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 17th June 2025, at 7.00pm

1(A). 128/25
PRESENT

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

Clerk & Financial Officer R. Phillip Parry

1(B). 129/25
APOLOGIES

None

1(C). 130/25
ABSENT

None

2. 131/25
BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following:

- Mrs. Magdalen R. Owens, Caerwys Hall, Caerwys (Former Caerwys Town Councillor and Mayor of Caerwys)
- Mr. J. Berwyn Roberts, Lon Yr Ysgol, Caerwys (Former Caerwys Town Councillor and Mayor of Caerwys, on more than one occasion)
- Mr. Richard J. Woolford, Llys Y Pentre, Afonwen

3. 132/25
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

(1) Complaint received by this Town Council and thereafter notified to the County Planning Enforcement Officer and County Conservation Officer - to alterations and alleged house extension in Holywell Road, Caerwys. Photographs were provided of the property which lies within the Caerwys Conservation area. The Town Council have enquired if the property requires planning and or other permissions for the work.

(2) Concern reported by a resident that more than one person was seen with their four dogs in the area of the children's playground and sought that the Town Council place additional 'no dogs allowed' signage. Upon making enquiries with the Memorial Institute and Play Officer, a number of photographs were produced of several 'no dogs allowed' signs. The Clerk sent the photographs to the complainant, who replied 'they did not see them'.

4. 133/25
DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

(i) Councillor Steve Copple: Minute number 7(D). 139/25 on page 4 below

(ii) Councillor Gwen Jones: Minute number 12(A). 145/25 on page 6 below

5. 134/25
TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 27TH MAY 2025

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

6. 135/25
PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

(1) British Red Cross Training: The Clerk advised that the British Red Cross Emergency First Aid & Defibrillator training has been arranged, as follows: Caerwys Town Hall on Friday 10th October 2025 at 7.00pm. The event will be advertised nearer the date.

(2) Parking and Other Road Traffic Concerns: The Clerk recollected to Members the reply received from the Police & Crime Commissioner in relation to inconsiderate and other road traffic infringements in the area of Holywell Road, whereby Members had received a copy prior to the meeting.

Members agreed the following: Were disappointed with the reply.

(3) Harp – Interpretation Board: The Clerk advised that a site meeting had been held on Thursday 12th June with the following in attendance: Councillors Gwen Jones (Mayor) and Lynette Edwards (Deputy Mayor), the Clerk and William Stubbs (Signage Design).

Councillors Jones and Edwards provided a report including suggestions as to the siting and design of the interpretation board.

Members agreed the following: To further discuss following receipt of designs and measurements from William Stubbs.

(4) Traffic Regulation Orders: The Clerk recollected Members to the e-mail forwarded from Flintshire County Council (Highways) which advised, that following the consultation period, the Traffic Regulation Order has been formally sealed. Further Public notices will be displayed whereafter the road markings are expected to be completed on or before the 4th July.

(5) Street Lighting Electricity Supply: The Clerk advised that whilst Hannah Blythyn MS has further written to Mark Drakeford MS (Welsh Minister) he has still not replied after four months.

Pending Matters:

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

(i) Town Square Plaque (Cast Iron)

(ii) Children's play area improvements

7(A). 136/25
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 Drugs / 1 x Theft / 3 x Violence

Caerwys: 2 x Theft

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

- Prescription Ordering: Notification forwarded from Councillor Steve Copple in relation to future ordering procedure for repeat prescriptions
- Flintshire County Council: Children's Summer Play Scheme details
- One Voice Wales: List of training course dates from June to September. Councillors to advise Clerk as to preferred courses to be booked
- Flintshire County Council: Caring about Equality (forwarded from Councillor Steve Copple)

7(B). 137/25
CLERK'S REPORT

(a) The Clerk recollected Members that the Town Council were subject to a full Wales Audit this 2024 / 2025 financial year. The Clerk advised that bank statements are required be enclosed with the audit information to a date in June, whereby the statements will not be

received until early July. The audit pack is required to be received by Wales Audit before the 8th August.

The Clerk confirmed that a copy of the End of Year 2025 return has been uploaded to the Councils web site, with a Public Notice named Notice of Appointment of Date the for the Exercise of Electors' Rights also uploaded to the Council's web site together with a copy on the Council's notice board.

(b) The Clerk advised that an invoice had been received from a Company named Vision PLC for £144.72 for thousands of additional photocopies. Upon making enquiries it transpired that Canda Copying who this Council lease the photocopier from had been taken over by Vision PLC. The Clerk sent a copy of the signed contract which included additional copies up to 5,000 at no further cost. The invoice has been cancelled.

7(C). 138/25
TOWN COUNCILLOR VACANCIES

The Clerk advised that there had been one Expression of Interest received prior to the closing date of 12 Noon - Monday 9th June 2025. The Clerk read out to Members the application which was also shown on screen.

Members agreed the following: Co-opted John Johnson, a resident of Caerwys, as a Caerwys Town Councillor.

7(D). 139/25
COMMUNITY AWARD

TO CONSIDER: COMMUNITY AWARD APPLICATION(S) (MEETING TO BE CLOSED UNDER SECTION 1 (2) OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960))

Pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the press and public be excluded from the meeting, for the following item of business:

A nomination for a Community Award was the only matter discussed during this closure of the meeting to the press and public.

Public Bodies (Admissions to Meetings) Act 1960, RESOLVED that the press and public be re-admitted to the meeting.

Councillor Steve Copple Declared an Interest in the above Community Award: Minute number 4. 133/25 (i) on page 5 above

7(E). 140/25
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: ***(Update from Street Scene italics)***

- A gully that required attention in area of the corner of Chapel Street and Merlin Motors that was firstly report in late 2023, whereafter, the gully was marked in yellow assumingly for repair. Reminders were issued to Street Scene in January 2024 together with others – with no repair being carried out. County Councillor Steve Copple has escalated the repair to senior County Officers. *A further Work Order has been raised.*

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 to the meeting:

- Pothole: B5122 road travelling from Caerwys to the A55 roundabout – and just prior to the junction on lefthand side: A pot hole that was previously repaired requires further repair

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

8. 141/25
TOWN MAYOR'S REPORT

The Town Mayor Councillor Gwen Jones advised Members of their attendance at the following:

(a) Attendance at Harp site meeting

(b) Caerwys Agricultural Show

9. 142/25
COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

County Councillor Steve Copple provided Members with the following report:

Main Council

- ❖ Provided update in relation to a recent full Flintshire County Council meeting

Local Issues

- Request from Corner Café to provide guidance to apply for disabled parking bay near the business
- Housing concerns
- Gully cleaning

10. 143/24
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. 144/25
TO DISCUSS

(i) Town Square Tree Branches (Cllr Jayne Morris)

Councillor Jayne Morris recollected Members to a previous concern that the Town Square tree branches were causing a concern by overhanging towards the bus shelter and Water Street. The County Tree Officer had inspected and advised the branches, at that time, did not require cutting back.

The branches currently growing towards the Water Street area do appear to be top heavy and requested that the Tree Officer visit again.

Members agreed the following: The Clerk to enquire with the Tree Officer to visit the Town Square and to further inspect the sycamore tree.

(ii) Town Square Christmas Tree Lights (Cllr Jayne Morris)

Councillor Jayne Morris brought to the attention of Members her concerns that the Christmas Tree lighting units that are wrapped around the Town Square sycamore tree branches appear to be quite tight, this is due to the branches growing and expanding.

The Clerk advised that the Christmas lighting units were purchased a number of years ago and wrapped around the tree as the lights were made of stretchable material and guaranteed to last a number of years. This saved the Town Council the erecting and dismantling fees each year. The Clerk further advised that the Council held a spare set of lights that are similar to the ones currently wrapped around the town square tree.

Members agreed the following: To await until the autumn when the leaves have fallen and thereafter the Clerk to arrange with the Council's street lighting contractor to inspect the Christmas tree lighting units, and if necessary, to make any adjustments.

12(A). 145/25
PLANNING APPLICATIONS

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

- Application number: FUL/000501/25 – for proposed extension and alterations to provide annexe accommodation, at Rhos Onnen, Pen Y Cefn Road, Caerwys.

Comment by Council: There is no objection to the application in principle, as long as planning policies and planning guidance notes are complied with. However, the Town Council are concerned that the property is not in keeping with the surrounding area, whereby, should the extension be allowed, the building will be excessively large and will negatively impact the character of the open countryside area.

Councillor Gwen Jones Declared an Interest: Minute number 4. 133/25 (ii) on page 5 above

12(B). 146/25
PLANNING DECISIONS

- No planning decision(s) have been received from Flintshire County Council:

12(C). 147/25
PLANNING ENFORCEMENT

- Installation of solar panels within the centre of the Caerwys Conservation area. The Planning Enforcement Officer has further written to the contractor who installed the solar panels, seeking that they are removed.

13. 148/25
APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	**Payee**	**Net £**	**Vat £**	**Total £**

	Payments made – to be confirmed:			
	BACS: Café on The Corner (50% cost of Mayor's refreshments) Paid on 29/05/2025 – authorised by two Councillor bank signatories	87.50	17.50	105.00
	BACS: Gleaming 2017 Ltd (Town Square bus shelter glass cleaning) Paid on 29/05/2025 – authorised by two Councillor bank signatories	60.00		60.00
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for May) Payments dated 02/06/2025			
	Payments for confirmation and consideration at meeting to be paid by BACS:			
	JDH Business Services (Internal Audit – 2025)	290.00	58.00	348.00
	Gaynor Griffith (Environmental Services for part May / June	150.00		150.00
	Direct Debit: Scottish Power (May - Street Lighting Electricity Account) Payment due: 17/06/2025	369.85	18.49	388.34
	(All invoices listed have been 'examined, verified and certified' by the Clerk)			

15. 149/25
APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	**Name of organisation**	**Amount granted**
	Authorised to be paid by BACS:	
	Côr Meibion Caerwys Male Voice Choir (Application for annual grant (Section 145 LGA 1972 – provision of entertainment and support of the arts)	£250.00
	Note: The Clerk to advise the Choir, that the Council would be amicable to consider an additional funding application during this financial year.	

16. 150/25
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…….……..……..…….……..