APPROVED MINUTES OF THE MEETING OF BODFARI COMMUNITY COUNCIL

Held on the 12th of May 2026 at The Dinorben Arms (private dining room) and via TEAMS conferencing software:

Meeting Link:https://teams.live.com/meet/9392770040858?p=qcBYKUIB7vzuXfPMzc

Present:
Cllr Philip Barley (Chair) (PB)
Cllr Julie Burnage (JB)
Cllr Dan Burke (DB)
Also present:
Heather Eubank (Clerk/RFO)
Cllr Chris Evans. (CE)
Rhys Davies – Member of the public Via Teams

1. Apologies:
Cllr Julie Johnson (JJ)
Cllr Sue Davidson (SD)

PB welcomed everyone to the meeting.

2. Declaration of interests: PB submitted expenses for a TENS licence Item 8b iv.

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 April 2026
Proposed as correct by: **DB** Seconded by: **PB**

5. Matters arising from previous minutes

i. **Recreation Ground Signage.**
Ongoing.
Actions:
Obtain a new sign to indicate pathway to Recreation ground and give to JB - (PB)

ii. **Councillor Vacancies - All.**
Ongoing. Reposted on Facebook.

iii. **Community Traffic Calming Measures.**
The pedestrian crossing installation was due to be completed in March/April 2026 but it is planned between the 27th April and the 29th of May according to the latest Road Works Bulletin.
Actions:
Continue to monitor if this action has been completed by DCC – All.

iv. **BCC Digital Health.**
HE stated the current cloud storage on BCC's laptop is 5GB which is not large enough to back up the data stored on it. Microsoft 365 offer 1TB of data for an annual fee of £84.99. There are additional benefits included in this fee which includes all day video calling and co-pilot in Teams. Another option is to buy an external hard drive and back up the data weekly on this device?
Action:
Add to June's agenda for further discussion – HE.
When a decision has been made on what type of back up to use, create a BCC data backup policy, add to existing BCC Retention and Disposal policy – HE/PB.
Explore linking Facebook and Instagram accounts – HE

v. **SLCC Membership.**

HE received a £200 invoice from SLCC for 2026-27 membership. When queried the invoice was reduced to £158. The corrected invoice is included in Section 8 of the agenda under payments, to be approved.

vi. **Village Planter.**

Facebook flyer approved.

Action:

Post on Facebook and ask Dee Jones to circulate via email – HE.

6. County Councillor's Report.

Air Ambulance Site – discussed at the meeting.

Councillor Evans raised awareness of the proposed Air Ambulance site and stated it will affect this ward. It is felt that the old North Wales Police HQ could have been considered as a possible site. Local landowners have not been approached to see if there is any land available to purchase. Councillor Evans asked that BCC councillors considered the proposed site and submit their comments to support or oppose the proposed site.

See Appendix 1 for Councillor Evans Report monthly Report.

7. Planning and Highways:

a. Highways

BWLETIN GWAITH FFORDD / ROAD WORKS BULLETIN 18/03/2026 - 18/03/2027

Gwaith Ffordd Road Works | Ffordd ar Gau Road Closure | Rhelolaeth Traffig Dros Dro Temporary Traffic Control

(C) Cyswllt/Contact - (AOO/OOH) Allan o Oriau/Out Of Hours

Lleoliad Location		Math o waith Type of work	Dyddiadau Dates	Sylwadau Remarks
A541	Outside 4 Banc Y Chwarel A541 FROM B5429 LLANDYRNOG TO ROSE GARDEN BENDS BODFARI BODFARI	Gwelliannau Diogelwch ar y Ffyrdd/ Road Safety Improvements *Goleuadau Traffig Dros Dro/ Temp Traffic Lights*	27/04/2026 29/05/2026	DCC TRAFFIC (HELEN) *C* 01824 708486 *AOO/OOH* 07787295769
	LLETY'R -OES ISA, PISTYLL BACH ROAD FROM MAES Y PISTYLL BACH ROAD FROM MAES Y GRAIG TO A541 VIA FOEL GAER BODFARI	Gwaith Dwr / Water Works *Ffordd ar Gau/Road Closure*	05/05/2026 07/05/2026	NETWORK PLUS (STEPHEN) *C* 07345702550 *AOO/OOH* 08000520130
B5429	OS YR HEN YSGUBOR SARON DENBIGH LL16 4TG B5429 DRE GOCH JUNCTION TO A541 JUNCTION GEINAS BODFARI	Gwaith BT/ BT Works *Goleuadau Traffig Dros Dro/ Temp Traffic Lights*	01/05/2026 01/05/2026	SUNBELT RENTALS (DCC) *C* 03700500792 *AOO/OOH* 03700500792
	OS YR HEN YSGUBOR SARON DENBIGH LL16 4TG DRE GOCH JUNCTION TO TY GWYN BODFARI	Gwaith BT/ BT Works *Ffordd ar Gau/Road Closure*	01/05/2026 01/05/2026	SUNBELT RENTALS (DCC) *C* 03700500792 *AOO/OOH* 03700500792

b. Planning. 41/2026/0171/PF Downing Arms site.

Although the meeting was quorate, it was thought a discussion on this planning application should wait until all Councillors were available to discuss this planning application. Rhys Davies asked to be informed if a further meeting to discuss this application was convened.

Cllr Evans contacted DCC to raise concerns regarding the reliability and usability of the planning portal, following repeated complaints from residents within his ward. His email stated: -

"*A number of residents have reported that the portal is extremely intermittent in operation, difficult to navigate, and often unreliable when attempting to submit objections or comments in support of planning applications. There is also concern that submitted representations do not always appear to be captured correctly on the database, leading residents to feel that their views are not being properly recorded or considered.*

I have already raised these concerns with Paul Mead as well as Mark Young, chair of planning given the growing level of concern amongst residents that their voices are not being heard through the current system.

Could you please advise what steps are being taken to investigate and resolve these issues, and whether there is a timetable for improvements to the planning portal's reliability and accessibility?

I would appreciate a response so that I can update residents accordingly".

8. Finance

a. Financial report.

i. Unity Bank Balances at 30th April 2026:-

Unity Main Account	£5496.10
Unity Reserve Account	£4214.93
Unity Earmarked Reserves Account	£6582.89
Total	**£16743.92**

There is currently £1000 in the Earmarked Reserve towards the next DCC elections in May 2027and £595 (incorrectly shown as £210 on the Agenda) towards new seating and noticeboard at Maes Y Graig.
Bank 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.	Scribe Accounting System fee May 2025	£37.20
ii.	Clerks May 2026 Salary (postdated payment)	£433.44
iii.	Expenses Stationary H. Eubank (£17.07+£14.24)	£31.31
iv.	John Roberts Grounds Maintenance April 26	£220.00
v.	SLCC Membership 2026-27	£158.00
vi.	Expenses TENS License P. Barley	£21.00**
vii.	Meifod Wood Products (benches for Maes Y Graig)	£385.00**

- **Any starred items will be paid from Earmarked Reserves Account. All other payments are from Main Account.** The Meifod Wood benches were paid using the Main account. An internal transfer for £385 from the Earmarked reserves account to the Main account was made to correct this.

Invoices received after issue of agenda. Clear Insurance £876.55 – see agenda item 14.

c. Other Payments.

i.	Unity Bank Charge Main Account April 26	£7.00
ii.	Unity Bank Charge Earmarked Reserves April 26	£7.00

d. Income.

i.	DCC Precept payment (first of 3)	£5513.33

RESOLVED: That the Financial Information for April 2026 be approved.
Proposed: **PB** Seconded: **JB**

9. Village Playground and Park.

i. Park Inspections. Completed visually by PB.

ii. Groundsman Report.
Nothing reported this month. Last month John reported the molehills. HE contacted DCC, the response from the Bio Diversity Team was: -
"I would try the approach of coexistence first. You can flatten out the mounds, they're helping to aerate the soil, they act as pest control and help with drainage.'
However I presume you would rather remove, these are the considerations they outlined;

As for humane management, the only option that I am aware of would be live trapping.

- *To live trap, you would need to be checking the traps multiple times a day to prevent death of the moles in the traps as they have a very high metabolism.*
- *In a trap they would become a protected animal under the Animal Welfare Act, and as such it is a criminal offence to cause or fail to prevent unnecessary suffering.*
- *Where you release them could also become a contentious point under this. You are not on agricultural or crop land so they are not classed as pests.*
- *Relocating them could also be a minefield for civil lawsuits if they caused damage to the new property."*

It was resolved to coexist with the moles and ask the groundsman to flatten out the mounds.

10. Important Correspondence.

Scribe data processing Agreement.

HE received an email from Scribe re data processing and completed the requested form:-

"With the 2026 internal audit season in progress, we wanted to get in touch to help you tick off Assertion 10.

Auditors are increasingly asking councils to provide written evidence that a Data Processing Agreement (DPA) is in place with any third-party software provider handling personal data on their behalf — and Scribe is one of those providers for your council.

To make this as easy as possible, we've put together a short online form that acts as your formal DPA under UK GDPR Article 28. It takes no more than two or three minutes to complete, and once done, you'll have exactly the written record your auditor needs."

Resident in Banc Y Chwarel.

BCC received an email from a village resident about the pump track enquiries being made by BCC. PB to draft a response, circulate to Councillors for approval, then send to resident.

11. Annual Governance Statement 2026-27

Circulated prior to meeting. It was resolved that the Annual Governance statement for 2026-27 is adopted.
Proposed by: **PB** Seconded by: **DB**

12. Internal Auditor Response and Annual Return update.

Circulated prior to meeting.

	ISSUE	RECOMMENDATION	FOLLOW UP
1	Included within both receipts and payments in the accounts is a £500 bank transfer. Total other receipts and total other payments are therefore both overstated by £500.	*The annual return should be amended as follows:* *Total other receipts £1,543* *Total other payments £10,441*	**Annual return was amended prior to internal audit certification.** **Scribe corrected. £500 payment No.48 and £500 receipt No.2 now both void. £500 bank transfer added to correct figures. See May 12th 2026 minutes. H Eubank Clerk/RFO**
2	The precept calculation does not clearly show that consideration of the Council's general reserves has taken place in calculating the precept for 2026/27.	*The annual budget to support the precept must take account of brought forward and carried forward reserves.*	**Action added to diarized plan under "Precept" to show and clearly minute that brought forward and carried forward reserves have been considered when setting the precept for the following financial year. H Eubank Clerk/RFO.**

Comments in yellow are the BCC response to the Internal Auditors Recommendations.

The Annual Return was updated in line with the recommended figures then signed by PB. March month end reconciliation was rerun to include the above changes and new month end documentation printed and signed by PB.

RESOLVED: That the corrected BCC Annual Return for 2025 2026 be approved.

Proposed: **PB** Seconded: **JB**

13. Annual Report.

Action:

Complete 2025-26 Annual Report before completion and submission of external audit which is due by the 5th July 2026 – PB.

14 Annual Insurance.

HE emailed insurers (Clear)on receipt of annual renewal documents to query the following: -

1 - In section 5 - Money with assault extension. Under Other Money

On the premise/in a locked safe - last year's cover was £5K - this is now £2.5k

In transit - last year's cover was £5K - this is now £2.5k

Clear confirmed this is a change from last year however BCC resolved £2.5k was sufficient cover as the Clerk/RFO does not handle this amount of cash.

2 - In Section 9. - BCC is not covered for "Hirers Liability".

BCC hires Portaloo's for events in the village in summer so should we be insured for Hirers Liability"? If the answer is yes, would this affect our renewal premium of £876.55?

Clear confirmed that Hirers Liability is to cover clients if they hire out a village hall for example so BCC does not need this cover. However, when BCC hires Portaloo's for events, the cost to replace a Portaloo (£1000) should be included in BCC's content cover, the total cost of all Fixed Assets should also be included in the contents cover.

Action: Contact insurers for a new quote with increased contents cover – HE.

15. Projects for 2025-2026 update.

i. **Telephone box**.

Actions:

Contact Chloe Diamond to do a site visit to advise BCC of best plan for pictures– JB.

ii. **Boules Court.**

HE visited the pump track in Denbigh which is well used by local children. The recreation ground in Bodfari would not be a viable venue for a facility of this scale however the meeting with Osian and Natalie, (whose idea it was to install a pump track in Denbigh), was informative and opened communication with youth services.

Actions:

Contact Youth Services and ask if they can help support the BCC Football tournaments – HE.

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

Maes Y Graig benches have been installed.-

Actions:

Follow up repositioning of Maes y Graig road sign – HE/CE.

Quotes for noticeboard – HE.

Next Meeting 7.30pm to 8pm on Thursday the 21st of May 2026 via Teams link: https://teams.live.com/meet/9313703510969?p=5IruTugahj3jrOWmlu

Councillor Evans Report May 2026.

1 - Email sent to Welsh Water.

I am writing to express my serious concerns regarding the ongoing issues with Welsh Water in our ward, particularly the repeated leaks and failing water main that continue to cause major disruption for residents.

For far too long, roads have been closed due to emergency repairs, creating constant traffic problems and difficulties for local people trying to go about their daily lives. Even more concerning is the number of residents who have been left without water while these issues remain unresolved.

The situation has now reached a point where residents have had enough. There appears to be no long-term solution being implemented, despite repeated incidents and ongoing disruption. People are frustrated, inconvenienced, and increasingly concerned about the reliability of the local water infrastructure.

I would urge you to raise these concerns directly with Welsh Water and press for immediate action to resolve the failing water main properly, rather than continuing with temporary fixes. Residents deserve clear communication, reliable water services, and infrastructure that is fit for purpose.

I would appreciate any support or intervention you can provide on this matter and look forward to hearing what actions can be taken to address these ongoing problems.

2 - Daily post – mental health.
'We need more life-saving support signs on bridges across North Wales'
A councillor is leading a campaign to help people in crisis



Tremeirchion councillor Chris Evans is a mental health first-aider.

A Denbighshire councillor is leading a mental health campaign to put life-saving information at bridges in North Wales in a bid to help people in crisis. Tremeirchion councillor Chris Evans has written to **Denbighshire** County Council and its councillors, urging them to consider installing mental health support signs on bridges in parts of the region.

Cllr Evans has previously **spoken publicly** about his own mental health struggles. In November 2022, the dad of four attempted to take his own life after suffering poor mental health.
Cllr Evans has written to the council proposing that signs could be placed on bridges to help those in need of urgent help. The idea follows Cllr Evans witnessing a similar scheme in operation in Scotland
Cllr Evans says he is proposing the campaign now as it coincides with Mental Health Awareness month, which takes place in May.

He added: “It would be good to try and get a campaign or funding to try and get some signage put on some of these bridges to try and assist and support people that are thinking of using these bridges?”
The Tremeirchion councillor says his own struggles are “ongoing and daily” but maintains that only serves to feed his drive to help others.

He added: “Four years ago I tried to take my own life and from that I have tried to use my story to help and inspire others to get the word out.” Denbighshire County Council was contacted for a comment.

Mental Health Support
Helplines and support groups
The **NHS Choices website** lists the following helplines and support networks for people to talk to:

- **Samaritans** (116 123) operates a 24-hour service available every day of the year. If you prefer to write down how you're feeling, or if you're worried about being overheard on the phone, you can email Samaritans at **jo@samaritans.org**.
- **Childline** (0800 1111) runs a helpline for children and young people in the UK. Calls are free and the number won't show up on your phone bill.
- **PAPYRUS** (0800 068 41 41) is an organisation supporting teenagers and young adults who are feeling suicidal.
- **Mind Cymru** (02920 395 123) is a charity providing advice and support to empower anyone experiencing a mental health problem. They campaign to improve services, raise awareness and promote understanding.
- **Students Against Depression** is a website for students who are depressed, have a low mood or are having suicidal thoughts.
- **Bullying UK** is a website for both children and adults affected by bullying.
- **CALL Mental Health Helpline for Wales** (0800 132 737) provides a Wales-wide 24/7 mental health multi-channel contact service. CALL offers emotional support, signposting to agencies relevant to the caller's needs as well as free literature.

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