

# CYNGOR TREF CAERWYS

# CAERWYS TOWN COUNCIL



## Local Government and Elections

### (Wales) Act 2021 (Section 52)

### Annual Report

### Year ending 31<sup>st</sup> March, 2026

### The Council

Community Councils were established under the Local Government Act 1972 and replaced the previous system of Parish Councils. There are over 730 Town & Community Councils in Wales, with over 8,000 Councillors.

The administrative area of Caerwys Town Council reaches the village of Afonwen, part of Babell, Pen Y Cefn and Caerwys Town itself. The population of the area is 1,008 (January 2026 Register of Electors).

During the reporting year all Council meetings were held hybrid with the face to face venue being The Llys Y Goron Community Meeting Room, Holywell Road, Caerwys.

Council meetings are held on the third Tuesday of the month (no meetings held in August and December) and commence at 7.00pm, apart from the May meeting which commences at 6.00pm. This is to facilitate the installation of the new Mayor. Non-scheduled meetings can be held in an emergency or possibly in relation to an urgent planning application – especially during the months of December and August. All meetings will be publicly advertised.

The agenda for the meetings are advertised locally including the Council's web site a few days prior to the meeting. Residents of the community and press are welcome to attend all meetings. Residents are also able to address the Council Members for a reasonable period of time at the commencement of the meeting on matters appertaining to the community.

Should any resident, or press member wish to connect to a meeting by audio, please advise the Clerk to the Council by providing at least three days notice prior to the meeting date.

### Complaints

During the reporting year there were no complaints made against Councillors. There were

also no complaints received by either the Wales Public Services Ombudsman, or the Flintshire County Standards Committee.

### **Councillors**

During the reporting year there were eleven members of the Caerwys Town Council, with Councillor Gwen Jones as Chair of Council (Mayor) and Councillor Lynnette Edwards as Vice Chair (Deputy Mayor).

Following three resignations of Councillors for personal reasons and display of Public Notices, the County Returning Officer advised, that there had been no call for an election and the Town Council were authorised to fill the vacancies. Following the display of Public Notices, one applicant was co-opted named Councillor John Johnson. To date, there have been no further applications received to fill the remaining two vacancies, despite further Public Notices. The Council will further advertise the positions.

Councillor attendances at meetings can be viewed in the minutes of meetings which are available on the Council web site. The following were Council Members during the 2025 / 2026 reporting period.

### **Councillor names and contact details**

<p>Councillor Susan A. Broadaway (Ind) 01352 – 720897</p> <p>Councillor Steve Copple (Ind) 01352 – 720876</p> <p>Councillor Jonathan E. Duggan-Keen (Ind) 01352 – 720477</p> <p>Councillor John Johnson * 07957 – 360111</p> <p>Councillor Janet Legget-Jones * 07779 – 303376</p>	<p>Councillor Lynette Edwards (Ind) 01352 – 720531</p> <p>Councillor Gwen Jones 01352 – 720886</p> <p>Councillor Jayne Morris 01352 – 721331</p> <p>Councillor Judith Standing * 01352 – 720669</p> <p>(Ind) – Independent (*Co-opted Members)</p>
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### **Freedom of Information Act**

During this reporting year no Freedom of Information requests were received.

### **Local Committees and Outside Bodies**

Council Members who serve on Local Committees and Outside Bodies during 2025 / 2026

Name of Organisation	Councillor Representative
Caerwys Memorial Institute Management Committee	Councillors' John Johnson / Judith Standing

Caerwys Town Hall Trustees	Vacancy
Community & Events (Caerwys Entertainments Committee)	Councillor Janet Legget-Jones
Flintshire County Council – Forum	Councillors' Susan Broadaway / Vacancy
FLUSH Committee (Public Conveniences)	Councillor Lynette M. Edwards
North Wales Association of Town and Larger Councils	Councillor Lynette M. Edwards
North Wales Police (Flintshire - Police and Community Consultative Group / Neighbourhood Watch)	Councillors' Susan Broadaway & Jonathan E. Duggan-Keen
Planning Sub Committee	All Members of the Council
West Flintshire Town & Community Working Group	Councillor Steve Cople
Ysgol Yr Esgob Caerwys - Governing Body	Councillor Gwen Jones

### **Contacting the Council**

Contact details for the Clerk and Financial Officer to Caerwys Town Council

R. Phillip Parry, Ty Cornel, 51, St. Michael's Drive, CAERWYS, Flintshire, CH7 5BS.	Tel: 01352 720547  E-mail: <a href="mailto:town-clerk@caerwys.com">town-clerk@caerwys.com</a>  Web site: <a href="http://www.caerwys-town.wales">www.caerwys-town.wales</a>
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### **Council's objectives – 2025 / 2026**

*(Update in italics)*

During the 2025 / 2026 financial year, apart from the general powers and lawfully required duties, the Town Council have agreed the continual and additional following priorities:

- ❖ To continue to support and enhance the Town Council area for the benefit of the residents. *(Completed and on-going)*.
- ❖ To continue to provide funding for an Environmental Contract. This will ensure that the Town Square and streets of Caerwys are pleasing to both residents and visitors. *(Completed and on-going)*.
- ❖ To continue to provide and repair street lighting to the community. *(Completed and on-going)*.

- ❖ Community Winter Volunteer Team: To continue to support the team and to purchase any necessary protective clothing and equipment. *Whilst the Team provided support to the Community during the winter of 2025 and early 2026, the Team has now disbanded.*
- ❖ Wooden Harp: To provide external lighting to showcase the Harp during the hours of darkness. *Solar lighting provided.*
- ❖ Town Centre Plaques: To ensure the new cast iron plaque is installed to commemorate the Town Square Tree planting in 1968. *The plaque has been installed. There are now three new plaques sited on the stone town square surround (Millenium, 1968 tree planting and Royal Charter.*
- ❖ Traffic Regulation Orders: To ensure the Orders are brought to fruition. *The Regulation was completed.*
- ❖ To provide further additional outside Christmas lighting. *Additional lighting was purchased and installed for the festive season.*
- ❖ The Town Council will continue to be proactive in reporting concerns to Flintshire Street Scene, such as pot holes, fly-tipping and other highway related concerns, including public complaints. *(Completed and on-going).*
- ❖ To continue to work with Flintshire Bio-diversity Officers, including others, to enhance bio-diversity within the Town Council area. A site meeting with the County Bio-diversity Officer has been arranged in June 2025 with Members of the Memorial Institute Trustees to create a wildflower area within the Institute grounds. *Wildflower area created within the Memorial Institute grounds.*
- ❖ To continue to be proactive in ensuring the Section 106 planning contribution of £49,500, currently held by Flintshire County Council is utilised for the additional children's play equipment and enhanced facilities. *Site meetings held with the Flintshire Play Officer. New equipment and safety netting has been installed.*
- ❖ Community Award: *The 2025 Community Award was provided to the proprietors of 'On The Corner Café' for their success as winners of a Wales Catering Hospitality Award, including their contribution to the Community.*
- ❖ Annual Litter Pick. *The litter pick was held during the spring of 2026.*
- ❖ *The Town Council provided funding towards the following:*
  - Children's Summer Play Scheme
  - Youth Sessions (Outdoor project) with floodlighting during the winter months
  - Local Committees and Groups, including local and national charities who support the community
  - Caerwys Public Conveniences
  - Bus shelter seasonal painting and other local and national themes
  - Town Mayor's Christmas Tea party for the elderly residents of the Council area in St Michael's Church.

- Council Training budget.
- ❖ *During this reporting year the following additional actions were either completed or discussed:*
  - (i) Correspondence with Scottish Power in relation to an unacceptable increase in electricity supply for the Council's street lighting
  - (ii) Purchase of a bilingual Interpretation Board adjacent the Wooden Harp
  - (iii) Dangerous and Inconsiderate parking in a number of areas within the Town (Reported to North Wales Police – who advised, that no action will be taken)
  - (iv) Speeding traffic on B5122 road travelling through Caerwys (Reported to North Wales Police. The Go-safe enforcement vehicle has attended on a number of occasions)
  - (v) Breaches of planning in the Caerwys Conservation area, including general planning breaches. (Reported to the Flintshire County Enforcement Officer. A number of enforcement notices issued)
  - (vi) Arranged a British Red Cross Emergency First Aid & Defibrillator training evening (Completed – with the maximum number of attendees)
  - (vii) Repairs to the surround housing the Caerwys name sign at the top of Caerwys Hill (Completed)
  - (viii) Unacceptable and continual noise emanating from a retail commercial property. (Flintshire Environmental Officers investigated and issued enforcement notices)
  - (ix) Condition of a business premises within the Caerwys Conservation area. Reported to the County Conservation Officer – who has written to the premises owner
  - (x) Parking Concerns in Maes Y Dre, Caerwys. (County Highways advised, the area does not reach the criteria for additional parking, due to land availability)
  - (xi) One Councillor together with the Town Clerk - completing a Flintshire County Council Carbon Reduction Plan (On-going)

### **Council's objectives – 2026 / 2027**

During the 2026 / 2027 financial year, apart from the general powers and lawfully required duties, the Town Council have agreed the continual and additional following priorities:

- ❖ To continue to support and enhance the Town Council area for the benefit of the residents.
- ❖ To continue to provide funding for an Environmental Contract. This will ensure that the Town Square and streets of Caerwys are pleasing to both residents and visitors.
- ❖ To continue to provide and repair street lighting to the community.

- ❖ The Town Council will continue to be proactive in reporting concerns to Flintshire Street Scene, such as pot holes, fly-tipping and other highway related concerns, including public complaints.
- ❖ To continue to work with Flintshire Bio-diversity Officers, including others, to enhance bio-diversity within the Town Council area.
- ❖ Children's Play Area: To continue to be proactive in ensuring the Section 106 planning contribution which now remains at £34,500.00 is utilised within the new financial year. A Councillor sub-committee has been set up with a remit to meet with the Flintshire Play Officer to discuss additional upgrading to the area.
- ❖ To arrange the Annual Litter pick for the spring of 2027.
- ❖ To provide further additional outside Christmas lighting. A Councillor sub-committee will provide a report to Council with recommendations for future additional lighting.
- ❖ Community Award: Council agreed not to hold an award during 2026. The award will be held in 2027.
- ❖ To continue to provide funding for:
  - Children's Summer Play Scheme
  - Youth Sessions (Outdoor project) with floodlighting during the winter months
  - Local Committees and Groups, including local and national charities who support the community
  - Caerwys Public Conveniences
  - Bus shelter seasonal painting and other local and national themes
  - Town Mayor's Christmas Tea party for the elderly residents of the Council area in St Michael's Church.
  - Council Training budget.
- ❖ Additional projects that may arise during the financial year.

(Funding for the above projects, if required, will be utilised from the annual precept and reserves)

## **Financial**

### **Asset Register**

The value of the Town Council's asset register totals £97,209.00. A copy of the register can be obtained from the Clerk to the Council.

### **Council budget**

The Caerwys Town Council precept for the financial year 2025 / 2026 was £44,500.00. This amount is precept on residential properties within the community, and equates to a

figure of £68.49p per household on a Band D property. The Band D household precept for the Caerwys Town Council area, is made up as follows:

£1,815.78 – Flintshire County Council

£372.15 – Police & Crime Commissioner

£68.49 – Caerwys Town Council

The Caerwys Town Council precept for the financial year 2026 / 2027 is £49,500.00

### **Financial Assistance**

Each year, Caerwys Town Council considers requests for financial assistance to support the work of its local groups, organisations and charities. Grants are specifically made by the Council in the interest of its local area and its residents. The Council allocates grants for financial assistance from the annual precept, in accordance with Section 137 (Local Government Act 1972) and other National and Wales Government Acts.

During the reporting year the Town Council granted a number of applications for financial assistance, which totalled: £950.00 under Section 137 and £6,350.00 under various Local Government Acts.

### **Members Allowance**

Payments (Allowances) to Members of Caerwys Town Council - 2025 / 2026.

In accordance with Section 151 of the Local Government Measure 2011, Community and Town Councils must publish within their authority area the remuneration received by their Members by 30<sup>th</sup> September following the end of the year to which the payment relates. The information must also be sent to the Independent Remuneration Panel for Wales (IRPFW) by the same date.

Caerwys Town Council provided the previous years return prior to the required date to the (IRPFW). A copy of the information can be viewed on the Council's web site at: [www.caerwys-town.wales](http://www.caerwys-town.wales) (public notices and financial). The return for this reporting year will be published on the above web page in due course.

### **Publication of audited accounts for the year ended 31 March 2026**

Regulation 15(5) of the Accounts and Audit (Wales) Regulations 2014 (as amended) requires that by 30 September 2026, Caerwys Town Council publish its accounting statements for the year ended 31 March 2026 together with any certificate, opinion, or report issued, given or made by the Auditor General.

The Community & Town Councils in Wales – Annual Return for the Year Ended 31 March 2026, will be submitted to Wales Audit following confirmation at the May 2026 Council meeting. A copy of the Annual Return will thereafter be published on the Council's notice board and web site at: [www.caerwys-town.wales](http://www.caerwys-town.wales) (public notices and financial). Following audit, the certificate and other documents will be uploaded to the web page.

### **Environmental (Wales Act) 2016 (S6)**

Under the above Act a Public Authority in Wales must prepare and publish a biodiversity plan. This Council's plan can be found at: [www.caerwys-town.wales](http://www.caerwys-town.wales) (public notices and financial).

### **Flintshire County Council**

In 2014 the Town Council agreed to adopt the following: A Shared Community – Charter between Flintshire County Council and Town & Community Councils in the County. Two Councillors and the Clerk to the Council represent this Council at the County Forum meetings, which are generally held twice a year, together with representatives from all 34 Town & Community Councils in Flintshire. The Flintshire County Council did not arrange meetings during this reporting year.

### **Planning Applications**

The Town Council is not a planning authority and as such does not make final decisions on planning applications; this is the responsibility of Flintshire County Council. However, the Community Council is a statutory consultee and as such receives all planning applications relating to the community. The Town Council do make their respective comments and suggestions on all planning applications, including requesting site meetings.

Details of the planning applications that this Council made comment upon, can be found in the monthly meeting minutes – on the following web site: [www.caerwys-town.wales](http://www.caerwys-town.wales) (minutes of meetings).

### **Street Lighting**

The street lighting in the Caerwys Town Council area is administered jointly between the Town Council and Flintshire County Council. Whilst the majority of the street lights on the adopted housing estate roads are the responsibility of Flintshire County Council, the street lighting, generally sited on roadside wooden poles, are the responsibility of the Town Council.

To report a Town Council faulty street light, please contact the Clerk. Contact details for Flintshire County Council: 01352 701234, or e-mail the Street Scene Department on:

[streetscene@flintshire.gov.uk](mailto:streetscene@flintshire.gov.uk) or by completing an on-line form at:

[www.flintshire.gov.uk/en/Resident/Streetscene/Street-lighting.aspx](http://www.flintshire.gov.uk/en/Resident/Streetscene/Street-lighting.aspx)

### **Training plans**

Under the Local Government and Elections (Wales) Act 2021 Section 67 - all Town & Community Councils in Wales are required to produce a training plan for Councillors and Clerk. This Council's Training Plan can be found at: [www.caerwys-town.wales](http://www.caerwys-town.wales) (public notices and financial).

**This End of Year report was adopted by the Members of Caerwys Town Council,  
on Tuesday 19<sup>th</sup> May, 2026 - Minute number: 11(E). 90/26**