



CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council Held Virtually by Video and Telephone Conference On Tuesday the 21st April, 2026, at 7.00pm

1(A). 49/26 PRESENT

Councillor Gwen Jones (Mayor)
Councillor Lynette Edwards (Deputy Mayor)
Councillor Susan A. Broadaway
Councillor Jonathan Duggan-Keen
Councillor John Johnson
Councillor Jayne E. Morris

Clerk & Financial Officer R. Phillip Parry

1(B). 50/26 APOLOGIES

Councillor Steve Copple (Town & County)
Councillor Janet Legget-Jones
Councillor Judith Standring

1(C). 51/26 ABSENT

None

2. 52/26 BEREAVEMENTS WITHIN THE COMMUNITY

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

3. 53/26 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

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

4. 55/26 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5. 56/26

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 17TH MARCH, 2026

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

6. 57/26

PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) Carbon Reduction:** The Clerk advised that Councillor Janet Legget-Jones and himself had held a further virtual meeting with the Flintshire County Council Carbon Reduction Officer. The draft Town Council Carbon Reduction Policy will be further updated prior to being presented to Council for approval.
- (2) Caerwys Convenience Store:** County Councillor Steve Copple had advised the following: There had been no reply from the Store Area Manager; the Flintshire County Council Conservation Officer has formally written to the Store Head Office in relation to the dilapidated signage.
- (3) Noise Abatement Concern in area of Melyd Cwrt:** County Councillor Steve Copple had advised, following evidence presented to the Flintshire County Council Pollution Officer, he has written to the owners of the Caerwys Convenience Store Head Office advising that formal legal procedures had commenced. The Clerk advised Members that this Town Council could have no further involvement, due to the legal proceedings.
- (4) Christmas Street Lighting:** Councillor John Johnson confirmed that a number of Christmas lighting decorations were stored safely in a retired Councillor's home.
- (5) Harp Interpretation Board:** The Clerk advised that the Metal Interpretation Board was awaiting inspection by the landowner, prior to the erection on a stone wall behind the wooden harp.

Pending Matters:

The Clerk advised that the following matter remains in the pending file:

- Street Lighting Electricity Supply

7(A). 58/26

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 reported offences

Caerwys: 1 x Anti social behaviour

- (2) Flintshire County Council: Match funding 2026 / 2027 for Children's Play Areas. The Clerk recollected to Members that following the allocation of Section 106 funding for the Caerwys children's play area of £49,500.00 a balance of £34,500.00 remains. The County Play Design Officer has contacted the Council to enquire if the Members have any thoughts as to the provision of new equipment and or improvements to the play area.

Members agreed the following: (1) Appointed Councillors Susan Broadaway and Jayne Morris to the Play Area Sub-Committee and re-appointed Councillor Steve Copple (2) The Clerk to arrange with the County Play Design Officer a site meeting and to also advise the Officer in relation to a number of suggestions for new equipment.

- (3) One Voice Wales: The Clerk advised in relation to a Civility and Respect Pledge being launched by One Voice Wales who are seeking that all Town & Community Councils in Wales consider agreeing to sign the pledge. Members received a copy of the one-page pledge prior to the meeting for perusal and was shown on screen during the meeting.

Members agreed the following: To sign the Civility and Respect Pledge.

- (4) Correspondence forwarded from County Councillor Steve Copple which had been received from a member of the National Executive of the Falkland Islands Association. The Member was seeking if the Town Council wished to receive a presentation about the Falklands. The Clerk provided further details from the correspondence.

Members agreed the following: Whilst the subject would be interesting, the Members felt that as it was not something that would benefit the Caerwys Community in general, they declined the offer.

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

- ❖ North Wales Police: Police cadet and leader recruitment posters. Councillors asked to upload to the various Village Facebook pages
- ❖ Flintshire County Council: Link to Code of Conduct training on Thursday 16th April at 5.30pm
- ❖ Flintshire County Council: Information in relation to a repair and reuse scheme being facilitated by the County
- ❖ Flintshire County Council: Notification of road closure from 27th April in area of Pant Crossroads and Llyn Du Crossroads, to facilitate National Grid work
- ❖ Information forwarded from County Councillor Steve Copple:
 - (i) Police & Crime Commissioner in relation to funding for community projects
 - (ii) Flintshire County Council: Council Tax Budget for year 2026 / 2027

7(B). 59/26

CLERK'S REPORT

- (a) The Clerk advised that the VAT reclaim of £1,74.75 - for financial year 2025 / 2026 had been completed and sent to HMRC (VAT)
- (b) Audit Wales: Annual Return for the Year Ended 31st March 2025

The Clerk advised that the paperwork for the Council's full audit had been sent to Audit Wales following the signing of the annual return in the May 2025 meeting. The return was returned to this Council and received by e-mail on 1st April 2026 at 15.17. It was noted that the return was signed by the Audit Manager on the 7th November 2025.

Whilst a copy of the Audit Return had been provided by e-mail to the Mayor and Deputy Mayor, Members perused the Audit Return on screen, which stated the following:

'Audit opinion: Unqualified. On the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return':

- has not been prepared in accordance with proper practices;
- that relevant legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources

The Clerk referred to the recommendations that were included within the return and wished Members to agree appropriate comments to be entered into the return prior to the public display. The return would thereafter be uploaded to the Council's web site and a copy displayed on the Council's notice board. A Public Notice of Conclusion of Audit and Right to Inspect the Annual Return under the Public Audit (Wales) Act 2004 Section 29 Accounts and Audit (Wales) Regulations 2014, would also be uploaded to the Council's web site and displayed on the Council's notice board.

Members agreed the following: Accepted the Audit Wales opinion for 2024 / 2025. The recommendations were noted. Members agreed the wording to be placed against each recommendation and also noted the return, whilst dated 7th November 2025, was only received by this Council on the 1st April 2026. The Clerk was thanked for his work on the full audit.

7(C). 60/26

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 Jonathan Duggan-Keen appointed to verify, sign and date bank statements for the quarter: January, February & March, 2026 (2) Councillor Duggan-Keen confirmed to Members that the bank statement reconciliations agreed with the end of year accounts as below Minute - to receive and approve the end of year accounts for 2025 / 2026.

7(D). 61/26

TO RECEIVE AND APPROVE THE END OF YEAR ACCOUNTS FOR 2025 / 2026

The Clerk, as Financial Officer had provided Members by e-mail prior to the meeting with copies of the end of year Statement of Financial Accounts - for the year ending 2025 / 2026. The Clerk advised Members further in relation to the budget analysis, together with the end of year balances.

Members agreed the following: Approved the end of year accounts for the financial year 2025 / 2026, with the financial spreadsheet to be signed by the Chair of Meeting – Councillor Gwen Jones.

7(E). 62/26

TO CONSIDER: AMENDING COUNCIL'S FINANCIAL REGULATIONS

The Clerk recollected Members to the Council's Financial Regulations, and in particular, to Paragraph 5.9 which states the following: 'Where the value is between £1,000 and £5,000 excluding VAT, the Clerk shall try to obtain 3 estimates (which might include evidence of online prices, or recent prices from regular suppliers)'. The Financial Regulations were shown on screen to Members.

The Clerk further recollected Members to a comment within the Audit Wales report that was discussed earlier in this meeting. Members perused the Financial Regulations and noted that the figures in other sections, such as Paragraph 5.8 stated: greater than £5,000.00. In Paragraph 5.15 two sections stated: under £5,000.00 and over £5,000.00.

The Clerk also referred to Section 9.4 under Payment Cards and wished the Council to consider amending the paragraph to suit the Council's process.

Members agreed the following: (1) Paragraph 5.9 to be amended to state: 'Where the value is greater than £5,000.00 excluding VAT'. This Amendment will align with other paragraphs of the Council's Financial Regulations (2) Paragraph 9.4 amended to: Personal credit or debit cards of members or staff shall not be used except for expenses and or Council purchases and will also be restricted to a single transaction maximum value of £500 incurred in accordance with council policy.

7(F). 63/26

COMMUNITY AWARD: TO ARRANGE PROCESS TIMELINE

Members agreed the following: Not to organise a Community Award during 2026. The Clerk to place on the 2027 agenda for further discussion.

7(G). 64/26

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 concern(s) to the meeting:

Discussion in relation to reported concerns to Street Scene over past months with many repairs still outstanding, such as potholes and other highway defects. Concern also expressed that Street Scene do not update the Council which could provide reasons for non-repair and delays.

Members agreed the following: County Councillor Steve Copple to kindly escalate the concerns to senior Flintshire County Highway Officers.

8. 65/26

TOWN MAYOR'S REPORT

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

- Caerwys Bowling Club Open Day

9. 66/26

COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

County Councillor Steve Copple provided Members by e-mail with the following report:

Main Council

- ❖ Little activity due to forth coming Welsh Government elections

Local Issues

- Chased housing issue for Bell house and work on FCC adjacent house that has caused issues, prompt response and hopefully will be resolved soon
- Signage for convenience shop questioned on behalf of CTC, response received from Conservation Officer, who will require action
- Noise issue support for residents. Several e-mails sent by FCC to the local shop with no proper response, noise abatement notice issued
- Chasing issues in Cae Delyn - overgrown trees, damage to grassed areas
- Chasing lack of parking at the far end in Maes y Dre for elderly. FCC made a survey 5 years ago with no improvement possible, this has not changed

10. 67/26

REPRESENTATIVES' REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- (i) North and Mid Wales Association of Local Council: Councillor Lynette Edwards advised of their attendance at a recent meeting of the Association. Topics discussed included the following: Unpaid Carers; Meeting with Welsh Government in relation to A55 road concerns; Concerns with new site for the Wales Air Ambulance.
- (ii) Caerwys Memorial Institute: Councillor John Johnson advised of their attendance at a recent meeting of the Memorial Institute. Topics discussed included the following: Thanked the Town Council for the £1,000 donation; Purchase of new padded chairs; Institute policies; Possible joint insurance policy with the Bowling Club; Additional advertising and new contact details to hire the building to be seen from the road; Increase in room hire bookings.

11(A). 68/26

PLANNING APPLICATIONS

No planning applications received from Flintshire County Planning.

11(B). 69/26

PLANNING DECISIONS

No planning decisions received from Flintshire County Council.

12. 70/26

APPROVAL OF ACCOUNTS FOR PAYMENT

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Payee (Authorised to be paid by BACS)	Net £	Vat £	Total £
<u>Payments made - to be confirmed:</u>			
Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for March Payments dated 01/04/2026)			
Direct Debit: Scottish Power (February - Street Lighting Electricity Account) Payment dated: 01/04/2026	452.93	22.65	475.58
<u>Payment for consideration at meeting to be paid by BACS:</u>			
Gaynor Griffith (Environmental Services for March £175.00) / Protective clothing £54.99 VAT £4.00	229.99	4.00	233.99
(All invoices listed have been 'examined, verified and certified' by the Clerk)			

13. 71/26

APPLICATIONS FOR FINANCIAL SUPPORT

Name of organisation (Authorised to be paid by BACS)	Amount granted £
Caerwys Agricultural Show (Application for annual grant) (Section 144 of the LGA 1972)	£750.00
Llangollen Eisteddfod (Application for annual grant) (Section 145 LGA 1972)	£100.00

14. 72/26

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.....