



# **CYNGOR TREF CAERWYS TOWN COUNCIL**

---

**Minutes of The Meeting of Caerwys Town Council  
Held Virtually by Video and Telephone Conference,  
On Tuesday the 19<sup>th</sup> July 2022, at 7.00pm**

**1(A). 148/22**

**SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Lesley Roberts signed a Declaration of Acceptance of Office, following being co-opted to the Town Council at the June 2022 Council meeting:

The Mayor, Councillor Lynette Edwards, welcomed Councillor Roberts to the Town Council.

**1(B). 149/22**

**PRESENT**

Councillor Lynette Edwards (Mayor)  
Councillor Jayne E. Morris (Deputy Mayor)  
Councillor Susan A. Broadway  
Councillor Steve Copple (Town & County)  
Councillor Andy Delooze  
Councillor Jonathan Duggan-Keen  
Councillor Gwen Jones  
Councillor Lesley Roberts  
Councillor Judith Standring

Clerk & Financial Officer R. Phillip Parry

**1(C). 150/22**

**APOLOGIES**

None

**1(D). 151/22**

**ABSENT**

None

**2. 152/22**

**BEREAVEMENTS WITHIN THE COMMUNITY**

Members expressed their condolences in relation to the following:

Mr. David Bentley, Erw Las, Caerwys; Mrs. Madeleine Douce, Cae Delyn, Caerwys; David T. Hulse, Cae Delyn, Caerwys.

### **3. 153/22**

#### **PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

- (1) The following letter had been received from a resident, who was concerned that the further housing development at land named Summerhill Farm, that there should be a watching brief. The Clerk had provided the resident with a copy of the planning permission, which stated: The Clwyd Powys Archaeological Trust had advised the County that the site had no archaeological implications.
- (2) E-mail received from a concerned resident to the wilful destruction of habitat by the clearance of bushes and ivy on the edge of the Marian. The Clerk had replied to advise that the responsibility of grass and other cutting aspects on the Marian was in the remit of Flintshire County Council. The Clerk provided contact details for the relevant department.

### **4. 154/22**

#### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **5. 155/22**

#### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 21<sup>ST</sup> JUNE 2022**

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

### **6(A). 156/22**

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

The Clerk referred to the following matters from previous Minutes:

- (1) **Minute no: 6. 132/22 (2) (page 2)** – in relation to the wooden harp project.

- (i) The Clerk advised that following the June Council meeting he had contacted a Senior Highways Officer seeking assistance with professionals in drawing up the plans for the project and also suitable contractors to seek quotations. The County Officer acknowledged and would firstly enquire with his colleagues if they had the capacity to assist and also consult with colleagues as to suitable contractors. The Clerk suggested that possibly Town and County Councillor Steve Copple arrange to meet with the Senior Officer to discuss directly. Councillor Copple expressed his willingness. Councillor Copple confirmed that the wood sculptor is awaiting further instruction from this Council.

**Members agreed the following:** The Clerk to write to the Senior Officer to facilitate a meeting with Councillor Copple.

- (ii) The Clerk advised that a Senior Street Scene Officer had confirmed that the Queen's Jubilee Tree can be planted adjacent to the bench seat near the bus shelter in Afonwen.

**Members agreed the following:** Councillor Susan Broadaway to kindly arrange the planting of the tree. The Queen's Canopy bilingual sign to be erected on the nearby bench seat.

**(2) Minute no: 7(A). 133/22 (3) (page 3)** – in relation to Council’s agreement to match-fund repairs to the Caerwys Multi Games Area, at a cost of £3,945.00 to this Council. The Clerk recollected Members to the following questions posed by Council, which had been sent to Aura Leisure:

- ❖ Is the current surface of the MUGA in a reasonable condition for jet washing.
- ❖ Once the area has been jet washed and colour markings placed, what is the timescale before this type of work is required in the future.

The Clerk advised that there had been no response to date, which appears to be due to holiday leave.

- The Clerk brought to the attention of Members details of the planning permission grant at Summerhill Farm, for the erection of 64 dwellings, agreed by the full County Planning Committee, on the 22<sup>nd</sup> June 2016. One condition contained in the grant related to the following: To ensure the payment of a contribution of £49,500 in lieu of 66% of on-site recreational provision, the sum to be used to enhance the children’s play area in Chapel Street play area. The contribution shall be paid upon 50% occupation or sale of the dwellings approved.

The Town Council Members confirmed that this Council had not been made aware of the above Section 106 payment following the approval in 2016.

**6(B). 157/22**

**TO FURTHER CONSIDER: SUPPLY & PLANTING OF FLOWERS IN WOODEN PLANTERS AND BASE OF TOWN SQUARE TREE (CLLR JAYNE MORRIS) (ADJ FROM JUNE MEETING)**

Councillor Jayne Morris advised that the additional planting been discussed with Gaynor Griffith, who was amicable to assist with the further enhancement of the Town Square area. It is difficult to place a cost to the yearly purchase of seasonal plants and flowers. The Clerk had also met with Gaynor, whereby it had been agreed that they would both meet later in the year and produce a business case for Councillors to consider for 2023.

**Members agreed the following:** To consider the business case later in the year.

**6(C). 158/22**

**TO FURTHER CONSIDER: ANNUAL BEST KEPT GARDEN COMPETITION (CLLR LYNETTE EDWARDS) (ADJ FROM JUNE MEETING)**

Councillor Lynette Edwards recollected Members to the request that the Town Council consider holding an annual best kept garden competition. The Clerk advised that the Public Notice placed in the Caerwys Chronicle and notices boards had generated one expression of interest in entering the competition.

**Members agreed the following:** (1) Not to arrange a best kept garden competition. In reaching their decision the Councillors took into consideration that a previously held competition was ceased due to lack of interest. (2) Councillor Lynette Edwards, as Mayor, to approach the resident who expressed an interest, enquiring if they would wish to arrange a slim-line competition (3) The Clerk to advise the family who requested the competition.

**7(A). 159/22**

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

**Afonwen:** 1 x Burglary

**Caerwys:** 1 x Anti-social behaviour / 1 x Criminal damage / 2 x Violence

**Pen Y Cefn:** 1 x Anti social behaviour

- (2) Notification from Flintshire County Council to white lining on the B5122 road (North Street and in areas of the following junctions: Drovers Lane, High Street, Holywell Road, North and South Streets) on 25<sup>th</sup> July. The process will involve the current white lines being burnt off – which is noisy, dusty and an unpleasant aroma.
- (3) Christmas Lighting Supplier catalogue. The Clerk advised that the purchase of further Christmas lighting for the Town Square area was mooted at the budget setting process in January, with a request it be further discussed prior to the August recess.

**Members agreed the following:** (1) To set up a sub-committee with the following Council Members: Steve Copple, Andy Delooze and Jonathan Duggan-Keen. To peruse Christmas lighting suppliers catalogues and to hold a site meeting on the Town Square area to identify possible locations for additional Christmas lighting (2) The Clerk to place on the September agenda.

- (4) Flintshire County Council: Information received and forwarded to Councillors from Sarah Slater (County Biodiversity Officer), seeking suggestions for nature enhancements in this Council area, with a deadline for submission: Monday 22<sup>nd</sup> August.

**Members agreed the following:**

#### **Nature Suggestions**

- (1) Certain areas of the Marian Common area, including the butterfly garden (Wooden Hare) section  
(2) Area at junction with top of Drovers Lane and Pen Y Cefn Road (was once a wildflower embankment).

#### **Swift Boxes:**

- (1) Tall trees - travelling from the bottom of Water Street, Caerwys – down the hill towards the former trout farm  
(2) Trees sited on the Marian Common area
- ❖ The Councillors would be pleased to meet with the County Biodiversity Officer to identify the above areas.
  - Councillor Lesley Roberts kindly agreed to place a post on a local Facebook page, seeking if local business premises were amicable to consider their areas of land.

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

- ❖ Welsh Government: Shaping Wales' Future: Members to complete survey on a personal basis
- ❖ Flintshire County Council: Local Development Plan 2015 – 2030 Examination. Consultation on Matters Arising
- ❖ Independent Remuneration Panel for Wales Report for 2022 / 2023.
- ❖ HyNet: Further consultation on the new carbon dioxide pipeline. Councillors to complete consultation on a personal basis
- ❖ Flintshire County Council: Results of the 2021 Census will be released by the Office of the National Statistics on the 28<sup>th</sup> June
- ❖ Mold Plastic Reduction: Newsletter number 21
- ❖ Awel Y Mor Windfarm: Update
- ❖ Welsh Government: Consultation in relation to 'A Fairer Council Tax' Members to complete on a personal basis.
- ❖ Flintshire County Council: Notice of road closure at Len Y Cefn Lane – between its junctions with Drovers Lane and Pen y Cefn Road, on 11<sup>th</sup> July.

**7(B). 160/22  
CLERK'S REPORT**

- (a) The Clerk advised Members in relation to the following deposit to the Council's bank account:
  - £500.00 - Flintshire County Council: Caerwys public conveniences
- (b) Independent Remuneration Panel for Wales. The Clerk advised the following:
  - (i) Under Section 151 of the Local Government Measure 2011, the Annual return for the statement of payments to Members had been submitted for the period 2021 / 2022.
  - (ii) The Clerk recollects Members to the mandatory payment to Councillors of £150.00, under the Independent Remuneration Panel for Wales recommendation. The Clerk advised that a claim form would be sent to all Council Members following the meeting and asked that all Councillors either complete the payment request, or the forgo section. The form to be returned to the Clerk.
- (c) Caerwys FLUSH Committee. Photographs received from Committee Member showing a tree branch that had fallen from the tree sited behind the conveniences. (Members viewed the photographs virtually). The Clerk advised that he had asked the County Tree Inspector Mr. Dewi Ellis to visit and provide a report. A report received from Mr. Dewi Ellis, stated the following: 'At present the tree is showing no signs of ill health and the branch that came away was just an unfortunate thing that can happen when a tree is heavily pruned and with regrowth branches can snap off. I would recommend that branches that are encroaching the building are pruned back to suitable pruning points to give a clearance between the tree and the building'

The Clerk further advised that he had sent an e-mail to the Senior Tree Officer, seeking advice should the Town Council require planning permission for the pruning in a conservation area. To date there had been no reply.

**Members agreed the following:** (1) To await a reply from the County Tree Officer (2) Councillor Steve Copple to view the suggested branches that require pruning and provide a photograph to the Clerk.

(d)

- (i) The Clerk advised that a request had been received by Gaynor Griffith to purchase extra flowers to place in the Town Square wooden planters (in addition to the County flowers), at a cost of between £60 to £100.00. The Mayor and Deputy Mayor had agreed to this, in between meetings

**Members agreed the following:** Confirmed the above.

- (ii) The Clerk recollected Members to the budget setting process in January, whereby the sum of £2,000.00 was placed in an Environmental budget. The Clerk provided further information, in particular the monthly payment for environmental services and requests for additional spending, such as on plants and equipment.

**Members agreed the following:** Provided the Clerk with Delegated Powers to spend within the budget without seeking approval from the Council. To report spends at the next available Council meeting and to advise Council when nearing the budget limit.

#### **7(C). 161/22**

#### **TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30TH JUNE 2022**

The Clerk, as Financial Officer, provided Members virtually with a copy of the Quarterly Statement of Accounts, as at the end of June 2022 (electronic copies sent prior to the meeting), together with copies of the 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 Lynette Edwards.

#### **7(D). 162/22**

#### **THE LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021: STATUTORY GUIDANCE FOR COMMUNITY AND TOWN COUNCILS**

**Annual Report:** The Clerk recollected and provided further information to Members from the above Act, whereby from May of this year, all Town & Community Councils in Wales are required to produce an annual report. Whilst both the Society of Local Councils and One Voice Wales had endeavoured to obtain guidance from the Government as to the format for the report, it was only in late June, that a directive containing the guidance was received. The Clerk advised that he would produce a draft report for consideration by Council at the September meeting, with a copy sent to Members prior for perusal.

**Training Plan:** The Clerk also recollected and provided further information to Members in relation to the required training plan for both Councillors and Clerk, that was required by the above Act to be published by November 2022. No guidance had been received to-date.

**7(E). 163/22****TO FURTHER DISCUSS: STREET LIGHTING ENERGY SUPPLY CONTRACT (ADJ FROM MARCH)**

The Clerk recollected Members to the April Council meeting whereby it was agreed to further review the street lighting energy supply contract at this month's meeting. The Clerk advised that there had been no change to the tariff within the energy market for business consumption.

**Members agreed the following:** To further review the street lighting contract at the January 2023 budget setting process.

**7(F). 164/22****CASUAL VACANCY (TWO COUNCILLORS) LOCAL GOVERNMENT ACT 1972  
(SECTION 87(2)) RULE 5(2) OF THE LOCAL ELECTIONS (PARISHES AND COMMUNITIES) (ENGLAND AND WALES) RULES, 2006**

The Clerk advised that following the one co-option at the June Council meeting, a further Public Notice had been placed on the notice boards and sent to the County Returning Officer under Section 87(2) of the Local Government Act, 1972, which advised in relation to the vacancies, whereby ten electors could call for an election. Members viewed the Public Notice virtually.

Notification received from the Office of the County Returning Officer, that there had been no call for an election. The Town Council were authorised to proceed with the Casual Vacancy procedure. The Clerk advised Members as to the procedure

**Members agreed the following:** (1) The Clerk to complete the legal requirements by displaying the required Public Notices seeking Expressions of Interest to be co-opted as a Caerwys Town Councillor – to fill two vacant seats (2) The Public Notices to be displayed on the Council's web site and notice boards, with a closing date prior to the September Council meeting.

**7(G). 165/22****STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)**

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

- No matters of concern had been received and reported since the last Council meeting.

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

- No update in relation to previously reported concerns had been received from Street Scene.

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

- (1) Croes Wian Cross roads (Barlow's). The white lines at the junctions are completely faded. A number of near misses have been reported to Councillors by nearby residents whereby drivers exit from the Barlow's side are unaware that they have to give way. Could the white markings be repainted urgently please?
- (2) Pen Y Cefn Road – towards the red phone box area. Two people were seen cutting the grass, which included an area of wild orchids. Whilst their intentions were to increase visibility for vehicles at junctions on this road, a resident did request them to stop (For information).

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

## **8. 166/22**

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

The Town Mayor, Councillor Lynette Edwards, advised Members of her attendance at the following:

- Flint Town Council Civic Service
- Denbigh Town Council Civic Service
- Ysgol Yr Esgob – School Summer Service in St. Michael's Church. The Mayor was accompanied by the Deputy Mayor, Jayne Morris.

## **9. 167/22**

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

**(A) County Councillor Steve Copple, provided Members with the following report:**

- ❖ Attended the following County meetings: Licensing and Constitution
- ❖ Appointed to the North Wales Police Panel
- ❖ Dealt with a number of residents concerns, including social housing
- ❖ Seeking a review with County Highways - to long-standing flooding of roads on the B5122 - travelling out of Caerwys towards the A55 and in Pen Y Cefn
- ❖ Seeking the current position in relation to the dilapidation at the Pwll Gwyn in Afonwen
- ❖ Dealing with a concern to a property sited between Afonwen and Caerwys
- ❖ Dealing with a concern to a business adjacent to the B5122 Road.

**(B) Council's Financial Assistance to Queen's Jubilee Celebrations**

Councillor Copple recollected Members to the financial grant provided by this Council to the Queen's Jubilee Committee of £2,000.00. The fundraising exceeded the cost of the celebration, whereby the sum of approximately £400.00 of the Town Council grant remains. Councillor Copple advised Members of a new Events Committee that has been set up, with a remit to arrange a number of celebrations / events each year. Councillor Copple sought that the Council consider leaving the remaining funds in the bank account, which will be utilised by the new Committee.

**Members agreed the following:** To leave the remaining monies in the bank account for future use by the new Entertainment / Fundraising Committee.

## **10. 168/22**

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

**(A) Nominations To Serve On Local Committees and Outside Bodies (To be further reviewed)**

Members perused the current list of Local Committees and Outside Bodies, which highlighted a number of vacancies. The Clerk advised in relation to role of each vacant committee.

**Members agreed the following:** (1) Appointed Councillor Gwen Jones as the Council's School Governor Representative at Ysgol Yr Esgob Primary School, Caerwys. The Clerk to advise the Headteacher of the appointment (2) The Clerk to place the list on the September agenda and to forward a further copy of the list for Members to peruse prior to the meeting.

**(B) Representatives Reports (Committees, Liaison & Meetings Attended)**

- ❖ Councillor Steve Copple reported that he had attended a meeting of the West Flintshire Town & Community Councils Group Meeting. The next meeting will be held in October.

## **11(A). 169/22**

### **PLANNING APPLICATIONS**

- Application number: FUL/000151/22 - for the siting of 29 steel containers in the existing garage yard, at Pen Y Parc Garage, A5026 Lloc.

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

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

## **11(B). 170/22**

### **Members formally confirmed the above decisions.**

## **11(C). 171/22**

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

- (1) Application number: CONS/000213/22 – for demolition of utility room and store room, replaced with new 2 story side extension, at Bedale, Bryn Ayr, Caerwys.

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

- (2) Application number: FUL/000240/22 – for single storey rear extension, at 7 Maes Y Dre, Caerwys

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

## **11(D). 172/22**

### **PLANNING DECISIONS**

No planning decisions received from Flintshire County Council

## **12. 173/22**

### **APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
	<u><b>Payments made – to be confirmed:</b></u>  <b>Standing Order:</b> Snapfast Electrical (Monthly payment Re: Installation of LED Lights) Payment dated 01/07/2022  <b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for June)	263.94	52.79	316.73

	Payments dated 01/07/2022 <b>Direct Debit:</b> Scottish Power (June - Street Lighting Electricity Account) Payment due 19/07/2022 <b><u>Payments for consideration at meeting to be paid by BACS:</u></b> Flintshire County Council: Recharge for uncontested election Information Commissioner's Office (Registration renewal) Canda Copying ltd (Quarterly photocopier rental) Gaynor Griffith (Environmental Services for June) Gaynor Griffith (Reimbursement for the following: Black wood paint, brush, compost, personal safety equipment, bedding plants & hose pipe (receipts provided))	357.98	17.90	375.88
--	--	--------	-------	--------

**13. 174/22**

**APPLICATIONS FOR FINANCIAL SUPPORT**

Cheque Number	Name of organisation  <b><u>Authorised to be paid by BACS:</u></b>  Application by Caerwys Memorial Institute for funding of £200.00 - towards the cutting back of shrubs / evergreens on the Millennium Walkway (Section 19 LGA 1976)	Amount granted £  £200.00
---------------	--	---------------------------------

**14. 175/22**

**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.....**