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 27th May 2025, at 6.00pm

Annual Council Meeting

1(A). 99/25
APPOINTMENT OF CHAIRPERSON (MAYOR) FOR THE PERIOD 2025 / 2026

Councillor Gwen Jones was proposed and seconded, as Chair / Mayor of Council. There were no further nominations. Councillor Jones accepted the nomination.

Members agreed the following: Councillor Gwen Jones be appointed as Chair / Mayor of Council for the period 2025 / 2026.

1(B). 100/25
SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (CHAIR / MAYOR OF COUNCIL)

Councillor Gwen Jones signed the Declaration of Acceptance of Office, which was duly witnessed by the Clerk.

The new Mayor as Chair of Council, Councillor Gwen Jones, thanked the Members for the appointment and expressed the Council's appreciation to the retiring Mayor Councillor Jayne Morris for her two-year term of office, which had been carried out in an exemplary way.

2(A). 101/25
PRESENT

Councillor Gwen Jones (Mayor)
Councillor Lynette Edwards (Deputy Mayor)
Councillor Susan A. Broadaway
Councillor Steve Copple (Town & County)
Councillor Jonathan Duggan-Keen
Councillor Janet Legget-Jones

Clerk & Financial Officer R. Phillip Parry

2(B). 102/25
APOLOGIES

Councillor Andy Delooze
Councillor Jayne E. Morris
Councillor Judith Standring

2(C). 103/25
ABSENT

None

3. 104/25
APPOINTMENT OF VICE (MAYOR) CHAIRPERSON FOR THE PERIOD 2025 / 2026

Councillor Lynette Edwards was proposed and seconded. There were no further nominations. Councillor Edwards accepted the nomination.

Members agreed the following: To appoint Councillor Lynette Edwards, as Vice Chair / Mayor for the year 2025 / 2026

4. 105/25
MINUTES OF THE ANNUAL MEETING HELD ON THE 21ST MAY 2024

The Clerk advised Members that the Minutes of the 2024 Annual Meeting were formally proposed, seconded and agreed at the 18th June, 2024 meeting under Minute number: 5. 132/24.

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

5. 106/25
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 2024 / 2025.

Members agreed the following: As the Council were currently two Councillors short and with two Councillor apologies for the meeting, this item to be adjourned to the 15th July, 2025 Council meeting for discussion.

General Council Meeting

6. 107/25
BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following:

Mr. Geoffrey Godfrey, Caerwys Hill, Caerwys
Mrs. Trudy Haydn, Llys Y Pentre, Afonwen
Mr. John Hughes, Pen Y Cefn Road, Caerwys
Mr. Fred Jones, Llys Y Goron, Caerwys

7. 108/25
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

(1) E-mail received with a number of photographs from a resident who advised the following: Upon exiting Maes y Dre into Holywell Road I was involved in a near accident with another vehicle. This had occurred due to an ongoing safety concern with a number of parked vehicles and possibly an abandoned vehicle at this junction. These parked vehicles obstruct visibility which is creating a risk for other road users.

The correspondence refers to specific vehicles together with registration numbers with one vehicle that has been parked for almost a year – which allegedly does not have a valid MOT certificate.

(2) E-mail received from a resident with the heading 'Dangerous parking'. The resident referred to the number of vehicles that belong to one property in Holywell Road and are parked on the corner with Maes y Dre. The resident has to pull out blindly into the road to exit Maes y Dre and is concerned that it's an accident waiting to happen. The resident is also concerned that one vehicle is jacked up in a dangerous position. There are a number of residents who use disabled scooters and have to also turn blindly into the road as these vehicles blocked the view.

The Clerk advised Members that he had written to Inspector Iwan Jones by providing extracts from both the above referred to e-mails, including the photographs provided by one resident. The Clerk recollected the Inspector to previous correspondence and photographs that have been sent since 2023 in relation to the same complaint. The correspondence was also copied to two of the PCSOs for the area.

The Clerk further advised that there had been no reply from the Inspector or the PCSOs, whereby a reminder has been sent.

Members agreed the following: The Clerk to seek the assistance of the North Wales Police & Crime Commissioner.

(3) Resident's concern that the pothole repairs are false economy as the edges following repair are not sealed. The rainwater is able to penetrate the surface, whereby other services such as Scottish Power and Welsh Water replace the tarmac and seal the periphery to ensure rainwater does not penetrate into the newly installed tarmac.

The Clerk had replied to the resident to advise that it was the policy of the County not to seal pothole repairs under a certain size. County Councillor Steve Copple was copied into the reply.

(4) E-mail received from a visitor to Caerwys who stated the following: After purchasing plants from a very nice lady in the centre of Caerwys I drove around the town and I was so impressed as to how tidy the area is kept. I wish that all towns in Flintshire were so well maintained and also the public conveniences – well done.

8. 109/25
DECLARATIONS OF INTEREST

The following Declaration of Interest was declared:

Councillor Gwen Jones – Minute number: 17. 125/25 on page 9 above.

9. 110/25
TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 15TH APRIL 2025.

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

10. 111/25
PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

(1) Town Square Plaques: The Clerk recollected Members to an agreed date provided to Bewcraft Signs, which advised that if the installation of the three plaques was not completed by Wednesday 30th April, then the order was cancelled. The Clerk advised that the plaques were installed on the 30th April, however, one is a made of a hard plastic material (shown on screen). The Royal Charter and Millennium installed signs have been inspected, both are made to specification (photographs were shown on screen). The Tree Planting cast bronze plaque dated 1919 – the Company have not received from the manufacturer. Bewcraft advise that as this cast bronze plaque is made by a specialist company, it is difficult to find an alternative supplier.

(2) Street Lighting Electricity Supply: The Clerk read out a letter that he had sent to Hannah Blythyn MS expressing this Council's surprize that Mark Drakeford (Cabinet Secretary for Finance and Welsh Language) had not even acknowledged or replied to Ms. Blythyn's letter that was sent three months ago. Ms. Blythyn had replied to advise that a reminder had been sent to Mr. Drakeford.

(3) Community Award: The Clerk advised that the Community Award has been advertised on the three Council notice boards in Afonwen, Caerwys and Pen Y Cefn, including the Town Council's web site and the latest edition of the Caerwys Chronicle. The closing date for receipt of nominations is 12 noon on Monday 9th June 2025 whereafter, the Council will consider nominations at the 17th June Council meeting.

(4) Harp Project: The Clerk recollected Members that following the April Council meeting a draft wording for an information plaque to be placed in the Harp area was agreed by Members by e-mail. The wording had kindly been translated into Welsh by Councillor Gwen Jones. (Members were shown on screen the bilingual wording).

Members perused a number of plaque types.

Members agreed the following: To seek the cost of a Plaque / Interpretation board to be sited, if permission is granted, on the stone wall opposite the Harp. The Clerk to source a quotation.

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

- **Traffic Regulation Order:** Awaiting notification from County Highways following public consultation closing date for objections to the Order

Members agreed the following: Were concerned that the closing date for comment was Friday 4th April and this Council have not been advised if there are any objections. The Clerk to write to County Highways and to express their disappointment.

- **Children's Play Area:** Awaiting work and installation dates from the Play Design Officer

11(A). 112/25
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 Violence

Caerwys: 5 x Anti-social behaviour / 1 x Violence

(2) Flintshire County Council Legal Officer: Public Services Ombudsman for Wales. Recent case decision in relation to a Councillors role as a trustee of a local community interest company. The Clerk provided Members with the contents of the letter

(3) Notification from The Post Office that the Postmaster at the Caerwys branch had resigned their position and the premises would close on Saturday 17th May at 14.00 hours (Councillors were sent a copy of the mail)

(4) Holywell Town Council: Request for a letter of support seeking a Banking Hub to be sited in Holywell Town Centre.

Members agreed the following: The Clerk to provide a letter of support to Holywell Town Council.

(5) British Red Cross: Offer received from the Education Coordinator to hold emergency first aid and CPR training course at no cost to the Town Council. The Clerk advised that the coordinator had written to all Councils in North Wales and was inundated with requests to hold courses within the many Councils communities, which will be arranged over a period of many months.

Members agreed the following: Would be pleased to accommodate a training course in Caerwys. The Clerk to make the arrangements for this Council to be placed on the pending list.

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

- Democracy and Boundary Commission Cymru: 2025 Electoral Review Programme. Councillors to complete on a personal basis

- One Voice Wales: Consultation on proposals to improve the administration and enforcement of Council Tax in Wales. Members to complete on a personal basis

- National Grid: Refurbishment of existing electricity line – between Connah's Quay and Bodelwyddan (Runs through the Caerwys Council area)

- Flintshire County Council: Process for reporting missed recycling collections (forwarded from County Councillor Steve Copple)

11(B). 113/25
CLERK'S REPORT

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

- £14,833.34 - Flintshire County Council: First precept payment for financial year 2025 / 2026

(b) The Clerk advised that Councillor Janet Legget-Jones had completed the following courses:

- ❖ New Councillor Induction
- ❖ Code of Conduct

(c) The Clerk advised that he wished to update the Town Council's Bio-diversity plan for the review which is due in 2026. A site meeting has been arranged with Sarah Slater, the County Bio-diversity Officer, together with two Members of the Memorial Institute Committee on Friday 20th June at 11.00am. An area within the Institute grounds was allocated as a wildflower meadow and grew for two years but failed last year. The meeting was to both seek to resolve the growing concern in the Institute area and to identify any other areas for consideration in Caerwys to enhance bio-diversity.

The Clerk enquired if any Councillor wished to attend the site meeting.

Members agreed the following: Councillor Janet Legget-Jones to attend with the Clerk on behalf of the Town Council.

(d) The Clerk advised that the owner of a property in North Street had written to advise that to repair and make safe their wooden fence a new concrete post was required to support – which would be sited at the edge of the public conveniences in Drovers Lane and their property border. The Clerk had replied to thank the resident for advising.

(e) Street Lighting: The following underground street lighting cable faults have been repaired:

- Chapel Street, Caerwys
- North Street, Caerwys

11(C). 114/25
TOWN COUNCILLOR VACANCIES

The Clerk advised that the vacancies have been advertised on the three Council notice boards in Afonwen, Caerwys and Pen Y Cefn, including the Town Council's web site and the latest edition of the Caerwys Chronicle. The closing date for receipt of Expressions of Interest is 12 noon on Monday 9th June 2025 whereafter, the Council will consider applications at the 17th June Council meeting.

11(D). 115/25
TO RECEIVE INTERNAL AUDIT REPORT: YEAR ENDED 31ST MARCH 2025

The Clerk recollected Members to a copy of the recently received Internal Audit report for year ending March 2025 - that had been sent to the Mayor and Deputy Mayor of Council prior to the meeting and shown on screen during the meeting to Members.

The Council noted the following comments in the report: '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. No internal control issues identified. Council also noted the further two entries.

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). 116/25
COMMUNITY AND TOWN COUNCILS IN WALES: ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2025

The Clerk advised Members that Sections in the above document named: Accounting Statements for 2024-25, 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 Chair and Clerk. Members perused the document on-screen.

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). 117/25
TO CONSIDER: ANNUAL REPORT – YEAR ENDING 2024 / 2025

The Clerk recollected Members to the draft Annual Report for the year ending March 2025, that had been forwarded prior to the meeting for perusal. The Clerk advised that the report had followed the guidance issued by the Welsh Government in relation to the contents and was also shown on screen during the meeting.

Members agreed the following: (1) Confirmed the Annual Report for the year ending March 2025. There were no amendments. The Clerk advised that the report would be made available on the Council's web site **(2)** To place a copy of the report on the Town Council's main notice board **(3)** The Clerk was thanked for completing the substantial report.

11(G). 118/25
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:

- ❖ Gully cleaning vehicle omitted to clear gully in area of Glasfryn Lodge, Caerwys. Request for a further visit as the road floods during rainfall

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) Pothole (Large): Edge of carriageway by the Piccadilly Inn
(2) Pothole: Top of Caerwys Hill by 40mph sign
(3) North Street Caerwys: Blocking of adopted highway with planters and no parking sign with the area now being used for private parking. On carriageway that runs parallel with North Street (Side of Town Square)

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

12. 119/25
TOWN MAYOR'S REPORT

As the retiring Mayor, Councillor Jayne Morris, had given their apologies, there was no report.

13. 120/25
COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

County Councillor Steve Copple provided Members with the following report:

Main Council

- Attended AGM of FCC
- Old chair of FCC thanked for his excellent work
- New chair and vice chair appointed for the main council
- New Chairs of committees voted in
- Leader of the council reappointed
- Sadly, behaviour levels have dropped again

Local Issues

- ❖ Extensive housing repairs on council houses started
- ❖ Police house tree ownership being chased as resident is concerned
- ❖ Afonwen (Wilcox yard) houses building control was questioned, investigated with no concerns
- ❖ Large item recycling protocol challenged, and feedback will be used to improve; this was as a request from a Caerwys resident
- ❖ New bin system for identifying schedules failed on day 1 and was reported (by me) and fixed on the day by FCC IT
- ❖ Pharmacy update on no more prescriptions was queried with Beech House as to how non-IT people can order medicines

14. 121/24
REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

(i) North and Mid Wales Association of Local Councils: Councillor Lynette Edwards reported that the response from the Association to the review on Town & Community Council's in Wales had been sent to the Welsh Government.

(ii) Caerwys Memorial Institute: Councillor Steve Copple advised that he had attended the annual general meeting of the Memorial Institute and provided details as to the topics discussed.

15(A). 122/25
PLANNING APPLICATIONS

No planning applications for consideration at meeting

15(B). 123/25
PLANNING DECISIONS

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

- 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. Approved

16. 124/25
TO DISCUSS: WOODEN HARP CARVING SITED ON THE MARIAN (CLLR STEVE COPPLE)

Councillor Steve Copple provided details in relation to the theft of the wooden hare that is sited on the Marian, the Police involvement, whereafter, the hare had been found damaged, now repaired by a local sculptor and secured at its resting place.

17. 125/25
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 April) Payments dated 01/05/2025			
	Direct Debit: Scottish Power (April - Street Lighting Electricity Account) Payment dated: 19/05/2025)	357.98	17.90	375.88
	Payments for consideration at meeting to be paid by BACS:			
	Arrow County Supplies (Public conveniences consumables)	158.29	31.66	189.95
	One Voice Wales (Councillor Janet Legget-Jones (Training))	65.00		65.00
	Clear Councils Insurance (Annual Council insurance policy renewal)	1,194.19		1,194.19
	Katy Bincham (VE Day bus shelter theme painting)	100.00		100.00
	Canda Copying Ltd (Quarterly photocopier rental)	55.00	11.00	66.00
	Gaynor Griffith (Environmental Services for part April / May, 2025	150.00		150.00
	Cllr Gwen Jones (Annual Mayor's allowance) **Note:** Declaration of Interest: Minute number: 8. 109/25 on page 3 above.	1,000.00		1,000.00
	Councillor Allowances – 2025 / 2026:			
	Councillor Gwen Jones Councillor Janet Legget-Jones (2024/2025 part) Councillor Janet Legget-Jones	208.00 17.34 208.00		208.00 17.34 208.00
	(All invoices listed have been 'examined, verified and certified' by the Clerk)			

18. 126/25
APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	**Name of organisation** No applications received	**Amount granted £**

19. 127/25
Members agreed the payments of the above accounts 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…….…….…….…….……..