



CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council

Held at Llys Y Goron Community Meeting Room

Holywell Road, Caerwys

On Tuesday the 21st February 2023, at 7.00pm

1(A). 37/23

PRESENT

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

Clerk & Financial Officer R. Phillip Parry

1(B). 38/23

APOLOGIES

Councillor Tracey Temple

1(C). 39/23

ABSENT

None

1(D). 40/23

ATTENDANCE AT MEETING: ANDY ROBERTS & CHRIS REES-JONES (FLINTSHIRE COUNTY COUNCIL)

Standing Orders were suspended:

The Mayor, Councillor Lynette Edwards, welcomed both Andy Roberts and Chris Rees-Jones to the meeting.

Town & County Councillor Steve Copple provided a chronology of the past few years in relation to the former Pwll Gwyn Hotel in Afonwen. Councillor Copple stated that the community needs to understand what is happening to this historic building.

Both Andy Roberts and Chris Rees-Jones provided Members with background information, which included the granting of change of use and planning permission for the building. The building is listed. The owner, for personal reasons has been unable to move forward with the work granted under the permission. A professional person has been appointed to oversee the project.

The planning permission contained a number of conditions; in December 2022 an application was received to discharge the conditions; some were discharged. The change of use is now subject to building regulations. The County Council are awaiting a design for the middle part of the premises (former kitchen and food preparation areas). The owner anticipates that the work will commence in the near future. Council Members posed a number of questions.

The Mayor, on behalf of the Council, thanked Andy Roberts and Chris Rees-Jones for their attendance and the information provided.

Standing Orders were reinstated:

2. 41/23

BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following: Mrs Elizabeth Price, Pen Y Cefn.

3. 42/23

PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

Standing Orders were suspended:

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

4. 43/22

DECLARATIONS OF INTEREST

The following Declarations of Interest were declared: Councillors Steve Copple, Jayne Morris & Lesley Roberts (**Minute number: 15. 59/23 on page 9 below**)

5. 44/23

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 17TH JANUARY 2023

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

6(A). 45/23

PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) Minute no: 6.10/22 (1) (page 2)** – in relation to the Harp project. The Clerk recollected Members to the November, 2022 Council meeting (Minute number: 6. 245/22 (1)) whereby a quotation was recorded for the sum of £2,600.00, which had been received from a sculptor (Ian Murray Chainsaw Carving), with an estimated delivery period of mid-April. Both the Clerk and Councillor Copple further recollected Members to the difficulty previously

brought to the attention of Council in sourcing a professional sculptor. Should the Council accept the quotation a deposit is required of £650.00.

The Clerk recollects Members to the following requirements: **(a)** Plans for the project, whereby a County Officer had previously indicated that enquiries would be made with colleagues to seek their assistance. Following receipt of the plans County Planning will be approached to enquire if planning permission, or other, will be required **(b)** The purchase of a wooden bench seat.

Members agreed the following: **(a)** Suspend Financial Regulations for the following reasons: The project was firstly agreed at the Council meeting on Tuesday 15th February, 2022 under Minute number: 13. 45/22. Both the Clerk and Councillor Coople have received difficulty in sourcing a professional sculptor **(b)** Agreed the quotation of £2,600.00 from Ian Murray (Chainsaw Carving). The deposit of £650.00 be entered into the accounts for payments schedule **(c)** The Clerk to further enquire with the County in relation to the drawing of plans **(d)** The Clerk to forward to Councillors Susan Broadaway and Steve Copple, details of bench seating from Meifod Wood Products in Denbigh.

- (2) Minute no: 6.10/22 (3) (pages 2 & 3)** – in relation to the Clerk arranging a site meeting with Police Inspector Iwan Jones. The Clerk advised that following the January Council meeting a letter was sent to Chief Constable Amanda Blakeman, with an acknowledgement received advising that the letter had been sent to Inspector Iwan Jones. The Clerk further advised that the Inspector had replied and indicated he would telephone the Clerk to arrange a meeting with Council (Copy of exchange of e-mails had been sent to Members prior to the meeting). No telephone call had been received.

Members agreed the following: Town & County Councillor Steve Copple to discuss further with the Office of the Chief Constable.

- (3) Minute no: 6.10/22 (5) (page 3)** – in relation to flood lighting in the Multi Games Area. The Clerk advised that the Chair of the Institute Trustees had reiterated their previous comments in relation to the cost of electricity, and in particular, the quarterly standing charge. Members considered a number of suggestions. The Clerk further advised that a quotation to replace the existing floodlights with LED units were at a cost of £4,800.00 plus VAT.

Members agreed the following: **(a)** To arrange for the multi-use games area to be floodlit on a Friday evening from 7.00pm to 9.00pm for a six-week trial period at a cost of £20.00 per session – total £120.00 **(b)** The quotation to be placed on file.

- (4) Minute no: 12(i).26/22 (pages 8 & 9)** – in relation to a request to Flintshire County Council to install a convex roadside mirror at the junction of South Street and Pen Y Cefn Road. The Clerk advised that a site meeting had been arranged with Neil Hickie (Street Scene) together with Councillors Andy Delooze and Steve Copple. Councillor Delooze provided Members with details from the site meeting. The contour of the white road markings would not support the installation of a convex mirror. The junction is safe to turn from South Street into Pen Y Cefn. However, by re-positioning the white road markings and creating a hatched area – would provide extra length before vehicles turned into Pen Y Cefn Road, together with increased visibility.

Members agreed the following: The Clerk to write formally to County Highways to seek the suggested white road markings to be re-positioned and hatched area to be considered.

6(B). 46/23

TO FURTHER CONSIDER: DRAFT COMMUNITY AWARD POLICY & NOMINATION FORM (ADJ FROM JANUARY)

Councillor Steve Copple recollected Members to the draft Community Award Policy and Nomination form that had been sent to Members prior to the meeting. Members discussed the policy document.

Members agreed the following: Adopted the Community Award Policy and Nomination form. The Clerk to place a Public Notice in the next available edition of the Caerwys Chronicle. The Public Notice to be placed on the notice boards and uploaded to the local Facebook page. The Community Award to be placed on the July Council agenda.

6(C). 47/23

TO RECEIVE UPDATE: COMMUNITY WINTER VOLUNTEER TEAM (ADJ FROM JANUARY MEETING)

Councillor Andy Delooze reported on a site meeting held with Neil Hickie (Street Scene). Councillor Steve Copple was also in attendance. The County would provide at a cost to this Council salt bins on every street and other areas as identified by this Council, together with gloves and shovels. The streets and areas will require to be identified, together with an unknown number of volunteers.

The Clerk advised Members of legal advice that had been received from a County Solicitor, who confirmed; 'there is no law to prevent a Community Council clearing snow and ice from the public pavement, but there is no duty to do so'.

Members agreed the following: The Clerk to place on the September Council agenda for further discussion.

7(A). 48/23

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 offences reported.

Caerwys: 2 x Anti-social behaviour / 1 x Burglary / 2 x Other crime / 2 x Violence

- (2) Flintshire County Council: Schedule of further biodiversity improvements received and forwarded to Members by e-mail seeking observations. The Clerk reported that all Councillors had replied confirming their agreement to the suggested improvements; the County Biodiversity Officer had been advised.
- (3) Area Of Outstanding Natural Beauty (AONB) – invitation to attend the annual AONB Champions & Local Members & Community Councils Annual Forum; to be held on Thursday 2nd March between 10:30 and 20:30 in The Community Hub, Coleg Cambria, Llysfasi.

Members agreed the following: Invitation Received.

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

- ❖ Flintshire County Council: Garden waste collection service for 2023 (Received from County Councillor Steve Copple)
- ❖ Flintshire County Council: Adoption of the Flintshire Local Development Plan
- ❖ Flintshire County Council: Welsh Government Winter Fuel Payments Scheme (Received from County Councillor Steve Copple)

7(B). 49/23

CLERK'S REPORT

- (1) The Clerk recollected Members to the reduction of properties in Band D that was advised during the budget setting process at the January meeting; this resulted in this Council's current budget being reduced by £1,660.00 for the forthcoming financial year – 2023 to 2024. The Clerk had written to the County Treasurer seeking an explanation, in particular that there were a number of new properties built in the town over the past twelve months. The reply from the Office of the County Treasurer advised the following: The County calculate the number of proposed new properties, whereby last year's figures took into consideration that between 20% and 50% of the properties would have been completed on the former Summerhill land. This did not occur. The County apologise for this miscalculation and would review the system.
- (2) The Clerk advised Members that he had written to Mr. Andrew Farrow (Chief Planning Officer) seeking an explanation as to why Planning Officers reports are stating that the Caerwys Town Council did not respond to planning applications. The Clerk further advised Members that all planning applications either placed before Council at a meeting or due to timescale for comment - decisions are agreed by e-mail. The Clerk confirmed that he has copies of all planning e-mailed comments to the County.

Contained in the letter to Mr. Farrow were other comments; the new Planning web site is slow and frequently is not accessible. The weekly determined list provides up to date information on an infrequent basis. The letter also brought to the attention of Mr. Farrow a Public Services Ombudsman Report which included the following recommendation: e-mail read acknowledgements receipts should be sent. Whilst this was initially set up, but just a few months later the read receipts ceased. The Clerk advised no reply had been received from Mr. Farrow.

Members agreed the following: County Councillor Steve Copple to endeavour to obtain a reply.

- (3) The Clerk advised that the wooden door on the notice board in Pen Y Cefn had dislodged and was lying in the grass. A local joiner had been asked to repair. The Mayor and Deputy Mayor were informed.
- (4) The Clerk recollected Members to a previous decision for the Town Square bus shelter to be painted with a Summer and Christmas theme. The artist is enquiring if the Council wish to consider a Coronation theme – as the Town are holding a celebration.

Members agreed the following: Coronation theme to be painted on the Town Square bus shelter.

(5) STREET LIGHTING

The Clerk advised that the following street light was faulty: A541 road in Afonwen – sited in-between Fron Deg and Plas Yr Haf. Following a visit by the street lighting engineer there is a fault between the Scottish Power connection and supply to the actual lamp. A new part is on order.

7(C). 50/23

STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)

The Clerk advised in relation to the following concern that had been reported to StreetScene, since the last Council meeting:

- Request from a resident in Afonwen seeking that an unadopted road / track to their property is cleared of snow.

The following concern was brought to the attention of Council:

- ❖ B5122 Road – travelling out of Caerwys towards A55. On the first corner by the unofficial parking layby – a chevron sign has been dislodged.

Councillor Susan Broadaway wished to express her thanks to Street Scene for the expedited repairs completed to the numerous pot holes that were reported at the January Council meeting.

The Clerk advised that the above concern and thanks would be brought to the attention of StreetScene.

8. 51/23

TOWN MAYOR'S REPORT

The Town Mayor, Councillor Lynette Edwards, advised Members of their attendance at the following:

- Rhuddlan Town Council Civic Sunday
- Prestatyn Town Mayor's Charity event
- Mold Town Council Mayor's Charity dinner

9. 52/23

COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

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

Main Council Discussions

- ❖ To seek Members approval for the adoption of the Flintshire Local Development Plan (LDP)
- ❖ To present the Capital Programme 2023/24 – 2025/26 for approval
- ❖ To present the Capital Strategy 2023/24 – 2025/26 for approval
- ❖ The purpose of this report is to present for consideration and comment, the draft HRA 30-year Financial Business Plan and the proposed HRA Budget for 2023/24
- ❖ To present to Members the draft Treasury Management Mid-Year Review for 2022/2
- ❖ To approve the Governance and Audit Committee Annual Report 2021/22
- ❖ To approve the Financial Procedure Rules
- ❖ To recommend adoption of the ordinary language guide and updated Constitution, following the work undertaken by the working group

Local Issues

- Variation of licence at Heron's Retreat
- Upgrade of soakaway B5122
- Improvements to the Square, letter sent to head of Street Scene
- Attendance at the West Flintshire Community Council Forum: (i) Active Travel allocation (ii) 20mph discussion
- Attendance at a forthcoming Flintshire County Council briefing sessions with contract holders (tenants) in Caerwys regarding the new Renting Homes (Wales) Act 2016 which has now been implemented on 1st December 2022.

10. 53/23

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- (i) Councillor Gwen Jones, as the Town Council's School Governor Representative at Ysgol Yr Esgob, advised of her attendance at a Governors meeting. Matters discussed including the following:
- ❖ Positive feedback from a professional body in relation to the School's curriculum.
 - ❖ Clwb Bwthyn Bach.
 - ❖ Further links between the School and St. Michael's Church.
 - ❖ Nursery and Reception levels reaching capacity.
 - ❖ Presentation by the Town Council to the pupils of the School Council.

Members agreed the following: The Town Council would be pleased to provide a presentation to the School Council. The Clerk to make contact with the Headteacher. Suggested April Council meeting whereby the commencement time of the meeting could be brought forward to 6.30pm.

- (ii) Councillor Lesley Roberts reported on her attendance on behalf of the Town Council at a Smart Town Workshop. Items discussed including the following:
- Wi-Fi in rural areas / Environmental / Car parking

11. 54/23

TO CONSIDER: JOINT PROJECT WITH FLINTSHIRE COUNTY COUNCIL – TO MAINTAIN THE TOWN SQUARE (CLLR STEVE COPPLE)

Councillor Copple addressed Members in relation to the condition of the Town Square, which given its importance to the town and its current risk to pedestrians with an unstable surface littered with deep potholes. Contact has been made with Katie Wilby, Chief Officer (Street Scene and Transportation) at Flintshire County Council seeking a site meeting. Councillor Copple wished the County to make plans to take longer term action to vastly improve the condition of the Square. Councillor Copple had enquired with the Town Clerk if this Council were able to provide financial assistance to the County towards the Town Square refurbishment.

The Clerk advised of the following legal advice received: 'A Community Council (Town) has no powers when it comes to adopted highways. They are the responsibility of the highway authority'.

Councillor Copple will provide Members with an update following the request for a site meeting.

12. 55/23

TO DISCUSS: YOUTH / TEENAGER SHELTER (CLLR ANDY DELOOZE)

Councillor Andy Delooze addressed Members in relation to the benefits of providing a shelter for teenagers. Councillor Delooze advised of statistics which indicated a reduction in anti-social behaviour in areas where a suitable shelter had been provided. Members discussed the proposal,

with the general consensus that following a survey being completed, together with potential sites for the shelter identified, Members would consider further.

Members agreed the following: Councillor Delooze initially to complete a survey amongst the age group between 14 to 17 years. The item to be further discussed at the March Council meeting.

13(A). 56/23

PLANNING APPLICATIONS

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

- Application number: FUL/000019/23 – for variation of condition 1 of 058472, at Pant Y Cefn, Pen Y Cefn.

Comment by Council: No objection

13(B). 57/23

PLANNING DECISIONS

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

- (1) Application number: FUL/000464/22, for rear flat roof extension to form dining room and small side kitchen/shower room extension with pitched roof, at 53, St Michaels Drive, Caerwys, Granted
- (2) Application number: TPO/000636/22 – to reduce height by 2-3m beech to rear garden, at 4 Parc Hafod, Caerwys. Permitted.
- (3) Application number: NMA/000703/22 – for non material amendment to planning ref 056102 to accommodate change in the design of the wall which allows for improved parking arrangements on site, at Kirkmichael, South Street, Caerwys. Approved.
- (4) Application number: FUL/000529/22 – for 3 bay garage with room above to front of property with a storage shed in retrospect, at Tangnefedd, Afonwen. Refused.

14. 58/23

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 01/02/2023	263.94	52.79	316.73
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for January) Payments dated 01/02/2023			
	<u>Payments for confirmation and consideration at meeting to be paid by BACS:</u>			

Direct Debit: Scottish Power (January - Street Lighting Electricity Account) Payment due 20/02/2023	168.09	8.40	176.49
Ian Murray (Chainsaw Carving) Upfront payment of 25% of accepted quotation (Harp Project) £2,600.00 – for purchase of materials	650.00		650.00
R P Parry (Clerk) Reimbursement of quarter share with other Councils of Microsoft 365 Business renewal (£112.80 / £28.20) plus VAT £22.56 (VAT to be reclaimed by Caerwys Town Council)	28.20	22.56	50.76

15. 59/23

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<u>Authorised to be paid by BACS:</u>	
	Caerwys Bowling Club (Application for funding towards security fencing: Adjourned from January Council meeting) (Section 19 - 3 LGA (Miscellaneous Provisions) Act 1976)	£250.00
	Caerwys Mothers Union (Application for general grant) (Section 137 LGA 1972)	£250.00
	Caerwys Women's Institute (Application for general grant) (Section 137 LGA 1972)	£250.00
	Macmillan Cancer Care (Application for general grant) (Section 137 LGA 1972)	£200.00
	Caerwys Entertainment Committee (Application for funding towards King's Coronation celebration in Caerwys) (Section 137 LGA 1972) Note: Councillors Steve Copple, Jayne Morris and Lesley Roberts – Declared an Interest (Minute number 4. 43/22 on page 2 above)	£500.00
	Caerwys Memorial Institute (Application for annual grant) (Section 19 LGA 1976) Note: Council sought the following: (a) Date of Memorial Institute Annual General Meeting (b) Copy of minutes following the meeting	£1,000.00

16. 60/23

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.....**