



CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council Held Virtually by Video and Telephone Conference, On Tuesday the 21st July, 2020, at 7.30pm.

1(A). 107/20 PRESENT

Councillor Stephen Copple (Mayor)
Councillor Stephen G. Wilson (Deputy Mayor)
Councillor Miss. Susan A. Broadaway
Councillor Jonathan E. Duggan-Keen
Councillor Mrs. Lynette M. Edwards
Councillor Howard R. Griffiths
Councillor Michael W. Moriarty
Councillor Ms. Helen L. Priestley
Councillor Miss. Carole Stephenson

County Councillor Tudor Jones

Clerk & Financial Officer R. Phillip Parry

1(B). 108/20 APOLOGIES

No apologies

1(C). 109/20 ABSENT

Councillor Peter Dooley
Councillor Miss. Carole A. Harris

2(A). 110/20 BEREAVEMENTS WITHIN THE COMMUNITY

The following bereavement was reported: Mrs. Julia Dawn Hopwood, 5, St. Michael's Drive, Caerwys.

3. 111/20 DECLARATIONS OF INTEREST

The following Declaration of Interest was made: Councillor Steve Wilson; Re purchase of picnic tables (**Minute number 6(B). 116/20 (d) on page 4 below**).

4. 112/20

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 16TH JUNE, 2020

The Minutes were proposed as correct by Councillor Steve Wilson and seconded by Councillor Howard Griffiths and formally agreed by the Members present.

5(A). 113/20

MATTERS ARISING

The Clerk referred to the following matters from the previous Minutes:

Minute no: 5. 90/20 (i) (page 2) – in relation to flooding concerns at the entrance to Bryn Llwyd Estate with North Street. The Clerk advised that the matter was still pending and would remain in the matters arising file.

Minute no: 5. 90/20 (ii) (page 2) – in relation to the Town Mayor's Name Board. The Clerk advised that the matter was still pending and would remain in the matters arising file.

Minute no: 5. 90/20 (i) (page 2) – in relation to the re-opening of the Children's play area. Councillor Copple advised that the restriction had been lifted by the Welsh Government, whereby later in the week the play area will be reopened. The County Council will place appropriate signage in the area. All the new play items will be available.

Minute no: 6(B). 92/20 (c) (page 3) – in relation to concerns with a tree that overhangs the public conveniences building. The Clerk advised that the County Forestry Officer had visited the location and had confirmed that the tree was within the curtilage of a property named Glan Llyn. The owner of the property had further contacted the Clerk to advise that the tree was diseased and would be removed in due course.

Minute no: 11. 103/20 (page 7) – in relation to the provision of cycle stands in the area of the Town Square. The Clerk advised that he had contacted Flintshire County Council to endeavour to arrange a site meeting with the County Cycle Officer, with a view that the cycle stands are placed in South Street, near to the notice board. The County had confirmed that there was no Cycle Officer in post. The Clerk had contacted Street Scene, whereby a plan of the centre of Caerwys had been provided by a Highway Policy Officer, which has been marked in blue and yellow colouring; with the preferred area of yellow being advisable for the proposed cycle stands. Councillor Howard Griffiths stated that he wished the cycle stands to be placed in the original proposed position.

Members agreed the following: The Clerk to seek a site meeting with the appointed Street Scene Officer for the area, to discuss location and guidance in relation to planning and conservation consent.

5(B). 114/20

PLASTIC REDUCTION IN CAERWYS – UPDATE (CLLR MISS. SUSAN BROADAWAY)

Councillor Miss. Susan Broadaway recollected to Members an e-mail sent to Councillors which provided an update following a virtual meeting, that had been attended by Councillor Broadaway and the Clerk, which was held with Mold Town Council, together with others. The proprietors of the Café on the Corner in Caerwys had also connected to the meeting.

It had been agreed in the virtual meeting that a funding bid would be made on behalf of Caerwys, Llangollen and Mold Town Councils to the Welsh Government Circular Economy Capital Fund

2020 / 2021. The project is named 'Naked Takeaway' which would be led by Mold Town Council and supported by both Caerwys and Llangollen Councils. The proprietors of the Café on the Corner in Caerwys were thanked for their attendance at the meeting and their contribution to plastic reduction in Caerwys. Councillor Miss. Broadway wished the Caerwys Town Council to consider providing a letter of support to accompany the application to the Welsh Government.

Members agreed the following: Were pleased to provide a letter of support.

6(A). 115/20 CORRESPONDENCE

The following correspondence had been received, that was required to be either advised to, or dealt with by the Members:

- (1) The following report had been received from PCSO Connor Freel, in relation to reported criminal offences within the Community:

Caerwys: No offences reported

Afonwen: No offences reported

- (2) Flintshire County Council – Notification that a two-week Summer Play Scheme will be held in late August, prior to children returning to school in September. The cost of the scheme would be £871.64 (10 sessions over 10 days). The grant towards the cost from the Welsh Government, whilst previously granted, has now been withdrawn. The Clerk advised Members that the cost was within the budget set for the financial year. The Clerk recollects to Members that the correspondence had been sent to Members by e-mail, who had confirmed the budgeted cost of the above two-week summer play scheme.

Members agreed the following: Confirmed their decision made by e-mail, as above.

- (3) Welsh Assembly Government – Guidance in relation to the re-opening of Public Conveniences in Wales. Information forwarded to the Caerwys FLUSH Committee, together with the Chairpersons of Caerwys Memorial Institute and Town Hall.
- (4) Invitation for the Chair and Vice Chair to virtually attend a meeting organised by Flintshire Local Voluntary Council – in relation to 'Community Need and Recovery Plans'. Councillor Steve Copple accepted invitation (**Minute number 7. 121/20 on page 6 below**).

The following correspondence was forwarded by e-mail to Members:

- ❖ Flintshire County Council – Frequently asked questions; covering all departments of the County Council
- ❖ Flintshire County Council – Operational guidance for the retail sector
- ❖ Flintshire County Council – County Forum meeting in July cancelled. Councillor Mike Moriarty advised
- ❖ Local Democracy and Boundary Commission – Review of Electoral Arrangements for the County of Flintshire. Whilst the review did not contain any changes to the Caerwys Ward; the review recommends a reduction to 66 from 70 County Councillors in Flintshire
- ❖ Welsh Assembly: Update in relation to changes to coronavirus restrictions in Wales – effective from Monday 1st June
- ❖ Hannah Blythyn MS – Welsh Government Coronavirus update
- ❖ North Wales Police & Crime Commissioner – Road Legislation Changes Survey
- ❖ Betsi Cadwaladr University Health Board – Coronavirus guidance

6(B). 116/20
CLERK'S REPORT

(a) The Clerk advised Members in relation to the following deposits to the Council's bank account:

- £10,000.00 – Wales Government via Flintshire County Council: Premises grant for the Caerwys Public Conveniences. The Clerk recollected to Members: Minute number 6(B). 92/20 of the June 2020 Minutes, whereby it was reported that the Clerk had applied for the grant.

Members agreed the following: Confirmed their decision under the above Minute number, to ring-fence the £10,000.00, for future repairs to the Public Conveniences building.

(b) £500.00 - Wales Government via Flintshire County Council: Annual grant funding in relation to the Public Conveniences. (**Minute number 6(E) on page 5 below**).

(c) The Clerk advised that from July 2020, there was no requirement for him to pay National Insurance and requested that the salary standing order be amended to reflect the increase payable each month.

The Clerk further advised that the PAYE HMRC IT software indicated a tax refund for April, May and June which totalled £26.31.

Members agreed the following: (1) To authorise two Councillors to sign an amended NatWest Bank Standing Order mandate form (2) To pay the Clerk £26.31 in relation to the PAYE refund – as above.

(d) Picnic Tables: £1,300.00 Ring fenced monies. The Clerk recollected to Councillors that they had agreed in the current ear-marked reserve budget the sum of £1,300.00, for purchase of picnic tables in the Memorial Institute grounds adjacent to the play area. The Clerk advised Members in relation to a quotation received from a Company named Plastecowood, who were based in Bodelwyddan. The quotation for 2 x Great 8 Picnic Tables made from recycled lumber in black at a cost of £1,400.00 plus VAT of £280.00 – Total £1,680.00.

The Clerk further advised that whilst the cost was £100.00 over budget, the County Council (Aura Leisure) were pleased with the material used for the tables and would consider match funding the cost, should the County Council agree a match funding budget in the coming months.

Members agreed the following: To purchase the 2 picnic tables at a total cost of £1,680.00. The Clerk to place them on the asset register. (**Minute number 11. 128/20 on page 7 below**).

Councillor Steve Wilson declared an Interest (**Minute number 3. 111/20 on pages 1 and 2 above**).

6(C). 117/20
TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30TH JUNE 2020

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of June 2020, together with copies of the two Council Bank account statements. The Clerk further provided Members with a breakdown in relation to the budget headings, which included income and expenditure to-date.

Members agreed the following: Approved the Statement of Accounts, whereby the document was agreed to be signed by the Chair of Council; Councillor Steve Copple.

6(D). 118/20

TO APPOINT: COUNCIL MEMBER TO COUNTERSIGN THE QUARTERLY STATEMENT OF ACCOUNTS AND BANK STATEMENTS

The Clerk advised that the Financial Regulations state; that a Councillor should be appointed to countersign the quarterly Statement of Accounts and Bank statements, in addition to the Chair of Council. The Clerk recommended that the Deputy Mayor of Council complete this task.

Members agreed the following: The Deputy Mayor be appointed as the Council Member to countersign the above referred to documents.

6(E). 119/20

CAERWYS PUBLIC CONVENIENCES

The Clerk read out a letter received from the Acting Secretary of the Caerwys FLUSH Committee. The letter referred to the following: Re-opening of the building following the relaxing of restrictions; Government guidance in relation to the reopening and in particular, hygiene aspects, which require additional purchases of products and materials for use by the public and volunteers; the purchase and installation of new sanitiser and soap dispensers, including infra-red electronic basin taps; condition of the public conveniences flat roof. The letter also referred to the donation of cleaning materials and toilet rolls which have been donated by a local business; this has now ceased.

The Clerk provided details of various quotations obtained by the FLUSH Committee in relation to the purchase of dispensers, cleaning and hygiene supplies for both usage in the conveniences and by the volunteers. Taking the lower quotations into consideration, the figures are as follows: Purchase of infra-red taps and plumbing services £795.00 – no VAT. Quotation from Arrow County Supplies (Cleaning supplier contracted to Flintshire County Council) £655.25 plus VAT of £131.05 = £786.30. Total £1,581.30.

Members agreed the following: To utilise the recent grant received from the Welsh Assembly via Flintshire County Council of £500.00, together with £581.30 from the Town Council budget, with a request that the FLUSH Committee also provide £500.00. If agreed by the FLUSH Committee: The Town Council to pay direct for the non and disposable items at £786.30 includes VAT. The FLUSH Committee pay the plumber fee of £795.00. The Town Council provide the FLUSH Committee with a donation of £295.00 to cover the amount over £500.00.

In relation to the roof repair. The Town Council will consider payment for this from the recently received grant of £10,000.00 from the Welsh Assembly. The Clerk to place the item on the September Council meeting agenda (no meeting in August). Prior to the meeting, three quotations to be sought for consideration by Council.

6(F). 120/20

STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)

The Clerk advised in relation to the following matter that had been reported to StreetScene, since the last Council meeting:

- Walkway from the Memorial Institute to the Marion Common area. (1) The inside hedge requires cutting back as it is part covering the highway (2) The garden area near the Marion exit / entry requires attention. The Clerk advised that originally the above maintenance had

been completed by the County Council, but over the latter years the Caerwys In Bloom had performed the work to ensure the area was neat and tidy for the Flintshire Environmental Competitions. The Clerk had therefore enquired with the County Council to consider replacing the area on their maintenance schedule.

Members brought the following concerns to the meeting:

- (1) Pen Y Cefn Road, Caerwys – traffic signage, in the area of the new housing development, is not clearly visible due to overgrown foliage.
- (2) B5122 road, Caerwys – 30mph sign is not clearly visible due to overhanging tree branches – near the entrance to St. Michael’s Drive.
- (3) To enquire with Street Scene in relation to work being carried out in the area of Plas Penucha, Pen Y Cefn. There are a large number of HGV vehicles in the area.
- (4) The walkway from the area of St. Michael’s Close, onto the footpath on the B5122 road – opposite the Piccadilly Inn. The hedge alongside the former Police Station is overgrown and impedes pedestrians’ safety (This item was reported immediately following the Council meeting).

The Clerk advised that the above concerns would be brought to the attention of StreetScene.

7. 121/20

TOWN MAYOR’S REPORT

The Town Mayor, Councillor Steve Copple, advised Members of his attendance at the following:

- (a) Virtual meeting organised by Flintshire Local Voluntary Council – in relation to ‘Community Need and Recovery Plans’. Discussed support for local committees within Council area Communities.
- (b) Ysgol Yr Esgob Governing Body. Councillor Copple provided further details in relation to the Federation aspect between Ysgol Yr Esgob, Caerwys and Lixwm Primary School; the School budget; retirement of the current Chair of School Governors.
- (c) Site meeting held by social distancing on the 9th July, outside Old Court, High Street. The meeting was attended by Councillors Miss. Susan Broadaway, Steve Copple, Howard Griffiths and Miss. Carole Harris, together with the owner of the building Mrs. Sarah Maitland-Jones.
- (d) Councillor Copple advised that the gifts provided from the Mayor’s allowance were appreciated by the various shop staff within the Town Square area, which had been provided as a thank you – during this unprecedented time.

8. 122/20

COUNTY COUNCILLOR’S REPORT (CLLR TUDOR JONES)

Prior to the Council meeting Members had received by e-mail a report from Councillor Jones, which referred to the following:

- (a) Local School Federation arrangements proceed with Mrs. Sue Clisham now in role as Head teacher to both Ysgol Yr Esgob and Ysgol Lixwm. Further work on the full Federation will proceed over the next months.

- (b) Representations made to St. Richard Gwyn High School, requesting that the school bus provided by the school – not FCC – ensures that children are picked-up and dropped-off in the town square and not in Lloc or at MacDonald's, as last year.
- (c) Holywell Library will remain closed until the whole of the leisure centre can reopen, which is not expected until late August or September.
- (d) The Welsh Government intends to reduce the speed limit in residential areas across the whole of Wales from 30mph to 20mph. Local residents can make a case to increase the limit back to 30mph and each will be judged on its merit. It is not yet known if the reduction in the speed limit will apply to the main road through the Caerwys Town, but Councillor Jones would support the speed reduction.

9. 123/20

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- Councillor Steve Wilson, as the Council's representative on the Memorial Institute Committee, advised the following: Repairs to the outside section of the windows, including decorative work to the inside of the building have been completed. A booking of the tennis courts to commence a tennis club and training.

10(A). 124/20

PLANNING APPLICATIONS

The following planning application had been received:

Application number: 061389 - to fell 1 no cypress tree, within the Caerwys Conservation area, at Maplewood, Pen Y Cefn Road, Caerwys.

Comment by Council: Providing that the application is subject to compliance with relevant policies and planning guidance notes, then no objections raised.

(The above application was sent to Members for consultation in-between meetings, due to statutory time limits for observations from County Planning).

10(B). 125/20

Members formally confirmed the above decision.

10(C).126 /20

The following planning application(s) to be considered by Members at the meeting:

- No applications received from County Planning

10(D). 127/20

PLANNING DECISIONS

The following planning decision has been received from Flintshire County Council:

- ❖ Application number: 060798 – for the erection of 2 no. live / work units with associated off-road parking, at former Centre Point Garage, Afonwen. Refused (Departure)

11. 128/20

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>Payments made – to be confirmed:</u>			
	Standing Order: Snapfast Electrical (Monthly payment Re: Installation of LED Lights) Payment dated 01/07/2020	263.94	52.79	316.73
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for June) Payments dated 01/07/2020			
	BACS: H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - April, May & June 2020 Payment dated 06/07/2020)	615.96		615.96
	Direct Debit: Scottish Power (June - Street Lighting Electricity Account) Payment dated 20/07/2020)	93.84	4.69	98.53
	<u>Payments for consideration at meeting to be paid by BACS:</u>			
	Canda Copying (Quarterly photocopier rental)	51.00	10.20	61.20
	North & Mid Wales Association of Town Councils (Membership fee for 2020 / 2021)	50.00		50.00
	R. P. Parry – Clerk: (1) HMRC / PAYE refund for April, May & June - £26.31 (2) Reimbursement of Land Registry search - £6.00 = Total £32.31	32.31		32.31
	Plastecowood Ltd (Bodelwyddan) Purchase of picnic tables for children's play area (Minute number: 6(B). 116/20 (d) on page 4 above)	1,400.00	280.00	1,680.00

12. 129/20

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<u>Authorised to be paid by BACS:</u>	
	Marie Curie (Rhyl Branch) (Section 137 LGA 1972)	£100.00
	Hope House / Ty Gobaith (Children's Hospice, Conwy) (Section 137 LGA 1972)	£100.00

13. 130/20

Members agreed the payments of the above accounts and financial support as listed.

There being no further business, the Mayor thanked everyone for attending and closed the meeting.

SIGNED BY THE MAYOR AS CHAIR.....

DATE OF APPROVAL.....