



# **CYNGOR TREF CAERWYS TOWN COUNCIL**

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## **Minutes of The Meeting of Caerwys Town Council**

**Held at Llys Y Goron Community Meeting Room**

**Holywell Road, Caerwys**

**On Tuesday the 16<sup>th</sup> April 2024, at 7.00pm**

### **1(A). 73/24**

#### **PRESENT**

Councillor Jayne E. Morris (Mayor)  
Councillor Steve Cople (Deputy Town Mayor & County Councillor)  
Councillor Susan A. Broadaway  
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(B). 74/24**

#### **APOLOGIES**

Councillor Andy Delooze  
Councillor Judith Standing

### **1(C). 75/24**

#### **ABSENT**

None

### **2. 76/24**

#### **BEREAVEMENTS WITHIN THE COMMUNITY**

There were no reported bereavements within the community, between the March and April Council meetings.

### **3. 77/24**

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

The Clerk advised the following concern had been received:

- Request received from resident for the dog bin lid to be replaced on the unit sited at the walkway to St. Michael's Drive from Holywell Road (photograph provided)

The Clerk advised that whilst the concern had been sent to Flintshire Customer Services, including the photograph, it would also be included in the Street Scene report for this evening's meeting.

#### **4. 78/24**

#### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

#### **5. 79/24**

#### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 19<sup>TH</sup> MARCH 2024**

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

#### **6(A). 80/24**

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

The Clerk referred to the following matters from previous Minutes:

- (1) **Town Square Plaques:** The Clerk advised that the Welsh translation had recently been received for the plaques. The translator had provided the translation at no cost to the Council. The Clerk will now source quotations to be considered at the May Council meeting. Members asked the Clerk to thank the translator for their kind assistance for providing their services at no cost to the Council.
- (2) **Afonwen notice board:** The Clerk advised that the local joiner had completed the repair to the board following vandalism. The agreed invoice cost is included in the list of payments for consideration at this meeting.
- (3) **Harp Project:** The Clerk recollects Members to the advice received from the Planning Officer as minuted in the March minutes, and in particular, the requirement for the Council to place a Public Notice in a newspaper circulating in the area. The Clerk advised that the cost for the Public Notice quotation received from the Daily Post Newspaper was £620.00 plus VAT £124.00 total £744.00. The quotation had been authorised by the Mayor and Deputy Mayor.

The advert appeared in the Daily Post dated the 29<sup>th</sup> March. The closing date for any owner of the land or tenant who wishes to make representations about the planning application to be made to the County Planning Officer withing 21 days from the date of the notice. The Clerk further advised, that should no representations be received by County Planning he will complete Certificate D of the planning application and submit to the Planning Officer.

**Members agreed the following:** Confirmed the above newspaper advert cost.

#### **6(B). 81/24**

#### **TO RECEIVE AND DISCUSS: COUNTY HIGHWAYS REPORT – PARKING RESTRICTIONS IN CAERWYS**

The Clerk advised that the Highways Officer had provided the following information. 'Apologies

for the delay in corresponding, this is due to annual and other leave. The team have not been able to complete a survey due to prioritising their efforts on current schemes as the Council are completing the end of the financial year. A meeting will be held next week to discuss the Town Council's proposals in greater detail and once this has taken place, either myself, or a member of the team will provide a further update and explain the next steps.'

The Clerk advised that the item will be placed on the May Council meeting agenda.

#### **7(A). 82/24 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 the North Wales Police, that had occurred within the Caerwys Town Council area:

**Afonwen:** 1 x Criminal damage / 1 x Violence.

**Caerwys:** 1 x Anti-social behaviour / 1 x Violence.

- (1) One Voice Wales: The Clerk advised that a request letter had been received to join One Voice Wales membership for year 2024 / 2025 a cost of £255.00, with a 50% discount for the first year at £127.50.

**Members agreed the following:** Not to join.

- (2) Scottish Power: Notification that from later this year to early 2025 Scottish Power will cease to provide a contract for un-metered street lighting supply.

**Members agreed the following:** The Clerk to make contact with other electricity suppliers and to seek quotations.

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

- ❖ Urdd Gobaith Cymru: Information in relation to the Urdd's Fund for all, which this year offers 300 free places at the Urdd summer camp for children and young people in Wales. Councillors were asked to forward to residents for information.
- ❖ North Wales Fire & Rescue Authority: Public consultation on continuing to prevent and respond to emergencies. Councillors to complete on a personal basis.
- ❖ Flintshire County Council: Notification of road closure on B5122 road between its junctions with Holywell Road and Drovers Lane, in North Street.
- ❖ Flintshire County Council: Council Tax Premium Consultation and Single Person Discount Review. Forwarded from County Councillor Steve Copple. To be completed on a personal basis.
- ❖ Flintshire County Council: Notification of road closure in area of Pen Y Cefn Road with its to South Street, commencing from 24th April.

#### **7(B). 83/24 CLERK'S REPORT**

- (a) The Clerk recollected Members to the financial grant provided to the Caerwys Town Hall at the January 2024 Council meeting, which was made up as follows: £2,000.00 towards general running costs and £500.00 to assist with the first payment of the non-domestic rates that the Hall had been advised was payable from April this year. The Town Hall Treasurer advised the Clerk that the non-domestic rate was not charged to the Hall and enquired in relation to the return of the monies.

**Members agreed the following:** The Town Hall to retain the additional funds provided by the Council of £500.00 and to ring-fence for any future increase in the non-domestic rates bill.

- (b) The Clerk advised that the Canda Copying Photocopier lease had expired. Members were shown on screen two similar models offered by the Company on a five-year lease, at a cost of £55.00 and £72.00 a quarter respectively (Current quarterly cost £51.00). All figures are plus VAT. Copier model specifications were perused with the Clerk providing the number of copies made each month both currently and prior to the pandemic when Councillors then received photocopies of all agendas, minutes and other papers, whereas these are now sent by e-mail.

**Members agreed the following:** Confirmed the Clerk's recommendation, to agree a new five-year photocopier contract with Canda Copying, for a reconditioned model at a cost of £55.00 plus VAT per quarter. In reaching their decision the Council took into consideration the now low number of copies generated each month.

#### **7(C). 84/24**

#### **TO RECEIVE AND APPROVE THE END OF YEAR ACCOUNTS FOR 2023 / 2024**

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 2023 / 2024. 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 2023 / 2024, with the financial spreadsheet signed by the Mayor, as Chair – Councillor Jayne Morris.

#### **7(D). 85/24**

#### **TO CONSIDER: ANNUAL REPORT – YEAR ENDING 2023 / 2024**

The Clerk recollected Members to the draft Annual Report for the year ending March 2024, 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 2024. There were no amendments. The Clerk advised that the report would be made available on the Council's web site. The Clerk was thanked for completing the substantial report.

#### **7(E). 86/24**

#### **PAYMENT TO MEMBERS: INDEPENDENT REMUNERATION PANEL FOR WALES RECOMMENDATION – YEAR 2024 / 2025**

The Clerk recollected Members to the Independent Remuneration Panel Report that had been sent to Members and discussed at a previous Council meeting. The Clerk advised in relation to the mandatory allowances for Town & Community Councillors in Wales, whereby the Clerk provided all Members with a claim form. The Clerk sought that the claim form was completed by either completing the claim section details or signing the opt out clause.

## **7(F). 87/24**

### **COMMUNITY AWARD: TO ARRANGE PROCESS TIMELINE**

The Clerk discussed with Members the timeline for the Council's 2024 Community Award.

**Members agreed the following:** The Clerk to issue a Public Notice in the next edition of the Caerwys Chronicle, with copies placed on the Council's notice boards and web site. The closing date to be approximately two to three weeks following the publication and distribution of the Chronicle. The Council thereafter will consider applications received at the subsequent Council meeting.

## **7(G). 88/24**

### **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:**

- High Street: Give way sign not illuminated.

**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) Request from resident for red dog bin lid to be replaced. This has been reported twice in the past year and beyond. (Photograph of bin attached).
- (2) B5122 road – travelling out of Caerwys towards A55 and just beyond the speed limit sign. The surround of a gully has recently been repaired but has sunk again.
- (3) Caerwys Town Square: Deep pothole near the tree.
- (4) Holywell Road: Top of street with North Street junction – large pothole.
- (5) Lon Yr Ysgol School: Complaint from resident that the hedge alongside the school is overgrown again which causes difficulty for pedestrians and a wheelchair user.
- (6) Pen Y Cefn Road: Potholes in area of the former golf club entrance and BT telephone exchange.

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

## **8. 89/24**

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

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

- St. Michael's Church, Caerwys: Palm Sunday Service.

## **9. 90/24**

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

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

## Main Council business

- ❖ Discussions on code of conduct and what level of gift that needs to be reported, although recommended by others and by the standards committee it was decided to keep the reporting level to £10.
- ❖ The new Standards Committee Member was announced and agreed as Cllr Ros Griffiths.
- ❖ The political balance of all committees was adjusted (an annual event) based upon elected numbers (minor changes).
- ❖ Aura has agreed to 3 months holding contract with Flintshire County Council to give time for a longer-term agreement to be made.

## Local business

- Disastrous flooding of Afonwen with sewage / foul water on three occasions last week, Welsh Water attended and investigated, these investigations include herons retreat as possible source of over pressure. Flintshire County Council (FCC) water pollution is offering support with advice to those affected.
- Continue to chase overdue maintenance issues in local FCC housing.
- Contacted School to offer support for overdue maintenance issues reported via Lixwm Community Council.

## 10. 91/24

### 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.

## 11(A). 92/24

### PLANNING APPLICATIONS

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

No planning applications received from Flintshire County Council for consideration at meeting.

## 11(B). 93/24

### PLANNING DECISIONS

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

- Application number: NMA/000143/24 -for Non-Material Amendment to Planning Ref 062561, at 5, Park Grove, Caerwys. Approved.

## 12. 94/24

### APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<b><u>Payments made – to be confirmed:</u></b>			

	<b>BACS:</b> Reach Publishing Services (Daily Post Newspaper). Public Notice advert for Harp Project Planning Application: (Paid 17/03/2024 / Authorised by two Councillor bank signatories)	620.00	124.00	744.00
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for March) Payments dated 02/04/2024			
	<b><u>Payments for consideration at meeting to be paid by BACS:</u></b>			
	Arrow Country Supplies (Supplies - Caerwys Public Conveniences)	362.59	73.32	439.91
	Canda Copying Ltd (Quarterly photocopier rental)	51.00	10.20	61.20
	Deeco Lighting (Street light repair on A541 road in Afonwen in late 2023)	180.00	36.00	216.00
	Apex Joinery (Repair to Afonwen notice board – as previously agreed)	100.00	20.00	120.00
	Gaynor Griffith (Environmental Services for March)	150.00		150.00
	<b>Direct Debit:</b> Scottish Power (March - Street Lighting Electricity Account) Payment due 18/04/2024)	368.91	18.45	387.36
	Councillor Allowances (2024 / 2025)	1,872.00		1,872.00

13. 95/24

**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>	
	Caerwys Women’s Institute (Application for annual grant) (Section 137 LGA 1972)	£250.00
	Caerwys ABC Drama Group (Application for annual grant) (Section 145 LGA 1972)	£250.00
	Llangollen international Eisteddfod (Application for annual grant) (Section 145 LGA 1972)	£100.00

**14. 96/24**

**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.....**