



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 16th May 2023, at 7.00pm

Annual Council Meeting

1(A). 111/23

APPOINTMENT OF CHAIRPERSON (MAYOR) FOR THE PERIOD 2023 / 2024

Councillor Jayne Morris was proposed and seconded, as Chair of Council. There were no further nominations. Councillor Morris accepted the nomination.

Members agreed the following: Councillor Jayne Morris be appointed as Chair / Mayor of Council for the period 2023 / 2024.

The retiring Mayor of Council, Councillor Lynette Edwards reflected on her year of office, and in particular, to the recommencing of Mayoral engagements following the pandemic. Councillor Edwards highlighted the Queen's Jubilee celebrations held in Caerwys, together with the formal Proclamation of the Accession of King Charles III which she read out on the Caerwys Town Square. Councillor Edwards thanked Eifion her husband as Mayor's Escort, together with the Clerk and Councillors for their support. Councillor Edwards also wished the new Mayor Jayne and Escort Chris her best wishes for their year in Office.

1(B). 112/23

SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (CHAIR OF COUNCIL)

Councillor Jayne Morris signed the Declaration of Acceptance of Office, which was duly witnessed by the Clerk.

The new Chair / Mayor of Council Jayne Morris thanked the retiring Mayor Lynette for her year of office, together with Eifion as Mayor's Escort, and for the excellent way they had represented Caerwys over the past year.

Councillor Jayne presented Councillor Lynette with a bouquet of flowers.

Break for refreshments

2(A). 113/23

PRESENT (FOR BOTH ANNUAL AND GENERAL MEETINGS)

Councillor Jayne E. Morris (Mayor)
Councillor Susan A. Broadaway
Councillor Andy Delooze
Councillor Peter Dooley
Councillor Lynette Edwards
Councillor Gwen Jones
Councillor Lesley Roberts
Councillor Judith Standing

Clerk & Financial Officer R. Phillip Parry

2(B). 114/23

APOLOGIES (FOR BOTH ANNUAL AND GENERAL MEETINGS)

Councillor Steve Cople
Councillor Jonathan Duggan-Keen
Councillor Tracey Temple

2(C). 115/23

ABSENT

None

3. 116/23

APPOINTMENT OF VICE CHAIRPERSON (DEPUTY MAYOR) FOR THE PERIOD 2023 / 2024

Councillor Steve Cople was proposed and seconded. There were no further nominations.

Members agreed the following: To provisionally appoint Councillor Steve Cople as Vice Chairperson / Deputy Mayor for the year 2023 / 2024. The Clerk advised that the appointment would be placed on the June agenda for confirmation.

4. 117/23

MINUTES OF THE ANNUAL MEETING HELD ON THE 18TH MAY 2022

The Clerk advised Members that the Minutes of the 2022 Annual Meeting were formally proposed, seconded and agreed at the 21st June 2022 meeting; under Minute number: 5. 131/22.

Members agreed the following: Re-affirmed the above decision.

5. 118/23

NOMINATIONS TO SERVE ON LOCAL COMMITTEES AND OUTSIDE BODIES

Members received prior to the meeting a copy of the current list of Liaison, Local Committees and Outside Bodies for year 2022 / 2023.

Members agreed the following: No amendments, the current list to continue for year 2023 / 2024.

General Council Meeting

6. 119/23

BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following: Mr. Martyn Eden, Pen Y Cefn.

7. 120/23

PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

- Correspondence received in relation to a vehicle parked in the area of Holywell Road, that was apparently not taxed or MOT'd. A Police report received confirmed the vehicle was not taxed or MOT'd; whereby the owner was provided with advice.

8. 121/22

DECLARATIONS OF INTEREST

There were no Declarations of Interest.

9. 122/23

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 18TH APRIL 2023

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

10. 123/23

PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) **Minute no: 6(a). 91/23 (1) (page 2)** – in relation to The Harp project. The Clerk advised that Councillor Steve Copple held a site meeting with County Council Officers. An initial plan has been received which now requires more specific details to enable planning permission and contractor quotations to move forward.

The wooden bench seat has been received and is in safe custody.

- (2) **Minute no: 6(B). 92/23 (page 3)** – in relation to installation of CCTV in the area of Caerwys Town Square. The Clerk advised that Councillor Steve Copple held a number of site meetings with contractors, whereby two quotations has been received. Members were provided with details.

Members agreed the following: (1) To accept a quotation for one CCTV camera at a cost of £178.00 – included connection from Gary (Sky). (2) The camera would be placed in a position to cover the Town Square; the Council were grateful to a resident for agreeing to utilise space on their existing equipment. The Clerk will to be provided with access to the camera.

- (3) **Minute no: 7(A). 93/23 (3) (page 3)** – in relation to seeking further information to membership of Flintshire Rights of Way. Councillor Susan Broadaway advised Members that following discussion with the Rights of Way Officer, it appeared that the role required involvement in a number of countryside areas and would be time consuming.

Members agreed the following: Not to continue with membership.

- (4) **Minute no: 7(D). 96/23 (page 5)** – in relation to the installation of a large television in the Llys Y Goron Community Meeting Room. The Clerk advised that permission had been

received from both the Housing Officer at Flintshire County Council and the Llys Y Goron Management Committee. The Clerk had met on site with a television installer, who had provided a quotation for the sum of £250.00 – for the purchase of a suitable wall bracket to mount the television and installation cost.

Members agreed the following: (1) Accepted the quotation of £250.00 from Flintshire Aerials (2) Re-affirmed, the Clerk to purchase a 75-inch television at an approximate cost of £900.00. The television will be for the use of other users in the Community Meeting Room for presentations.

(5) **Minute no: 7(H). 100/23 (3) (page 6)** – in relation to Council's training plan. The Clerk confirmed that the three other Councils he is Clerk to had agreed and paid their quarter share for the Planning Aid Wales 20 Licence training fee.

Members agreed the following: Councillors to attend the Planning Aid Wales training: Susan Broadaway; Andy Delooze; Gwen Jones; Jayne Morris; Lesley Roberts.

(6) **Minute no: 12. 107/23 (page 9)** – in relation to outside electrical installation / connection points for Council's Christmas decorations. The Clerk advised that a second quotation had been requested from an electrical company who met with Councillor Andy Delooze on Tuesday 9th May.

Councillor Delooze advised that he had accompanied the electrician to the areas where the outside connections were required, including the wooden lantern columns. The Company had indicated a quotation would be sent for discussion at this evening's meeting. No quotation had been received.

Members agreed the following: To further discuss at the June Council meeting.

11(A). 124/23 CORRESPONDENCE

The following correspondence had been received, that was required to be either advised to, or dealt with by the Members:

- 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 Theft

Caerwys - 3 x Anti-social behaviour / 1 x Public order / 1 x Violence

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

- ❖ Welsh Government: Bilingual written statement: Democratic Health of Community and Town Councils.
- ❖ North & Mid Wales Road Traffic Agency: Notification in relation to essential carriageway works planned to take place on the A55 from Holywell to Caerwys J31 - from 9th May to 17th May.
- ❖ North & Mid Wales Road Traffic Agency: Notification in relation to essential carriageway works planned to take place on the A55 from Holywell to Caerwys J31 - from 18th May to 24th May.

11(B). 125/23
CLERK'S REPORT

- (a) The Clerk advised Members in relation to the following deposits to the Council's bank account:
- £13,750.00 - Flintshire County Council: First precept payment for financial year 2023 / 2024
 - £2,584.24 - HM Revenue & Customs: VAT Refund for financial year 2023 / 2024
 - £112.50 - Three payments of £37.50 received from Dyserth, Halkyn and Whitford Councils, being their one quarter share of the Wales Planning Aid Licence fee for training at a cost of £150.00
- (b) The Clerk advised that Gaynor Griffith has planted the Queen's Canopy tree adjacent to the public seat / bus shelter in Afonwen.
- (c) The Clerk advised that the Annual Return – Published Allowances / Statement of Payments made to Councillors, had been sent to the Office of the Independent Remuneration Panel for Wales, as required under Section 151 of the Local Government Measure 2011. The return had been acknowledged.
- (d) The Clerk advised that Councillor Gwen Jones had received concerns in relation to the junction with Caerwys Hill and the A541 road in Afonwen – and in particular vehicles entering the adjoining road named Bryn Sion Hill.

The Clerk advised that he had forwarded the correspondence to County Councillor Steve Copple. Councillor Copple has requested a site meeting with the Street Scene Officer for this area and will report to this Council in due course.

- (e) The Clerk advised that Councillor Andy Delooze reported a concern with the parking of a coach transporting school children, whereby during the morning period the coach is parked completely on the pavement in North Street. The Clerk further advised that County Councillor Steve Copple made contact with the Education Transportation Officer, whereafter the coach proprietor would ensure the coach did not cause a safety hazard in the future.
- (f) The Clerk recollected Members to the agreement that this Council would cover the cost of the electricity supply for the floodlighting in the multi-use games area – on a trial period of six weeks. Whilst the invoice for the usage is contained in the accounts for consideration, the usage report advised that one occasion there were approximately six users, other occasions two, with three sessions of no attendees.

Members agreed the following: The Clerk to place on the September agenda for discussion in relation to usage during this year's winter period.

- (g) The Clerk read out to Members correspondence from the Treasurer of the Caerwys FLUSH Committee (Caerwys Public Conveniences). The letter referred to the increasing costs of electricity supply, water charges and general maintenance of the building. The FLUSH Committee were grateful to the Town Council for covering the cost of consumables. The Clerk provided details from the audited accounts supplied.

Members agreed the following: (1) To place the sum of £500.00 in each year's budget from April 2024. This will be paid upon application from the FLUSH Committee (2) The Council express their gratitude to the FLUSH Committee and volunteers in ensuring the public conveniences are a proud and welcome facility in Caerwys.

11(C). 126/23

COMMUNITY AND TOWN COUNCILS IN WALES: ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2023

The Clerk advised Members that Sections in the above document named: Accounting Statements for 2022-23, together with the Annual Governance Statement had been completed by the Clerk prior to the return being presented to the Internal Auditor. The Council Approval and Certification Section was now required to be signed by the Clerk and formally approved by Council for signature by the Mayor.

Members confirmed the following: The Approval and Certification Section of the Annual Return, to be signed by both the Mayor and Clerk.

11(D). 127/23

TO RECEIVE: INTERNAL AUDIT REPORT – YEAR ENDED 31ST MARCH 2023

The Clerk recollects Members to a copy of the recently received Internal Audit report for year ending March 2023 - that had been sent to Councillors prior to the meeting.

The Council noted the following comments in the report: 'No internal control issues identified. The Council has maintained a robust set of books and records for the financial year'.

Members agreed the following: Congratulated and thanked the Clerk for his work over the past year.

11(E). 128/23

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:

- No matters of concern had been received and reported since the last Council meeting.

Members brought the following concerns to the meeting:

- (1) A541 Road in Afonwen: Large pothole on the border area between Flintshire and Denbighshire
- (2) Dog Bin: Lid missing on bin in Holywell Road – could the bin / lid be replaced.
- (3) Lon Yr Ysgol: Overgrown hedge blocking pedestrian access to the footpath.

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

12. 129/23

TOWN MAYOR'S REPORT

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

- ❖ King's Coronation celebration in Caerwys.
- ❖ Theatr Clwyd, Mold - Time Capsule Burying Ceremony (Information on Caerwys was included in the capsule) Councillor Jayne Morris as Deputy Mayor was also in attendance.

13. 130/23

COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

As County Councillor Steve Copple had sent apologies, there was no report.

14. 131/23

REPRESENTATIVES 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.

15(A). 132/23

PLANNING APPLICATIONS

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

- (1) Application number: FUL/000342/23 – for single story extension to rear, at 2 Bryn Llwyd, Caerwys.

Comment by Council: No objection to the application, as long as planning policies and planning guidance notes are complied with.

- (2) Application number: TCA/000386/23 – to fell leylandii tree, at 2 Stone Cottages, Caerwys.

Comment by Council: Whilst the Town Council have no objection in principle to the application, the Council wish the applicant to consider to just reducing the height of the tree and trim the branches. The Council make this request due to the alarming rate that greenery is disappearing within the Caerwys Conservation area.

- (3) Application number: LBC/000379/23 – for listed building application – full renovation to include extending the flat roof extension, at Glasfryn Lodge, Caerwys.

Comment by Council: No objection to the application, as long as planning policies and planning guidance notes are complied with.

- (4) Application number: FUL:000411.23 – for single storey rear extension, at Willow Cottage, Caerwys.

Comment by Council: No objection to the application, as long as planning policies and planning guidance notes are complied with.

15(B). 133/23

PLANNING DECISIONS

The following planning decision has been received from Flintshire County Council:

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

16. 134/23

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for April) Payments dated 02/05/2023			
	Councillor Allowance:			
	BACS: Councillor Susan Broadaway (Payment dated: 24/04/2023)	208.00		208.00
	BACS: Councillor Jonathan Duggan-Keen (Payment dated: 24/04/2023)	208.00		208.00
	BACS: Katy Bincham (Facepaint - Coronation bus shelter theme) (Payment dated: 26/04/2023) (Authorised by two Councillor signatories)	100.00		100.00
	<u>Payments for consideration at meeting to be paid by BACS:</u>			
	BHIB Councils Insurance (Annual renewal of Town Council's insurance policy)	845.75		845.75
	JDH Business Services Ltd (Annual Internal Audit for 2022 / 2023)	245.00	49.00	294.00
	Caerwys Memorial Institute (Lighting fee for multi-use games area)	70.00		70.00
	Gaynor Griffith (Environmental Services for April / May)	150.00		150.00
	Councillor Jayne Morris (Mayor's Annual Allowance)	750.00		750.00
	One Voice Wales (Training course fees)	118.00		118.00
	Direct Debit: Scottish Power (April - Street Lighting Electricity Account) Payment due 18/05/2023)	341.46	17.07	358.53

17. 135/23

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<u>Authorised to be paid by BACS:</u>	

	Cor Meibion Caerwys – Male Choir (Application for general grant) (Section 145 LGA 1972)	£250.00
	Caerwys Agricultural Show (Application for annual grant) (Section 144 of the LGA 1972)	£250.00
	Cor Merched Caerwys – Ladies Choir (Application for general grant) (Section 145 LGA 1972)	£250.00

18. 136/23

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.....