

# Minutes

CYNGOR CYMUNED  
CYFFYLLIOG COMMUNITY  
COUNCIL

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Saturday, 3 January 2026

Dear Councillor,

Please find the Minutes for the Community Council meeting, held on Thursday, 8th January 2026.

Yours Sincerely

Joanne Corfield  
Clerk to the Council

# Minutes

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**Date: Thursday, 8th January 2026**

**Time: 7pm**

**Location: Online**

Attendees	Absentees	Guests
Kelly McGregor (Chair) Molly McGregor (Youth Rep) Kate Edge (Vice Chair) Gethin Jones (Councillor) Aled Reed (Councillor) Eifion Wyn Jones (Councillor) Robin Welch (Temporary Clerk) Joanne Corfield (Clerk)	Elfed Williams Huw Jones Emrys Williams Elwyn Jones	N/A

## Agenda Discussion Points

### 1 Welcome

### 2 Introduction of the newly appointed Clerk

Joanne joined as Clerk and was welcome by the Chair and Councillors.

It was explained that Robin Welch has served as temporary clerk since April/May last year and began the modernisation of the Community Council Meetings through the implementation of the WhatsApp group for communication and Google OneDrive for centralised document storage to prevent record loss. The new clerk will receive access to both WhatsApp group and Google Drive. Joanne and Robin will meet within the next week to review systems and current projects.

### 3 Apologies for absence

Elwyn Jones, Emrys Williams, Huw Jones.

### 4 Declarations of interest on any agenda item listed

There were no declarations of interest.

### 5 Discussion with members of the public, in attendance

There were no members of the public in attendance.

### 6 Confirm the minutes from the previous Council Meeting, held on 11th December 2025

Members confirmed minutes of the Community Council meeting held on 11<sup>th</sup> December 2025, as a true record.

### 7 Matters arising from the minutes not appearing on the agenda

Vice Chair Kate Edge brought to the attention of the Council that residents had noted the shortage of large, yellow grit/salt containers in the village and that when work was carried out on the bridge, they were removed and not replaced. The Clerk was asked to request that Denbighshire County Council located one in a central location in the village.

The temporary Clerk voiced concerns regarding the tree preservation orders and works to be carried out. This was confirmed as actioned by Vice Chair Kate Edge.

Assembly and Council election dates were discussed in relation to the precept and resignations. There were confirmed that council elections were scheduled for 2027 and assembly election for May 2026.

### 8 Discussion with the Youth Councillor in attendance

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There was nothing to update.

## 9 Finance update

The Chair and Vice Chair Kate Edge agreed to make an appointment with HSBC to handover financial responsibility to the new Clerk.

## 10 Planning Applications

There are no planning applications to consider within WD Llanrhaedr-yng-Nghinmeirch (15) or Cyffylliog CC (14)

## 11 Denbighshire County Council issues including highway infrastructure issues.

Highway resurfacing completed by Denbighshire County Council was discussed. It was noted that the work was a high-quality surface but that was causing concerns over faster traffic speeds. It was also noted that there was now a 6-inch drop-off on both sides of the road, from the new tarmac thickness. With the recent weather, it was noted that complaints had been received and noted on Facebook, regarding the planned water works and subsequent road closures. Councillor Aled Rees confirmed that the work has been rescheduled to start 19th January 2026.

## 12 Urgent business under Section 100B(4) of the Local Government Act 1972

There was no urgent business for consideration.

## 13 Correspondence not covered elsewhere within the agenda

There was no correspondence for consideration.

## 14 Resignations

Councillor Huw Jone, who was not in attendance, has given a verbal resignation but has not submitted written notice. The Council cannot take action until a formal written resignation is received. Robin registered his interest for the role, if it becomes available.

The Chair and Vice Chair Kate Edge confirmed that the Community Council is allowed a minimum of 3 Councillors and a maximum of 8.

Councillors Eifion Wyn Jones, Emrys Williams and Elwyn Jones have also expressed interest in resigning but have not given formal notice. Councillor Eifion Wyn Jones informed the council that he would consider his options after the elections.

## 15 Discuss and arrange One Voice Wales Training

It was agreed the Councillor Kate Edge would book the previously discussed training with Wendi Patience, One Voice Wales.

It was confirmed that multiple councillors have their first training session scheduled to start in January 2026.

The Clerk will review available training, for herself, through One Voice Wales and will contact Wendi Patience to book.

## 16 Discuss Precept

The Chair informed the council that she had completed a draft precept budget, based on last year. It was agreed that the budget is frozen at £9,953, despite inflation. It was discussed that the Community Council holds £18,000 in reserve, sufficient to cover tree and cemetery maintenance and potential election costs. Vice Chair Kate Edge confirmed that the tree works have already been budgeted for in the previous year's budget.

## 17 Discuss and update on Audit

The Chair confirmed that the audit had been completed except for the cemetery records and the telephone records.

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Discussion was had regarding the critical issue of missing records from 2006 onwards, creating a 20-year gap. The Chair highlighted that other Community Councils are facing the same problem. The agreed solution was to consult the bank statements and cross reference with records held by the funeral directors (Dowell Brothers in Ruthin, R W Roberts in Denbigh, Peredur Williams in Bala) to construct new records and identify plot numbers and names.

## 18 Discuss Deeds

Vice Chair Kate Edge highlighted that the deeds for the cemetery was in the name and registered to the address of the previous Clerk and proposed that it should be changed to Cyffylliog Community Council. A PO Box address was also discussed and the Clerk will investigate this.

It was agreed that Vice Chair Kate Edge will contact Swayne Johnson solicitors, Ruthin, to arrange the name transfer and associated costs.

## 19 Discuss the purchase of a CC Laptop

It was agreed for the Council to purchase a laptop, primarily for the Clerk, but to also ensure that documents, email and bank access will be available to any Councillor, if needed.

The Councillors discussed the advantages of a refurbished versus a new laptop and it was agreed that a refurbished laptop is in favour due to the higher specifications for the cost. Approximately £300-£400. Google Drive will be used for cloud storage to ensure that all documents are backed up and the laptop will serve as a connection device.

The Chair will source the laptop from Derwen Computers, Wrexham.

The purchase of a printer was also discussed and agreed that the Clerk will use a personal printer and invoice the Council for paper, ink and other stationery. This will be reviewed in a couple of months with the option of purchasing a Community Council printer.

## 20 Next Council Meeting:

The next meeting will be held on Thursday, 12th February 2026, via the online platform, Microsoft Teams. An email invitation and the agenda will be sent via Councillor's email by Sunday, 8<sup>th</sup> February 2026.

Councillors were reminded that monthly meetings had been adopted as opposed to bi-monthly, to shorten sessions and improve continuity.

February's meeting to be a virtual meeting due to the uncertain weather concerns.

## **Actions**

<b>Task</b>	<b>Owner</b>	<b>Deadline</b>
Handover from Temporary Clerk to new Clerk.	Robin Welch, Clerk.	
Contact DCC to request a replacement grit/salt bin for the village.	Clerk.	
Arrange appointment with HSBC.	Chair Kelly McGregor, Vice Chair Kate Edge.	
Book training through One Voice Wales.	Vice Chair Kate Edge, Clerk	
Look into PO Box address for the Community Council.	Clerk.	
Contact Swayne Johnson, Ruthin for deed transfer.		
Purchase laptop Computer.	Vice Chair Kate Edge. Chair Kelly McGregor.	

**Adjournment (Time) : 20:11**