



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 17th September 2024, at 7.00pm**

No Council meeting was held in August

**1(A). 171/24
PRESENT**

Councillor Jayne E. Morris (Mayor)
Councillor Gwen Jones (Deputy Mayor)
Councillor Steve Copple (Town & County)
Councillor Peter Dooley
Councillor Jonathan Duggan-Keen
Councillor Lynette Edwards
Councillor Judith Standring

Clerk & Financial Officer R. Phillip Parry

**1(B). 172/24
APOLOGIES**

Councillor Susan A. Broadaway
Councillor Andy Delooze
Councillor Richard Dolphin
Councillor Lesley Roberts

**1(C). 173/24
ABSENT**

None

**2. 174/24
BEREAVEMENTS WITHIN THE COMMUNITY**

Members stood in silence in memory of the following: Mr. John D. Oxley, St. Michael's Drive, Caerwys.

3. 175/24

PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

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

4. 176/24

DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5. 177/24

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 16TH JULY, 2024

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

6. 178/24

PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) **Harp Project:** The Clerk advised that the wooden harp had been delivered to the home of Councillor Steve Copple. This Council is now awaiting Flintshire County Council to complete the installation.
- (2) **Children's Play Area:** Members were shown two proposals for additional play equipment including upgrade work in the children's play area. A number of suggested new items were shown on screen together with costs, including suggestions and costings for repairs to the junior football pitch and upgrade to the basketball area within the multi-use games section.

Members agreed the following: As the three Sub-Committee Council Members were not able to attend this evening's meeting, the Clerk to arrange a further site meeting with Richard Roberts (Aura Leisure) and Councillors Andy Delooze, Richard Dolphin and Lesley Roberts, including County Councillor Steve Copple. Following the site meeting the Sub-Committee to provide their recommendations to the full Council.

- (3) **Street lighting Electricity Supply:** The Clerk recollected Members to the difficulty in securing a new street lighting energy supplier. Members were shown various costings on screen from three suppliers, the Clerk further recollected Members to a costing provided by Flintshire County Council and also to discussions with the Welsh Government Procurement Office in Cardiff.

The Clerk had provided the Mayor and Deputy Mayor with details in relation to joining the Welsh Government Procurement Energy Contract, whereafter it had been agreed that the Clerk complete an application to join the contract for an initial 24 months. The contract could be ceased after one month. The actual kilowatt hour and daily standing charge will be advised to this Council in approximately six weeks time.

Members agreed the following: Confirmed the signing of an initial street lighting energy supply with a Welsh Government Procurement Contract.

- (4) **Highways Report Re Parking Restrictions:** The Clerk recollected Members that a request to Flintshire County Council Highways had been sent in June of this year seeking that consideration be given for parking restrictions at a number of road junctions within the town

centre. This Council were advised that due to the volume of work within the Highway department, the consideration would take some time. The Clerk further advised that he had made contact with the Highways Officer seeking an update for this evening's Council meeting. The reply received stated that further information would be provided to this Council prior to the October meeting.

- (5) **Community Award:** The Clerk advised that the Mayor and himself were to attend a recently scheduled meeting of the Caerwys Chronicle Committee whereby the Mayor would present the Committee with the Community Award. Unfortunately, the meeting had been cancelled at short notice. The presentation will take place at this Council's October meeting.
- (6) **School Bus Service in Caerwys:** Councillor Steve Copple advised that he had attended a site meeting this morning (Tuesday 17th September) with Officers from the County Transportation Department on Caerwys Town Square. The Officers in attendance were able to appreciate the difficulty caused by a number of school transport vehicles arriving in the area at a similar time. The manoeuvring difficulty for the vehicles was also witnessed. The Officers confirmed to Councillor Copple, that the school transport companies would be advised to stagger their arrival times into Caerwys, and should pupils be boarding a bus and a second bus arrives, the second vehicle will either await before entering the square area or make a circular detour.

Councillor Copple was thanked for attending the site meeting and for assisting in alleviating the concerns.

- (7) **Town Square Plaques:** Members viewed on screen a specification together with photographs of the current plaques and bilingual plaque wording sent to three professional companies. Two companies had acknowledged and advised they would provide a quotation in due course.
- (8) **Grass Cutting Contract (Children's play area and junior football pitch):** The Clerk enquired with Members if there had been any feedback from residents in relation to the additional grass cutting contract this Council had taken out over the past few months within the children's play area and junior football pitch. A number of Councillors confirmed that residents / parents were pleased and had acknowledged this Council's assistance.

7(A). 179/24

CORRESPONDENCE

- (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:
- Afonwen:** 1 x Criminal damage
- Caerwys:** 2 x Anti-social behaviour / 1 x Criminal damage
- (2) **One Voice Wales: Digital User Community for Community and Town Councils in Wales.** The Clerk advised that Councillor Jonathan Dugan-Keen had kindly volunteered to represent this Council. The first virtual meeting is listed to be held on the 10th September. Councillor Duggan-Keen provided further details under Representatives Reports (**Minute number 10. 184/24 (ii) on page 7 below**).
- (3) **Flintshire County Council (Chief Officer Governance):** Notification for the annual joint meeting with Members of the County Standards Committee and Town & Community Councils, to be held virtually on Monday 4th November at 6.00pm.

The Clerk advised as to the agenda items together with a questionnaire in relation to training that required a response.

Members agreed the following: The Mayor and Deputy Mayor of the Council to attend the virtual joint meeting. The Clerk to complete the questionnaire.

- (4) Flintshire County Council (Chief Officer Governance): Notification in relation to two mandatory training dates covering the Code of Conduct – to be held virtually on both Tuesday 22nd and Thursday 24th October at 6.00pm. Councillors were required to attend one of the above training dates.
- (i) **Members provided their availability dates to the Clerk.** The Clerk advised that they would receive the virtual meeting link prior to their chosen date direct from the Office of the County Legal Officer.
- (ii) The Clerk to enquire with the Chief Officer (Governance), if there will be face to face Code of Conduct training in the future.
- (5) Flintshire County Council: Briefing document in relation to a trial for a new recycling sack. The Clerk advised that there were no adverse comments from Council Members to this Council being involved with the trial. Confirmation sent to County Councillor Steve Copple to place Caerwys Town Council area as a willing participant.

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

- ❖ North Wales Police & Crime Commissioner: Bilingual survey named ‘Have your say on how your neighbourhood is policed’ (Members to complete on a personal basis)
- ❖ Boundary Commission Cymru: Link to the 2026 Review of Senedd Constituencies
- ❖ North Wales Police: Volunteer Cadet Program
- ❖ Hannah Blythyn MS: Link to survey named ‘Our Home, Our Health’. (Members to complete on a personal basis)
- ❖ Flintshire County Council: Well-being objectives and priorities plan (2023 – 2028)
- ❖ Flintshire County Council: Link to a consultation and engagement hub
- ❖ Flintshire County Council: Climate change survey (forwarded from County Councillor Steve Copple)
- ❖ Flintshire County Council: Warm Hubs (forwarded from County Councillor Steve Copple)
- ❖ Flintshire County Council: Notification of the following two road closures:
 - Afonwen in area of A541 junction (Tweed Mill) travelling over the former railway bridge towards Moel y Parc television mast – from 10th October for a maximum of five days
 - Caerwys Hill B5122 road from area of Trigfa to the A541 junction in Afonwen – from 23rd November between 09.30 and 18.30 hours for between 2 and 5 days

**7(B). 180/24
CLERK'S REPORT**

- (a) The Clerk advised Members in relation to the following deposits to the Council's bank account:
- £14,166.67 - Flintshire County Council: Second precept payment for financial year 2024 / 2025
- (b) The Clerk recollects Members that following the installation of the defibrillators in Afonwen, Caerwys and Pen Y Cefn, North Wales Ambulance Service advised that they would change the pads when used, or once a year, together with batteries when required. This agreement has now ceased whereby the Local Guardian - as the custodian of the defibrillators - had requested new pads and batteries for two of the units. The purchase reimbursement to the Clerk is listed in the accounts for payment.
- (c) The Clerk advised that the Café on the Corner had been awarded the title Café / Bistro of the Year in North Wales during a recent ceremony in Cardiff. **(Minute number 8, 182/24 (iv) on pages 6 & 7 below).**
- (d) The Clerk advised that he was to be hospitalised in early November and would not be able to attend the listed November meeting. The Clerk provided Members with a number of scenarios to ensure the work of the Council continued.

Members agreed the following: The listed November meeting will be cancelled and held virtually either towards the end of November or early December. Decision to be made in mid November and to provide the required three days clear notice of the meeting date.

- (e) **Street Lighting:** The Clerk advised that a faulty street light in North Street (outside the entrance to Ashgrove) had been reported to the Council's contractor. The light has been repaired.

**7(C). 181/24
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:

- (i) Tarmac sinking around services manhole in North Street (photograph provided)
- (ii) Tree branch blocking roadway in area of Coed Tan Y Walk (photograph provided)

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

- (1) Pothole: Pen Y Cefn Road and near junction with Drovers Lane (significantly deep and large) (Firstly reported in June – photograph provided). *Listed on my monthly inspections for repair*
- (2) Pothole: B5122 road in Afonwen with Junction of A541 road – just commencing up the hill and towards the centre of the road. *Listed on my monthly inspections for repair*

- (3) Pothole: B5122 road – travelling out of Caerwys and passed entrance to St. Michaels’s Drive. Pothole in service grid on left hand side (which had been repaired previously and now requires further attention). *Listed on my monthly inspections for repair and requested our Reactive Team to attend yesterday*
- (4) Potholes – (Numerous) on Road from Marian Prysau to Croes Wian (Barlow’s) Crossroads (seven photographs of potholes attached). *Listed for repair*
- (5) Gully Grid subsidence: On corner with Chapel Street and towards the area of the former petrol pumps. This concern was marked in yellow for repair many months ago, but never completed. The repair is now urgent. *I will inspect and raise an urgent work order*
- (6) Hedge cutting: The hedge along the walkway from the Memorial Institute to the Marian. This was discussed a few years ago whereby the County did agree to cut. Could this be completed please (Two photographs attached). *Carried out usually Sept/Oct*

Notes: Meeting arranged with Service Delivery Team and request as a matter of urgency that the pothole repair crew attends to the outstanding pothole repairs in the Caerwys Community.

Following meeting with Service Delivery Team, the Pen Y Cefn area / Croes Wain road will be repaired

Members brought the following concerns to the meeting:

- (1) Sinking services manhole in North Street - opposite Select Conveniences Store and Ashgrove. This was reported together with a photograph to the Officer and the service desk on the 22nd August – with attached photograph. The reference number from Street Scene: 2408-1624679 – The repair has not been completed
- (2) General concerns in relation to the condition of the B5122 road between Caerwys and Afonwen
- (3) B5122 Road in Afonwen – commencing up the hill to Caerwys there are still a number of potholes that were reported a few months ago
- (4) B5122 Road – travelling out of Caerwys and past the Piccadilly Inn. The sinking manhole on the left-hand side has recently been repaired, but it is sinking again

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

8. 182/24

TOWN MAYOR’S REPORT

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

- (i) Flint and St. Asaph Civic Sundays
- (ii) Age Concern Caerwys (Presentation on the year as Mayor)
- (iii) The Mayor advised that the date of the Civic Service has been changed to Sunday 27th October at 3.00pm, in St. Michael’s Church, Caerwys.
- (iv) As reported earlier during this meeting that the Café on the Corner had been successful at a presentation evening held recently in Cardiff and were successfully awarded the (Food Awards Wales) Café / Bistro of the Year (North).

Members agreed the following: The Mayor to present to the proprietors of the Café on The Corner a bouquet of flowers together with a congratulations card from the Town Council.

9. 183/24

COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

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

Main Council

- ❖ All back to work with a high workload on budget that looks like £38 million in the red.
- ❖ Attended climate change sub committee where progress on items is hampered by funding.
- ❖ Political balance changes slightly after a few changes in allegiance.

Local Issues

- Bus transportation concern: Reported under (**Minute number 6. 178/24 (6) on page 3 above**)
- Pushing Street Scene for pothole repairs near Barlow's to be completed as a project
- Arranged to have Caerwys Hill works delayed to have proper signs erected
- Discussions with pathways to reinstate path near Bryn Aur
- Discussions with planning to review sale signs on Summerhill Estate (North Street entrance)
- Assisting a resident on planning application

10. 184/24

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- (i) **North and Mid Wales Association of Local Councils:** Councillor Lynette Edwards advised of her attendance at a recent meeting of the Association. Topics discussed included: Number of trains travelling along the North Wales coast are increasing; another train survey will be carried out in the near future, together with a train operator meeting.
- (ii) **One Voice Wales: Digital User Community for Community and Town Councils in Wales.** Councillor Jonathan Duggan-Keen attended a meeting on behalf of the Town Council and provided details in relation to the content of the virtual seminar. In attendance were 28 representatives from Town & Community Councils in Wales, four representatives from One Voice Wales, together with a Police Detective Inspector. Items discussed included, social media and web security.

11(A). 185/24

PLANNING APPLICATIONS

The following planning applications had been received:

- (a) Application number: LBC/000506/24 – for proposed erection / enlargement of existing single storey structure / outrigger to the rear of the property, at Pennant House, Pen y Cefn Road, Caerwys.

Comment by Council: No comment.

- (b) Application number: FUL/000581/24 – for conversion of 2no. outbuildings to form 2no. bedroom annex accommodation together with demolition of a further 2no. outbuildings, at Brick Kiln Isaf, Caerwys.

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

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

11(B). 186/24

Members formally confirmed the above decisions.

11(C). 187/24

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

- Application number: LBC/000644/24 – for listed building consent for installation of internal wall insulation and loft insulation to improve the suitability and thermal performance - installing core vents and fans to the kitchen, bathroom, dining room and all four bedrooms, at Maes Y Coed Farm, Afonwen.

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

11(D). 188/24

PLANNING DECISIONS

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

- ❖ Application number: 063704 – for change of use of the existing servants’ quarters to 4 studio units, at Bryn Gwyn Hall, Pen Y Cefn. Approved

12. 189/24

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>August</u>			
	<u>Payments made – to be confirmed:</u>			
	BACS: Ian Murray (Chainsaw Carving) Final payment for completed wooden harp and delivery: Payment dated 31/07/2024 - authorised by two Councillor bank signatories	1,950.00		1,950.00
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for July) Payments dated 01/08/2024			
	<u>Payments for consideration during August recess to be paid by BACS: (Below payments authorised by two Councillor Bank signatories)</u>			
	Canda Copying Ltd (Quarterly photocopier rental)	55.00	11.00	66.00
	Treetops Environmental (Grasscutting in children’s play area and junior football pitch)	170.00		170.00

Apex Joinery Ltd (Caerwys) New notice board & installation and removal of old board (As Purchase Order)	1,380.00	276.00	1,656.00
Information Commissioner's Office: Data Protection renewal	40.00		40.00
Gaynor Griffith (Environmental Services for July)	150.00		150.00
Direct Debit: Scottish Power (July - Street Lighting Electricity Account) Payment due 20/08/2024)	368.91	18.45	387.36
<u>September</u>			
<u>Payments made – to be confirmed:</u>			
Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for August) Payments dated 02/09/2024			
BACS: Trophies & Medals (Community Award Crystal Glass Trophy) Payment authorised by two Councillor Bank signatories dated 03/09/2024	73.29	14.66	87.95
<u>Payments for consideration at meeting to be paid by BACS:</u>			
Gaynor Griffith (Environmental Services for August)	150.00		150.00
R P Parry – Clerk (Reimbursement of bulk / yearly stationery purchases from Viking, Ryman and Cartridge People – as per receipts)	134.92	26.99	161.91
R P Parry – Clerk (Reimbursement of Zoll defibrillator pads and batteries from St John's Ambulance (Supplies)) – as per receipt	93.00	18.60	111.60
R P Parry – Clerk (Reimbursement of Community Award certificate frame from Max Spielmann) – as per receipt	14.58	2.92	17.50
Deeco Lighting (Street light repair in North Street)	180.00	36.00	216.00
Direct Debit: Scottish Power (August - Street Lighting Electricity Account) Payment due 17/09/2024	368.91	18.45	387.36

13. 190/24

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
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	No applications received	
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14. 191/24

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.....