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 April 2025, at 7.00pm

1(A). 74/25
PRESENT

Councillor Jayne E. Morris (Mayor)
Councillor Susan A. Broadaway
Councillor Steve Copple (Town & County)
Councillor Jonathan Duggan-Keen
Councillor Lynette Edwards
Councillor Judith Standring

Clerk & Financial Officer R. Phillip Parry

1(B). 75/25
APOLOGIES

Councillor Andy Delooze
Councillor Gwen Jones (Deputy Mayor)
Councillor Janet Legget-Jones

1(C). 76/25
ABSENT

None

2. 77/25
BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following: Mrs. Pauline Jackson, Pen Y Cefn.

3. 78/25
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

The Clerk advised that a resident had e-mailed a number of photographs which identified blocked gullies on Pen Y Cefn Road – travelling out of Caerwys towards Croes Wian Crossroads. The Clerk had reported the concern to Street Scene together with the photographs.

The Clerk further advised that contact had been received from the resident who stated the following: 'The County Council vehicle attended to the gullies, but they missed four'. The Street Scene Office had been further contacted by the Clerk.

4. 79/25
DECLARATIONS OF INTEREST

The following Declaration of Interest was declared: Councillor Steve Copple **(Minute number 13. 97/25 on page 8 below)**

5. 80/25
TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 18TH MARCH 2025

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. 81/25
PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

(1) Harp Project: Following the Town Council's request the area surrounding the Harp has been grass seeded by the County Council.

(2) Town Square Plaques: The Clerk advised that following the March Council meeting he had made contact with Bewcraft Signs seeking the installation date for the replacement Town square plaques. Despite a number of e-mails and telephone calls with a promise to provide the installation date, there had been no further contact received.

The Clerk recollected Members that the Purchase and Work Order was placed on the 11th December.

Members agreed the following: (1) The timescale from the Purchase and Work order of four months is unacceptable **(2)** The Clerk to write to Bewcraft Signs in the following terms: Should the removal of existing and the installation of the three new plaques not be completed within 14 days commencing from Thursday 17th April to Wednesday 30th April, then the order to be cancelled.

(3) Traffic Regulation Order: (1) The Clerk advised that the closing date for comment to the proposed order to the County Council was Friday 4th April. The County have not advised this Council to-date of any objections **(2)** The Clerk confirmed that there had been no response to the letters hand delivered to the properties within the areas of the proposed regulations **(3)** The County had acknowledged Councillor Susan Broadaway's views in relation to the colour and width of lines in a conservation area, as correct.

(4) Memorial Bench Seat: (1) The Memorial Institute Chair of Trustees had confirmed the area to site the bench seat **(2)** The plaque in the name of Councillor Helen Priestley had been received **(3)** The Mayor, Councillor Jayne Morris, advised that the brass plaque would be fitted and the bench seat sited in due course.

<u>Pending Matters:</u>

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

(i) Street Lighting Electricity Supply: No further response from the Welsh Government

(ii) Children's Play Area: Awaiting work and installation dates from the Play Design Officer

7(A). 82/25
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: 1 x Public order / 3 x Violence

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

- Groundworks: Notification in relation to Tesco financial grants to local groups and others seeking funds up to £1,500.00
- Wales Audit: Financial Management & Governance – Lessons from Audit for Community and Town Councils in Wales
- Welsh Government: Wales Transport Plans consultation. Members to complete on a personal basis. (Copy also forwarded from County Councillor Steve Copple)
- Flintshire County Council – forwarded from County Councillor Steve Copple: Provision of school transportation
- Flintshire County Council: Notice of road closure on 29th June for one day – on B5122 road at top of Caerwys Hill
- Flintshire County Council: Notice of road closure from 2nd April for 2 days at Pant Crossroads to Llyn Du Crossroads – between its junctions with Llyn Du Crossroads and Mossgiel Junction and Bryn Glas junction to Pant crossroads
- Flintshire County Council – forwarded from County Councillor Steve Copple: Urgent notice of road closure from 3rd April for 5 days, in area of Holywell Road
- Flintshire County Council – forwarded from County Councillor Steve Copple: Flintshire Coast Park

7(B). 83/25
CLERK'S REPORT

(a) The Clerk advised that he had informed the Mayor and Deputy Mayor that the refunds for the renewal cost of Microsoft business that were made in February and March under Invoice numbers 123 and 133 were paid upon receiving two different style invoices from Microsoft and reimbursed to Clerk. It appeared the Clerk had been charged twice to his personal card. This was rectified by Microsoft and £138.24 has been repaid to the Council on 2nd April. The VAT claim has been amended to show the VAT reimbursement of £23.04 - as deleted from the 2024 / 2025 claim. The Council have two Microsoft accounts and whilst Microsoft have been requested to delete one, the account is still live.

(b) The Clerk advised Members that this Council was listed for a full Wales Audit for the financial year 2024 / 2025, whereby the Clerk had attended a recent virtual session with Wales Audit and other Clerks subject to the triannual full audit.

(c) The Clerk advised as to the following Councillor training:

(i) Councillor Gwen Jones has completed the Chairing Skills course facilitated by One Voice Wales

(ii) Councillor Janet Legget-Jones has been booked onto the following courses:

- New Councillor Induction on Thursday 24th April
- Code of Conduct on Monday 28th April

7(C). 84/25
TO RECEIVE AND APPROVE THE END OF YEAR ACCOUNTS FOR 2024 / 2025

The Clerk, as Financial Officer had provided Members by e-mail prior to the meeting with copies of the end of year Statement of Financial Accounts - for the year ending 2024 / 2025. The Clerk advised Members further, in relation to the budget analysis, together with the end of year balances.

Members agreed the following: Approved the end of year accounts for the financial year 2024 / 2025, with the financial spreadsheet signed by the Mayor, Councillor Jayne Morris.

7(D). 85/25
TO APPOINT A COUNCILLOR TO VERIFY, SIGN AND DATE BANK STATEMENTS

The Clerk recollected Members that this procedure was contained in the draft 2024 Financial Regulations that the Council had discussed at last month's meeting and was also an agenda item for this evening's meeting. The previous 2019 Financial Regulations stated: that a Council bank signatory should initial all bank statements, whereby the 2024 Financial Regulations state: At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

Members agreed the following: (1) Councillor Steve Copple appointed to verify, sign and date bank statements **(2)** Councillor Copple confirmed to Members, that the bank statement reconciliations agreed with the end of year accounts as per above minute - to receive and approve the end of year accounts for 2024 / 2025.

7(E). 86/25
TOWN COUNCILLOR VACANCIES

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

The Clerk further advised that the closing date for a call for an election was Friday 11th April, whereafter on the morning of this Council meeting the Office of the Returning Officer had e-mailed to advise that there had been no call for an election and the Town Council were authorised to commence co-option proceedings.

Members agreed the following: The Clerk to commence the co-option procedure and to advertise the vacancies on the Council's notice boards and web site together with a Public Notice in the next available edition of the Caerwys Chronicle.

7(F). 87/25
TO RECEIVE SUB-COMMITTEE REPORT: MODEL FINANCIAL REGULATIONS FOR COMMUNITY AND TOWN COUNCILS IN WALES – 2024 VERSION (ADJ FROM MARCH MEETING)

The Clerk recollected Members that Council agreed at last months meeting that the Council's three bank signatories (Steve Copple, Jonathan Duggan-Keen and Lynette Edwards) be appointed to peruse the 2024 Financial Regulations, and in particular, the financial limits and amendments agreed during the March meeting.

The above-named Councillors provided their report and confirmed to Members the amendments to the 2024 Financial Regulations, as correct.

Members agreed the following: (1) To formally adopt the 2024 Financial Regulations which have been tailored to fit the Council's needs **(2)** The above named three Councillor bank signatories to be provided with read access to the Council's two Nat West bank accounts.

7(G). 88/25
PAYMENT TO MEMBERS: INDEPENDENT REMUNERATION PANEL FOR WALES RECOMMENDATION

The Clerk recollected Members to a previous communication received from the Independent Remuneration Panel for Wales, and in particular, the Mandatory Payments: Determination 7: Costs and Expenses (2025 / 2026) for Town & Community Councillors.

The Clerk provided Members with a claim form.

7(H). 89/25
COMMUNITY AWARD: TO ARRANGE PROCESS TIMELINE

The Clerk advised Members that this was an annual agenda item to consider a Community Award for this new financial year.

Members agreed the following: The Clerk to advertise the Community Award on the Council's notice boards and web site together with a Public Notice in the next available edition of the Caerwys Chronicle. The award nomination form to include the names of previous recipients.

7(I). 90/25
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:

- Blocked gullies on Pen Y Cefn Road with photographs provided by resident. The Clerk advised that further contact had been received from the resident who stated the following: 'The County Council vehicle attended to the gullies, but they missed four'. The Street Scene Office had been further contacted by the Clerk.

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) Potholes / Road damage: A541 road at junction with B5122 Caerwys Hill. Whilst some potholes have been repaired there are still some areas of the road that require attention

(2) Sunken grid: A grid sited at the junction of Chapel Street and Merlin Motors was firstly reported over two years ago and was marked in yellow for repair. Reminders have been issued but the repair has never been completed

(3) Pothole (services area): Top of Caerwys Hill – B5122 just before the 40mph sign

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

8. 91/25
TOWN MAYOR'S REPORT

(a) Town Mayor's attendances

The Town Mayor, Councillor Jayne Morris, advised Members that there had been no attendances since the March Council meeting apart from participating at the Town's annual litter pick.

(b) To Consider: Interpretation Board in Area of Harp

Councillor Jayne Morris discussed with Members the completion of the Harp project and wished to receive the views of Members to the placing of an interpretation board or similar, to provide historical reference to the Harp.

Members agreed the following: The Clerk to provide at the May meeting a short bilingual historical reference to the Harp, together with a plaque cost for further discussion.

9. 92/25
COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

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

Main Council

- That the 2025/26 Flintshire County Council Tax be set based on a 9.5%
- Treasury Management Strategy 2025/26 approved following endorsement by the Governance & Audit Committee and Cabinet
- New National Park. The Chief Executive seeks clarification from the Welsh Government on how a new National Park would be funded.
- Work ethic of members. To condemn the behaviour of those councillors who voted to close meetings before all business had been finished.
- Local development plan. Cabinet should develop and publish a strategy for enhanced community involvement in the plan process no later than Summer 2025
- Policy and Practice document and Council Size Policy - consultation document
- The Council size methodology is based on a number of principles
- Seats on committees be allocated in accordance with political balance
- Code of Corporate Governance for adoption as part of the Council's Constitution needs, transparency and stakeholder management, the report was approved
- Notice of motion concerning the use of medicinal cannabis
- Disposal of items in recycling centres

Local Issues

- Assisting residents with housing issues
- Missed bin collections
- Walk the ward with housing officer
- Reports for Council owned properties in Caerwys

10. 93/24
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). 94/25
PLANNING APPLICATIONS

No planning applications received from Flintshire County Council for consideration at meeting

11(B). 95/25
PLANNING DECISIONS

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

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

12. 96/25
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 March) Payments dated 01/04/2025			
	<u>Payments for consideration at meeting to be paid by BACS:</u>			
	Caerwys Memorial Institute: Multi-Court lighting for youth outdoor sessions x 9	90.00		90.00
	One Voice Wales (Chairing Skills course fee for Councillor Gwen Jones)	63.00		63.00
	Councillor Steve Copple (Re-imbursement of heavy duty corner brackets – to secure seats at the Harp plinth area – as per receipt)	7.49	1.50	8.99
	Gaynor Griffith (Environmental Services for Part March & April)	150.00		150.00

	Direct Debit: Scottish Power (March - Street Lighting Electricity Account) Payment due 17/04/2025	369.85	18.49	388.34
	Councillor allowance – 2025 / 2026			
	Councillor Susan Broadaway	208.00		208.00
	Councillor Steve Copple	208.00		208.00
	Councillor Jonathan Duggan-Keen	208.00		208.00
	Councillor Lynette Edwards	156.00		156.00
	Councillor Jayne Morris	208.00		208.00
	Councillor Judith Standring	208.00		208.00
	(All invoices listed have been 'examined, verified and certified' by the Clerk)			

13. 97/25
APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	**Name of organisation**	**Amount granted £**
	<u>Authorised to be paid by BACS:</u>	
	Llangollen International Eisteddfod (Application for annual grant) (Section 145 LGA 1972)	£100.00
	Cor Merched Caerwys Ladies Chair (Application for annual grant) (Section 145 LGA 1972)	£250.00
	Caerwys Agricultural Show (Application for annual grant) (Section 144 of the LGA 1972)	£750.00
	Councillor Steve Copple declared an interest in the above application **(Minute number 4. 79/25 on page 2 above)**	

14. 98/25
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…….…….…….…….……..