- D. To note Receipt of Correspondence re footpath diversion inquiry case reference CAS-0274-Q4J2BB
- E. Planning Application P/2024/1359 Telephone Exchange Duke Street
- F. Planning Application P/2024/1314 Digital Display Sign

The Chair reviewed each application in turn, for ease of purposes planning applications will be resolved as one note, the Clerk to inform Wrexham County Borough Council of the observations. Other than Item 057.24/25 D which was

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for information purposes only.

**Resolved:** To inform Wrexham County Borough Council no observations.

Cllr. Davies returned to the meeting at 19.30

#### 058.24/25 **Policies and Procedures**

- A. To consider adoption of **Model Local Resolution Policy for Community and Town Councils**  
**Resolved:** Acceptance of Model Local Resolution Policy.
- B. To clarify and reaffirm the **Code of Conduct as set out by the Ombudsman** and also the **Model Code of Conduct**  
**Resolved:** Acceptance of the Code of Conduct as set out by the Ombudsman and Model code of Conduct.
- C. To clarify and reaffirm the **Social Media and Electronic Communication Policy**  
**Resolved:** Social Media and Electronic Communication Policy reaffirmed
- D. To consider adoption of Safeguarding Policy  
**Resolved:** Adoption of the Safeguarding Policy adapted from another Council to Ruabon Community Council.
- E. To consider adoption of Grant Application Form  
**Resolved:** Acceptance of the new grant application form with amendment to include a requirement to provide a balance sheet of funds as this was public money.
- F. To consider adoption of Model Standing Orders 2023 (Wales)  
**Resolved:** To adopt the model standing order 2023(Wales)

Further to a question from a member of the public with regard to the publication of the policies; the clerk noted it was his understanding that a number had been placed online. The Council requested the policies be amended to reflect they are Ruabon Community Council Documents and placed online in due course.

#### 059.24/25 **CEMETERY FEES – ADDITIONAL CHARGES**

To consider changes to fees for the Burials and Documentation

The Council discussed the fees and how they fared with other local Community Councils – the clerk provided feedback that he was not aware of what other councils did. However, in line with the Institute of Cemetery and Cremation Management advice at a training event this was standard practice. There is also a legal requirement when ensuring that burials take place in accordance with the law. The Clerk also explained that given the charges in relation to transfer of deeds there were legal requirements and when granting a new certificate this would place the burial plot being granted for a further 99 years.

**Resolved:** Acceptance of the Clerk's recommendation

**060.24/25 GENERAL CORRESPONDENCE**

- A. Letter from the Mayor's Office re Mayor's charity dinner  
**Resolved:** Noted
- B. Letter from Unison re Industrial Action  
**Resolved:** Noted
- C. Letter from Community Member re Car Park Ruabon St. Mary's  
**Resolved:** The Clerk to write to the school inviting them to the next council meeting to discuss this, concerns were raised by members of the public that they had not been informed as the school had noted during recent communications.
- D. Letter PCSO in relation to Lighting near the youth club – and if required direct to Wrexham County Borough Council Youth Service.  
**Resolved:** The clerk to feedback and seek further clarification
- E. Email Ruabon United Charities – additional representative  
**Resolved:** Cllr. E Jackson to be the nominated representative and the Clerk to inform Ruabon United Charities
- F. Telephone Call – Complaint re Issue Pont Adam Play Park – Resident taking a dog into the park.  
**Resolved:** The Clerk to write to Wrexham County Borough Council regarding signage (Environment department)
- G. Freedom of Information Request Public Member 1  
**Resolved:** The Clerk has responded in line with Freedom of Information Requests.
- H. Freedom of Information Request Public Member 2  
**Resolved:** The Clerk has responded in line with Freedom of Information Requests
- I. Email from Cllr Davies re Tailored Laser based in Bradley  
**Resolved:** The Clerk to note this for future reference
- J. Letter from Friends of Ruabon  
**Resolved:** The matter to be placed with item 062.24/25 for discussion
- K. Letter from Wrexham Youth Service  
**Resolved:** The Clerk to write to the Youth Service inviting them to the November meeting

**Having noted the time, the Chair Asked for Council's agreement to continue.**

**061.24/25 PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**

In Consideration of the Public Bodies (Admissions to Meetings) Act 1960; the Clerk places to Council the proposal to move the following items to part 2 discussions. The Chair will seek the agreement of the Council.

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The Chairperson presented the Consideration of Public Bodies (Admissions to Meetings) Act 1960. Given the matters to be discussed may be prejudicial to the public interest

**Resolved:** To exclude the public and press from this part of the meeting.

**062.24/25 MULTIUSE GAMES AREA (MUGA)**

Cllr. O'Brien left the meeting at 21.00 – Declaration of Interest at this point

Councillors considered the concerns raised about the MUGA

**Resolved:**

Given the Concerns raised about the MUGA that a further inspection be carried out by ROSPA and their findings to be brought to the Council

The Clerk to Write to the Friends of Ruabon

The Clerk to publish the Public Statement

**063.24/25 CCTV SYSTEM FOR THE VILLAGE HALL/MUGA AND PLAY PARK**

To receive quotations for the replacement of the current system which is not fit for purpose.

- A. Quotation from 1
- B. Quotation from 2

Councillors asked if there was a third quotation, the Clerk reported that during the summer break he had met three potential suppliers of the service, all three had undertaken an assessment with regards to the quotations. However, the third one whom the Clerk named had not put in a quotation for the work. On that basis the Council took the decision based upon the safety of the Village Hall, Pavilion and the MUGA and Play Park to award the contract to Quotation 1. The Council noted the Financial Regulations in relation to obtaining quotations.

**Proposed: Cllr. D. Davies Seconded: Cllr. R Pitson – All Agreed**

**064.24/25 CLERK'S REPORT**

**Resolved:** To Note the Clerk's report

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**TO PRESENT ITEMS FOR INCLUSION ON A FUTURE MEETING AGENDA (FULL COUNCIL OR RESPECT COMMITTEE) – *Members are invited to propose.***

Items for inclusion on the next Full Council agenda should be submitted to the Clerk by no later than 21<sup>st</sup> October 2024

**Date and time of forthcoming meetings.**

Finance Committee Meeting 16<sup>th</sup> October 2024 – 19.00  
Full Council Meeting 30<sup>th</sup> October 2024 – 19.00  
Full Council Meeting 27<sup>th</sup> November 2024 – 19.00  
Full Council Precept Meeting 11<sup>th</sup> December 2024 – 19.00  
Finance Committee Meeting 15<sup>th</sup> January 2025 – 19.00  
Full Council Meeting 29<sup>th</sup> January 2025 – 19.00