



# **CYNGOR TREF CAERWYS TOWN COUNCIL**

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## **Minutes of The Meeting of Caerwys Town Council**

**Held at Llys Y Goron Community Meeting Room**

**Holywell Road, Caerwys**

**On Tuesday the 15<sup>th</sup> July 2025, at 7.00pm**

### **1(A). 151/25**

#### **SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (JOHN JOHNSON)**

Co-opted Councillor John Johnson signed their Declaration of Acceptance of Office following being co-opted to the Council at the June 2025 Council meeting. The Declaration was witnessed and signed by the Clerk.

The Mayor, Councillor Gwen Jones, welcomed Councillor Johnson to the meeting.

### **1(B). 152/25**

#### **PRESENT**

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

Clerk & Financial Officer R. Phillip Parry

### **1(C). 153/25**

#### **APOLOGIES**

Councillor Andy Delooze  
Councillor Jayne E. Morris

### **1(D). 154/25**

#### **ABSENT**

None

## **2. 155/25**

### **BEREAVEMENTS WITHIN THE COMMUNITY**

There were no reported bereavements within the community, since the last meeting of the Council.

## **3. 156/25**

### **PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

- ❖ Letter received from resident in relation to a planning application at Rhos Onnen, Pen Y Cefn. The resident wished the Council to reconsider their decision, in particular, as the alteration to the property was to provide accommodation for a resident to remain in the property. A scan of the letter was shown on screen to Members. (See also Minute number: 11(A). 171/25 on page 7 below)

**Members agreed the following:** The Clerk to reply to the resident and to emphasise that the Council did not object to the planning application. The Clerk to further advise that the Town Council are required to be constructive in their planning observations and take into consideration the contents of the Flintshire Local Development Plan.

## **4. 157/25**

### **DECLARATIONS OF INTEREST**

The following Interest was Declared: Councillor Gwen Jones – Minute number: 11(A). 171/25 on page 7 below)

## **5. 158/25**

### **TO APPROVE THE GENERAL & SUPPLEMENTARY MINUTES OF THE MEETING HELD ON THE 17<sup>TH</sup> JUNE, 2025**

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

## **6. 159/25**

### **PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS**

The Clerk referred to the following matters from previous Minutes:

- (1) Road Traffic Order:** Reported that the yellow lines had been painted in the areas of the new Traffic Regulation Order. One resident had apparently refused to move their vehicle for the lines to be painted near their home. The Clerk advised that he would make enquires with the County and offer to write to the resident.
- (2) Harp – Interpretation Board:** Members were shown on screen a drawing of a suggested Oak box lectern and zinc etched plate with measurements, together with costings.

**Members agreed the following:** (1) Felt the plaque would be too small and now wish to display the information on the wall behind the Harp – on a zinc etched plate with a size of 3ft by 2ft (2) The Clerk to seek the thoughts of supplier as to the backing for the metal plaque - should the metal plaque be secured direct to the wall or should it have a wood backing to secure.

- (3) Town Square Plaques:** Members were shown a photograph of the final installation of the cast iron plaque. The project is now completed.

- (4) **Town Square Sycamore Tree:** The Clerk advised that the County Tree Officer had inspected the tree and advised the following: ‘No defects were found on the tree and therefore no action is required at this present time’.

**Pending Matters:**

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

- (i) Street lighting procurement contract with the Welsh Assembly Government
- (ii) Children’s Play area improvements, adjacent to Chapel Street

**7(A). 160/25**

**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 Police Offences Web Site had not been updated since the previous meeting of this Council.
- (2) Flintshire County Council: Community Review – 2025. The Clerk advised that the Community Review is carried out by all County Councils in Wales whereafter their recommendations will be sent to all Town & Community Councils. The review covers the following:
  - ❖ the number of members of the council for the community;
  - ❖ the division into wards (if appropriate) for the purpose of the election of councillors;
  - ❖ the number and boundaries of any wards;
  - ❖ the number of members to be elected for any ward;
  - ❖ the name of any ward.

**Members agreed the following:** The Clerk to complete the County questionnaire on behalf of this Council.

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

- Flintshire County Council: Summer 2025 Play Scheme information
- Flintshire County Council: Notice of road closure on 23<sup>rd</sup> July for three days in area of Rhos Farm Junction to Croes Wian Crossroads

**7(B). 161/25**

**CLERK’S REPORT**

- (i) The Clerk advised Members in relation to the following deposit to the Council’s bank account:
  - ❖ £2,099.03 - HM Revenue & Customs: VAT Refund for financial year 2024 / 2025

**(ii) STREET LIGHTING**

Faulty streetlight on A541 road in Afonwen – near to the bus shelter

**7(C). 162/25**

**TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30<sup>TH</sup> JUNE 2025**

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts as at the end of June 2025. (Electronic copies sent prior to the meeting to Councillors). The Clerk further provided Members with a breakdown in relation to the budget headings, which included income and expenditure to date. The financial documents were shown on screen together with bank statements.

**Members agreed the following:** Approved the Statement of Accounts, whereby the document was agreed to be signed by the Mayor as Chair of Council, Councillor Gwen Jones.

**7(D). 163/25**

**TO APPOINT A COUNCILLOR TO VERIFY, SIGN AND DATE BANK STATEMENTS**

The Clerk recollects to Members that this process is required under the Council's Financial Regulations.

**Members agreed the following:** (1) Councillor John Johnson appointed to verify, sign and date bank statements for the quarter: April, May and June, 2025 (2) Councillor John Johnson confirmed to Members, that the bank statement reconciliations agreed with the end of quarter - as per above Minute - to receive and approve the quarterly statement of accounts to the 30<sup>th</sup> June 2025.

**7(E). 164/25**

**COUNCILLOR VACANCY**

The Clerk recollects to Members the Public Notices in relation to two vacant Caerwys Town Councillor positions. Following the closing date of 9<sup>th</sup> June one Expression of Interest was received, whereafter Co-opted Councillor John Johnson signed their Declaration of Acceptance of Office at the commencement of this meeting.

As this Council have exhausted the process to fill the vacant position, the Clerk suggested that a further Public Notice is displayed on the Council's web site and notice boards, with an open date for submission of Expressions of Interest to fill the vacancy, with a review date in July 2026 should the vacancy not be filled.

**Members agreed the following:** The Clerk to advertise the vacancy as referred to above with a review date in July 2026.

**7(F). 165/25**

**TO FURTHER DISCUSS: NOMINATIONS TO SERVE ON LOCAL COMMITTEES & GROUPS – 2025 / 2026 (ADJ FROM MAY MEETING)**

Members received prior to the Council Meeting the current list of Councillors who represent the Council on various Committees and Groups within the Council area, including two vacancies.

**Members agreed the following:** Appointed (1) Councillor Janet Legget-Jones to the Caerwys Entertainments Committee (2) Appointed Councillor John Johnson to the Caerwys Memorial Institute Committee Trustees.

**7(G). 166/25**

**COMMUNITY AWARD (TO ARRANGE PRESENTATION)**

The Clerk advised Members that the two proprietors (Heather & Tracey) of the 'On the Corner Café' had advised their acceptance of the award. The Mayor and Deputy Mayor have received web site links to choose suitable crystal glassware.

**Members agreed the following:** (1) The presentation to be arranged for Tuesday 16<sup>th</sup> September at 7.00pm in Llys Y Goron prior to the commencement of the monthly Council meeting (2) The following items to be included in the presentation: Engraved crystal glassware, framed certificate, bouquet of flowers.

#### **7(H). 167 /25**

#### **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:**

- Blocked gully on A541 road in Afonwen – near to the bus shelter

**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.
- The Clerk advised that the gully in area of Merlin Motors / Chapel Street had finally been repaired – after approximately two years. (Photograph shown on screen)

**Members brought the following concerns to the meeting:**

- (1) Afonwen: Road from area of Maes Mynan Park travelling towards Tremerschion – tremendous amount of overgrowth
- (2) Top of Caerwys Hill just prior to 40mph sign on B5122: Large gully in road – will cause damage to vehicles, especially turning left onto hill
- (3) Road known as The Nook / Rhyd Lydan (Travelling from Holywell Road and behind St Michael's Drive towards The Nook crossroads). Could the road be inspected due to the amount of potholes and ruts, with a view to repair

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

#### **8. 168/25**

#### **TOWN MAYOR'S REPORT**

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

- (i) Buckley Civic Service
- (ii) Flint Civic Service
- (iii) Ruthin Civic Sunday (Attended by Deputy Mayor Councillor Lynette Edwards)
- (iv) Theatr Clwyd, Mold – Opening Ceremony
- (v) Represented the Town Council at the funeral services of two former Councillors and Mayors: Mrs. Magdalen R. Owens and Mr. J. Berwyn Roberts

#### **9. 169/25**

#### **COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)**

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

## Main Council

- ❖ There was a rededication of the new council chamber in the name of Lord Barry Jones, this was well received.
- ❖ Armed forces covenant annual report was received that included key achievements that support families of armed forces, examples are housing policy reviewed, employer recognition gold status FCC was one of the first in Wales for this recognition, training provided on armed forces legislation to give due regard to service people and families.
- ❖ Scrutiny arrangements for a joint overview and scrutiny panel.
- ❖ Given the state of flux of political balance and the numbers of elected people on sub committees changing, another balance was issued and agreed. In essence Labour and Independents form the largest majority, NB Independents vote as they wish.
- ❖ New contract procedure rules were proposed and agreed due to change in legislation changes. This is supposed to provide greater value, transparency, and simplicity. The document is 169 pages long.
- ❖ Community review terms of reference were proposed and agreed. This is a duty of the council to carry out a review every 10 years for electoral arrangements. This includes Councillor numbers, ward size and community requirements.
- ❖ Clwyd pension fund pooling was debated; there are reservations by the pension fund committee about this being mandated but are in support of the Welsh pension partnership. This affects employees of FCC. The discussion document was 376 pages.
- ❖ Remuneration of elected members was resolved and agreed based upon a third-party review (IRPW).
- ❖ A number of petitions (6) were submitted by elected members and responses provided by appropriate departments in 24/25 to date. These covered adopted roads, fly tipping, school closures.
- ❖ A notice of motion was made about concerns over the use of ketamine in young people, resolved to BCUHB provide a report on admissions, continue to strengthen engagement in schools and support activities to reduce this. This was voted for.
- ❖ A NOM (Notice Of Motion) was proposed to write to WG to change health policy for early detection of prostate cancer at the age of 50 where men will be proactively encouraged to attend for a PSA test. This was voted for.
- ❖ A NOM was proposed to not change PIP payments and FCC to write to WG and DWP secretary of state and include this benefit and others and to create a local child impact report. Not voted for yet.
- ❖ A NOM was proposed to have a more detailed scrutiny of finances based on concerns in Audit Wales report. This was not voted for.
- ❖ A NOM was raised to review the outcome of a planning decision on Ash Lane development that was very unpopular with residents. This was not voted for.

## Local Issues

- Solar panels removal in the square was chased up again
- State of large tree near police house chased up again
- Meeting with street scene over proposed disabled parking space held and continued by email as FCC do not believe a disabled parking space is needed as blue badge holders can park for three hours under certain conditions (no dropped kerb etc).
- Supported the post office campaign - outline discussions with MS and the post office, this being coordinated by Roland Ward
- Further housing assistance to residents in Afonwen
- Looking at fly tipping near the nook

## **10. 170/24**

### **REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)**

- (i) Councillor Janet Legget-Jones advised of their attendance, together with the Clerk at a meeting held within the grounds of the Caerwys Memorial Institute, with the County and Assistant Bio-diversity Officers and Kris Chambers representing the Memorial Institute.

The following was agreed:

- Addition of some planting and natural play features, a landscaped hump (for children to roll down), willow tunnel, log stepping stones
  - Re-establishment of wildflower area in corner of play area: Maintain some mown grass under the trees to the eastern end to allow some shade for sitting, consider a shade tolerant seed mix with opportunity for some native bulb planting
  - Opportunity for tree planting and interpretation to be followed up after main changes to play area are completed and site is seeded in September.
- (ii) Councillor Lynette Edwards advised of their attendance at a meeting of the Executive Committee of the North and Mid Wales Association of Local Councils, with the following items discussed: Call for more Town & Community Councils to join the association and a train survey.
- (iii) Councillor Steve Copple attended the Annual General Meeting of the Caerwys Memorial Institute Committee. The following were agreed and discussed: Appointment of new Chair, Treasurer and Secretary; new committee members; new web site and booking e-mail address; leaflets printed; volunteer teams with a number of good ideas discussed for the future of the building.

## **11(A). 171/25**

### **PLANNING APPLICATIONS**

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

- Second Re Consultation: 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:** No further change from the original comment, as follows: Whilst 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.

Note: Councillor Gwen Jones declared an interest with Councillor Lynette Edwards taking the Chair for this planning item (Minute number: 4. 157/25 on page 2 above).

## **11(B). 172/25**

### **PLANNING DECISIONS**

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

## **12. 173/25**

### **TO DISCUSS: CHRISTMAS LIGHTING (CLLR ANDY DELOOZE)**

In Councillor Andy Delooze's absence Members viewed an e-mail including photographs received from Councillor Delooze which provided suggestions to enhance the Town Council's outside Christmas lighting display.

**Members agreed the following:** The Clerk to advise Councillor Delooze in relation to the following suggestions: **(1) Drovers Lane:** The tree in the middle of the land between the public conveniences and Glan Llyn be used for the lights and be battery operated, or alternatively, a Christmas tree planted with battery operated lights **(2) Top of Caerwys Hill:** The suggested tree was possibly too large, the smaller tree adjacent could be suitable. An electricity cable from the nearby streetlamp would appear to be feasible, or even battery-operated lights.

### 13. 174/25

#### APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<b><u>Payments made – to be confirmed:</u></b>			
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for June) Payments dated 01/07/2025			
	<b><u>Payments for consideration at meeting to be paid by BACS:</u></b>			
	H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - April, May & June 2025	1,218.54		1,218.54
	Deeco lighting (Street light repair – near bus shelter on A541 road in Afonwen)	180.00	36.00	216.00
	Gaynor Griffith (Environmental Services for part June / July)	150.00		150.00
	Bewcraft Signs (Chester) Town Square replacement plaques as Purchase & Work Order £1,980 plus VAT / Plus additional £60 for Vector drawing of Town Crest plus VAT	2,040.00	408.00	2,448.00
	<b>Direct Debit:</b> Scottish Power (June - Street Lighting Electricity Account) Payment due 17/07/2025	357.98	17.90	375.88
	<b>(All invoices listed have been 'examined, verified and certified' by the Clerk)</b>			

### 14. 175/25

#### APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
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	<p><b><u>Authorised to be paid by BACS:</u></b></p> <p>Caerwys Football Club (Application for funding towards pitch improvements) (Section 19 – 3(b) LGA (Miscellaneous Provisions) Act 1976)</p> <p><b>Note:</b> The Clerk to advise the following to the Caerwys Football Club Committee. The Council are appreciative of the Football's Club's profile within this Council area and thank the volunteers for their contribution in assisting with the Club's running and wish the Club a successful season.</p>	£1,000.00
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**15. 176/25**

**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.....**