



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 16th September 2025, at 7.00pm

No Council meeting was held in August

1(A). 177/25

COMMUNITY AWARD PRESENTATION

The Mayor of Caerwys, Councillor Gwen Jones, welcomed to the meeting the proprietors of 'On the Corner' - Tracey and Heather, the Community Award Recipients for 2025.

Councillor Jones provided some background information that was received within the nomination form, which stated:

Tracey and Heather together with their team at 'On the Corner', here in Caerwys have provided the following support for this community since they opened their business:

- Assisting a number of arranged events by allowing advertising posters and selling tickets in their premises
- Providing free food and drinks at a number of successful community events, such as the Town Square annual Christmas Carols, the Queen's Jubilee and King's Coronation – which has included providing the staff and catering equipment
- Organizing a Monday evening Town clean up
- Together with many other benefits that they bring to the area

The Mayor, Councillor Jones, addressed Tracey and Heather – 'Please accept this engraved crystal vase, a bouquet of flowers and framed certificate – in appreciation from Caerwys Town Council and the residents of Caerwys and surrounding area - for both your successful business and voluntary contribution that is provided in our town. Congratulations and thank you'.

1(B-i). 178/25

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 Jayne E. Morris

Clerk & Financial Officer R. Phillip Parry

1(B)-ii. 179/25
APOLOGIES

Councillor Judith Standring

1(B)-iii. 180/25
ABSENT

None

2. 181/25
BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following: Ms. Eirlys E. Williams, Maes Y Dre, Caerwys, a former Caerwys Town Councillor.

3. 182/25
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

No attendance at meeting by public, no questions, comments or representations received prior to meeting.

4. 183/25
DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5. 184/25
TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 15TH JULY 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. 185/25
PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) Interpretation Board:** The Clerk advised that a further quotation had been received for an engraved bilingual plaque to be sited in the area of the Wooden Harp, which was shown on screen to Members: 800mm x 480mm at a cost of £1,048.00, delivery approximately £75.00 (Photocast) with consultative fee (Illustrative Mapping) of £100.00 (all plus VAT).

Members agreed the following: (1) Confirmed the above costs (2) The Clerk to make contact with the landowner to seek permission to secure the plaque to the stone wall adjacent to the Harp (3) If agreed, the Clerk to issue a Purchase Order.

- (2) Additional Christmas Lighting:** Following the resignation of Councillor Andy Delooze, the Clerk wished the Council to clarify their views in relation to the proposed additional Christmas lighting.

Members agreed the following: (1) Area of Drovers Lane with North Steet junction - To purchase battery operated lights to be placed on an existing tree in the area (2) Councillor Steve Copple to source the battery operated lights (3) The existing Reindeer lighting units to be relocated and placed around the Town Square tree (4) No Christmas lights in the area of the top of Caerwys Hill.

- (3) Emergency First Aid & Defibrillator Training:** The Clerk advised that following advertisement of the course to be held in Caerwys Town Hall on Friday 10th October, at 7.00pm – a number of bookings have been received.

Pending Matters:

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

- (i) Street Lighting Procurement supply contract – Welsh Government
- (ii) Children's Play area upgrade in Chapel Street (Work has commenced)

7(A). 186/25

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: 3 x Violence

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

- ❖ Flintshire County Council: Flintshire Local Development Plan – Consultation on Draft Interim Planning Guidance Note – Housing in Multiple Occupation. Members to complete survey on a personal basis
- ❖ North Wales Corporate Joint Committee and the Regional Strategic Development Plan. Draft delivery agreement. Members to complete survey on a personal basis
- ❖ Office of National Statistics: Population estimates for mid 2024 in Wales and England
- ❖ Research Participation Request: In Wales does the title Clerk accurately reflect the role in 2025. Members to complete survey on a personal basis
- ❖ Flintshire County Council: Letter from Claire Homard in relation to the Children's summer play scheme, and in particular, social media comments
- ❖ Flintshire County Council: Information in relation to the UK Emergency alert which will occur on the 7th September (Received from County Councillor Steve Copple)
- ❖ Flintshire County Council: Notification of following road closures:

- (i) On 20th August 2025 for 3 days, subject to a maximum period of 5 days – from Rhos Farm Junction to Croes Wian Crossroads - between its junctions with Croes Wian Crossroads and Four Crosses Junction for an approximate distance of 249.72 metres.
 - (ii) Emergency road closure on B5122 Road – Caerwys Hill to Afonwen commencing 12th September, for Dwr Cymru to repair burst water main.
- ❖ Flintshire County Council: National Residents Survey – Let’s Talk Living in Flintshire (Received from County Councillor Steve Copple)

7(B). 187/25 CLERK’S REPORT

- (a) The Clerk advised Members in relation to the following deposit to the Council’s bank account:
 - £14,833.33 - Flintshire County Council: Second precept payment for financial year 2025 / 2026
- (b) The Clerk advised in relation to the resignation of Councillor Andy Delooze. A copy of the resignation had been provided to the Mayor and Deputy Mayor. The Clerk confirmed that a Public Notice under the Local Government Act, 1972 (Section 87(2)), had been sent to the Flintshire County Returning Officer, which had been acknowledged. The Public Notice is displayed on the Council’s notice board and web site.

Members agreed the following: The Clerk to write to retired Councillor Andy Delooze to express the Council’s and residents’ appreciation for his time as a Town Councillor.

- (c) Gwella (Flintshire County Council). Improvements commenced in the Multi Use Games Area in Chapel Street. The remaining agreed work and installations will take place during the autumn in the children’s play area.
- (d) Councillor John Johnson completed a One Voice Wales – New Councillor Induction virtual course.
- (e) The Clerk advised that the yellow lines had now been completed fully. Whilst the County had written to residents in South Street, the Clerk had hand delivered letters on behalf of the Town Council to advise of the date and request that vehicles be moved from the area. The work was to complete the yellow lines and re-paint the lines that had been painted over in black.
- (f) The Clerk advised that the Local Government Services Clerk’s pay agreement for 2025 / 2026 had been agreed. The Chair and Vice Chair had been sent a copy of the new salary scales.

Members agreed the following: (1) Accepted the new scale (2) Noted the back pay following deduction of HMRC included on the list of payments for this evening’s meeting (2) Authorised the Clerk’s salary standing order to reflect the increase per month.

- (g) The Clerk advised that he had attended a virtual One Voice Wales Bio-diversity course on Tuesday 9th September.
- (h) The Clerk advised in relation to the following correspondence received from the Flintshire County Council Tree Officer: The Christmas lights and control unit sited on the Town

Square tree are starting to pinch the bark, could the Council's lighting engineer adjust the wiring following the leaf fall. The Clerk has asked the lighting engineer to complete this work.

- (i) The Clerk advised that the bugler, Alun Rhys Jones, had confirmed their attendance at the Caerwys Remembrance Service on Sunday 9th November. The Clerk recollected to Members that the bugler did not wish any payment for their attendance and requests a donation to St. Kentigern be made.

Members agreed the following: To provide the St Kentigern Hospice with a donation of £50.00 – for the services of Alun Rhys Jones at the annual Caerwys Remembrance Sunday.

7(C). 188/25

TO REVIEW: ENVIRONMENTAL / GARDENING CONTRACT

The Clerk advised that the current environmental and gardening contract was agreed two years ago and is required to be reviewed. Members were shown on screen information received from Gaynor Griffith in relation to the renewal of the contract at a cost of £175.00 each month – an increase of £25.00, which included itemised work that is currently completed.

Members agreed the following: (1) To extend the contract for a further two years at a cost of £175.00 per month for ten months (no payments in January and February) with the first payment due in October this year (2) The Clerk to seek the views of Gaynor Griffith to complete additional work to be paid as extra hours for the following: Strimming of weeds in the Memorial Institute Walkway including Chapel Street and in the area of the St Michael's Church Lychgate on Pen Y Cefn Road (3) If agreeable, the Council would purchase a lightweight strimmer with an additional battery (4) Financial Standing Orders / Regulations were suspended in relation to obtaining at least one further quotation, for the following reasons: The contract cost per hour was reasonable; the Council and residents are appreciative of the work completed in ensuring the streets and flowers are a credit to the Town.

7(D). 189/25

STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)

The Clerk advised in relation to the following concerns that had been reported to StreetScene, since the last Council meeting:

- (1) Defaced 20mph signage on road known as The Nook to Bryn Aur (Reported by County Councillor Steve Copple)
- (2) Blocked gully causing flooding on A541 Road in Afonwen between the bus shelter and Fron Heulog

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) B5122 Road – Travelling out of Caerwys – Gully requires attention
- (2) B5122 Road – Top of Caerwys Hil – Service strip requires filling in (previously reported)

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

8. 190/25

TOWN MAYOR'S REPORT

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

- (i) Presented a petition jointly with Becky Gittins MP to the Post Office to ensure that Post Office services will be available in Caerwys in the future.
- (ii) Visited the Gofal Dydd Day Centre at Waen Chapel. The Centre also accommodates residents from the Caerwys Town Council area.
- (iii) Chair of Flintshire County Council Civic Service, held in Flint.

9. 191/25

COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

County Councillor Steve Copple, provided Members with the following report and advised that as there no County meetings during the recess month of August, there was little to report:

Main Council

- ❖ Current budget situation and possible increase for the 2026 / 2027 financial year
- ❖ Democratic system to be reviewed

Local Issues

- Identifying responsibility for making safe branches of a large tree adjacent to North Street
- General housing assistance

10. 192/24

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- ❖ **North and Mid Wales Association of Local Councils:** Councillor Lynette Edwards advised of her attendance at a recent Annual General Meeting of the Association. Items discussed included a reduction in membership fees and recruitment of new member Councils.

11(A). 193/25

PLANNING APPLICATIONS

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

- (1) Application number: FUL/000708/25 - Proposed two storey extension and associated works, at Pen Y Graig, Caerwys.

Comment by Council: Whilst the Town Council have no objection to the application, as long as planning policies and planning guidance notes are complied with, however, there is concern with the size of the actual extension.

- (2) Application number: FUL/000725/25 - proposed removal of existing pitched roof to rear extension and replacement with flat roof and roof lights along with general opening re-

configuration, proposed additional windows in existing side elevation and change mono pitch roof to garage to dual pitch. General internal re-configuration, at Mount Pleasant, Holywell Road, Caerwys.

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

11(B). 194/25

PLANNING DECISIONS

The following planning decisions have been received from Flintshire County Council:

- (i) Application number: FUL/000501/25 - Proposed Extension and alterations to provide annexe accommodation, at Rhos Onnen, Pen Y Cefn, Caerwys. Approved.
- (ii) Application number: DET/000220/25 - for Approval of Details Reserved by Condition Nos. 3,4,6,7 & 8, at Summerhill Farm, Drovers Lane, Caerwys. Approved

12. 195/25

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>AUGUST</u>			
	<u>Payments for conformation paid during August recess by BACS: (Authorised by two Councillor Bank signatories)</u>			
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for July) Payments dated 01/08/2025			
	Direct Debit: Scottish Power (July - Street Lighting Electricity Account) Payment dated: 18/08/2025	369.85	18.49	388.34
	<u>Payments paid by BACS:</u>			
	Information Commissioner's Office (Annual registration renewal)	52.00		52.00
	North & Mid Wales Association of Local Councils (Membership renewal)	50.00		50.00
	Canda Copying (Quarterly photocopier hire)	55.00	11.00	66.00
	Gaynor Griffith (Environmental Services for part July & August £150.00) / Re-imbursement of plant purchases – as per receipts £101.50 (£90.92 = £10.58 VAT)	240.92	10.58	251.50

R P Parry – Clerk - Reimbursement of Post Office postage costs – as per receipt (Full audit papers to Wales Audit)	19.55		19.55
Gleaning 2017 Ltd (Bus shelter glass cleaning x three months) (Authorised by two Councillor bank signatories): Payment dated 27/08/2025	60.00		60.00
<u>SEPTEMBER</u>			
<u>Payments made – to be confirmed:</u>			
Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for August) Payments dated 01/09/2025			
BACS: Angus Business Ltd (Hardware Store): Crystal engraved vase for Community Award (Authorised by two Councillor bank signatories) Payment dated: 05/09/2025	105.75	21.15	126.90
<u>Payments for consideration at meeting to be paid by BACS:</u>			
One Voice Wales (Training fee for Cllr John Johnson - New Councillor Induction)	32.50		32.50
Gaynor Griffith (Environmental Services for part August & September	150.00		150.00
R P Parry (Clerk) Re-imburement for Community Award: Max Spielmann Certificate presentation frame £15.00 plus VAT £3.00 = £18.00 / Flowers by Anne £41.67 plus VAT £8.33 = £50.00 (as per receipts)	56.67	11.33	68.00
R P Parry (Clerk) Back pay – following HMRC deduction)	150.56		150.56
Direct Debit: Scottish Power (August - Street Lighting Electricity Account. Payment due: 17/09/2025	369.85	18.49	388.34
(All invoices listed have been 'examined, verified and certified' by the Clerk)			

13. 196/25

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation <u>Authorised to be paid by BACS:</u>	Amount granted £
---------------	--	---------------------

	Nightingale House Hospice (Wrexham) (Section 137 LGA 1972)	£100.00
--	---	---------

14. 197/25
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.....**

DRAFT