



# **CYNGOR TREF CAERWYS TOWN COUNCIL**

---

## **Minutes of The Meeting of Caerwys Town Council Held at The Memorial Institute, South Street, Caerwys, On Tuesday 18<sup>th</sup> October 2022, at 7.00pm**

### **1(A). 207/22**

#### **SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (PETER DOOLEY)**

Co-opted Councillor Peter Dooley read out his Declaration of Acceptance of Office. The Declaration was signed and witnessed by the Clerk.

The Mayor, Councillor Lynette Edwards, congratulated Councillor Dooley upon his co-option and welcomed him to the meeting.

### **1(B). 208/22 PRESENT**

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

Clerk & Financial Officer R. Phillip Parry

### **1(C). 209/22 APOLOGIES**

None

### **1(D). 210/22 ABSENT**

None

### **1(E). 211/22 Standing Orders Were Suspended**

The Mayor, Councillor Lynette Edwards, welcomed Ms. Gill Murgatroyd (Flintshire Standards Committee) to the meeting. Members individually introduced themselves.

Ms. Murgatroyd advised Members that the visit was as an observer in her role as an independent member of Flintshire Standards Committee. The visit was both an opportunity to raise the profile of the Standards Committee and to reinforce the Code of Conduct to Town & Community Councils. All Town & Community Councils will be visited over the next couple of months, whereafter the County Monitoring Officer will provide feedback directly to the Clerk (including identifying any Councillor training) and also at the joint virtual meeting between Town & Community Councils and Flintshire County Standards Committee, on Monday 7<sup>th</sup> November.

#### **1(F). 212/22**

#### **Standing Orders Were Re-instated**

#### **2. 213/22**

#### **BEREAVEMENTS WITHIN THE COMMUNITY**

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

#### **3. 214/22**

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

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

#### **4. 215/22**

#### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

#### **5. 216/22**

#### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 27<sup>TH</sup> SEPTEMBER 2022**

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

#### **6(A). 217/22**

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

The Clerk referred to the following matters from previous Minutes:

- (1) Minute no: 6(A). 183/22 (1) (page 3)** – in relation to the Harp project. **(1)** The Clerk advised that during a site meeting held in Caerwys, which was attended Darell Jones - County Highways Officer, Councillor Steve Cople and the Clerk, the Harp project was discussed. The County will provide the required assistance to the Town Council with the project. **(2)** Councillor Steve Cople advised that further discussions had taken place with the wood sculptor, whereby a formal quotation will be received for consideration at the November Council meeting.
- (2) Minute no: 6(A). 183/22 (a) (page 3)** – in relation to recent highway improvements in Caerwys town centre. Communication received from Darell Jones (Flintshire Highways) –

the lining work has been scheduled and will be completed in a few weeks by the original contractor.

- (3) Minute no: 7(B). 186/22 (d) (page 6)** – in relation to an application to the naming of two roads within the Summerhill housing estate. The Clerk recollected to Members the process achieved by e-mail in between meetings and confirmed the following decision: Caerwys Town Council's preferred names for the two roads: Summerhill Court / Summerhill Way (including Welsh translations).

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

- (4) Minute no: 7(c). 182/22 (page 6)** – in relation to the casual vacancy for one Town Councillor. The Clerk confirmed to Members: Public Notices had been displayed on the notice boards in Afonwen, Caerwys and Pen Y Cefn, advertising the Councillor vacancy. Should no expressions of interest be received in the future, the vacancy will be brought further to the attention of Members at their April 2023 Council meeting.
- (5) Minute no: 14.203/22 (page 11)** – in relation to an invitation to the North Wales Police Inspector for the area to attend a future Council meeting. The Clerk advised that following the September Council meeting he had contacted PCSO Connor Freel, to confirm the current Police Inspector's name and contact details. The Clerk confirmed two e-mails had been sent to the Inspector. However, PCSO Freel had advised that the Inspector was on leave and he was not aware of the return date.

**Members agreed the following:** Once the Clerk receives a reply from the Inspector, to invite them to the November Council Meeting.

#### **6(B). 218/22**

#### **TO FURTHER DISCUSS: ADDITIONAL CHRISTMAS LIGHTING (ADJ FROM SEPTEMBER MEETING)**

Councillor Andy Delooze advised Members that four sites have been identified by the sub-committee for additional Christmas lighting units. Councillor Delooze further advised in relation to the proposed locations and type of lighting units, whereby the property owners had been consulted and had agreed an electrical connection. The Clerk advised that the Council's street lighting contractor had quoted the sum of £50.00 a year for the storage of the lighting units.

Councillor Delooze recollected Members to the £3,000.00 budget set for the new Christmas lights, whereby the suggested lighting cost is £1,923.00 (includes VAT and delivery).

**Members agreed the following:** (1) Confirmed the purchase of the items as outlined by Councillor Delooze on behalf of the sub-committee – who were thanked for their work. Councillor Delooze to forward the new lighting details to the Clerk – and the Clerk to proceed with the purchase and payment (2) Confirmed the storage cost of £50.00 a year (3) The Clerk to advise the electrical contractor, that an additional Christmas lighting unit to be sited at the base of the Town Square tree, will be required to be connected.

#### **6(C). 219/22**

#### **TO FURTHER DISCUSS: PROVISION OF A WARM ROOM (ADJ FROM SEPTEMBER MEETING)**

The Clerk recollected to Members that this Council was awaiting guidance to Town & Community Councils from Flintshire County Council, whereby correspondence had been received from Flintshire Local Voluntary Council (FLVC) on behalf of the County – which had been forwarded to

Members. The County Council have agreed that 22 Community Centres in the Counties sheltered housing schemes, including community hubs, will be allocated as warm rooms.

The County together with FLVC are holding a virtual meeting on Thursday 20<sup>th</sup> October for voluntary and community groups that have open access space and / or activity that could be promoted.

**Members agreed the following:** Councillors to cascade the information received from FLVC to the local Groups and Committees in the Town Council area.

#### **7(A). 220/22**

#### **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:** No reported offences

**Caerwys:** 1 x Anti-social behaviour / 1 x Other crime / 1 x Violence

- (2) Independent Remuneration Panel for Wales: Notification of draft annual report for 2023 – which contains the following provision for Town & Community Councils in Wales: Proposed increase to the current allowance from £150.00 to £156.00, together with a payment of £52.00 a year for reimbursement for office consumables. Councillors to complete the survey on a personal basis.

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

- ❖ Flintshire County Council: Notification in relation to a Council Tax refund scam
- ❖ Caerwys Town Hall: Photographs of newly decorated main room
- ❖ Welsh Government: Independent survey in relation to digital support for Town & Community Councils in Wales; survey to be completed by Councillors on a personal basis
- ❖ Welsh Government: Survey in relation to the Electoral Administration and Reform White Paper; survey to be completed by Councillors on a personal basis
- ❖ Flintshire Local Voluntary Council: Information on ‘Warm Hubs’ within the County. Zoom meeting on Thursday 20<sup>th</sup> October at 1.00pm – for Voluntary / Community Groups

#### **7(B). 221/22**

#### **CLERK’S REPORT**

- (a) The Clerk recollects Members to the unexpected road closure on the B5122 road – Caerwys Hill to Afonwen, on the 27<sup>th</sup> September. The closure caused considerable inconvenience, as there were no prior warning and poor diversion routes. Flintshire Highways are to make a formal complaint to Scottish Power, together with a claim against the utility contractor.

- (b) The Clerk advised that following the now almost full Council membership, the names and contact telephone numbers have been updated both on the Council's web site and three Council notice boards sited in Afonwen, Caerwys and Pen Y Cefn. Under the Wales Measure Act, the agenda is required to be displayed on the Council's web site and in a conspicuous place within the Council area. All future agendas and public notices will be displayed on the Caerwys notice board.
- (c) The Clerk advised Members that the 'Community Sports Sessions' held by Aura Leisure on behalf of Flintshire County Council appear to have been a success, with the following figures released by Aura Leisure: Over the 9 sessions there were 83 attendees – which averages out at just under 10 per session; this was also during the summer months and family holiday period and in comparison to a number of other larger communities, the attendance figures are good (comments by Aura Leisure).

Aura Leisure have continued the sessions at no cost to this Council and have sought that the flood lights are switched on. The Clerk recollected to Members that it had previously been agreed this Council would pay the costs for the floodlights. The cost of the nine sessions was £720.00 – whereby an invoice will be issued. This figure was previously agreed by Council.

Aura Leisure will make contact further with the Town Council to discuss a further Service Level Agreement.

- (d) The Clerk advised that the Council had been approached by the Church Warden at St. Michael's Church to discuss the condition of a wooden bench seat near the lychgate on Pen Y Cefn Road. The seat had been inspected by a local joiner who found the wood to be rotten and unsafe. A quotation for the sum of £425. 00 - had been received; to dispose of the current seat, install a new bespoke seat to be secured to the ground.

The Clerk further advised Members that the seat is outside the Church grounds and on County adopted Highway, whereby the Clerk recalls that the Town Council installed it some 15 plus years ago; the original seat is not on the Council's Asset Register. The Clerk further advised that one bench seat on the asset register with a location at the memorial Institute, was apparently disposed of several - plus years ago. The Secretary to the Memorial Institute confirmed the seat is no longer in situ.

**Members agreed the following:** (1) Accepted the quotation for £425.00 (2) The Clerk to record the purchase on the Asset Register (3) The Asset Register to be amended to reflect the disposal of the bench seat in the Memorial Institute grounds, at a cost of £334.00.

- (e) Flintshire County Council: Proposed diversion of a section of public Footpath number 29 – in the Community of Caerwys. Highways Act 1980 Section 119 – in the area of Wern Fawr, Pen Y Cefn.

**Members agreed the following:** (1) No objection to the application (2) The Clerk to enquire with the County Footpath Officer, as to the reason for the proposed diversion.

**7(C). 222/22**

**TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30<sup>TH</sup> SEPTEMBER 2022**

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of September 2022, together with copies of the Council Bank account

statements (electronic copies sent prior to the meeting). 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). 223/22**

**TO REVIEW: INDEPENDENT CONTRACTOR AGREEMENT FOR ENVIRONMENTAL SERVICES**

The Clerk advised Members that next month will be the anniversary of the agreed and signed contract for the provision of environmental services; whereby included in the document was a review at twelve months.

Members expressed the following: The exceptional work completed by Gaynor over the past year, which has been recognised and welcomed by Councillors and residents.

**Members agreed the following:** The Clerk to contact Gaynor Griffith to discuss the following: Renewal of contract and monthly hours.

**7(E). 224/22**

**TO DISCUSS: ARRANGEMENTS FOR TOWN SQUARE CHRISTMAS LIGHTS**

The Clerk advised that this was an annual agenda item, whereby the general arrangements were agreed for the Town Square Christmas lights. The Clerk recollects to Members that the lights were wrapped around the tree trunk and branches last year, whereby only the switch on / off dates were required to be agreed.

**Member agreed the following:** The switch on date to be either Thursday 25<sup>th</sup> or Friday 25<sup>th</sup> November 2022 - with disconnection during the first week of January 2023.

**7(F). 225/22**

**TO REVIEW (AMEND / UPDATE) AND APPROVE, THE FOLLOWING POLICIES: (A) CODE OF CONDUCT (B) NATIONAL STANDING ORDERS (C) LOCAL STANDING ORDERS (D) FINANCIAL REGULATIONS (E) INTERNAL FINANCIAL CONTROLS (F) ANNUAL RISK ASSESSMENT – 2022 / 2023 (G) RETENTION OF DOCUMENTS ETC., SCHEDULE (H) FIXED ASSET REGISTER – 2022 / 2023 (I) RETENTION OF DOCUMENTS POLICY STATEMENT (J) ANNUAL INVESTMENT STRATEGY – 2022 / 2023 (K) MODEL LOCAL RESOLUTION PROTOCOL (L) COMMUNICATION AND ENGAGEMENT STRATEGY POLICY (SOCIAL MEDIA – A GUIDE FOR COUNCILLORS (WELSH ASSEMBLY GOVERNMENT) (M) MODEL PUBLICATION SCHEME / GENERAL DATA PROTECTION REGULATION (GDPR) (N) MANAGING CUSTOMER BEHAVIOUR) (O) BIODIVERSITY DUTY PLAN (P) ACCESSIBILITY STATEMENT (THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) ACCESSIBILITY REGULATIONS 2018) (Q) WELSH LANGUAGE POLICY (R) EQUAL OPPORTUNITIES POLICY (S) TRAINING PLAN**

**Members agreed the following:** Approved and updated the above policies, and to be further reviewed, if necessary, before the end of the financial year.

**7(G). 226/22**

**STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)**

**The Clerk advised in relation to the following concern(s) 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) Caerwys Town Square: A number of pot holes have increased in size and depth. In the area of the Water Street entrance – towards the tree
- (2) Junctions in Holywell Road (Maes y Dre and Bryn Aur): Number of pot holes
- (3) Holywell Road. At the top of Holywell Road with the junction to North Street and the Bryn Aur junction: Two portable road signs have been left in situ following previous work / diversion. Could these be removed as they are an inconvenience?

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

**8. 227/22**

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

The Town Mayor, Councillor Lynette Edwards, advised that there had been no Mayoral attendances to record.

**9. 228/22**

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

County Councillor Steve Copple, provided Members with the following report:

##### **County Councilor Activities**

Main council session, main items

- Provision of warm hub scheme debated and information was promised to be sent out to communities
- Reports received and approved on the state of care provision, main issue is lack of staff and funding /costs
- Approval of the new climate change committee, appointment of author to this committee
- Petitions about lack of affordable housing and lateness of the LDP and lack of change once comments are provided

##### **Local Activities**

- ❖ Road closure activities for tree felling on main Mold Denbigh Road starting 31<sup>st</sup> October for 4 weeks was questioned and FCC will issue advance warnings
- ❖ Discussions on recent badly managed road closure Caerwys Hill, Scottish power have been complained to
- ❖ Further reminder to FCC on road flooding with some response, monitoring program for some but have asked for action on the worst case - B5122 road

- ❖ Pwllgwyn, Afonwen - work not started being chased further. FCC have agreed to a face-to-face meeting to discuss next steps

#### **10(A). 229/22**

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

- (i) Councillor Jayne Morris advised as to her attendance at the West Flintshire Town & Community Working Group. A number of local topics were discussed and included:
  - Terms of reference
  - Projects outside the Caerwys area
  - Four meetings to be held in a year
- (ii) Attendance as Deputy Mayor at Mayor of Rhyl Town Council Civic Service.

#### **10(B). 230/22**

#### **TO RECEIVE REPORT: SITE MEETING WITH ASSISTANT COUNTY BIODIVERSITY OFFICER (CLLRS GWEN JONES & JUDITH STANDRING)**

Councillor Judith Standring reported on a recent site meeting held in Caerwys with Ellie Wainwright (County Biodiversity Assistant) on Wednesday 5<sup>th</sup> October. Councillor Gwen Jones was also in attendance. The following areas and recommendations had been highlighted during the visit:

- Area near to the telephone exchange in Pen Y Cefn Road
- Memorial institute grounds
- The Marian Common area
- Recommended reduced grass cutting on the Marian, addition of cherry and hawthorn trees (could be achieved this year) and bulb planting
- The Bio-diversity Officer will revisit in spring 2023
- Residents would be kept informed in relation to any areas of work and or planting scheme
- Town Clerk will receive a formal report from the above Officer in due course

The Mayor, Councillor Lynette Edwards, thanked Councillors Standring and Jones for attending the site visit.

#### **11(A). 231/22**

#### **PLANNING APPLICATIONS**

#### **11(B). 232/22**

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

- No planning applications had been received from Flintshire County Council

#### **11(C). 233/22**

#### **PLANNING DECISIONS**

- ❖ No planning decisions had been received from Flintshire County Council

#### **12. 234/22**

#### **TO CONSIDER: FUTURE VENUE FOR COUNCIL MEETINGS (CLLR STEVE COPPLE)**

Councillor Steve Copple addressed Members in relation to future meetings of the Town Council and advised in relation to the availability of the Community Meeting Room, at Llys Y Goron in Holywell Road.



**Members agreed the following, by majority:** (1) To hold Council meetings in the Llys Y Goron Community Meeting Room – from January 2023 (2) The Clerk to make the arrangements and to also thank the Management Committee of the Memorial Institute Trustees for the usage of their premises.

**13. 235/22**

**APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
	<b><u>Payments made – to be confirmed:</u></b>			
	<b>Standing Order:</b> Snapfast Electrical (Monthly payment Re: Installation of LED Lights) Payment dated 01/10/2022	263.94	52.79	316.73
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for September) Payments dated 01/10/2022			
	<b>Standing Order BACS:</b> H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - July, August & September 2022 Payment dated 06/10/2022)	614.91		614.91
	<b><u>Payments for consideration at meeting to be paid by BACS:</u></b>			
	Deeco lighting (Town Square Lantern repair)	180.00	56.00	216.00
	Canda Copying (Quarterly photocopier rental)	51.00	10.20	61.20
	Gaynor Griffith (Environmental Services for September)	100.00		100.00
	<b>Direct Debit:</b> Scottish Power (September - Street Lighting Electricity Account) Payment due 18/10/2022)	357.98	17.90	375.88

**14. 236/22**

**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	No applications received	

**15. 237/22**

**Members agreed the payments of the above accounts 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.....**