



# **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 Tuesday the 16<sup>th</sup> February, 2021, at 7.30pm.**

### **1(A). 30/21 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 Jayne E. Morris  
Councillor Helen L. Priestley

County Councillor Tudor Jones

Clerk & Financial Officer R. Phillip Parry

### **1(B). 31/21 APOLOGIES**

Councillor Carole Stephenson

### **2. 32/21 BEREAVEMENTS WITHIN THE COMMUNITY**

Members expressed their condolences in relation to the following:

Mr. Cecil W. Hughes, Broncoed, Bryn Aur, Caerwys; Mrs. Evelyn M. Lloyd, Delyn Aur, Crossways Road, Caerwys.

### **3. 33/21 DECLARATIONS OF INTEREST**

The following Declaration of Interest was made; Councillor Steve Copple, in relation to planning application number; 062267 - for first floor and single storey extensions to existing dwelling, at 7 Park Grove, Caerwys (**Minute number 10(A). 50/21 on pages 8 & 9 below**).

#### **4. 34/21**

### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 19<sup>TH</sup> FEBRUARY, 2021**

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

#### **5. 35/21**

### **MATTERS ARISING**

The Clerk referred to the following matters from previous Minutes:

- (1) **Minute no: 5.06/21 sub minute numbers: 5.185/20; 5.161/20 & 5.139/20 (page 2)** – in relation to the provision of a cycle rack. The Clerk advised that the cycle rack had been delivered to his home on the morning of the meeting. The Street Scene Officer for the area had been kindly requested to arrange the installation.
- (2) **Minute no: 5.06/21 - Pending (page 2)** – in relation to plastic reduction in Caerwys. This matter was discussed by Council Members under: **Minute number 6(C). 39/21 on page 4 below.**
- (3) **Minute no: 8. 21/21 (c) (page 10)** – in relation to receiving a number of updates from County Councillor Tudor Jones. This matter was dealt with under: **Minute number 8(A). 47/21 on page 7 below.**

#### **6(A). 37/21**

### **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 has been received from PCSO Connor Freel; for the months of November, December 2020 & January 2021.

**Afonwen:** 1 x Criminal damage: Graffiti painted on wheelie bins / 1 x Criminal damage at Heron's Lake Retreat.

**Caerwys:** 1 x Anti-social behaviour: Youths throwing eggs at a property. Youths identified and parents made aware / 1 x Theft of dog: dog later found / 1 x Anti-social behaviour Environment: Two youth riding quadbikes off road / 1 x Anti-social behaviour: 5 cars egged on Holywell Road.

- (2) Flintshire County Council: Attendance of Street Scene Area Coordinator at Council meetings. Area Coordinators can be invited to join virtually to address any concerns and or updates within this Council area. If possible, items to be advised in advance.
- (3) Flintshire County Council: Proposed Summer Play Scheme for 2021. The County Council confirm that provided grant funding from the Welsh Government is allocated for the scheme; the cost to each Town & Community Council will be £1,428.90 for a three week period. The Clerk advised that as this Council had agreed to fund the play scheme in the budget setting process at the January Council meeting; the Clerk had confirmed to the County; the play scheme in Caerwys for a three week period.

- (4) Flintshire Local Development Plan. Examination Hearing Session to be held on Tuesday 16<sup>th</sup> March. Councillor Susan Broadaway recollected Members, the comments agreed by this Council in relation to Section STR16: Strategic Planning for Minerals of the Draft Local Development Plan. The County Council did not accept the comments made by this Town Council. Councillor Broadaway further advised that her attendance at the Examination Hearing Session was not now required; whereby the Town Council could provide their objections to planning applications made by the local Quarries in due course.

**Members agreed the following:** There was no requirement for Councillor Susan Broadaway to attend the Examination Hearing session.

- (5) Public Services Ombudsman for Wales: New draft guidance on the Code of Conduct for Members of Town & Community Councillors. This document was sent to Councillors by e-mail prior to the meeting.

**Members agreed the following:** No comment on the new draft guidance.

- (6) Independent Remuneration Panel for Wales: Review of the Remuneration Framework for Community and Town Councils. Expressions of Interest are invited by 1<sup>st</sup> March, from individual Councils to participate in the process, which will undertake a review of the framework for the remuneration of Community and Town Councils, prior to the election of new Councils in May 2022.

**Members agreed the following:** As Town Councillors generally do not claim the annual allowance; there was no benefit in registering an interest.

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

- ❖ Flintshire County Council: Consultation for Integrated Youth Provision ‘Young Person’s Survey’. Councillors were asked to complete the survey on a personal basis.
- ❖ Menter Iaith (Fflint & Wrecsam): Bilingual information in relation to St. David’s Day in Wales 2021.
- ❖ Flintshire County Council: St. David’s Day celebrations.
- ❖ Flintshire County Council: Emergency road closures; due to winter conditions.
- ❖ Flintshire County Council: Bus timetable update.
- ❖ Flintshire County Council: Vacancy for two independent members of the Standards Committee.
- ❖ Flintshire County Council: 2021 Census.
- ❖ Flintshire County Council: Open letter to the people of Flintshire; from Councillor Ian Roberts (Leader of Council). Coronavirus information.
- ❖ Flintshire County Council: Spreadsheet of street names within the Caerwys Town Council area; due to receive waste and other collections, that were missed during the adverse weather conditions.
- ❖ E-mail from Councillors Susan Broadaway and Tudor Jones: Bubble wrapped type envelopes; companies to provide alternative type of environmentally friendly envelopes.

❖ Councillor Susan Broadaway: Mold Plastic Reduction Group's Newsletter number 6.

#### **6(B). 38/21**

##### **CLERK'S REPORT**

- (i) The Clerk had provided Members prior to the meeting by e-mail; with copies of the estimates for end of financial year 2020 / 2021, together with estimated precept for 2021 / 2022 – following agreement by Council at the January Council budget meeting.
- (ii) The Clerk advised in relation to a request by the Caerwys FLUSH Committee, for one and or two trees to be removed from the rear of the Caerwys Public Conveniences. The Clerk further advised that photographs of the trees had been sent to the Flintshire County Council Forestry Officer and Tree Inspector, seeking their views. (Members were shown the photographs virtually). Councillor Lynette Edwards recollected to Councillors that the trees roots could also be a concern to the underground sewer pipes, as had previously occurred approximately four years ago.

**Members agreed the following:** To await the recommendation of the County Tree Inspector.

#### **6(C). 39/21**

##### **Naked Takeaway Pilot Project Update & Service Level Agreement (Between Mold Town Council and Project Partner: Caerwys Town Council)**

Councillor Susan Broadaway recollected to Members, the successful application for funding for the Naked Takeaway project from the Welsh Government. The reusable tins are in the process of being printed with the Welsh Government logo. There will be another financial application made to the Lottery, with a request for this Town Council to support. A Steering Group has been set up by Mold Town Council, who request a representative from this Council be appointed to the Group.

Both the Town Council, together with the proprietors of the Café on The Corner, will be asked to consider signing a Service Level Agreement. The Clerk had sent to Members prior to the meeting a draft copy of a proposed Service Level Agreement.

**Members agreed the following:** (1) To await further details in relation to the Lottery funding application (2) By agreement with Councillor Susan Broadaway who was appointed as this Council's representative on the Steering Group (3) The Clerk to sign the Service Level Agreement on behalf of this Town Council.

#### **6(D). 40/21**

##### **STREET LIGHTS (FAULTY)**

The Clerk advised that the following street lights remain faulty:

- (a) Lamp outside 5 Maes Y Dre, Holywell Road, Caerwys. Awaiting underground repair by Scottish Power.
- (b) Lamp near to Plan Yn Haf, Denbigh Road, Afonwen. Awaiting repair by this Council's street lighting contractor.

#### **6(E). 41/21**

##### **STREET LIGHTS (REPAIR AND MAINTENANCE)**

The Clerk recollected Members to the January agenda item, which discussed the street lighting repair and maintenance; under Minute number: 6(E). 11/21 on pages 5 & 6, dated the 19<sup>th</sup> January, 2021.

The Clerk advised that he had facilitated two virtual meetings in relation to street lighting repairs, and in particular, inspections under BS:7671: with an adjoining Clerk to more than one Council, together with the Flintshire Street Lighting Manager. The Clerk had also contacted the Project Manager (Street Lighting) at Scottish Power. The Clerk provided Members with details from the above referred to meetings, together with information received from Scottish Power.

Councillors perused a number of photographs virtually that were taken by the Clerk which identified three current types of circuit connections from the Scottish Power cable to the lantern supply. The Clerk provided Members with standard price-list fees from two electrical contractors; in relation to BS:7671 electrical inspections, together with call-out and repair costs:

Councillors Steve Copple and Howard Griffiths confirmed that they had attended a virtual meeting with the Clerk, whereby the exchange of e-mails between Flintshire County Council and Scottish Power had been perused. Both Councillors provided further information.

The Clerk also recollected to Members the concern brought to their attention by Councillor Howard Griffiths, in relation to the open fronted wooden box housed on a pole adjacent to Bell House, North Street. The Clerk advised that Scottish Power had provided guidance for the possible removal.

**Members agreed the following:** (1) To complete the BS: 7671 electrical inspections during the 2021 / 2022 financial year on all street lighting units (2) To await a third quotation for both the electrical inspections and general maintenance of the Council's street lighting stock (3) The Clerk to place on the agenda for the March meeting (4) To authorise Flintshire County Council Street Lighting to inspect the wooden box on the pole adjacent to Bell House at an initial cost of £80.45p and to provide a report as to the removal.

#### **6(F). 42/21**

#### **ANNUAL PUBLIC MEETING**

The Clerk recollected to Members that the Annual Open Meeting of the Town Council is generally held in March of each year. The meeting was not held last year as the March 2020 meeting was cancelled due to the current pandemic. The Clerk advised that the Public Agenda currently placed on the Town Council's web site states the following: 'Should any resident of the Town Council area wish to gain access to the meeting, please contact the Clerk to advise, at least three days prior to the meeting'. The Council's Local Standing Orders states, 'that residents of the Community can address Council Members at the commencement of every meeting'.

**Members agreed the following:** (1) Not to hold a Public Meeting in 2021. Members took into consideration that whilst current meetings are held virtually, residents are able to request their attendance at any Council meeting to address Councillors (2) The Clerk to place on March, 2022 agenda: To review annual open Council meetings.

#### **6(G). 43/21**

#### **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:**

- (a) Resident of Erw Las, Caerwys; seeking information if the junction leading from Lon Yr Ysgol to Erw Las is gritted. The following information was received from Flintshire Street Scene: ‘The Lon Yr Ysgol Estate is included in Area 4’s Priority 2 of Flintshire County Council’s gritting routes. That said, if and when we have our priority routes gritted to an acceptable standard, we would then attend to complaints and requests as the timescale allows’.

**Members were sent prior to the meeting the following documents:** Flintshire County Council’s (i) Winter Maintenance Policy (ii) Priority 2 Gritting route.

- (b) Flooding in the area of Maes Mynan, Afonwen.
- (c) Hedge at the top of Caerwys Hill; that runs parallel with the Millennium Walk. The inside of the hedge was cut during late 2020, whereby the roadside has not (It was reported during the meeting, that the hedge has now been cut).
- (d) Flooding outside the driveway of a property in Bryn Aur, Caerwys (Photographs provided).
- (e) Missing lid on dog bin; sited on the walkway to St. Michael’s Drive / end of Holywell Road (The Nook) (Photograph provided).
- (f) Un-named road travelling from the area of The Pant, Babell to the Tollbar Cottage junction with B5122 road. Local walking residents were concerned with the amount of empty coffee and other drink containers, in particular, 153 empty beer cans that had been strewn on the grass bank along the whole length of road.

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

- Request for a new dog bin in the area of the cross roads in Pen y Cefn – known as the Barlow’s Cross Roads.

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

**7(A). 44/21**

**TOWN MAYOR’S REPORT**

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

- ❖ Ysgol Yr Esgob School Governors meeting. The federation between the Caerwys and primary school in Lixwm is progressing well. The County Council are proposing the installation of a modular building, following successful grant funding from Welsh Government, which will be utilized as a childcare facility.

**7(B). 45/21**

**TO RECEIVE UPDATE: PROVISIONAL EAR-MARKED RESERVES SCHEDULE**

The Mayor, Councillor Steve Copple, recollected to Members the draft ear-marked reserves schedule that had been sent prior to the meeting for perusal. The items included in the schedule were discussed individually by Members.

**Members agreed the following:** (1) Councillors to further peruse the spreadsheet and to advise Councillor Copple of their opinions; in relation to a matrix score for each item (2) The Clerk to place the item on the March Council agenda.

## 7(C). 46/21

### TOWN COUNCIL SCHOOL GOVERNOR REPRESENTATIVE

Councillor Steve Cople, as the Town Council's School Governor Representative at Ysgol Yr Esgob Primary School, addressed Members in relation to this appointment.

Councillor Cople recollects to Members the federation between both the Caerwys and Lixwm Primary Schools, and in particular, the future reduction in School Governor Members. Presently, all County Councillors automatically become a member of a School Governing Body. Councillor Tudor Jones also attends the Caerwys Town Council meetings in his County Councillor capacity for the Caerwys Ward. Councillor Cople wished the Town Council to consider that the link between the Town Council and Ysgol Yr Esgob School could be maintained by County Councillor Tudor Jones. This would also assist with the proposed reduction in the numbers of School Governors, once the federation has been fully completed. Councillor Cople advised that he had spoken with the Chair of the School Governors.

**Members agreed the following:** To cease the appointment of a Town Councillor School Governor. The Clerk to advise the Head Teacher. The Town Councillors emphasised that they will still continue to take an active interest in the School. Members thanked County Councillor Tudor Jones for agreeing to be the link between the School and Council.

## 8(A). 47/21

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

**Councillor Tudor Jones provided the following update; as requested under Minute number: 8. 21/21 (c) on page 10 of the Town Council meeting held on Tuesday 19<sup>th</sup> January, 2021.**

- (i) Flooding in the area of Marian Bach – B5122 road. To ascertain the actions the County propose to alleviate the persistent flooding. *(The County will work to provide a new soakaway drainage system. This will be expensive).*
- (ii) Potholes on B5122 road – travelling out of Caerwys to A55 – just past the Caerwys name sign. To ascertain a date for retarmacking. *(Whist the potholes have been temporarily repaired; the road will be re-tarmacked in the 2021 / 2022 financial year).*
- (iii) Entrance to Bryn Llwyd Estate – with junction of B5122 North Street. The County were in the process of obtaining quotations for corrective work to be completed to remedy the flooding. Does the County have a commencement date? *(Councillor Jones will consult with County Highways, as the work was due to commence in February).*
- (iv) Leaking water concern in Chapel Street. Have the County further consulted with Welsh Water to identify the leakage, and if so; what action is to be taken? *(Welsh Water have confirmed, that there is no mains pipe in the area of the leakage. Could possibly be an underground spring; but if attempts are made to stop the leakage in the current area, the leakage will appear elsewhere. The County Council will salt the road during ice conditions).*

## 8(B). 48/21

**Councillor Jones provided his general report to Council, as follows:**

- (a) **Potholes:** End of winter is always the time when the pothole swarms appear. Reports can be made on-line. Initially, while the poor weather persists, holes will be dab filled and later in the year permanent work will be undertaken.

- (b) **Youth Club:** In recent years fewer people have been applying to be Youth Leaders and the few who have applied want to stay local to their own communities. To restart the Youth Club in Caerwys will require local volunteers.
- (c) **Fly Tipping:** A recent incident in the area was reported quickly and inspected by a County Operative who found evidence of ownership. The person was visited and given a £300 fine. Early reporting works but members of the public should not disturb the rubbish. The search for evidence of ownership must be undertaken by the County Operative.
- (d) **Near miss flooding:** All incidents of properties being inundated are recorded but near misses are not. On the presumption that we are having more extreme weather these near misses could be the flooded properties in the future. Cllr. Jones is asking for near misses to be reported so that rapid responses are possible to these sites following an assessment of what protection measures will be required.
- (e) **Community Bus:** Next phase is being planned to make this more of a Dial and Ride service, but it's not allowed to provide a door to door service as County is not allowed to compete directly with commercial services like taxis. There will be virtual bus stops in the rural areas for the Community bus to pick-up and drop-off. Commercial buses are only allowed to stop at designated bus stops. Fuller article will be in the Caerwys Chronicle.
- (f) **Hooligans:** Youths have been visiting a number of villages and Caerwys and leaving a 'calling card' by throwing eggs at cars and homes. If this has happened to a resident they can be assured that they are not being singled out for a personal attack. Residents are asked to phone Police on 101 with any piece of information – time – how many involved – distinguishing clothing / bikes-direction of travel.
- (g) **Pedestrian Safety:** The report created by members of both Ysceifiog and Caerwys Councils have been presented to the Chief Officer of Highways and a meeting is arranged for early April. The report will be available to the public from mid April with Highways response included.
- (h) **Leisure Centre:** This remains in a deep hibernation and will reopen as soon as allowed. The Charitable Board are seeking four extra Trustees. Anyone with an interest in being involved as a member of the Charity should contact Cllr. Tudor Jones.
- (i) **Planning Application number: 057125** originally approved in 2017, at Pen Uchaf Farm, Pen Y Cefn Road, Caerwys. An amended planning application is currently being processed under number: 061974. Councillor Jones has made representations to the Planning Officer in support of the amended application. The Clerk advised that the Town Council have originally provided their comments to the application on the 18<sup>th</sup> November, 2020, whereby the following comment was agreed by Council: Subject to compliance with the Development Plan, then no objections raised.

## 9. 49/21

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

- (i) Councillor Steve Wilson advised the following: Caerwys Town Hall; Current work being completed in the kitchen and toilets.
- (ii) Councillor Steve Wilson advised the following: Caerwys Memorial Institute; Obtaining quotations for the installation of a new heating system.
- (iii) Councillor Lynette Edwards: attendance at a meeting of the North and Mid Wales Association of Local Councils.



- (iv) Councillor Susan Broadaway: next meeting of the Naked Takeaway Steering Group will be held on 12<sup>th</sup> March, and thereafter bi-monthly.

**10(A). 50/21**

**PLANNING APPLICATIONS**

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

- ❖ Application number: 062267; for first floor and single storey extensions to existing dwelling, at 7 Park Grove, Caerwys.

**Comment by Council:** Providing the proposals comply with policy HSG12 of the Development Plan, plus Supplementary Planning Guidance Note No 1, then no objection raised.

**Note:** Declaration of Interest declared by Councillor Steve Copple to above planning application number: 062267 (**Minute number: 3. 33/21 on page 1 above**).

**10(B). 51/21**

**PLANNING DECISIONS**

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

- Application number: 061030; for erection of 8 no. dwellings (Re-plan of site layout permitted under 054007), at land at Summerhill Farm, Caerwys. Approved.

**10(C). 52/21**

**PLANNING APPEALS**

**The following planning appeal hearing decision, has been issued by the Wales Planning Inspectorate:**

- Appeal Reference number: APP/A6835/A/20/3261103, at land East of McDonalds, Lloc, for a drive-thru restaurant and drive-thru coffee shop. Appeal allowed and planning permission granted.

**The following planning appeal notice, has been received by the Wales Planning Inspectorate:**

Town and Country Planning Act, 1990 (as amended) - Section 78 Appeal. Planning Ref: 060998: Appeal Reference Number: APP/A6835/A/21/3268485: Appellant's Name: Thomas Plant Hire Ltd. Proposal: Application for variation of a condition no. 7 following grant of planning permission ref: 052645 relating to operational hours. Location: Thomas Plant Hire, Llwybr Hir, Caerwys.

**11. 53/21**

**APPROVAL OF ACCOUNTS FOR PAYMENT**

Cheque Number	Payee	Net £	Vat £	Total £
	<b><u>Payments made – to be confirmed:</u></b>			
	<b>Standing Order:</b> Snapfast Electrical (Monthly payment Re: Installation of LED Lights) Payment dated 01/02/2021	263.94	52.79	316.73

	<p><b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary &amp; home working allowance for January) Payments dated: 01/02/2021</p> <p><b><u>Payments for confirmation and consideration at meeting to be paid by BACS:</u></b></p> <p><b>Direct Debit:</b> Scottish Power (January - Street Lighting Electricity Account) Payment due 18/02/2021</p> <p>R P Parry (Clerk) Quarter share with other Councils: purchase of 12<sup>th</sup> Edition – Local Council Administration (This purchase was agreed by the Mayor &amp; Deputy Mayor in-between meetings)</p>			
		102.06	4.86	102.06
		29.75	1.20	30.95

**12. 54/21**

**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>St Kentigern Hospice, St. Asaph (Application for financial assistance towards specific services provided) (Section 137 LGA 1972)</p>	£500.00

**13. 55/21**

**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.....**