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 March, 2025, at 7.00pm

1(A). 52/25
SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (JANET LEGGET-JONES)

Co-opted Councillor Janet Legget-Jones signed their Declaration of Acceptance of Office following being co-opted to the Council at the February 2025 Council meeting. The Declaration was witnessed and signed by the Clerk.

The Mayor, Councillor Jayne Morris, welcomed Councillor Legget-Jones to the meeting.

1(B). 53/25
PRESENT

Councillor Jayne E. Morris (Mayor)
Councillor Gwen Jones (Deputy Mayor)
Councillor Susan A. Broadaway
Councillor Andy Delooze
Councillor Jonathan Duggan-Keen
Councillor Lynette Edwards
Councillor Janet Legget-Jones
Councillor Judith Standring

Clerk & Financial Officer R. Phillip Parry

1(C). 54/25
APOLOGIES

Councillor Steve Copple

1(D). 55/25
ABSENT

None

1(E). 56/25
ATTENDANCE BY ROBERT ROBINSON (NORTH AND MID WALES ASSOCIATION

OF LOCAL COUNCILS)

The Town Mayor, Councillor Jayne Morris, welcomed Robert Robinson to the meeting who had connected virtually to address Council Members in relation to a Welsh Government review of Town & Community Councils in Wales.

Robert provided details of a recent Welsh Government consultation which appeared to wish to reduce the number of Town & Community Councils in Wales from 735 to around 150. The North & Mid Wales Association of Local Councils had provided their response and had been invited to a meeting with a Welsh Government Minister in Cardiff.

Councillors viewed on screen a Senedd Report – 2025 and presentation which included the following headings:

- Inquiry into the role, governance and accountability of the Community and Town Council sector, which included amalgamating or clustering ideas.
- What is the reason behind the need for fewer Town and Community Councils
- Is the sector fit for purpose in an evolving local government landscape
- So how do we go from here, issues, funding

Following a question and answer session, the Mayor, Councillor Jayne Morris, thanked Robert Robinson for his virtual attendance, for providing detailed and interesting information and thanked the Association for their assistance to this consultation.

2. 57/25
BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following:

- Mr. John (Jack) Phillips, Park Grove, Caerwys
- Mr. Richard Edwards, Ffordd Angharad, Caerwys

3. 58/25
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

- A number of complaints received in relation to work bring completed on a bridleway in the area of Pen Y Cefn. The County Footpath Officer (Enforcement) visited the area. The area will be monitored.

4. 59/25
DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5. 60/25
TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 18TH FEBRUARY, 2025

The Minutes were proposed as correct by Lynette Edwards and seconded by Councillor Gwen Jones and formally agreed by the Members present.

6. 61/25
PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS
The Clerk referred to the following matters from previous Minutes:

(1) Harp Project: The Clerk recollected Members to the photographs that had been forwarded, showing the new individual wooden seating in place together with planter. The County had agreed to reseed the grass area in the spring whereby they have been reminded. The Mayor was thanked for providing the planter flower display.

(2) Town Square Plaques: The Clerk advised that despite reminders the Engraving Company have still not removed the current plaques and replace with new.

Members agreed the following: The Clerk to make further contact with Bewcraft Signs to seek the installation date and advise that the Council are not pleased with this further delay.

(3) Traffic Regulation Orders: The Clerk recollected Members to the information forwarded from Flintshire Highways with attached public notices advising in relation to a consultation period for the introduction of the Traffic Regulation Orders in Caerwys. The Clerk advised that a copy of the coloured marked plan showing the areas of the orders, together with copies of the public notices had been hand delivered to over 30 properties in the area of the proposed regulations.

The Clerk further recollected Councillors that the initial cost of the Traffic Regulation Order had been advised by the County at a cost of £4,000.00, with the painting of the enforcement lines at no cost to this Council. However, the County had written to advise that the cost was £6,000.00. Fortunately, the Clerk produced to the County written evidence and confirmation by County Highways that the cost would be £4,000.00. The County thereafter confirmed the £4,000.00 cost.

Councillor Susan Broadaway advised in relation to the regulations for traffic orders in a conservation area, and in particular, narrow yellow lines and a lighter shade of yellow.

Members agreed the following: (1) Confirmed the Traffic Regulation Order cost to this Council at £4,000.00 **(2)** The Clerk to provide Councillor Susan Broadaway's above observations to County Highways.

(4) Children's Play Area: The Clerk recollected Members that they wished to receive clarification from the County Play Design Officer as to the siting of the safety netting to be placed near to the junior football pitch. Members were shown on screen a photograph of the proposed netting with the area marked - with a 3m high twin wire heavy duty mesh fencing to be placed 10m either side of the kissing gate.

Members agreed the following: Thanked the Play Design Officer for the clarification and confirmed their agreement.

(5) Street Lighting Electricity Supply: The Clerk advised that following the request to Hannah Blythyn MS for assistance in relation to receiving a reply from the Welsh Government Procurement Office, a reply had been received stating, that Mark Drakeford (Cabinet Secretary) would reply in due course. There had been no reply prior to this meeting.

(6) Memorial Bench Seat: (1) The Clerk confirmed that the brass plaque in the name of Councillor Helen Priestley had been received – and was handed to the Mayor **(2)** The Clerk showed on screen a plan which had been received from the Memorial Institute Chair of Trustees, which identified the area for the proposed siting of the memorial bench seat.

(7) Annual Town Litter Pick: The Clerk recollected to Members that the annual litter pick will be held on Saturday 5th April at 10.00am - with the meeting point at the Town Square.

7(A). 62/25
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 reported offences

Caerwys: 2 x Anti-social behaviour / 1 x Public order / 2 x Violence

Pen Y Cefn: 1 x Violence

(2) One Voice Wales: Annual request for this Council to become a member of the organisation at a cost of £271.00 per year with a 50% discount for the first year.

Members agreed the following: Not to join.

(3) Caerwys Town Hall Trustees: E-mail to advise that the non-domestic rates for the Hall has been applied for the financial year 2025 / 2026, at an extra cost of £749.78. The Clerk recollected to Members that the Hall rateable value had been increased during last year whereby this Council provided an additional £500.00 to lessen the impact of the increase.

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

- Democracy and Boundary Commission: Policy and Practice document in relation to the 2026 Electoral Review Programme
- North Wales Police and Crime Commissioner: Crime plan over the next three years
- Welsh Blood Service: Give Blood / Save Lives
- Independent Remuneration Panel for Wales: Determination number 7 in relation to allowances for Town & Community Councillors in Wales
- Welsh Government: Local Government and Housing Committee Role, Governance and Accountability of the Community & Town Council sector
- National Federation of Women's Institute – Wales: Neurodiversity Celebration Week
- Welsh Parliament: Local Government and Housing Committee Role: Governance and Accountability of the Community and Town Council sector
- Flintshire County Council: Visible waste policy (Forwarded from County Councillor Steve Copple)
- Tesco: Funding information for local groups

7(B). 63/25
CLERK'S REPORT

(a) The Clerk advised Members in relation to the following deposits to the Council's bank account:

- £83.80 received from Dyserth, Halkyn & Whitford Community Councils – ¼ quarter share each for yearly photocopier hire at £55.00 and £28.80 ¼ share each of Microsoft 365 Business = Total £251.40.

(b) The Clerk advised that the Mayor and Council had received resignations from Councillors Peter Dooley and Richard Dolphin. Both had resigned for personal reasons with the Clerk providing details from their resignation correspondence.

The Clerk advised that he would commence the notification to the County Returning Officer and place the appropriate Public Notice on the Council's web site and notice board.

Members agreed the following: The Clerk to write to both retiring Councillors and express the appreciation of the Town Council for their service to the Community and wish them well for the future.

(c) Councillor Training:

(i) In accordance with a Wales Measure Act, the Deputy Mayor of Council, Councillor Gwen Jones, has been booked on a Chair of Council training module

(ii) One Voice Wales training modules dates have been received for the next three months whereby the list has been sent to Council Members. The Clerk recollected to Members that this Council held a financial training budget. Councillor Janet Legget-Jones has been booked to attend the New Councillor Induction and Code of Conduct virtual courses

(d) The Clerk advised that the current contractor who provided a monthly cleaning service on the Town Square bus shelter had ceased, with the business transferred to a similar local company named Gleaming Windows. The cost to this Council remains the same at £20.00 per clean.

(e) The Clerk enquired with members as to the bus shelter seasonal or other themes they wished for to be painted on the Town Square bus shelter for the remaining year

Members agreed the following: Themes for 2025: VE Day in May and Christmas

7(C). 64/25
TO CONSIDER UPDATING: MODEL FINANCIAL REGULATIONS FOR TOWN & COMMUNITY COUNCILS IN WALES – TO 2024 VERSION

The Clerk recollected Members to the updated 2024 Financial Regulations that had been sent to Members by e-mail prior to the meeting, whereby the current version was updated in 2019.

Members noted the guidance notes that the template was a model for Councils of all sizes to use to develop their own financial regulations, suitable for the size of the Council and its activities it undertakes. Also noted in Section 5 (i) …. not to force any Council to change what they do.

Members perused the full document on screen with the Clerk recollecting that the financial spending limits were amended last year, including the quotation limits due to difficulties in obtaining quotations. Members discussed in detail the authorisation of accounts made at both

Council meetings and payments made in-between meetings by on-line banking, standing orders and direct debits.

Members agreed the following: The Clerk to update the 2024 Financial Regulations as agreed during the meeting. To provide the updated copy prior to the April Council meeting to a Sub-committee of Councillors Steve Copple, Jonathan Duggan-Keen and Lynette Edwards - for these Councillors to peruse the draft updated Financial Regulations and report to Council at the April meeting.

7(D). 65/25
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:

- ❖ Request made by County Councillor Steve Copple for a new litter bin to replace damaged model at bus stop – opposite the Select Convenience Store

- ❖ Blocked drain near to Glasfryn Lodge, Pen Y Cefn Road (photographs provided). All other drains on Pen Y Cefn Road were cleaned but this drain was missed

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 Hill: General wear and tear to the road surface on both carriageways

(2) Caerwys Hill & Junction of A541 in Afonwen: Numerous potholes

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

8. 66/25
TOWN MAYOR'S REPORT

The Town Mayor, Councillor Jayne Morris, advised that there had been no Mayoral attendance since the February Council meeting.

9. 67/25
COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

The Clerk advised that there was no report for this month's meeting.

10. 68/24
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). 69/25
PLANNING APPLICATIONS

The following planning application(s) were considered by Members at the meeting:

No planning applications received from Flintshire County Council

11(B). 70/25
PLANNING DECISIONS

No planning decisions received from Flintshire County Council

12. 71/25
APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	Payments made – to be confirmed:			
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for February): Payments dated 03/03/2025			
	BACS: Brunel Engraving (Memorial seat plaque): Payment dated 06/03/2025 – Authorised by two Councillor Bank signatories	46.22	9.24	55.46
	BACS: H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI: Payment dated 07/03/2205	1,131.71		1,131.71
	Direct Debit: Scottish Power (February - Street Lighting Electricity Account) Payment dated 17/03/2025	333.77	16.69	350.46
	Payments for consideration at meeting to be paid by BACS:			
	Gleaming 2017 Ltd (Bus shelter glass cleaning)	20.00		20.00
	Gaynor Griffith (Environmental Services for February)	150.00		150.00
	R P Parry (Clerk) Reimbursement of Microsoft 365 Business renewal – as per receipt (3/4 of payment reclaimed from other Councils)	115.20	23.04	138.24
	(All invoices listed have been 'examined, verified and certified' by the Clerk)			

13. 72/25
APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £

	<u>Authorised to be paid by BACS:</u>	
	Caerwys Bowling Club (Re-submitted application for funding towards new woods) (Section 19 - 3 LGA (Miscellaneous Provisions) Act 1976)	£300.00
	Marie Curie (Application for Great Daffodil appeal)	No grant
	Caerwys Events Committee (Application for funding towards VE Day event to be held in Caerwys) (Section 144 of the LGA 1972)	£350.00
	Caerwys Memorial Institute Trustees (Application for annual grant) (Section 19 LGA 1976)	£500.00
	Note: Council agreed to provide a nominal grant as concern raised that the Charity Commission web site had not been updated with the Memorial Institute financial situation for over two years. The Council was also concerned that the two Councillor representatives appointed to the Management Committee had not been invited to a meeting since May 2023. The Council representatives will provide further information as to this Council's reasons for not providing the full grant when a meeting of the Trustees is held.	

14. 73/25
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…….…….…….…….……..