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 October 2025, at 7.00pm

1(A). 198/25
PRESENT

Councillor Lynette Edwards (Deputy Mayor)
Councillor Susan A. Broadaway
Councillor Steve Copple (Town & County)
Councillor Jonathan Duggan-Keen
Councillor John Johnson
Councillor Jayne E. Morris
Councillor Judith Standring

Clerk & Financial Officer R. Phillip Parry

1(B). 199/25
APOLOGIES

Councillor Gwen Jones
Councillor Janet Legget-Jones

1(C). 200/25
ABSENT

None

2. 201/25
BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following: Mrs. Christine Griffiths, St Michael's Drive, Caerwys.

3. 202/25
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

- Concern expressed by a resident that whilst walking along a footpath in the area of Station Woods: some vandalism appeared to have occurred, which resulted in damage to clothing

from sharp metal. The Clerk had reported the concern to the Footpaths Officer and included a photograph supplied by the resident.

4. 203/25
DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

(1) Councillor John Johnson – Minute number 11(C)/219/25 on page 9 below

(2) Councillor Steve Copple – Minute number 12.222/25 on page 10 below

5. 204/25
TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 16TH SEPTEMBER 2025

The Minutes were proposed as correct by Councillor John Johnson and seconded by Councillor Steve Copple and formally agreed by the Members present.

6. 205/25
PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

(1) Interpretation Board: (1) The Clerk advised that he had consulted with the family who own the stone wall adjacent to the Harp area, and had received confirmation, that there was no objection to the metal interpretation plaque being sited on the wall **(2)** The Clerk further advised that the zinc etched plaque with image and text all raised in silver with a black background had been confirmed by the Mayor and Deputy Mayor.

Members agreed the following: Confirmed the image text and colour.

(2) Council Christmas decorations: The Clerk recollected to Members an e-mail sent in relation to the housing of the Council Christmas decorations that are currently held by a retired Councillor. The Mayor and Deputy Mayor had agreed that the items could be stored with the Council's street lighting contractor – with other items in the company's safe keeping.

Members agreed the following: Confirmed the decision made by the Mayor and Deputy Mayor.

(3) Councillor Vacancy: The Clerk advised that confirmation had been received from the Office of the Flintshire County Returning Officer that there had been no call for an election, and the Town Council were authorised to commence the co-option process.

The Clerk further advised that the appropriate legal Public Notices had been placed both on the Council's web site and notice boards, with a closing date of 12 Noon Monday 11th November.

(4) Repair to surrounding area housing Caerwys name sign: The Clerk advised that a quotation had been received from Steve Baker (Plasterer) to repair the area surrounding the Caerwys name sign at the top of Caerwys Hill. The quotation of £200.00 had been accepted by the Mayor and Deputy Mayor, whereafter a Work Order was issued. The repair has been completed.

(5) Environmental Contract: The Clerk advised that there had been no response, to date, to the Council's request for additional work and purchase of equipment.

Members agreed the following: The Clerk to make further contact with the contractor.

(6) British Red Cross – First Aid Training: The Clerk advised that the First Aid and Defibrillator course held in the Caerwys Town Hall on the 10th October had been fully attended and was successful.

7(A). 206/25
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: 2 x other theft / 3 x violence

Caerwys: 1 x other theft

(2) The Clerk advised that two newly appointed PCSOs for the area wish to attend a future meeting of the Town Council. The Clerk has provided the Council meeting dates until the end of 2026.

(3) Flintshire County Council: Summer Play Scheme report. Members received a copy of the report prior to the meeting, which was also shown on screen.

(4) Flintshire County Council: Details and costings for the 2026 Summer Pay Scheme. The Clerk recollected to Members that the 2025 scheme was held in Caerwys for a period of six weeks – at a cost of £4,406.40.

The County have written to enquire if the Council wish to hold a similar 2026 Summer Play Scheme at a cost of £5,067.36 – an increase of £660.96.

Members agreed the following: Members agreed a six-week Summer Play Scheme for 2026 – at a cost of £5,067.36

(5) The Clerk recollected Members to the efforts by this Council to enter into an agreement with the Welsh Government Procurement Contract in relation to the street lighting electricity supply. There had still been no further response.

The Clerk advised that a letter had been received from Scottish Power – the Council's current provider who advised the following: from the 1st October (letter received on 2nd October) the following increase will take effect: The current standing charge of 12p per day will be increased to £32.00 per month. The kWh unit rate remains the same at 47p.

Members agreed the following: The Clerk to source quotations from other electricity energy suppliers.

(6) Invitation from Police Inspector Iwan Jones for two Councillors to attend a Town & Community Council meeting with the Police in Mold Police Station on 9th October at 5.00pm. Councillor Susan Broadaway confirmed her attendance.

(7) Flintshire County Standards Committee: Notification that the annual joint meeting of the Standards Committee and Town & Community Councils in Flintshire will be held hybrid on Monday 3rd November. No time has been provided.

(8) Flintshire County Council: Notification of road closure notice - From 8th October 2025 for 3 days, subject to a maximum – at Four Crosses Junction to Rhos Farm Junction - between its junctions with Four Crosses Junction To Rhos Farm Junction and Rhos Farm Junction To Croes Wian Crossroads for an approximate distance of 234 metres - to facilitate safe access and egress for low loaders to site with associated works for National Grid.

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

- Flintshire County Council: National Residents Survey – Let's talk living in Flintshire
- Connah's Quay Low Carbon Power: Section 56 consultation notice
- Welsh Government: Draft Annual Remuneration Report for 2026 / 2027
- Flintshire County Council: Digital Support events
- Flintshire County Council: Consultation and Engagement Strategy
- One Voice Wales: Written Statement from The Cabinet Secretary for Housing and Local Government
- Natural Resources Wales: Further consultation in relation to a new National Park in North Wales
- Flintshire County Council: October Newsletter – Good Food Flintshire (Forwarded from Councillor Steve Copple)

7(B). 207/25
CLERK'S REPORT

(a) The Clerk advised that he had recently audited the accounts of the FLUSH Committee. The Clerk provided financial information, and in particular, referred to the additional payments the Council provisionally agreed during the budget setting process in January 2025.

(b) The Clerk advised Members in relation to a request from retired Councillor Andy Delooze who wished the Council to house the Christmas decorations that are held in his home. The Clerk further advised that the Mayor and Deputy Mayor had agreed the Council's street lighting contractor be approached for safe keeping as this company already hold a number of the Council's decorations. The contractor Deeco Lighting had agreed and the items will be collected from the home of Mr. Delooze.

Members agreed the following: Confirmed the decision made by the Mayor and Deputy Mayor.

(c) Children's Play Area: The Clerk referred to the following:

(i) Photographs of the completed basket-ball frames and hoops, new goals and stop ball fencing were shown to Members on screen

(ii) The Clerk advised that concern had been expressed with the stop ball metal fence as the area directly behind the goal posts and gateway to the Marian area there was a gap in the fencing. This could potentially cause injury to a pedestrian or damage a vehicle. The Clerk has asked the Play Officer for their observations.

The Play Officer has sourced a quotation for additional fencing to alleviate the concern at a cost of £580.00 plus VAT £115.00 total £696.00. Whilst the Caerwys Town Council are not required to fund this additional work, the cost will be utilised from the Section 106 funds, however, this Council is required to agree, or other.

Members agreed the following: To support the additional cost to alleviate a potential incident and or injury.

(d) Councillor John Johnson has completed his Code of Conduct training facilitated by One Voice Wales.

(e) The Clerk advised that a cheque for £50.00 had been received on the day of this meeting from the Estate of the late J. Berwyn Roberts – former Councillor and Mayor of Caerwys. The funds were bequeathed in the will to be utilised towards children's activities within the town. The letter accompanying the cheque was shown on screen.

Members agreed the following: To ring-fence the funds towards children's facilities.

7(C). 208/25
TO APPOINT A COUNCILLOR TO VERIFY, SIGN AND DATE BANK STATEMENTS

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

Members agreed the following: (1) Councillor Jonathan Duggan-Keen appointed to verify, sign and date bank statements for the quarter: July, August and September, 2025 **(2)** Councillor Duggan-Keen confirmed to Members, that the bank statement reconciliations agreed with the end of quarter - as per below Minute - to receive and approve the quarterly statement of accounts to the 30th September, 2026.

7(D). 209/25
TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30TH SEPTEMBER 2025

The Clerk, as Financial Officer provided Members with a copy of the Quarterly Statement of Accounts, as at the end of September 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 Deputy Mayor / Chair of Council Councillor Lynette Edwards.

7(E). 210/25
TO REVIEW (AMEND / UPDATE) AND APPROVE, THE FOLLOWING POLICIES:

(a) Code of Conduct (b) National Standing Orders (c) Local Standing Orders (d) Financial Regulations (e) Internal Financial Controls (f) Annual Risk Assessment – 2025 / 2026 (g) Retention Of Documents Etc., Schedule (h) Fixed Asset Register – 2025 / 2026 (i) Retention of Documents

Policy Statement (j) Annual Investment Strategy – 2025 / 2026 (k) Model Local Resolution Protocol (l) Communication and Engagement Strategy Policy (m) Social Media (n) Model Publication Scheme / General Data Protection Regulation (Notice & Consent) (GDPR) (o) Managing Customer Behaviour) (p) Biodiversity Duty Plan (q) Welsh Language Policy (Bilingual) (r) Equal Opportunities Policy (s) Training Plan (t) Annual Review of Clerk's Contract of Employment

The Clerk recollected Members to the above policies, and in particular, the policies that required reviewing each year.

(Councillors were able to peruse the above policies prior to the meeting, following receipt of an e-mailed link provided by the Clerk to the Council to the Council's Microsoft cloud folder).

Members agreed the following: Approved and updated the above policies, and to be further reviewed, if necessary, before the end of the financial year.

7(F). 211/25
2025 REVIEW: ENVIRONMENT (WALES) ACT 2016 PART 1 – SECTION 6 THE BIODIVERSITY AND RESILIENCE OF ECOSYSTEMS DUTY

The Clerk advised Members that under the above-named Wales Act the Council were required to further review their biodiversity policy before the end of 2025. The Clerk further advised that the policy had been updated each year since the last review in 2022 and had been included in the annual review of policies in October each year. Members had received a copy by e-mail of the updated policy for perusal prior to the meeting.

Members agreed the following: Confirmed the Council's updated biodiversity policy for year 2025.

7(G). 212/25
ARRANGEMENTS FOR TOWN SQUARE CHRISTMAS LIGHTS

The Clerk advised that this was an annual agenda item:

Councillor Steve Copple advised that the purchase of additional battery-operated Christmas lights is in hand and will be displayed in the area between the public conveniences and junction with North Street.

Members agreed the following: (1) The Town Square Christmas lights to be switch on around the end of week commencing the 24th November and switch off during week commencing 5th January 2026 **(2)** To include the installation of the reindeer lighting around the base of the tree **(3)** The Clerk to remind the electrical contractor to kindly loosen the display lighting wiring as requested by the County Tree Officer – as the wire is pinching the tree bark (at an additional charge).

7(H). 213/25
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:

- No matters of concern had been received and reported since the last Council meeting.

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:

(i) B5122 Road – travelling out of Caerwys and past the Piccadilly – the sunken grid is becoming more dangerous

(ii) Caerwys Town Square: Large pothole could this be repaired, in particular, prior to the Carols Concert in December.

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

8. 214/25
TOWN MAYOR'S REPORT

(A)
In the Town Mayor's absence, the Town Clerk advised Members of the following Mayor's attendances:

- Civic Services: Holywell, Leeswood and Prestatyn
- First Aid Course held in Caerwys Town Hall

The Clerk further advised that the Mayor sought the thoughts of Members to a Council Christmas Dinner.

Members agreed the following: The Clerk to write to Councillors to seek their availability on Tuesday 16th December.

(B)
To Consider: Senior Citizens Christmas Tea Party – 2025

The Clerk read out to Members an e-mailed request form Councillor Gwen Jones Town Mayor, who sought the agreement of Members to hold a Christmas Tea Party for the elderly citizens of the Town Council area. This event has been held successfully for the past two years. The Clerk provided the financial costs for last year's event and advised that similar funding had been included in the current financial year's budget.

Members agreed the following: To fund a senior citizens Christmas Tea event in December 2025.

9. 215/25
COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

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

Main Council

- ❖ New County Plan for 2025-2030; Priority: People Well-being Objective; Priority: Places Well-being Objective; Annual Performance Plan Review; To present to Members the Annual Treasury Management Report for 2024/25; Council performance review.

Local Issues

- Solar panel removal Caerwys Town Square, reminders sent to planning Enforcement
- Housing band reallocation appeal successful for Afonwen resident

A full copy of Councillor Copple's report was sent to Council Members following the meeting.

(B)
To Discuss: Condition of Business Signage within the Caerwys Conservation Area (Cllr Steve Copple)

Councillor Copple advised in relation to concerns received as to the shabby condition of the Bargain Booze & Select Stores building, and in particular, the PVC banner and paintwork. A photograph of the condition of the PVC banner and woodwork was shown on screen. The building is sited within the Caerwys Conservation area, whereby, the visual effect was detrimental to the area.

Members agreed the following: The Clerk to write to the Retail Company and provide a photographic copy of the PVC banner and paintwork, with a request for a visit by their company's maintenance team with a view to removing the banner and repainting the woodwork.

10. 216/24
REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

(i) **Police Consultative Meeting:** Councillor Susan Broadaway advised of her attendance at a recent meeting at Mold Police Station. Councillor Broadaway raised at the meeting the concern with parking on the yellow lines in Caerwys, with the following items discussed in general: Marking of items to be identified if stolen; Cuppa with a Coppa to recommence – more social media profile; Go Safe attendance; Officers will visit schools to discuss anti-social behaviour; parking on yellow lines and street corners. for Town & Community Councils in North Flintshire, that was facilitated by Inspector Iwan

(ii) **Memorial Institute:** Councillor Steve Copple advised that the Institute are to hold a 'clean up day' prior to Remembrance Sunday, with a committee meeting planned for November.

11(A). 217/25
PLANNING APPLICATIONS

The following planning application had been received:

- Application number: FUL/000762/25 – for proposal variation of condition 5 of planning permission ref: FUL/000211/22 to allow a further 24 months for the completion of restoration, at Maes Mynan Quarry, Afonwen.

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

(The above application was sent to Members for consultation in-between meetings, due to statutory time limits for observations from County Planning).

11(B). 218/25
Members formally confirmed the above decision.

11(C). 219/25
The following planning applications were considered by Members at the meeting:

(a) Application number: CONS/000848/25 - for demolition of an existing garage and in retrospect single storey front extension, at Llys Hedd, Holywell Road, Caerwys.

Comment by Council: (1) Concern raised that the work has been completed without prior planning consultation (2) The single storey front extension design appears out of character as the building is within the Caerwys Conservation area (3) The windows have been removed and replaced – this has not been referred to in the planning application. Two photographs are attached to this e-mail, namely (A) Llys Hedd, Holywell Road, Caerwys – May (Google Street photo) – which identifies the windows before removal and (B) Llys Hedd, Holywell Road Caerwys – May 2 – which identifies the replaced windows.

(b) Application number: FUL/000849/25 - for demolition of an existing garage and in retrospect single storey front extension, at Llys Hedd, Holywell Road, Caerwys.

Comment by Council: (1) Concern raised that the work has been completed without prior planning consultation (2) The single storey front extension design appears out of character as the building is within the Caerwys Conservation area (3) The windows have been removed and replaced – this has not been referred to in the planning application. Two photographs are attached to this e-mail, namely (A) Llys Hedd, Holywell Road, Caerwys – May (Google Street photo) – which identifies the windows before removal and (B) Llys Hedd, Holywell Road Caerwys – May 2 – which identifies the replaced windows.

Note: Councillor John Johnson Declared an Interest in both the above planning applications.
(Minute number: 4. 203/25 on page 3 above)

11(D). 220/25
PLANNING DECISIONS

The following planning decision(s) have been received from Flintshire County Council:

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

12. 221/25
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 September) Payments dated 01/10/2025			
	BACS: Sandra Evans (FLUSH Committee) Re-imbursement of public convenience products – as per receipts (Payment authorised by two Councillor bank signatories dated: 02/10/2025)	37.07	7.41	44.48
	Standing Order BACS: H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - July, September & August (Payment dated 13/10/2025)	1,297.99		1,297.99
	Payments for consideration at meeting to be paid by BACS:			

	Direct Debit: Scottish Power (September - Street Lighting Electricity Account) Payment dated: 17/10/2025)	346.11	17.31	363.42
	Flintshire County Council (Summer Play Scheme – 2025)	4,406.40		4,406.40
	Royal British Legion (Poppy wreath)	50.00		50.00
	Steve Baker (Plasterer) Repair to Caerwys name sign surround	200.00		200.00
	Gaynor Griffith (Environmental Services for September)	175.00		175.00
	(All invoices listed have been 'examined, verified and certified' by the Clerk)			

13. 222/25
APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	**Name of organisation**	**Amount granted £**
	<u>Authorised to be paid by BACS:</u>	
	Urdd Gobaith Cymru (Application for annual grant) (Section 145 LGA 1972)	£250.00
	Caerwys Women's Institute (Application for annual grant) (Section 137 LGA 1972)	£250.00
	Caerwys Events Committee (Application for annual grant towards Carols on The Square) (Section 145 LGA 1972)	£250.00
	Note: Councillor Steve Copple Declared an Interest in the above financial grant application **(Minute number: 4. 203/25 on page 3 above)**	

14. 223/25
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…….…….…….…….……..