



CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council Held Virtually by Video and Telephone Conference, On Tuesday the 18th January 2022, at 7.00pm

No Council meeting was held in December

1(A). 01/22 PRESENT

Councillor Stephen G. Wilson (Mayor)
Councillor Susan A. Broadaway (Deputy Mayor)
Councillor Stephen Copple
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). 02/22 APOLOGIES

Councillor Carole Stephenson

2. 03/22 BEREAVEMENTS WITHIN THE COMMUNITY

Members expressed their condolences in relation to the following: (Baby) Madison Gardner – daughter of Lauren & Alistair Gardner, Caerwys View, Caerwys Hill; Mrs. Maureen C. Pierce, Cae Delyn, Caerwys; Mrs. Dilys E. Rees, Three Trees, Caerwys.

3. 04/22 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

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

4. 05/22

DECLARATIONS OF INTEREST

The following Declaration of Interest was made: Councillor Stephen Wilson – during discussion in relation to a budget heading providing financial assistance to Committees and Groups, and in particular, to possible additional funding to the Caerwys Memorial Institute (**Minute number 7(D). 11/22 on pages 4 and 5 below**).

5. 06/22

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 16TH NOVEMBER 2021

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

6. 07/22

MATTERS ARISING

The Clerk advised that there were no matters arising.

Pending Matters:

The Clerk advised that the following matter remains in the pending file:

- The Marl Quarry, Afonwen.

7(A). 08/22

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 Anti-social behaviour

Caerwys: 1 x Anti-social behaviour (A55) / 2 x Drug offences / 1 x Theft / 6 x Violence

- (2) North Wales Police: Community Alert information in relation to parking concerns at the following Streets: North Street, South Street & Water Street.
- (3) Welsh government: Appropriate sum under Section 137 (4)(a) of the Local Government Act 1972 Section 137 Expenditure Limit for 2022 / 2023. Increase from £8.41 to £8.82 per elector.
- (4) Welsh Government: Current Covid Regulations – Village / Meeting Halls: Forwarded to Town Hall and Memorial Institute Trustees.

- (5) Love North Wales Community: Correspondence advising as to the aims and objectives of the Group.

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

- ❖ Welsh Government: Draft Statutory Guidance for Community and Town Council Consultation link – under the Local Government and Elections (Wales) Act 2021
- ❖ Flintshire County Council: Chief Executive Re Coronavirus Variant of Concern
- ❖ Welsh Government: Draft budget for 2022 / 2023
- ❖ Welsh Government: Electoral Arrangements for the County of Flintshire
- ❖ Flintshire County Council: Consultation in relation to Council Tax on long term properties and second homes
- ❖ Welsh Government: The Local Elections (Principal Areas) (Wales) Rules 2021 and The Local Elections Rules 2021 (Effective for the May 2022 elections in Wales)
- ❖ Flintshire County Council: Senior Minerals and Waste Planning Officer in relation to a proposed HyNet North Wales Carbon Dioxide Pipeline
- ❖ Welsh Government: Welsh Tax Acts (Power to Modify) Bill
- ❖ Mold Plastic Reduction Newsletter number 15
- ❖ Town Square Bus Shelter: Photograph sent to Councillors showing damage to the Christmas artwork. Repairs had been completed at no cost.

7(B). 09/22

CLERK'S REPORT

- (a) The Clerk advised Members in relation to the following deposit to the Council's bank account:
- £12,666.67 - Flintshire County Council: Third precept payment for financial year 2021 / 2022.
- (b) Received from the former Caerwys In Bloom Committee, the sum of £1,277.16 – with a request that the funds be utilised for environmental purposes.

Members agreed the following: To ringfence the kind donation to be utilised for environmental activities.

- (c) Request to attend the February Community Council meeting from Marianne Lewis (Flintshire County Council) to provide an update in relation to Micro-care in the County.

Members agreed the following: To invite Marianne Lewis to the February virtual meeting.

- (d) Request from Councillor Helen Priestley that the Council discuss in-between the November and January Council meetings, to consider funding youth sessions for 10 weeks from January 2022. The cost in the region of £900.00. Following consultation between Members

by e-mail, the request was not supported by a majority, for the following reasons: (1) Not budgeted for in this financial year (2) Requires consultation with parents and youths to gain their views (3) High risk of inclement weather / cancellation and disappointment.

- (e) The Clerk recollects Members to the October Council meeting, whereby it was advised, that the Council's insurance Company had paid into the Council's bank account the sum of £1,680.00 – in relation to the claim for the damaged Town Square Victorian lantern. This payment had been advised to the Clerk in a telephone call from Aviva Insurance. The Clerk advised that upon perusal of receipt of the bank statement the payment had not been received. Whilst the Clerk has been in contact with Aviva Insurance on a number of occasions, the refund has still not been actioned. The Clerk has requested the Company to expedite the payment.
- (f) The Clerk advised that the Mayor and Deputy Mayor had agreed in-between meetings to authorise a new plaque, at a cost of £90.00 plus VAT £18.00 = Total £108.00 – to be placed in Church Walk. The Clerk provided Members with further information.

Members agreed the following: Confirmed the purchase of the plaque as referred to above.

- (g) Dates of Council Meetings – 2022. The Clerk recollects to Members the list of provisional dates and times for the 2022 Town Council meetings. A number of meetings during the year were listed to commence at 7.00pm and others at 7.30pm. The Clerk asked Members to consider commencing all meetings at 7.00pm.

Members agreed the following: To commence all future meetings at 7.00pm.

- (h) **Street Lighting:** The Clerk recollects Members to the new Solar lantern, that had been placed on the street light sited on the Marian Walkway during the summer months of 2021. Council had previously agreed that the light would be temporary over the winter months, to determine if the light illuminated into the evening darkness period. The cost of the Solar light is £660.00 plus VAT £132.00 = Total £792.00. Councillor Duggan-Keen advised that the lamp is a great improvement and illuminates for a significantly longer period of time than the previous model.

Members agreed the following: To retain and purchase the Solar light.

7(C). 10/22

TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 31ST DECEMBER 2021

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of December 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 Chair of Council – Councillor Steve Wilson.

7(D). 11/22

TO RECEIVE, CONSIDER AND APPROVE THE BUDGET FOR THE FINANCIAL YEAR 2022 / 2023

- (1) To increase the precept for the forthcoming financial year to £39,100.00 – an increase of £1,100.00. The Council took into consideration, the current tax base of 651.31 which had increased to 670.27 for the new financial year; this results in no increase to the Band D Community Charge. The Clerk advised that the Band D property charge would be £58.33 a decrease of 0.01p to the current charge of £58.34p a year (0.017 reduction).
- (2) Earmarked Reserves £19,650.00 / General Reserves £30,838.00 / To transfer £5,853.00 from the 2022 / 2023 budget to General Reserves = Total £36,691.00 (This figure includes the following: Ring-fenced monies; £7,572.00 - Public Conveniences; £1,277.000 donation for environmental projects, including towards other Council property upkeep). During this financial year the Council will consider providing further services to the community.

Note: Councillor Steve Wilson Declared an Interest whilst discussing the budget for financial assistance to Caerwys Memorial Institute (**Minute number: 4. 05/22 on page 2 above**).

- (3) The Chair of Council, Councillor Steve Wilson, to sign the estimates for the end of the financial year 2020 / 2021, including the precept requirement for 2022 / 2023.
- (4) The Clerk to advise Flintshire County Council in respect of the Community Council's financial requirements (precept) for 2022 / 2023.

7(E). 12/22

TO FURTHER DISCUSS & UPDATE: (I) (LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021 SECTION 47 (B) - MULTI-LOCATION MEETINGS / MEETING DATES / VENUE / COMMENCEMENT TIMES (II) NATIONAL & LOCAL STANDING ORDERS

The Clerk recollected to Members that under the above Act the Local and National Standing Orders should be updated to reflect the Council's meeting preferences. Whilst the Orders presently state meetings are held virtually and is also contained within the Public Agenda and Councils web site, it had been thought that face to face meetings, with audio facilities, may have commenced during the early part of the new year.

Members agreed the following: Due to the current pandemic restrictions, this agenda item will be adjourned to a date to be decided.

7(F). 13/22

TO CONSIDER: APPOINTMENT OF INTERNAL AUDITOR – END OF YEAR AUDIT 2021 / 2022

The Clerk advised that this matter is an annual agenda item in January of each year. The Clerk further advised in relation to the appointment process for the Council's Internal Auditor.

Members agreed the following: To re-appoint JDH Business Services Ltd as the Council's Internal Auditor for the end of year 2021 / 2022 accounts.

7(G). 14/22

CLERK'S ANNUAL APPRAISAL – 2021

The Clerk advised, and the Chair of Council, Councillor Steve Wilson confirmed, that the Clerk's annual appraisal had been completed for year 2021. The Clerk thanked Councillor Steve Wilson for his comments contained in the appraisal – which were appreciated.

7(H). 15/22

TO REVIEW THE FOLLOWING: POLICY & STATEMENT UNDER THE ENVIRONMENT (WALES) ACT 2016 SECTION 6; BIODIVERSITY AND RESILIENCE OF ECOSYSTEMS DUTY (ADJOURNED FROM NOVEMBER 2021 MEETING)

Members agreed the following: To formally adopt the Flintshire County Council Policy Statement for Town & Community Councils under the above referred to Act. Projects to be included when identified.

7(I). 16/22

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) Salt bin sited on the Nook Hill, had been either knocked or pushed over causing damage, whereby the contents had spilled over the road. *Bin was replaced.*
- (2) Request for the Millennium hedge to be cut on the B5122 roadside. *Work completed.*
- (3) Possible dangerous tree branches following heavy rainfall on Pen Y Cefn Road – just beyond the Summerhill housing estate (photographs provided). The tree had been inspected by the County Arborists, who advised, that as the tree is on private land, it is the owners responsibility to decide if any remedial work is required.

Members agreed the following: The Clerk to contact the County Arborist, to establish if the owners of the private land have been made aware of the tree branch concern.

- Councillor Carole Harris advised Members in relation to the following concerns in Llys Y Goron: Tree branches causing a concern; weeds on the corner of junction to the estate with Holywell Road.

Members agreed the following: County Councillor Tudor Jones to take forward with the County Housing Officer.

8(A). 17/22

TOWN MAYOR'S REPORT

The Town Mayor, Councillor Steve Wilson, advised Members of the following:

- (i) Due to the current restrictions all Civic Services and other events have been cancelled.
- (ii) Councillor Wilson read out an e-mail received from Mrs. Sarah Maitland-Jones, Proprietor of Old Court, High Street, Caerwys. Mrs. Maitland-Jones was seeking a letter of support from the Council in relation to a project named: Caerwys Eisteddfodau Community Project. Councillor Wilson advised that he had replied to the correspondence requesting further information, but no reply had been received prior to the Council meeting.

8(B). 18/22

TO DISCUSS: CHRISTMAS LIGHTS & DECORATIONS

Councillor Wilson recollected Members to a previously held Christmas event – for the best decorated Christmas theme for both residential properties and businesses within the Town Council

area. Councillor Wilson sought the views of the Members in arranging this as an annual event and providing a cash prize and shield.

Members agreed the following: Were pleased to support this annual event. The Clerk to place on the September agenda.

9. 19/22

COUNTY COUNCILLOR'S REPORT (CLLR TUDOR JONES)

County Councillor Tudor Jones provided Members with the following report:

- 1. Pedestrian Safety scheme:** There has been significant progress with the County making its application to the Welsh Government seeking a potential £100,000 for the Caerwys traffic alleviation scheme. The area of road between the former golf club entrance towards the junction with High Street hopefully can be included for a new footpath.
- 2. Planning:** Involved in several applications seeking further information and submitting comments.
- 3. Garden waste collections:** Will commence in March – Covid permitting – with a charge of £32 if paid before end of February – or £35 thereafter. There is an extra fee to pay if not ordered on-line.
- 4. Covid impact on County services:** As with increasing levels of staff illness and needing to isolate in the NHS the same is true for FCC. In the next few weeks, the provision of services may well be impacted and while refuse and recycling workers may be affected the impact will be greater if drivers are involved as this will result in whole teams not being able complete their rounds. Collections may be delayed to later times or even other days without notice. The public are asked to be patient.
- 5. School funding for Additional Learning Needs:** It was noted that there was a greater expenditure on providing the ALN support locally than the size of the grant forthcoming from County and sought an explanation from Education Committee and Officers. Meeting arranged with Officers in the next few weeks with a view to seeking the redistribution of funds from schools where there may be a lesser requirement for the funds provided.
- 6. Nuisance reports:** Whilst residents are encouraged to report these types of incidents to 101, a meeting has been arranged with senior Police Officers.

10. 20/22

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- (1)** Councillor Steve Copple advised of his virtual attendance at a recent meeting of the West Flintshire Town & Community Councils Working Group. Councillor Copple had placed on the meeting agenda a number of local concerns, in particular, the indiscriminate parking and other traffic offences, including the lack of action from the North Wales Police. This topic was also a concern to other Councils. The Group agreed to invite the Police Traffic Chief Inspector and County Enforcement Officer to their next meeting.

11(A). 21/22

PLANNING APPLICATIONS

The following planning application had been received:

Application number: 063704 - Change of Use of the existing servants quarters to 4 studio units for holiday let at Bryn Gwyn Hall, Pen Y Cefn Road, Caerwys.

Comment by Council: No objection to the application, as long as planning policies and planning guidance notes are complied with. However, the following is drawn to your attention: Land within the grounds of the property being listed as a garden of special historic interest. (Bryngwyn Hall, Garden. Primary Record Number:2930. NGR: SJ 104 739. Source: Cadw. 1995, Clwyd Register of Landscapes, Parks and Gardens of special historic interest in Wales).

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

11(B). 22/22

Members formally confirmed the above decisions.

11(C). 23/22

The following planning application(s) were considered by Members at the meeting:

- No applications received from Flintshire Planning for consideration at this meeting.

11(D). 24/22

PLANNING DECISIONS

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

- (i) Application number: 063052 – for an extension at Tan Llan, Pen Y Cefn Road, Caerwys. Approved.
- (ii) Application number: 063726 – for application for removal of variation of a condition following grant of planning permission (062901), at Ysgol Yr Esgob, Caerwys. Approved.

12. 25/22

**TO FURTHER DISCUSS: CONDITION OF ROAD SURFACE ON TOWN SQUARE
(CLLR STEVE COPPLE)**

Councillor Copple advised Members that following the notification to the Clerk for this agenda item, the Clerk had arranged a site meeting with Mr. Neil Hickie (Street Scene) to discuss his concerns.

The condition of the Town Square tarmac road surface is deteriorating, it is concerning that a number of residents are known to have tripped with one resident receiving an injury. Whilst the area is classed as a highway, it has a high pedestrian use. Councillor Copple advised that following the site meeting it was agreed that the Town Square be entered onto the County Highway resurfacing programme.

13. 26/22

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>December – 2021 Payments</u>			

<p>Standing Order: Snapfast Electrical (Monthly payment Re: Installation of LED Lights) Payment dated 01/11/2021</p>	263.94	52.79	316.73
<p>Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for November) Payments dated 01/11/2021</p>			
<p>Direct Debit: Scottish Power (November - Street Lighting Electricity Account) Payment dated 17/12/2021)</p>	94.08	4.70	98.78
<p>Gaynor Griffith (Environmental Services for November)</p>	100.00		100.00
<p>Phil Doherty (Painting of Town Square Bollards – as previously agreed quotation by Council)</p>	165.00		165.00
<p>Katy Bincham (Christmas theme on Town Square bus shelter – as previously agreed quotation by Council)</p>	100.00		100.00
<p>Deeco Lighting (Installation - and disconnection of Town Square Christmas lights and new electricity connection wire – as previously agreed quotation by Council)</p>	280.00	56.00	336.00
<p>(Above payments authorised by two Councillor Bank signatories)</p>			
<p><u>January – 2022 Payments</u></p>			
<p><u>Payments for consideration & confirmation to be paid by BACS:</u></p>			
<p>Standing Order: Snapfast Electrical (Monthly payment Re: Installation of LED Lights) Payment dated 01/11/2021</p>	263.94	52.79	316.73
<p>Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for November) Payments dated 04/01/2022</p>			
<p>Standing Order BACS: H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - October, November & December. Payment dated 10/01/2022</p>	604.56		604.56
<p>Direct Debit: Scottish Power (December - Street Lighting Electricity Account) Payment due 17/01/2022)</p>	97.20	4.86	102.06
<p>Society of Local Council Clerk's (Membership renewal: £294.00 – quarter share with other Councils)</p>	73.50		73.50

Gaynor Griffith (Environmental Services for December)	100.00		100.00
Canda Copying Ltd (Quarterly photocopier hire fee)	51.00	10.20	61.20
R. P. Parry – Clerk (Reimbursement of Stationery & printer ink from Viking Stationery Supplies – quarter share with other Councils (as per receipt)	54.40	10.88	65.28
Bewcraft Signs – Plaque in Church Walk	90.00	18.00	108.00

14. 27/22

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<u>Authorised to be paid by BACS:</u>	
	Urdd Cymru (Application for annual grant) (Section 145 LGA 1972 – provision of entertainment and support of the arts)	£150.00
	Marie Curie Cancer Care (Application for annual grant) (Section 137 LGA 1972)	£100.00
	Hope House (Children’s Hospice) (Application for annual grant)	See Note:
	Note: The Town Council have provided a financial donation to Hope House during the early part of the current budget. This application is adjourned to the new budget in April 2022	

15. 28/22

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.....