



CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council Held Virtually by Video and Telephone Conference, On Tuesday the 20th October 2020, at 7.30pm.

1(A). 156/20 PRESENT

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

County Councillor Tudor Jones

Clerk & Financial Officer R. Phillip Parry

1(B). 157/20 APOLOGIES

Councillor Carole A. Harris
Councillor Carole Stephenson

1(C). 158/20 SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE: COUNCILLOR JAYNE E. MORRIS

The Clerk advised that Councillor Jayne E. Morris had signed the Declaration of Acceptance of Office prior to the Council meeting; whereby the Declaration had been witnessed by the Clerk, in a socially distanced meeting. Councillor Morris had been provided with an up to date folder containing the various Council policies.

The Mayor, Councillor Stephen Copple, welcomed Councillor Jayne Morris as a Member of Caerwys Town Council.

2(A). 159/20 BEREAVEMENTS WITHIN THE COMMUNITY

There were no reported bereavements within the community between the September and October Council meetings.

3. 160/20

DECLARATIONS OF INTEREST

There were no Declarations of Interest.

4. 161/20

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 15TH SEPTEMBER 2020

The Minutes were proposed as correct by Councillor Michael Moriarty and seconded by Councillor Jonathan Duggan-Keen and formally agreed by the Members present.

5. 162/20

MATTERS ARISING

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

Minute no: 5.139/20 sub minute numbers 5(A). 113/20 & 5.90/10(i) (page 2) – in relation to flooding concerns at the entrance to Bryn Llwyd Yard in North Street. The Clerk advised that despite a number of reminders to Flintshire County Council, with a specific request for a reply prior to this evening's meeting, there had been no reply.

Members agreed the following: County Councillor Tudor Jones to pursue the matter. The Clerk to provide Councillor Jones with copies of the correspondence.

Minute no: 5.139/20 sub minute numbers 5(A). 113/20 & 5.90/10(ii) (page 2) – in relation to a Town Mayors' name board. Councillor Stephen Wilson advised Members that he was still in the process of procuring costs for a suitable name board.

Minute no: 5.139/20 sub minute numbers 5(A). 113/20 & 11.103/20 (pages 2 & 3) – in relation to the provision of a cycle rack in the area of Caerwys Town centre. An update in relation to the actions detailed in the September Council meeting was provided.

Members agreed the following: (1) To purchase from Barriers Direct; one bike rack decorative modular, 6 space single sided with Agora head, at a cost of £388.45 plus VAT – Total £466.14 (2) Thanked Flintshire County Council for offering to install the rack at no cost to this Council (3) Councillor Wilson to arrange for a scale plan to be drawn (4) The Clerk to thereafter complete a planning application for permission to install the rack on highway land; adjacent to Compton House, South Street.

Minute number: 6(C). 142/20 (1) (page 5) – in relation to a request for a street lantern column outside the Old Court in High Street, to be either removed or re-sited. The Clerk advised that following notification to the owner of the property, Mrs. Sarah Maitland-Jones, the Clerk received an application under the Freedom of Information Act. Whilst the information requested was provided, the Clerk read out the e-mail to Members.

Members agreed the following: They were again perturbed that the owner of the premises continues to write defamatory opinions in relation to Council Members and Employees.

Pending Matter:

- **Plastic Reduction in Caerwys**

Councillor Susan Broadaway advised Members that the funding application to the Welsh Government was made by Mold Town Council, which this Town Council supported; to-date no decision had been made.

Councillor Broadaway referred to the newsletters forwarded to all Councillors from the Mold Plastic Reduction Group, with newsletter number 4 being the latest. Councillor Broadaway cited a number of articles contained in the publications.

**6(A). 163/20
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 and was read out by the Clerk:

Caerwys: 1 x Drug Driving – Male was stopped driving a vehicle at excessive speed, incorrect plates, no license, no insurance, and no MOT on B5122. Positive drug swipe for cannabis / 1 x Theft of half a ton of copper stolen from a yard near to Barlow’s Caravan Site.

Afonwen: No reported offences.

- (2) Flintshire County Council – Code of Conduct Training. Clerk advised that one place had been booked for Councillor Morris.
- (3) Flintshire County Council – Invitation for Councillors to attend the virtual meeting of the Annual Standards Committee, on Monday 2nd November, at 6.00pm. Councillors to advise the Clerk of their attendance.
- (4) Independent Remuneration Panel for Wales – draft annual report for 2021. Comments to the report are required to be sent by the 23rd November.
- (5) Welsh Government – Remembrance Sunday advice. Information forwarded to Memorial Institute Trustees.
- (6) E-mail received from Mrs. David Roberts, Glasfryn Hall, Caerwys. Mr. Roberts advised that the planning application, which had been submitted 18 months ago, had recently been refused. The Clerk advised that to date County planning had not issued the formal notice and reasons for refusal.
- (7) Awel Y Mor Offshore Wind Farm. Invitation for Councillors to attend a consultation to be held on a date to be fixed in November.
- (8) Wales Council for Voluntary Action. Guidance for the re-opening of Community Meeting Rooms in Wales. Information forwarded to the Trustees of the Caerwys Town Hall and Memorial Institute.
- (9) Flintshire County Council – Winter maintenance preparation for rock salt requests. The Clerk recollects to Members that this was an annual request for the County to fill any Town Council owned salt bins, together with the purchase of snow clearing equipment.

Members agreed the following: (1) No snow clearing equipment required (2) Councillor Copple to ascertain the contents level of the salt bins in Water Street and the Town Square. Whilst the salt

bin near the entrance to St. Michael's Drive is County Council owned, Councillor Mike Moriarty will check the salt level. Both Councillors to report back to the Clerk who will, if necessary, advise the County Council should a salt delivery be required.

- (10) Flintshire County Council – Virtual meeting of the County Forum to be held on 10th November at 6.30pm. Councillor Mike Moriarty as the Council's representative advised that he may not be able to attend. Whilst the Clerk will virtually attend the meeting, the Clerk to seek a deputy to attend in place of Councillor Moriarty.

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

- ❖ Health Protection (Coronavirus Restrictions) (No 2) (Wales) Regulations 2020 – as amended on the 11th September 2020.
- ❖ Welsh Local Government Association – Coronavirus update.
- ❖ Office of the North Wales Police Commissioner – Invitation to attend video conference.
- ❖ Visit Wales Industry News – News for the tourism industry in Wales.
- ❖ Flintshire County Council – Coronavirus Virus Flintshire Lockdown (Frequently asked questions).
- ❖ Flintshire County Council – Road closure notice. Pen Y Cefn Lane to Pen Ucha to County boundary; from Wednesday 16th September for 5 days.
- ❖ Flintshire County Council – Road closure notice. Unnamed road, between its junctions with Croes Wian Crossroads and B5122 road in Caerwys; from 21st October, for five days.
- ❖ Flintshire County Council – Road closure notice. Unnamed road, between its junctions with Rhydlydan Crossroads and B5122, Caerwys; from 28th September, for five days.
- ❖ Mold Plastic Reduction Newsletter number 3.
- ❖ Office of the Police Commissioner. Invitation to attend the virtual conference on 2nd November.
- ❖ Mold Plastic Reduction Newsletter number 4.
- ❖ Welsh Government – Frequently asked questions; Coronavirus Fire-break – from Friday 23rd at 18.00 hours, until Monday 9th November.
- ❖ Flintshire County Council - Chief Officer (Street Scene & Transportation). Welsh Government update, in relation to the NE Wales Metro and the A494 / A55 / A548 Flintshire Corridor Improvements.

6(B). 164/20

CLERK'S REPORT

- The Clerk advised that the National Association of Local Councils had reached a decision with Local Government in relation to the national pay award for Clerks – from the 1st April 2020 to March 2021. Members viewed the notification virtually. The Clerk provided details in relation to the increase in yearly and monthly figures, including the back-pay details from the 1st April – with the first increased payment from the 1st May, to the 1st October. Whereafter, the standing order will be amended from the 1st November.

Members agreed the following: (1) Accepted the national agreement (2) Authorised the amendment of the Clerk's salary bank standing order from the 1st November (3) Authorised the back pay – as listed in the accounts payable schedule in these minutes.

Christmas Lighting

- The Clerk advised that the charge for the erection and dismantling of the Town Square Christmas lights, had been received from the Council's street lighting contractor. The cost was the same as last year £680.00 plus VAT.

Members agreed the following: (1) Accepted the above fee (2) The lights to be switched on between the 1st and 4th December and removed between the 4th to 6th January 2021. Should the December date not be available, then to erect the lights the week earlier (3) Councillors Copple and Howard Griffiths, to meet on site with the street lighting contractor, to discuss the lights being wrapped around the tree branches and left in situ.

6(C). 165/20

TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30TH SEPTEMBER 2020

The Clerk, as Financial Officer, had provided Members with a copy of the Quarterly Statement of Accounts, as at the end of September 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). 166/20

TO REVIEW (AMEND / UPDATE) AND APPROVE, THE FOLLOWING POLICIES; (A) CODE OF CONDUCT (B) NATIONAL STANDING ORDERS (C) LOCAL STANDING ORDERS (D) FINANCIAL REGULATIONS (E) INTERNAL FINANCIAL CONTROLS (F) ANNUAL RISK ASSESSMENT – 2020 / 2021 (G) RETENTION OF DOCUMENTS ETC., SCHEDULE (H) FIXED ASSET REGISTER – 2020 / 2021 (I) RETENTION OF DOCUMENTS POLICY STATEMENT (J) ANNUAL INVESTMENT STRATEGY – 2020 / 2020 (K) MODEL LOCAL RESOLUTION PROTOCOL (L) COMMUNICATION AND ENGAGEMENT STRATEGY POLICY (M) GENERAL DATA PROTECTION REGULATION (GDPR)

Members agreed the following: Approved and updated the above policies, and to be further reviewed, if necessary, before the end of the financial year.

The Internal Audit report for 2019 / 2020 recommended a number of changes and updates to the Financial Standing Orders, together with the Council's Local Standing Orders. These changes were also approved.

6(E). 167/20

TO CONSIDER QUOTATIONS: ROOF REPAIR TO CAERWYS PUBLIC CONVENIENCES

The Clerk advised that following consultation with the Caerwys FLUSH Committee, three quotations had been received for the replacement roof on the Public Conveniences building. Members virtually perused the quotations.

Members agreed the following: Accepted the quotation from Wilday Construction, at a cost of £3,240.00 plus VAT £648.00 – Total £3,888.00. The Clerk to seek a separate quotation for a replacement fascia board to the rear of the building.

6(F). 168/20

LOCAL AUTHORITIES (CORONAVIRUS) (MEETINGS) (WALES) REGULATIONS 2020

The Clerk recollects Members to the above regulation, and in particular, public access to Council meetings. The Clerk sought the Council's agreement as to the future permitted access to meetings.

Members agreed the following:

- Video access will be permitted under the ten-minute (or longer by consent) rule, for members of the community to address Council in relation to community matters.
- Audio access will be provided for the duration of the meeting, should there be no request to address the Council on any particular subject.

6(G). 169/20

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:

- (1) A number of road diversion signage in the centre of Caerwys. Apparently, the signage had been moved from a temporary road diversion on the outskirts of Caerwys and placed maliciously within the centre of Caerwys.
- (2) Dead badger on Pen Y Cefn Road.
- (3) Construction of a new pavement in the area of the new housing estate – at the junctions of Drovers Lane and Pen Y Cefn Road. The edging of the pavement appears to be higher than other pavements, which could result in a trip hazard.

Members brought the following concerns to the meeting:

- (i) Flooding concerns on the B5122 road - travelling out of Caerwys towards the A55 – past the entrance to St. Michaels Drive. The road continually floods. It is understood that the area is due to be tarmacked; could the drainage system be inspected prior to this being carried out.
- (ii) Flooding concerns on the B5122 road - travelling out of Caerwys towards the A55 – on the corner of Marian Bach, CH7 5BP. The Town Council appreciates that the flooding in this area has been a concern for a good number of years, whereby the County Council have endeavoured to alleviate it. However, the water retention is far greater than previously, which results in flooding across two thirds of the road; whereby vehicles are having to steer into the opposite side of the carriageway. As this flooding is on a corner, the Town Council are concerned that a serious accident will occur.
- (iii) As previously notified, a concern with the height of a new footpath in the area of the new housing estate at Summerhill Farm, at the junction with Drovers Lane. Now that the first phase of the houses is finalised, could the contractor be asked to complete the remainder of work to the highway, which should decrease the height of the pavement.
- (iv) Water leakage in Chapel Street. It is appreciated that Welsh Water have completed a survey and stated: no water pipes are in the area of the leakage; possibly an underwater spring. With winter approaching, could a salt bin be placed in the area, together with a warning sign – as ice forms frequently with low temperatures.

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

7. 170/20

TOWN MAYOR'S REPORT

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

- (a) Caerwys Football Club presentation, which was held by social distancing.

(b) Made a donation of £250.00, from the Mayor's Charity account, to Clwb Bwthyn Bach.

8. 171/20

COUNTY COUNCILLOR'S REPORT (CLLR TUDOR JONES)

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

(a)

- (i) **Ysgol Yr Esgob, Caerwys and Lixwm Primary Schools (Federation).** Next stage a public consultation for Lixwm School. Mrs. Sue Clisham is now Executive Head of both schools.
- (ii) **Breakfast Club:** Both above Schools have withdrawn from a County Council supplier and have taken control of the grant for the facility.
- (iii) **Wrap Around Care – Clwb Bwthyn Bach:** Financial settlement received from Welsh Government.
- (iv) **Planning – Pwll Gwyn Refusal.** Councillor Jones together with residents of Afonwen, have registered a complaint in relation to the planning process.
- (v) **Henllys – Old Court dispute:** Councillor Jones advised in relation to his comments to the current situation and pending planning applications.
- (vi) **On-line planning training:** Titled 'Maximising your influence in planning matters'. Councillor Jones has contacted Flintshire County Council, seeking that the County provide training, at no cost to Councils in Flintshire.
- (vii) **Wide loads:** Recent issues concerning the passage of lorries with abnormal loads through South Street and Caerwys Hill. Councillor Jones has asked to be informed of any further abnormal loads.
- (viii) **Firebreak lockdown:** Councillor Jones asks for everyone to do their best by supporting the lockdown regulations and follow the guidance given.

(b) **To Receive Update: Caerwys & Ysceifiog Councils Sub-Committee – Traffic Concerns on B5121 and B5122 Roads in Caerwys & Lixwm & Pedestrian Safety in Caerwys and Lixwm:**

Councillor Jones had provided Members with a copy of his written report prior to the Council meeting.

Councillor Jones invited feedback on the contents of the report, with views on support or otherwise. Additional next step to be added. Local petition from the community to support the proposals.

9. 172/20

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

Whilst there were no specific reports in relation to meetings attended. The following was advised:

- (i) Councillor Wilson referred to the social distancing and other requirements, for the hire of the Memorial Institute building.
- (ii) Councillor Copple advised in relation to the resignation of the Chair of School Governors at Ysgol Yr Esgob. A new Governor had been appointed.

10(A). 173/20

PLANNING APPLICATIONS

The following planning application had been received:

- Application number: 061837 – to fell 1 no dead ash tree and 1 no dead elm tree and 1 no storm damaged cypress tree, at Glasfryn Hall, Caerwys.

Comments by Council: No objection

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

10(B). 174/20

Members formally confirmed the above decision.

10(C). 175/20

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

- Application numbers: 061766 & 061767 – for planning and listed building permission, for the erection of dwarf wall and railings to frontage, opening and securing of external cellar access, and provision of soakaway drains, at Old Court, High Street, Caerwys.

Comment by Council: Caerwys Town Council draws attention to the following issues relating to the above-mentioned planning applications:

1. The proposed wall with railings to be constructed at the front of the Old Court will encroach into the adopted highway on extending beyond the light column located at the western side of the proposed development. The proximity of this light column located on the adopted highway at the side of the proposed wall/railings is such that the stability of the column could be jeopardized during any construction work undertaken. The position of this light column is not shown on any plans/elevations dated August 2020 submitted by the applicant.

2. Caerwys Town Council has made enquiries with Flintshire County Council’s Highways Department who confirm that the light column is located within the adopted highway. This being the case, then attention is drawn to the statement made on page 11, sub-paragraph 6.1 of the submitted Heritage Impact Statement which reads: “It has been established that the front area in question is included in the ownership of the property because an annual rental is paid to the property owner by the County Council for the location of a lamp standard at the front of the tarmacadamed paved area in question.” Such a statement is therefore questioned. It has also been confirmed by SP Energy Networks in relation to this streetlight that elicited the response that they do not make any wayleave payments and have no knowledge of the matter. There is strong doubt that the area of land forms part of the property ownership.

3. No information is provided in the submitted documentation as to the dimensions of the proposed cellar hatch cover, its colour and the means by which it will be secured in place.

4. Despite the development site being within the historic core of Caerwys Town with its location in an area of great antiquity fronted by a known mediaeval street, no mention is made by the applicant of any archaeological watching brief being undertaken by a suitably qualified person during any groundwork undertaken. This would be especially so in the case of the proposed new drainage system within the application site.

On the basis of the comments expressed above, Caerwys Town Council are unable to support the application in its present form.

- Caerwys Town Council has been contacted by some residents who have expressed disquiet at these planning applications when illegal, unauthorised and inappropriate window frames have recently been installed at this grade II* listed building.

- A photograph of the property dated July 1990 is attached, whereby the property can be seen to enhance the High Street. It is noted that various photographs, including Google Street views taken over the past 30 years, the net curtains remain the same.

10(D). 176/20

PLANNING DECISIONS

The following planning decisions have been received from Flintshire County Council:

- (i) Application number: 059394 – for approval of reserved matters following outline approval 0757687 at Heron’s Retreat, Afonwen. Approved.
- (ii) Application number: 061081 – for change of use from a public house and hotel with managers accommodation, into a single holiday letting etc., at Pwll Gwyn Hotel, Afonwen. Approved.
- (iii) Application number: 061308 – for removal of existing damaged barrel-vaulted roof with replacement, at Crossways Garage, Lloc. Approved.
- (iv) Application number: 061554 – for erection of a 1.5m high Welsh stone wall, at Llidiart Cerrig / Tollgate Cottage, Crossways Road, Caerwys. Refused.
- (v) Application number: 060896 – for change of use – holiday let to annex, at Glan Llyn, North Street, Caerwys. Approved.

11. 177/20

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 01/10/2020	263.94	52.79	316.73
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for September) Payments dated 01/10/2020			
	Standing Order BACS: H. M. Revenue & Customs. Clerk’s PAYE & Clerk & Council NI - July, August & September 2020. Payment dated 06/10/2020)	585.48		585.48
	Direct Debit: Scottish Power (September - Street Lighting Electricity Account) Payment dated 19/10/2020)	93.84	4.69	98.53
	<u>Payments for consideration at meeting to be paid by BACS:</u>			
	Canda Copying Ltd (Quarterly photocopier rental)	51.00	10.20	61.20

	Flintshire County Council (Contribution towards Summer Play Scheme)	871.64		871.64
	R. Phillip Parry (Clerk to Council) Re-imburement of Register.com (Town Council web site, domain name, hosting and e-mail) – as per receipt	104.98		104.98
	R. Phillip Parry (Clerk to Council) Payment of back pay from 1 st May to 1 st October (Minute number: 6(B). 164/20 on page 4 above)	98.58		98.58
	Royal British Legion - Ysceifiog Branch (Poppy Wreath for Remembrance Sunday)	25.00		25.00

12. 178/20

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	No applications received	

13. 179/20

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.....