



# **CYNGOR TREF CAERWYS TOWN COUNCIL**

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## **Minutes of The Meeting of Caerwys Town Council Held Virtually by Video and Telephone Conference On Tuesday the 17<sup>th</sup> March, 2026, at 7.00pm**

**No Council meeting was held in February**

### **1(A). 27/26**

#### **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). 28/26**

#### **APOLOGIES**

Councillor Judith Standing

### **1(C). 29/26**

#### **ABSENT**

None

### **2. 30/26**

#### **BEREAVEMENTS WITHIN THE COMMUNITY**

Members expressed their condolences and held a minute's silence in relation to the following:

Mrs. Edna Owen, Lon Syr Herbert, Caerwys and Mrs. Jenny Goldsmith, Pen Y Cefn Road, Caerwys.

### **3. 31/26**

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

- (1) Pothole complaint: Large and deep pothole outside a property named Harp Farm – travelling out of Caerwys on the B5122 road towards the A55. The Town Council have also been advised that at least four vehicle tyres have been damaged to date
- (2) Parking Concerns in Maes Y Dre, Caerwys: Complaint from resident to the lack of parking available in Maes Y Dre. The Clerk had replied advising that following a previous review the County Council provided off-road parking for a number of residents in the sheltered housing properties. County Councillor Steve Copple copied into the reply with a request to consult with the County to consider a further parking review
- (3) Resident complaint in relation to the following in the Pen Y Cefn area: Potholes, litter and glass bottles. Concerns reported to Street Scene with County Councillor Steve Copple visiting the area and taking photographs of a number of large potholes which were forwarded to Street Scene
- (4) A number of residents complaints in relation to potholes in the following areas:
  - Pothole – (Large): B5122 – South Street, Caerwys (on road opposite property named Clifton)
  - Potholes: In area of Ysgol Yr Esgob Primary School (Pen Y Cefn Road and Lon Yr Ysgol)
  - Potholes: Numerous areas of Pen Y Cefn

#### 4. 32/26

#### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

#### 5. 33/26

#### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 20<sup>TH</sup> JANUARY 2026**

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

#### 6(A). 34/26

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

The Clerk referred to the following matters from previous Minutes:

- (1) **Street Lighting Energy Supply:** The Clerk advised that whilst forms have been completed to join the UK Government Procurement Contract for the street lighting electricity supply, the Council has to join the contract firstly and thereafter gain access to the supply on a provisional basis. This is due to only being able to join during two occasions in a year. The procedure will take a number of months.

The Clerk has written to OFGEM with a formal complaint as the current energy supplier Scottish Power together with other suppliers had advised that they no longer offer street lighting supply due to the OFGEM rules. The Clerk also referred to in the complaint the Council's street lighting costs had increased over £3,500.00 a year due to their regulations. The Clerk read out the reply from OFGEM.

- (1) **Harp Interpretation Board:** The Clerk recollected to Members that the metal Interpretation board had arrived and was safely stored by the Clerk. Discussion in relation to the installation.

**Members agreed the following:** The Clerk to arrange with the landowner to view the Interpretation Board and to thereafter arrange locally for the board to be securely affixed to the stone wall.

- (2) **Noise Abatement Concern in area of Cwrt Melyd, Caerwys:** The Clerk advised that he had sought an update from the residents who attended a previous Council meeting. The Clerk was informed that official log forms issued by the Environmental Health Department at Flintshire County Council had been completed together with photographs provided - for the second occasion. The Select Convenience Store Company Headquarters had advised the residents that the units would be either moved or boxed-in and the area manager would liaise with the residents. It is not known if these actions have been completed.

The Clerk further advised that there had been no contact from the County Conservation Officer in relation to the signage and unsightly appearance of the building sited within the Caerwys Conservation Area.

**Members agreed the following:** (1) County Councillor Steve Copple to make contact with the County Pollution Officer to seek the present position (2) The Clerk to forward to County Councillor Steve Copple the correspondence to the County Conservation Officer to also seek the present position.

- (3) **Complaint from resident in relation to damaged black and red dog bins:** The Clerk advised that whilst this complaint was entered into the January Street Scene concern list, County Councillor Steve Copple has been pursuing with the Street Scene Officer. The Officer has recently advised that a new black bin for North Street has been ordered together with a new red dog bin for the junction with Holywell Road and St. Michael's Drive.

#### **6(B). 35/26**

#### **TO RECEIVE UPDATE: CAERWYS CHRISTMAS LIGHTING DISPLAY(S)**

Councillors Steve Copple and John Johnson advised that the inventory of the current Christmas lighting was still in progress and were awaiting access to a secure unit where items are stored. The Clerk advised that he would make contact with the unit's owner to arrange access.

#### **7(A). 36/26**

#### **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 North Wales Police, that had occurred within the Caerwys Town Council area:

**Afonwen:** No offences reported

**Caerwys:** 1 x Public Order

- (2) Flintshire County Council: Code of Conduct training for Town & Community Councillors in Flintshire to be held virtually on 16<sup>th</sup> April between 5.30pm to 7.30pm. The County Legal Officer confirmed that the training is in response to updates to the Code of Conduct and requests that all Councillors attend
- (3) Flintshire County Council: Copy of notification from The Post Office to erect a Post Box on the Town Square on pavement opposite the Pharmacy. County Councillor Steve Copple and the Clerk had advised the area is covered by the yellow bus stop markings, whereby the Post

Box would cause vehicles to stop in this prohibited parking area. The County have provisionally proposed that the Post Box be sited on the pavement outside Hereford House and adjacent to the new Post Office premises, subject to the area being in compliance with Highway criteria.

**Members agreed the following:** Whilst the Caerwys Town Council have no adverse comments to make, the Council are not a consultee nor have any involvement with the decision making as the application is made under Permitted Development. However, the Town Council will advise County Highways of concerns in relation to visibility should the Post Box be placed on the pavement adjacent to the Select Convenience Stores, in North Street.

- (4) Flintshire County Council – Youth Services: Request for a Community Play Box to be sited within the Memorial Institute grounds. The Box would house equipment for the weekly evening Youth Scheme together with the Summer Play Scheme. The request had been forwarded to the Memorial institute Trustees, who had agreed the Community Box installation

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

- ❖ Flintshire County Council: Consultation of their Draft Planning Enforcement Policy 2026. Councillors to compete on a personal basis
- ❖ Flintshire County Council: Community Review 2026 – Draft proposals for Town & Community Councils in Flintshire. No change to the Caerwys Town Council area Council area
- ❖ Remuneration Panel for Wales: Annual report for 2026 to 2027. No changes were noted for Town & Community Councils in Wales
- ❖ Flintshire County Council: Skills and Careers event
- ❖ Transition Holywell & District: Welsh Veg in Schools
- ❖ Information forwarded from Flintshire County Councillor Steve Copple:
  - Brown Bin Collection in 2026
  - Place Making Plans for Flint and Mold
  - Flintshire Connects – opening hours for March
  - Police & Crime Commissioner Public Surgery
- ❖ Flintshire County Council – Notice of road closures:
  - ❖ From 9th February - Ddol Bach to County Boundary – road closure to facilitate the resurfacing at the A541 Junction at Afonwen with the B5122 Road from Caerwys
  - ❖ From 15th February 2026 for 2 days, subject to a maximum period of 5 days, no vehicles shall proceed: B5122 Trigfa To A541 Junction - between its junctions with A541 Afonwen and South Street Caerwys, for an approximate distance of 155 metres. The reason for the closure is to facilitate the safe removal of dangerous trees on private property with associated works for Rent-A-Pump Services Ltd.
  - ❖ From 25th April 2026 for 3 days, subject to a maximum period of 5 days, no vehicles shall proceed: Rhos Farm Junction To Croes Wian Crossroads - between its junctions with Pen-Y-Cefn Crossroads and Croes Wian Crossroads for an

approximate distance of 260.37 metres. The reason for the closure is to facilitate works on overhead power lines with associated works for National Grid

## **7(B). 37/26**

### **CLERK'S REPORT**

- (a) The Clerk advised Members in relation to the following deposits to the Council's bank account:
- £500.00 - Flintshire County Council: Public Conveniences grant for 2025 / 2026 (Welsh Government)
  - £165.00 (£55.00 each from the following Councils as a reimbursement for the Town Council's yearly photocopier hire charge): Dyserth Community Council / Halkyn Community Council / Whitford Community Council
- (b) The History Points: Information on QR Codes uploaded to the History Points web site in relation to the Caerwys Eisteddfod and Harp, including the Town Square Tree. A small QR code will be sited near the Town Square tree
- (c) The Clerk advised that he had attended the following courses:
- ❖ Biodiversity action plan – facilitated by One Voice Wales.
  - ❖ Climate Reduction Action Plan – facilitated by Flintshire County Council. This course was also attended by Councillor Janet Legget-Jones who will provide further information under Representative Reports.

## **7(C). 38/26**

### **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:**

- Various concerns reported – as included in Minute number 3. 31/26 (1) (3) (4) on pages 1 and 2 above.

**The Clerk provided the following update from Mr. Neil Hickie (StreetScene) Officer**

- No update in relation to previously reported concerns had been received from StreetScene.

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

- (1) Potholes: At junction with Lon Y Porthmyn and Pen Y Cefn Road - near entrance to closed Golf Club
- (2) Potholes: At junction with Holywell Road and Bryn Aur

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

## **8. 39/26**

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

The Town Mayor Councillor Gwen Jones advised that there had been no attendances since the last report, either within the Town Council area or beyond.

## 9. 40/26

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

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

#### Main Council

- ❖ Flintshire County Council budget for financial year 2026 to 2027
- ❖ Amended budget was placed but not supported
- ❖ Other financial reports

#### Local Issues

- Discussed residents heating costs with Becky Gittings (Member of Parliament)
- Breach of planning in the Pen Y Cefn area. Planning Enforcement have issued a formal notice
- Solar panels in the Town Square Conservation area. Owner advised to either remove the panels, or apply for planning permission
- Assisted a local couple in securing accommodation in senior citizens housing complex
- Provided assistance and information in relation to the yellow stickers for brown bins
- Contact with Katie Wilby (Chief Officer for Streetscene and Transportation) in relation to outstanding number of potholes. New pothole repair machine in use and £122K allocated for rural roads from new financial year

## 10. 41/26

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

- (i) Councillor Janet Legget-Jones recollected Members to the various St. David's Day celebrations that were held in Caerwys on and around the 1<sup>st</sup> March. The events were successful and benefited both the Town in general, together with the Bethel Chapel, St. Michael's Church and the Town Hall – where the celebrations were held.
- (ii) Councillor Janet Legget-Jones advised that herself and the Clerk had attended a Flintshire County Council Climate Reduction Workshop recently. It was agreed that this Council would complete a retrospective plan to include the change over from the SOX Orange street lantern lighting to LED white lanterns. Once the plan is finalised it will be presented to the Members
- (iii) Councillor Lynette Edwards advised in relation to a meeting held by the North and Mid Wales Association of Local Councils that Councillor Edwards had attended on behalf of the Town Council. Items discussed included Transport for Wales

## 11(A). 42/26

### PLANNING APPLICATIONS

**The following planning applications had been received:**

- (a) Application number: FUL/001049/25 for proposed change of use of storage building to ancillary living accommodation, at Cottage Farm, Caerwys.

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

- (b) Application number: FUL/000011/26 – for proposed demolition of the existing Dragon's Rest Cafe and re-development of the site for a roadside facility including petrol filling

station, fuel dispensers and canopy, underground storage tanks, ancillary shop and coffee shop, formalisation and improvements to the existing access, associated parking and EV charging points, and landscaping, at Dragons Rest Cafe, Pen Ffordd Llan, Holywell (B5122 Road in Caerwys).

**Comment by Council:** Whilst there is no objection to the application, in principle, as long as planning policies and planning guidance notes are complied with. However, the Caerwys Town Council raise the following observations:

- (1) It is noted that underground fuel tanks are to be installed. There is a nearby underground aquifer starting in the field opposite named Ffrith y Garreg-wen. Diesel was spilled previously in this area and it emerged a while later at the Waterfall in Dyserth
- (2) How would the waste dump behind the shop be emptied. As shown on the submitted plans, this would appear to be difficult with cars parked as marked out
- (3) It is assumed that there will be no HGV refuelling availability at this location; as this would cause adverse traffic congestion with the entry point so close to the roundabout, including slip roads from the A55 at J31
- (4) The access road is located from a classified road numbered B5122 – with a link to the Vale of Clwyd and very close to the slip roads as referred to above. There are a number of other business premises in this area who also require access at this junction location. Numerous vehicles already park indiscriminately on the grass verges at this location
- (5) The internal roadway layout does not show how the development will be serviced with fuel tankers etc, to cater for the proposed development
- (6) The design of the proposed garage should be more in keeping with the open countryside and in line with the previous development

**(The above two applications were sent to Members for consultation in-between meetings, due to statutory time limits for observations from County Planning).**

#### **11(B). 43/26**

**Members formally confirmed the above decisions.**

#### **11(C). 44/26**

**The following planning application(s) were considered by Members at the meeting:**

No planning applications received from Flintshire County Council for consideration at meeting

#### **11(D). 45/26**

#### **PLANNING DECISIONS**

**The following planning decision had been received from Flintshire County Council:**

- Application number: FUL/001049/25 - For proposed change of use of storage building to ancillary living accommodation, at Cottage Farm, Caerwys. Refused

#### **12. 46/26**

#### **APPROVAL OF ACCOUNTS FOR PAYMENT**

Cheque Number	Payee	Net £	Vat £	Total £
<b><u>February Payments</u></b>				
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for January) Payments dated 02/02/2026			
	Canda Copying (Quarter photocopier hire)	55.00	11.00	66.00
	Katy Bincham (St David's Day bus shelter theme)	100.00		100.00
	R P Parry (Clerk) Reimbursement of ¼ share of Microsoft 365 business renewal – as per Microsoft receipt	28.80	5.76	34.56
	<b>Direct Debit:</b> Scottish Power (January - Street Lighting Electricity Account - payment due: 16/02/2026)	558.00	111.60	669.60
	Gleaming 2027 Ltd. Bus shelter glass cleaning	40.00		40.00
	<b>(Above payments authorised and confirmed by two Councillor bank signatories)</b>			
<b><u>March 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 February) Payments dated 02/02/2026			
	<b>BACS:</b> H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - January, February & March 2026 Payment dated 06/03/2026	1,259.43		1,259.43
	<b><u>Payments for consideration at meeting to be paid by BACS:</u></b>			
	Flintshire County Council (Prohibition costs for Legal Traffic Regulation Order)	4,000.00		4,000.00
	Gaynor Griffith (Environmental Services)	175.00		175.00
	<b>(All invoices listed have been 'examined, verified and certified' by the Clerk)</b>			

13. 47/26  
**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	<p data-bbox="323 264 767 297"><b><u>Authorised to be paid by BACS:</u></b></p> <p data-bbox="323 338 995 448">Caerwys Memorial Institute (Application for annual grant) (Section 19 LGA 1976)</p> <p data-bbox="323 488 1021 667">* Council granted £1,000.00 towards general running costs to be paid immediately, with a further £1,000.00 ringed-fenced and held in the Council's accounts towards projects, as advised within the financial grant application</p>	<p data-bbox="1075 338 1225 371">£1,000.00 *</p>

**14. 48/26**

**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.....**