



# **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 21<sup>st</sup> November, 2023, at 7.00pm**

### **1(A). 235/23**

#### **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  
Councillor Judith Standing

Clerk & Financial Officer R. Phillip Parry

### **1(B). 236/23**

#### **APOLOGIES**

None

### **1(C). 237/23**

#### **ABSENT**

None

**Standing Orders were suspended:**

### **1(D). 238/23**

#### **COMMUNITY AWARD**

The Mayor, Councillor Jayne Morris, welcomed Mrs Sandra Evans and Mr. Mike Evans to the meeting.

The Mayor reflected on the Community Award and stated the following:

This year the Town Council held their first Community Award. The award was to promote pride and give recognition to those who have made a significant contribution within the community as something to be valued. The award provides an opportunity to increase awareness of those people - who voluntarily and selflessly work to improve and enhance the lives of people in the Caerwys Town Council area - and to allow that work to be celebrated. Following nominations by residents of the Caerwys Town Council area, it was agreed that Sandra Evans and Roland Ward were to receive a Community Award.

**Sandra's nominations included the following:** Sandra, with a small group decided to take on the responsibility for the public conveniences in 2013. Although there have been many splendid volunteers over the years, Sandra has been the mainstay of the whole operation and she also still fulfils her cleaning and closing duties. She encourages and trains new volunteers - which are always hard to find, keeps an eye on the maintenance of the building, orders supplies, fixes any problems the volunteers come across and looks after the gardens as well.

**The Mayor presented Sandra with engraved glassware, a bouquet of flowers, together with a framed certificate.**

The Mayor thanked both Sandra and Roland (who had received his award during the Civic Service Reception) – for their commendable contributions to the area whereby both are such worthy recipients of the Caerwys Community Award.

**During the presentation to Roland Ward at the Civic Service Reception, the Mayor stated the following:**

**Roland's nominations included the following:** Roland works quietly and unassumingly within the town and most people are unaware of what he does. Roland was the person who initiated and followed through the successful sponsoring of Ukraine families. This was a sustained and difficult effort involving a multitude of people in the town and various support groups. Whilst Roland's work as a Church Warden is commendable, his drive and commitment to help the community is massive.

**1(E). 239/23**

**ATTENDANCE AT MEETING: NEIL HICKIE (FLINTSHIRE STREET SCENE)**

The Mayor, Councillor Jayne Morris, welcomed Neil Hickie (Flintshire Street Scene) to the meeting.

Neil produced an action plan to Members which was shown on screen in relation to a number of completed concerns, together with others still outstanding.

Included in the action plan were the white lining at the junctions of South Street and Pen Y Cefn Road, including near the former Dragon's Rest roundabout.

The Clerk brought to Neil's attention a suggestion from a resident in relation to the installation of bollards in the Town Square area to alleviate inconsiderate parking. Neil advised the following: The area of pavement is not wide enough to accommodate bollards.

Since the introduction of the 20mph speed limit the Speed Indicator Device – sited opposite the Piccadilly, flashes 30mph. Neil will discuss this with his line manager.

The Mayor, Councillor Jayne Morris, thanked Neil for attending the meeting.

**Standing Orders were restored:**

## **2. 240/23**

### **BEREAVEMENTS WITHIN THE COMMUNITY**

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

## **3. 241/23**

### **PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

The following e-mail had been received from a resident:

Suggestion to alleviate the problem of vehicles parking on the footpath opposite the Cafe on the Corner. Recently a photo of a grey van was shown on the Caerwys Facebook page.

My suggestion is to install perhaps 3 or 4 steel bollards, similar to the ones on the periphery of the Town Square on the kerbs, with possibly a steel chain linked between them.

**Note:** The above was discussed during the visit by Neil Hickie (**Minute number 1(E). 239/23 on page 2 above**)

## **4. 241/22**

### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## **5. 243/23**

### **TO APPROVE (A) GENERAL MINUTES AND (B) SUPPLEMENTARY MINUTES OF THE MEETINGS HELD ON THE 17<sup>th</sup> OCTOBER, 2023**

The Minutes were proposed as correct (**A**) General Minutes by Councillor Jonathan Duggan-Keen and seconded by Councillor Lynette Edwards and (**B**) Supplementary Minutes by Councillor Susan Broadaway and seconded by Councillor Steve Copple – with both sets of minutes formally agreed by the Members present.

## **6. 244/23**

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

The Clerk referred to the following matters from previous Minutes:

- (1) Installation of outside electrical sockets:** The Clerk recollected to Members that a previous accepted quotation for the installation of electrical sockets to accommodate the Council's Christmas outside lighting had not been honoured by the company. A further quotation had been received from a company named Roberts Electrical (NW) Ltd. The Clerk had met with this company at the two venues. A quotation for £440.00 plus VAT £88.00 = Total £528.00 had been received. The quotation had been accepted by the Mayor and Deputy Mayor. The work will be completed during this week, whereafter the Clerk had issued a Work Order.

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

- (2) New notice board in South Street, Caerwys:** The Clerk advised that a quotation had been received from APEX Joinery (NW) Ltd at a cost of £1,380.00 plus VAT £276.00 = Total £1,656.00. Members perused on screen the bespoke specification the Council sought.

**Members agreed the following:** (1) Suspended Financial Regulations, for the following reasons: The company have provided joinery work for the Council previously. Members also took into

consideration the specification and costs of a bespoke notice boards advertised on the internet (2) The quotation for a total of £1,656.00 was accepted. The Clerk to issue a Work / Purchase Order.

- (3) **Christmas Street lighting:** The Clerk recollected Members to an e-mail dated the 30<sup>th</sup> October, which provided details of suggested additional street Christmas lighting. All Councillors voted with the majority wishing to purchase reindeer models and ice lights. A quotation for these lights were sent to the Mayor and Deputy Mayor for consideration and was agreed for the sum of £315.80 plus VAT £63.15 = Total £378.95 – from a company named Lights4Fun.

**Members agreed the following:** Confirmed the acceptance of the above quotation.

- (4) **Winter Volunteer Snow Scheme:** The Clerk recollected Members to the public notice that had been inserted in this months Caerwys Chronicle and uploaded to the local Facebook page. Councillor Andy Delooze advised that nine volunteers had offered their services. The purchase of additional green salt bins together with equipment was discussed.

**Members agreed the following:** To purchase from Flintshire County Council three green salt bins together with salt. The Clerk to forward information to Councillor Delooze of contact details for a County Highways Offer, to discuss additional provisions, such as snow shovels.

- (5) **Senior Citizens Christmas Tea Party:** The Clerk recollected Members to the public notice that had been inserted in this months Caerwys Chronicle and uploaded to the local Facebook page. The Mayor, Councillor Jayne Morris, advised that following the public notices, to date, almost 40 residents have registered to attend. Councillor Morris discussed the arrangements and also volunteers to assist on the day.

#### 7(A). 245/23

#### 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 reported offences

**Caerwys:** 1 x Criminal damage / 1 x Theft / 5 x Violence

- (2) Independent Remuneration Panel for Wales: Draft Annual Report. The Clerk recollected to Members that the report had been forwarded to Councillors, whereby the Councillor allowance is £156.00, together with a payment of £52.00 a year towards office consumables. These payments are mandatory unless the Councillor provides in writing to the Clerk that the payment(s) will not be accepted. The payment of £52.00 can be increased subject to the Clerk receiving receipt(s). As these payments are for the financial year 2024 / 2025, the Clerk will further refer in the April 2024 Council meeting.
- (3) Independent Remuneration Panel for Wales: Further correspondence in relation to Councillor allowances and in particular, the HMRC income tax aspect.
- (4) Flintshire County Council: Summer Play Scheme Annual Report on attendee numbers and other information. Members were provided with the following attendance figures:

**Caerwys:** Total attendance over a three week period: 153 children / Average daily attendances: 10

- (5) Flintshire County Council: Summer Play Scheme for year 2024. The Clerk brought to the attention of Members correspondence from the County Lead Officer for Play Development in Flintshire. The County wish Town & Community Councils to consider a three-year cycle in principle for funding the summer play scheme. Members were shown the three-year cycle costings on screen. The scheme would only be available for either a three or six week period.

**Members agreed the following:** To agree a three week period for the summer of 2024, at a cost of £1,915.80

- (6) Flintshire County Council. Information in relation to a joint virtual meeting held between the Flintshire Standards Committee and Town & Community Councils. Councillor Steve Copple, together with the Clerk, attended on Monday 6<sup>th</sup> November. Letter received from the Chief Officer Governance following the meeting was circulated to Councillors.
- (7) Correspondence received from the Clerk to Ysceifiog Community Council. The Ysceifiog Council are seeking the views of Councils from Mold and along the A541 road to Afonwen, in relation to the possibility of exploring the development of public footpath / cycleway on the former railway line. The Clerk provided the full contents of the letter to Members. Councillor Steve Copple provided further information.

**Members agreed the following:** Councillors were in full agreement to this initiative by the Ysceifiog Community Council and would be pleased to be part of a working group.

- (8) Welsh Government: Notification of the appropriate sum under Section 137(4)(a) of the Local Government Act 1972 – Section 137 Expenditure limit for 2024-2025. The current limit for 2023 / 2024 of £9.93 increases to £10.81 per elector for financial year 2024 / 2025.

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

- ❖ One Voice Wales: Review of Democratic Health in the Community & Town Council sector. Councillors to complete the questionnaire on a personal basis.
- ❖ Rail Survey: Received from Councillor Lynette Edwards.
- ❖ Flintshire County Council: Information in relation to Council tax liability following storm damage – received from Councillor Steve Copple.
- ❖ Age Cymru: Information in relation to the launch of the second phase of a ‘Spread the Warmth’ campaign – received from Councillor Steve Copple.
- ❖ Flintshire County Council: Information in relation to the County pre budget infographic – received from Councillor Steve Copple.

## **7(B). 246/23 CLERK'S REPORT**

- (1) Request from Flintshire County Council (Aura Leisure) enquiring if the Town Council will cover the financial cost of the Multi use Games Area floodlighting for their Thursday

weekly outdoor sessions during the winter months. The Clerk provided the contents of the letter of application to Members.

**Members agreed the following:** To fund the floodlighting fees for the Thursday County Outdoor Scheme.

- (2) The Clerk advised that the Deputy Mayor's Regalia (Pendant) has detached from the collarette. The Pendant has been sent by insured mail to Fattorini's in Birmingham for a repair quotation.

#### **STREET LIGHTS:**

- (3) The Clerk advised that a complaint had been received that two street lights in Afonwen were not illuminating the pathways due to overgrown tree branches. The Clerk visited and took photographs which were sent to the Mayor and Deputy. Both agreed a quotation to be sought. A quotation received from Davies Land and Sea in Lloc for £150.00 plus VAT £30.00 = Total £180.00. The quotation was accepted by the Mayor and Deputy and a Work Order issued.

**Members agreed the following:** Confirmed the acceptance of the quotation:

- (4) The Clerk advised that following a report of a faulty street light attached to a property in Afonwen, the street lighting contractor visited and found the cable from the main junction box requires replacing. The light is sited on the corner of number 28 Park View with the junction box attached to number 24 Park View.

The contractor advises that the current cabling requires removing and replacing with a new cable. This would involve work to be completed on the five properties.

**Members agreed the following:** The Clerk initially to seek the views of the resident(s) of number 28 Park View if they wish to retain the light on their property. The Council will discuss further in January 2024.

#### **7(C). 247/23**

#### **PRECEPT AND FINANCIAL ALLOCATIONS FOR 2024 / 2025**

The Clerk advised that this exercise was to enquire with the Members of the Council, if there were any items of expenditure extra to the present allocation in the 'Earmarked Reserves' to be included in the next financial year. A copy of the current ear-marked reserves was provided to Members.

**Members agreed the following:** £500.00 – Bench seat in memory of Councillor Helen Priestley / £10,000.00\* - The Outdoor adult gym equipment to be increased to this figure.

The following items to transfer from the current 2023 / 2024 ear-marked reserves budget for the financial year 2024 / 2025: £3,000.00 – Additional Christmas lights / £8,000.00 – Harp project & Groundworks / £2,000.00 – Training budget.

Other possible ring-fenced and general reserves (includes property upkeep) – to be agreed in January 2024 budget setting.

\*The Clerk to make contact with the County Play officer to seek purchase and installation costs for adult outdoor gym equipment.

## **7(D). 248/23**

### **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) High Street with North Street (By Bell House) - Faulty light on give way sign at junction of.
- (2) Pen Y Cefn Road: rainwater not soaking away – travelling past the new housing estate and just around the first corner.
- (3) Town Square: Deteriorating condition of potholes. Photographs sent by Councillor Steve Copple.

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

- Update was provided to council by Neil Hickie during his attendance at meeting (**Minute number 1(E). 239/23 on page 2 above**).

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

- (1) B5122 Road – Top of Caerwys Hill from Afonwen – the new 20mph sign is obscuring drivers view when turning from the Marian road junction.
- (2) Pothole: Pen Y Cefn Road (near entrance to former rectory). This has been reported previously.
- (3) A541 in Afonwen. Junction from Bryn Sion Hill – the hedge is growing into the road and restricts visibility for traffic gaining access to the A541.

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

## **8(A). 250/23**

### **TOWN MAYOR'S REPORT**

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

- Harvest Service at St. Michaels's Church.
- Childrens Halloween party held in The Royal Oak marquee.
- Civic Church Service and Town Hall reception.
- Remembrance Services in St. Michael's Church and wreath laying in Memorial Institute.

The Mayor discussed with Members a clean-up of the Town Square prior to the annual Carols around the tree event.

**Members agreed the following:** The Clerk to issue a Public Notice to the Caerwys Chronicle and uploaded to Facebook, seeking volunteers to meet on the Town Square at 12.30pm on Thursday 14<sup>th</sup> December.

## **8(B). 251/23**

### **TO DISCUSS: CIVIC SUNDAY SERVICE INVITATIONS**

The Mayor, Councillor Jayne Morris, advised Members that she had been approached by a retired Councillor and former Mayor of Caerwys, who enquired as to why they had not been invited to the

recent Civic Service. Two current Councillors who have held the position of Mayor also confirmed, that they had been approached by the same retired Councillor during their civic year to also discuss Civic Service invitations.

Councillors perused the list of Mayors since 1974; there were seventeen who potentially could be invited to a Civic Service, together with a guest would total 34.

**Members agreed the following:** (1) Due to the number of past Mayors it was not practicable to invite potentially 34 extra guests (2) The Clerk to write to the former Councillor to advise of the Council's decision.

## **9. 252/23**

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

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

#### **Local issues**

- (1) There were no new issues raised this month but there are some interesting points.
- (2) There is to be some consultation on a proposal to treat unadopted roads differently for waste collection as there have been incidents of damage to vehicles, this only affects one road (Fairview).
- (3) No response on Old Court issues on enforcement, escalated but no proper response to that either.
- (4) Pothole state on the square is now dangerous and reported again with pictures.

#### **County Issues**

- (1) Recent full council meeting
- (2) Treasury management report issues and approved, this is a routine mandatory report whereby no significant issues were raised on the process of fund and debt management.
- (3) Expanded Senedd proposal by WG, this has been sent for review and consultation, it is not just numbers of members, increased by 17 or so but also included new PR voting system and new rules on where members live, council members views will be collated by FCC.
- (4) Urgent action to agree to extend the contract for hire of all FCC vehicles, if not agreed then all vehicles would have had to be returned. This has hallmarks of unsatisfactory contract negotiations. The extension was approved.
- (5) Budget control is still in progress, the outlook is grim.
- (6) Consultation in relation to refuse collection on unadopted roads in the County

## **10. 253/23**

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

- (i) Councillor Andy Delooze: Reported that the Town Hall had been successful in a grant application.
- (ii) Councillor Lynette Edwards: Reported in relation to the North and Mid Wales Association of Local Councils, and in particular, a Railway report.
- (iii) Councillor Gwen Jones: Attended a recent meeting of a School sub-committee. The school may be subject of an inspection.

## **11(A). 254/23**

### **PLANNING APPLICATIONS**

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

- (1) Application number: FUL/000938/23 – for installation of solar panels to south facing pitched roof, at The Old Police Station, North Street, Caerwys – for sole use of the ground floor flat.

**Comment by Council:** No objection to the application.

- (2) Application number: FUL/000997/23 – for proposed extension of existing property conversion of existing dilapidated barns / outbuildings into garden annex for multi-generational living, at Brick Kiln Isaf, Pen Y Cefn (Bridleway 34)

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

**11(B). 255/23**

**PLANNING DECISIONS**

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

- Application number: FUL/000206/23 – for installation of low-profile conservation rooflights in the north and south roof, at Welsh Baptist Chapel, South Street, Caerwys. Approved.

**12. 256/23**

**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> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for October) Payments dated 01/11/2023			
	<b><u>Following payments paid by BACS in-between meetings and authorised by two Councillor bank signatories:</u></b>			
	Flintshire Aerials (HDMI socket in Llys Y Goron Meeting Room – as previously agreed donation. Payment made: 02/11/2023	90.00		90.00
	Lights4Fun: Purchase of additional Christmas street lighting (as agreed by Council in-between meetings). Payment made: 07/11/2023	315.80	63.15	378.95
	Tim Biddle (Church Organist – Civic Sunday). Payment made: 14/11/2023	100.00		100.00
	Cor Merched (Ladies Choir – Civic Sunday). Payment made: 14/11/2023	50.00		50.00

Café on The Corner (Refreshments – Civic Sunday). Payment made: 14/11/2023	527.50		527.50
<b>Direct Debit:</b> Scottish Power (October - Street Lighting Electricity Account) Payment dated 20/11/2023	369.85	18.49	388.34
<b><u>Payments for consideration at meeting to be paid by BACS:</u></b>			
Davies Land & Sea, Lloc (Tree branch cutting in Afonwen surrounding two street lights) As agreed by Chair & Vice Chair and reported to Council at this meeting	150.00	30.00	180.00
Society of Local Council Clerks (Clerk's annual membership renewal – shared with other Councils)	74.50		74.50
Deeco Lighting (Street light call out in Afonwen)	180.00	36.00	216.00
Apex Joinery (NW) Limited (New notice board in Afonwen – as previously agreed by Council)	840.00	188.00	1,128.00
Cllr Jayne Morris: Reimbursement for various refreshments at Civic Service (as per receipts)	251.46		251.46
Cllr Lynette Edwards: Reimbursement for refreshments at Civic Service (as per e-mail)	20.00		20.00
Caerwys Town Hall (Hall hire for Civic Service)	100.00		100.00
R P Parry – Clerk (Reimbursement for the following: 2 x bouquet of flowers – Community Award £83.34 plus VAT £16.66 = Total £100.00 / Certificate frames £6.25 plus VAT £1.25 = Total £7.50) (as per receipts)	89.59	17.91	107.50
R P Parry – Clerk (Reimbursement for the following: (1) Postal costs - Trophy store in Tamworth – returning Community Award glassware to be re-engraved £9.45 / Postal costs to Fattorini's in Birmingham - Deputy Mayor's Regalia for repair quotation £12.45 = Total postal costs: £21.90 (as per receipt)	21.90		21.90
(2) Trophy Store re-engraving cost £13.41 plus VAT £4.09 & delivery return fee £6.99 = Total £24.49 (as per receipt)	20.40	4.09	24.49
Gaynor Griffith (Environmental Services for October) £150.00	150.00		150.00
Katy Bincham (Bus shelter Christmas theme). Payment to be made on 27 <sup>th</sup> November. (As	100.00		100.00

	previously accepted cost by Council)			
	Llys Y Goron Community Meeting Room (Council room hire fees form January to November – 2023)	60.00		60.00

**13. 257/23**

**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>	
	St Kentigern Hospice, St Asaph (Attendance fee of £25.00 by Remembrance Memorial Service Bugler; request to be donated to the Hospice) (Section 137 LGA 1972)	£25.00
	Caerwys Brownie Guides (Application for annual grant towards running costs) (Section 19 - 3 LGA (Miscellaneous Provisions) Act 1976)	£300.00
	Caerwys Events Committee (Application for annual grant towards the annual Christmas Carols on the Town Square event) (Section 19 - 3 LGA (Miscellaneous Provisions) Act 1976)	£250.00

**14. 258/23**

**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.....**