



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 January, 2024, at 7.00pm**

No Council meeting was held in December.

**1(A). 01/24
PRESENT**

Councillor Jayne E. Morris (Mayor)
Councillor Steve Copple (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). 02/24
APOLOGIES**

None

**1(C). 03/24
ABSENT**

None

**2. 04/24
BEREAVEMENTS WITHIN THE COMMUNITY**

Members stood in silence in memory of the following: Ms. Lesley (Lindy) Seton-Winton, Pen Y Cefn Road, Caerwys.

3. 05/24

PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

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

4. 06/24

DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5. 07/24

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 21ST NOVEMBER, 2023

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

6. 08/24

PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

(A) The Clerk referred to the following matters from previous Minutes:

- (1) Speed Indicator Device:** The Clerk advised that County Highways had provided the following reply in relation to the request for the speed device on the B5123 (Opposite the Piccadilly Inn). The new 20mph speed limit signs need to be up for 6 months, before the devices can be recalibrated. However, this will depend on funding.
- (2) Purchase of salt bins:** The Clerk advised that three areas for the salt bins had been provided by Councillor Andy Delooze, as follows:

3 x Salt bins at £150.00 each - Total £450.00 / Not clear in the guidance instructions if the cost included the salt, but if not, 3 x filling at £60.00 = £180.00. Grand total either £450.00 or £630.00.

The Clerk advised that the purchase of either of the above were approved by the Mayor and Deputy Mayor of the Council, thereafter a Purchase Order was issued.

The installation sites are as follows:

- (1)** Memorial Institute (On walkway to the Marian)
- (2)** Pen Y Cefn Road (At junction with Drovers Lane)
- (3)** St Michael's Drive

Members agreed the following: Confirmed the above purchase.

- (3) Faulty Street Lantern in Afonwen:** The Clerk advised that the property owner in Park View, Afonwen, had requested for the street lantern which is sited on the wall of their property to be repaired. The Clerk recollects to Members the supply cable from the junction box at the opposite end of the properties requires renewing. This would entail the removal of the existing cable and installation of a new cable by securing to the wall of all the properties; which would require the owners written permission.

Members agreed the following: The Clerk to source two quotations, as follows: **(1)** To remove the current electricity supply wire and replace with a new connection **(2)** To remove the current faulty lamp and replace with a solar model (similar to the solar lantern sited on the Caerwys Marian area).

Pending Matters:

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

- ❖ Harp Project – Awaiting planning application decision.

(B) To Receive the following Updates from Councillor Andy Delooze

(i) Outside Christmas Illuminations: Councillor Delooze advised the following:

- A number of complementary comments in relation to the new Christmas feature lighting, both on social media and personally received.
- There was no damage to the various decorations.
- A new storage facility had been offered to the Council to house the Christmas decorations, at no cost. Councillor Delooze requested that the Christmas decorations removed by the electrical contractor be returned to be housed with the remaining items.

Members agreed the following: The Clerk to arrange with the electrical contractor to return the items to ensure all items are securely stored.

(ii) Community (Volunteer) Winter / Snow Team: Councillor Delooze advised the following:

- The team consists of fifteen volunteers, whose first action was clearing the street of snow on the morning of the Council meeting.
- **(i)** An article will be featured in the next edition of the Caerwys Chronicle **(ii)** A WhatsApp Group has been set up.
- The County only delivered three snow kits, when sixteen were ordered.

Members agreed the following: Councillor Delooze to cost the purchase of additional snow clearing equipment and to advise the Clerk of the cost. The Mayor and Deputy to agree, or otherwise, to the purchase in-between meetings.

7(A). 09/24

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 North Wales Police, that had occurred within the Caerwys Town Council area:

October:

Afonwen: 2 x Criminal damage

Caerwys: 4 x Anti-social behaviour / 3 x Other crime / 2 x Vehicle crime / 5 x Violence

November:

Afonwen: 1 x Violence

Caerwys: 1 x Other theft / 5 x Violence

- (2) Flintshire County Council – County Standards Committee: Notification in relation to a vacancy for a Member of the Standards Committee to represent Town & Community Councils in Flintshire. The Clerk provided further information in relation to the vacancy together with the nomination process.

Members agreed the following: The Clerk to advise the Flintshire Chief Officer (Governance), that there were no volunteer Councillors for the position.

- (3) Welsh Government: Appropriate sum under Section 137 (4)(a) of the Local Government Act 1972 – Expenditure Limit for 2024 / 2025. An increase from the current sum of £9.93 to £10.81 per elector.
- (4) Flintshire County Council: Notification that Street Scene Officers will not in the future attend Town & Community Council evening meetings. This is due to ‘non-essential spend’.

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

- ❖ Denbighshire County Council: Welsh Government consultation in relation to a Fairer Council Tax. Councillors to complete the survey on a personal basis.
- ❖ Area of Outstanding Natural Beauty (Area Coordinator): Presentation in relation to Ash Dieback disease.
- ❖ Flintshire County Council: Draft Resources and Waste Strategy Consultation (Forwarded from County Councillor Steve Copple).
- ❖ Flintshire County Council: Consultation in relation to Draft Supplementary Planning Guidance.
- ❖ Independent Remuneration Panel for Wales: Consultation for Council Members to complete.
- ❖ Independent Remuneration Panel for Wales: Reporting the allowance from the 2024 / 2025 budget.
- ❖ One Voice Wales: Digital Health of Town & Community Councils in Wales. Councillors to register personally to access the free training module.
- ❖ Flintshire County Council: Garden Waste Collection – 2024 (Forwarded from County Councillor Steve Copple).
- ❖ Flintshire County Council: Budget and local services and in particular: ‘Frequently Asked Questions’. (Forwarded from County Councillor Steve Copple).
- ❖ Flintshire County Council: New Facebook page that has been opened by the County. (Forwarded from County Councillor Steve Copple).

7(B). 10/24
CLERK'S REPORT

(a) The Clerk advised Members in relation to the following deposit to the Council's bank account:

- £13,750.00 - Flintshire County Council: Third and final precept payment for financial year 2023 / 2024.

(5) The Clerk advised that all Councils in Wales had received a notification from the National Association of Local Councils, which advised in relation to a pay increase agreement for Council Clerks and back dated to the 1st April, 2023. The Mayor and Deputy Mayor had been sent a copy of the agreement. The Clerk advised that the back-pay was provisionally included in the accounts section of this evening's meeting – from April to December.

Members agreed the following: Accepted the national agreement whereby the Clerk's salary standing order to be amended for the January payment (paid on 1st February, 2024), to reflect the monthly national increase.

(6) The Clerk recollects to Members a previous decision to purchase a voucher to be given to a local resident, who kindly allowed the usage of their electricity supply to light a number of the Town Council's outside Christmas decorations.

Members agreed the following: The Clerk to purchase from the Café on the Corner, a voucher to the value of £25.00.

7(C). 11/24

TO RECEIVE AND APPROVE: QUARTERLY STATEMENT OF ACCOUNTS TO THE 31st DECEMBER, 2023

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of December 2023, 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 Chair of Council – Councillor Jayne Morris.

7(D). 12/24

TO RECEIVE, CONSIDER AND APPROVE: BUDGET FOR THE FINANCIAL YEAR 2024 / 2025

- (1) To increase the current precept for the forthcoming financial year to £42,500.00. The Clerk advised that the Band D property charge would be £66.40, an increase of £3.01p a year (4.75% - 25 / 26p extra per month).
- (2) The Chair of Council Jayne Morris, to sign the estimates for the end of the financial year 2023 / 2024, including the precept requirement for 2024 / 2025.
- (3) The Clerk to advise Flintshire County Council in respect of the Town Council's financial requirements (precept) for 2024 / 2025.

7(E). 13/24

TO CONSIDER: APPOINTMENT OF INTERNAL AUDITOR – END OF YEAR AUDIT 2023 / 2024

The Clerk advised that this matter 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 2023 / 2024 accounts.

7(F). 14/24

TO CONSIDER: FUTURE COMMUNITY AWARDS

The Clerk recollects Members to the Community Award initiative held during 2023 and enquired if the Council wished to hold a similar award during 2024.

Members agreed the following: To hold the Community Award on a yearly basis. The Clerk to place on the April agenda to arrange the process timeline.

7(G). 15/24

TO DISCUSS: FUTURE VENUE FOR MAY ANNUAL TOWN COUNCIL MEETING AND MAYOR'S INSTALLATION

The Clerk recollects Members to the May 2023 Annual Town Council meeting, and particularly the installation of the new Town Mayor. The Llys Y Goron meeting room could not accommodate the usual number of guests whereby a number were not invited. The Clerk wished the Members to consider another venue for the May 2024 Town Mayor's appointment and inauguration.

Members agreed the following: (1) The Town Council formal May Annual Meeting to be held in Llys Y Goron Community Meeting Room at 6.00pm (2) The inauguration of the new Town Mayor will be held in The Café On The Corner at 7.00pm, attended by Councillors and invited guests – with refreshments served.

7(H). 16/24

CLERK'S ANNUAL APPRAISAL – 2023

The Clerk advised, and the Chair of Council - Councillor Jayne Morris confirmed, that the Clerk's annual appraisal had been completed for year 2023.

7(I). 17/24

STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)

The Clerk advised in relation to the following concern that had been reported to StreetScene, since the last Council meeting:

- ❖ Blocked gullies on Caerwys Hill (previously reported). (Photographs provided)

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

- No update in relation to previously reported concerns had been received from Street Scene.

Members brought the following concerns to the meeting:

- (1) Caerwys Hill: Travelling down hill from Caerwys – a number of potholes and general condition of the road.

- (2) Caerwys Hill: Afonwen – number of potholes as turning up hill and around a drain cover.
- (3) Salt bin: There was a yellow salt bin sited between Water Street and Chapel Street (on the embankment corner – bottom of Water Street). It was previously removed due to damage but never replaced.
- (4) Chapel Street: Drain / Gully on corner by Merlin Motors requires attention. Was marked in yellow for repair, but never completed.
- (5) Request for further County salt bin: Junction of Drovers Lane and Pen Y Cefn Road. This road is used by the regular bus services and also by pupils attending the primary school in Lon Yr Ysgol.

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

8. 18/24

TOWN MAYOR'S REPORT

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

- (1) Afternoon Christmas Tea with senior citizens held in St. Michael's Church
- (2) ABC Drama production
- (3) Ysgol Yr Esgob School Christmas Production
- (4) Town Square clearance prior to Carols on The Square
- (5) St. Michael's Church: Christmas reading
- (6) Carols on The Square (Held in Royal Oak due to inclement weather)
- (7) Town Council Christmas Dinner
- (8) Ysgol Yr Esgob Christmas Carol Service
- (9) Liverpool Town Hall (Meet with the Lord Mayor and tour of building)
- (10) Walker Art Gallery, Liverpool. Visit to Photie Man - 50 Years of Tom Wood exhibition (Accompanied by the Lord Mayor of Liverpool and Phillip – Clerk to this Council)

9. 19/24

COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

County Councillor Steve Cople provided Members with the following report:

- (1) The County Council met in December and the main items were the capital program and plan which has gone through scrutiny, these plans are the heart of the financial activities of the council in support of its aims and duties. The full information is available on the council website.

(2) General Capital Programme 2023/24 – 2025/26 Update:

The Council's Capital Strategy divides the Capital Programme into three parts as follows.

- (i) **Statutory / Regulatory section:** to cover regulatory and statutory works. Examples include providing support to improve and adapt private sector homes (Disabled Facilities Grants), adaptations to schools for children with disabilities and any works required to keep buildings open by meeting Health and Safety requirements.
- (ii) **Retained Assets section:** to ensure service and business continuity. This includes schemes that enhance and improve retained assets and infrastructure to deliver

services and meets significant need identified by service plans or through condition surveys etc.

- (iii) **Investment section:** to fund costs incurred when remodelling and investing in services. This includes new schemes arising from portfolio business plans, the Council Plan, other relevant and emerging plans, and other strategies or emerging Council priorities approved through a selection process based on the provision of a business case.
- (iv) **Internal Audit Report:** for the year ending 31 March 2023, based on the work the Internal Audit Service has undertaken my opinion is that Flintshire County Council has an adequate and effective framework of governance, risk management and internal control.
- (v) **Budget setting:** work continues on the process now we know WG funding 3.2 per cent but the shortfall is estimated at 13 million after a cost reduction exercise, FCC actually will only receive 2.1% be one of the lowest ranked councils.
- (vi) **Attended a workshop:** with members who were invited to be consulted on a new policy for unadopted roads, whereby few areas have been designated to dangerous for bin wagons to visit, action will be taken to alleviate these areas with residents, there are 900 ish properties that require discussion , this is a small percentage of the total housing.

(3) Local Activities

- Have started discussions with Welsh Government via Hannah Blythyn MS on the addition of the Mold / Denbigh rail route into the scope of the proposed national park.
- Continue to chase street scene over issues raised, blocked drains etc.,
- Continue to question planning on Old Court with small response that enforcement is planned.

10. 20/24

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- (i) **Ysgol Yr Esgob School Governors:** Councillor Gwen Jones recollected Members to the previously agreed decision, that the Council would allow pupils from the school to attend a future Council meeting. The Clerk was provided with the school's co-ordinator details to make the arrangements. Councillors agreed if the school wished they would either attend at the school or hold a special meeting during the day in Llys Y Goron.
- (ii) **North and Mid Wales Association of Local Councils:** Councillor Lynette Edwards provided information in relation to train timetables and homelessness. Meeting of the Group to be held in the near future.
- (iii) **Caerwys Town Hall:** Councillor Andy Delooze advised of his attendance at the Hall's Annual General Meeting. The following information was provided: Accounts; Improvements and Maintenance; Business Rates to commence from this year at £500.00; Solar Panels to be installed following grant funding; fundraising events to be held; Hire fees to be increased from £10 to £15 an hour. The Clerk was asked to write a letter to the Chair of the Hall Trustees, offering the assistance or advice from the Town Council.

11(A). 21/24

PLANNING APPLICATIONS

The following planning application had been received:

- (a) Application number: FUL/001091/23 – for the installation of amateur radio communications mast (and associated antennas/aerials), at Cobweb Cottage, Pen Y Cefn.

Comment by Council: Subject to the relevant planning rules as to the maximum 20 metres height are applied, the Town Council therefore would offer no objection to the application, as long as planning policies and planning guidance notes are complied with.

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

11(B). 22/24

Members formally confirmed the above decision.

11(C). 23/24

The following planning application was considered by Members at the meeting:

- Application number: LBC/001096/23 – for Listed building application for variation of internal works [proposed and as built] to adapt the listed building into a holiday letting unit for large groups including lining parts of the existing internal walls and internal partitions, adjustments to the room layouts at ground and first floor and installation of a new internal water sprinkler system and other minor alterations, at The Pwllgwyn Hotel, Afonwen.

Comment by Council: No objection to the application.

11(D). 24/24

PLANNING DECISIONS

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

- (1) Application number: FUL/000938/23 – for installation of Solar Panels to south facing pitched roof of The Old Police House, Ground Floor Flat, North Street, Caerwys. Approved.
- (2) Application number: DET/000707/23 for application for approval of details reserved by Condition No.7, at Barlow's Caravan Site, Pen-Y-Cefn. Approved.

12. 25/24

TO DISCUSS: CONDITION OF ROYAL CHARTER & MILLENNIUM PLAQUES SITED ON CAERWYS TOWN SQUARE (CLLR JAYNE MORRIS)

Councillor Jayne Morris highlighted to Council the faded two plaques that are sited on the stone wall surround in the Town Square. The plaques were placed to commemorate two events and requested if Council could consider purchasing new plaques, in particular, as the Town Square is a focal area of the Town.

Members agreed the following: (1) To purchase two new plaques (2) The Clerk to make contact with a former Town Mayor to seek advice.

13. 26/24

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>November & December Payments</u>			
	<u>Payments made – to be confirmed:</u>			
	BACS: Roberts Electrical NW Ltd (Rhyl). Installation of external electrical sockets – as agreed quotation. Payment dated 23/11/2023	440.00	88.00	528.00
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for November) Payments dated 01/12/2023			
	Direct Debit: Scottish Power (November - Street Lighting Electricity Account) Payment dated 18/12/2023	357.98	17.90	375.88
	Cllr Andy Delooze. Re-imburement for electrical extension socket – for Christmas street decorations – as per receipt	8.33	1.66	9.99
	Thomas Fattorini Ltd., Repairs to Deputy Mayor's Regalia & new ribbon	40.09	8.02	48.11
	St. Michael's Church, Caerwys. Hire of Church for Civic Service	60.00		60.00
	Town Mayor's Senior Citizens afternoon Christmas Tea Party (various invoices – as follows:			
	St. Michael's Church, Caerwys (Hire of Church)	80.00		80.00
	On The Corner Café (Refreshments)	200.00		200.00
	Re-imburement to Cllr. Jayne Morris: £75.00 (Entertainment) / £59.27 (Refreshments & incidentals) – as per receipts	124.39	9.88	134.27
	Wales Audit – External Audit fees: £515.00 - 2020/2021 / £890.00 – 2021/2022 / £200.00 – 2022/2023	1,605.00		1,605.00
	Caerwys Computer Clinic (Yearly web site hosting fee)	175.00		175.00
	Cllr J. Duggan-Keen. Re-imburement of secure lock for outside electrical connection box (Christmas street decorations) – as per receipt	9.02	1.80	10.82
	Gaynor Griffith (Environmental Services for December £150.00 / Purchase of plants £32.40) – as per receipt)	182.40		182.40
	(Above payments authorised by two Councillor bank signatories)			

<u>January Payments</u>			
<u>Payments for confirmation and consideration at meeting to be paid by BACS:</u>			
Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for December) Payments dated 02/01/2024			
H. M. Revenue & Customs. Clerk's PAYE & Council NI - October, November & December 2023 (Payment dated 12/01/2024)	858.79		858.79
Cllr Richard Dolphin (Councillor allowance & consumables – apportioned for seven months) (Payment dated 12/01/2024)	121.31		121.31
Canda Copying Ltd (Photocopier quarterly hire)	51.00	10.20	61.20
Deeco Lighting (Erection & removal of Christmas lights £360.00 / Yearly storage £50.00)	410.00	82.00	492.00
Café on The Corner (Voucher for resident for allowing electricity for Council's Christmas lights)	25.00		25.00
R P Parry – Clerk (Clerk's National salary increase – backpay from April 2023 to December 2023)			
Caerwys Memorial Institute: Lighting costs in multi-court – November and December	200.00		200.00
Direct Debit: Scottish Power (December - Street Lighting Electricity Account) Payment due 18/12/2023	368.91	18.45	387.36

14. 27/24

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<u>Authorised to be paid by BACS:</u>	
	Urdd National Eisteddfod (Application for grant towards Eisteddfod in Maldwyn (Montgomery) (Section 145 LGA 1972)	£150.00
	Caerwys Town Hall Trustees (Application for annual grant towards running costs) Granted: £2,000 towards general running costs & £500.00 for the first year's business rates – as a one off grant)	£2,500.00

	(Section 19 LGA 1976)	
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15. 28/24

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.....