



# **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 20<sup>th</sup> January, 2026, at 7.00pm**

**No Council meeting was held in December**

**1(A). 01/26**

**PRESENT**

Councillor Gwen Jones (Mayor)  
Councillor Steve Copple (Town & County)  
Councillor Jonathan Duggan-Keen  
Councillor John Johnson  
Councillor Janet Legget-Jones  
Councillor Jayne E. Morris  
Councillor Judith Standring

Clerk & Financial Officer R. Phillip Parry

**1(B). 02/26**

**APOLOGIES**

Councillor Lynette Edwards  
Councillor Susan A. Broadway

**1(C). 03/26**

**ABSENT**

None

**2. 04/26**

**BEREAVEMENTS WITHIN THE COMMUNITY**

Members stood in silence in memory of the following: Mr. Peter D. J. Thomson, Afonwen.

**3. 05/26**

**PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

Following the Public Notice placed in the Caerwys Chronicle and Council notice boards in relation to the budget meeting at this evening's meeting, a resident has written to request a number of street black and red dog bins to be replaced – as a number of the current bins are damaged and unsightly.

**Members agreed the following:** The Clerk to thank the resident for their correspondence. As the black rubbish and red dog bins are all in the ownership and maintenance of Flintshire County Council, the Clerk to contact the Street Scene Officer with a request to inspect both the black and red bins and to kindly replace if faulty and or unsightly.

#### **4. 06/26**

#### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

#### **5. 07/26**

#### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 18<sup>TH</sup> NOVEMBER 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. 08/26**

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

The Clerk referred to the following matters from previous Minutes:

**(1) Street Lighting Electricity Supply:** The Clerk advised that several national electricity suppliers had been approached seeking a quotation for supply to this Council's street lighting. All energy suppliers advised that they had ceased providing street lighting supply due to new guidance received from OFGEM (Energy regulator for Great Britain).

The Flintshire County Council Street Lighting Manager – Darell Jones has kindly approached the Welsh Government Procurement Department on behalf of several Flintshire Town & Community Councils seeking if each Council can be included in the Wales-wide Procurement Contract.

**(2) Harp Interpretation Board:** The Clerk advised in relation to the present position for the Interpretation Board installation.

**Members agreed the following:** The installation to be postponed.

**(3) Statutory Nuisance Concern:** The Clerk recollected Members to the attendance by residents from Cwrt Melyd at the November Council meeting in relation to concerns about noise emanating from refrigeration units of a local business. County Councillor Steve Copple advised that completed forms identifying the date time and other information collected had been sent to a County Pollution Officer, whereafter they appear to have been lost.

**Members agreed the following:** The Clerk to make contact with the residents and to ascertain the present position.

#### **7(A). 09/26**

#### **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:** No offences reported

**Caerwys:** 1 x Anti-social behaviour / 3 x Violence

(2) Flintshire County Council: Climate Toolkit Update and Climate Action Questionnaire. The Clerk advised that the questionnaire had been completed on behalf of the Council. Councillor Janet Legget-Jones and the Clerk have registered to attend the Workshop in late January

(3) Welsh Government: Appropriate sum under Section 137 (4) (a) of the Local Government Act 1972 – Limit for 2026 – 2027 – will increase from £11.10 per elector to £11.60 per elector

(4) Flintshire County Council: Notice of Road Closure, as follows: Pant Crossroads to Llyn Du Crossroads, Babell, from Monday 27<sup>th</sup> July to Wednesday 26<sup>th</sup> August. The reason for this closure is to complete overhead lines works on behalf of National Grid.

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

- ❖ Post Office Limited: Information in relation to the re-opening of the Caerwys Post Office in the Caerwys Convenience Store
- ❖ Proposed National Park: Update from Natural Resources Wales – forwarded from County Councillor Steve Copple
- ❖ Flintshire County Council: Weather & Workforce update – forwarded from County Councillor Steve Copple

#### **7(B). 10/26**

#### **CLERK'S REPORT**

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

- £14,833.33 - Flintshire County Council: Third precept payment for financial year 2025 / 2026

(b) The Clerk advised that the Caerwys Male and Female Choirs have been awarded a grant to hold a number of St. David's Day concerts and Workshop / Information sessions in Caerwys. The Clerk enquired with Members if they wished to discuss an appropriate St David's theme to be painted on the bus shelter glass

**Members agreed the following:** The Clerk to issue a Work Order to Katy Bincham (FacePaint) for a St David's Day theme to be painted on the Town Square bus shelter.

#### **7(C). 11/26**

#### **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 Steve Copple appointed to verify, sign and date bank statements for the quarter: October, November and December, 2025 (2) Councillor Copple 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 31<sup>st</sup> December, 2025.

**7(D). 12/26**

**TO RECEIVE AND APPROVE: QUARTERLY STATEMENT OF ACCOUNTS TO THE 31<sup>ST</sup> DECEMBER, 2025**

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of December 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 Chair of Council, Councillor Gwen Jones.

**7(E). 13/26**

**TO RECEIVE, CONSIDER AND APPROVE: BUDGET FOR THE FINANCIAL YEAR 2026 / 2027**

**Members agreed the following:**

- (1)** To increase the current precept for the forthcoming financial year from £44,500.00 to £49,500.00 – an increase of £5,000.00. The Clerk advised that the Band D property charge would be £77.15, an increase of £8.66p a year (12.64% - £0.73p extra per month).

In reaching their decision to increase the precept, the Council Members took into consideration the following: Over past years the Council have kept their precept increase to a low value. This has now reduced the level of funds in the general, ear-marked and emergency reserves budgets.

The increase will support the general Council running costs at approximately 4.64%, together with the increased costs for both the children's summer play scheme at £660.00 and electricity at £3,576.00 which equate to 8% of the increase to the current Town Council budget.

- (2)** The ear-marked reserves budget was updated.

- (3)** The Chair of Council, Councillor Gwen Jones, to sign the estimates for the end of the financial year 2025 / 2026, including the precept requirement for 2026 / 2027.

- (4)** The Clerk to advise Flintshire County Council in respect of the Town Council's financial requirements (precept) for 2026 / 2027.

**7(F). 14/26**

**TO CONSIDER: APPOINTMENT OF INTERNAL AUDITOR – END OF YEAR AUDIT 2025 / 2026**

The Clerk advised that this is an annual agenda item in January of each year. The Clerk further advised in relation to the appointment process for the Council's Internal Auditor.

**Members agreed the following:** To re-appoint JDH Business Services Ltd., as the Council's Internal Auditor for the end of year 2025 / 2026 accounts

**7(G). 15/26**

**TO CONSIDER: (DRAFT) COMMUNITY ENGAGEMENT POLICY**

The Clerk recollected Members to a previous discussion in relation to a Community Engagement Policy. A draft policy was shown on screen that had been sent to all Councillors by e-mail prior to the meeting for perusal.

**Members agreed the following:** Confirmed the draft Community Engagement Policy. The Clerk to upload to the Council's web site.

**7(H). 16/26**

**CLERK'S ANNUAL APPRAISAL – 2025**

The Clerk advised, and the Chair of Council, Councillor Gwen Jones, confirmed that the Clerk's annual appraisal had been completed for year 2025.

**7(I). 17/26**

**TO DISCUSS: CAERWYS CHRISTMAS LIGHTING DISPLAY**

Members discussed the Town Council's Christmas lighting display and arrangements for year 2026 and beyond. The Clerk recollected Members to this year's main display on the Town centre tree, the Council's lights at the Memorial Institute which were not displayed together with the reindeer units that were also not displayed. Councillor Steve Copple reflected on the new battery operated display at the junction of North Street and Drovers Lane. Discussion in relation to the damaged reindeer and other lighting units following severe weather and vandalism during a previous Christmas.

Councillor Steve Copple discussed with Members possible additional Christmas lighting on a tree near the entrance to St Michael's Drive – B5122 road as entering Caerwys from A55.

**Members agreed the following:**

- (1) Councillor John Johnson appointed as the lead Councillor to arrange future Christmas displays
- (2) Councillors Steve Copple and John Johnson to complete a current inventory of existing lights
- (3) The Clerk to contact retired Councillor Andy Delooze and Deeco Lighting to ascertain the lighting units they securely hold
- (4) The Clerk to establish from Deeco Lighting if the wiring of the Christmas lights currently wrapped around the Town centre tree was loosened, as requested by the County Tree Officer
- (5) County Councillor Steve Copple to discuss with County Street Lighting and County Tree Officer, the feasibility to placing Christmas lights on the above referred to tree near entrance to St. Michael's Drive - which is sited on County Highway adopted land.

**7(J). 18/26**

**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:**

- (1) Potholes: Area between Rhos Farm and Wern Bach in Pen Y Cefn
- (2) Black waste bin: Opposite Convenience Stores on North Street (badly rusted and dangerous)
- (3) White arrow directions: Roundabout from B5122 to bridge over A55 area at Crossways - require re-painting (left & straight ahead)

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

**8. 19/26**

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

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

- (i) Mayor's Senior Citizen's Christmas Tea Party in St Michael's Church
- (ii) Rhuddlan Civic Service
- (iii) Christmas Carol Service in St Michael's Church
- (iv) Mold Civic Service

**9. 20/26**

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

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

#### **Main Council**

- ❖ County budget update
- ❖ Recycling and other collections still a cause of concern within the County
- ❖ A number of updates to County Council business

#### **Local Issues**

- Solar panels in Caerwys Conservation area. Advised of comments by Planning Enforcement
- Assisted with allocation of sheltered housing for two residents
- Illegal construction outside Caerwys. Being investigated by Planning Enforcement

**10. 21/26**

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

- (i) Councillor Janet Legget-Jones as the Council's representative on the Caerwys Entertainments Committee, provided details in relation to the following:
  - (a) The successful Carols Around the Town Square Tree annual event
  - (b) Funding received towards St. David's Day celebrations to be held in a number of venues in Caerwys

**11(A). 22/26**

### **PLANNING APPLICATIONS**

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

- Planning application number: FUL/001013/25 - for proposed two storey extension and new roof over part of the existing farmhouse, at Pant Stud Farm in Babell.

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

## 11(B). 23/26 PLANNING DECISIONS

No planning decisions received from Flintshire County Council

## 12. 24/26 APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
<b><u>Additional payments made in November</u></b>				
	<b>BACS:</b> Katy Bingham (Bus shelter – Christmas theme)	100.00	224.60	100.00
	<b>BACS:</b> William Smutts (IML) Harp Interpretation Board	1,223.00	12.49	1,447.60
	<b>BACS:</b> Cllr Steve Copple (Re-imbursement for Christmas lights purchase – as per receipt)	62.46		74.95
<b><u>Above payments authorised by two Councillor bank signatories</u></b>				
<b><u>December Payments</u></b>				
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for October) Payments dated 01/12/2025			
	<b>Direct Debit:</b> Scottish Power (October - Street Lighting Electricity Account) Payment dated: 17/12/2025	526.47	105.29	631.76
	On The Corner Café: Buffet for Town Mayor's Senior Citizen's Christmas tea party	175.00	35.00	210.00
	Erica (The Singer): Musical entertainment for Town Mayor's Senior Citizen's Christmas tea party	150.00		150.00
	St. Michael's Church, Caerwys: Hire of Church for Town Mayor's Senior Citizen's Christmas tea party	150.00		150.00
	Cllr Gwen Jones: Re-imbursement for purchases for Town Mayor's Senior Citizen's Christmas tea party – as per receipts	57.00	11.40	68.40

	Gaynor Griffith (Environmental Services for part November to December	175.00		175.00
	Caerwys Computer Clinic: Council's Web site hosting & domain name – 2025	250.00		250.00
<b><u>Above payments authorised by two Councillor bank signatories</u></b>				
<b><u>January payments</u></b>				
<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 December) Payments dated 02/01/2026			
	<b>BACS:</b> H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - October, November & December: Payment dated 05/01/2026	1,259.43		1,259.43
	<b>BACS:</b> Defib Store: Purchase of defibrillator pads for Council units	260.00	52.00	312.00
<b><u>(Above payment authorised by two Councillor bank signatories)</u></b>				
<b><u>Payments for consideration at meeting to be paid by BACS:</u></b>				
	Caerwys Memorial Institute (Multi Court lighting for Flintshire evening play scheme (October to December 2025)	90.00		90.00
	Deeco lighting (Christmas lighting switch-on and switch-off)	360.00	72.00	432.00
	Society of Local Council Clerk's (Membership renewal)	126.25		126.25
	R P Parry (Clerk) Re-imbursement of bulk stationery – as per receipt (Viking Stationery)	122.68	24.54	147.22
	<b>Direct Debit:</b> Scottish Power (December - Street Lighting Electricity Account) Payment due 19/01/2026)	574.72	114.94	689.66
<b><u>(All invoices listed have been 'examined, verified and certified' by the Clerk)</u></b>				

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	<b><u>Authorised to be paid by BACS:</u></b>	
	Holywell Leisure Centre (Application for annual grant) (Section 19 - 3 LGA (Miscellaneous Provisions) Act 1976)	£250.00
	Caerwys Town Hall (Application for annual grant) (Section 19 LGA 1976)	£2,000.00
	Caerwys Mother's Union (Application for annual grant)	£250.00
	Marie Curie – Daffodill Appeal (Application for donation)	*No application
	* Reason for no grant due to the funds being deposited in the main Marie Curie bank account and not local	
	Côr Merched Caerwys (Caerwys Ladies Choir) Application for funding towards St David's Day events in Caerwys) (Section 145 LGA 1972 – provision of entertainment and support of the arts)	**£250.00
	** Funding granted with the request to ring-fence the donation towards the hire costs of Caerwys venues for the St. David's Day events	

**14. 26/26**

**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.....**