



# **CYNGOR TREF CAERWYS TOWN COUNCIL**

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## **Minutes of The Meeting of Caerwys Town Council Held at The Memorial Institute, South Street, Caerwys, On Tuesday the 15<sup>th</sup> November 2022, at 7.00pm**

### **1(A). 238/22 PRESENT**

Councillor Jayne E. Morris (Deputy Mayor) (Acting Chair)  
Councillor Susan A. Broadaway  
Councillor Andy Delooze  
Councillor Jonathan Duggan-Keen  
Councillor Gwen Jones  
Councillor Lesley Roberts  
Councillor Judith Standing

Clerk & Financial Officer R. Phillip Parry

### **1(B). 239/22 APOLOGIES**

Councillor Steve Copple  
Councillor Lynette Edwards

### **1(C). 240/22 ABSENT**

None

### **2. 241/22 BEREAVEMENTS WITHIN THE COMMUNITY**

There were no reported bereavements within the community, between the October and November Council meetings.

### **3. 242/22 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

- The Clerk advised that more than one complaint had been received in relation to a vehicle parked part on the pavement and highway in the Holywell Road area, which had been jacked up. The residents were concerned for the safety of pedestrians. A photograph had been provided that was sent to both the Police and Street Scene.

#### 4. 243/22

### DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- (1) Councillor Jonathan Duggan-Keen: **Minute number 13. 258/22 on page 8 below.**
- (2) Councillor Jayne Morris: **Minute number 14. 259/22 on page 9 below.**
- (3) Councillor Lesley Roberts: **Minute number 14. 259/22 on page 9 below.**

#### 5. 244/22

### TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 18<sup>TH</sup> OCTOBER 2022

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

#### 6. 245/22

### PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) **Minute no: 6(A). 217/22 (1) (page 2)** – in relation to the harp project. In Councillor Copple's absence the Clerk advised that a quotation had been formally received from the sculptor for the sum of £2,600.00. Councillor Copple will provide a further update in the January 2023 meeting.
- (2) **Minute no: 6(A). 217/22 (2) (pages 2 & 3)** – in relation to the recent highway road improvements. It was reported that the white line realigning had been completed. Whilst a work order had been issued to make safe the inner pavement edges, this is still outstanding.
- (3) **Minute no: 6(A). 217/22 (3) (page 3)** – in relation to the road naming in the Summerhill Farm housing estate. The Clerk advised that the suggested bilingual names made by this Council had not been accepted by the property owner. The following further suggested names had been submitted to the County Council: Sycamore Drive - Rhodfa'r Sycamorwydden and Summer Avenue - Heol yr Haf.

**Members agreed the following:** Councillors accepted Sycamore Drive - Rhodfa'r Sycamorwydden. In relation to Summer Avenue - Heol yr Haf, whilst the Councillors were happy with the name Summer but not Avenue. There are no Avenue names in Caerwys, whereby Councillors suggested Summer Close.

- (4) **Minute no: 6(A). 217/22 (5) (page 3)** – in relation to arranging a site meeting in Caerwys with Police Inspector Iwan Jones. The Clerk recollected Members to the reply e-mail which was forwarded to Members. The Inspector had also telephoned the Clerk and agreed to provide a site meeting date, which had not been received.

**Members agreed the following:** The Clerk to further contact Inspector Jones and endeavour to arrange a site meeting date in Caerwys.

- (5) **Minute no: 6(B). 218/22 (page 3)** – in relation to the purchase of new Christmas lighting units. Councillor Andy Delooze advised that the lights had been received and arrangements completed to erect and connect the units.

- (6) **Minute no: 7(B). 221/22 (c) (page 5)** – in relation to a proposed diversion order of Footpath Number: 29 in the Pen Y Cefn area. The Clerk advised Members of the reason for the diversion that had been received from the County Access Officer.
- (7) **Minute no: 7(D). 223/22 (page 6)** – in relation to the renewal of the environmental contractor contract. The Clerk advised that the proposals received from the contractor would be forwarded to Councillors by e-mail.
- (8) **Minute no: 12. 234/22 (pages 8 & 9)** – in relation to the change of meeting venue for Town Council meetings commencing in January 2023. The Clerk advised that following the completion of a risk assessment, the Llys Y Goron Community Meeting Room had been booked for the 2023 Council meetings.

**7(A). 246/22**

## **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:** 1 x Anti-social behaviour / 1 x Violence  
  
**Caerwys:** 5 x Anti-social behaviour / 1 x Violence
- (2) Boundary Commission for Wales: Revised proposals for Wales' new parliamentary constituencies, including this Council area in Clwyd East.

**Members agreed the following:** No observations.

- (3) Flintshire County Council (Aura Leisure): Report on attendance figures during the 2022 Summer Play Scheme held in Caerwys over a three week period:
  - 181 - Total attendances
  - 12 - Daily attendances
  - 39 - Registrations
- (4) Flintshire County Council (Aura Leisure): Information and cost in relation to the 2023 Summer Play Scheme. The Clerk provided to Members the initial cost of a three week scheme at £1,595.80, with additional weeks at £531.00.

**Members agreed the following:** To continue with a three week scheme for 2023.

- (5) Flintshire County Council Standards Committee: Code of Conduct training for Councillors. The following Councillors advised of their attendance at recent training sessions:
  - Councillors: Susan Broadaway, Andy Delooze, Peter Dooley, Lesley Roberts, Judith Standing.

The Clerk advised that all Councillors have now completed the Code of Conduct training.

- (6) Holywell Town Council: Invitation for a Council representative to attend a meeting with Niall Waller (Service Manager – Enterprise and Regeneration), on Monday 21<sup>st</sup> November at 6.00pm, in the office of Holywell Town Council.

**Members agreed the following:** The Clerk initially to ascertain if Councillor Steve Copple is available to attend.

- (7) Clwydian Range & Dee Valley AONB Forum: Invitation for the Town Council to send one representative to the Forum to be held on Wednesday 23<sup>rd</sup> November between 18.30 to 20.30 – at The Community Hwb, Coleg Cambria, Llysfasi. The theme this year is: ‘Climate Change and Decarbonisation’

**Members agreed the following:** Thanked Councillor Jayne Morris for agreeing to attend the above forum.

- (8) Flintshire County Council: Notification of County Forum virtual meeting to be held on Thursday 1<sup>st</sup> December at 6.30pm. Councillors Susan Broadaway and Andy Delooze notified as this Council’s representatives.

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

- ❖ Flintshire County Council: Information in relation to ‘Warm Hubs’ in Flintshire
- ❖ Citizens Advice Flintshire: Invitation to attend a cost of living workshop. Councillor members invited to register on a personal basis
- ❖ Flintshire County Council: Link to view a recording of the Code of Conduct training held for Town & Community Councillors
- ❖ Office of Rob Roberts MP. Covid Commemoration Consultation. Council members to complete on a personal basis
- ❖ Flintshire County Council: Feedback from the County Standards Committee in relation to visits to Town & Community Councils, in particular in relation to the Code of Conduct
- ❖ Holywell Town Council: Copy of letter received from Andrew Farrow (Chief Officer – Planning) in relation to the below standard level of service currently being provided to Town & Community Councils.
- ❖ Flintshire County Council: Cost of Living event organised by Citizens Advice Flintshire in partnership with Flintshire County Council and Wales Council for Voluntary Action – from 12 noon on Thursday 10<sup>th</sup> November in Connah’s Quay Civic Hall. (Information provided by Councillor Steve Copple)
- ❖ Copy letter from Mark Isherwood AM – containing information and links to assist with the purchase of heating oil and gas by anyone suffering hardship (Information provided by Councillor Steve Copple)

**7(B). 247/22**

## **CLERK’S REPORT**

- (a) (i) The Clerk advised in relation to the 2022 / 2023 National pay salary award that had been notified to Council by the National Association of Local Councils, to take effect from the 1<sup>st</sup> April 2022. A copy of the new salary scales had been forwarded to Members prior to the

meeting. The Clerk provided Members with the backdated figure increase in salary and requested that the Bank salary standing order be amended to reflect the increase from the next payment dated the 1<sup>st</sup> December.

(ii) The Clerk further advised that he had successfully completed the Certificate in Local Authority Administration (CiLCA) – and provided information in relation to the number of modules, the time frame, together with information contained in the Clerk’s Contract of Employment. The Deputy Mayor, Councillor Jayne Morris, read out a number of the assessor’s complimentary comments made on the modules the Clerk had submitted.

**Members agreed the following:** (1) Congratulated the Clerk (2) Accepted the national salary increase (3) Authorised the backpay from April to October (4) Increased the Clerk’s salary point from 17 to point 18 (5) Bank standing order to be amended to include the new salary increase together with the increase in salary to point 18 - from the next payment date of 1<sup>st</sup> December (for November salary and thereafter).

**7(C). 248/22**

### **TO CONSIDER: TRAINING & DEVELOPMENT POLICY**

The Clerk recollects Members to the recently adopted Training Plan, whereby a Training & Development Policy was required to be considered. The Clerk further recollects to Members the draft policy sent prior to this meeting.

**Members agreed the following:** To adopt the Training & Development Policy.

**7(D). 249/22**

### **PRECEPT AND FINANCIAL ALLOCATIONS FOR 2023 / 2024**

The Clerk advised that this exercise was to enquire with the Members of the Council, if there were any items of expenditure extra to the present allocation in the ‘Earmarked Reserves’ to be included in the next financial year. A copy of the current ear-marked reserves was provided to Members.

**Members agreed the following:** £4,000.00 - Projector - Screen equipment / £3,000.00 – Christmas lighting / £3,500.00 – Youth Outdoor sessions / £5,000.00 – Harp project (cost of wooden harp & groundworks / £2,000.00 – Training budget.

**Flood lighting in the Multi Games area.** The Clerk to enquire with the Trustees of the Memorial Institute in relation to the following: (1) Current cost per hour for lighting hire (2) Views of the Trustees to the Town Council subsidising the hire payments (3) Views of the Trustees to the Town Council exploring the cost to change the lights to a more cost effective and environmentally friendly system.

Ring-fenced and general reserves (includes property upkeep) – to be agreed in January 2023 budget setting.

**7(E). 250/22**

### **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: (*Update in italics*)**

- (1) Parked vehicle on part of highway and pavement (as comment on page 1 above)
- (2) Request for the Town Square to be swept of leaves prior to the annual Christmas Carols around the Town Square tree. *Sweeper vehicle scheduled to visit on Friday 16<sup>th</sup> December*

- (3) Could the pot holes on the Town Square be filled in prior to the above Christmas Carols event. *One filled in on 11<sup>th</sup> November, others do not reach the criteria*
- (4) The pathway from the Marian area to the Memorial Institute – the internal side of the hedge requires cutting. Request for this area to be included in the regular cutting / work schedule
- (5) An area of land near the BT telephone exchange (opposite the new properties on Pen Y Cefn Road) where the green boxes are; the area is unsightly. It is not known if this is highway adopted land or in the ownership of BT. Could Street Scene advise?

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

- ❖ The give way and centre lines at the junction of B5122 road and A541 in Afonwen (bottom of Caerwys Hill) – refreshment of the hatching has been completed

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

- (1) The road signage at the top and bottom of Holywell Road is still in situ. This has been reported previously. The signage is propped up against walls and falls into the road on windy days – which results in vehicles driving over the signs, especially at night
- (2) Concern with manhole in Cae Delyn that has been ringed off and covered by a traffic cone. This has been reported on a number of occasions over past years; whereby it was thought it was in the ownership of Welsh Water, who apparently advised it was the County's responsibility. Whichever way, the open manhole is a danger to children especially. Could Street Scene please investigate

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

**8. 251/22**

**TOWN MAYOR'S REPORT**

As the Town Mayor was not available to attend the meeting, there was no report.

**9. 252/22**

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

The following report was sent by e-mail to Council Members:

- Chased up FCC about new road layout and some improvements, white lines removed, still awaiting remedial work on pavement
- Chased the need for work to improve the flooding on roads, FCC will start to design improvements, but budgets are a problem
- Continued work on council tax reduction (success) and now taken backdating issue to a tribunal with a success, 6 years backdating to be paid to local resident
- Held constructive meeting with FCC conservation person plus his line manager on state of the PG, - Owner has been ill, hence the delay in progress now a heritage consultant has been appointed plus a contractor. FCC have said they will come to a CTC meeting in February to explain the planning and construction issues. Work hopefully to commence in the spring.
- Continued housing support for local resident

**Flintshire County Council (FCC) Matters**

FCC have met on the 18th of October where the annual performance report has been issued; as with most complex reports it's a mix of success and failure, its available on the website. FCC approved new salaries for members, the treasury report was issued, Clwyd pension fund (members and staff of FCC) amendments were agreed, the new standards committee member was announced. (Ian Papworth). There have been several workshops held to discuss the new budget seeking ideas where improvements can be made, which will be a problem of serious nature. The shortfall number is not fully known but is large.

#### **10(A). 253/22**

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

(i) Councillor Jayne Morris, as Deputy Mayor advised of her attendance at the following:

- Caerwys Town Council Civic Service
- Leeswood Community Council Civic Service

#### **10(B). 254/22**

#### **TO RECEIVE REPORT: ATTENDANCE AT FLINTSHIRE STANDARDS COMMITTEE ANNUAL VIRTUAL MEETING (CLLRS SUSAN BROADAWAY & ANDY DELOOZE)**

Councillor Susan Broadaway on behalf of herself and Councillor Andy Delooze provided Members with details from the Annual meeting with Town & Community Councils and Flintshire Standards Committee held recently; a number of items discussed included the following:

- Public Services Ombudsman for Wales – My Findings
- Rolling review of Members Code of Conduct
- Reports from Independent Member Visits to Town and Community Councils

#### **11(A). 255/22**

#### **PLANNING APPLICATIONS**

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

- (1) Application number: FUL/000529/22 – retrospect application for a 3-bay garage with room above to front of property with a storage shed, at Tangnefedd, Afonwen.

**Comment by Council:** No comment.

- (2) Application number: FUL/000599/22 – for retention of an oak framed balcony and double door located on the western elevation (work already undertaken) and install a privacy screen on the northern elevation of the balcony, at Ty Ceirw, Pen Y Cefn.

**Comment by Council:** No comment.

- (3) Application number: FUL/000654/22 – for proposed demolition of existing shop and ancillary facilities building, erection of a replacement shop and ancillary facilities building and associated works, at Barlow's Caravan Park, Pen Y Cefn.

**Comment by Council:** Supports the application, as long as planning policies and planning guidance notes are complied with.

#### **11(B). 256/22**

#### **PLANNING DECISIONS**

- No planning decisions received from Flintshire County Council

## 12. 257/22

### TO CONSIDER: COMMUNITY AWARDS (CLLR STEVE COPPLE)

Adjourned to the January 2023 Council meeting.

## 13. 258/22

### 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 01/11/2022	263.94	52.79	316.73
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for October) Payments dated 01/11/2022			
	<b>BACS:</b> Christmas Direct (Lighting Units) - as agreed in October meeting	1,603.08	320.62	1,923.70
	<b><u>Payments for consideration at meeting to be paid by BACS:</u></b>			
	Gaynor Griffith (Environmental Services for October)	100.00		100.00
	Alun Rhys-Jones (Bugler fee for Remembrance Sunday Service at Memorial Institute – donated to St. Kentigern Hospice in St. Asaph)	25.00		25.00
	Caerwys Computer Clinic (Yearly hosting fee for Council's web site) Councillor Jonathan Duggan-Keen – Declared an Interest ( <b>Minute number 4. 243/22 on page 2 above</b> )	175.00		175.00
	Caerwys Civic Service (Café on the Corner £581.75 / Organist £100.00 / Town Hall £80.00)	761.75		761.75
	R. P. Parry – Clerk (Back pay from April 2022 to October 2022 – less HMRC)			

## 14. 259/22

### APPLICATIONS FOR FINANCIAL SUPPORT

	Name of organisation	Amount granted



Cheque Number		£
	<b><u>Authorised to be paid by BACS:</u></b>	
	Holywell Leisure Centre (Application for annual grant) (Application adjourned to the January 2023 meeting – for production of copy bank statement)	
	Urdd National Eisteddfod (Application for annual grant) (Section 145 LGA 1972)	£150.00
	Caerwys Entertainment Committee (Application for annual grant towards the Town Square Christmas Carols – previously organised by another Committee) (Section 137 LGA 1972)	250.00
	Declarations of Interest declared by Councillors’ Jayne Morris & Lesley Roberts ( <b>Minute number 4. 243/22 on page 2 above</b> )	

**15. 260/22**

**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.....**