



# 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 Wednesday 18<sup>th</sup> May 2022, at 7.00pm

The scheduled meeting on Tuesday 17<sup>th</sup> May was cancelled and held on Wednesday 18<sup>th</sup> May

### Annual Council Meeting

#### 1. 92/22

#### **SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE (ALL COUNCILLORS)**

**The following Councillors signed their Declaration of Acceptance of Office:**

Councillors Susan A. Broadaway; Steve Copple; Jonathan Duggan-Keen; Lynette Edwards; Gwen Jones; Jayne E. Morris.

#### 2(A). 93/22

#### **APPOINTMENT OF CHAIRPERSON FOR THE PERIOD 2022 / 2023**

Councillor Susan Broadaway advised that she did not wish to be nominated for the position of Mayor.

Councillor Lynette Edwards was proposed by Councillor Steve Copple and seconded by Councillor Susan Broadaway. There were no further nominations. Councillor Edwards accepted.

**Members agreed the following:** Councillor Lynette Edwards be appointed as Chair (Mayor) of Council for the period 2022 / 2023.

The Mayor, Councillor Lynette Edwards, thanked retiring Councillor Steve Wilson for his service as Mayor for the past year and also for his long-service as a Town Councillor - and wished him well in the future.

**Members agreed the following:** The Clerk to write to the retiring Councillors, thanking them for their public service and commitment to the Council and residents of the Council area, together with the Council's best wishes for the future.

#### 2(B). 94/22

#### **SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (CHAIR OF COUNCIL)**

Councillor Lynette Edwards virtually read out the Declaration of Acceptance of Office.

**3(A). 95/22**

**PRESENT (FOR BOTH ANNUAL AND GENERAL MEETINGS)**

Councillor Steve Wilson (As Current Mayor – for appointment of Mayor for 2022 / 2023 only)

Councillor Lynette Edwards (Mayor)

Councillor Jayne E. Morris (Deputy Mayor)

Councillor Susan A. Broadaway

Councillor Steve Copple (Town & County)

Councillor Jonathan Duggan-Keen

Councillor Gwen Jones

Clerk & Financial Officer R. Phillip Parry

**3(B). 96/22**

**APOLOGIES (FOR BOTH ANNUAL AND GENERAL MEETINGS)**

None

**3(C). 97/22**

**ABSENT**

None

**4. 98/22**

**APPOINTMENT OF VICE CHAIRPERSON (MAYOR) FOR THE PERIOD 2022 / 2023**

Councillor Jayne Morris was proposed by Councillor Jonathan Duggan-Keen and seconded by Councillor Steve Copple. There were no further nominations. Councillor Morris accepted.

**Members agreed the following:** To appoint Councillor Jayne Morris as Deputy Mayor (Chair) for the year 2022 / 2023

**5. 99/22**

**CO-OPTION OF VACANT COUNCILLOR SEATS (FOLLOWING UNCONTESTED ELECTION)**

The Clerk recollected Members that there were five Councillor vacancies. Councillor Jonathan Duggan-Keen had been appointed as the Councillor to receive written expressions of interest for co-option following an uncontested election, under the Representation of the People Acts, 1983 and 1985 and Local Government (Wales) Measure 2011.

Three applications had been received prior to the closing date and time.

**Members agreed the following:** (1) Appointed the following applicants: Andy Delooze and Judith Standing (2) The third applicant was not successful.

**6. 100/22**

**MINUTES OF THE ANNUAL MEETING HELD ON THE 18<sup>TH</sup> MAY 2021**

The Clerk advised Members that the Minutes of the 2021 Annual Meeting were formally proposed, seconded and agreed at the 15<sup>th</sup> June 2021 meeting under Minute number: 4. 135/21

**Members agreed the following:** Re-affirmed the above decision.

**7. 101/22**

**NOMINATIONS TO SERVE ON LOCAL COMMITTEES AND OUTSIDE BODIES**

The Clerk recommended to Councillors that this item be adjourned to a future date, when the Council have a full complement of Members, apart from the appointment of a Councillor representative on the North & Mid Wales Association of Local Councils, due to a meeting being held in the near future.

**Members agreed the following:** (1) Re-appointed Councillor Lynette Edwards as the Council's representative on the North & Mid Wales Association of Local Councils (2) Remainder of Councillor representatives adjourned to the July 2022 Council meeting.

**8. 102/22**

**BEREAVEMENTS WITHIN THE COMMUNITY**

Members expressed their condolences in relation to the following: Mr. D. Martin Davies, Marian Trefedwin, Babell.

**9. 103/22**

**PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

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

**10. 104/22**

**DECLARATIONS OF INTEREST**

The following Declaration of Interest was made: Councillor Lynette Edwards (**Minute number: 20. 121/22 on page 9 below**)

**11. 105/22**

**TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 19<sup>TH</sup> APRIL 2022**

The Minutes were proposed as correct by Councillor Jayne Morris and seconded by Councillor Susan Broadaway and formally agreed by the Members present.

**12. 106/22**

**PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS**

The Clerk referred to the following matters from previous Minutes:

- (1) **Minute no: 6. 77/22 (1) (page 3)** – in relation to a Community Sports Project administered by Aura Leisure (Flintshire County Council). The Clerk advised that he had met with Dan Williams (Aura Leisure School Community Sports Co-ordinator), together with two youth leaders, at the Memorial Institute ground. This meeting was to confirm the area allowed under the scheme.

The Clerk further advised that the Service Level Agreement has not been received for signature, in particular, as the project was due to commence this month.

- (2) **Minute no: 6. 77/22 (4) (page 3)** – in relation a review of traffic regulations in Caerwys. The Clerk advised that a number of requests had been made in writing to the County

Council which had eventually been acknowledged. A Highway Officer apologised for the delay in replying and stated the following: The request has been forwarded to the Road Safety Officer, who will assess the feasibility and legality of implementing potential traffic restrictions. However, this may take time due to a backlog of requests.

- (3) **Minute no: 6. 77/22 (6) (page 3)** – in relation to the commissioning of a wooden harp and bench seat. Councillor Steve Copple advised that the first vendor had not produced a design and costing, and so another vendor (James Murray) had been approached. Councillor Copple recollects Members to the recent harp drawings sent by e-mail, whereby option B was preferred, at a cost of between £2,150.00 to £2,250.00. This cost would not include the installation and safe securing of the harp. This vendor was unable to supply a bench seat. Councillor Copple suggested a site meeting with Street Scene to agree the area of installation.

**Members agreed the following:** The Clerk to arrange a site meeting with a Street Scene Officer. Councillors Susan Broadaway, Steve Copple and Lynette Edwards to be in attendance.

### **Pending Matters:**

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

- (i) Report from County Conservation Officer in relation to the former Pwll Gwyn Hotel in Afonwen.
- (ii) Additional street lighting in North Street, Caerwys.

### **13(A). 107/22**

#### **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 the North Wales Police, that had occurred within the Caerwys Town Council area:

**Afonwen:** 2 x Theft

**Caerwys:** 1 x Criminal damage

- (2) Flintshire County Council – Code of Conduct mandatory training for all Councillors. The Clerk had e-mailed Councillors prior to the meeting, a list of the following training dates: Tuesday 24<sup>th</sup> May; Monday 30<sup>th</sup> May; Tuesday 14<sup>th</sup> June. The training to be held virtually between 6.00pm and 8.00pm.

**Members agreed the following:** Provided the Clerk with their availability dates for the above training.

- (3) Rob Roberts MP (Delyn) – Congratulating Councillors on being either re-elected or newly elected and stated ‘Town & Community Councillors are fundamental in the day to day running of our communities’.

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

- ❖ Mold Plastic reduction Group: Newsletter number 20.
- ❖ Mold Plastic reduction Group: Newsletter number 21.

**13(B). 108/22**  
**CLERK'S REPORT**

- (a) The Clerk advised Members in relation to the following deposits to the Council's bank account:
- £13,033.34 - Flintshire County Council: First precept payment for financial year 2022 / 2023
  - £2,237.67 - HM Revenue & Customs: VAT Refund for financial year 2021 / 2022

**13(C). 109/22**  
**TO RECEIVE: INTERNAL AUDITOR'S REPORT – 2021 / 2022**

The Clerk advised Members that the Internal Auditor's Report for the year 2021 / 2022 had been received. The report was shown virtually to Members, whereby a copy had been sent by e-mail to the Mayor and Deputy prior to the meeting.

The Clerk further advised Members in relation to the contents of the report, which stated the following: The VAT element claimed in relation to the Memorial Institute and VAT invoices for the LED street light repayments. The Clerk advised that the VAT element could be reclaimed if the name on the invoice did not make a refund claim. The Institute Committee are not registered for VAT, therefore the Council are able to reclaim the VAT. The Clerk has written to the VAT Office and included the auditor's comments. The Clerk further advised that the annual VAT certificate had now been received in relation to the LED street lighting repayments.

**Members agreed the following:** The Internal Audit report be accepted. The Clerk was thanked for his work.

**13(D). 110/22**  
**WALES AUDIT: ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

The Clerk advised Members that Sections in the above document named: Accounting statements for 2021-22, together with the Annual Governance Statement had been completed by the Clerk prior to the return being presented to the Internal Auditor. The Clerk further advised that the Annual Internal Audit report section had been completed by JDH Business Services. The Council Approval and Certification Section was now required to be signed by the Clerk and formally approved by Council for signature by the Chair. Members were shown a virtual copy of the return.

**Members confirmed the following:** The Approval and Certification Section of the Annual Return, to be signed by both the Chair and Clerk. As the Council meeting was held by video conference, the Clerk to obtain the signature of the Chair of Council on the Annual Return in due course.

**13(E). 111/22**  
**TO DISCUSS: LED STREET LIGHTING REPAYMENT CONTRACT**

The Clerk recollected Members to the LED street lighting installation some three years ago, whereby the Council pay the purchase cost by monthly repayments over a five-year period. The Clerk provided the current repayment balance and referred to the Council's budget underspend

during the past two financial years and enquired if the Council wished to consider an early repayment of the outstanding balance.

Councillor Susan Broadaway stated that the Council should not repay the balance in case the County Council require funding towards the painting of white lines and tarmacking in the area of the Town Square.

Councillor Steve Copple stated that the ear-marked reserves project list could increase whereby funds in the Council's balances will be required.

**Members agreed the following:** To re-consider the early repayment at the budget setting process in January 2023.

### **13(F). 112/22**

#### **TO FURTHER DISCUSS: HOLDING OF FUTURE COUNCIL MEETINGS**

The Clerk recollected Members to previous discussions and in particular, the Welsh Government Wales Measure – that meetings of the Council cannot be held entirely face to face, whereby equipment was required to 'hear and be heard'. Whilst the Government decision had been made without any consultation with Town & Community Councils in Wales, the Government have provided funding to One Voice Wales to provide a report on the difficulties and financial aspects to implement this measure.

**Members agreed the following:** The Clerk to purchase the necessary equipment and wi-fi access (if required) with a view to commencing hybrid meetings in September. If required, the cost to be considered in-between meetings by the Mayor and Deputy Mayor.

### **13(G). 113/22**

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

##### **The following concerns have been reported to Street Scene:**

- (1) Request for the remainder of the Town Square to be tarmacked following the completion of the recent improvements. Site meeting requested with County & Town Councillor Steve Copple and Mr. Neil Hickie. Councillor Steve Copple advised that Mr. Hickie had not made contact.
- (2) Large pot hole on B5122 Road - travelling down the Hill from Caerwys to Afonwen and just past the entrance to Caerwys View Park.
- (3) Request to Street Scene seeking completion date for current road improvements in Caerwys, on behalf of the Queen's Jubilee Committee. Second e-mail sent as no reply received.
- (4) Request to Street Scene seeking additional temporary litter and re-cycling facilities in the Town Square and Water Street areas, to assist during the Queen's Jubilee Celebrations. Second e-mail sent as no reply received.
- (5) Telephone wires running through upper branches of flowering cherry tree located in North Street, by side of Old Police Station – where footway from St. Michael's Close connects with North Street. Request seeking as to whose responsibility to cut back the branches. Second e-mail sent as no reply received.

**The following update report had been received from Street Scene:**

- (i) Item 3 above. Forwarded to Area 4 Co-ordinator.
- (ii) Concern with a Town Councillor enquiring with the contractors currently completing the road safety improvements, as to the design of the project and method statements.

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

- (i) Services manhole cover on the B5122 – between the area of Marian Prysau and Caerwys Hall corner – it was reported that a pot hole has appeared again. This has been filled twice previously (photograph provided to Street Scene).
- (ii) Councillor Steve Copple referred to the placing of the new wooden flower planters back in the Town Square area, following completion of the current work.

**Members agreed the following:** The Clerk to contact the appropriate Officer in County Hall and to provide the wooden planter measurements. Should a site visit be required the Clerk to arrange with Councillor Steve Copple.

**14. 114/22**

**TOWN MAYOR'S REPORT**

No report.

**15. 115/22**

**COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)**

The Mayor, Councillor Lynette Edwards, congratulated Councillor Copple on his election as County Councillor for the Caerwys Ward (Areas of Caerwys Town Council and Ysceifiog Community Council).

**County Councillor Steve Copple provided Members with the following report:**

- Signed his Declaration of Acceptance of Office as a County Councillor
- Dealing with long-standing flooding concerns on the B5122 road and in the Pen Y Cefn area
- Annual General Meeting of Flintshire County Council will be held on Tuesday 24<sup>th</sup> May.

**16. 116/22**

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

- (i) Councillor Susan Broadaway: Mold Plastic Reduction. The current project has now ceased.
- (ii) Councillor Steve Copple: West Flintshire Group of Councils. Next meeting to be held in July.
- (iii) Councillor Lynette Edwards: North & Mid Wales Association of Local Councils. Recent meeting discussed the following: Betsi Cadwallader Health Board concerns; North Wales transport – more direct trains to London; Council tax on holiday homes.

**17(A). 117/22**

## **PLANNING APPLICATIONS**

**The following planning applications to be considered by Members at the meeting:**

- (1) Application number: 064447 – for application for approval of details reserved by condition no's 27 (Ecological plan) 34 (Year aftercare scheme) attached to planning permission reference number 054707, at Maes Mynan Quarry in Afonwen.
- (2) Application number: 064464 – for erection of two storey pitched roof extension to the side, at Bryn Hyfryd, Pen Y Cefn.

**Note:** Both the above applications, whilst showing on the Planning Portal, are currently not open for comment, with no plans available.

### **17(B). 118/22**

## **PLANNING DECISIONS**

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

- (i) Application number: 064277 – for erection of single storey side / rear extension, at 19 St Michael's Drive, Caerwys. Approved.
- (ii) Application number: 063445 – for rear and side extensions and general external extensions, at Anwylfa, North Street, Caerwys. Approved.

### **18. 119/22**

## **TO DISCUSS: DELYN MP PRESS RELEASE (NOISE POLLUTION HOTSPOTS) CLLR STEVE COPPLE**

Councillor Steve Copple advised Members to a press release issued by the Delyn Member of Parliament Rob Roberts, in relation to noise pollution hotspots. Whilst Councillor Copple had registered both Caerwys and Afonwen to be included in the hotspots, he wished the Town Council to support this.

**Members agreed the following:** The Clerk to write to the office of Rob Roberts MP, to support Councillor Copple's request.

### **19. 120/22**

## **TO DISCUSS: BENCH SEAT (QUEEN'S JUBILEE) (CLLR SUSAN BROADAWAY)**

Councillor Susan Broadaway advised Members that she had arranged a site meeting with Councillor Steve Copple, whereby the siting of the bench seat and planting of two trees had been discussed. It had been agreed to reposition from the previously agreed area. The two trees had been planted. Councillor Broadaway suggested that a bench seat be purchased from Meifod Wood Products in Denbigh, which could be sited in-between the two trees.

Members were shown virtually a County Council map of the bridleway in the area of the project, with the Clerk providing legal advice.

**Members agreed the following:** The Clerk to arrange a site meeting – as per **Minute number: 12. 106/22 on page 4 above.** To also invite a Rights of Way Officer to the site meeting.

### **20. 121/22**

## **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 03/05/2022	263.94	52.79	316.73
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for April) Payments dated 03/05/2022			
	<b>BACS:</b> DAC Beachcroft (VAT element for legal fees following insurance claim for demolished Town Square street lantern) Payment dated 05/05/2022 and authorised by two Councillor bank signatories)		160.00	160.00
	<b>Direct Debit:</b> Scottish Power (April - Street Lighting Electricity Account) Payment due 18/05/2022)	357.98	17.90	375.88
	<b><u>Payments for consideration at meeting to be paid by BACS:</u></b>			
	North & Mid Wales Association of Local Councils (April quarterly meeting fee for Councillor Lynette Edwards)	20.00		20.00
	JDH Business Services Ltd (Internal Audit report)	225.00	45.00	270.00
	BHIB Councils Insurance (Annual renewal of Town Councils insurance policy)	883.93		883.93
	Gaynor Griffith (Environmental Services for April)	100.00		100.00
	Mayor's Annual Allowance (Part payment agreed) ( <b>Note:</b> Councillor Lynette Edwards Declared an interest – <b>Minute number: 10. 104/22</b> )	500.00		500.00

**21. 122/22**

**APPLICATIONS FOR FINANCIAL SUPPORT**

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

**22. 123/22**

**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.....**