



# **CYNGOR TREF CAERWYS TOWN COUNCIL**

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## **Minutes of The Meeting of Caerwys Town Council**

**Held at Llys Y Goron Community Meeting Room**

**Holywell Road, Caerwys**

**On Tuesday the 19<sup>th</sup> May 2026, at 6.00pm**

### **Annual Council Meeting**

#### **1(A). 73/26**

#### **APPOINTMENT OF MAYOR (CHAIRPERSON) FOR THE PERIOD 2026 / 2027**

Councillor Jayne Morris was proposed and seconded as Mayor (Chair of Council). There were no further nominations. Councillor Morris accepted the nomination.

**Members agreed the following:** Councillor Jayne Morris be appointed as Mayor (Chair of Council) for the period 2026 / 2027.

#### **1(B). 74/26**

#### **SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (MAYOR) (CHAIR OF COUNCIL)**

Councillor Jayne Morris signed the Declaration of Acceptance of Office, which was duly witnessed by the Clerk.

The newly appointed Mayor, Councillor Morris, thanked the retiring Mayor Gwen Jones for her year of Office and also thanked the Council Members for their nomination and Council agreement to be the Mayor of Caerwys for 2026 to 2027.

The retiring Mayor, Gwen Jones, thanked the Council Members for their support and encouragement during her year of Office, including the support from the Clerk.

#### **2(A). 75/26**

#### **PRESENT**

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

Councillor Judith Standring

Clerk & Financial Officer R. Phillip Parry

**2(B). 76/26  
APOLOGIES**

Councillor Janet Legget-Jones

**2(C). 77/26  
ABSENT**

None

**3. 78/26  
APPOINTMENT OF DEPUTY MAYOR (VICE CHAIRPERSON) FOR THE PERIOD 2026 / 2027**

Councillor Lynette Edwards was proposed and seconded to remain as Deputy Mayor (Vice Chair of Council). There were no further nominations. Councillor Edwards accepted the nomination to remain as Deputy Mayor (Vice Chair).

**Members agreed the following:** Councillor Lynette Edwards to be re-appointed to remain as Deputy Mayor (Vice Chair) of Council for the period 2026 / 2027.

**4. 79/26  
MINUTES OF THE ANNUAL MEETING HELD ON THE 27<sup>TH</sup> MAY 2025**

The Clerk advised Members that the Minutes of the 2025 Annual Meeting were formally proposed, seconded and agreed at the 17<sup>th</sup> June 2025 meeting under Minute number: 5.134/25.

**Members agreed the following:** Re-affirmed the above decision.

**5. 80/26  
NOMINATIONS TO SERVE ON LOCAL COMMITTEES AND OUTSIDE BODIES**

Members received prior to the meeting a copy of the current list of Liaison, Local Committees and Outside Bodies for year 2026 / 2027. Councillor Judith Standring expressed a wish to retire from the Memorial Institute Committee.

**Members agreed the following:** (1) To remove Councillor Judith Standring, as requested, from the Memorial Institute Committee (2) The remainder of the list to continue for year 2026 / 2027

**General Council Meeting**

**6. 81/26  
BEREAVEMENTS WITHIN THE COMMUNITY**

Members stood in silence in memory of the following: Mrs Sylvia L. Harris, Holywell Road, Caerwys.

**7. 82/26  
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

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

## 8. 83/26

### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## 9. 84/26

### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 21<sup>ST</sup> APRIL 2026**

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

## 10. 85/26

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

The Clerk referred to the following matters from previous Minutes:

- (1) **Carbon Reduction Plan:** The Clerk advised that the plan is in progress with Councillor Janet Legget-Jones and himself.
- (2) **Noise Abatement Concerns in area of Melyd Cwrt:** County Councillor Steve Cople advised that following Enforcement Action, the premises owners are in the process of arranging a number of changes to the outside refrigeration units with acoustic housing, which will reduce the environmental impact.
- (3) **Condition of Retail Premises in Caerwys Conservation Area:** County Councillor Steve Cople advised that whilst the vinyl store name had been secured to the building, further correspondence will be sent to the business owners.
- (4) **Interpretation Plaque:** The Clerk enquired in relation to the fixing of the metal interpretation plaque next to the wooden harp. Councillor John Johnson advised that he would arrange the installation. The Clerk advised that he would make further contact with the wall owners to view the plaque prior to installation.
- (5) **Children's Play Area:** The Clerk advised that a site meeting has been arranged with Richard Roberts (County Play Design Officer) together with the Council's Play Area Sub-Committee (Councillors Susan Broadaway, Steve Cople and Jayne Morris – together with the Clerk) on Tuesday 2<sup>nd</sup> June at 11.00am. A report will be provided at the June Council meeting.
- (6) **Christmas Street Lighting:** Councillor John Johnson advised that this was still in progress.
- (7) **Street Lighting Electricity Supply:** The Clerk recollects Members to the correspondence sent to both Scottish Power and OFGEM expressing this Council's concern with the excessive increase to the street lighting monthly energy supply cost. Both identities replied advising that the way consumption is now recorded provides a more accurate reading – hence the higher kilowatt usage.

The Clerk further advised that the Clerk to Treuddyn Community Council is in the process of endeavouring to join the Government Procurement Contract for street lighting supply and has completed the first stage. The Treuddyn Clerk will advise a number of Flintshire Councils, including this Council, when their application has been successful, whereafter,

this Council can then proceed to join the contract. However, the process can take up to six months to progress.

#### **11(A). 86/26**

#### **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:** 2 x Anti social behaviour

**Caerwys:** 1 x Public order

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

- ❖ Flintshire County Council: Notice of road closure from 20th May 2026 for 3 days, subject to a maximum period of 5 days, no vehicles shall proceed; Drovers Lane - between its junctions with B5122 North Street and Pen Y Cefn Lane for an approximate distance of 28 metres. The reason for the closure is to facilitate the renewal of a washout hydrant with associated works for Welsh Water.

#### **11(B). 87/26**

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

- (a) The Clerk advised Members in relation to the following deposits to the Council's bank account:
- £16,500.00 - Flintshire County Council: First precept payment for financial year 2026 / 2027
  - £1,774.75 - HM Revenue & Customs: VAT Refund for financial year 2025 / 2026
- (b) Scottish Power: Notification of tree branch reduction in a number of sites within the Caerwys Conservation area. The work had been authorised by the County Forestry Officer under delegated powers – with no planning permission required. Photographs were shown on screen of the branch reduction areas.
- (c) The Clerk recollects Members to an exchange of e-mails which advised in relation to a number of additional QR codes being installed within the Town Square area. Members were shown on screen a photograph of the QR (Quick Response) codes which instantly directs users to the historical information on the Caerwys Eisteddfod and Royal Charter.
- (d) The Clerk advised that the wooden bench seat sited in the children's play area in memory of Councillor Helen Priestly has been dislodged from its footings. The County Play Officer has requested that the seat is made safe by using hidden or visible earth anchors attached to the legs.

**Members agreed the following:** To seek the views of Richard Roberts (County Play Design Officer) at the site meeting on 2<sup>nd</sup> June.

#### **11(C). 88/26**

#### **TO RECEIVE: INTERNAL AUDIT REPORT – YEAR ENDED 31<sup>ST</sup> MARCH 2026**

The Clerk advised Members to the recently received Internal Audit report for year ending March 2026 - that had been sent to the Mayor and Deputy Mayor prior to the meeting and shown on screen during the meeting to Members.

The Council noted the following comments in the report: 'On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the Council's system of internal controls is in place, adequate for the purpose intended and effective. No internal control issues identified. The council has maintained a robust set of books and records for the financial year.'

**Members agreed the following:** Accepted the Internal Audit report and thanked the Clerk for the financial aspect of his duties over the past year.

#### **11(D). 89/26**

### **COMMUNITY AND TOWN COUNCILS IN WALES: ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2026**

The Clerk advised Members that Sections in the above document named: Accounting Statements for 2025-26, Annual Governance Statement and Additional disclosure notes had been completed by the Clerk prior to the return being presented to the Internal Auditor. The Council Approval and Certification Section was now required to be formally approved by Council and thereafter for signature by both the Chair and Clerk. Members perused the document on-screen.

**Members confirmed the following:** The Council Approval and Certification Section of the Annual Return, to be signed by both the Mayor and Clerk.

#### **11(E). 90/26**

### **TO CONSIDER: ANNUAL REPORT – YEAR ENDING 2025 / 2026**

The Clerk recollects Members to the draft Annual Report for the year ending March 2026, that had been forwarded prior to the meeting for perusal. The Clerk advised that the report had followed the guidance issued by the Welsh Government in relation to the contents.

**Members agreed the following:** Confirmed the Annual Report for the year ending March 2026. There were no amendments. The Clerk advised that the report would be made available on the Council's web site. The Clerk was thanked for completing the substantial report.

#### **11(F). 91/26**

### **PAYMENT TO MEMBERS: INDEPENDENT REMUNERATION PANEL FOR WALES RECOMMENDATION**

The Clerk recollects Members to a previous communication received from the Independent Remuneration Panel for Wales, and in particular, the Mandatory Payments: Determination 6/2026: Costs and Expenses (2026 / 2027) for Town & Community Councillors.

The Clerk provided Members with a claim form.

#### **11(G). 92/26**

### **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) Pothole (Massive): Bryn Aur, Caerwys
- (2) Potholes: Pen Y Cefn Road by former Golf Club entrance
- (3) Street Name: Could the Holywell Road name sign be replaced with new – on corner from North Street
- (4) Large Rocks on Grass verge: The rocks have been placed on the highway verge near the entrance to Glasfryn Hall (bottom of South Street). A child was apparently walking on the grass verge and fell which caused an injury
- (5) Request for a new Dogs on Lead Sign as the current sign is faded to be replaced on Public Footpath number: 402/8/10 on Pen Y Cefn Road - travelling out of Caerwys towards Barlow's Caravan Park – Croes-Wian Crossroads (Forwarded to the Public Rights of Way Officer)

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

### **12. 93/26**

#### **RETIRING TOWN MAYOR'S REPORT (CLLR GWEN JONES)**

The retiring Town Mayor, Councillor Gwen Jones, advised Members that there had been no attendances at functions between the April and May Council meetings.

### **13. 94/26**

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

- The Mayor, Councillor Jayne Morris, congratulated Councillor Copple on being appointed as Vice Chair of Flintshire County Council

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

### **Main Council**

- ❖ Advised further to his appointment and duties as Vice Chair of Flintshire County Council
- ❖ General and Councillor changes within Flintshire County Council
- ❖ County Council elections in May 2027

### **Local Issues**

- Complaints in relation to potholes and other road defects
- Sought from Flintshire Street Scene Senior Officers, the process following reporting of road defects, together with updates to both himself and the Town Council in relation to outstanding work and timeline for completion. The County advised that a new reporting system is currently in a pilot scheme which will provide the information requested.

- Contact with Planning Enforcement and Conservation Officers in relation to a local retail business
- Assisted a property owner following damage to an adjoining property

#### 14. 95/26

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

There were no reports specific to the Local Committees and Outside Bodies schedule, or Council Members who had attended meetings on behalf of the Council.

#### 15(A). 96/26

#### PLANNING APPLICATIONS

No applications received from Flintshire County Council for consideration.

#### 15(B). 97/26

#### PLANNING DECISIONS

No planning decisions received from Flintshire County Council.

#### 16. 98/26

#### APPROVAL OF ACCOUNTS FOR PAYMENT

Payee (Authorised to be paid by BACS)	Net £	Vat £	Total £
<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 April) Payments dated 01/05/2026			
<b>BACS:</b> Gleaming 2017 Ltd (Town Square bus shelter glass cleaning) Payment dated: 02/05/2026 – Authorised by two Councillor bank signatories	40.00		40.00
<b>Direct Debit:</b> Scottish Power (March - Street Lighting Electricity Account) Payment dated 06/05/2026	441.05	22.05	463.10
<b><u>Payments for consideration at meeting to be paid by BACS:</u></b>			
Clear Council's Insurance (Council's insurance policy renewal)	1,218.11		1,218.11
Canda Copying (Quarterly photocopier rental)	55.00	11.00	66.00
JDH Business Services (Internal Audit)	305.00	61.00	366.00
Defib Store ( Zoll CPR pads – for Council's defibrillator in South Street)	135.00	27.00	162.00

Councillor Jayne Morris (Mayor's annual allowance for 2026 / 2027)	1,000.00		1,000.00
Gaynor Griffith (Environmental Services for April)	175.00		175.00
Nine Councillor allowances to Members (As per Independent Remuneration Panel for Wales)	1,456.00		1,456.00
<b>(All invoices listed have been 'examined, verified and certified' by the Clerk)</b>			

**17. 99/26**

**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Name of organisation (Authorised to be paid by BACS)</b>	<b>Amount granted £</b>
No applications received	

**18. 100/26**

**Members agreed the payments of the above accounts 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.....**