APPROVED- MINUTES OF THE MEETING OF BODFARI COMMUNITY COUNCIL

Held at The Dinorben Arms (Private Dining Room), Bodfari on the 10th of June 2025 and by TEAMS conferencing software:

Join Teams 7pm to 8pm Meeting link:
https://teams.live.com/meet/9312815973475?p=fpdFg7ozMtZ0Vtiz7e

Join Teams 8pm to 9pm Meeting link:
https://teams.live.com/meet/9341215809953?p=gAoXP6aL7dfGnz2nJ9

Present:
Cllr Philip Barley (Chair) (PB)
Cllr Julie Burnage (JB)
Cllr Nigel Bunton (NB)
Cllr Sue Davidson (SD)
Cllr Julie Johnson (JJ)

Also present:
Heather Eubank (Clerk)
Cllr Chris Evans. (CE) via Teams
Dan Burke – Bodfari Resident.

1. Apologies:

PB welcomed everyone to the meeting

2. Declaration of interests: None.

3. Urgent Matters: Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B (4) of LGA 1972.
None.

4.To receive minutes of the meeting of 13th May 2025.

RESOLVED: That the minutes of the 13th May 2025 be approved as a true record after the following change. In the comment after agenda item 6 "At 7.30pm 3 residents of Bodfari joined the meeting in person" ADD "to discuss road safety measures".
Proposed as correct by: **JB** Seconded: **SD**

5. Matters arising from previous minutes

i. **Unity Bank.**
HSBC Reserve Account has been closed. HE received a cheque for £6.01p which was banked and will be included in June's financial reports.
Unity Bank - Funds have now been internally transferred from the Main Account into the Reserve Account and the Earmarked Reserves Account.
Internal Transfer 1 from Main Account (20529251) to Reserve Account (2052931) £4619.60.
Internal Account Transfer 2 from Main Account (20529251) to Earmarked Reserve Account (20529228) £5853.74. This amount includes £500 reserved for next elections.
These internal transfers have been authorised and are complete.

An Internal transfer has also been created to move £168.59 from the Main Account to the Earmarked Reserves Account. This is the amount of VAT spent from the Earmarked Reserves Account in 24-25.

ii. **Noticeboard(s)**

Noticeboard taken down from centre of village - now being stored by NB.
Noticeboard at Maes y Graig - John Roberts asked to carry out repairs, then install a new door knob and finally paint the noticeboard. HE to be informed when this is complete.

Actions:

Check Maes Y Graig noticeboard after repairs are complete – HE.

iii. **Storage/Archiving of BCC documentation.**

New BCC Protocol needed. NB is storing four boxes of archiveddocuments until they can be checked.

Actions:

Complete new Retention/Disposal Policy – HE.
Check archived documents to see if any can be destroyed/moved to DCC archives - ALL.
Buy new plastic boxes to store the archived documents - HE.

iv. **Wales New National Park Proposal.**

PB, NB and HE attended the meeting virtually on the 21st of May 2025 at 7pm. A letter was produced by Llanfair DC Clerk and circulated to attendees. PB suggested some changes and this version was circulated prior to this meeting.
Letter will be sent to relevant authority including DCC who decided not to support this proposal in December 2024.

v. **New Operational and Financial Risk Assessment.**

Completed by PB/HE.

RESOLVED: That the New Operational and Financial Risk Assessment be Adopted by BCC.
Proposed: **JB** Seconded: **NB**.
JB appointed as assessor and will complete Risk Assessment by July 8th meeting.

vi. **New Fencing Recreation Ground**

NB reported quotes received are £3.1 to £3.5k (including vat). It was resolved that JB, JJ, SD and PB visit the park after the meeting to discuss alternative measures to improve safety for people exiting the park via a hole in the fencing that has been created by park users.

Action:

Discuss findings at next meeting.

vii. **Signs re: "No Dogs" – Recreation Ground.**

HE purchased 2 signs and John Roberts attached them to the gates at the top of the park on the path side.

viii. **Councillor Vacancies**

Co-option notice and Councillor Vacancy documents placed on noticeboard, website and Facebook. Dee Jones circulated to Bodfari Residents via email.
Dan Burke attended the meeting on the 13th of May to observe BCC's discussion re: traffic calming measures, he also attended a meeting BCC set up with DCC highways about this topic. Dan was asked if he was interested in becoming a Councillor, he agreed to be co-opted to one of the vacancies.

Action:

Send Dan BCC Code of conduct and The Good Councillor Guide and request all relevant information and add to various forms and platforms with Dan's permission – HE

ix. **Community Speedwatch Scheme/Meeting with DCC to discuss speed calming measures.**
John Morris (North Wales Police) provided an update information on the Speedwatch Scheme. John stated the purchase of a Bushnell device is around £200 to £250 from Amazon, eBay or he can put BCC in touch with Lasertech who supplied North Wales Police with devices.
This information plus an advert were forwarded to a Dan Burke who is interested in leading this scheme if enough residents agree to take part.
Dan Burke attended a meeting with DCC Highways to discuss the A541 in Bodfari, the section is 3.035km in length (40mph near its Junction with B5429 (outside Bodfari) to the county boundary with Mold). After discussion with DCC it was concluded the 40mph stretch could not be lowered to 30mph. However, to address the local community's perceived risks without compromising route efficiency, Denbigh County Council is to investigate the option of pedestrian island to improve crossing amenities for A541. The timescale for completion of this project is 12-months.
After discussion it was felt there were inaccuracies in the data provided and more points to be raised and discussed with DCC Highways about their plan beforea final decision is made on actions needed.

Community Funded Speed Indicator Devices were also discussed.
See Appendix 1 docs.
Action:
Display advert for Volunteers for Speedwatch Scheme – HE.
Email DCC Highways with comments on the documents they produced – PB.

6. County Councillor's Report.
Councillor Evans has been off while having surgery, BCC wishes him a speedy recovery.

7. Planning and Highways:
a. Highways. None
b. Planning. None.

8. Finance
a. Financial report. Financial report.
i. **HSBC Main Account.** £17565.80 was transferred to Unity Bank Main Account on the 9th May 2025 The amount is balance at 30th of April 2025 £17574.00 - minus £8.20 bank charges.
The account balance at 31st May 2025 is £0.00 and the account is now closed
ii. HSBC Reserve Account
The account balance at 31st May 2025 is £0.00 and the account is now closed
iii. **Unity Bank Balances 31st May 2025.**
Main Account **£6457.53.**
Reserve Account **£4619.60**.
Earmarked Reserves Account **£5850.74.**
There is £500 in the Earmarked Reserve towards the next DCC elections.
Banks statements for all accounts sent to councillors prior to meeting.
b. Unity Bank Online Payments. - For online authorisation.

i.	Clerks Salary June 2025 (Post dated)	£301.28
ii.	HMRC Tax and NIC June 2025 (Postdated)	£203.03
iii.	Expenses M H Eubank stationary May 25	£11.70

iv.	Expenses M H Eubank Dog sign x2 for Recreation Ground	£23.57
v.	Expenses P Barley TENS license June 14th Event	£21.00
vi.	Expenses P Barley TENS license Duck Race	£21.00
vii.	John Roberts Recreation Ground June 25 - 2 grass cuts	£200.00
viii.	John Roberts extras 2 signs up and strim around planter on verge	£20.00
ix.	JDH Internal Audit 2024-2025 fee	£348.00
x.	Cradur (Arfon Parry) Website hosting and support	£52.00
xi.	Scribe Accounting System June 2025 fee	£37.20

Please note on the agenda there is one payment to John Roberts for £220. When the invoice(s) were received, John had separated the amount into two invoices for £200 and £20 which is the same total amount.

Invoices received after issue of agenda. None.

c. Other Payments.

i.	HSBC Bank Charges 6th Apr to the 9th May 2025 (debited by Bank)	£8.20
ii.	Unity Bank Main Account charges May 2025	£3.00
iii.	Unity Bank Earmarked Reserve Account charges May 2025	£3.00

d. Income. 2024-25 Vat Return £697.57

Transfer £168.59 of this Vat Return to the Earmarked reserves Account.

RESOLVED: That the Financial Information for May 2025 be approved.
Proposed: **PB Seconded**: **JJ**

9. Village Playground and Park

i. **Park Inspections – JJ to send to HE.**

ii. **New Fencing Required for Recreation Ground Perimeter.**
Duplicated item discussed in 5 vi.

iii. **Recreation Ground Tender Renewal Review.**
Tender reviewed, small changes needed. The tender states "*1 year for a tenderer's first year but assuming the satisfaction of both parties, a 3-year contract can be agreed*". This will be decided at July 8th meeting after receiving quote from current Groundsman.
Action:
Update tender – HE
Ask current Groundsman to submit his tender for 25-26 period by next BCC meeting on the 8th July 25 - HE

iv. **John Roberts (Groundsman) review.**
John reported a damaged bench in the Recreation Ground. He stated the bench was dragged to a different position but was unsure how the leg had been broken. HE gave permission for the leg to be repaired immediately for safety reasons as per Financial Regulations 5.18 and a message was sent to Chair (PB) and Councillor's. John sent a picture of the damage and the repairs he made
Action:
Ring 101 to report the damage and gain a reference number. Forward information to Cllr Chris Evans .

10. Important Correspondence. None.

11. Internal Auditors Report.
This was circulated prior to the meeting.
Internal Audit Report - Issue 1:
"The NI Employment allowance has been claimed for May and June 2024 totalling £11.36. We note that it was not applied later in the year in November when Employers NI was paid.

Internal Auditors Recommendation:
The Council must ensure that the NI employment allowance is not applied and any amounts incorrectly claimed are repaid"

BCC Response.
Clerk/RFO makes all Salary/HMRC payments in line with information received monthly from external payroll company (Harold Smith Accountants). HE emailed Sara Trow at Harold Smith Accountants who responded:
"*Yes, it was claimed but then I 'unclaimed' it so it balanced out throughout the year*".
No further action needed.

Internal Audit Report Issue 2:
"Testing of a sample of payments identified the following minor error:
*100753, 11.06.2024**, £319.00**, Mrs S Davidson, Marquee for Village events, £53.33. The invoice was for £319.99.*

Internal Auditors Recommendation:
The council should ensure that the payments made match the amounts on the invoices."

BCC Response.
HE received information for amount owed to Mrs Davidson via text which stated the amount owed was £319.00 so a cheque was raised for this amount. When the invoice was received at the BCC meeting, HE realised the Invoice was for £319.99 but Mrs Davidson stated she waived the 99p.

Action:
RFO to gain receipt of invoices before completing cheques or setting up online payment to ensure all payments match invoices accurately.

Internal Auditors "Follow up of 2023/24 internal audit recommendations
The council have not formally approved a risk assessment in 2023/24, although we note that the approval of the 2023/24 risk assessment was on the May 2024 meeting agenda.
The Council should ensure that they carry out a risk assessment annually and it is formally approved by Council.

Internal Auditors Decision - Implemented."

BCC Response - No Action needed.

12. Audit Notice 11th June 2025.

Audit notice prepared and circulated prior to meeting. This will be displayed on the BCC noticeboard, website, Facebook and Dee Jones has been asked to email to Bodfari Residents on the 11th June 2025 as per Audit Wales Audit instruction.

13. Proposed Projects for 2025.

i. **Telephone box**. John agreed to prepare quote and complete works.

ii. **Boules Court.**

JB contacted the President of Pétanque Wales Jean-Yves Robic, the response stated: "*Add a light covering (5 to 10mm) of stone dust or 6mm to dust. If you want to make the court a bit more challenging you can sprinkle some 10mm gravel on top of the stone dust*."

Action:

Action plan to gain costs to complete this work - All

iii. **Bench for Maes y Graig.**

To facilitate a bench here, the dog bin would need to be moved and permission gained from DCC/Residents local to install a bench in this area.

HE measured the area and found 2 benches from Meifod would fit this area:

	Height	Width	Length
ALW4 Alwen Bench £132.92 plus vat	1000mm	700mm	1290mm
PC4 Patio Bench £90.83 plus vat	900mm	560mm	1350m

Action:

Contact DCC re: moving Dog Bin and installing a bench – HE/CE.

Letter to residents local to site for approval of plan – HE.

14. Donation to Air Ambulance.

The events team have organised a Quiz/Bingo event on the 14th June. All proceeds raised to be donated to Air Ambulance. BCC will consider a further donation to the Air Ambulance in February 2026.

15. AOB

As discussed at the meeting on the 13th May 2025, there will be an Under 14's round robin five a side football competition held on Hannah Jane Smith Recreation Ground starting at 10am on 31st August 2025. There will be 5 or 6 team competing for a trophy which will be donated by Hannah Jane Smith's relatives.

Letters will be sent to residents local to the recreation ground to inform them of the event plus local police will be advised and first aid cover provided in line with insurance requirement.
Councillor Chris Evans would also like to donate a trophy for this event, PB will inform resident who is leading the organisation of this event.

Next Meeting 7pm to 9pm on Tuesday the 8th of July 2025 at the Dinorben Arms (Private Dining Room), Bodfari.

Appendix 1 – Traffic Calming Discussions with DCC

A541 from Bodfari to the county boundary.

Introduction:

The A541 road starts on the A525 in Trefnant, and heads towards Mold via Bodfari.

This review section is 3.035km in length (40mph near its Junction with B5429 (outside Bodfari) to the county boundary with Mold).

Background:

Setting Local Speed Limits in Wales document guides Highway Authorities in setting speed limits that are appropriate for the nature of the road and its use by all types of road user. Factors that should be considered include its strategic importance, if it has a local access or recreational function and if it passes through or severs a local community. In addition, its geometry, the topography of the area and its use by vehicles and vulnerable road users should also be considered.

The current national speed limit (for cars and motorcycles) on rural single carriageway roads is 60mph with a 70mph speed limit on rural dual carriageways.

Speed limits should be considered as only one part of rural safety management and highway authorities are encouraged to adopt the Institution of Highways and Transportation's Rural Safety Management Guidelines. The guidelines propose the use of a road hierarchy approach which reflects the road's function, the mix of vehicular traffic, use by vulnerable road users, its characteristics, its surroundings and the potential safety and environmental impacts.

When considering the provision of a speed limit or modifications to an existing limit, highway authorities should seek a balance between the needs of differing road users. Factors to be considered include:

- the appropriateness of the current speed limit.
- the numbers and types of collisions.
- the road's function and traffic mix.
- local access needs.
- any recreational functions.
- community severance and social factors.
- its use by vulnerable road users.
- vehicular use.
- the road environment.
- the road's geometry.

Collisions Data:

No Off Collisions:	Year:	Type:
1 (Slight Severity)	2020	Personal Injury Collision
1 (Slight Severity)	2021	Personal Injury Collision
1 (Slight Severity)	2023	Personal Injury Collision

1 (Serious Severity)	2019 (outside 5yr period)	Personal Injury Collision
1 (Serious Severity)	2025	Personal Injury Collision

Traffic data:

DfT Annual Average Daily Flow (AADF)

Location: DfT A541 (Bodfari)	**West**	**East**
AADF 2019 (counts)	5659	
AADF 2020 (estimate)	3414	

Denbighshire County Council Compass Data – June 2024-June 2025

Location:	**NSL**	**40mph**
85th PERCENTILE	49.7mph	45.1mph

Denbighshire County Council Traffic Counts - 2017

Location: A541 (Bodfari)	**West**	**East**
PEAK FLOW	265	262
AADF 7 DAY	4916	
85th PERCENTILE	46mph	46mph

Speed Limits:

- 40mph speed limit length is approximately 0.885km.
- National Speed Limit (60mph) length is 2.150km

Assessment:

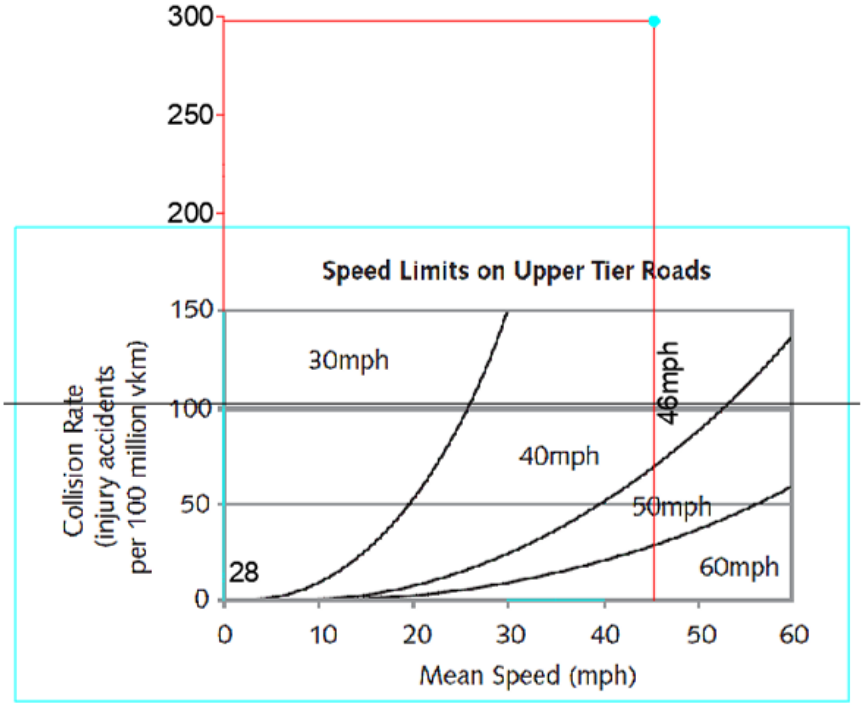
An assessment framework has been developed by Transport Research Laboratory as a means of helping decisions in borderline cases where the choice of speed limit is not clear, or for those roads with high collision rates. Even though the review section is not a borderline case, for transparency and clarity purposes, we have used it to demonstrate our decision.

The Assessment Framework uses mean speeds and differentiates between two tiers of roads based on their traffic function:

- Upper Tier – those roads with primarily a through function where mobility is important, typically A and B roads.
- Lower Tier – those roads with a local or access function where quality of life benefits are important, typically C and unclassified roads.

It is deemed that the review section is in the category Upper Tier

The Figure D.2 for Upper Tier - Speed limit zones in terms of mean speed and collision rate for upper tier roads, illustrates that speed limit of 40mph should be considered.



Conclusion:

A speed limit change to 30mph speed limit at this location is not supported by the available speed and collision data. The data does not evidence excessive vehicles speeds. Furthermore, due to the rural nature of this road, it will not have the look or feel of 30mph limit.

Road safety concerns of the local community are noted but speed limits (introductions or changes) are considered as only one part of safety management. The first priority where collision rates are high should be to seek cost effective improvements to reduce these rates, targeting the collision types that are over-represented. Speed limits should not be used to attempt to solve the problem of isolated hazards, such as a single road junction or reduced forward visibility at a bend. At this location the collisions are low and from the available Collision data there is no one collision type that's over-represented.

However, to address the local community's perceived risks without compromising route efficiency, County Council is to investigate the option of pedestrian island to improve crossing amenities for A541.

Policy for Community Funded Speed Indicator Devices

The following document outlines the policy for community funded speed indicator devices (SID) in Denbighshire. The document includes information on obtaining and using a community funded SID for City, Town or Community Councils within Denbighshire, as well as design, funding and procurement, and ownership and conditions. A SID is an electronic sign that alerts road users to the speed at which they are travelling along a given stretch of the highway. They can be used to address speeding on an isolated section of road. They are informative devices to advise drivers and assist in developing a more conservative attitude and behaviour towards their vehicle speed. Traffic Signs Manual Chapter 4 makes reference to SIDs not being considered as a first phase of traffic calming or road safety measure. Their use should be evidence led and they should only be used once all other 'standard measures' e.g. signing and road markings have been exhausted and are therefore limited to key sites. This document acts as the formal agreement between Denbighshire Country Council (DCC) and the applying City, Town or Community Council.