CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council

Held Virtually by Video and Telephone Conference

On Tuesday the 21st January, 2025, at 7.00pm

1(A). 01/25
PRESENT

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

Clerk & Financial Officer R. Phillip Parry

1(B). 02/25
APOLOGIES

Councillor Peter Dooley
Councillor Judith Standring

1(C). 03/25
ABSENT

None

2. 04/25
BEREAVEMENTS WITHIN THE COMMUNITY

There were no reported bereavements within the community, between the December 2024 and January 2025 Council meetings.

3. 05/25
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

The following concerns were received in a resident's letter addressed to the Town Council:

- Inconsiderate parking of vehicles in area of junction with Llys y Goron and Holywell Road

- ❖ Inconsiderate parking of vehicles in area of junction with Holywell Road and Maes Y Dre

- ❖ Allocation of housing to person with a serious criminal conviction

The Clerk advised that he had replied to the two-page letter and provided guidance.

4. 06/25
DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5. 07/25
TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 10TH DECEMBER 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. 08/25
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 a site meeting had been held at the Harp area on Monday 6th January with the following in attendance: Councillors Jayne Morris (Mayor), Gwen Jones (Deputy Mayor), Town & County councillor Steve Copple, together with the Clerk.

Councillor Jayne Morris (Mayor) provided Details from the site meeting to Members, together with recommendations from the sub-committee.

Members agreed the following: The Clerk to issue a Purchase Order to Meifiod Wood Products, Denbigh, for the following items: Two Forest Chairs @ £104.50 each = £209.00 / 1 x VT 18 inch planter @ £40.00 / Engraving with Cyngor Tref Caerwys / Caerwys Town Council @ £5.00 each = £15.00 / Delivery £18.00 - Total £282.00 (includes VAT).

Following delivery, the above items to be secured to the plinth and stained to match the Harp.

(2) School Bus Service in Caerwys: The Clerk advised in relation to a more recent concern to a particular bus parking in the Town Square during the busy morning period. Following notification to the County Transport Officer who had contacted the bus operator, the following was advised: Due to road works in the area of the Church the bus was not able to await in the area. Whereby only two pupils are collected from the Town Square and the bus was only stationary for around two minutes.

(3) Town Square Plaques: Following the decision by the Council at the December meeting a Purchase and Work Order was provided to Bewcraft Signs for the supply of three plaques together with the removal of the existing and installation of new plaques. The bilingual proofing has been confirmed and the work will be completed, weather permitting, within the next few weeks.

(4) Co-option of Town Councillor: The Clerk confirmed to Members that Public Notices had been displayed on the Town Council's notice board, the web site and the most recent edition of the Caerwys Chronicle. The closing date for Expressions of Interest is Tuesday 11th

February, whereafter the Council will consider at the meeting due to be held on 19th February.

(5) Winter Preparations: The Clerk recollected Members that a number of additional items for equipment had been ordered from the Flintshire County Council, including new salt bins – at a cost to this Council, whereby the County had not delivered them despite reminders. County Councillor Steve Copple has contacted Flintshire to ascertain the delay.

Pending Matters:

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

(i) Traffic Regulation Order: The Clerk recollected Members to the agreed areas for consideration by the County Council, who had acknowledged and advised the commencing of the process would take some time. The Clerk suggested that perhaps a reminder is sent to the County with County Councillor Steve Copple copied in seeking a timeframe for the process.

County Councillor Steve Copple advised that the Highways Department are currently dealing with the changes to the 20mph speed limits and are no doubt overwhelmed with this additional work.

Members agreed the following: The Clerk to seek an update as to the process, timelines, and associated costs for the traffic regulation order.

(ii) Caerwys Children's Play Area: The Clerk advised that whilst a number of new play items and other work had been agreed by this Council during late 2024, there have been no further proposals received.

Members agreed the following: The Clerk to write to the County Play Officer seeking an update.

(iii) Street Lighting Electricity Supply: The Clerk advised that five Flintshire Councils, despite reminders sent, are still awaiting costings from the Welsh Government Procurement Office. A further reminder has been sent this week and if there is no reply the Clerks will source quotations from other electricity suppliers.

7(A). 09/25
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: 1 x Burglary / 3 x Violence

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

- Flintshire County Council: County budget update – forwarded from County Councillor Steve Copple

- ❖ Flintshire County Council: County recycling centre opening hours – forwarded from County Councillor Steve Copple

- ❖ Flintshire County Council: Collection of black bins following adverse weather conditions – forwarded from County Councillor Steve Copple

- ❖ Flintshire County Council: Notice of following temporary road closures:

  (i) On 3rd March 2025 for 2 days, subject to a maximum period of 5 days, no vehicles shall proceed: Toll House Crossroads to Plymouth Copse Junction - between its junctions with B5122

  (ii) On 5th March 2025 for 2 days, subject to a maximum period of 5 days, no vehicles shall proceed: Croes Wian Crossroads to B5122 - between its junctions with Croes Wian Crossroads and B5122

  (iii) On 5th March 2025 for 2 days, subject to a maximum period of 5 days, no vehicles shall proceed: Pant Farm Junction B5122 - between its junctions with Pant Farm and B5122

  (iv) On 7th March 2025 for 1 day, subject to a maximum period of 5 days, no vehicles shall proceed: Rhydlydan Crossroads to B5122 Junction - between its junctions with B5122 Junction and Holywell Road

7(B). 10/25
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: Third precept payment for financial year 2024 / 2025

(b) The Clerk advised that he had been in contact with Flintshire Highways to enquire in relation to the now defunct 30mph speed indicator signage sited on the B5122 road as entering Caerwys from the A55. The Clerk had advised the County that this signage had been installed during the time of Delyn Borough Council with funds from the then Welsh Assembly and under the transfer of powers the sign was now in the ownership of Flintshire County Council.

The Clerk further advised that the County had confirmed that a new speed indicator sign was included in a funding application to the Welsh Government to replace all similar speed signage in the County.

(c) Flintshire County Council's Code of Conduct training for all Councillors. The Clerk advised that all Councillors had now either attended the virtual training or viewed the training video

(d) 2025 Council meeting dates sent to all Councillors.

(e) The Clerk advised that he had completed a Digital Health questionnaire which had been commissioned by the Welsh Government and carried out by One Voice Wales for Town &

Community Councils in Wales. The Clerk advised that a Digital Health Check report had been received with the Clerk providing details.

Members agreed the following: Noted the recommendations contained in the report.

(f) The Clerk recollected Members to the December 2024 minutes whereby the national increase in Clerks' salary was advised and back dated from the 1st April, 2024. The back pay, less HMRC, is included within the list of payments for this evening's meeting. The Clerk wished the Council to authorise the salary standing order to be amended to reflect the monthly pay increase from February and payable from the 1st March, 2025.

Members agreed the following: Authorised the amendment to the Clerk's salary standing order, as above.

(g) Street Lighting

Two reported faulty street lights, as follows:

(i) Chapel Street: Opposite property named Park View (Google street plan supplied to electrical company identifying lantern)

(ii) North Street: By entrance to new housing (Google street plan supplied to electrical company identifying lantern)

Both street lights have been inspected and both have no power from the main electricity cable. The Clerk advised that the required forms to Scottish Power have been completed requesting repair.

7(C). 11/25
TO RECEIVE AND APPROVE: QUARTERLY STATEMENT OF ACCOUNTS TO THE 31ST DECEMBER, 2024

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of December 2024, 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). 12/25
TO RECEIVE, CONSIDER AND APPROVE: BUDGET FOR THE FINANCIAL YEAR 2025 / 2026

(1) To increase the current precept for the forthcoming financial year from £42,500.00 to £44,500.00 – an increase of £2,000.00. The Clerk advised that the Band D property charge would be £68.49, an increase of £2.09 a year (3.15% - 17 / 18p extra per month).

(2) The Chair of Council, Jayne Morris to sign the estimates for the end of the financial year 2024 / 2025, including the precept requirement for 2025 / 2026.

(3) The Clerk to advise Flintshire County Council in respect of the Town Council's financial requirements (precept) for 2025 / 2026.

7(E). 13/25
TO CONSIDER: APPOINTMENT OF INTERNAL AUDITOR – END OF YEAR AUDIT 2024 / 2025

The Clerk advised that this 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 2024 / 2025 accounts.

7(F). 14/25
TO CONFIRM RENEWAL: BANK STANDING ORDERS / BACS PAYMENTS

The Clerk advised Members that under the Financial Regulations, the payments made by Bank Standing Order and fixed monthly payments by BACS, were required to be re-confirmed every two years. Presently, the following payments are made, as follows: Standing Order: Scottish Power; BACS payments: Quarterly payments to HMRC in either December or January, March, July & October. Fixed monthly payments - Clerk's Salary and Allowance.

Members agreed the following: Confirmed, the above payments.

7(G). 15/25
CLERK'S ANNUAL APPRAISAL – 2024

The Clerk advised and the Chair of Council, Councillor Jayne Morris confirmed that the Clerk's annual appraisal had been completed for year 2024.

7(H). 16/25
STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)

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

(i) A541 Road in Afonwen: Tree branch blocking road on Mold side of the village
(ii) B5122 road – travelling out of Caerwys towards A55: An old stone marker or stone gate post has moved position from inside the hedge and now protrudes towards the highway
(iii) B5122 road – travelling towards the A55 and between properties known as Ffrith Y Defaid and Clwyd Environmental Services: A number of potholes, with one being large in circumference and deep

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

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

Members brought the following concerns to the meeting:

(1) Caerwys Town Square: A number of increasing potholes

(2) Caerwys Town Square: Can the gullies be cleaned as they are covered in mud

(3) Caerwys Town Square: Disabled parking bay, could the yellow lines be re-painted

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

8. 17/25
TOWN MAYOR'S REPORT

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

(1) St. Michael's Church Christmas Carols service

(2) Town Council's senior members of the community Christmas Tea at St Michael's Church

(3) The Mayor thanked Members for attending the Council Christmas Dinner at the On The Corner Café

9. 18/25
COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

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

Main Council (Reported on the following):

- County Council Constitution
- Capital program approval
- Capital strategy
- Annual performance report
- Political Balance
- Climate change
- **Waste:** Black bin changes starting April. Information on FCC website and door knocking campaigns to explain the changes, this includes extra training to staff and fitting of vehicle trackers and enforcement.
- **Budget:** FCC have been working hard to arrive at a legal budget, originally £37 million short, this has reduced to approx £18 million by savings etc, so now its additional council tax plus some reductions in service levels. This is being heavily debated in coming weeks. The new cabinet is now cross party which brings a different view to matters, as ever limited cash input from WG is the main issue with increased costs of staff and commitments in general. 10% increase in Community Tax will raise about 10.5 million so a gap exists.

Local Issues:

- ❖ Chasing solar panel installations and responsibility for checking eligibility. Made contact with Hannah Blythyn AM and her response advised by the Senedd Member says it's a UK government issue. Followed up with FCC and they have now reinforced the rules issued to all contractors. The offending panel owners have been required to re-site the panels

- ❖ Large tree safety opposite Piccadilly, finding out who is responsible for a safety check

- ❖ Status of resident in Llys y Goron

- ❖ Complaints in Llys y Goron (Infestation and parking)

- ❖ Missed bin collections in Caerwys; some weather related and poor parking in Chapel Street.

10. 19/24
(A) 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.

(B) TOWN AND COMMUNITY COUNCIL REVIEW BY THE LOCAL GOVERNMENT AND HOUSING COMMITTEE OF WELSH GOVERNMENT (CLLR LYNETTE EDWARDS)

Councillor Lynette Edwards, as the Town Council's representative on the North and Mid Wales Association of Local Councils (N&MWAssnLC), provided details of a topic being discussed at their next Committee meeting to be held in Beaumaris on Friday 24th January. The topic relates to a Welsh Government consultation in relation to the future of Town & Community Councils in Wales, and in particular, to reduce the number of Town & Community Councils from 737 to around 150.

The (N&MWAssnLC) had met recently with a Welsh Government Minister in Cardiff who has provided additional consultation time for the (N&MWAssnLC) to liaise with their members and to further respond to the consultation. Councillor Edwards will provide this Council with a further update following the above referred to meeting of the (N&MWAssnLC) in Beaumaris.

11(A). 20/25
PLANNING APPLICATIONS

The following planning application had been received:

(a) Application number: FUL/001039/24 – for the erection of a Circular Slurry Store to take agricultural waste and an area of hardstanding to allow access to the new store, at Land North East of Caerwys Hall, Caerwys.

Comment by Council: No objection to the application, as long as planning policies and planning guidance notes are complied with. However, the Town Council wish to mention that the road on the location map is the B5122 and not the B5112

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

11(B). 21/25
Members formally confirmed the above decision.

11(C). 22/25
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(D). 23/25
PLANNING DECISIONS

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

- Application number: FUL/000581/24Conversion of 2no. outbuildings to form 2no. bedroom annex accommodation, at Brick Kiln Isaf, Caerwys. Refused.

12. 24/25
TO DISCUSS: CHRISTMAS ILLUMINATIONS ON STREET LIGHTING COLUMNS (CLLR STEVE COPPLE)

Councillor Steve Copple referred to an article posted in the Friends of Caerwys Community Facebook page in relation to Christmas street lighting, and in particular, seeking as to why Caerwys does not have any festive lighting on the wooden electricity poles that were in situ many years ago. It was confirmed that the Facebook post was misleading, as the Town Council have never erected Christmas lighting on wooden posts, as this is not allowed by Scottish Power.

Councillor Copple recollected Members to the additional Christmas lighting the Town Council had purchased over the past two years, including providing electrical connections for the outdoor lights.

Councillor Andy Delooze advised as to the current storage provision for the new lighting including a number of units that had been damaged during the adverse winter.

Members agreed the following: (1) A sub-committee to be appointed to review the Town Council's Christmas lighting **(2)** The Clerk to place on the February agenda.

13. 25/25
APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	**Payee**	**Net £**	**Vat £**	**Total £**
	<u>Payments made – to be confirmed:</u>			
	Direct Debit: Scottish Power (November - Street Lighting Electricity Account) Payment dated: 18/12/2024	357.04	17.85	374.89
	Standing Order BACS: H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - October, November & December 2024 Payment dated: 30/12/2024	1,006.65		1,006.65
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for December) Payments dated 02/01/2025			
	<u>Payments for consideration at meeting to be paid by BACS:</u>			
	Direct Debit: Scottish Power (December - Street Lighting Electricity Account) Payment dated: 17/01/2025	369.85	18.49	388.34
	Llys Y Goron Community Centre (Council meeting room hire – 2024)	60.00		60.00
	Deeco Lighting (Street light fault repair)	180.00	36.00	216.00
	Deeco Lighting (Christmas lighting)	360.00	72.00	432.00
	Caerwys Memorial Institute (Multi Court lighting - October to December)	80.00		80.00

	Treetops Environmental (Ken Fricker) Final grass cutting on children's football pitch) R P Parry - Clerk (National back pay from April 2024 to January 2025 – following deduction of HMRC) **(All invoices listed have been 'examined, verified and certified' by the Clerk)**	125.00		125.00

14. 26/25
APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	**Name of organisation** **<u>Authorised to be paid by BACS:</u>**	**Amount granted £**
	Caerwys Town Hall Trustees (Application for annual financial assistance) (Section 19 LGA 1976)	£2,000.00
	Holywell Leisure Centre (Application for annual financial assistance) (Section 19 - 3 LGA (Miscellaneous Provisions) Act 1976)	£250.00
	Caerwys Mothers' Union (Application for annual financial assistance) (Section 137 LGA 1972)	£250.00
	Caerwys Bowling Club (Application for financial assistance) (Above application adjourned to the 18th February Council meeting for the Bowling Club to produce their last statement of accounts and first page of bank statement (showing clearly the name of account, sort & account numbers) – as previously requested by the Clerk))	

15. 27/25
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…….…….…….…….……..