



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 18th April 2023, at 7.00pm

1(A). 84/23

PRESENT

Councillor Lynette Edwards (Mayor)

Councillor Jayne E. Morris (Deputy Mayor) (Attending a Course on behalf of Council)

Councillor Susan A. Broadaway

Councillor Steve Cople (Town & County)

Councillor Jonathan Duggan-Keen

Councillor Judith Standring

Councillor Tracey Temple

Clerk & Financial Officer R. Phillip Parry

1(B). 85/23

APOLOGIES

Councillor Andy Delooze

Councillor Peter Dooley

Councillor Gwen Jones

Councillor Lesley Roberts

1(C). 86/23

ABSENT

None

2. 87/23

BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following: Mr. Philip Jones, Bryn Aur, Caerwys.

3. 88/23

PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

Following concerns reported by residents:

- (1) Speed limit sign (30) driving into Caerwys from the A55 - the left-hand sign is not facing the road, slightly twisted to the left (not facing traffic).
- (2) Deep pothole on Drovers Lane just by the Pinfold.
- (3) Deep pothole on Holywell Road just past the turning into Maes y Dre (going towards Bryn Aur).
- (4) Road surface in Bryn Aur is starting to develop small potholes.
- (5) Street Sign for South Street on the corner junction to Pen y Cefn has been hit by a vehicle, damage to the upright from impact.
- (6) The Marian by the parking area/access road, FCC erected several wooden posts with reflectors around the tops - on each side of the large rocks in situ. Two of these have disappeared with the remaining totally rotten. Can they be replaced?
- (7) Street sign for Holywell Road at junction with North Street – in poor condition. Can this be replaced?
- (8) Street sign for High Street (small sign up high on the wall of the No1 High Street) is in a poor condition. Can this be replaced?
- (9) Fly-tipping: Area of Coed Farm Lane. Following perusal of local map, the area is private property.

Note: Resident injured following fall by tripping into pothole in Drovers Lane.

The above concerns will be included in the Street Scene report.

4. 89/22

DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5. 90/23

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 21ST MARCH 2023

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

6(A). 91/23

PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) **Minute no: 6(A). 68/23 (1) (page 2)** – in relation to the Harp project. The Clerk advised that the wooden bench seat was to be delivered tomorrow (Wednesday 19th) and delivered to the home of the Deputy Mayor, until the Harp project was completed.

Councillor Steve Copple advised that a site meeting at the proposed area of the Harp project would take place on Friday 21st April, with Councillor Copple and Flintshire County Council Officers; one who would kindly provide scale drawings for planning and groundworks.

- (2) **Minute no: 6(A). 68/23 (4) (page 3)** – in relation to the re-positioning of white lines and hatched areas at the junctions of South Street and Pen Y Cefn Road. Councillor Copple had received correspondence from Street Scene, which included a plan of the proposed new white lining. The work would be completed before the summer.
- (3) **Minute no: 6(B). 69.23 (page 3)** – in relation to the provision of a youth shelter. In Councillor Andy Delooze's absence there was no update report.

The Clerk recollected Members to the Section 106 payment for the Summerhill Housing estate, whereby £49,500 would be available for the upgrade of the play area in Chapel Street. The Clerk had enquired with Aura Leisure (Flintshire County Council) if the provision of a youth shelter could be included in the plans for the future upgrade. The County Play Officer had confirmed that the shelter could be included. The Clerk provided further details.

Members agreed the following: In principle, the youth shelter to be paid for from Section 106 funding and to await future plans.

Pending Matters:

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

- (i) Caerwys Memorial Institute: Annual General Meeting date. The Clerk advised that the Secretary to the Institute Trustees had advised that the meeting date had been provisionally set for Monday 22nd May.

6(B). 92/23

**TO FURTHER DISCUSS: INSTALLATION OF CCTV IN CAERWYS TOWN SQUARE
(ADJ FROM MARCH)**

Councillor Steve Copple advised that a site meeting had been arrange for later this week with an approved CCTV installation company together with a resident of the Town Square area. A quotation will be provided to the Clerk.

7(A). 93/23

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 Anti-social behaviour / 1 x Burglary

Caerwys: 1 x Anti-social behaviour / 1 x Criminal damage / 1 x Theft / 1 x Other crime

- (2) Aura Leisure (Flintshire County Council): Correspondence in relation to match funding for play areas in Flintshire. The letter addressed to Caerwys Town Council states: that the Chapel Street Play area requires upgrade. The Clerk advised that the play area was subject to match funding in 2020 at a cost of £32,861.00 to this Council - with the total refurbishment almost £70,000.00.

The Clerk advised that he has contacted Flintshire (Aura Leisure) to clarify.

- (3) Flintshire County Council: Invitation to nominate a Councillor to become a member of the Flintshire Local Access Forum. Councillor Susan Broadway expressed an interest and wished further information.

Members agreed the following: The Clerk to seek further information in relation to the membership from Flintshire Public Rights of Way.

- (4) Notification of membership to One Voice Wales for 2023 / 2024 had been received. The cost for this Council was £242.00 – with a 50% (£121.00) reduction for the first year of joining.

Members agreed the following: Not to join.

- (5) West Flintshire Town & Community Council Group. Request for Councillor to attend in place of Councillor Steve Copple, at the Holywell Town Council Offices on Monday 17th April at 6.00pm.

The Clerk advised that Councillor Jayne Morris had volunteered to attend to represent this Council.

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

- ❖ Welsh Blood Service: Booking details for a clinic to be held in Holywell.
- ❖ Flintshire County Council: Cessation of water charges collection (forwarded from County Councillor Steve Copple).
- ❖ Flintshire County Council: Time set for UK Emergency Alert (forwarded from County Councillor Steve Copple).

7(B). 94/23

CLERK'S REPORT

- (a) The Clerk advised that an on-line survey administered by One Voice Wales in relation to training for both Councillors and Clerk, had been completed on behalf of this Council.
- (b) The Clerk advised that the NHS and British Heart Foundation were offering CPR / Defibrillator training (awareness) session at no cost. The Clerk had registered the Community of Caerwys.
- (c) The Clerk advised that Councillor Jayne Morris has been booked on the Chair of Council training provided by One Voice Wales, to be held virtually on Tuesday 18th April. The fee of £60.00 would be utilised from the Council's training budget.
- (d) Town Council Annual Litter Pick: Saturday 22nd April at 10.00am (Meet on Town Square).

7(C). 95/23

TO RECEIVE AND APPROVE THE END OF YEAR ACCOUNTS FOR 2022 / 2023

The Clerk, as Financial Officer, had provided Members by e-mail prior to the meeting, with copies of the end of year Statement of Financial Accounts - for the year ending 2022 / 2023. The Clerk advised Members further, in relation to the budget analysis, together with the end of year balances.

Members agreed the following: Approved the end of year accounts for the financial year 2022 / 2023, with the financial spreadsheet signed by the Mayor, Councillor Lynette Edwards.

7(D). 96/23

TO DISCUSS: EAR MARKED RESERVES PROJECTS

The Clerk recollected Members included in the ear-marked reserves for this financial year the sum of £4,000.00 – to provide Audio Visual facilities. This was to provide equipment to enable the Council and Community to utilise for presentations, and in particular, for this Council to enable the Clerk to display to Councillors from a laptop, which could include reports, financial and planning applications and also connect to the internet.

The Clerk has consulted with the Llys Y Goron Committee and Flintshire Housing Department who have provisionally agreed subject to this Council's decision, to allow equipment to be housed in the meeting room. This includes a large television to be secured to a wall, or a mobile model. The Llys Y Goron meeting room is regularly used by local Committees and Groups who would also benefit from the equipment for their presentations and other usage.

Details and costs of a suitable large television and mobile television stand had been sent to Councillors prior to the meeting. The cost of a wall bracket is approximately £250.00 plus installation fee.

Members agreed the following:

- (1) To purchase a 75-inch television – as model discussed or similar, at an approximate cost of £900.00. The Clerk to arrange for an engineer to either secure to the wall of the meeting room; the Mayor and Deputy to agree on the installation and bracket cost – in the region of £250.00. Should the wall not be suitable to mount the television, then the Clerk to purchase the sturdy mobile television stand at a cost in the region of £370.00. The television to be available for all users of the meeting room.
- (2) Council further agreed to the purchase of a smaller television on a mobile stand for the meeting room. The Mayor and Deputy to make the decision following consultation with the local Groups and Committees who utilise the room. The cost of these items to be agreed by the Mayor and Deputy.
- (3) The Clerk to place in the ear-marked reserves the sum of £6,000.00 towards outdoor gym equipment.

7(E). 97/23

TO CONSIDER: ANNUAL REPORT – YEAR ENDING 2022 / 2023

The Clerk recollected Members to the draft Annual Report for the year ending March 2023, that had been forwarded prior to the meeting for perusal. The Clerk advised that the report had followed the guidance issued by the Welsh Government in relation to the contents.

Members agreed the following: Confirmed the Annual Report for the year ending March 2023. There were no amendments. The Clerk advised that the report would be made available on the Council's web site.

7(F). 98/23

TO CONSIDER: DRAFT POLICY: CONTRIBUTION TOWARDS COUNCILLOR COSTS AND EXPENSES (AS DIRECTED BY THE INDEPENDENT REMUNERATION PANEL FOR WALES – DETERMINATION 4)

The Clerk recollected Members to the March meeting whereby it was minuted in relation to the Independent Remuneration Panel for Wales Report for 2023, and in particular, to the payments to Members of Town & Community Councils in Wales. The report further stated that Councils should adopt a Councillor Remuneration Policy. The Clerk further recollected to Members a draft Policy that has been provided prior to the meeting.

Members agreed the following: (1) Agreed a Councillor Remuneration Policy (2) The Clerk to send to Members a form to provide their bank account details for payment of the allowances, or to sign an opt-out section contained in the form.

7(G). 99/23

TO REVIEW: FINANCIAL REGULATIONS - SECTION 10. ORDERS FOR WORK, GOODS AND SERVICES / SECTION 11. CONTRACTS / SECTION 18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

The Clerk recollects Members to the Financial Regulations that had been forwarded to Members prior to the meeting, whereby a number of paragraphs were highlighted in yellow – as stated above. (All Council Members have in their possession a copy of the Financial Regulations, together with all policy documents adopted by Council).

The Clerk discussed with Members the financial figures that had been highlighted in yellow, and in particular, that the figures had been set a good number of years ago. The Clerk further recollects to Members the difficulty in obtaining quotations above the current figure of £500.00. The Clerk wished Council to consider increasing the various highlighted figures, including inserting the words ‘if practicable’ in two sentences of paragraph 10.2. This paragraph relates to presenting an assessment of risk in advance and notifying the Council prior to a meeting. The Clerk further advised that Section 1.1 of the Financial Regulations - the Council are able to amend or vary the Financial Regulations, by resolution.

Members agreed the following: To amend the following paragraphs in the Financial Regulations:

- (i) Paragraph 4.1 to amend the following: ‘a duly delegated committee of the Council for items over £1,000 or

the ‘Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000.00.
- (ii) Paragraph 4.5 to amend subject to a limit of £2,500.
- (iii) Paragraph 11.1 (g) to increase the below £3,000 to below £5,000 and above £100 to above £1,000.
- (iv) Paragraph 18.2 to insert ‘if practicable’ twice within this paragraph.

In reaching their decision Members took into consideration the difficulty in sourcing quotations for relatively small amounts; the limits were set many years previously together with the increasing costs in general. It was not always practicable to advise the Council in advance of a Council meeting to suspend and provide a risk assessment.

7(H). 100/23

TO REVIEW: COUNCIL TRAINING PLAN (FINANCIAL YEAR 2023 / 2024)

The Clerk recollects Members to the Council’s training policy and brought to their attention a list of various training sessions arranged by One Voice Wales, including planning training courses arranged by Planning Aid Wales. The Clerk advised that as the Flintshire County Solicitor was not intending to hold any further Code of Conduct courses, Councillor Tracey Temple would be booked on a One Voice Wales course. The Clerk advised that whilst Planning Aid Wales hold virtual introduction and responding to planning applications, a subscription to online training for 20 licences could be purchased for a fee of £150.00. This could be shared at a quarter cost between four Councils at a cost of £37.50 each. Whereas each individual course is £30.00.

Members agreed the following:

- (1) One Voice Wales Courses. To await a new schedule of course dates.
- (2) The Clerk to arrange a Code of Conduct training for Councillor Tracey Temple with One Voice Wales.
- (3) To purchase the Planning Aid Wales subscription at a cost of £150.00. The Clerk to seek his other Councils to consider equally sharing the cost.

7(I). 101/23

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:

- Large amount of waste on public footway in Llys Y Goron, Caerwys (Reported to County Councillor Steve Copple).

The following update report has been received from Street Scene:

- ❖ No update received.

The following concerns were reported:

Reported by residents:

- (1) Speed limit sign (30) driving into Caerwys from the A55 - the left-hand sign is not facing the road, slightly twisted to the left (not facing traffic).
- (2) Deep pothole on Drovers Lane just by the Pinfold.
- (3) Deep pothole on Holywell Road just past the turning into Maes y Dre (going towards Bryn Aur).
- (4) Road surface in Bryn Aur is starting to develop small potholes.
- (5) Street Sign for South Street on the corner junction to Pen y Cefn has been hit by a vehicle, damage to the upright from impact.
- (6) The Marian by the parking area/access road, FCC erected several wooden posts with reflectors around the tops - on each side of the large rocks in situ. Two of these have disappeared with the remaining totally rotten. Can they be replaced?
- (7) Street sign for Holywell Road at junction with North Street – in poor condition. Can this be replaced?
- (8) Street sign for High Street (small sign up high on the wall of the No1 High Street) is in a poor condition. Can this be replaced?
- (9) Fly-tipping: Area of Coed Farm Lane. Following perusal of local map, the area is private property.

Note: Resident apparently injured following fall by tripping into pot hole in Drovers Lane.

Reported by Councillors:

- (10) Chevron Sign damaged: B5122 Road – travelling out of Caerwys (first corner).
- (11) Drain collapsed: B5122 Road – Caerwys Hill. Opposite Red Chapel.
- (12) Pot holes: A541 Road in Afonwen with Junction to B5122 Caerwys Hill.
- (13) Pot hole: B5122 Road – Caerwys Hill. Opposite entrance to Heron’s Retreat.

- (14) Pot hole: B5122 Road – travelling out of Caerwys and opposite unofficial layby (first corner).

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

8. 102/23

TOWN MAYOR'S REPORT

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

- Presented a bouquet of flowers and card on behalf of the Town Council and residents to Mrs. Jessie M. Coates, Maes Y Dre, Caerwys, who was celebrating her 100th birthday.
- The Mayor advised that a time capsule was to be buried in Mold with information from the various Towns and Villages in Flintshire. The Clerk suggested a copy of the Discover Caerwys Booklet and Town Trail.

Members agreed the following: The Clerk to provide the above booklets to the Mayor.

9. 103/23

COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

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

Main Council issues

It has been a quiet month for the council, there has been some debate about FCC staff holidays and too many officers short staffed. In May there will be the AGM and that will generate some actions and debate.

Local Issues

I have discovered a backlog of routine maintenance work in the council-owned properties, some caused by lack of reporting, others by inaction. This continues to be chased.

As County Councillor I chased up the design of the harp project and a site meeting is planned for this Friday.

Assisted the Town Hall with valuation office info for their new rates.

10. 104/23

REPRESENTATIVE'S REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

There were no reports specific to the Local Committees and Outside Bodies schedule, or Council Members who had attended meetings on behalf of the Council.

11(A). 105/23

PLANNING APPLICATIONS

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

No applications received from County Planning

11(B). 106/23
PLANNING DECISIONS

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

- (i) Application number: FUL/000654/22 – for proposed demolition of existing shop and ancillary facilities building, erection of a replacement shop and ancillary facilities building & associated works, at Barlow's Caravan Park, Caerwys. Permits.
- (ii) Application number: ADV/000723/22 – for roundabout Sponsorship Signs - 4 No Signs to be positioned to the right of the traffic chevrons, at Roundabout No. 24, Crossways North (A55), Adjacent to McDonalds, Caerwys. Permits.
- (iii) Application number: FUL/000151/22 – for siting of 29 steel containers in the existing garage yard, at Modern Vehicle Services, Lloc. Permits.

12. 107/23

TO CONSIDER: INSTALLATION OF OUTSIDE ELECTRICAL SOCKETS – TO PROVIDE SUPPLY TO COUNCIL'S CHRISTMAS DECORATIONS (CLLR ANDY DELOOZE)

The Clerk read out an e-mail from Councillor Andy Delooze who was not able to attend the meeting. The e-mail referred to four potential sites for power sockets to supply the Council's Christmas decorations: two on lamp posts, public toilets, and the Memorial Institute. The Clerk advised that an estimate had been received from the Council's street lighting contractor, as follows:

Installation on two street lighting columns: £960.00 each - £1,920.00 / Public conveniences £580.00

The Memorial Institute was not included in the quotation but would require a similar socket as per the conveniences. The quotation total amounted to £2,500.00 with potentially a further £580.00. (£3,080.00).

General discussing in relation to the cost and use of street lighting columns, including the possible underground feed from the public conveniences to the seating area at the junction of Drovers Lane and North Street.

Members agreed the following: To adjourn to the May Council meeting for Councillor Andy Delooze to provide further information.

13. 108/23

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>Payments made – to be confirmed:</u>			
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for March) Payments dated 03/04/2023			
	Meifod Timber Products (Denbighshire County Council). Payment of Alwyn Wooden Bench seat	135.83	27.17	163.00

	(Payment authorised by two Councillor bank signatories) Dated: 04/04/2023			
	<u>Payments for consideration at meeting to be paid by BACS:</u>			
	Canda Copying Ltd (Quarterly photocopier hire)	51.00	10.20	61.20
	Gaynor Griffith (Environmental Services for March / April)	150.00		150.00
	Councillor Lynette Edwards (Re-imbusement for flowers) as per receipt	35.00		35.00
	Planning Aid Wales (Licence for 20 on-line training courses - to be shared with three other Councils. Clerk to seek refund of quarter share from each)	150.00		150.00
	Direct Debit: Scottish Power (March - Street Lighting Electricity Account) Payment due 18/04/2023	168.09	8.40	176.49

14. 109/23

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<u>Authorised to be paid by BACS:</u>	
	Wales Air Ambulance (Application for annual grant) (Section 137 LGA 1972)	£200.00
	Caerwys Football Club (Application for funding towards a pitch barrier project) (Section 19 – 3(b) LGA (Miscellaneous Provisions) Act 1976)	£1,000.00
	Cor Meibion, Trelawnyd (Application for funding towards a charity concert) (Section 145 LGA 1972)	£250.00

15. 110/23

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.....