



CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council Held Virtually by Video and Telephone Conference, On Tuesday the 18th May, 2021, at 7.30pm.

1(A). 103/21

PRESENT (FOR BOTH ANNUAL AND GENERAL MEETINGS)

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
Councillor Carole Stephenson

County Councillor Tudor Jones

Clerk & Financial Officer R. Phillip Parry

1(B). 104/21

APOLOGIES (FOR BOTH ANNUAL AND GENERAL MEETINGS)

None

Annual Council Meeting

2(A). 105/21

ELECTION OF CHAIRPERSON (MAYOR) FOR THE PERIOD 2021 / 2022

Councillor Stephen Wilson was proposed by Councillor Lynette Edwards and seconded by Councillor Michael Moriarty, as Chair of Council. There were no further nominations. Councillor Wilson accepted.

Members agreed the following: Councillor Steve Wilson be appointed as Chair (Mayor) of Council for the period 2021 / 2022.

The retiring Mayor, Councillor Steve Copple, thanked the Council members for their work and input over the last two years. He also thanked the town clerk for his unwavering support in making the task of being Mayor effective and making sure that the Council is well managed financially and compliant to local government rules. In addition, large thanks must go to Jane, the Mayoress, who has been to many civic events with the Mayor representing the town.

In the last two years the Council has been active in the following;

- Upgraded play area
- New street lighting
- Better communications with residents
- Significant charitable contributions
- Good support for local organizations
- Supporting new green initiatives
- Progressing pedestrian safety with FCC
- Setting up an emergency fund for the pandemic

This is the work of this active Council and we should all be proud of these achievements.

It has been a pleasure to have been elected Mayor two years ago and to have worked towards making Caerwys the excellent place to live that it is.

I congratulate the new Mayor on being elected and wish him and his wife Hazel good luck in his term of office and hope that they enjoy it as much as we did.

Councillor Steve Wilson thanked Councillor Steve Copple for his two year term of office, together with Mayoress Jane. Councillor Wilson recollected on Councillor Copple's working with both the Town Council and local Groups and Committees.

2(B). 106/21

SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Steve Wilson read out the Declaration of Acceptance of Office. The Clerk advised that the actual Declaration will be signed by the new Mayor and witnessed by the Clerk, in a socially distanced meeting in due course.

3. 107/21

ELECTION OF VICE CHAIRPERSON (DEPUTY MAYOR) FOR THE PERIOD 2021 / 2022

Councillor Susan Broadaway was proposed by Councillor Helen Priestley and seconded by Councillor Michael Moriarty. There were no further nominations. Councillor Broadaway accepted.

Members agreed the following: To appoint Councillor Susan Broadaway, as Vice Chair (Deputy Mayor) for the year 2021 / 2022

4. 108/21

MINUTES OF THE ANNUAL MEETING HELD ON THE 19TH MAY, 2020

The Clerk advised Members that the Minutes of the 2020 Annual Meeting were formally proposed, seconded and agreed at the 16th June, 2020 meeting; under Minute number: 4. 89/20.

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

5. 109/21

NOMINATIONS TO SERVE ON LOCAL COMMITTEES AND OUTSIDE BODIES

The Clerk provided Members with a copy of the current list of Councillors who serve on Local Committees and Outside Bodies.

Members agreed the following: Confirmed an amended list for the year 2021 / 2022.

Note: See list of Councillors who serve on Liaison, Local Committees and Outside Bodies - as appendix to the end of these Minutes (**Pages 10 and 11 below**).

General Council Meeting

6. 110/21

BEREAVEMENTS WITHIN THE COMMUNITY

Members expressed their condolences in relation to the following: Mr. Joe Barlow, Babell (formerly Caerwys); Mr. Michael Hall, Cobweb Cottage, Pen Y Cefn; Mrs. Vera Hughes, Ffoulkes Terrace, Afonwen; Mr. Vincent Roberts, Denbigh (Caerwys Pharmacy); Mrs. Marian Taylor, Sportsman's Terrace, Afonwen.

7. 111/21

DECLARATIONS OF INTEREST

The following Declaration of Interest was made: Councillor Steve Wilson (Mayor's annual allowance – part payment) **Minute number 15. 128/21 on page 9 below.**

8. 112/21

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 20TH APRIL 2021

The Minutes were proposed as correct by Councillor Jonathan Dugan-Keen and seconded by Councillor Michael Moriarty and formally agreed by the Members present.

9. 113/21

MATTERS ARISING

The Clerk referred to the following matters from previous Minutes:

- (1) **Minute no: 6(B). 85/21 (c) (page 4)** – in relation to concerns at the Marl Quarry in Afonwen. The Clerk advised that the Council's correspondence had been acknowledged by Natural Resources Wales, which advised that the information will be shared with other public bodies, whereafter the Town Council will be further contacted.
- (2) **Minute no: 11. 99/21 (page 8)** – in relation to a monthly market being held on Caerwys Town Square. The Clerk read out to Members a number of replies from Flintshire County Council's Market Officer, including Highways. The matter will be discussed by a County strategic monthly meeting later this week, whereafter the Town Council will be further contacted.

10(A). 114/21

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 offences reported.

Caerwys: 1 x Anti-social behaviour

- (2) North Wales Police: Invitation from PCSO Connor Freel and colleague to arrange a site meeting with two or three Councillors in Caerwys and the area.

Members agreed the following: The Clerk to arrange a site meeting with PCSO Freel. Councillors Jonathan Duggan-Keen, Michael Moriarty and Steve Wilson to be in attendance.

- (3) Flintshire County Council: Notification to a match-funding scheme for 2021 / 2022 in relation to children's play areas in the County. The letter was accepted.
- (4) Wales Audit: Live webinar: Your Town, Your Future; in relation to Town Centre Regeneration. Invitation forwarded to Council Members. Councillor Susan Broadaway expressed an interest to attend. The Clerk advised that Councillor Broadaway has been booked on the webinar which will be held on Thursday 20th May at 10.30am.
- (5) Flintshire Local Voluntary Council (FLVC): Membership renewal for 2021 / 2022. The Clerk advised that the FLVC were offering a free renewal, whereby the Clerk had completed the documentation.
- (6) Flintshire Local Voluntary Council (FLVC): Webinar to discuss re-opening of Community Centres in the County. Information forwarded to the Memorial Institute and Town Hall Trustees.
- (7) Tesco Community Grants: Information forwarded to the Memorial Institute and Town Hall Trustees.
- (8) E-mail received from resident of Caerwys via Councillor: Resident requesting that the Town Council be aware of the historic names and locations in and around the Caerwys area. The Clerk provided further details.

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

- ❖ Flintshire County Council: Current grass cutting policy.
- ❖ Mold Plastic Reduction Group: Newsletter number 10.
- ❖ Flintshire County Council: Windrush Day grant, together with application form, on behalf of the Welsh Government.

**10(B). 115/21
CLERK'S REPORT**

- (a) The Clerk advised Members in relation to the following deposits to the Council's bank account:
- £12,666.00 - Flintshire County Council: First precept payment for financial year 2021 / 2022
 - £2,233.61 - HM Revenue & Customs: VAT Refund for financial year 2020 / 2021
- (b) Welsh Government: The Clerk advised Members in relation to the clarification of guidance received from the Welsh Government to the holding of future Council meetings.
- (c) BT Pole on Pen Y Cefn Road: Damaged wire and connection reported by Councillor with photograph provided. Clerk contacted BT whereby the fault was rectified within four hours.
- (d) Bus shelter: The Clerk recollected to members the Easter theme Facepaint on the Town Square bus shelter. The face painter was offering a summer theme for the cost of £60.00

Members agreed the following: Accepted the quotation.

**10(C). 116/21
STREET LIGHTS**

The Clerk advised that following the repair of a street light on the A541 road in Afonwen there are no outstanding faulty street lights.

**10(D). 117/21
TO CONSIDER: ADOPTING THE FOLLOWING POLICY: MANAGING CUSTOMER BEHAVIOUR**

Following advice provided by the County Legal Officer and considered at the April Council meeting, Members further perused the above policy.

Members agreed the following: Adopted the County Council 'Managing Customer Behaviour' Policy.

**10(E). 118/21
TO RECEIVE: INTERNAL AUDITOR'S REPORT – 2020 / 2021**

The Clerk advised Members that the Internal Auditor's Report for the year 2020 / 2021 had been received.

The Clerk further advised Members in relation to the contents of the report. Copies of the report were provided to the Mayor and Deputy Mayor of Council prior to the meeting. Members were shown a virtual copy of the report.

Members agreed the following: The Internal Audit report be accepted. The recommendations will be implemented.

**10(F). 119/21
WALES AUDIT: ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH, 2021**

The Clerk advised Members that Sections in the above document named: Accounting statements for 2020-21, together with the Annual Governance Statement (Part 1), 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 Mayor. Members were shown a virtual copy of the return.

Members confirmed the following: The Approval and Certification Section on page 4 of the Annual Return is to be signed by both the Mayor 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.

10(G). 120/21

STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)

Members brought the following concerns to the meeting:

- (1) Disabled parking bay, adjacent to Town Square bus shelter. The yellow line markings have faded considerably; could they be re-painted?
- (2) Pot holes: B5122 road travelling out of Caerwys towards A55 just past St. Michael's entrance; the pot holes on both sides of the road have increased in both depth and circumference since last reported.
- (3) Pot holes: B5122 Caerwys Hill – in area of Caerwys View Holiday Park; the pot holes on both sides of the road have increased in both depth and circumference since last reported.
- (4) Pot holes: B5122 bottom of Caerwys Hill in Afonwen and also turning right towards Denbigh.
- (5) Tarmac broken up: B5122 road at roundabout opposite Dragon's Rest Café.
- (6) Cobbled area of the Town Square. Could the area be sprayed with weedkiller?
- (7) There are a number of streets leading from the Town Square and the B5122 in Caerwys, including Pen Y Cefn Road whereby weeds are in abundance. Could the areas be sprayed?

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

11(A). 121/21

TOWN MAYOR'S REPORT

The Immediate Retired Town Mayor, Councillor Steve Copple, provided the following report:

A meeting was held on 13th May with members of FCC highways team and Council members, Howard Griffiths, Steve Copple and County Councillor Tudor Jones. Ysceifiog Council was also represented.

Several designs were shown that reflected the discussions on the previous meeting. These areas of potential improvement to pedestrian safety centred on additional paving in the area of the town square and the junction of water street and north street. Additionally a centre of the road "bollard" was also shown near the entry to the new housing estate. The purpose of these design drawings was to ascertain technical feasibility. In addition poor parking on several junctions along north/south street have been the cause of concern and it was proposed to have restricted parking in these areas. It was noted that such restriction's will need enforcement. The meeting discussed costs and funding opportunities and a ball park estimate of £50000 was mentioned to complete the task. The work to

obtain funding was explained as being a challenge but the with good planning and timely consultation FCC have been successful in the past in attracting funding from various sources. The overall meeting was well managed and attendees were impressed with the work done by FCC to move ahead with the process.

11(B). 122/21

Pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the press, public and Clerk be excluded from the meeting, for the following item of business:

(a) Complaint received from a property owner in Caerwys.

(b) Legal advice from County Solicitor.

11(C). 123/21

Public Bodies (Admissions to Meetings) Act 1960, **RESOLVED** that the press, public and Clerk be re-admitted to the meeting.

12. 124/21

COUNTY COUNCILLOR'S REPORT (CLLR TUDOR JONES)

County Councillor Tudor Jones provided Members with the following report:

Ysgol Yr Esgob Church in Wales VA school. Ysgol Lixwm VA school:

The new interim Governing body met last night 17th May to finalise details for the full federation of both schools.

A new 19 strong single governing body has been agreed and the process of advertising for Parent Governors will be started. This will require an election if more than the candidates required are nominated.

The interim Governing body will meet once again in June.

Wrap -around Child Care

The Planning process for the new Wrap-around Child Care facility [Clwb Bwthyn Bach] has started but the application is not yet open for comment.

Ffridd y Gareg Wen

The untidy state of the area along roadside at Ffridd y Gareg Wen has been reported to Planning enforcement and letter written to the land owners [Mostyn Estates] but no reply received yet. Enforcement Officer has written again today.

Pedestrian Safety scheme. Talks with Highways have continued [2 meetings so far]. Highways are positive for the potential of progress. Two draft proposal plans were shown virtually to Members.

Road repairs are logged and progress can hopefully be made with the following:

Resurfacing between the Piccadilly and the 30mph early warning sign.

Holes on Caerwys Hill to be filled.

Entry to Bryn Llwyd in Caerwys to have pavement restored and drain mended to prevent flooding. Flooding at Marian Bach. Soakaway has been jet-washed, damaged drain identified, and an additional soakaway is being considered.

Major damage to Maes Mynan road. Looking into potential of adding onto another job on the A541 to complete at same time.

New Summerhill estate:

Occupancy delayed from March. Required a sign-off from Welsh Water to make final connection to fresh and foul water system in North Street. Now signed off but no application made for permit to close the road yet. Delay creating difficulties for new owners.

Leisure Centre & Library

Now reopened but under restricted numbers. Café to reopen next week. Library open. New website in operation.

Keeping in Touch:

Annual Newsletter [Focus] delivered across most of ward. Still some outlying areas to finish.

13. 125/21

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- (i) Councillor Susan Broadaway provided a report in relation to the Naked Takeaway Tiffin Tin project. Llangollen Town Council will not be a partner with Caerwys and Mold at this time.
- (ii) Councillor Steve Wilson provided a report in relation to the Town Hall. Risk Assessment completed to enable the Hall to reopen. New kitchen and public conveniences completed.

14(A). 126/21

PLANNING APPLICATIONS

The following planning applications were displaying on the Flintshire County Council Planning Portal; but were not currently open for comment.

- (1) Application number: 062924 – for amendments to the existing alterations to the dairy to retain the internal works and glazed inner and adapt the existing inner door and installation of outer boarded doors, at Maes y Coad Farm, Afonwen.
- (2) Application number: 062901 – for erection of new standalone building to provide early years and wraparound childcare facility with additional site improvement, at Ysgol Yr Esgob, Primary School, Caerwys.

14(B). 127/21

PLANNING DECISIONS

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

- (i) Application number: 062266 – for first floor and single storey extensions to existing building, at 7 Park Grove, Caerwys. Approved.
- (ii) Application number: 061766 – for erection of dwarf wall and railings to frontage, opening and securing of external cellar access and provision of soakaway drains, at Old Court, Caerwys. Refused.
- (iii) Application number: 061767 – Listed building application, as above, at Old Court, Caerwys. Refused.

(iv) Application number: 062184 – for change of use of existing garage to provide Art Gallery facilities with a single storey extension and associated signage, access and servicing, at Glasfryn Hall, Caerwys. Approved.

(v) Application number: 062185 – for display of new signage, at Glasfryn Hall, Caerwys. Approved.

15. 128/21

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 03/05/2021	263.94	52.79	316.73
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for April) Payments dated 03/05/2021			
	Direct Debit: Scottish Power (April - Street Lighting Electricity Account) Payment dated 17/05/2021	94.08	4.70	98.78
	<u>Payments for consideration at meeting to be paid by BACS:</u>			
	BHIB Insurance (Renewal of Council's annual insurance policy)	862.07		862.07
	Deeco Lighting - (Street Light Repairs on A541 in Afonwen)	180.00	36.00	216.00
	JDH Business Services (Annual Internal Audit)	168.00	33.60	201.60
	Mayor's Annual Allowance (Cllr Stephen Wilson) (part payment) (Declaration of Interest) Minute number 7. 111/21 on page 3 above	200.00		200.00

16. 129/21

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<u>Authorised to be paid by BACS:</u>	
	Ty Gobaith / Hope House – Children's Hospice (Section 137 LGA 1972)	£250.00

17. 130/21

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.....

List of Council Members who serve on
Local Committees and Outside Bodies - 2021 / 2022

Caerwys Memorial Institute Management Committee

Councillors Helen L. Priestley, Stephen G. Wilson

Caerwys Town Hall Trustees

Councillor Stephen G. Wilson

Flintshire County Council – Forum

Councillor Michael Moriarty

FLUSH Committee (Public Conveniences)

Councillor Lynette M. Edwards

Naked Takeaway (Plastic Reduction)

Councillor Susan Broadaway

North Wales Association of Town and Larger Councils

Councillor Lynette M. Edwards

North Wales Police (Flintshire - Police and Community Consultative Group / Neighbourhood Watch)

Councillors Jonathan E. Duggan-Keen & Michael Moriarty

Planning Sub Committee

All Members of the Council

West Flintshire Town & Community Working Group

Councillor Steve Copple