



CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council Held Virtually by Video and Telephone Conference, On Tuesday the 19th October 2021, at 7.30pm.

1(A). 198/21 PRESENT

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

County Councillor Tudor Jones

Clerk & Financial Officer R. Phillip Parry

1(B). 199/21 APOLOGIES

Councillor Carole Stephenson

2. 200/21 BEREAVEMENTS WITHIN THE COMMUNITY

Members expressed their condolences in relation to the following: Ms. Debra Deveraux, Railway Terrace, Afonwen; Mr. Ronald J. Farr, Bryn Aur, Caerwys.

3. 201/21 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

No attendance at meeting by public, no questions, comments, or representations received prior to meeting.

4. 202/21 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5. 203/21

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 21ST SEPTEMBER 2021

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

6. 204/21

MATTERS ARISING

The Clerk referred to the following matters from previous Minutes:

- (1) Minute no: 6(B). 180/21 (c) (page 4)** – in relation to an item of play area equipment that had been vandalised. Councillor Mike Moriarty enquired if the matter had been reported to the Police. The Clerk recollected Members to the contents of the previous paragraph (b) which stated that it was not practicable for the Clerk or Council Members to report alleged criminal offences, as a third party. The Clerk provided previous advice received from a police sergeant, as the equipment is not in the ownership of the Town Council.

Members agreed the following: The Clerk to enquire with Flintshire County Council – Aura Leisure, as to their policy in reporting vandalism and other criminal offences in children’s play areas.

- (2) Minute no: 6(B). 180/21 (e) (page 4)** – in relation to extending the speed limit on Pen y Cefn Road, in area of new properties. The Clerk advised of the following reply from Flintshire County Council Highways: ‘This is in the process of being resolved’.
- (3) Minute no: 6(B). 180/21 (g) (page 4)** – in relation to the permission granted to Caerwys Bowling Club, to use the Caerwys Town Crest. Members were shown virtually a copy of the Bowling Club name surrounding the Crest.
- (4) Minute no: 11. 194/21 (page 10)** – in relation to the repainting of the hatched yellow lines on Caerwys Town Square, including the request for the area to be designated as a disabled parking area. The Clerk advised Members that Street Scene had arranged for the yellow hatching to be painted to-day. Councillor Copple advised that the work had not been completed. The County had not addressed the disabled parking bay request.

7(A). 205/21

CORRESPONDENCE

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

- (1)** The Clerk advised that the following criminal offences had been reported to North Wales Police, that had occurred within the Caerwys Town Council area:

Afonwen: No reported offences.

Caerwys: 2 x Anti-social behaviour / 1 x Theft / 1 x Public order / 2 x Other crimes

- (2)** Flintshire County Standards Committee: Invitation to attend their virtual annual meeting and training session, to be held on Monday 1st November at 6.00pm.

- (3) Independent Remuneration Panel for Wales: Draft annual report.
- (4) Welsh Government: Councillors requested to complete the following survey: The Role and Remuneration of Councillors in Wales.
- (5) West Flintshire Town & Community Council Working Group: Agenda for meeting on Tuesday 5th October – forwarded to Councillor Steve Copple.

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

- ❖ Boundary Commission for Wales: Proposed Parliamentary Constituencies in Wales.
- ❖ North Wales Police: The role of a Police Community Support Officer.
- ❖ Flintshire County Council: Reintroduction of car parking charges from 1st October 2021.

7(B). 206/21

CLERK'S REPORT

- (a) The Clerk advised Members that all Town & Community Councils in Wales had received notification from Wales Audit that the annual audit of accounts for 2020 / 2021 had been delayed. All Clerks were requested to display a Public Notice advising of the delay on a notice board and Council's web site. The Clerk confirmed that he had completed this action.
- (b) The Clerk recollected to Members that the Local Standing Orders allow the public to attend and address Councillors, and whilst the Public Agenda advises this, there is no actual formal agenda heading on the Summons to Councillors. From this month's meeting the agenda will contain the following: 'Public Questions, Comments or Representations'.
- (c) The Clerk advised Members that the Victorian lantern sited in Caerwys Town Square had been damaged by a large tractor. Fortunately, the vehicle registration number had been photographed, together with a video of the event had been provided to the Clerk. Members virtually viewed the video. The Clerk further advised that as the vehicle driver refused to provide his name and contact details, the police were advised.

The Clerk arranged for the lantern to be made safe, obtained a quotation for the repair, and advised the Council's insurance company. The cost to make safe the electricity supply, remove the lantern, installation of a new column and associated works, at a cost of £1,800.00 plus VAT £360.00 – Total £2,160.00. Following the completion of the insurance claim process, the Council's insurer paid direct in to the Council's account the sum of £1,680.00 (£120.00 less being the excess fee which will be recoverable from the vehicle owner's insurance company). This Council will reclaim the VAT element.

The Clerk further advised that a Work Order had been provided to the Council's street lighting contractor, to complete the installation of the replacement lantern.

Members agreed the following: The Clerk to contact County Highways Street Lighting to discuss street lighting electrical connections.

STREET LIGHTING

- The Clerk advised in relation to a request as to when the Caerwys Town Council would be installing the street lighting to the frontage of the new properties on Pen Y Cefn Road. The

Clerk had replied advising that this was the responsibility of the building contracting company.

7(C). 207/21

TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30TH SEPTEMBER 2021

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of September 2021, 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 Mayor, Councillor Steve Wilson.

7(D). 208/21

ARRANGEMENTS FOR TOWN SQUARE CHRISTMAS LIGHTS

The Clerk advised Members that he had sought a quotation from the Council's street lighting contractor – Deeco Lighting, for the connection and disconnection of the Town Square Christmas lights, which was £180.00 plus VAT. The cost also includes the testing of the lights and new timer.

Members agreed the following: (i) Confirmed acceptance of the above quotation (ii) The lights to be switched on during week commencing Monday 29th November and disconnected during week commencing 3rd January 2022.

7(E). 209/21

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 – 2021 / 2022 (g) Retention Of Documents Etc., Schedule (h) Fixed Asset Register – 2021 / 2022 (i) Retention of Documents Policy Statement (j) Annual Investment Strategy – 2021 / 22 (k) Model Local Resolution Protocol (L) Communication and Engagement Strategy Policy (M) General Data Protection Regulation (GDPR) (L) Managing Customer Behaviour)

Members agreed the following: (i) **Approved and updated the above policies**, and to be further reviewed, if necessary, before the end of the financial year (ii) **Local Standing Orders:** This Policy will be further updated in relation to the holding of Council meetings, following further guidance from the Welsh Government (iii) **Internal Audit report for 2020 / 2021**, recommended an update to the Risk Assessment. This policy was updated.

7(F). 210/21

TO CONSIDER NEW POLICIES: (1) WELSH LANGUAGE (BILINGUAL) (2) EQUAL OPPORTUNITIES

Members agreed the following: The above Policies were adopted: Welsh Language Policy (Bilingual) and Equal Opportunities Policy.

7(G). 211/21

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) Dead badger on Pen Y Cefn Road.
- (2) Two complaints received in relation to the overgrown hedge on the walkway between the Memorial Institute to Marian Common. The Clerk advised that he had sought the cutting schedule for Caerwys; this has not been received to date.
- (3) Blocked gullies on Pen Y Cefn Road. This has been reported on a previous occasion.

The following update report has been received from Street Scene:

- (a) Bryn Llwyd entrance to North Street. Whilst work has commenced, the residents have received letters advising in relation to further work required and includes re-profile and resurfacing. The tactile paving (bumps) has been excluded due to the location and damage by vehicle overrun. The original approved footway crossing was of a standard detail crossing on line of kerbs running straight through, of which the developer chose to ignore.

Members brought the following concerns to the meeting:

- (1) Damaged / sinking gully outside Llwyn Onn on B5122 Caerwys Hill (this has been reported twice previously).
- (2) Bryn Aur and Holywell Road junction – large pot hole (this has been reported twice previously).
- (3) Pot hole in Drovers Lane – Near former Summerhill Farm House (this has been reported twice previously).
- (4) Pot hole on B5122 travelling from Caerwys towards the A55 – opposite unofficial layby (this has been reported twice previously).
- (5) Pot hole adjacent to gully on B5122 Road south bound lane just prior to the turning to Marian Prysau Cross Roads.
- (6) Drovers Lane - recently constructed cobblestone area outside Summerhill Farmhouse. Is this County Highway adopted highway?
- (7) Holywell Road and junction to Llys Y Goron. On the left-hand side an invasive weed is growing. The residents have endeavoured to remove, but it keeps growing back. As this is County Council land can it be professionally removed?
- (8) Salt bin in Chapel Street (Cllr Tudor Jones has requested this due to the Water leakage).
- (9) Footpath on A541 from Afonwen Village to Maes Mynan area (Cllr Tudor Jones will discuss this with StreetScene).
- (10) Please provide Councillor Tudor Jones with the grass and hedge cutting schedule for the Caerwys area.
- (11) Concern with a new cobblestone pavement in Drovers Lane adjacent to a residential property. The Clerk to ascertain if the area is adopted highway.

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

8. 212/21

TOWN MAYOR'S REPORT

The Town Mayor, Councillor Steve Wilson, advised Members in relation to the following:

- (a) Attendance at Flint Town Mayor's Civic Service.
- (b) Provided a gift and card to 'Rob the Postman' and offering the Town Council's best wishes for his retirement after over 30 years of service.
- (c) Further Public Meeting arranged for 3rd November in relation to the 2022 Queen's Platinum Jubilee celebrations.

9. 213/21

COUNTY COUNCILLOR'S REPORT (CLLR TUDOR JONES)

County Councillor Tudor Jones, provided Members with the following report:

- (i) **Ysgol yr Esgob:** The construction of the Extra Care facility should commence in November.

The Federated schools of Caerwys and Lixwm have a new Governing body but seek additional volunteers to join the Board. Sub Committee meetings are now taking place, Finance being the first.

- (ii) **Pedestrian Safety scheme:** The funding has been secured for the scheme in Caerwys. As Councillor Jones was unable to attend a recent virtual meeting with the County Council, Councillor Steve Copple had connected. Councillor Copple provided a report.

- (iii) **General matters:**

- ❖ Requested salt bin for Chapel Street.
- ❖ Requested urgent enforcement site visit to Pwll Gwyn, Afonwen, in view of the rapid deterioration of the buildings. Logged but no report yet.
- ❖ Enforcement concerns at a property named Ffrith y Garreg Wen.
- ❖ Residents in the Pen Y Cefn area without telephone landline access.
- ❖ Resurfacing of B5122 Road – not aware of the delay.
- ❖ Handover to new Chief Executive of Flintshire County Council.
- ❖ New Fflecsi bus service update.

10. 214/21

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- (i) Councillor Steve Copple advised in relation to a recent meeting of the West Flintshire Town & Community Councils, that he was unable to attend and had sent his apologies.
- (ii) Councillor Susan Broadway advised of her attendance at a virtual meeting of the Naked Takeaway Group. A recent newsletter will be sent to the Clerk for distribution.
- (iii) Councillor Mike Moriarty advised of his attendance at a meeting of the Clwydian Range & Dee Valley Area of Outstanding Natural Beauty Annual Forum, which was held in Ruthin. The meeting theme was 'Heritage & Culture'.

11(A). 215/21

PLANNING APPLICATIONS

The following planning application was considered by Members at the meeting:

- Application number: 063445 – for proposed rear and side extensions and general external alterations, at Anwylfa, North Street, Caerwys.

Comment by Council: No objection to the application, as long as planning policies and planning guidance notes are complied with.

- The Clerk was requested to contact Planning Enforcement, in relation to work carried out to an outbuilding at Anwylfa some two years ago. The request sought guidance as to whether the work required permission in a conservation area.

11(B). 216/21

PLANNING DECISIONS

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

- ❖ Application number: 062787 – for approval of details reserved by conditions no's 3 (materials) 4 (working hours) 5 (levels) attached to planning permission number 061030. Approved.

11(C). 217/21

TO CLARIFY PLANNING COMMENT OPTIONS: (ADJOURNED FROM SEPTEMBER MEETING) (CLLR STEVE WILSON)

Councillor Steve Wilson recollected Members to an informal agreement made some two years ago, whereby this Council's comments to County planning applications, would be taken from the following examples:

- Application supported providing it complies with relevant planning policies.
- Providing that the application complies with planning policy, then no objections raised.
- The Council supports this application.
- No objection to the application as long as the proposal is not detrimental to (neighbouring properties/highway/listed building/AONB/SSSI/etc), and planning policies are complied with.
- No objection to the application.

Members agreed the following: The above examples be used in general planning observations, with more complex applications receiving relevant substantial comments.

12. 218/21

TO FURTHER DISCUSS: (A) REPLACEMENT TOWN SQUARE PLANTERS (B) TOWN SQUARE & OTHER AREA WEED CONTROL (C) KEEPING CAERWYS TIDY (CLLR STEVE COPPLE)

Councillor Steve Copple addressed Members in relation to the condition of the Town Square area; an abundance of weeds, the wooden planters are falling apart, the bollards and bus shelter require painting. Other areas in and around Caerwys are also a disgrace. Councillor Copple recollected Members to a previous agreement, whereby a list of priorities was placed on the ear-marked reserves schedule, which included enhancing the Town Square and other areas. Councillor Copple

further recollected to Members that it had also been discussed that the Council could either employ or contract a local person to ‘Keep Caerwys Tidy’.

The following quotation and costing had been received: **(1)** To repair and repaint the 11 Town Square Bollards, in black with gold top, at a cost of £165.00 **(2)** To replace the current wooden planters with similar with a 10-year guarantee at a cost of £204.99 each plus VAT.

Members agreed the following: **(1)** To accept the quotation of £165.00 to paint 11 Town Square bollards **(2)** To confirm with the County Conservation Officer that the current wooden planters can be replaced like for like, and if so, the Clerk to order six wooden planters stained in light oak at a cost of £204.99 each – Total £1,229.94 plus delivery **(3)** To arrange a contact for an Environmental Operative at a cost of £1,200 per year; with further agreed payments for ad hoc work, equipment and supplies. Councillor Copple to draw up a work specification contact agreement for consideration by Council **(4)** To seek a quotation to paint the Town Square bus shelter. The Mayor and Deputy Mayor to consider the quotation in-between meeting **(5)** To request the contracted window cleaner to remove cobwebs from the bus shelter.

13. 219/21

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 01/10/2021	263.94	52.79	316.73
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for September) Payments dated 01/10/2021			
	Standing Order BACS: H. M. Revenue & Customs. Clerk’s PAYE & Clerk & Council NI - July, August & September 2021 – payment dated: 06/10/2021	604.56		604.56
	<u>Payments for confirmation and consideration at meeting to be paid by BACS / DIRECT DEBIT:</u>			
	Direct Debit: Scottish Power (September - Street Lighting Electricity Account) Payment due 10/10/2010	94.08	4.70	98.78
	Deeco Lighting (Supply and fit lamp shade to lantern in Water Street)	180.00	36.00	216.00
	Canda Copying Ltd (Quarterly photocopier rental)	51.00	10.20	61.20

14. 220/21

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<p><u>Authorised to be paid by BACS:</u></p> <p>Holywell Leisure Centre (Application made by Dr. Mark Rowlands – Trustee) Adjourned from September Council meeting for production of last audited accounts and copy of bank statement. (Section 19 LGA (Miscellaneous Provisions) Act 1976)</p>	<p>£250.00</p>

15. 221/21

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.....