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 15th October, 2024, at 7.00pm

1(A). 192/24
COMMUNITY AWARD PRESENTATION

The Mayor, Councillor Jayne Morris, welcomed the following Committee Members of the Caerwys Chronicle to the meeting: Steve Copple (Chair) Steve Griffith (Editor) together with Committee Members Kris Chambers and Gwen Jones.

The Mayor congratulated the Caerwys Chronicle as worthy winners of the 2024 Community Award. The Caerwys Chronicle has been part of the life of Caerwys for a number of decades and was further re-established almost 20 years ago, with both Steve Griffith and Kris Chambers being two of the founder members. The Caerwys Chronicle is read in both Caerwys and beyond.

The Town Council thanked the Committee for their commitment to the community in producing the Chronicle. The Chronicle Members were presented with engraved crystal glassware and a framed certificate.

1(B). 193/24
PRESENT

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

Clerk & Financial Officer R. Phillip Parry

1(C). 194/24
APOLOGIES

Councillor Richard Dolphin
Councillor Lesley Roberts

1(D). 195/24
ABSENT

None

2. 196/24
BEREAVEMENTS WITHIN THE COMMUNITY

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

3. 197/24
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

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

4. 198/24
DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5. 199/24
TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 17TH SEPTEMBER, 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. 200/24
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 County Council Officer allocated to oversee the installation of the harp had requested a site meeting, which Councillor Steve Copple has endeavoured to arrange. However, the Officer is on unexpected leave until the end of this month, whereafter a site meeting will be arranged.

(2) Children's Play area: The Clerk advised that a site meeting had been held at the Chapel Street Children's play area with Richard Roberts (Aura Leisure), together with Councillors Lesley Roberts, Richard Dolphin, Steve Copple and the Clerk on the 26th September.

Councillor Steve Copple provided details of the discussion at the meeting, and in particular, the following items that Richard Roberts will provide costings to be utilised from the planning gain at the Summerhill housing estate, as follows:

(i) To install a basketball overhang frame on both sides in the Muga area (A formal drawing will be provided as to the construction)
(ii) Raising the goal frame within the Muga Area to 6ft
(iii) To replace the goals in the small grass football pitch
(iv) To install netting to alleviate a football from being kicked over the wall onto the B5122 road - adjacent to the small football pitch
(v) To explore other inclusive items of play equipment

(3) Highways Report Re Parking Restrictions: The Clerk advised that there had been no further contact to date from County Highways.

(4) School Bus Service in Caerwys: The Clerk read out to Members extracts from a communication sent from the County Transport Area Coordinator who had written to the school transport companies, in the following terms: Seeking that their buses whilst arriving at the Caerwys Town Square during the busy morning period, to ensure that two buses are not at the bus stop at the same time. The second vehicle to await a distance from the Square or travel around the town's outskirts. This will alleviate the buses blocking the highway and prove a safer environment.

Councillor Andy Delooze advised that a white colour school transport vehicle parks at the junctions of Drovers Lane and North Street, whereby this vehicle causes difficulty for other vehicles gaining access from the side roads.

Members agreed the following: The Clerk to write further to the Transport Area Coordinator and to seek that this vehicle parks in a safer position, possibly adjacent to the public conveniences.

(5) Town Square Plaques: The Clerk recollected Members that a request specification had been sent to three companies seeking quotations for three replacement plaques that are housed in the Town Square stone surround. Two companies had replied to advise quotations would be provided but only one company has provided a quotation, namely Bewcraft Signs. The Clerk provided details from the quotation which offered a number of alternatives.

Members agreed the following: The Clerk to contact Bewcraft Signs with the following questions:

(i) If the crest and emblem were in colour is there a guarantee as to a length of time should the colour fade and or flake off
(ii) Could it be confirmed the metal to be used for the Royal Charter and Millennium plaques
(iii) The timeframe from receiving a Purchase / Work Order to the actual installation

(6) Councillor Code of Conduct training:

(a) The Clerk confirmed that a link to the virtual training will be sent to direct to Councillors prior to their preferred training date by the Office of the County Legal Officer.

(b) The Clerk recollected to Members the request to seek from the County Legal Officer, if there were to be face to face training in the future. The County Legal Officer had advised the following: The training will be on-line. We can reach so many more people and so much easier.

7(A). 201/24
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: No offences reported

Caerwys: No offences reported

Pen Y Cefn: 1 x Other Crime / 1 x Vehicle crime

(2) The Clerk brought to the attention of Members the statistics provided by Flintshire County Council (Aura Leisure) following the Children's Summer Play Scheme held in Caerwys over a three-week period. Members viewed on screen the report together with the number of attendances, which totalled 422 (average of 140 each week).

(3) Independent Remuneration Panel for Wales: Draft Annual Report 2025 – 2026. The Clerk recollected Members to Determination 7 – in relation to the mandatory payments to Town & Community Councillors.

(4) Citizen's Advice, Mold: Letter received seeking that Council Members encourage pensioners within the community to make contact with Citizen's Advice who will assist with a benefits check

(5) Invitation from Police Inspector Iwan Jones (Flintshire South Inspector), for two Councillor representatives to attend a Police Consultative meeting to be held in Mold Police Station on 7th November at 4.00pm. The invitation had been forwarded to Councillors Susan Broadaway and Jonathan Duggan-Keen, as this Council's representatives.

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

- Natural Resources Wales: Further virtual consultation in relation to discuss a proposed new national park in Wales. Councillors to register their interest to attend personally

- One Voice Wales: Welsh Government inquiry into the role, governance and accountability of the Community and Town Council sector. Councillors to complete on a personal basis as a local Councillor

- Estuary Voluntary Car Scheme: Information in relation to the scheme which has been in existence for almost 30 years

- The following Notice of Road Closures received from Flintshire County Council:

  (i) From 7th October for 5 days at Caerwys Hill B5122 to A541 Junction at Afonwen from 09:00hrs and 15:00hrs – between its junctions with North Street, Caerwys and A541 at Afonwen

  (ii) From 14th October for 3 days at Croes Wian Crossroads – between its junctions with B5122 and Pen Y Cefn Lane

  (iii) From 14th October for 3 days at Rhydlydan Crossroads to B5122 junction – between its junctions with B5122 and Rhuddlan Crossroads

  (iv) From 21st October for 3 days at Croes Wian Crossroads to B5122 – between its junctions with B5122 and Pen Y Cefn Road

- Flintshire County Council budget information for 2025 / 2026, and in particular, a resident consultation in the form of a short on-line questionnaire, which has been received from County Councillor Steve Copple.

7(B). 202/24
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 grant for the Caerwys public conveniences

(b) The Clerk advised the annual request had been received from the School & Community Sports Coordinator at Aura Leisure (Flintshire County Council), in relation to the weekly Thursday evening's outdoor sports recreation held on the Memorial Institute field. The request was seeking to confirm this Council's agreement to fund the floodlights during the dark evenings. The Clerk further advised that he had replied to confirm, as the funding was agreed during the budget setting process in January of this year.

(c) The Clerk recollected Members that towards the end of 2023 Caerwys Town Council set up a winter response team under the direction of Councillor Andy Delooze. Caerwys Town Council took advantage of the County's offer to provide Community Involvement Kits whereby the Council requested 14 kits. The Town Council also ordered the following salt bins at a cost of £450.00 or filled with salt at £630.00: (1) Memorial Institute (On walkway to the Marian) (2) Pen Y Cefn Road (At junction with Drovers Lane) and (3) St Michael's Drive.

Councillor Andy Delooze advised that only 10 bags of grit and 3 shovels were delivered. The Clerk confirmed that he had written to Street Scene requesting enough Community Involvement Kits for 14 people together with the delivery of the three grit bins.

(d) Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2024

The Clerk advised that the Audit Wales Certificate had been received for the year 2023 / 2024. The report had been forwarded to the Mayor and Deputy Mayor of Council. Members were shown the report on screen. The Clerk further advised that the Town Council had received an unqualified report, as detailed below:

'On the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return'

Other matters and recommendations: There are no further matters I wish to draw to the Council's attention.

The Clerk confirmed that the Audit Wales Report had been uploaded to the Council's web site, together with the following Public Notice: Notice of conclusion of audit and right to inspect the annual return for the year ended 31 March 2024. (Public Audit (Wales) Act 2004 Section 29 Accounts and Audit (Wales) Regulations 2014. This public notice was also displayed on the Council's public notice board.

Members agreed the following: Were pleased to receive the Audit Wales Unqualified Certificate.

7(C). 203/24
ARRANGEMENTS FOR TOWN SQUARE CHRISTMAS LIGHTS

The Clerk advised that this is an annual agenda item.

Members agreed the following: (1) Town Square Christmas Tree lights to be switched on - on either Friday 29th November or Monday 2nd December. To be switched off on Thursday or Friday the 2nd or 3rd January 2025 **(2)** Deeco lighting be asked to deliver the Christmas lights held in safe storage to the home of Councillor Andy Delooze during week commencing 18th November.

7(D). 204/24
TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30TH SEPTEMBER 2024

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 as Chair, Councillor Jayne Morris.

7(E). 205/24
TO REVIEW: COMMUNITY AWARD POLICY

The Clerk recollected Members that during the Community Award agenda item earlier this year Council agreed to review the community award policy, in particular, the number of awards and criteria.

Members agreed the following: (1) To hold the award annually **(2)** One award whether it be an individual or a Committee / Group **(3)** To delete the following from the criteria: Long and sustained service to the community, or part of it.

7(F). 206/24
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 – 2024 / 2025 **(g)** Retention Of Documents Etc., Schedule **(h)** Fixed Asset Register – 2024 / 2025 **(i)** Retention of Documents Policy Statement **(j)** Annual Investment Strategy – 2024 / 2025 **(k)** Model Local Resolution Protocol **(l)** Communication and Engagement Strategy Policy **(m)** Social Media **(n)** Model Publication Scheme / General Data Protection Regulation (Notice & Consent) (GDPR) **(o)** Managing Customer Behaviour) **(p)** Biodiversity Duty Plan **(q)** Welsh Language Policy (Bilingual) **(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 prior to the meeting 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). 207/24
STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)

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

- ❖ No matters of concern had been received and reported since the last Council meeting.

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 concern to the meeting:

- ❖ Pavement surrounding Ysgol Yr Esgob School (Pen Y Cefn Road and Lon Yr Ysgol). From the commencement of the pavement near to Oak Lea on Pen Y Cefn Road - and around the corner and past the main school entrance to the end of the footpath on Lon Yr Ysgol. The pavement has moss and other greenery growing and is slippery. Apart from the primary school children and others, there are also a number of pedestrians who use this footpath who have disabilities.

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

8. 208/24
TOWN MAYOR'S REPORT

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

- Holywell Civic Service

The Mayor expressed concern that a number of the Town Square tree branches were overhanging and require cutting back, especially, in the areas over the bus shelter and the opposite side of the stone surround where vehicles are parked.

Members agreed the following: The Clerk to contact the County Tree Officer, seeking that a safety inspection is carried out.

9. 209/24
COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

County Councillor Steve Copple provided Members with the following report:

Main Council

- ❖ Two concerns were raised in relation to provision of school buses and apparent unfairness of the system, formal responses will be forthcoming: "Given that the current school transport policy places a significant financial burden on families living just outside the approved area, affecting both their mental well-being and financial stability, can we urge the council to reconsider the policy for those who are only a short distance away, and relieve our community of this unnecessary hardship" "The council's decision to base transport eligibility on the "Nearest appropriate school" rather than the "Actual progressive school" for the area is creating significant disparities. Some children receive free transport while others, despite accessing the bus at the same stop as those approved for free transport, do not. There are many inconsistencies in the policy that need addressing, and it is concerning that these were not considered before implementation.
- ❖ A new council leader was voted in (David Hughes)
- ❖ Council tax for empty and second homes was debated and now its 100% for each over the normal amount
- ❖ That a lay member be recruited to the Governance and Audit Committee to replace the departing lay member.

- That the recruitment panel consisting of the Chair of Council, Chair of the Governance and Audit Committee plus the Cabinet Member for Finance makes a recommendation to Council for appointment
- Notice of Motion: Flintshire Teachers and School Employees to Take Oath to Work with Children Proposed by: Cllr Gladys Healey (defeated)
- Notice of motion; To create a Merchant Navy Roll of Honour, on which merchant mariners born or resident in Flintshire, or with an otherwise strong connection to the county who have perished at sea shall be listed
- Recently there have been discussions with the Labour group who want a coalition style approach to local matters to best serve the community, a meeting of the independent group agreed in principle to discuss. This resulted in a reshuffle of the cabinet with independents and eagle group now having cabinet slots plus bringing elected members with experience to review major issues concerning finance etc. FCC is close to a serious problem. This has resulted in a significant number of independents leaving the group
- Update provided in relation to Aura Leisure contract with the County
- Climate Change Committee has been disbanded and those matters will be discussed at each Cabinet Portfolio
- Update on the current County budget

Local Issues

- Assisted with education matter for one resident
- Clarified road closures with FCC, confusing notes sent out
- Assisting one resident with planning application (possible refusal)

10. 210/24
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). 211/24
PLANNING APPLICATIONS

- No planning applications for consideration

11(B). 212/24
PLANNING DECISIONS

- No planning decisions received

12. 213/24
APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	**Payee**	**Net £**	**Vat £**	**Total £**
	<u>Payments made – to be confirmed:</u> **Standing Order:** R. P. Parry - Clerk to Council (Monthly salary & home working allowance for September) Payments dated 01/10/2024			

	BACS: H. M. Revenue & Customs. Clerk's PAYE & Council NI - July, August & September 2024: Payment dated 07/10/2024	1,006.65		1,006.65
	Payments for consideration at meeting to be paid by BACS:			
	Audit Wales (Annual audit fee for 2023 / 2024)	200.00		200.00
	Flintshire County Council (Children's Summer Play Scheme)	1,915.80		1,915.80
	Royal British Legion (Remembrance Sunday Poppy Wreath)	27.50		27.50
	Gaynor Griffith (Environmental Services for September)	150.00		150.00
	Cllr Jayne Morris (Re-imbursement for bouquet of flowers – as per receipt)	30.00		30.00
	R P Parry (Clerk) (Re-imbursement of postal stamps – as per receipt)	32.40		32.40
	Mark Powell (Window Cleaner) Bus shelter cleaning for 6 months at £20.00 per clean	120.00		120.00
	Direct Debit: Scottish Power (September - Street Lighting Electricity Account) Payment due: 17/10/2024	357.04	17.85	374.89

13. 214/24
APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	**Name of organisation**	**Amount granted £**
	Authorised to be paid by BACS:	
	Urdd Gobaith Cymru (Flintshire & Wrexham Branch) Application for general funding (Section 145 LGA 1972)	£250.00
	Nightingale House Hospice (Wrexham) Application for general funding (Section 137 LGA 1972)	£100.00

14. 215/24
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…….…….…….…….……..