



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 17th October 2023, at 7.00pm

1(A). 209/23

SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (RICHARD DOLPHIN)

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

The Mayor, Councillor Jayne Morris, congratulated Councillor Dolphin upon his co-option and welcomed him to the meeting.

1(B). 210/23

PRESENT

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

Clerk & Financial Officer R. Phillip Parry

1(C). 211/23

APOLOGIES

Councillor Judith Standing

1(D). 212/23

ABSENT

None

2. 213/23

BEREAVEMENTS WITHIN THE COMMUNITY

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

3. 214/23

PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

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

4. 215/22

DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5. 216/23

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 19TH SEPTEMBER 2023

The Minutes were proposed as correct by Councillor Steve Copple and seconded by Councillor Gwen Jones and formally agreed by the Members present.

6(A). 217/23

PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) Harp Project: The Clerk confirmed that the planning application had been submitted and had been validated. Members were shown a copy on screen of the Planning Information Statement.
- (2) Afonwen Notice Board: Awaiting installation.
- (3) Audit Wales: The Clerk advised that following further submission to Audit Wales the 2021 / 2022 audit opinion had been amended. The Clerk confirmed that a copy of the full annual return had been placed on the Council's web site and public notice board.

A Public Notice under the Public Audit (Wales) Act 2004 Section 29 / Accounts and Audit (Wales) Regulations 2014 had also been uploaded to the Council's web site and copy placed on the Council's public notice board.

- (4) Community Award: The Clerk recollected Members to the agreement made by e-mail in-between the September and October Council meetings in relation to the item of glassware for the Community Award. The agreed glassware, including engraving and Town Crest at a total cost of £93.97. The payment had been agreed by the Mayor and Deputy.

Members agreed the following: Confirmed the above payment.

- (5) Pedestrian Safety: Following correspondence sent to Flintshire County Council in relation to concerns with the general road surface and other possible defects on the B5122 road – travelling between Caerwys and Afonwen; the County had replied to advise that a further inspection would be completed.

- (6) Christmas Street Lighting – Electrical Connections: The Clerk advised that a second quotation to provide an electricity supply from the Public Conveniences to the junction of North Street, had not been received.

The Clerk recollected Members to the quotation costs for various supply to outside electricity connections and advised that the property owners of Glan Llyn had kindly agreed to the Council installing an electricity supply double socket on their outside wall which would supply the nearby Christmas decoration.

Members agreed the following: (1) Thanked the residents for their kind offer (2) the Clerk to issue a Work Order to Steve Roberts (Electrician) to supply the following: Adaptable box mounted on the exterior side wall back to back with an internal 2 x 2 - double sockets mounted inside the adaptable box, at the Memorial institute and Glan Llyn, at a unit cost of £270.00 each: Total £540.00.

- (7) Invitation of Neil Hickie (Flintshire Street Scene) to attend the October Council meeting. The Clerk advised that Neil was unable to attend tonight's meeting but would be available in November.

Members agreed the following: Neil Hickie (Street Scene) to attend the November Council meeting.

- (8) The Clerk recollected members to the floodlights being switched on / off at the multi use games area in Chapel Street. The Clerk further advised that Aura Leisure will from this month be holding their youth activities on a Thursday evening whereby the floodlights will be switched on. Councillor Lesley Roberts advised that a rota of people would be utilised to control the floodlight timer.

Members agreed the following: The Council will fund the electricity supply for the floodlighting on a Wednesday and Friday evening, from November to the end of March 2024.

6(B). 218/23

TO CONSIDER FURTHER: COMMUNITY WINTER VOLUNTEER TEAM (ADJ FROM FEBRUARY AND OCTOBER COUNCIL MEETINGS) (CLLR ANDY DELOOZE)

The Clerk recollected Members to previous discussions including advice received from a Flintshire County Council Legal Officer.

Councillor Andy Delooze outlined his vision for a Winter Volunteer Team, who would assist to keep the pavement areas in particular, safer during wintery conditions in the area of the Town Centre. Discussion in relation to the role, equipment and public support.

Members agreed the following: The Clerk to place a Public Notice in the next edition of the Caerwys Chronicle. The Public Notice to be uploaded to the local Facebook page to coincide with the Chronicle publication.

7(A). 219/23

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 Violence

Caerwys: 1 x Anti-social behaviour / 1 x Criminal damage / 1 x Violence

- (2) Flintshire County Council: Invitation to attend the annual virtual meeting between the County Standards Committee and Town & Community Councils, on Monday 6th November at 6.00pm.

Members agreed the following: Councillors Steve Cople and Jayne Morris to attend, together with the Clerk.

- (3) Flintshire County Council: The Clerk advised that the annual letter seeking if this Council requires any items for winter preparations, such as salt bins, rock salt and snow shovels had been received.

Councillor Steve Cople advised that should a Volunteer Group be set up then the County Council would provide additional equipment.

Members agreed the following: No area / items identified at this time.

- (4) The Clerk recollects Members to an e-mail forwarded from Flintshire County Council, which attached a copy of a Community Review. The County under Section 22 of the Local Government (Democracy) (Wales) Act 2013 every ten years to report on a community review having regard to the Local and Democracy and Boundary Commission for Wales. The review questionnaire was shown on screen.

Members agreed the following: Completed the questionnaire.

- (5) The Clerk advised that Flintshire County Council were required to complete a review of polling districts and polling places in the County of Flintshire under the Representation of the People Act 1983. The last review took place in 2019. The County have produced a list of polling places together with a questionnaire to be completed by Town and Community Councils in Flintshire. There is one polling place within this Council area, namely: Caerwys Town Hall. The Clerk advised Members as to the questions contained in the questionnaire.

Members agreed the following: Replies agreed by Council to enable Clerk to complete the on-line questionnaire.

- (6) The Clerk advised that correspondence had been received from the Holywell and Greenfield Royal British Legion, who expressed their support for a third War Memorial to be erected in Caerwys. The Clerk had replied to advise that the Town Council, under the War Memorial (Local Authority Powers) Act 1948, were not allowed to organise or provide funding for a new memorial.

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

- ❖ Flintshire County Council: Further press release in relation to the Welsh Government's 20mph legislation
- ❖ Independent Remuneration Panel for Wales (Draft Annual Report) – February 2024
- ❖ Clwydian Range and Dee Valley Area of Outstanding Natural Beauty (AONB). Consultation in relation to a proposed 4th National Park in Wales

7(B). 220/23
CLERK'S REPORT

- (a) The Clerk advised Members in relation to the following deposit to the Council's bank account:
- £500.00 - Flintshire County Council (Welsh Government). Public Conveniences annual grant towards running costs.
- (b) The Clerk read out a request from PCSO Tiffany Davis (North Wales Police – Mold Police Station), seeking the Council's views on purchasing and distributing Smart Water kits at a discounted price from £59.50 to £9.99 from a Company named DeterTech to all senior citizens households within the Council area. The kits contain a translucent liquid with each bottle containing a synthetic code which is registered to a specific property / person. The scheme would protect households and mark the location as a 'no-go' zone for criminals.

Members agreed the following: Whilst the Council support the initiative, considering the number of properties with elderly and vulnerable residents, the task for the Council would be too onerous to organise. The Clerk to inform the PCSO.

- (c) The Clerk discussed with Council Members if they wished to have a Christmas theme painted on the Town Square bus shelter, at the usual cost of £100.00.

Members agreed the following: The Clerk to arrange the Christmas Theme painting on the bus shelter with the lady who did it last year, Katy Bincham.

- (a) The Clerk advised that a local resident had sought the Council's views on placing a metal container adjacent to the multi use games area of the Institute field for use by the youths. The Clerk had replied to advise that the Town Council had considered a youth shelter, whereby this would be further discussed during a future upgrade to the play area. The Clerk also advised the resident that the metal container would possibly not be allowed by the planning officer as the area identified is within the Caerwys Conservation area.
- (b) The Clerk recollected Members to the television installation in the Llys y Goron meeting room and in particular, the hanging wires. There had been an instance whereby the HDMI connection had dislodged from the back of the television which was then difficult for a presenter to reconnect. The Clerk had sought a quotation from the wall bracket supplier named Flintshire Aerials to connect a wire from the back of the television and to provide a HDMI cable wall socket at a cost of £90.00.

Members agreed the following: Accepted the quotation for £90.00 from Flintshire Aerials.

- (c) The Clerk advised that he had been requested to attend a meeting of the Caerwys Public Conveniences FLUSH Committee. The Clerk further advised Members in relation to the discussion and in particular, the low number of volunteers. Meeting notes were shown on screen. Councillor Lynette Edwards provided further information.

(d) Audit Wales: Annual Return for the Year Ended 31 March 2023

The Clerk recollected Members to an e-mail forwarded on the 29th September which enclosed a copy of the above referred to annual return. The Auditor General's Report and Audit Opinion was Unqualified and there were no recommendations. The Clerk confirmed

that a copy of the full annual return had been placed on the Council's web site and public notice board.

A Public Notice under the Public Audit (Wales) Act 2004 Section 29 / Accounts and Audit (Wales) Regulations 2014 had also been uploaded to the Council's web site and copy placed on Council's public notice board.

(e) Audit Wales: Annual Returns for the Year Ended 31 March 2021 and 31 March 2022

The Clerk recollects Members to the above referred e-mail dated the 29th September which also enclosed a copies of the above referred to Annual Returns for years ended 31 March 2021 and 31 March 2022. The 2021 return – was some two years late - the Auditor General's Report and Audit Opinion was Unqualified and there were no recommendations. The 2022 return is referred to under progress reports.

A Public Notice under the Public Audit (Wales) Act 2004 Section 29 / Accounts and Audit (Wales) Regulations 2014 had also been uploaded to the Council's web site and copy placed on Council's public notice board in relation to the 2021 and 2022 returns.

7(C). 221/23

CLERK'S CONTRACT OF EMPLOYMENT

Pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the press and public be excluded from the meeting for the following item of business:

The Clerk's Contract of Employment was the only matter discussed during this closure of the meeting to the press and public.

Public Bodies (Admissions to Meetings) Act 1960, **RESOLVED** that the press and public be re-admitted to the meeting.

7(D). 222/23

TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30TH SEPTEMBER 2023

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of September, 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 Jayne Morris.

7(E). 223/23

ARRANGEMENTS FOR TOWN SQUARE CHRISTMAS LIGHTS

The Clerk advised that this is an annual agenda item.

Members agreed the following: (1) The Town Square Christmas tree lights be switched on during the last week in November and switched off on the 8th January (2) The Clerk to arrange with Deeco lighting – the Council's street lighting contractor. The contractor be asked to also connect the reindeer lights around the Town Square tree and also deliver other Christmas lighting held for safe keeping.

7(F). 224/23

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 – 2023 / 2024 (G) RETENTION OF DOCUMENTS ETC., SCHEDULE (H) FIXED ASSET REGISTER – 2023 / 2024 (I) RETENTION OF DOCUMENTS POLICY STATEMENT (J) ANNUAL INVESTMENT STRATEGY – 2023 / 2024 (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

The Clerk recollected Members to the above policies, and in particular, the policies that required reviewing each year.

(Councillors were able to peruse the above policies from a link provided by the Clerk to the Council's Microsoft cloud folder).

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). 225/23

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) Drovers Lane: Large pothole (photograph provided)
- (2) The newly elected speed signage has obstructed the view of traffic turning right towards the Marian area from its junction with B5122 road (top of Caerwys Hill) (photograph provided)
- (3) Fly tipping in the River Wheeler in Afonwen (near bridge to Craft Centre) (photograph provided)
- (4) Pen Y Cefn Road: Pothole just past the entrance to Glasfryn Hall Gallery. (photograph provided)

The Clerk provided the following update from Mr. Neil Hickie (StreetScene Officer)

- ❖ September concerns acknowledged and various actions taken. Potholes listed for repair.

Members brought the following concerns to the meeting:

- (1) Caerwys Town Square: Potholes and surface concerns - as previously reported but will deteriorate further over the winter months.
- (2) Caerwys Town Square: Could the road sweeper visit.

- (3) Lon Yr Ysgol. The undergrowth which was cut back is still blocking access to pedestrians.
- (4) South Street: Waste bin missing from outside Oswald House.
- (5) Pen Y Cefn / Drivers Lane junction: Road sign badly rusted and decayed (previously reported).

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

8. 226/23

TOWN MAYOR'S REPORT

The Town Mayor, Councillor Jayne Morris, advised Members of their attendance at the following:

- St. Michael's Church, Caerwys: Lecture.
- The Mayor reminded Members of the Civic Service to be held on Sunday 5th November at 3.00pm in St. Michael's Church.

9. 227/23

COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

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

Flintshire County Council:

- (1) Over the last period the Council has been absorbed with the new 20mph rules and the effects on services.
- (2) The 23/24 budget debate is taking up quite some time with workshops run by Officers with Councillors in attendance to try to find a balanced budget. The black hole looks like £32 million and indeed as the CEO said, it's gone well beyond trimming off the edges.
- (3) The cabinet had a difficult time last meeting over free school meals and whether or not they were just following Cardiff dictates. There might be some movement on this for Christmas.
- (4) Attended police commission panel: review of performance of the commissioner against his documented plan; he has been active in all of his stated activities; police budget is under control with manpower spending reduced as officers leave the job early; recruitment is a focus and numbers are increasing but it takes quite some time to become proficient.

Local Issues

- (a) A quiet time this month, chased up FCC on the Old Court.
- (b) Pressed street scene to consider a more permanent fix for the flooding on the small road to Barlow's camp; it was emptied over the weekend but needs chambers cleaning out.
- (c) Assisted local residents with delay in planning for their home; progress now being made.
- (d) Continued to press for solution to poor heating system in Llys -y-Goron, slow response.
- (e) Attended the WFCC meeting where FCC and NWP were supposed to attend and neither did.

10. 228/23

REPRESENTATIVES' REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- (i) Councillor Lesley Roberts, as Council's representative Trustee on the Caerwys Memorial Institute, provided a report on her attendance at the Institute Annual General Meeting. A new Secretary and Treasurer have been appointed. Financial details were provided including increased hire costs for the building. The Chair of Trustees will produce a future plan for the building. The lease to the Bowling Club was agreed to be amended to allow dogs within the Club area. Councillor Steve Copple also attended the meeting in his capacity as a County councillor.

11(A). 229/23

PLANNING APPLICATIONS

The following planning application had been received.

- ❖ Application number: FUL/000868/23 for the erection of a wooden harp on a secured plinth, sited on a concrete and tiled base, with wooden bench seat and two trees, at land adjacent to the B5122 Road, Caerwys.

Comment by Council: As the above planning application is in the name of Caerwys Town Council, there were no observations made.

11(B). 230/23

PLANNING DECISIONS

- No planning decisions received from Flintshire County Council

11. 231/23

TO CONSIDER: FINANCIALLY SUPPORTING A CHRISTMAS-THEMED AFTERNOON TEA FOR SENIOR CITIZENS WITHIN THE TOWN COUNCIL AREA (CLLR JAYNE MORRIS)

The Mayor, Councillor Jayne Morris, recollected Members to the successful Queen's Jubilee and King's Coronation Tea parties that were held in St. Michael's Church for the senior citizens of the Town Council area. The Mayor wished to arrange a Christmas Tea Party for the similar group of residents, and sought the thoughts of the Town Council providing the funding to cover the costs, including the hire of St. Michael's Church.

Members agreed the following: To financially support the Christmas Tea Party for the senior citizens within the Town Council area, including the venue hire fee. The budget set between £500 and £600.00. (These costs were based on previous events organised by the Caerwys Entertainment Committee).

12. 232/23

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	BACS: R P Parry – Clerk. Re-imburement of planning fee to Flintshire County Council for Harp	115.00		115.00

<p>project – as per receipt. Payment dated: 26/09/2023 Authorised by two Councillor bank signatories.</p> <p>Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for September) Payments dated 02/10/2023.</p> <p>BACS: Trophy Store (Community Award glassware – as previously agreed by Council). Payment dated 06/10/2023: Authorised by two Councillor bank signatories.</p> <p>BACS: H. M. Revenue & Customs. Clerk’s PAYE & Clerk & Council NI - July, August & September 2023 (Payment dated 06/10/2023)</p> <p><u>Payments for consideration at meeting to be paid by BACS:</u></p> <p>Canda Copying Ltd., (Quarterly photocopier rental)</p> <p>Davies Land & Sea Ltd (Tree branch removal on Council land at public conveniences) – as agreed quotation</p> <p>Royal British Legion (Ysceifiog Branch) Local Authority Poppy Wreath</p> <p>Gaynor Griffith (Environmental Services for September)</p> <p>Direct Debit: Scottish Power (September - Street Lighting Electricity Account) Payment due 18/10/2023</p>	<p>78.30</p> <p>687.03</p> <p>51.00</p> <p>300.00</p> <p>50.00</p> <p>150.00</p> <p>357.98</p>	<p>15.67</p> <p>60.00</p> <p>10.20</p> <p>60.00</p> <p>17.90</p>	<p>93.97</p> <p>687.03</p> <p>61.20</p> <p>360.00</p> <p>50.00</p> <p>150.00</p> <p>375.88</p>
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13. 233/23

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted. £
	No applications received.	

14. 234/23

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.....