# 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 21st May, 2024, at 6.00pm**

**Annual Council Meeting**

**1(A). 97/24**
**APPOINTMENT OF CHAIRPERSON (MAYOR) FOR THE PERIOD 2024 / 2025**

Councillor Jayne Morris was proposed and seconded, as Chair / Mayor of Council. There were no further nominations. Councillor Morris accepted the nomination to remain as Chair / Mayor for a second year Term of Office.

**Members agreed the following:** Councillor Jayne Morris be appointed as Chair / Mayor of Council for the period 2024 / 2025.

Councillor Jayne Morris thanked the Council Members for the re-election and also for the Councillors' and Clerk's support.

**1(B). 98/24**
**SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (CHAIR / MAYOR OF COUNCIL)**

Councillor Jayne Morris signed the Declaration of Acceptance of Office, which was duly witnessed by the Clerk.

**1(C). 99/24**
Following the closing of this meeting, the Council and invited guests will attend a Civic Reception in a local hospitality venue.

**2(A). 100/24**
**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 Peter Dooley
Councillor Jonathan Duggan-Keen
Councillor Lynette Edwards
Councillor Lesley Roberts
Councillor Judith Standring

Clerk & Financial Officer R. Phillip Parry

**2(B). 101/24**
**APOLOGIES**

None

**2(C). 102/24**
**ABSENT**

None

**3. 103/24**
**APPOINTMENT OF VICE CHAIRPERSON (DEPUTY MAYOR) FOR THE PERIOD 2024 / 2025**

Councillor Gwen Jones was proposed and seconded. There were no further nominations. Councillor Jones accepted.

**Members agreed the following:** To appoint Councillor Gwen Jones as Vice Chairperson / Deputy Mayor for the year 2024 / 2026.

**4. 104/24**
**MINUTES OF THE ANNUAL MEETING HELD ON THE 16TH MAY, 2023**

The Clerk advised Members that the Minutes of the May 2023 Annual Meeting were formally proposed, seconded and agreed at the 20th June 2023 meeting; under Minute number: 5. 143/23.

**Members agreed the following:** Re-affirmed the above decision.

**5. 105/24**
**NOMINATIONS TO SERVE ON LOCAL COMMITTEES AND OUTSIDE BODIES**

Members received prior to the meeting a copy of the current list of Liaison, Local Committees and Outside Bodies for year 2023 / 2024.

**Members agreed the following:** One addition to the list 'Community & Events (Caerwys Entertainments Committee)' - with Councillor Lesley Roberts being appointed as this Council's representative. There were no further amendments to the current list to continue for year 2024 / 2025.

**General Council Meeting**

**6. 106/24**
**BEREAVEMENTS WITHIN THE COMMUNITY**

Members stood in silence in memory of the following: Ms. Frances A. Guy, Lon Syr Herbert, Caerwys.

**7. 107/24**
**PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

**(1)** One complaint received by e-mail, with a number of telephone calls received by the Clerk and directly to Council Members in relation to the installation of solar panels being sited on the roadside facing roofs of one property in South Street and two properties in Water Street. Both these areas are within the Caerwys Conservation area. The concerns from residents whose properties also are within the conservation area felt perturbed and disquiet that they have complied with the planning regulations by either not installing solar panels to the front of their properties, or the panels have been sited to the rear of their properties.

**(2)** Complaint received in relation to Footpath number 7 – which crosses the former golf course and through the valley. Two stiles were reported as not fit for purpose. One stile has been modified and is extremely difficult to use; given its location it should be a gate. The second stile is loose and a potential health issue.

The Clerk advised that the Flintshire Public Rights of Way Inspector had acknowledged the concern and would undertake an inspection. However, any work would require the permission of the landowner(s).

**(3)** Handwritten complaint received expressing concerns with the parking situation at the entrance to Llys Y Goron housing estate and its junction with Holywell Road. A number of vehicles are parking in an inconsiderate position which results with either limited or no visibility when exiting the estate into Holywell road. A number of near accidents have been reported by a number of the residents.

The Clerk advised that he had contacted County Highways in relation to the concerns, whereby it had been agreed that the junction will be placed on the proposed parking restriction order for consideration by the Town Council. The Clerk will provide the resident with an update.

**8. 108/24**
**DECLARATIONS OF INTEREST**

The following Declaration of Interest was made: Councillor Jayne Morris (Minute number: 16. 124/24 on page 9 below)

**9. 109/24**
**TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 16TH APRIL, 2024**

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

**10(A). 110/24**
**PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS**

- Harp Project Planning Application: The Clerk advised that the Planning Officer had confirmed in an e-mail dated the 23rd April, that the application for the Harp project had been completed and sent to be signed off. To date, no grant notification had been received.

**The following items were adjourned to the June Council meeting:**

**(i)** Town Square replacement plaques

**(ii)** Street lighting electricity supply contract

**10(B). 111/24**
**TO RECEIVE AND DISCUSS COUNTY HIGHWAYS REPORT: PARKING RESTRICTIONS IN CAERWYS (ADJ FROM APRIL)**

It was reported that the Clerk together with Town & County Councillor Steve Copple attended a virtual meeting with a number of County Highway Officers to provisionally discuss parking restrictions that were available to be considered by the Town Council. The County had provided a number of draft plans for consideration.

Councillor Steve Copple advised that he would provide Members prior to the June Council meeting a copy of the draft plans together with an assessment for each of the road junctions on the B5122 road within the Town area for consideration.

**Members agreed the following:** To adjourn to the June Council meeting.

**11(A). 112/24**
**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:** 1 x Other crime / 1 x Violence

**Caerwys:** 1 x Violence

**(2)** Groundworks North Wales: Funding for Communities. The information advised that funding was available for various projects which included primary schools in Flintshire. The Clerk had forwarded the correspondence to the Head teacher at Ysgol Yr Esgob, Caerwys.

**(3)** Flintshire County Council – Aura Leisure: Notification of annual match-funding scheme for improvements to children's play areas 2024 / 2025.

The Clerk advised that the notification stated the sum of £49,500.00 was available to the Chapel Street play area under a Section 106 Agreement. The Clerk had sought clarification from the County, if the funds had actually been received and were they to be utilised within this financial year. The County had replied to confirm receipt of the funds which were not required to be spent during this financial year.

**Members agreed the following:** The Clerk to arrange a site meeting with the Play Design Officer (Aura Leisure) at the play area with the following appointed sub-committee: Councillors Andy Delooze, Richard Dolphin and Lesley Roberts. The Clerk advised that County Councillor Steve Copple will be invited by the County Officer in his capacity as the County Member.

**(4)** Request received from Ron Bailey on behalf of Lord Don Foster (House of Lords) seeking that this Council support a Bill to improve the safety of lithium batteries – as used in e-bike and e-scooters, including their disposal. The Bill is supported by a number of national organisations, including Electrical Safety First, National Fire Chiefs, Association of

Ambulance Chief Executives, The Royal Society for the Prevention of Accidents and Royal Society for Public Health.

**Members agreed the following:** The Clerk to reply to Mr. Bailey to confirm this Town Council's support to a Bill to improve the safety of lithium batteries.

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

- One Voice Wales: Invitation to Councillors to register and attend a one-hour workshop on the subject of 'Cost of Living Crisis'.

- One Voice Wales: List of various courses available for Councillors to attend. Councillors to contact the Clerk to arrange booking.

- North Wales Fire & Rescue Service: Annual public consultation on continuing to prevent and respond to emergencies. Members to complete on a personal basis.

- North & Mid Wales Association of Local Councils: Presentation notes from a recent meeting attended by Councillor Lynette Edwards.

- Flintshire County Council: Future opening hours for recycling centres in Flintshire – forwarded from County Councillor Steve Copple

- BT Openreach: Information in relation to a full fibre build in the Caerwys Town Council area.

**11(B). 113/24**
**CLERK'S REPORT**

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

- £14,166.66 - Flintshire County Council: First precept payment for financial year 2024 / 2025

- £1,364.70 - HM Revenue & Customs: VAT Refund for financial year 2023 / 2034

**(b)** The Clerk recollected Members to the invitation received from Arqiva to visit the Moel Y Parc Television Transmitting station sited above the village of Afonwen. As the majority of Councillors were not able to attend both Councillor Jonathan Duggan-Keen and the Clerk accepted the invitation and were provided with information together with a guided tour of the facilities.

Councillor Duggan-Keen advised that he had written an article on the visit together with photographs which will be produced in the next edition of the Caerwys Chronicle.

**(c)** The Clerk advised that the Café on The Corner had reached the finals for 8th Food Awards Wales – 2024. The proprietors of the Café have been invited to the Cardiff City Stadium on Monday 17th June whereby the winner will be announced. The Town Council have been asked to provide additional information to support the Café's award, in particular, the views of the Council as to a community role the Café provides. The Clerk provided Members with a number of past and recent community involvements by the business.

**Members agreed the following:** Were pleased to support this local business with additional information and to include the items suggested by the Clerk and others by Council Members. The Town Council wished the proprietors their good luck at the finals award in Cardiff.

**11(C). 114/24**
**TO CONSIDER: COST OF REFRESHMENTS FOR MAYOR'S INAUGURAL CEREMONY**

The Clerk recollected Members to the arrangements for refreshments following the Mayor's installation this evening and in particular, the payment to a local hospitality venue.

**Members agreed the following:** The cost for this evening and future refreshments following the Mayor's installation, to be paid 50% by this Council and the remaining 50% by the outgoing Mayor from their allowance.

**11(D). 115/24**
**TO RECEIVE INTERNAL AUDIT REPORT: YEAR ENDED 31ST MARCH 2024**

The Clerk recollected Members to a copy of the recently received Internal Audit report for year ending March 2024 - that had been sent to Councillors prior to the meeting.

The Council noted the following comments in the report: Conclusion - On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective.

The Council noted the comment in relation to reserves. The Clerk advised that unfortunately, the internal auditor had not sought a copy of the actual ear-marked reserves breakdown for year 2024 / 2025, which identifies two items at £3,500.00 (Awaiting confirmation from FCC (Aura)) and £10,000.00 (Aura Leisure / FCC Match-funding). These aforementioned figures take the Town Council's general reserves to well within the guidelines. Whilst the total was included in the budget setting process in January 2024, the Council will update the ear-marked reserves during the quarterly reviews.

**Members agreed the following:** Accepted the Internal Audit report and thanked the Clerk for the financial aspect of his duties over the past year.

**11(E). 116/24**
**COMMUNITY AND TOWN COUNCILS IN WALES: ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2024**

The Clerk advised Members that Sections in the above document named: Accounting Statements for 2023-24, Annual Governance Statement and Additional disclosure notes had been completed by the Clerk prior to the return being presented to the Internal Auditor. The Council Approval and Certification Section was now required to be formally approved by Council and thereafter for signature by both the Mayor and Clerk.

**Members confirmed the following:** The Council Approval and Certification Section of the Annual Return, to be signed by both the Mayor and Clerk.

**11(F). 117/24**
**STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)**

**The Clerk advised in relation to the following concern(s) that had been reported to StreetScene, since the last Council meeting:**

**(1)** Complaint in relation to recent electricity works in South Street, Caerwys, and in particular, the condition of the pavement areas following completion of the work. County Councillor Steve Copple provided an update.

**(2)** Report received from both resident and Council Members: A sink hole on Pen y Cefn Road in Caerwys opposite the new properties (The resident had endeavoured to report to Flintshire direct but was kept on hold for almost 30 minutes with no reply).

**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 concern(s) to the meeting:**

- B5123 Road travelling past the Piccadilly towards the A55 - a services gully / pothole on the left hand side that was recently repaired has either sunk or the repair dislodged.

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

**12. 118/24**
**TOWN MAYOR'S REPORT**

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

- ❖ Town Mayor's charity event on Saturday 4th May (Coffee, Tea, Cakes and Entertainment Afternoon in aid of Cancer Research UK). Councillor Morris provided details of the successful event which raised £1,000.00 for Cancer Research UK.

**13. 119/24**
**COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)**

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

**(i) Flintshire County Council – May Full Council Meeting**

This was a main meeting and Annual General Meeting of the County Council where the Chair of the Council changes, now its Dennis Hutchinson.

During the proceedings the ruling labour group had a split in the ranks and 5 members crossed the floor to start a new party called Flintshire Voice of the People. This resulted in new political balance and certain chairperson positions changing over.

**(ii)** There was an interesting question brought about planning enforcement and how many had been done in three years, zero.

**(iii)** Three days of Code of Conduct training held for County Councillors.

**(iv)** Aura Leisure contract extended.

**(v)** Vehicle fleet hire contract will be brought in-house.

**14. 120/24**
**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.

**15(A). 121/24**
**PLANNING APPLICATIONS**

**The following planning applications were considered by Members at the meeting:**

**(1)** Application number: FUL/000268/24: Removal or variation of condition no 1 following grant of planning permission 039788, at Wilcox Coach Works, Afonwen.

**Comment by Council:** No objection to the removal or variation application.

**(2)** Application number: FUL/000368/24: Installation of 4 solar panels to the rear of the roof and one 17kw heat pump, at Maes Y Coed Farm, Afonwen

**Comment by Council:** No objection to the application, as long as planning policies and planning guidance notes are complied with.

**(3)** Application number: LBC/000385/24 - Listed building consent: Installation of 4 solar panels to the rear of the roof and one 17kw heat pump, at Maes Y Coed Farm, Afonwen

**Comment by Council:** No objection to the application, as long as planning policies and planning guidance notes are complied with.

**15(B). 122/24**
**PLANNING DECISIONS**

No planning decisions issued by the Flintshire County Council:

**15(C). 123/24**
**PLANNING ENFORCEMENT**

**The following notices have been received from Planning Enforcement**

**(1)** Alleged breach of planning control: Installation of solar panels on a property in South Street, sited within the Caerwys Conservation area.

**(2)** Alleged breach of planning control: Installation of solar panels on a property in Water Street, sited within the Caerwys Conservation area.

**(3)** Alleged breach of planning control: Installation of solar panels on a second property in Water Street, sited within the Caerwys Conservation area.

**16. 124/24**
**APPROVAL OF ACCOUNTS FOR PAYMENT**

| **Cheque Number** | **Payee**<br><br>**<u>Payments made – to be confirmed:</u>**<br><br>**Standing Order:** R. P. Parry - Clerk to Council (Monthly salary & home working allowance for | **Net £** | **Vat £** | **Total £** |
|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| | April) Payments dated 01/05/2024 | | | |
| | Andy Green (Children's Entertainer) Mayor's charity event – as agreed by Council. Payment dated 10/05/2024 – authorised by two Councillor bank signatories.<br>(Section 137 LGA 1972) | 200.00 | | 200.00 |
| | **Direct Debit:** Scottish Power (April - Street Lighting Electricity Account) Payment dated 20/05/2024) | 357.04 | 17.85 | 374.89 |
| | **Payments for consideration at meeting to be paid by BACS:** | | | |
| | Clear Council Insurance (Town Council's insurance renewal) | 972.38 | | 972.38 |
| | Canda Copying (Quarterly photocopier rental) | 55.00 | 11.00 | 66.00 |
| | Councillor Jayne Morris (Mayor's annual allowance) (Declaration of Interest – Minute number: 8/108/24 on page 3 above) | 1,000.00 | | 1,000.00 |
| | JDH Business Services (Internal Audit) | 275.00 | 55.00 | 330.00 |
| | Gaynor Griffith (Environmental Services for April / May) | 150.00 | | 150.00 |
| | Councillor allowances - 2024 / 2025 | 364.00 | | 364.00 |

**17. 125/24**
**APPLICATIONS FOR FINANCIAL SUPPORT**

| **Cheque Number** | **Name of organisation** | **Amount granted £** |
|---|---|---|
| | **Authorised to be paid by BACS:** | |
| | Caerwys Agricultural Show (Application for annual donation)<br>(Section 144 of the LGA 1972)<br>**(i)** ***Note:** Members agreed to increase the annual funding to £750.00. The Clerk to enquire with the Agricultural Show Committee as to their thoughts with the Town Council purchasing a banner to be sited in the main ring with the Town Crest and following bilingual wording: 'Caerwys Agricultural Show is supported by Caerwys Town Council' | £750.00 * |

| | | |
|---|---|---|
| | **(ii)** Councillor Steve Copple to assist the Clerk with sourcing a quotation.<br><br>**(iii)** Should the Agricultural Show Committee be amicable to the above request, the Mayor and Deputy Mayor to consider the purchase cost for the banner, and if agreed, the Clerk to issue a Purchase Order. | |

**18. 126/24**
**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…….…….…….…….……..**