



# **CYNGOR TREF CAERWYS TOWN COUNCIL**

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## **Minutes of The Meeting of Caerwys Town Council, Held Virtually by Video and Telephone Conference, On Tuesday the 16<sup>th</sup> June, 2020, at 7.30pm.**

### **1(A). 85/20 PRESENT**

Councillor Stephen Copple (Mayor)  
Councillor Stephen G. Wilson (Deputy Mayor)  
Councillor Miss Susan A. Broadaway  
Councillor Peter Dooley  
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). 86/20 APOLOGIES**

Councillor Miss Carole A. Harris

### **2(A). 87/20 BEREAVEMENTS WITHIN THE COMMUNITY**

The following bereavement was reported: Mrs Vera Gwendoline Coffee, Plas Eleri Nursing Home, Denbigh, formerly of Park Grove, Caerwys.

### **3. 88/20 DECLARATIONS OF INTEREST**

The following Declaration of Interest was declared: Councillor Steve Copple, in relation to payment of Mayor's annual allowance (**Minute number 12. 104/20 on page 7 below**).

### **4. 89/20 TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 19<sup>TH</sup> MAY, 2020**

The Minutes were proposed as correct by Councillor Michael Moriarty and seconded by Councillor Mrs Lynette Edwards and formally agreed by the Members present.

## **5. 90/20**

### **MATTERS ARISING**

The Clerk referred to the following matters that remain pending:

- (i) Flooding at the entrance to Bryn Llwyd Estate with North Street.
- (ii) Town Mayors Name Board.
- (iii) Caerwys 'Plastic Reduction' project.
- (iv) Children's Play Area. Councillor Cople advised that whilst the equipment installation had been completed, together with grass seeding, the area remains closed due to Government restrictions. An official opening will be arranged, when permitted.

## **6(A). 91/20**

### **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:** 1 x Theft - Bench stolen from South Street. Located in Pwll Gwyn Woods in an old derelict shack / 1 x Anti-Social Behaviour - Report of a scrambler in a field behind new housing estate. Private land and therefore entitled to ride bikes on it with owner's permission, no police powers / 4 x Anti-Social Behaviour. On-going party held on Caerwys Town Square, whereby people drinking and not following COVID-19 guidelines. Advice has been given to the relevant people. Social media has been updated to re-iterate COVID-19 guidelines to local residents.

**Afonwen:** No reported offences.

- (2) Flintshire Local Voluntary Council – Annual renewal of membership. Present membership to continue until March 2021.

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

- ❖ Hannah Blythyn MS – Coronavirus update from Welsh Assembly.
- ❖ Independent Remuneration Panel for Wales – Supplementary report for 2020.
- ❖ Rob Roberts MP – Information in relation to National Lottery grants which provide organisations with financial assistance that support people at high risk from the Coronavirus.
- ❖ Flintshire County Council – Frequently asked questions; covering all departments of the County Council.
- ❖ Welsh Assembly: Update in relation to changes to coronavirus restrictions in Wales – effective from Monday 1<sup>st</sup> June.

- ❖ Flintshire Local Voluntary Council – Cancellation of 2020 Flintshire Best Kept Communities Competition.
- ❖ Local Democracy and Boundary Commission – Review of Electoral Arrangements for the County of Flintshire. The report recommends no change to the current County Council Ward named Caerwys (This Ward covers the areas of Caerwys Town Council and Ysceifiog Community Council).

## 6(B). 92/20

### CLERK'S REPORT

#### (a) Wales Audit – Annual Return for the Year Ended 31<sup>st</sup> March 2020:

- Following approval of the above annual return at the May Council meeting, the return was subsequently signed by the Chair of Council. The annual return, together with requested documents were thereafter sent to BDO the approved External Auditor for Wales.
- The Clerk confirmed, that the following documents have been displayed on the Council's web site (a) Accounting Statements for 2019 – 2020 (b) Notice of date appointed for the exercise of elector's rights – under the Public Audit (Wales) Act 2004: Date of announcement 28<sup>th</sup> May, 2020.

(b) Concern reported to Flintshire County Forestry Officer. Alleged tree felling without permission in North Street. Forestry Officer confirmed that the householder had made an application with permission granted. The property was sited within the Caerwys Conservation area. The County Council had failed to consult with the Town Council and apologised for this error.

(c) Report in relation to concerns with Himalayan Balsam plants growing in a semi dried up pond on the roadside in Pen Y Cefn. Concern acknowledged by Flintshire who advised that the County Ecologist will investigate.

(d) Funding for Village Halls and other buildings. The Clerk advised in relation to a financial grant available from the Welsh Assembly, which is administered by Flintshire County Council. The grant is available to Community / Village Halls, including other buildings which are subject to the non-domestic rate relief. The Clerk further advised; the link to the application form had been sent to the Trustees of the Caerwys Memorial Institute, Caerwys Town Hall, together with the Caerwys FLUSH Committee, as the public conveniences are subject to rate relief.

The Clerk advised that the FLUSH Committee did not wish to apply for the above financial assistance. As the lease for the Public Convenience was in the name of Caerwys Town Council, the Clerk has submitted an application to claim the £10,000.00 – to be paid into the Council's bank account. The Clerk further advised that to enable the public conveniences to open following the pandemic, there may be changes required to items, such as: automatic flushing, soap dispensers.

**Members agreed the following:** Thanked the Clerk for applying for the grant funding, whereby when received, to be ring-fenced for future repairs to the public conveniences building.

(e) Request received from owners of property named Glan Llyn, North Street, in relation to a large tree sited behind the public conveniences in Drovers Lane. Apparently, a large dangling branch at the top of the tree is a concern, which could possibly break off and cause damage to either and or, the conveniences and the grounds of Glan Llyn. The Clerk advised

that he had requested the Flintshire County Council Forestry Officer to visit and provide a report in relation to the safety aspect.

**(f) Street Lighting:** The following streetlight has been reported out of order:

- A541 Road in Afonwen – lamp adjacent to entrance of property named Plas Yr Haf.

#### **6(C). 93/20**

#### **STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)**

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

- (i)** Request to cut long grass in alleyway in Cae Delyn, as it was causing difficulty for pedestrians. (Grass cutting team deployed within 24 hours and completed cut).

**Note:** Grass cutting is presently being completed on roadside junctions. The following statement has been issued by Flintshire Street Scene: ‘The delay in both grass cutting and flower planting schedules is due to the movement of resources to front line services due to the pandemic situation. As soon as resources become available the grass cutting and planting will commence’.

- (ii)** Light in ‘Give Way’ signage at junction of High Street and North Street faulty. Reported to Flintshire Street lighting.
- (iii)** The Clerk advised that Street Scene are making preparations in the towns of Flintshire in readiness for the relaxation of the lockdown, whereby all shops will be allowed to open for business. In the larger towns the pavement areas outside shops will be marked with a 2 meters distance, together with appropriate markings in car parks.

The Street Scene Officer has visited a number of businesses in Caerwys, whereby the following have requested 2 meters distancing markings on the pavements outside their premises: Central Stores and Select Convenience Stores. Other businesses have declined the offer. Street Scene would be pleased to receive observations and any other suggestions from Council Members.

**Members agreed the following:** Were pleased that Mr. Neil Hickie had kindly visited the various business premises, and are in agreement with the social distancing markings that are proposed in the area of Central Stores, Morgan’s Pori Gwych and Post Office, together with the Select Convenience Stores.

Members did not have any further suggestions and will leave any necessary changes to the discretion of Street Scene.

#### **7(A). 94/20**

#### **TOWN MAYOR’S REPORT**

The Town Mayor, Councillor Steve Copple, addressed Members in relation to the Town Mayor’s annual allowance.

Included in the list of payments for this evening’s meeting is a payment for the Mayor’s annual allowance of £750.00. Councillor Copple felt that as all Mayors are not able to carry out their attendances due to the current situation, that this figure could be reduced. Councillor Copple suggested a figure of £200.00 be considered. Councillor Copple wished to provide the local businesses, in particular, the staff members at each establishment, with a thank you card and small

gift – in appreciation of their services during this unprecedented time – at an estimated cost of approximately £100.00, with the remainder for administration expenses.

**Members agreed the following:** Thanked Councillor Copple for his recommendation to reduce the Mayor's allowance. Members would formally discuss the application under payments of accounts. **(Minute number 12. 104/20 on page 7 below).**

#### **7(B). 95/20**

#### **TO ARRANGE DATE: CIVIC SUNDAY**

The Clerk advised that the date of the 2020 Civic Sunday had previously been agreed to be held on the 1<sup>st</sup> November. Whilst the official invitations were sent nearer the time, a general advance notice is generally provided to the Civic Dignitaries for their diary in June.

**Members agreed the following:** Due to the present pandemic situation, the Civic Service to be suspended until further notice.

#### **7(C). 96/20**

#### **THE OLD COURT, CAERWYS**

The Mayor, Councillor Steve Copple, recollects to Members a report that had been sent to Councillors by e-mail prior to the meeting. The report contained information in relation to correspondence sent to both the Town Council and Caerwys Chronicle, complaining about the condition of the premises, especially the eye-sore aspect of the building that lies within the Caerwys Conservation area. The Flintshire County Council Conservation Officer had visited the outside of the premises in June 2019. Councillor Copple further advised Members in relation to a recent telephone conversation with the owner of the property. The Caerwys Chronicle will feature an article on the Old Court property in the July edition of the community paper.

#### **8. 97/20**

#### **COUNTY COUNCILLOR'S REPORT (CLLR TUDOR JONES)**

County Councillor Tudor Jones advised Members in respect of the following:

- (1) County Council test and training virtual meetings have taken place between Cllrs and officers. Planning have had their first public meeting and other sub committees will start formal meetings in early July starting with Education. LibDem group have meetings with Leader and Deputy Leader of Council.
- (2) Daily statements are provided to County Councillors and much is then made public online. The time gap allows for Cllrs. to seek clarification.
- (3) School opening: plans prepared by our local Headteacher and staff are excellent, being both thorough and workable.
- (4) County Council: Social Distancing Policy
- (5) Street Scene road improvements: Job list being compiled and the road out of Caerwys by Piccadilly Inn should be included.
- (6) Footpath repairs
- (7) Comment from Councillor Steve Wilson. The yellow markings on the public footpaths are excellent and really assist walkers. Could thanks be conveyed to the Footpaths Team?

## 9. 98/20

### REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- (i) Councillor Mrs Lynette Edwards reported in relation to a virtual meeting held by video of the North and Mid Wales Association of Local Councils. The main agenda item related to the Transport for Wales railway line between Holyhead and Chester, together with the Conwy Valley line. Councillor Mrs Edwards provided details in relation to the objects of a sub-group, who will liaise with Transport for Wales.
- (ii) Councillor Mrs. Lynette Edwards reported that the FLUSH Committee had closed the public conveniences, in accordance with Government guidelines.
- (iii) Councillor Stephen Wilson reported in relation to the Memorial Institute Trustees. Whilst no meeting had been held, the Institute had been partially redecorated.

## 10(A). 99/20

### PLANNING APPLICATIONS

#### **The following planning application had been received:**

Application number: 061308 – for removal of existing damaged barrel vaulted roof and lower level lean to roof coverings and their replacement with pitched high performance insulated panel system together with extension to the existing customer car parking, to ensure both businesses can trade during the implementation of the works, at Crossways Garage, St Asaph Road, Lloc.

**Comment by Council:** Application supported, providing it complies with relevant planning policies and planning guidance notes.

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

## 10(B). 100/20

**Members formally confirmed the above decision.**

## 10(C). 101/20

#### **The following planning applications were dealt with by Members at the meeting:**

- (a) Application number: 061279 – Amendment: for change of use of land to the temporary storage of plant, machinery and equipment, at Land to the West & South of Thomas Plant Hire Depot, Llwybr Hir, Caerwys.

**Comment by Council:** To reiterate the previous comment to original application: Objects for the following reasons:

- (i) The risk of hydrocarbon pollution may not be managed properly.
- (ii) The applicant has property elsewhere to store vehicles and equipment and thus this application is not needed.
- (iii) The public right of way that runs through this land may be adversely jeopardised.

- (b) Application number: 061126 – Amendment: for the erection of two storey rear extension and internal alterations, at Summerhill Farm, Drovers Lane, Caerwys.

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

- (c) Application number: 061330 – for change of windows, change of window to doors, erection of porch to north elevation, open porch to north elevation main entrance and lean to covered leisure area to south elevation, at Maes Mynan Hall & Convalescent Home, Afonwen.

**Comment by Council:** Providing that the application complies with planning policy, then no objections raised

**10(D). 102/20**

**PLANNING DECISIONS**

No planning decisions had been received from Flintshire County Council

**11. 103/20**

**TO CONSIDER: PURCHASE & INSTALLATION OF CYCLE STANDS (CLLR HOWARD GRIFFITHS)**

Councillor Howard Griffiths addressed Members in relation to the purchase and installation of a number of cycle stands. Councillor Griffiths reported on a site meeting held with the Mayor, Councillor Steve Copple, whereby a possible installation site had been identified in the area of the Council’s notice board in South Street. Prior to the Council meeting the Clerk had provided by e-mail to Councillors, details of a possible model of cycle stand that was also shown on screen during the meeting. The cost of four of these cycle stands would be in the region of £1,000.00.

**Members agreed the following:** (1) In principle, to the purchase and installation of cycle stands in the area of the Caerwys Town Square (2) The Clerk to arrange a site meeting with Councillors Copple and Griffiths, together with the County Council Cycle, or appropriate Officer – to seek their guidance in relation to a suitable site and cycle stand model (3) The Clerk to forward to Members a brochure providing details of heritage style cycle stands.

**12. 104/20**

**APPROVAL OF ACCOUNTS FOR PAYMENT**

**Councillor Steve Wilson, as Deputy Mayor, took the Chair for the Approval of Accounts for Payment.**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
	<b><u>Payments made / due – to be confirmed:</u></b>			
	<b>Standing Order:</b> Snapfast Electrical (Monthly payment Re: Installation of LED Lights) Payment dated 01/06/2020	263.94	52.79	316.73
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for May). Payments dated 01/06/2020			
	<b>Direct Debit:</b> Scottish Power – (May - Street Lighting Electricity account) Payment dated 18/06/2020	96.96	4.85	101.81
	<b><u>Payments for consideration at meeting to be paid by BACS:</u></b>			

	<p>Cllr Steve Copple (Mayor's Annual Allowance for 2020 / 2021)  Declaration of Interest by Councillor Steve Copple  <b>(Minute number: 12. 104/20 on page 1 above)</b></p> <p><b>Note:</b> The annual allowance is set at £750.00 <b>(Minute number: 7(A). 94/20 on pages 4 &amp; 5 above)</b></p>	200.00		200.00
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**13. 105/20**

**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	No applications received	

**14. 106/20**

**Members agreed the payments of the above accounts 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.....**