



# **CYNGOR TREF CAERWYS TOWN COUNCIL**

---

## **Minutes of The Meeting of Caerwys Town Council Held Virtually by Video and Telephone Conference, On Tuesday the 15<sup>th</sup> September 2020, at 7.00pm.**

**No Council meeting was held in August**

### **1(A). 131/20 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 Carole A. Harris  
Councillor Michael W. Moriarty  
Councillor Helen L. Priestley  
Councillor Carole Stephenson

Clerk & Financial Officer R. Phillip Parry

### **1(B). 132/20 APOLOGIES**

County Councillor Tudor Jones

### **1(C). 133/20 Standing Orders were suspended:**

### **1(D). 134/20 VIRTUAL ATTENDANCE BY MARIANNE LEWIS (FLINTSHIRE MICRO-CARE)**

The Mayor, Councillor Stephen Copple, welcomed Ms. Marianne Lewis to the virtual meeting.

Ms. Lewis advised as to her role as Planning & Development Officer at Flintshire County Council, with a specific remit in developing a 'Flintshire Micro-care Pilot Project'. The project was jointly funded until June 2021 by Cadwyn Clwyd, Welsh Assembly Government and Flintshire County Council. Flintshire are the first County in Wales to pilot the scheme. Two Officers have been appointed to the project, with seven micro-carers appointed to date. The scheme offers up to £1,000.00 for interested persons to set up a business, including IT equipment and / or be trained to

provide social care to older people in rural Flintshire. Ms. Lewis provided Members with further information, which included the choice of care, Disclosure and Barring Service (DBS) checks. Ms. Lewis wished the Town Council to promote the service and agreed to send to the Clerk a report and leaflet to be featured in the next edition of the Caerwys Chronicle.

The Mayor, Councillor Cople, thanked Ms. Lewis for attending the meeting.

#### **1(E). 135/20**

**Standing Orders were restored:**

#### **2. 136/20**

### **BEREAVEMENTS WITHIN THE COMMUNITY**

Members expressed their condolences in relation to the following: Mr. Richard Jones, Bro Hafod, North Street, Caerwys; Mr. Neville Pierce-Jenkins, Trem Y Dyffryn, Fairview Close, Caerwys; Mr. Murray Taylor, Pen Y Cefn Road, Caerwys.

#### **3. 137/20**

### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

#### **4. 138/20**

### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 21<sup>ST</sup> JULY 2020**

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

Note that there was no meeting held in August.

#### **5. 139/20**

### **MATTERS ARISING**

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

**Minute no: 5(A). 113/20 sub minute number: 5.90/20(i) (page 2)** – in relation to flooding concerns at the entrance to Bryn Llwyd Yard in North Street. The Clerk advised that no further update has been received from Flintshire County Council Highways.

**Members agreed the following:** The Clerk to write to the Highways Officer who met on site with Councillor Mike Moriarty in March of this year, seeking an update as to the measures to alleviate the flooding.

**Minute no: 5(A). 113/20 sub minute number: 5.90/20(ii) (page 2)** – in relation to a Town Mayors' name board. The Clerk advised in relation to the present position. Mr Murray Taylor together with the Clerk had visited the offices of Holywell Town Council to view their board. This board has all the names of the Mayors listed from 1974 and is now full. The Council has ordered a new board from a Holywell Woodcraft Group, at a cost of £2,175.00. Caerwys Town Council would therefore require two boards at a total cost of £4,350.00. The board that a former Mayor of Caerwys had suggested at a cost of under £500.00 would only allow for a limited number of names.

**Members agreed the following: (1)** The cost is excessive for two wooden name boards **(2)** Councillor Stephen Wilson to peruse suitable alternatives, such as a non-wood notice board and report back to the October Council meeting.

**Minute no: 5(A). 113/20 sub minute number: 11.103/20 (page 2)** – in relation to the provision of cycle stands in the area of the Town Square. Councillors Copple and Howard Griffiths had met with Mr. Neil Hickie (Street Scene) to identify a suitable area for the siting of the cycle stands. An area adjacent to Compton House on the South Street side near to the public notice board had been provisionally agreed. The Clerk advised that the details had been sent to the County Conservation Officer who had agreed that the area adjacent to Compton House, including a number of areas within the Town Square were suitable. The Conservation Officer would not agree to a unit being placed in the High Street. A suitable cycle rack was shown during the virtual meeting, whereby Councillor Griffiths provided further details.

The Clerk further advised that a planning application may not be required, as the installation on Highway land could be agreed under permitted development.

**Members agreed the following:** (1) The Clerk to further contact Flintshire Planning seeking information in relation to the Permitted Development aspect (2) Councillor Griffiths to provide at the October Council meeting full details and costings of the cycle stand (3) As the cycle stand would be sited on Highway land, it would be preferable if Highways were asked for a quotation to install.

### **Pending Matters:**

**The Clerk advised that the following matters remain in the pending file:**

- (i) Depositing of Town Coat of Arms and Minutes in the County Archives Office.
- (ii) Plastic Reduction in Caerwys.

### **6(A). 140/20**

### **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 Freal, in relation to reported criminal offences within the Community:
  - **Caerwys:** 1 x Drug driving on B5122 road in Caerwys. Male tested positive for cocaine drug swipe / 1 x Anti-social behaviour – 8 youths in the Children’s play area. Meetings conducted with local youths, residents, and Memorial Institute Committee.
  - **Afonwen:** No offences reported
- (2) Flintshire County Council – Provision of snacks / lunches for children attending the Summer Play Scheme.
- (3) Flintshire County Council – Amendments to the Flintshire LDP Delivery Agreement and availability of Deposit LDP Representations.
- (4) Flintshire Local Voluntary Council – Zoom meeting in connection with opening of Community Centres in Wales. Councillor Copple to connect to meeting.
- (5) Flintshire Local Voluntary Council – Annual General Meeting to be held by Zoom. Councillor Copple to connect to meeting.
- (6) Flintshire County Council – (Access Officer Enforcement). E-mail advising in relation to disappointing comments received from the Caerwys Walking Group, which have also been displayed on a local Facebook page. The Footpath Officer stated that the County had installed 15 plus kissing gates in the Caerwys Council area in the last two years, which is

far more than any other area Council area in Flintshire. It is appreciated that the comments from the Caerwys Walking Group do not necessarily represent the community in general.

- (7) Attendance at Meetings by Council Members under Section 85 Local Government Act, 1972 (Six Month Rule). Confirmation from County Solicitor that the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 – only temporarily suspended non-attendance during the commencement of the current pandemic. The non-attendance six-month rule applies from the first remote / virtually held meeting of the Council. The Clerk advised that in the case of this Council, the re-commencement date in relation to Section 85 LGA 1972 was May 2020.
- (8) The Clerk advised in relation to a number of e-mail and telephone calls received, which alleged the installation of a number of replacement windows to the left hand side of the Old Court in High Street, Caerwys – that were apparently not in keeping with a conservation area.
- (9) The Clerk read out to Members a number of e-mails received from the owner of The Old Court, High Street, Caerwys. A plan dated August 2020 was also advised to Members. (**Minute number: 6(C). 142/20 on page 5 below**), in relation to an application for the removal of a streetlight outside the property).

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

- (i) Copy of e-mail containing resignation of Councillor Peter Dooley.
- (ii) Copy of Councillor Vacancy Co-option Public Notice sent to Councillors for information.
- (iii) Flintshire County Council – Notification of Summer Play Scheme, which commenced on 17<sup>th</sup> August to 28<sup>th</sup> August.
- (iv) Flintshire County Council – Consultation in relation to an extension of the current ‘Dog Control Public Space Protection Order’ within the County. (Councillors to complete on a personal basis).
- (v) Flintshire County Council – Consultation in relation to an extension of the current ‘Alcohol Control Public Space Protection Order’ within the County. (Councillors to complete on a personal basis).
- (vi) Welsh Assembly Government – Information in relation to re-opening of Village Halls. Information forwarded to the Memorial Institute and Town Hall Trustees.
- (vii) Welsh Assembly Government – Consultation of reducing single use plastic. Members asked to complete on a personal basis.
- (viii) Mold Plastic Reduction Group – Newsletters numbers 1 and 2.
- (ix) E-mail from a resident in Afonwen, in relation to concerns with the Flintshire County Council Planning Meeting that considered the planning application for the Pwllgwyn Hotel.
- (x) Health Protection (Coronavirus Restrictions) (No. 2) (Wales) Regulations 2020 - As amended on the 11th September.

**6(B). 141/20**

**CLERK’S REPORT**

- (a) The Clerk advised Members in relation to the following deposit to the Council’s bank account: £12,000.00 - Flintshire County Council: Second precept payment for financial year 2020 / 2021
- (b) Several complaints received from residents, generally in Chapel Street, in relation to anti-social behaviour in the Children’s play area. Playing of loud music, drinking of alcohol, excessive noise. Complaints referred to the North Wales Police, including the provision of signage referred to AURA leisure.
- (c) The Clerk advised that he had filed a report to the North Wales Police, in relation to an act of criminal damage that has occurred on the Marian Common; under Police crime reference Y133531.

- (d) Children's Summer Play Scheme. The Clerk advised Members that a number of complimentary e-mails, telephone calls and Facebook comments, had been received in relation to the standard of this year's play scheme. Copies of the compliments had been sent to the County Administrator of the scheme, which included the way the two male play leaders were conscientious, thorough and inspired the children with the range of activities.
- (e) Concern expressed by resident that the Ysgol Yr Esgob school fence on Pen Y Cefn Road was damaged, which would result in children gaining egress from the school grounds. Concern reported to the Headteacher.

**6(C). 142/20  
STREETLIGHTS**

- (1) Application by the owner of The Old Court, High Street, Caerwys, for either the removal or re-siting of the street lantern positioned on the pavement outside the property. The Clerk read out the e-mailed application to Councillors.

The Clerk advised that upon perusal of the Scottish Power price list, the disconnection with excavation and reinstatement of the pavement tarmac was at a cost of £490.14. Should the Council wish to install a new street lantern in the area, the current cost for a new lantern from the Council's street lighting contractor was in excess of £1,000.00 (depending on type of lantern), together with a Scottish Power connection cost of £459.17 if no cabling required, or £1,013.07 with cabling – depending on the length from the mains supply. The cost of a new lantern would be lower if installed on an existing electricity pole (All above figures are plus VAT).

**Members agreed the following:** Not to grant the request for the removal or re-siting of the street lantern. Reasons: The financial cost to the community, together with the safety of pedestrians and crime reduction.

- (2) A faulty streetlight on the A541 in Afonwen has been inspected, whereby the fault was traced to an adjoining lantern. The control box could not be opened due to the undergrowth around the base of the lighting column. The lighting contractor may have to utilise traffic control. The Town Council will be consulted further should this control be required, due to the extra financial cost.

**6(D). 143/20  
CO-OPTION OF COUNCIL MEMBER**

The Clerk recollects to Members the Public Notice advertising the Town Councillor vacancy, for which the closing date for 'Expressions of Interest' was 12 noon on Tuesday 1<sup>st</sup> September. The Clerk advised that prior to the closing date one application had been received. A second application had been received following the closing date, which was not accepted. The Clerk provided Members with a virtual viewing of the application letter.

**Members agreed the following:** Appointed Miss. Jayne Elizabeth Morris, as a Co-opted Council Member of Caerwys Town Council. The Clerk to arrange the signing of the Declaration of Acceptance of Office.

**6(E). 144/20  
CAERWYS PUBLIC CONVENIENCES (ROOF REPAIR QUOTATIONS)**

The Clerk advised that it has been arranged with an official of the Caerwys FLUSH Committee that three quotations would be sought prior to this evening's Council meeting, in relation to the roof repair to the Public Conveniences in Drovers Lane. Whilst the Clerk had sourced a number of professional companies, whose details had been forwarded to the official in August, with a request

to agree which three companies to be approached, including as to whom should meet with the companies on site, there had been no further reply.

**Members agreed the following:** Councillor Edwards, as a Committee Member of the Caerwys FLUSH Committee, to speak with the Committee.

**6(F). 145/20**

**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) Urgent weed eradication required around the Town Square.
- (2) Footpath from Memorial Institute to Marian Common – hedge requires cutting back. Pedestrians are unable to social distance due to the overgrowth.
- (3) Request to Street Scene to cut back the evergreens and shrubs on the Marian side of the above walkway.
- (4) White metal seat dumped on the Marian Common.
- (5) Two large potholes in the area of Ty Ucha Farm, Pen Y Cefn.
- (6) Request to move the litter bin from the area of the notice board in High Street, to the play area.
- (7) Hedge running alongside Ysgol Y Esgob on Pen Y Cefn Road – covering part of the pavement.
- (8) Tree opposite Hyfrydle on The Marian lowering into the roadway following high winds.
- (9) A number of potholes on Caerwys Town Square – which are a trip hazard.

**The Clerk provided the following update from Mr. Neil Hickie (StreetScene) Officer**

- (a) Item 4 above - Removed by Street Scene the following day.
- (b) Item 6 above - Completed.
- (c) Item 7 above - Completed.
- (d) Item from July Council meeting: The large lorries operating in the area of Plas Pen Ucha in Pen Y Cefn, are removing a section of woodland for harvesting.

**Concern was also expressed in relation to the following outstanding concerns:**

- (i) Weeds around Caerwys Town Square.
- (ii) Footpath from Memorial Institute to Marian Common – hedge requires cutting back. Pedestrians are unable to keep a social distance, as the hedge has now grown over half of the pathway.
- (iii) The evergreens and shrubs on the Marian side of the above walkway require cutting back.
- (iv) Tree branches opposite Hyfrydle on The Marian require cutting back. Vehicles have to drive onto the opposite side of the road and are unable to view oncoming traffic due to the corner.

**Members brought the following concerns to the meeting:**

- (1) Hedge running alongside the Old Police Station (opposite the Piccadilly) to the bungalows in St. Michael's Close. The hedge is growing well into the footpath. It appears that the hedge is on the land of the former Police Station.
- (2) Bryn Sion Road (bottom of Caerwys Hill and turn sharp left) – opposite Ffoulkes Terrace. The soil and grass under the hedge are protruding into the roadway.
- (3) Pen Y Cefn Road, Caerwys – near to the new housing estate. The 'road narrows' sign is obliterated by foliage.

- (4) Travelling from the bottom of Holywell Road, towards The Nook (back of St. Michael's Drive). The hedge has grown into the road and scratches vehicles. A branch is also lying low and catches the roof of vehicles.

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

## **7. 146/20**

### **TOWN MAYOR'S REPORT**

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

- (a) Zoom video meeting with Flintshire Local Voluntary Council, in relation to services available to residents.
- (b) Zoom video meeting with Flintshire Local Voluntary Council – Annual General Meeting.
- (c) Social Distance meeting in Ysgol Yr Esgob School.
- (d) Social Distance meeting with County Councillor Tudor Jones in Caerwys.
- (e) Social Distance meeting with Councillor Griffiths and Neil Hickie (Street Scene) in Caerwys.
- (f) Received a number of complaints in relation to speeding traffic through Caerwys.

## **8. 147/20**

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

Prior to the Council meeting, County Councillor Tudor Jones, had forwarded a report to Council Members and Clerk, in relation to the following:

- (1) Recent weeks has seen a great increase in level of casework ranging from house repairs to road maintenance, housing issues to school transport and planning.
  - (2) The St. Richard Gwyn school buses have amended their routes to accommodate new stops to improve road safety for the children. The bus now picks up in Caerwys square in place of Lloc.
  - (3) The planning department has had many staffing issues over the lockdown period, and it is proving very difficult to contact and obtain replies. The Chief Planning Officer and Chief Executive have been informed.
  - (4) Concerns with Old Court, Caerwys, with the fitting of a number of uPVC windows. The Planning, Conservation and Enforcement Officers are dealing with the matter.
  - (5) Selling of additional loft insulation in the area with a Government grant. There are concerns that the companies are legitimate. If the business is registered with FCC, they have access to data about potentially qualifying households.
  - (6) Pwllgwyn Hotel, in Afonwen. Planning application approved at the full committee level. Requested a response about a possible failure to follow correct procedure and for inaccuracies in statements made to be reviewed. If the decision stands, it will be a significant blow to the Community of Afonwen.
  - (7) Pwllgwyn Hotel, in Afonwen. An Enforcement Notice has been issued against the owner, in relation to breaching the Listed Building status by removing parts of the interior.
  - (8) Thanks to all volunteers and businesses who helped vulnerable residents over the lockdown.
  - (9) Thanks to the Councillors who alert of individual issues that require intervention to resolve.
- The Clerk was asked to contact Councillor Tudor Jones, to seek an update in relation to the joint sub-committee set up with Ysceifiog Community Council, to traffic concerns on the B5122 road in Caerwys and the B5121 in Lixwm. The Clerk to place on the October agenda.

## **9. 148/20**

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

- (i) Councillor Wilson, as Chair of the Memorial Institute, advised in relation to the recent concerns with anti-social behaviour in the children's play area. A site meeting had taken place with the local PCSO. Residents are encouraged to report anti-social behaviour to the Police direct, by calling the non-emergency number of 101, and not use social media.
- (ii) Councillor Wilson, as Chair of the Memorial Institute, advised that a number of repairs had been completed in the building, including installation of sanitiser stations. A risk assessment for users had been completed.
- (iii) Councillor Wilson, as the Council's representative on the Caerwys Town Hall Trustees, reported that he had attended a meeting to discuss risk assessments for Hall users.
- (iv) Councillor Copple, as the Town Council School Governor Representative at Ysgol Yr Esgob, advised that the School had been extremely busy with ensuring compliance with the coronavirus regulations. Other items reported in relation to the budget and the resignation of the current Chair of Governors.

#### **10(A). 149/20**

#### **PLANNING APPLICATIONS**

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

- Application number: 061554 - for the erection of a 1.5m high Welsh stone wall alongside the east side of property to replace the existing wooden fence and hedge, at Llidiart Cerrig / Tollgate Cottage Crossways Road, Caerwys.

**Comments 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). 150/20**

**Members formally confirmed the above decision.**

#### **10(C). 151/20**

**The following planning application(s) were dealt with by Members at the meeting:**

No further planning applications had been received from Flintshire County Planning.

#### **10(D). 152/20**

#### **PLANNING DECISIONS**

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

- (a) Application number: 060956 – for approval of details reserved by conditions no's 3,5,6,7,8 and 9 attached to planning reference 054671, at former Wilcox Coach Works, Afonwen. Approved.
- (b) Application number; 061126 – for proposed rationalisation of rear elevation, including provision of new pitched roof & demolition of existing second storey & balcony, internal alterations & alterations to existing outbuildings / garages, at Summerhill Farm, Drovers Lane, Caerwys. Approved.
- (c) Application number; 061398 – for a lawful development certificate for the proposed erection of a wind turbine, at Bod Erw, Pen Y Cefn Road, Caerwys. Approved.



- (d) Application number; 060998 – for application for variation of a condition no 7, following grant of planning permission ref: 052645 relating to operational hours, at Thomas Plant Hire, Llwybr, Pen Y Cefn. Refused.

11. 153/20

**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 – to be confirmed:</u></b>			
	<b>Standing Order:</b> Snapfast Electrical (Monthly payment Re: Installation of LED Lights) Payment dated 03/08/2020	263.94	52.79	316.73
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for July) Payments dated 03/08/2020			
	<b>Direct Debit:</b> Scottish Power (July - Street Lighting Electricity Account) Payment due 17/08/2020	96.96	4.85	101.81
	<b>BACS:</b> Information Commissioner's Office (Data Protection Renewal fee)	40.00		40.00
	<b>BACS:</b> Arrow County Supplies (Purchase of disposal and non-disposal items for Caerwys Public Conveniences) As agreed in July Council meeting under Minute number: 6(E). 119/20. The original agreed figure including VAT was £786.30; a reduction of £117.37. (Public Conveniences - Public Health (Wales) Act 2017 S:116)	569.45	99.48	668.93
	<b><u>The above payments were authorised by the Mayor and Deputy Mayor of Council – as Bank Signatories in between meetings</u></b>			
	<b><u>Payments made - to be confirmed at meeting and paid by BACS</u></b>			
	<b>Standing Order:</b> Snapfast Electrical (Monthly payment Re: Installation of LED Lights) Payment dated 01/09/2020	263.94	52.79	316.73
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for July) Payments dated 01/09/2020			
	<b>Direct Debit:</b> Scottish Power (July - Street Lighting Electricity Account) Payment due 18/09/2020	96.96	4.85	101.81

	<p><b>BACS:</b> Arrow County Supplies (Purchase of vinyl gloves for Caerwys Public Conveniences) (Public Health (Wales) Act 2017 S:116)</p> <p><b>NOTE:</b> (The Clerk advised that confirmation of delivery receipt for the above items had not been received. Payment will be withheld, until confirmed)</p>	19.20		19.20
--	--	-------	--	-------

**12. 154/20**

**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	<p><b><u>Authorised to be paid by BACS:</u></b></p> <p>Caerwys Bowling Club; 2 applications:</p> <p>Application towards general running costs of the Club (Section 19 LGA (Miscellaneous Provisions) Act 1976)</p> <p>Application towards repair costs of Club equipment (Section 19 LGA (Miscellaneous Provisions) Act 1976)</p> <p>Clwb Bwthyn Bach (Ysgol Yr Esgob, Caerwys) Application for annual grant towards running costs (Section 137 LGA 1972)</p>	<p>£250.00</p> <p>£250.00</p> <p>£250.00</p>

**13. 155/20**

**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.....**