# 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 18th February, 2025, at 7.00pm**

**1(A). 28/25**
**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 Lynette Edwards
Councillor Judith Standring

Clerk & Financial Officer R. Phillip Parry

**1(B). 29/25**
**APOLOGIES**

Councillor Peter Dooley
Councillor Jonathan Duggan-Keen

**1(C). 30/25**
**ABSENT**

None

**1(D). 31/25**
**ATTENDANCE BY ROBERT ROBINSON (NORTH AND MID WALES ASSOCIATION OF LOCAL COUNCILS)**

There was no attendance by Mr. Robert Robinson.

**2. 32/25**
**BEREAVEMENTS WITHIN THE COMMUNITY**

- There were no reported bereavements within the community, between the January and February meetings.

- Members expressed their condolences to the family of Mrs Elizabeth Snowden, a former Clerk to Caerwys Town Council.

**3. 33/25**
**PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

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

**4. 34/25**
**DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**5. 35/25**
**TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 21ST JANUARY, 2025**

The Minutes were proposed as correct by Councillor Steve Copple and seconded by Councillor Andy Delooze and formally agreed by the Members present.

**6(A). 36/25**
**PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS**

The Clerk referred to the following matters from previous Minutes:

**(1) (A) Harp Project:** The Clerk advised, and the Town Mayor confirmed, that the two wooden arm chairs and planter had been delivered by Meifod Wood Products in Denbigh and were safely stored at the home of the Mayor. Councillor Steve Copple advised that he would seek the assistance of a local tradesperson to voluntarily secure the items to the plinth of the Harp area.

**(B)** Discussion in relation to the future location of the temporary wooden bench seating sited at the Harp area.

**Members confirmed the following:** The bench seat to be relocated to the children's play area and the Clerk to purchase a suitable brass plaque stating: This seat is in memory of Councillor Helen Priestley.

**(2) Town Square Plaques:** The Clerk advised that Bewcraft Signs wished a Vector image copy of the Town Crest to place on one of the plaques. Councillor Jonathan Duggan-Keen had endeavoured to assist but did not have the required software. Bewcraft Signs had been authorised to produce a Vector image of the Town Crest at a cost of £60.00. At this time it was not known if the Millenium Crest required a Vector image.

**Members agreed the following:** Confirmed the additional cost of £60.00 and authorised the Work Order to Bewcraft Signs to be increased by this amount. Should the Millennium Crest require a Vector image, this cost is also authorised.

**(3) Winter Preparations:** The Clerk advised that following the January Council meeting Councillor Steve Copple made contact with County Highways who thereafter apologised for the delay in delivering the additional and chargeable three salt bins and providing additional winter kits. The winter kits have been delivered to the home of Councillor Andy Delooze and the three salt bins have been placed in the required areas.

**Pending Matters:**

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

**(4) Traffic Regulation Order:** The Clerk advised that despite further written contact with County Highway Officers seeking the reasons for the further delay in commencing the traffic regulation order, there had been no response.

**Members agreed the following:** County Councillor Steve Copple kindly agreed to escalate the matter to senior County Officers.

**(5) Caerwys Children's Play Area:** Councillors prior to the meeting had been forwarded a number of quotations received from the Play Design Officer for work and new equipment in the children's play and multi use games areas, which were also shown on screen at the meeting.

**Members agreed the following:** Were pleased with three of the four quotation proposals, however, the mesh fencing either side of the pedestrian gate – the Councillors wish to receive further information, in particular, a plan or a photograph of the area as to the actual positioning and measurements of the proposed mesh fencing.

**(6) Street Lighting Electricity Supply:** The Clerk advised that despite reminders there had still been no response from the Welsh Government Procurement Office. The Clerk has written to Hannah Blythyn MS on behalf of five Councils seeking her assistance in ascertaining the reasons for the delay.

**6(B). 37/25**
**TO APPOINT A SUB-COMMITTEE: TO REVIEW TOWN COUNCIL'S OUTDOOR CHRISTMAS LIGHTING**

Councillor Andy Delooze advised Members that during the adverse weather conditions over the Christmas period a number of the outside illuminations had been either damaged and or were now unrepairable. Councillors discussed the purchase of additional outside illuminations.

**Members agreed the following:** A sub-committee of Councillors Steve Copple, Andy Delooze and Richard Dolphin be appointed and to provide Council with their recommendations for new additional lighting, including items to be disposed.

**7(A). 38/25**
**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:** 1 x Public order

**Caerwys:** 2 x Anti-social behaviour / 2 x Criminal damage / 1 x Other crime / 3 x Violence

**(2)** North Wales Police Consultative Committee: Invitation received from Police Inspector Iwan Jones for the two Caerwys Councillor representatives to attend a meeting in Mold Police Station on 13th February between 5pm and 7pm. Councillors Jonathan Duggan-Keen and Susan Broadaway as this Council's representatives on the Police Consultative Committee were not able to attend.

**(3)** West Flintshire Group of Councils: Next meeting scheduled for Monday 17th February at 6.00pm in Holywell Museum. Councillor Steve Copple attended and advised that the following items were included in the meeting discussions:

- ❖ Current Welsh Government Consultation in relation to the reduction of Town & Community Councils in Wales
- ❖ Halkyn Mountain and sheep concerns in the area of Rhes Y Cae
- ❖ Events organised by Holywell Town Council
- ❖ Flintshire County Council Cabinet Member did not attend to provide a County presentation

**(4)** North Wales Police: The Clerk advised that PCSO Tiffany Davies had written seeking if the Council wished to purchase 'We don't buy crime – smart water initiative bottles', whereby the Council could purchase marked bottles of water at a cost of £10.00 per household. The Clerk recollected Members that a similar request was received last year whereby this Council agreed not to purchase the smart water kits due to the prohibitive cost for the number of households within the Town Council area - 640 properties x £10.00 = £6,400.00.

**Members agreed the following:** Confirmed their previous decision, not to purchase the smart water bottles due to the prohibitive cost to this Council.

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

- County Councillor Steve Copple: The following information was forwarded from Councillor Copple:

  **(i)** Assisted Refuse Collection for waste and recycling
  **(ii)** Changes to black bin collections in Flintshire
  **(iii)** Closure of County Hall offices and move to St David's Park in Ewloe

- Ambition North Wales: Regional Transport Plan Consultation. Members to complete on a personal basis

- Democracy and Boundary Commission for Wales: Policy and Practice document in preparation for the 2025 Electoral Review Programme. Councillors to complete on a personal basis.

**7(B). 39/25**
**CLERK'S REPORT**

**(a)** The Clerk recollected Members to the public concern over the past two years during the summer months with the lack of grass cutting in the children's play area and adjacent junior football pitch by Flintshire County Council. During the summer of 2024 this Council arranged additional grass cutting in-between the County grass cutting schedule at a cost of £175.00 for each cut. The Clerk had been in contact with the contractor named Treetops Ground Works in Ysceifiog to ascertain the cost for this year should the Council wish to take out another contract. The 2025 cost was confirmed as £175.00 per cut.

**Members agreed the following:** Treetops Environmental to complete four grass cutting maintenance sessions in the children's Play area and football pitch - sited in the Memorial Institute grounds and adjacent to Chapel Street, Caerwys - between July and September 2025 –

at a cost of £175.00 per cut x 4 = Total £700.00. The contractor to liaise with Flintshire Grass Cutting Service as to their grass cutting schedule.

**(b)** The Clerk advised that the owner of a property in North Street where this Council's electricity supply is sourced from to illuminate the Christmas street decorations had advised as to the cost of the electricity supply costs. Councillor Andy Delooze provided details as to the actual decorations that were in situ. Members perused the correspondence on screen.

**Members agreed the following:** Thanked the resident for the use of the electricity supply and authorised a payment of £100.00 to be made (This payment is contained in the below list of payments authorised at this evening's meeting).

**(c)** County Councillor Steve Copple had advised the Clerk that a number of tree branches during high winds had fallen into the Pinfold building from adjoining land. A local Tree Surgeon named Mr Dewi Roberts (D. Roberts & Son) from Pen Y Cefn had advised Councillor Copple that he would remove the branches at no cost to this Council. The Clerk had written to Mr. Roberts thanking him on behalf of The Mayor and Councillors for this community contribution.

**7(C). 40/25**
**CO-OPTION OF CAERWYS TOWN COUNCILLOR**

The Clerk recollected Members to a Public Notice advertising the Councillor vacancy which had been displayed on the Council's web site, notice boards including the latest edition of the Caerwys Chronicle.

The Clerk further advised, that following the closing date of 12 Noon on Tuesday 11th February, 2025, one Expression of Interest had been received; this was read out in full to the Members and shown on screen.

**Members agreed the following:** To co-opt Janet Legget-Jones, a resident of Caerwys, as a Caerwys Town Councillor.

**7(D). 41/25**
**TO AMEND ASSET REGISTER (CHRISTMAS DECORATIONS)**

This item was discussed under **Minute number: 6(B). 37/25 on page 3 above,** whereby the sub-committee will confirm to Council the items for disposal.

**7(E). 42/25**
**TO ARRANGE ANNUAL LITTER PICK**

The Clerk advised that this is an annual agenda item to agree the date for the Town's Annual Litter Pick.

**Members agreed the following:** The Annual Litter Pick will be held on Saturday 5th April 2025, to commence on the Town Square at 10.00am. The Clerk to advertise the event.

**7(F). 43/25**
**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:**

- ❖ B5122 Road travelling out of Caerwys: Stone marker or old gate post protruding into the road (Photographs provided by a Councillor)

**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)** Caerwys Town Square: Potholes (reported previously)

**(2)** Caerwys Town Square: Yellow line markings require re-painting (reported previously)

**(3)** A541 Road in Afonwen: With junction to B5122 Caerwys Hill - Further potholes

**(4)** The poor quality of pothole repairs in general within the Caerwys and Afonwen areas

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

**8. 44/25**
**TOWN MAYOR'S REPORT**

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

- ❖ Virtual attendance at a meeting of the North and Mid Wales Association of Local Councils, with the face-to-face venue in Beaumaris. The Welsh Government consultation to the future of Town and Community Councils in Wales was the main topic discussed (Councillor Lynette Edwards also attended this meeting remotely).

**9. 45/25**
**COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)**

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

**Main Council**

- Flintshire County Council budget for 2025 / 2026
- Future staff recruitment
- Service and personnel cutbacks
- Managers to increase workload to cover other areas
- Transformation project

**Local Issues**

- ❖ All County Council owned properties in Caerwys will receive a review, whereafter, any identified outside work to the properties will be completed, including new roofs.

**10. 46/24**
**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). 47/25**
**PLANNING APPLICATIONS**

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

- Application number: FUL/000003/25 – for construction of stone access track from existing field gate to dwelling, at Pant Y Cefn, Caerwys.

**Comment by Council:** Are unable to reach a decision due to the lack of information provided within the application, such as a detailed planning statement.

**11(B). 48/25**
**PLANNING DECISIONS**

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

- ❖ Application number: COU/000940/24 – for full Change of use / Conversion, at Caerwys Golf Club, Pen Y Cefn Road, Caerwys. Approved.

**12. 49/25**
**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 January) Payments dated 03/02/2025 | | | |
| | **Direct Debit:** Scottish Power (January – Street Lighting Electricity Account) Payment dated: 17/02/2024 | 369.85 | 18.49 | 388.34 |
| | **<u>Payments for consideration at meeting to be paid by BACS:</u>** | | | |
| | Canda Copying Ltd (Quarterly photocopier rental) | 55.00 | 11.00 | 66.00 |
| | Meifod Wood Products (Purchase of two engraved bench seats and planter – Harp project) | 235.00 | 47.00 | 282.00 |
| | Flintshire County Council: Harp project installation – as per Work Order | 4,916.77 | 983.35 | 5,900.12 |
| | R P Parry (Clerk) Re-imbursement of Microsoft 365 Business – as per receipt (75% of cost to be reclaimed from other Councils) | 115.20 | 23.04 | 138.24 |
| | Kate Turner (Electricity supply to Town Council's Christmas illuminations) | 100.00 | | 100.00 |
| | **(All invoices listed have been 'examined, verified and certified' by the Clerk)** | | | |

**13. 50/25**
**APPLICATIONS FOR FINANCIAL SUPPORT**

| **Cheque Number** | **Name of organisation**<br><br>**<u>Authorised to be paid by BACS:</u>**<br><br>Caerwys Bowling Club (Application towards purchase of equipment) (Adjourned from January Council meeting for production of documents)<br><br>Caerwys Age Concern (Application for annual grant) (Section 137 LGA 1972)<br><br>* **Note:** Members agreed the annual grant of £250.00 including a further £100.000 towards the Group's next outing | **Amount granted £**<br><br><br><br>Application was struck out – as requested documents were not produced<br><br>£350.00 ***** |
|---|---|---|

**14. 51/25**
**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…….…….…….…….……..**