



# **CYNGOR TREF CAERWYS TOWN COUNCIL**

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## **Minutes of The Meeting of Caerwys Town Council Held at Llys Y Goron Community Meeting Room**

**Holywell Road, Caerwys**

**On Tuesday the 17<sup>th</sup> January 2023, at 7.00pm**

**No Council meeting was held in December**

### **1(A). 01/23 PRESENT**

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

Clerk & Financial Officer R. Phillip Parry

### **1(B). 02/23 APOLOGIES**

Councillor Peter Dooley  
Councillor Gwen Jones

### **1(C). 03/23 ABSENT**

None

### **1(D) (i). 04/23 CO-OPTION OF CAERWYS TOWN COUNCILLOR**

The Clerk recollects Councillors to the Public Notice displayed advertising the vacant Councillor Seat by co-option, whereby an application had been received which had been forwarded to Members prior to the meeting. The application was read out to Members.

**Members agreed the following:** To co-opt Tracey Temple as a Caerwys Town Councillor.

**1(D) (ii). 05/23**

**SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (TRACEY TEMPLE)**

Co-opted Councillor Tracey Temple read out her Declaration of Acceptance of Office. The Declaration was signed and witnessed by the Clerk.

The Mayor, Councillor Lynette Edwards, congratulated Councillor Temple upon her co-option and welcomed her to the meeting.

**2. 06/23**

**BEREAVEMENTS WITHIN THE COMMUNITY**

Members stood in silence in memory of the following: Mr. Michael J. Dainty, Pen Y Cefn.

**3. 07/23**

**PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

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

**4. 08/23**

**DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**5. 09/23**

**TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 15<sup>TH</sup> NOVEMBER 2022**

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

**6. 10/23**

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

The Clerk referred to the following matters from previous Minutes:

- (1) Minute no: 6. 245/22 (1) (page 2)** – in relation to the Harp project. The Clerk advised that Councillor Steve Copple at the request of the Clerk had met on site with a local contractor to provide a guidance cost for the groundworks. This was to assist with the budget analysis. A guidance quotation had been received for the sum of £1,660.00 – for excavation and removal of surplus soil, reinforced concrete base with steel to secure the harp. The Clerk advised that there would be further costs for the bench seat and metal tree surround bases.

Councillor Copple will further contact the sculptor to ascertain the estimated delivery of the harp.

- (2) Minute no: 6. 245/22 (2) (page 2)** – in relation to the recent highway improvements in Caerwys. Councillor Copple advised that he had been in further contact with Street Scene, whereby a gap between the pavement and the adjacent property will be filled in.
- (3) Minute no: 6. 245/22 (4) (page 2)** – in relation to the Clerk arranging a site meeting with Police Inspector Iwan Jones. The Clerk advised that despite further contact with the

Inspector, no date had been suggested. The Clerk had also contacted the PCSO to endeavour to make arrangements, but to no avail.

**Members agreed the following:** The Clerk to write to Chief Constable Amanda Blakeman, to enquire as to why the Police Consultative meetings have not been held, which were ceased a couple of years prior to the pandemic. The Clerk to seek that the meetings are re-instated, as this would be the only way to address local concerns with the Inspector.

(4) **Minute no: 6. 245/22 (7) (page 3)** – in relation to an updated Contractor Agreement with Gaynor Griffith. The Clerk advised that this had been completed.

(5) **Minute no: 7(D). 249/22 (page 5)** – in relation to flood lighting in the Multi Games Area. The Clerk advised that the Chair of the Institute Committee had advised that the current charge of £10.00 per hour was to cover the actual electricity usage together with a standing charge of £100.00 per quarter.

**Members agreed the following:** The Clerk to further contact the Institute Chairman advising that the Council are considering paying for the floodlighting twice a week over a five-month period to enable the youths to use the facility – whereby the Council request consideration that the hire fee payment only covers the actual cost of electricity supply and not the standing charge.

**7(A). 11/23**

## **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:** 1 x Burglary / 1 x Drugs / 1 x Violence

**Caerwys:** 1 x Criminal damage / 1 x Drugs / Public Order / 1 x Vehicle crime

(2) Welsh Government: Notification in relation to the appropriate sum under Section 137 (4) (a) of the Local Government Act 1972 – Section 137 Expenditure limit for 2023 / 2024 – will be £9.93.

(3) Flintshire County Council: Bilingual link to the Welsh Government Inspectors Report in relation to the adoption of the County Local Development Plan to year 2030.

(4) Flintshire County Council: Guidance received from the County Legal Advisor, in relation to Councillors declaring personal interests. The Clerk advised Members of the full contents of the advice received.

(5) Hwb Natur – Pentre Bychan Nature Hub (Councillors to register should they wish)

(6) Welsh Government: SMART Towns project information and workshop links (Councillors to register should they wish)

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

❖ HyNet: Notification relating to application S56 DCO – HyNet Carbon Dioxide Pipeline

- ❖ Welsh Government: Environmental Protection (Single-use Plastic products (Wales) Bill; Passed on the 6<sup>th</sup> December 2022
- ❖ Flintshire County Council: County budget & Council services for financial year 2023 / 2024
- ❖ County Councillor Steve Copple: Link to the Flintshire gritting and snow clearing policy
- ❖ County Councillor Steve Copple: Senior citizens advice in relation to cost of living crisis
- ❖ Flintshire County Council: Feedback on visits to Town & Community Councils
- ❖ Flintshire County Council: Consultation in relation to Draft Well-being Plan – 2023 / 2024
- ❖ Flintshire County Council: Notice of road closure in area of Pant Crossroads to Rhydlydan crossroads
- ❖ Town Councillor Jayne Morris: AONB Forum presentation slides
- ❖ Flintshire County Council: Publication of Inspector’s Report and adoption of the County Local Development Plan

#### **7(B). 12/23**

#### **CLERK’S REPORT**

- (a) The Clerk advised Members in relation to the following deposits to the Council’s bank account:
- £13,033.33 - Flintshire County Council: Third precept payment for financial year 2022 / 2023
- (b) Flintshire County Council: Request for the salt bin sited in the Town Square to be refilled – as a cost of £60.00 to this Council.
- (c) The Clerk advised that the Christmas lighting sub-committee had requested consideration for extra Christmas lighting to be purchased, at a cost of £119.99; delivery £5.99 plus VAT. Information sent to Mayor and Deputy for consideration, who authorised the purchase to complete the new lighting installation prior to Christmas. It was reported that damage had been caused to the new lights surrounding the town square tree.

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

#### **7(C). 13/23**

#### **TO RECEIVE AND APPROVE: QUARTERLY STATEMENT OF ACCOUNTS TO THE 31<sup>ST</sup> DECEMBER 2022**

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of December 2022, together with copies of the 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 Mayor, Councillor Lynette Edwards.

**7(D) (i). 14/23**

**TO RECEIVE, CONSIDER AND APPROVE: BUDGET FOR THE FINANCIAL YEAR 2023 / 2024**

- (1) To increase the current precept for the forthcoming financial year from £39,100.00 to £41,250.00. The Clerk advised that the Band D property charge would be £63.39, an increase of £5.06 a year (8.67% - 42p extra per month) for Band D properties within the Council area.
- (2) Earmarked Reserves £24,445.00 / General reserves £15,481.00 / Ring-fenced Reserves £8,849.00. To transfer £2,816.00 from the 2023 / 2024 budget to General Reserves (included in above figure).
- (3) Should the Harp project and groundworks not be completed before the end of this financial year – 31<sup>st</sup> March 2023, Council will repay the LED lighting remaining fifteen months repayment from this current budget. The Clerk to bring this to Council's attention in March 2023 meeting.
- (4) The Mayor, Councillor Lynette Edwards, to sign the estimates for the end of the financial year 2022 / 2023, including the precept requirement for 2023 / 2024.
- (5) The Clerk to advise Flintshire County Council in respect of the Town Council's financial requirements (precept) for 2023 / 2024.

**7(D) (ii). 15/23**

**TO FURTHER REVIEW: STREET LIGHTING CONTRACT**

The Clerk recollects Members to previous discussions in relation to the street lighting energy supply and in particular, the increase in cost and information received from a Government Procurement Officer.

**Members agreed the following:** The street lighting energy supply contract to remain on file until such time as the energy market stabilises.

**7(E). 16/23**

**TO RECEIVE: UPDATED BIO-DIVERSITY POLICY**

The Clerk recollects Members to the updated Bio-diversity Policy that had been sent prior to the Council meeting for perusal.

**Members agreed the following:** Thanked the Clerk for the updated policy.

**7(F). 17/23**

**TO CONSIDER: APPOINTMENT OF INTERNAL AUDITOR – END OF YEAR AUDIT 2022 / 2023**

The Clerk advised that this 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 2022 / 2023 accounts.

**7(G). 18/23**

**TO CONFIRM RENEWAL: NAT WEST BANK STANDING ORDERS / BACS**

The Clerk advised Members that under the Financial Regulations, the payments made by Bank Standing Order and fixed monthly payments by BACS, were required to be re-confirmed every two years. Presently, the following payments are made, as follows: Standing Order: Scottish Power & Snapfast Electrical (LED Street Lights). BACS payments: Quarterly payments to HMRC in January, March, July & October / Fixed monthly payments - Clerk's Salary and allowance.

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

#### **7(H). 19/23**

#### **TO REVIEW & UPDATE COUNCIL BANK SIGNATORIES**

The Clerk advised that following the 2022 Council elections the Nat West Bank account signatory mandate required confirming. The Clerk provided Members with the current names of signatories.

**Members agreed the following:** To remove three retired Councillors.

#### **7(I). 20/23**

#### **CLERK'S ANNUAL APPRAISAL – 2022**

The Clerk advised and the Mayor, Councillor Lynette Edwards, confirmed, that the Clerk's annual appraisal had been completed for year 2022.

#### **7(J). 21/23**

#### **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:**

- (1) Continual flooding on B5122 road – in area of Marian Bach
- (2) Several concerns in relation to the clearance of ice in streets of Caerwys and in particular, outside Ysgol Yr Esgob primary school

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

- (1) Manhole requires re-setting at junction with Chapel Street and South Street
- (2) The signage has still not been removed from the top of Holywell Road and near the entrance with Bryn Aur
- (3) Pot holes in the following areas:
  - Number of pot holes on B5122 Road – Caerwys Hill to Afonwen
  - Pot holes near the entrance to Heron's retreat (on white line)
  - Top of Caerwys Hill – pot hole in services grid area
  - Number of pot holes on B5122 Road – from A55 travelling to Caerwys
  - One large and dangerous pot hole on above road near Flintshire Environmental Services
  - Tarmac requires repair on above road – breaking away, in particular, on a number of corners adjacent to the grass verges
  - Two pot holes at the top of Holywell Road – at junction with North Street
  - Pot hole on Pen Y Cefn Road – outside The Old Rectory
  - Pot hole on Pen Y Cefn Road – outside Tan Llan
  - Town Square – pot holes near the junction with Water Street

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

**8. 22/23**

**TOWN MAYOR'S REPORT**

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

- (a) Civic Services of St. Asaph and Caerwys (Caerwys service also attended by Deputy Mayor Jayne Morris)
- (b) Remembrance Sunday wreath laying (Attended also by Deputy Mayor Jayne Morris)
- (c) Ysgol Yr Esgob – School Christmas Play and Carol Service
- (d) St. Michael's Church Carol Service (Attended also by Deputy Mayor Jayne Morris)

**9. 23/23**

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

County Councillor Steve Copple provided Members with the following report:

- This month or so has been quiet in a local sense, with some disturbances caused by the blocked road Mold /Denbigh due to tree felling. I hope that information supplied by FCC on the closures were useful.
- County school governor is named a Jan Pierce Jenkins, from Caerwys.
- Licensing variation for Herons Retreat received and reviewed after site visit.
- Councillor nomination for Christmas hamper was the Ukrainian family, this was collected and delivered; needless to say they were delighted.
- Multiple complaints about dangerous pavements during the cold /snowy weather, encouraged FCC to keep to the policy set on gritting, refilling salt bins requested.
- Via town clerk chased modifications to pavement opposite Café, still chasing finishing works on same area.
- Chased FCC on flood remedial works B5122, FCC to come with plans and timeline.
- Chaser email sent to FCC on plans for PG works, invite to be arranged for February meeting.

**County issues**

- ❖ The last full council meeting had one very interesting item on additional council tax on second homes and empty homes; recent WG legislation allowed local councils to charge up to 300% more on top of the normal CT. A proposal of increase from 50 to 75% on empty homes and 50 to 100% on second homes was hotly debated but passed, this is less draconian than expected. Cabinet members and council officers have been busy trying to produce a balanced budget, this is very difficult without cuts to services and other consequences. More on this in the next few weeks.

- ❖ FCC have voted to ban the use of animals like reindeer as part of any event held on FCC land or organized by FCC; local RSPCA supported this.
- ❖ Local independent councillors including myself drafted with local MP a letter to WG demanding a bigger slice of funds, Flintshire is 20 out of 22 on a per capita basis, again.
- ❖ There is debate coming on electoral reform on voting systems, FCC have asked for more guidance.

## 10. 24/23

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

- (i) Councillor Andy Delooze, reported on his attendance at a meeting of the Caerwys Town Hall Trustees, whereby included were the following items: Solar power grants - the Hall did not reach the criteria; Wi fi connection (possible hotspot); The Town Council and Clerk were thanked for their assistance.
- (i) Councillors Susan Broadaway and Andy Delooze, reported on their attendance at the Flintshire County Forum; included were the following items; Ukraine refugees update; Local Development Plan; independent review of ethic code and framework; power of competence; match funding for play areas included in 2023 / 2034 budget; new planning portal.
- (ii) Councillor Jayne Morris reported on her attendance at the AONB Forum and Hwb Natur.
- (iii) Councillor Lynette Edwards reported on her attendance at an Executive Committee meeting of the North Wales Association of Local Councils. The main meeting will be held on Friday of this week.

## 11. 25/23

### **TO CONSIDER: COMMUNITY AWARDS (CLLR STEVE COPPLE) (ADJ FROM NOVEMBER 2022)**

Councillor Steve Copple recollects Members to the Council's decision made on 18<sup>th</sup> February, 2020, to provisionally agree a Community Award. Due to the pandemic the award process was not completed.

Councillor Copple wished Council to consider further the award. General discussion by all Councillors, including suggestions for an award criteria and format for annual presentation.

**Members agreed the following:** To set up an Annual Community Award. Councillor Copple to produce a methodology to Councillors prior to the February Council meeting for consideration.

## 12(i). 26/23

### **TO DISCUSS: SEEKING COUNTY COUNCIL TO INSTALL A CONVEX ROADSIDE MIRROR (SOUTH STREET & PEN Y CEFN ROAD JUNCTIONS) (CLLR ANDY DELOOZE)**

Councillor Andy Delooze expressed his concerns with the safety aspect at the junction of South Street and Pen Y Cefn Road (Memorial Institute corner), in particular, when vehicles are turning right into Pen Y Cefn Road. This manoeuvre is quite dangerous – as it is difficult to see traffic to the left. Councillor Delooze suggested the installation of a convex mirror or not allowing traffic turning right could alleviate the concern.



**Members agreed the following:** The Clerk to arrange with Neil Hickie (Street Scene) a site meeting to discuss the options available.

**12(ii). 27/23**

**TO DISCUSS: ADVERSE WEATHER PLANS (CLLR ANDY DELOOZE)**

Councillor Andy Delooze advised Members of the numerous complaints by residents following the heavy snow in December 2022; the length of time the County took to clear the roads and in particular, the pavements. Councillor Delooze suggested the Council seek volunteers to form a group that could be called upon to assist in adverse weather conditions and for the Council to provide equipment.

Councillor Steve Copple reiterated Councillor Delooze's comments and advised that he had sought through the Clerk advice from the County legal advisor – to ascertain the legality of setting up a volunteer group. This has not been received to date.

**Members agreed the following:** (1) In principle, agreement to the setting up of a volunteer group and to await the legal position (2) The Clerk to also include the volunteer group for discussion with Neil Hickie (Street Scene) during site visit.

**13. 28/23**

**TO CONSIDER: SETTING UP A COMMUNITY TEAM TO ALLEVIATE FUTURE ICE CONDITIONS (CLLR STEVE COPPLE)**

This matter was amalgamated with the above agenda item.

**14(A). 29/23**

**PLANNING APPLICATIONS**

**The following planning application had been received:**

- ❖ Application number: ADV/000724/22 – for Roundabout Sponsorship Signs - 3 no signs to be positioned to the right of the traffic chevrons, at Roundabout no 25, Crossways South (A55), adjacent to Dragons Rest Cafe, Caerwys.

**Comments by Council:** Subject to compliance with relevant policies and planning guidance notes, then no objections raised.

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

**14(B). 30/23**

**Members formally confirmed the above decision.**

**14(C). 31/23**

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

- No applications received from County Planning

**14(D). 32/23**

**PLANNING DECISIONS**

**The following planning decision(s) have been received from Flintshire County Council:**

- ❖ No decisions received from County Planning

**14(E). 33/23**

**NOTICE OF PLANNING APPEAL**

Notice under Town and Country Planning Act, 1980 (as amended) – Section 78 Appeal. Planning reference number: 063122 – for the erection of 2 detached live / work units at the former Centre point Garage, Afonwen. Appeal made to the Planning & Enforcement Decisions Wales (PEDW) following refusal of planning permission by Flintshire County Council.

**15. 34/23**

**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 01/12/2022	263.94	52.79	316.73
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for November) Payments dated 01/12/2022			
	<b>Direct Debit:</b> Scottish Power (October - Street Lighting Electricity Account) Payment dated 29/11/2022	174.56	8.73	183.29
	<b><u>Payments for consideration by two Councillor bank signatories - to be paid by BACS:</u></b>			
	Gaynor Griffith (Environmental Services for November & December)	200.00		200.00
	R. P. Parry – Clerk (November additional salary (standing order amendment failed) – following deduction of HMRC			
	Katy Bincham (Bus shelter Christmas theme)	100.00		100.00
	Mark Powell (Bus shelter window cleaning)	120.00		120.00
	R. P. Parry – Clerk (Reimbursement of purchase of additional Christmas lighting – from Christmas Direct) As agreed by Mayor & Deputy Mayor	104.98	21.00	125.98
	Society of Local Council Clerk’s (Quarter share of membership renewal with other Councils for 2023)	74.00		74.00
	<b>Direct Debit:</b> Scottish Power (November - Street Lighting Electricity Account) Payment due 21/12/2022	168.09	8.40	176.48
	<b>The above payments for December 2022 – were authorised by two Councillor bank signatories</b>			

<b><u>JANUARY 2023 PAYMENTS</u></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 01/12/2022	263.94	52.79	316.73
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for November) Payments dated 01/12/2022			
	<b>BACS:</b> H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - October, November & December. Payment dated: 09/01/2023	780.44		780.44
<b><u>Payments for consideration at meeting to be paid by BACS:</u></b>				
	<b>Direct Debit:</b> Scottish Power (December - Street Lighting Electricity Account) Payment due: 17/01/2023	168.09	8.40	176.49
	Caerwys Memorial Institute (Meeting room hire for September, October & November £60.00 / Usage of multi court lighting for youth outdoor sessions £105.00)	165.00		165.00
	Deeco Lighting (Erection and removal of Christmas lights £360.00 / Yearly storage £50.00)	410.00	83.00	492.00
	Canda Copying (quarterly photocopier fee)	51.00	10.20	61.20
	R. P. Parry – Clerk (December additional salary (standing order amendment failed - again) – following deduction of HMRC)			
	Cllr Andy Delooze (Re-imburement of fixing items for new Christmas lights – as per receipts)	48.72	9.75	58.47
	Cllr Lynette Edwards (Remaining Mayor's allowance)	220.00		220.00

## 16. 35/23

### APPLICATIONS FOR FINANCIAL SUPPORT

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	<b><u>Authorised to be paid by BACS:</u></b>  Holywell Leisure Centre (Application for annual grant) Adjourned from November meeting	£250.00

	<p>(Section 19 - 3 LGA (Miscellaneous Provisions) Act 1976)</p> <p>Caerwys Bowling Club (Application for grant towards new secure boundary fence) (Application adjourned to the February Council Meeting) as follows:</p> <ul style="list-style-type: none"> <li>(1) A copy of the last end of year accounts for the Bowling Club</li> <li>(2) A copy of the quotation for the fencing</li> <li>(3) The Council enquire if the Bowling Club have a plan B – should the installation of a more secure surround fence not alleviate the anti-social behaviour.</li> </ul> <p>Caerwys Town Hall (Application for annual grant) (Section 19 LGA 1976)</p>	<p>£2,000.00</p>
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**17. 36/23**

**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.....**