APPROVED MINUTES OF THE MEETING OF BODFARI COMMUNITY COUNCIL

Held at The Dinorben Arms (Private Dining Room) Bodfari on the 11th of November 2025 and by TEAMS conferencing software:

Join Teams 7pm to 9pm Meeting Link:-
https://teams.live.com/meet/9354126008261?p=8WxvehNrH0v3EfIAoa

Present:
Cllr Philip Barley (Chair) (PB)
Cllr Sue Davidson (SD)
Cllr Julie Johnson (JJ)
Cllr Dan Burke (DB)
Also present:
Heather Eubank (Clerk/RFO)
Kate Threw (CTCC Liasson Officer DCC)

1. Apologies:
Cllr Julie Burnage (JB)
Cllr Chris Evans. (CE)

PB welcomed everyone to the meeting and invited Kate Threw to introduce herself to the Council and explain her role with DCC:

Kate stated the City, Town and Community Council Liaison Officer is a 2-year secondment as part of the Budget and Transformation Board. The role was created to strengthen partnerships between DCC and CTCC's.

As part of the role, I assist with queries, information and facilitating meetings. I am currently developing a programme of Information sessions and surgeries for 2026, utilising the knowledge of DCC colleagues. I am the single point of contact for the Denbighshire City, Town and Community Council.

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 14th October 2025.

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

5. Matters arising from previous minutes

i. **Noticeboard Update on Repair.**
This work has been completed and can be removed from the agenda.

ii. **Archiving Documents with DCC.**

HE Spoke to Sarah Roberts from DCC archive dept, this is based at Ruthin town Hall. BCC can store paper items there but Community Councils can also transfer documents digitally using "We Transfer" or by storing on a USB and sending to Archiving team at Ruthin.

Documents can be sent as one in a chronological fashion for each year or can be sent in individual sections such as accounts or minutes etc.

Sarah confirmed she had no documents for Bodfari Community Council but did have documentation from the preceding Bodfari Parish Council:

Storage number PCD2

a) Minutes - 1981-1992
b) Accounts – 1950 – 1974
c) There are also a few newspaper cuttings.

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.

Actions:

List the contents of the 4 boxes – All.

List and send any documents to DCC for archiving - HE.

iii. **Recreation Ground Signage.**

It was resolved not to install new signage on either side of the new fencing in the recreation ground. The fencing will be monitored during park inspections and by John Roberts. Councillors unsure if the post reported to DCC by JB near the footpath to the Recreation Ground has been repaired ?.

Actions:

Check the post at the end of the pathway and if the damage has still not been repaired, follow up with DCC – JJ.

Get old signage from RP – SD.

Source new sign for BCC to review. As JR to fit when agreed – PB.

Letter to John to thank him for the installation of the new fencing. John did an excellent job – HE.

iv. **Councillor Vacancies - All.**

Two vacancies, no applications.

Action:

Continue to advertise and encourage Bodfari residents to join the council – All.

Keep advertising at school – HE.

v. **Community Traffic Calming Measures.**

PB and HE met Samantha Mullan(DCC Community Development Officer) to discuss the possibility of grant funding or the availability of any Commuted Sums towards the cost of installing two SID devices. The SID's currently being considered have a smiley or non-smiley face and flashes the speed of the car as it is approaching. These units do not record data so BCC would install and maintain the devices. They can be powered by battery or by solar power. The cost of these units is approximately £3000 each.

Samantha advised there are plenty of grants available to help fund this project including grants from Road Safety Organisations and later emailed a list of grant providers for BCC to approach.

DCC also mentioned installing a traffic island to help people crossing this road. It was resolved to follow this up with DCC and ask for planned completion date.

Actions:

Contact DCC about the traffic Island – PB.

Confirm suitable type of SID device required and cost of Installing – PB.

Check what funding available to help with the purchase of the SID's – HE/PB.

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

To be completed by the end of December 2025. Kate Threw can help with the completion of these documents.

Actions:

Create:-

1 A draft Biodiversity Report for 2022 to 2025 – PB.

2 A draft Biodiversity Action Plan 2025 to 2028 - PB.

6. County Councillor's Report. See Appendix 1

7. Planning and Highways:

a. Highways.

B5429	Carriageway	Ailwynebu/ Resurfacing	21/11/2025	DCC - WORKS UNIT
FFORDD AR GAU ROAD CLOSED	B5429 NANT GWILYM TO JUNCTION A541 BODFARI		05/12/2025	C 07776164033
	BODFARI	*Ffordd ar Gau/Road Closure*		*AOO/OOH* 07831293571

b. Planning. No applications on DCC website for October 2025.

8. Finance

a. Financial report.

i. Unity Bank Balances at 31st October 2025:-

Unity Main Account	£7184.90
Unity Reserve Account	£4665.03
Unity Earmarked Reserves Account	£5546.89
Total	**£17396.82**

It was agreed to transfer £500 from Main Account to Earmarked reserves at last BCC meeting 14th October 25. This was completed however it was authorised by the signatories for Unity Bank in November so will be on next month's bank statements.

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

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

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

i.	Clerks Salary November 2025 (Post dated including 25 extra hrs)	£657.03
ii.	HMRC Tax and NIC November 2025 (Postdated)	£358.74
iii.	Expenses – PB. TENS license 16th Oct 25	£21.00*
iv.	John Roberts Noticeboard Repair (£75) and groundwork x 1 (£100) October 25	£175.00
v.	Scribe Accounting System fee October 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. BCC will receive invoices for approximately £65, expenses for the football tournament held on the 31st August 25. It was agreed these invoices could be paid as soon as they are received.

c. Other Payments

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

d. Income.

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

Proposed: **PB** Seconded: **JJ**

9. Village Playground and Park.

i. **Park Inspections.** None available for this month. No contact with mole catcher. Molehills in the recreation ground are trip hazards.

Actions:

Seek advice on most humane way to resolve this problem – HE.

Contact Mole Catcher – JJ.

ii. **Groundsman Report**. Nothing reported.

iii. **Tree work.**

HE presented three tenders received for the tree work required in the recreation ground. It was resolved to accept the tender submitted by Phil Lloyd.

Actions

Contact Phil Lloyd and agree a start date for the work– HE.

Gain copy of Phil Lloyds Public Liability cover – HE.

10. Important Correspondence – None**.**

11. Precept Calculations.

BCC's 2026-27 Budget and Precept form will be completed and presented at December's meeting for approval. The signed Precept form will be emailed to DCC early in January 2026.

Actions

Complete 2026-27 budget proposal for December's meeting– HE/PB.

Complete Precept Impact assessment for December's meeting – HE.

Complete Precept form for Decembers meeting – HE.

12. Project for 2025 update.

i. **Telephone box**.

John Roberts stated this should be completed by the end of December.

Action:

John to inform HE when this work has been completed.

ii. **Boules Court.**

DB cleared the top layer of the Boules court and strimmed around the edge. The court will need regular maintenance with herbicide next spring and summer to keep in a playable condition. Ensure anyone who uses herbicides in the Recreation Ground has a PA1 and PA6 license.

Action:
DB to investigate funding to gain these licenses – HE.

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

One quote has been received to:

1- Reposition the road sign, dig up and re-concrete the corroded area where the noticeboard is positioned.
2- To knockdown and rebuild the surrounding wall to the noticeboard with brickwork.

The new bench would need concreting in place. Rebecca Parrin is happy for the road sign to be moved from its current position to the side of the ceramic map. The road sign would be more easily seen by road users in comparison to its current location.

PB reported QR codes are quite easy to set up. BCC is adding one to the new bench at Maes Y Graig. SD stated Ysgol Bodfari would like to be involved in the creation of the QR code and 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. This can be created after the bench has been installed to avoid any delay.

Action:
Letter to resident's local to site for approval of plan for sitting area – PB.
Gain two further estimates for this work – HE.
Ask if BCC's Website can host the information for the QR code and in what format, ask if the website can support sound if we want the children to create a narrative?

13. Audit Wales response to BCC 24-25 Annual Return. Audit Wales Completion notice.

BCC received the response to their 2024-25 from Audit Wales. The Audit opinion: Unqualified.

The auditors highlighted 2 points for BCC to consider:

Chair signed the accounts before the internal auditor In the Annual Governance Statement (AGS). We recommend that in future years, the Council ensures it has received and considered the Internal Audit report before it approves the AGS.

Trust funds.
The Council has stated 'Yes' to the trust funds' question on the Annual Governance Statement. The internal auditor has answered 'N/A' to the trust funds' question on the internal audit report. If the Council does not act as a sole trustee for a trust fund, it should answer 'N/A' to this question.

Actions:

i. **Ensure Internal auditor signs AGS before the Chair of BCC going forwards – HE.**
ii. **Ask Charity Commission if Bodfari Community Council should be the sole trustee of Hannah Jane Sith Recreation Ground, not the Councillors as is currently the case? – PB**

14. AOB. – None.

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

Appendix 1.
Councillor Chris Evans Report 11/11/25



New chief executive at Denbighshire County Council
Helen White has been appointed Chief Executive. of Denbighshire County Council *(Image: Denbighshire County Council)*
Denbighshire County Council has appointed a new Chief Executive.

Ms White, who currently serves as Chief Executive of Taff Housing Association, will take up the post **following the retirement of Graham Boase**.
Mr Boase, who has been Denbighshire's Chief Executive for the past four years and has worked for the authority since its formation in 1996, will retire at the end of January 2026.
Councillor Jason McLellan, Leader of the Council said: "This is an excellent appointment for Denbighshire, and I would like to congratulate and welcome Helen to this new role on behalf of our staff, elected members and residents throughout the county.
"The selection process has been very rigorous, and we had several strong contenders in the running who all performed to an extremely high standard.
"As a top performing council in Wales which was praised as 'well-run' in its Panel Performance Assessment at the end of 2024, Denbighshire has a strong senior team in place, and we are now looking forward to working with our new Chief Executive to lead this team and continue that success into the future."

A Welsh speaker who was raised in Henllan, Helen has been Chief Executive Officer with Taff Housing since 2019. Having started her career in housing and community development, Helen has over 20 years' experience working across the public, voluntary and private sectors.
Following her appointment, Helen said, "I'm honoured to be taking on the role of Chief Executive. I know it is a challenging time for so many in our communities, I am looking forward to working alongside dedicated colleagues to help make a positive impact in the county I was born and raised in.
"I want to thank the Leader of the Council and all of the other Elected Members for putting their faith in me as a new Chief Executive."

Many Thanks

Cllr Chris Evans
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