



Thursday evening, 15 May 2025 –  
7.30pm Hwb, Penmachno

## draft minutes

Minutes of a meeting held on **Thursday 15 May 2025** at 7.30, Hwb Penmachno

1. Welcome and Apologies for Absence
2. Election of Chairman and Vice-Chairman
3. Declaration of Interest 4.
- Update from SP Energy about plans for the future 5. Receipt of the Minutes of the Last Meeting 6. Report of the Penmachno Historic Parish Aid in Need Charity 7. Matters Arising from the Previous Minutes (not otherwise on the agenda)
8. Polluting the river Machno
9. Correspondence
10. Review / adopt all policies, reports, insurance, bank mandate, direct debits of the council 11. Review the access fee to the public toilet
12. Financial Report
  - a. Audit 2024-25 – Confirm the appointment of an internal auditor b. Approve annual audit form
13. Planning Matters 14. Other matters
15. Clerk's salary review

**Present:**

Bethan Corrigan  
Claire Roberts  
Dafydd Gwyndaf  
Daniel Tomos (Clerk)  
Dylan Davies (Vice Chairman)  
Eifion Davies  
Eryl Owain (Chairman)  
Geraint Thomas  
Owen Davis  
Will Edwards  
Dilwyn Roberts (County Councillor)

Two representatives from utility company SP Energy.

**Apologies:**

None

**Election of Chairman and Vice-chairman**

The meeting was opened by Eryl Owain who invited nominations for the positions of Chairman and Vice-chairman of the Council. It was unanimously agreed that Eryl Owain would be re-elected as chairman and Dylan Davies, Vice-chairman.

**Declaration of interest**

There were no statements

**Update from SP Energy about future plans**

The utility company appointed by SP Energy to complete the cable works through the center of Penmachno reported their plans. The work schedule, the traffic management plan and the public engagement plan all seemed very well thought out. It was reported that public engagement events, social media updates and letter distribution will take place when more concrete dates are agreed. The council noted its optimism about the new company and their plans.

**Receive the minutes of the last meeting**

The minutes of the meeting of 13 March 2025 were accepted as correct, Owen Davis proposed and Wil Edwards seconded.

**Penmachno Parish Charity**

The Chairman welcomed a report from Penmachno Parish Charity. Dylan Davies, Community Councilor and Secretary of the Charity, said that the charity had been able to give several grants this year.

**Issues arising:**

**Public Toilet:** It was reported that the new floor had been installed.

**Public Paths:** It was decided to organize a site meeting with the County Council to identify problems with local public paths.

**Defibrillators:** It was reported that the clerk had received grant funding of several thousand pounds for two defibrillators, boxes and installation. They were to be installed soon.

**SP Energy:** It was reported that no answer had come from SP Energy regarding paying the clerk for the 75 hours of unpaid overtime he had worked.

**Stable Roof:** It was reported that no answer had come from the county council. It was decided to contact the county council again.

**Audit Wales:** It was reported that a response had not yet been received to the letter of complaint.

## **Machno river pollution**

It was reported that an article by the North Wales Rivers Trust made various claims about Dŷr Cymru releasing untreated sewage into the river Machno in the Penmachno Valley. It was decided to write to Natural Resources Wales and Dŷr Cymru, to arrange a site meeting and to inform the community that the community council is investigating the matter.

## **Correspondence**

**Cartrefi Conwy:** It was reported that the housing association will not resurface the parking area on their estate, stating that the land is not a formal car park, but a scrub / derelict area.

**Raves in the Forest:** It was reported that a complaint had been received about regular raves taking place in the forest. It was decided to report the matter to Natural Resources Wales.

**House to Rent:** It was reported that a house owner in Penmachno is disappointed that the county council does not want to rent the house to a tenant on behalf of the owner. It was decided to refer the person to the local housing group.

**Pont Llan:** It was reported that trees and branches had washed down the river and become stuck against the structure of the bridge. It was decided to report the matter to the county council.

**Bont Newydd:** Cracks were reported to appear on the A5 side of the bridge. It was decided to report the matter to the county council.

**All Fingers and Thumbs:** It was reported that the group had requested an urgent letter of support and that the clerk had replied immediately.

*Owen Davis left the meeting for a moment.*

## **Review / adopt all council policies, reports, insurance, bank mandate, direct debits**

It was decided that everything was in order.

## **Review the access fee to the public toilet**

It was reported that the council had spent thousands of pounds keeping the public toilet in Penmachno open and improving the facility. It was decided to increase the entry fee to 50p to reduce the burden on local taxpayers. Geraint Thomas proposed and Wil Edwards seconded.

## **Financial Report**

The Clerk provided a list of all financial transactions since the last meeting for analysis. It was agreed that everything was in order.

## **Confirm the appointment of an internal auditor**

J. Llywelyn Hughes and his Company were appointed as internal auditor.

## **Approve annual audit form**

It was reported that the Clerk had finished the accounts, that internal auditors had completed their checks, that the annual form had been seen and approved by the Council and all the documents were ready to be sent to Audit Wales.

## **Planning Matters**

There were no new applications.

## Other matters

**Fence in the Park, Penmachno:** It was reported that the fence near the river needed repair. Dilwyn Roberts to contact the county council.

**Facilities, Cwm Penmachno Playground:** It was decided to investigate whether the facilities in the playground could be improved.

**Arwelfa Cemetery:** It was decided to continue the efforts to find funding for repairs to the wall and railings.

**Christmas trees:** It was decided to install a tube, held in place by concrete for Christmas trees on the green.

**Parking Space / Access to the Main Road:** It was reported that a new parking space has been created with access to the main road without planning permission. It was decided to report the matter to the Park Authority.

*The clerk left the meeting while his salary was being reviewed. Owen Davis returned to the meeting.*

## The clerk's salary review

It was decided to increase the clerk's hours to 24 per month to better reflect the time needed to do the work.

## Next meeting

The next council meeting will be held on Thursday 10 July 2025, 7.30 at Shiloh Community Centre.