CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council

Held Virtually by Video and Telephone Conference

On Tuesday the 10th December, 2024, at 7.00pm

No Council meeting was held in November

1(A). 216/24
PRESENT

Councillor Jayne E. Morris (Mayor)
Councillor Gwen Jones (Deputy Mayor)
Councillor Susan A. Broadaway
Councillor Richard Dolphin
Councillor Jonathan Duggan-Keen
Councillor Lynette Edwards

Clerk & Financial Officer R. Phillip Parry

1(B). 217/24
APOLOGIES

Councillor Steve Copple
Councillor Andy Delooze
Councillor Peter Dooley
Councillor Judith Standring

1(C). 218/24
ABSENT

None

2. 219/24
BEREAVEMENTS WITHIN THE COMMUNITY

Members expressed their condolences in relation to the following:

Mrs. Victoria A. Jones, North Street, Caerwys.

3. 220/24
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

- ❖ Complaint received in relation to a further solar panel roof installation within the Caerwys Town Conservation area that faces a main street. Notification from the County Planning Enforcement Officer that the householder will receive advice.

4. 221/24
DECLARATIONS OF INTEREST

The following Declarations of Interest were declared:

(1) Councillor Jayne Morris **(Minute numbers 12. 233/24 on page 9 below and Minute number 13. 234/24 on page 10 below)**

(2) Councillor Jonathan Duggan-Keen **(Minute number 12. 233/24 on page 9 below)**

5. 222/24
TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 15TH OCTOBER, 2024

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

6. 223/24
PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

(1) Harp Project: The project has been completed by Flintshire County Council. However, upon initial installation it transpired that the configuration of the base was at an incorrect angle to the actual plan that had been drawn. This was rectified during a site visit. Following the installation the tree guards are quite tall and the back of the bench seat covers the base of the harp.

The Clerk has requested the County Council Team Leader and County Councillor Steve Copple to arrange a site meeting to discuss. Due to the inclement weather this meeting has not taken place to date.

(2) School Bus Service in Caerwys: The Clerk advised that Councillor Andy Delooze had provided a photograph of the school transport vehicle that parks near the Drovers Lane and North Street junctions, which had been sent to the County Area Transport coordinator. A reply received advised that the parking of this vehicle was discussed during the site visit and was found to be acceptable. A copy of the reply had been sent to Councillor Delooze.

(3) Town Square Plaques: The Clerk as requested at the October meeting had written to Bewcraft Signs of Chester to enquire in relation to the following: *(Reply in italics)*

- 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. *Approximately between seven to ten years*

- Could you kindly confirm the metal for the Royal Charter and Millennium plaques. *Both engraved stainless steel, infilled with either colour or black.*

- The time from receiving a Purchase / Work Order to the actual installation: *Will take approx. 6 to 8 weeks.*

The Clerk recollected to Members as to the quotation details: Royal Charter and Millennium plaques in black & white £395.00 each – total £790.00; in colour at £570.00 each – total £1,140.00 / Bronze plaque £760.00 / Removal of existing plaques and fitting new £80.00.

Total in black & white £1,630.00 / Total in colour £1,980.00 (plus vat)

Members agreed the following: To order Royal Charter and Millennium plaques in colour at £570.00 each – total £1,140.00; Bronze plaque at £760.00; Removal of existing plaques and fitting new at £80.00 – sub total cost £1,980 plus VAT £396.00: Total £2,376.00. The Clerk to issue a Purchase / Work order to Bewcraft Signs of Chester.

(4) Town Square Sycamore Tree: As requested at the October Council meeting the Clerk had written to the County Tree Inspector in relation to the concern with overhanging tree branches and requested the tree be inspected. Dewi Ellis the County Tree Inspector confirmed his site visit and advised the following: 'I have no concerns with the current condition of the tree, and therefore advise, that no work is required to be carried out to the tree at this present time'.

Pending Matters:

The Clerk advised that the following matters remain in the pending file:

(i) Highways Report; Parking restrictions: No further update from County Highways

(ii) Caerwys Children's play area: No further proposals received to-date

(iii) Street Lighting Electricity Supply: There had been no update received from the Welsh Government Procurement Department. The Clerk has sent a reminder e-mail enquiring as to the present position.

7(A). 224/24
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 reported offences

Caerwys: 1 x Burglary / 1 x Violence

(2) Flintshire County Council: Information in relation to the 2025 Summer Play Scheme. The Clerk recollected Members that the 2023 and 2024 play scheme was held over a three week period in Caerwys. The County requested a form to be completed confirming this Council's agreement for year 2025. The cost of a three week scheme £2,203.20 and a six week scheme £4,406.40.

Members agreed the following: Due to the success and high number of attendees at the past two Summer Play Schemes, to increase from a three week scheme to a six week scheme. The Clerk advised that the additional cost would be £2,203.20. Members further agreed to utilise ring-fenced monies for youth projects which total £2,122.04 towards the six week play scheme, with the remainder of £81.16 from the general budget.

(3) Welsh Government: Notification that the appropriate sum under Section 137(4)(a) of the Local Government Act 1972 Section 137 Expenditure limit for 2025 / 2016 – had been increased from £10.81 to £11.10 per elector. The Clerk advised that the actual figure for this Council would be placed on the 2025 / 2026 accounts spreadsheet, and in particular, following notification by the County Returning Officer as to the number of residents entered within the electoral register which will be made public in January 2025

(4) Flintshire County Council: Annual notification in relation to the supply to local Council's kits for winter preparations. The Clerk had sent the request to Councillor Andy Delooze seeking his views. Councillor Delooze requested that the remainder of the kits that were not delivered last year be delivered. Whilst the Clerk placed the request, to date, the items have not been received.

(5) Flintshire County Council: Notification of the following road closures:

(i) At the Sand quarry to the Fisheries at its junctions with Bryn Sion and Fisheries, for three days on 25th November

(ii) At Rhos Farm junction to Croes Wian Crossroads – between its junctions with Wern Ucha and Pen Y Cefn Lane, for three days commencing 10th December

(iii) At Heol Y De to Trigfa for one day on 20th January for a distance of 290 metres

(iv) At Holywell Road between its junctions with B5122 and Llys Y Goron for two days commencing 3rd February 2025

(v) At Holywell Road between its junctions with North Street and Maes y Dre, for one day on 21st February 2025

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

- Flintshire County Council: Flintshire Connects Consultation. Members to complete survey on a personal basis and forward to others

- North Wales Police & Crime Commissioner: Yearly survey named 'Have your say on funding for policing in North Wales' Members to complete survey on a personal basis and forward to others

- Estuary Car Scheme: Information on services provided

- Flintshire County Council: Budget information for 2025 / 2026

- Flintshire County Council: Waste collection press release; forwarded from County Councillor Steve Copple

- Natural Resources Wales: Update to the proposed new National Park in Wales together with Public drop-in dates

- North Wales Fire & Rescue Service: Consultation for keeping communities safe. Members to complete survey on a personal basis and forward to others

- One Voice Wales: Virtual joint seminar with OVW and Society of Local council Clerks to discuss key topic areas for Town & Community Councillors in Wales. Members to advise the Clerk should they wish to attend the virtual seminar

- ❖ Flintshire County Council: Christmas collections; forwarded from County Councillor Steve Copple

- ❖ Flintshire County Council: Next Steps for 20mph proposed changes; forwarded from County Councillor Steve Copple

7(B). 225/24
CLERK'S REPORT

(1) Resignation of Councillor Lesley Roberts: The Clerk advised the resignation of Councillor Lesley Roberts had been received by the Mayor Councillor Jayne Morris and himself. The Clerk read out to Members the contents of the resignation letter.

The Clerk confirmed that the first required Public Notice under the Local Government Act, 1972 (Section 87(2)) had been sent to the Flintshire County Returning Officer, with copies displayed on the Council's main notice board and web site.

The County Returning Officer had advised the Council that there had been no call for an election, whereby the Town Council could now issue further Public Notice to advertise a Councillor Vacancy by Co-option.

The Clerk discussed with Members the advertising of the vacancy, and in particular, the timescale and public notice in the Caerwys Chronicle, whereby the Expression of Interest in the position closing date would be one week prior to the February 2025 Council meeting.

Members agreed the following: (1) The Clerk to write to Lesley Roberts and to express the Council's gratitude for both her service, commitment and time to the Council **(2)** The Clerk to advertise the vacancy on the Council's notice board, web site together with a Public Notice in the next edition of the Caerwys Chronicle, with a closing date one week prior to the February 2025 Council meeting. Should there be more than one Expression of Interest received, the Clerk to prepare ballot papers.

(2) The Clerk advised that the Letters Patent granting Caerwys a Coat of Arms, written on vellum, with two seals of the King's of Arms pendant dated 1967 - had been deposited in the County Archives Office in Hawarden on Tuesday 29th October 2024. Whilst the scroll may be placed in future exhibitions by the Archives Office, the Town Council are able to retrieve the document upon request.

(3) The following Councillors had attended the virtual Code of Conduct training provided by Flintshire County Council in October: Councillors' Susan Broadaway; Peter Dooley; Jonathan Duggan-Keen; Lynette Edwards; Gwen Jones; Jayne Morris; Lesley Roberts: (Town & County Councillor Steve Copple attended the County training session)

The Clerk recollected Members to an e-mail dated the 11th November forwarded from the County Solicitor which attached the slides from the above referred to Code of Conduct training together with a link to the virtual training session. The Clerk enquired as to the names of Councillors who had not attended the virtual training sessions but had perused the slides and watched a recording of the training session. The Following Councillors confirmed: Richard Dolphin and Judith Standring.

(4) The Clerk advised that he had attended the following courses: **(1)** Flintshire County Council Code of Conduct training **(2)** Funding, Grants & Precept setting facilitated by One Voice Wales

(5) The Clerk advised that the Deputy Mayor, Councillor Gwen Jones, is not able to attend the May 2025 Council Meeting, due to an important family commitment.

Members agreed the following: To change the date of the May meeting from Tuesday 20th to Tuesday 27th at 7.00pm.

(6) National Joint Council for Local Government Services: The Clerk advised that the Local Government Services pay award for 2024 had been agreed in October, which included Clerk's to Councils in Wales with a 2.5% increase in salary scales backdated from 1st April 2024. The Clerk further advised that he would calculate the back pay and provide the figures to Members at the January 2025 Council meeting.

7(C). 226/24
PRECEPT AND FINANCIAL ALLOCATIONS FOR 2025 / 2026

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: (1) Bench Seat in memory of Cllr Helen Pristley - £500.00 **(2)** Training budget (Councillors & Clerk) - £2,000.00 **(3)** Property upkeep, including The Pinfold & Public Convenience - £7,500.00 **(4)** Caerwys In Bloom (Environmental Projects) - £1,277.00 **(5)** Other possible ring-fenced and general reserves – to be agreed in January 2025 budget setting.

7(D). 227/24
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: ***(Update in italics)***

(i) Large tree branches fallen onto highway in area of Pen Y Cefn Road – a few meters from the Church Lych Gate. *Remaining branches removed*

(ii) Faulty light on Give Way sign at junction of High Street with North Street. *(Repaired)*

(iii) Blocked drains on Pen Y Cefn Road causing flooding and debris on road (Concern reported by a resident and included a photograph). Information forwarded to County Councillor Steve Copple to ensure an expedite attendance by Street Scene

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) Lon Yr Ysgol: The Pavement that runs parallel with the primary school has become slippery. Both parents and others with children including local residents are reluctant to walk along the pathway in case of injury. Could it be cleaned please?

(2) Bryn Aur: There are a number of potholes in this road – that runs between the bottom junctions of Holywell Road and Water Street. Could the road be inspected please?

(3) B5122 Road travelling out of Caerwys towards the A55 and just past the new Harp project: The services grid on the left hand side lane that was repaired recently has sunk again and is dangerous especially for motorbikes. Could it be inspected urgently please?

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

8. 228/24
TOWN MAYOR'S REPORT

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

(1) School Service held in Ysgol Yr Esgob – Caerwys Primary School
(2) Judging competition at The Spookfest held in Royal Oak marquee
(3) Caerwys Civic Service
(4) Town & Community Code of Conduct training
(5) Licensing Service held in St. Marys Church, December for two new Rectors to the Denbigh Mission Area
(6) Christmas Tea at St Michael's Church for senior citizens
(7) School concert held in Ysgol Yr Esgob – Caerwys Primary School

9. 229/24
COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

As County Councillor Steve Copple was unable to attend the meeting, there was no report.

10. 230/24
REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

Police Liaison Meeting: Councillor Susan Broadaway advised of her attendance at the first face to face meeting with the local Police Inspector (South Flintshire) and Town & Community Councils in the area, which was held at Mold Police Station. Whilst a number of topics and issues were discussed, the following were included:

- Recorded crimes, in particular, anti social behaviour and burglaries
- Data protection and information available to be disclosed
- Number of Officers (Police Offices and Police Community Support Officers) stationed within the South Flintshire area, including breakdown of duties and responsibilities
- Councillor Broadway had referred to the speeding concerns in Caerwys and was advised that a request to Go Safe would be made to visit the area more frequently.

11(A). 231/24
PLANNING APPLICATIONS

The following planning application to be considered by Members at the meeting:

- Application number: COU/000940/24 – for proposed conversion of Golf Club House into holiday letting units and associated development, at Caerwys Golf Club, Pen Y Cefn Road, Caerwys.

Comment by Council: Whilst the application may appear to comply with sections of the Local Development Plan, the Town Council express their reservations as follows: (1) The change of use from a leisure amenity to tourist letting units, in particular, given the number of tourist accommodation outlets within one mile 'as the crow flies' of the current application (2) Will the change of use, if granted, set a precedent for possible future applications within the current site area.

11(B). 232/24
PLANNING DECISIONS

No planning decisions received from Flintshire County Council

12. 233/24
APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	NOVEMBER			
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for October) Payments dated 01/11/2024			
	Direct Debit: Scottish Power (October - Street Lighting Electricity Account) Payment dated 18/11/2024	368.91	18.45	387.36
	_____			
	Gaynor Griffith (Re-imbursement of plant purchases – as per receipts)	88.27	2.25	90.52
	St Michaels' Church, Caerwys (Hire for Civic Service)	100.00		100.00
	Tim Biddle (Civic Sunday Church organist)	100.00		100.00
	Caerwys Choir (Civic Sunday)	200.00		200.00
	On The Corner Café (Civic Service refreshments)	552.96		552.96
	Caerwys Town Hall (Civic Service Hall hire fee)	100.00		100.00
	Cllr Jayne Morris (Mayor) Additional refreshments for Civic Service – as per receipts)	198.39	24.60	222.99
	Canda Copying Ltd (Quarterly photocopier hire)	55.00	11.00	66.00
	Society of Local Council Clerk's (Clerk's Membership renewal)	105.00		105.00
	Gaynor Griffith (Environmental Services for October)	150.00		150.00
	(Above invoices authorised for payment by BACS on 2nd and 22nd November by two Councillor bank signatories)			
	DECEMBER			
	Payments made:			
	Standing Order: R. P. Parry - Clerk to Council			

	(Monthly salary & home working allowance for October) Payments dated 02/12/2024 **<u>Payments for consideration at meeting to be paid by BACS:</u>**			
	Katy Bincham (Bus Shelter Christmas theme)	100.00		100.00
	Arrow County Supplies (Caerwys Public Conveniences supplies)	71.01	15.00	90.01
	Caerwys Computer Clinic (Annual fee for Council's web site hosting and domain name) **Note:** Councillor Jonathan Duggan-Keen Declared an Interest in the above payment **(Minute number 4. 221/24 on page 2 above)**	250.00		250.00
	Councillor Jayne Morris (Re-imbursement of catering and musical entertainment fees for Mayor's Senior Citizen's Christmas Tea held in St. Michael's Church) – as per receipts **<u>Note:</u>** ***** Councillor Jayne Morris Declared an Interest in relation to the above payment **(Minute number 4. 221/24 on page 2 above)** ****** The Deputy Mayor Councillor Gwen Jones took the Chair	154.54	6.97	161.51
	St Michael's Church (Hire of Church and contribution towards heating costs)	160.00		160.00
	On The Corner Café (Catering costs for above Christmas tea event)	220.00		220.00
	Gaynor Griffith (Environmental Services for November)	150.00		150.00

13. 234/24
APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	**Name of organisation**	**Amount granted £**
	<u>Authorised to be paid by BACS:</u> St Kentigern Hospice (Donation on behalf of Alun	

	Jones – for attending the Remembrance Sunday with his bugle) (Section 137 LGA 1972)	£25.00
	Wales Air Ambulance (Application for annual donation) (Section 137 LGA 1972)	£300.00
	Caerwys Christmas Carols (Application for annual donation) (Section 145 LGA 1972)	£250.00

14. 235/24
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…….…….…….…….……..