Approved - MINUTES OF THE MEETING OF BODFARI COMMUNITY COUNCIL

Held at Ysgol Bodfari on the 14th of October 2025 and by TEAMS conferencing software:

Join Teams 7pm to 8pm Meeting Link:-
https://teams.live.com/meet/9371659856652?p=wTiCEfFSWD2M1SaFlv
Join Teams 8pm to 9pm Meeting link:-
https://teams.live.com/meet/9320621133717?p=u30HNl7e3Es0MF5OQf

Cllr Philip Barley (Chair) (PB)
Cllr Sue Davidson (SD)
Cllr Julie Johnson (JJ)
Cllr Dan Burke (DB)
Also present:
Heather Eubank (Clerk/RFO)
Cllr Chris Evans. (CE)

1. Apologies:
Cllr Julie Burnage (JB)

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 9th September 2025.

RESOLVED:
Proposed as correct by: **SD** Seconded: **JJ**

5. Matters arising from previous minutes

i. **Noticeboard Update on Repair.**
Noticeboard at Maes y Graig - John Roberts will carry out requested repairs and inform HE when this is complete.
Actions:
Check Maes Y Graig noticeboard after repairs are complete – HE.

ii. **Retention/Disposal of current archived documents.**
JB has 4 boxes of old BCC documents. BCC will make a decision to archive or destroy the individual documents in line with the new Retention/Disposal Policy once the documents have been identified and listed.
DCC confirmed they do not offer a confidential documentation and paperwork disposal service but have not yet confirmed if they have archive storage for the use of Town and Community Councils?
Actions:
Contact DCC again to check if they provide archive storage HE/CE.
If DCC do have archives, check if any BCC documentation is already in storage - HE.
Check the documents stored with JB and create a list of what each box contains – All.

iii. **Recreation Ground. Fencing and signage update.**

New notices have been erected on the park gates. Further discussion is needed to decide whether to erect new signage on either side of the new fencing to prevent vandalism.
Last month, JB reported the post near footpath to Recreation Ground has been bent and is unstable so no sign can be attached until it has been repaired by DCC. No repair has been made at this time.

Action:
Check the post at the end of the pathway and if the damage has still not been repaired, follow up with DCC – HE/CE.
Get old signage from RP, CE will attach to post near new fencing – SD/CE.
Monitor new fencing on Park inspections to ensure it hasn't been vandalised – All/JR

iv. **Councillor Vacancies - All.**

No applications.

Action:
Continue to advertise and encourage Bodfari residents to join the council – All.
Put notice on School noticeboard – HE.

v. **Community Traffic Calming Measures.**

Samantha Mullan(DCC Community Development Officer) was contacted by HE to discuss the possibility of grant funding or the availability of any Commuted Sums towards the cost of installing two SID devices. PB stated there are other options to help calm traffic speed that could be considered before making a final decision.

Actions:
Confirm suitable type of SID device required and cost of Installing – PB.
Contact DCC and check who is responsible for the maintenance and insurance of the devices after installation. – PB.
Check if there is funding available to help with the purchase of the SID's – HE/PB.

vi. **Biodiversity Action Plan and Triannual Report.**

Bodfari Community Council's 2022 to 2025 Biodiversity triannual report is due for submission by the end of December 2025. One Voice Wales have created templates for the Councils to complete their Action Plans and Triannual Reports.

Actions:
Create:-
1 A draft Biodiversity Report for 2022 to 2025.
2 A draft Biodiversity Action Plan 2025 to 2028.

To be discussed at BCC next meeting on the 11th November 2025 – PB.

6. County Councillor's Report. See Appendix 1

BCC would like to add a QR code to the bench planned for installation at Maes Y Graig for walkers to enjoy. It would be good to research the history of Bodfari through its long-standing residents and create a narrative for visitors to the area to enjoy.

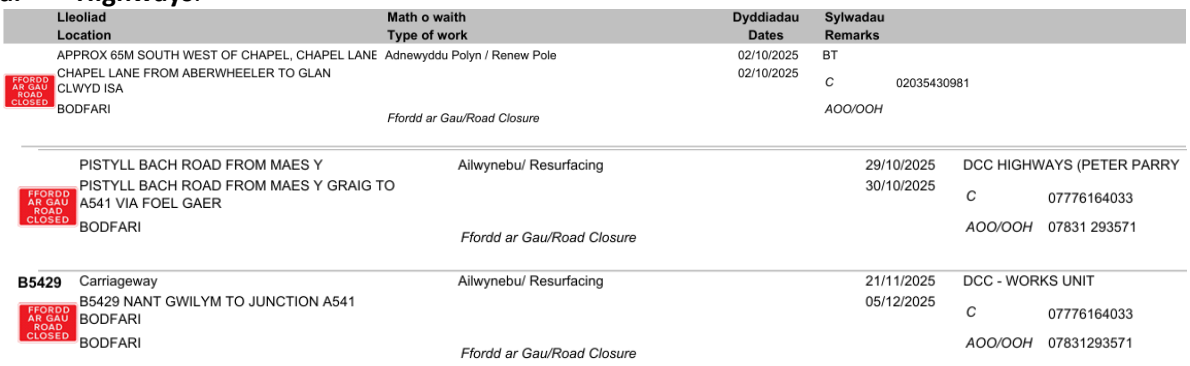
Actions:
Research how to create a "QR code", the platform needed to support this and how they work– ALL.
Speak to school to see if they already have a platform to host this and want to help with information gathering – SD.

Contact Mark Young at DCC and Catalyst Sytem's for help with this project – CE.

Add to November's agenda – HE.

7. Planning and Highways:

a. Highways.



Lleoliad Location	Math o waith Type of work	Dyddiadau Dates	Sylwadau Remarks
APPROX 65M SOUTH WEST OF CHAPEL, CHAPEL LANE	Adnewyddu Polyn / Renew Pole	02/10/2025	BT
FFORDD AR GAU ROAD CLOSED CHAPEL LANE FROM ABERWHEELER TO GLAN CLWYD ISA BODFARI	*Ffordd ar Gau/Road Closure*	02/10/2025	*C* 02035430981 *AOO/OOH*
PISTYLL BACH ROAD FROM MAES Y	Ailwynebu/ Resurfacing	29/10/2025	DCC HIGHWAYS (PETER PARRY
FFORDD AR GAU ROAD CLOSED PISTYLL BACH ROAD FROM MAES Y GRAIG TO A541 VIA FOEL GAER BODFARI	*Ffordd ar Gau/Road Closure*	30/10/2025	*C* 07776164033 *AOO/OOH* 07831 293571
B5429 Carriageway	Ailwynebu/ Resurfacing	21/11/2025	DCC - WORKS UNIT
FFORDD AR GAU ROAD CLOSED B5429 NANT GWILYM TO JUNCTION A541 BODFARI BODFARI	*Ffordd ar Gau/Road Closure*	05/12/2025	*C* 07776164033 *AOO/OOH* 07831293571

b. Planning. None.

8. Finance

a. Financial report.

i. Unity Bank Balances at 30th September 2025:-

Unity Main Account	£7983.16
Unity Reserve Account	£4665.03
Unity Earmarked Reserves Account	£5552.89
Total	**£18201.08**

Banks statements for all accounts sent to councillors prior to meeting.

There is £500 in the Earmarked Reserves towards the next DCC elections.

It was resolved to transfer a further £500 into the Earmarked reserves from the Main Account funded by the 25-26 budget. This is to ensure BCC have enough funds to cover the estimated £1500 invoice they will receive from DCC for the next elections.

HE to set up transfer In Unity Bank to be authorised by 2 signatories.

b. Cheque/Online Payments. For approval - plus dual online authorisation at the end of the meeting.

i.	Clerks Salary October 2025 (Post dated)	£301.08
ii.	HMRC Tax and NIC October 2025 (Postdated)	£203.23
iii.	Clerk Expenses – Postage (docs to Unity bank)	£8.75
iv.	John Roberts Recreation Ground September 25	£200.00
v.	Harold Smith Payroll 1st July to 30th September 25	£42.00
vi.	Scribe Accounting System fee September 2025	£37.20

- **Any starred items will be paid from Earmarked Reserves Account. All other payments are from Main Account.**

Invoices received after issue of agenda. There is approximately £65 to be paid to organisers of football tournament but receipts have been lost so replacements are being sought. It was resolved to agree to this payment at the meeting and HE will ensure the monies are paid as soon as the receipts are received.

c. Other Payments

i.	Unity Bank Charge Main Account September 25	£6.00
ii.	Unity Bank Charge Earmarked Reserves September 25	£6.00

d. Income.

i.	Main Acc - North Wales Police Contribution towards trophies	£155.00
ii.	Main Acc - £87.98. Transferred from Earmarked Reserves Acc (see mins 9th Sept)	£87.98

iii. Reserve Acc – Interest 1st July to 30th Sept 25 £26.31

RESOLVED: That the Financial Information for September 2025 be approved.

Proposed: PB Seconded: JJ

e. **Spend to budget.**
HE reported spend to budget was on track for 2025-2026 and advised what monies are available to spend on current projects such as tree work in the Recreation Ground, installation of traffic calming measures, update of telephone box and installation of bench.

f. JJ verified quarter 2 bank statements to BCC Accounts (1st July to 30th September 2025).

9. Village Playground and Park.

i. **Park Inspections.** None available for this month. No contact with mole catcher, HE to follow up. JR informed of bind weed in the hedges and asked to remove.
Actions:
Remind John Roberts to contact Mole Catcher – HE.

ii. **Felled tree branches.** HE reported the felled branches were from trees on BCC land and were removed to give access to install new fencing by the resident whose land backs onto the recreation ground. The branches will bio-degrade so no action is needed.

iii. **Groundsman Report**. John reported a gate post has rotted and needs replacing. HE gave go ahead for the post to be replaced and reported to PB.



Actions:
Follow up with John Roberts to find out when the post will be replaced – HE.

iv. **Tree work.**
He received one revised quote which includes tree work suggested by The Play Company in BCC's latest recreation ground annual inspection report. Two further contractors have been contacted to revise their quotes to suit the updated tender requirements. DB suggested another contractor who could also quote for this tender.
Actions:
Gain 3 like for like quotes for tree work in recreation ground which includes the Play Inspection Company's advisory notes by Novembers meeting– HE.

10. Important Correspondence. Sarah Stubbs sent an email to give an update on the planning application for the Old Forge garage. Sarah stated the application (ref 41/2024/1034PF) is with DCC's legal team to draw up an agreement to secure the open space and affordable housing contributions. Permissions cannot be given until the agreement is signed.

Sarah confirmed DCC had not received a planning application to develop the Downing Arms Site. DCC are expecting one, but have no indication of when it will be received.
CE explained if no affordable housing is built in either of these sites, the commuted sums will go into 2 pots. One for community spend and one which will be put into housing spend.

SD suggested part of the commuted sums could fund steps to create an entrance to the recreation ground from Banc Y Chwarel. This access to the recreation ground was shown in the original planning application for Banc Y Chwarel but were never constructed.

Both sites are becoming an eyesore and are in a very poor condition. This can be reported by Bodfari residents on Denbighshire County Councils website by typing "derelict houses" into the search bar on their website.

Action:

Create a Facebook post explaining how to report derelict buildings - CE

11. Clerk/RFO Extra Hours. HE explained that extra hours had been worked specifically for the submission of the internal and external audits and also to set up BCC's new online accounting system. The total of extra hours worked is currently 46.5 and a copy of the document reporting when and why the hours were worked is sent to PB.

It was resolved to pay 25 extra hours in Novembers 2025 salary. Any remaining hours owed by the end of this financial year will be paid in March 2026 Salary.

Action:

Email Harold Smith (PAYE provider) to inform them to add 25 hours to November's salary. Include Chair (PB) and another Councillor signatory in the email for approval - HE

12. Information for Precept Calculations.

A new BCC 3-year budget is required to ensure this information can be included in any future precept calculations.

Action:

Meeting to discuss draft precept – HE/PB

13. Parking /blocking driveways/ road safety Bodfari.

The number of students attending Ysgol Bodfari has increased. Residents have reported private driveways have been used and/or blocked. There have also been reports of speeding in the village at drop off and pick up times of day. Parents have been made aware that there is parking available in the Church and Dinorben carparks but there is no footpath to the school from these locations.

The police in Denbigh have been made aware of the problems and the local PCSO is keeping an eye on the situation. Blocking driveways and parking on private driveways is a criminal offence so the police need to be informed when this happens along with any evidence residents have of this inconsiderate behaviour. The problem of weight of traffic and clogging the road is managed by DCC.

CE met with the head teacher (who has been trying to resolve this issue for 18 months), to discuss what could be done to help. There are several options under discussion for a possible new drop off area.

DCC Highways are installing a disabled parking space at Ysgol Bodfari but are not being "inclusive" in any discussions for its location.

14. Project for 2025 update.

i. **Telephone box**.
   Waiting for John Roberts to complete works.
   Action:
   John to inform HE when this work has been completed.

ii. **Boules Court.**

DB advised he is removing the top layer of the Boules court on Sunday the 18th of October 2025 between 10am and 12 noon. The recreation ground will be closed while this work is completed.

Action:

Put a message on Bodfari FB page advising the recreation ground will be closed on the morning of the 18th October – HE.

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

Approach contractors re: new surface for this area.

Action:

Letter to residents local to site for approval of plan for sitting area – PB.

Get an estimate for cost to resurface this area – HE.

15. AOB.

i. **Pumpkin Competition.** This will be held on Friday the 31st of October at 6pm in the Dinorben Arms. CE offered to provide 1st and 2nd place prizes.

ii. **Tremeirchion Cym and Waen Community Council (TCW CC).** TCW CC have asked if they could host a football tournament at Hannah Jane Smith recreation ground in Bodfari next summer? BCC agreed that and both Community Councils could join forces to host two tournaments in 2026 as the tournament this summer was enjoyed by all and was a huge success.

iii. **First Aid Training Feb/March 2026.** TCW CC and BCC will host two first aid training events in Feb/March 2025. HE will ask the Dinorben to host one of the events as the defibrillator training held there was well attended. TCW CC clerk to advise of second venue.

Next Meeting 7pm to 9pm on Tuesday the 11th of November 2025 at The Dinorben Arms (Private Dining Room) Bodfari.

Appendix 1

Wellbeing Trail takes first steps



Walkers have put their best foot forward to help launch a new Denbigh wellbeing initiative.
A new Wellbeing Walking Trail has been launched in Lower Denbigh this week.
Managed by Streetscene, the project took its first steps thanks to the securing of grant funding via the Public Recreational Open Space Commuted Sums.

The trail across Lower and Central Denbigh, takes in six key stopping points where people can take a rest on new friendship benches which have been made at Meifod wood products based on the Colomendy industrial estate in Denbigh.

Each bench contains an engraved QR code which walkers can scan to go to a web page which gives information on the nature surrounding where they are sitting.
The Wellbeing Walking Trail is designed to improve the visitor experience at key locations, central to Denbighshire and encourage people to take pride in their green spaces, improve understanding of the biodiversity and conservation value of these areas and deliver accessibility for all ages.

To celebrate the launch Streetscene was joined by representatives from Meifod, and local members.

Street Scene Area Coordinator Neil Jones said: "It's been fantastic to get this project up and running as looking after your wellbeing is so important in this day and age. Anyone can have a go around the route which you can find online, you can start at any of the six locations or even use part of it, it's entirely up to each person.

"Meifod have done a great job in integrating the QR codes on the benches to the online information and I'm grateful also for the Council's Webteam in helping host this project for what I hope will be the first of many wellbeing walks."
Cllr Barry Mellor, Denbighshire County Council's Lead Member for Environment and Transport added: "This is a brilliant project for Denbigh and the surrounding area and great for supporting the health of residents of all ages alongside highlighting the amazing biodiversity that surrounds these local communities."

Cllr Chris Evans
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