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 15th September, 2026, at 7.00pm

No Council meeting was held in August.

1(A). 143/26
SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (SANDRA EVANS)

Co-opted Councillor Sandra Evans signed their Declaration of Acceptance of Office following being co-opted to the Council at the July 2026 Council meeting. The Declaration was witnessed and signed by the Clerk.

The Mayor, Councillor Jayne Morris, welcomed Councillor Evans to the meeting.

1(B). 144/26
PRESENT

Councillor Jayne E. Morris (Mayor)
Councillor Lynette Edwards (Deputy Mayor)
Councillor Susan A. Broadaway
Councillor Steve Copple (Town & County)
Councillor Jonathan Duggan-Keen
Councillor Sandra Evans
Councillor John Johnson
Councillor Gwen Jones
Councillor Janet Legget-Jones
Councillor Judith Standring

Clerk & Financial Officer R. Phillip Parry

1(C). 145/26
APOLOGIES

None

1(D). 146/26
ABSENT

None

2. 147/26
BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following:

Mrs Joyce Farr, formerly of Caerwys; Mrs. A. Ruth Morris, Railway Terrace, Afonwen; Mr. Alan Platt, Pen Y Cefn Road, Caerwys.

3. 148/26
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

- Request for a new public footpath from the Caerwys View Park to the Memorial Institute corner. The request was forwarded to the County Footpath Officer.

4. 149/26
DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5. 150/26
TO APPROVE THE MINUTES OF THE MEETINGS HELD ON THE 21ST JULY 2026

(A) Tuesday 21st July 2026 (General)

(B) Tuesday 21st July 2026 (Supplementary)

The Minutes were proposed as correct, as follows:

(A) Councillor Judith Standring and seconded by Councillor Jonathan Duggan-Keen and formally agreed by the Members present:

(B) Councillor Janet Legget-Jones and seconded by Councillor John Johnson and formally agreed by the Members present:

6. 151/26
PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

(1) Caerwys Children's Play Area: A site meeting held on 24th August with Richard Roberts (County Play Design Officer) at the play area with Councillors Susan Broadawy, Steve Copple and Jayne Morris together with the Clerk. Richard Roberts advised to a number of items of equipment that could be accommodated within the present play area. Following the site meeting the above Councillors received a number of options which were presented to all Council Members at this evening's meeting.

Members agreed the following: (1) The Clerk to advise Richard Roberts as to the Council's preferred additional play area equipment **(2)** The Clerk to seek the cost of Pickleball permanent line markings within the multi use games area.

(2) Post Box (Water Street) Flintshire County Council (Street Scene) have agreed with the Post Office the re-siting of the Royal Mail Post Box to an area near the bus shelter on the Town Square.

(3) Vehicle Speed Activated Sign: A new replacement Vehicle Speed Activated Sign has been installed on the B5122 road in North Street.

(4) Bench Seat: The Clerk advised that Gwella Leisure had quoted the sum of £375.00 to install the bench seat in memory of former Councillor Helen Priestley in the children's play area. The quotation had been accepted by the Mayor and Deputy and is in situ.

Members agreed the following: Confirmed the acceptance of the quotation.

(5) Scottish Power: The Clerk advised further in relation to the non-receipt of invoices that include VAT – with the monies taken from the Council's bank account by direct debit. The Clerk has been in correspondence and telephone calls over the past three months whereby to force Scottish Power to issue invoices with VAT itemised, the direct debit had been cancelled. Prior to this Scottish Power were provided with seven days notice to resolve the invoice concern but failed to do so – hence the direct debit cancellation. The Clerk advised Scottish Power the direct debit will only be re-set up again if the September invoice is received towards the end of September or early October. Members agreed with the Clerk's actions.

Pending Matter(s):

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

- Street lighting supply. There had been no further update received from another Community Council who had completed an application to be included in the Government's Procurement Contract.

7(A). 152/26
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 criminal damage / 1 x public order / 3 x violence

Caerwys: 1 x other crime / 2 other theft / 6 x violence

(2) Flintshire County Council: Re-commencement of the County Forum. Whilst provisional dates were provided, Councillor Susan Broadaway will attend on behalf of this Council

(3) Invitation for a Councillor to attend a Home-Start Flintshire briefing. Councillor Janet Legget-Jones will attend on behalf of this Council

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

- Flintshire County Council: Bus services in Wales on-line survey. Councillors to complete on a personal basis

- ❖ Flintshire County Council: Transport for Wales Public Engagement Sessions (forwarded from County Councillor Steve Copple

- ❖ Flintshire County Council: Draft Strategic Transformation Strategy (forwarded from County Councillor Steve Copple)

- ❖ Flintshire County Council: Notification of road closure in area of Bryn Tirion Road, Babell, from 21st September to a maximum of 5 days. Only part of the areas is within this Council area

- ❖ Flintshire County Council: Licensing policy. Councillors to complete on a personal basis

- ❖ Flintshire County Council: Active Travel Map consultation. Councillors to complete on a personal basis

- ❖ Flintshire County Council: Reinstatement of refrigeration collections (forwarded from County Councillor Steve Copple)

7(B). 153/26
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: Second precept payment for financial year 2026 / 2027

- £500.00 - Flintshire County Council (Welsh Government): Public conveniences grant

(b) Caerwys Christmas Lights – 2026 / 2027

Members agreed the following: The Clerk to advise the Street Lighting Contractor the following dates for the Town Square Tree Christmas lights to be switched on and off:

- Switch on: Week commencing 23rd November 2026
- Switch off: week commencing 4th January 2027

(c) Caerwys Public Convenances: To discuss financial aspects

The Clerk provided Members with a chronological report in relation to the public conveniences since this Council entered into a twenty-five year lease with Flintshire County Council in 2014. The Clerk also provided financial information to the current running costs of the building, including, in particular, to the electricity supply contract that is due to cease at the end of October. Members were advised as to quotations from a number of suppliers with a substantial increase from the current three-year contract.

Members agreed the following: (1) The Town Council to cover the financial costs to the running of the public conveniences **(2)** The Town Council to enter into a contract with E-On for the public conveniences electricity supply and the Clerk is authorised to set up a direct debit payment **(3)** The Clerk to arrange with the public conveniences Committee as to other financial commitments and to report to Council at the next meeting.

7(C). 154/26
STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)

The Clerk advised in relation to the following information received and concern reported to StreetScene, since the last Council meeting:

- ❖ E-mail received from Ben Corran newly appointed Street Scene Officer introducing himself and looked forward to working with the Town Council. County & Town Councillor, Steve Copple, together with the Clerk have recently met with Ben and the retiring Street Scene Officer Neil Hickey. Councillor Copple provided further information.

- Observation sent to County Councillor Steve Copple: Concern expressed in relation to the B5122 Road - travelling from Caerwys towards the A55 - past The Tollbar Cottage and in the area just prior to a property named Ffrith y Defaid and between Ffrith Y Garregwen (Clwyd Environmental) - there are hidden dips. The enquiry is seeking as to why there is no signage indicating the hidden dips. Councillor Copple provided further information.

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) Broken up carriageway: B5122 road – travelling up the hill from Afonwen and between Caerwys View and Llwyn Onn

(2) Road name signage: Could replacement name plate signs be erected on Holywell Road and North Street

(3) Large potholes and carriageway broken up: Bottom of Chapel Street – adjacent to side of The Marian and wooden hare. A wheelchair user manoeuvred to allow a vehicle access which resulted in the wheelchair tipping over and the resident fell onto the ground. This was apparently due to one of the potholes

(4) Gully grating requires attention by re-setting: Holywell Road adjacent to Llys Y Goron senior citizens' bungalows

(5) Request for additional signage – as follows:

(i) Hidden dips on B5122 road: Request for safety signage – travelling out of Caerwys towards the A55 and past The Tollbar Cottage in the area just prior to a property named Ffrith y Defaid and between Ffrith Y Garregwen (Clwyd Environmental) (County Councillor Steve Copple has also reported this concern)

(ii) Request for warning signage: Pen Y Cefn Road - Indicating Pedestrians and Horses (as a prior warning to motorists). The roads in the Pen Y Cefn area are narrow in parts together with a number of blind corners

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

8. 15526
TOWN MAYOR'S REPORT

The Town Mayor, Councillor Jayne Morris, advised there had been no Mayoral attendances since the last Council meeting.

9. 156/26
COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

County Councillor Steve Copple provided Members with the following report:

Main Council

- ❖ County Council: There have been no meetings in August and no reports received
- ❖ Number of comments in relating to the Estyn report within the education department with five areas to be improved
- ❖ A number of articles in the local press, to the proposed closure of Catholic schools in Mold / Saltney areas and the construction of a new facility in Flint area, which has been the subject of a second consultation

Local Issues

- Housing issue resolved for a couple from Afonwen who have successfully moved into Maes y Dre
- Residents in Swan Cottages have had serious issues with a collapsed wall belonging to the Old Court and has caused the lack of access to three sets of gardens and a rodent issue. This is being followed up and has been a concern for many months
- Street lights in Pen y Cefn road have not been completed and the pole base coverings are a trip hazard; this is a problem as the section of the road has not been adopted by FCC - but is still in the hands of the developer until work is done to bring it up to specification
- Requested a meeting with Lee Shone, FCC transport dept, about options for Caerwys Hill, awaiting a date
- Have also sought from Lee Shone in relation to the 20 mph sign at Pen y Cefn road, awaiting an answer
- Chased up the newly appointed StreetScene Officer in relation to blocked gulleys, awaiting an answer.

10. 157/26
REPRESENTATIVES' REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

(i) Councillor Janet Legget-Jones advised that a meeting of the Caerwys Entertainments Committee will be held in the near future

There were no further reports.

11. 158/26
TO CONSIDER THE FOLLOWING: (CLLR JAYNE MORRIS)

(A) Purchase & Installation of a Red K6 Telephone Box (To be Sited within Caerwys Conservation Area)

Councillor Jayne Morris referred to the Red Post Box being sited in the area the Town Square and sought the thoughts of Members to a Red K6 Telephone Box being sited either within the Town Square area or the High Street – where the previous phone box was sited many years ago.

Councillor Morris also sought the views of Members to the purchase and installation of a public bike charging / repair station – possibly on the opposite side of Compton House (On The Corner Café building) to the suggested phone box and adjacent to the defibrillator on South Street. Photograph of a similar unit was shown on screen.

Members agreed the following: The Clerk to seek the views of Chris Rees-Jones, the County Conservation Officer.

(B) Refurbishment / Replacement seat on The Marian

Councillor Jayne Morris recollected Members to the dilapidated bench seat sited on the Marian Common at the top of the hill from Afonwen. Photographs of the seat were shown on screen. Councillor Morris suggested the seat should be refurbished.

Members agreed the following: (1) The Clerk to seek the views of Chris Rees-Jones, the County Conservation Officer in relation to the wooden slats being removed and replaced with either durable timbers (Iroko, Cedar, or Sapele) or 100% recycled plastic/composite lumber. To also seek the appropriate colour of the concrete bench edges **(2)** To await the guidance from the Conservation Officer prior to seeking a quotation.

12. 159/26
TO FURTHER DISCUSS: CHRISTMAS LIGHTING DISPLAY(S) (CLLRS JOHN JOHNSON & STEVE COPPLE)

Councillor John Johnson advised Members the only Christmas lighting that was in working condition were the Town Square fixed tree lights together with a small set of battery-operated lights. Councillors John Johnson and Steve Copple recommended that a site meeting be arranged with a professional Christmas lighting Company to seek their advice to enhance the Christmas lighting in the Town Square area.

Members agreed the following: The Clerk to arrange a site meeting with a professional Christmas lighting company.

13(A). 160/26
PLANNING APPLICATIONS

- No planning applications for consideration at the September meeting

13(B). 161/26
PRE-PLANNING NOTIFICATIONS:

(1) Town Planner WHP Telecoms on behalf of Cornerstone Telecommunications, Infrastructure Limited. Notification under permitted development in relation to the upgrade of part of Vodafone Three's network improvement program. The proposed works does not alter the mast itself but will replace three antennas at Ffyddion Farm, Llys Helyg, Lloc.

Comment by Council: No observations

(2) Pre-Application Consultation in relation to an alternative scheme to that approved under planning permission reference 054007 for phase 4 of the development, together with associated works, at Summerhill, Caerwys.

Comment by Council:

(i) Whilst the Town Council, in principle, have no adverse comments to the proposal, however, the Members wish consideration to improving the parking aspect

(ii) The Council also wishes for consideration to be given to increasing the number of affordable homes made available

13(C). 162/26
PLANNING DECISIONS

- No planning decisions received from Flintshire County Council

14. 163/26
APPROVAL OF ACCOUNTS FOR PAYMENT

Payee (Authorised to be paid by BACS)	**Net £**	**Vat £**	**Total £**
August			
Direct Debit: Scottish Power (July - Street Lighting Electricity Account) Payment dated 31/07/2026	285.36	14.17	299.63
Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for July) Payments dated 03/08/2026			
Audit Wales (Full audit fees for 2024 / 2025)	716.72		716.72
Information Commissioner's Office (Registration renewal)	52.00		52.00
Canda Copying (Quarterly photocopier rental)	55.00	11.00	66.00
Gleaming 2027 Ltd (Bus shelter glass cleaning)	40.00		40.00
Gaynor Griffith (Environmental Services for July)	175.00		175.00
Direct Debit: Scottish Power (part July & August - Street Lighting Electricity Account) Payment due 20/08/2026	309.92	15.50	325.42
Above payments authorised by two Councillor Bank Signatories			
September			
Payments made – to be confirmed:			
Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for August) Payments dated 03/08/2026			
Payments for consideration at meeting to be paid by BACS:			

Gwella Leisure (Commemorative bench installation)	375.00	75.00	450.00
Gaynor Griffith (Environmental Services for September	175.00		175.00
R P Parry (Clerk) Re-imbursement for duplicate keys (Timpson) (Llys Y Goron Community Meeting Room) – as per receipt	13.21	2.64	15.85
(All invoices listed have been 'examined, verified and certified' by the Clerk)			

15. 164/26
APPLICATIONS FOR FINANCIAL SUPPORT

Name of organisation (Authorised to be paid by BACS)	**Amount granted £**
Nightingale House Hospice (Application for annual grant) (Section 137 LGA 1972)	£100.00
Ty Gobaith / Hope House (General donation) (Section 137 LGA 1972)	£100.00

16. 165/26
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…….…….…….…….……..