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 20th October, 2026, at 7.00pm

1(A). 166/26
PRESENT

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

Clerk & Financial Officer R. Phillip Parry

1(B). 167/26
APOLOGIES

Councillor Susan A. Broadaway
Councillor Sandra Evans
Councillor Gwen Jones

1(C). 168/26
ABSENT

None

2. 169/26
BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following: Mrs. Patricia G. Denman, Llys Y Goron, Caerwys.

3. 170/26
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

DRAFT

- E-mail received from resident seeking the Council's views and support in relation to a Christmas Tree Festival & Community Competition. Councillors viewed the e-mail on screen.

Members agreed the following: Wished the resident all the best with the Christmas Tree Festival & Community Competition.

4. 171/26
DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5. 172/26
TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 15TH SEPTEMBER 2026

The Minutes were proposed as correct by Councillor Janet Legget-Jones and seconded by Councillor John Johnson and formally agreed by the Members present.

6. 173/26
PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

(1) Public Conveniences: The Clerk advised that the change of electricity supplier had been completed. Awaiting account details to set up a direct debit. Welsh Water is proving more difficult to transfer the account from the previous FLUSH committee member to the Town Council. The Clerk sought authority to set up two direct debits for the electricity and water supplies to the conveniences.

Members agreed the following: The Clerk to set up the two direct debits as requested.

(2) Bench seat sited on The Marian: The Clerk advised that a local joiner had quoted for the refurbishment which included the removal of the rotten wood seat slates and to be replaced with recycled plastic lumber. Unfortunately, the length of the recycled lumber is an incorrect size. The joiner will make further contact with the supplier and produce an amended quotation.

(3) Children's Play Area: (1) The Clerk advised Members that the agreed new play area equipment at last month's Council meeting had been advised to the Flintshire Play Design Officer. The Officer had been in further contact seeking a change to the equipment which was required to accommodate the inclusive roundabout. The Play Area Sub-Committee had agreed the change. (**2)** A quotation for the sum of £450.00 to provide pickleball markings within the area of the Multi Use Games Area. The quotation had been sent to Members in-between meetings and had been agreed. Councillor John Johnson enquired if the pickleball markings were for the whole games area or part.

Members agreed the following: (1) Confirmed the decision by the Play Area Sub-Committee to the repositioning of the new equipment **(2)** Confirmed the £450.00 cost of the Pickleball markings **(3)** The Clerk to enquire with the Flintshire Play Design Officer to clarify the pickleball area to be marked.

DRAFT

(4) Town Square Christman Illuminations: Councillor Steve Copple provided Members with details from a site meeting held with a representative of Lite (Christmas Illuminations) together with the Clerk. Councillor John Johnson was unavailable. Members were shown on screen visuals of illuminations that would be suitable for the Town Square tree. The visuals also contained four wall mounted Christmas trees that could be erected within the Town Square area. Also shown on screen a quotation for the displays, which included the purchase cost, ancillary equipment and transportation, including a yearly storage fee together with the cost for the first year to erect and dismantle the illuminations.

Members agreed the following: Were pleased with the visuals and accepted the quotation of £4,615.00 / VAT £923.00 / Total cost £5,538.00 – from Lite Limited. The Clerk to issue a Purchase Order.

(5) Red Phone Box / Public Bicycle Charging Station / Bench Seat: Members perused on screen an e-mail received from Chris Rees-Jones (County Conservation Officer) who advised the following: The proposed installation of the above items including the refurbishment of a bench seat falls within Part 12 of the GDPO – with no formal planning permission required on land owned or maintained by the Town Council.

Pending Matters:

The Clerk advised that the following matters remain in the pending file:

(i) Street Lighting Procurement Contract

(ii) Scottish Power not issuing invoices (direct debit cancelled in an attempt to ensure invoices are issued)

7(A). 174/26
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: 1 x Anti social behaviour / 1 x Burglary / 1 x Criminal damage

Caerwys: 2 x Criminal damage / 1 x other crime / 3 x Violence

(2) Flintshire County Council: Notification in relation to the Annual Town & Community Councils Joint meeting with Flintshire Standards Committee, to be held on Monday 2nd November. Request to submit items on any Code of Conduct or ethical issues. Closing date for items Friday 23rd October.

Members agreed the following: No agenda items

(3) Flintshire County Council: Summer Play Scheme Report. Members perused the report on screen which had been forwarded prior to the meeting.

Members agreed the following: The Clerk to write to the Team Leader at Flintshire County Council to express the Councillors appreciation to the arrangements of the Summer Playscheme in Caerwys.

DRAFT

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

- ❖ Remuneration Panel for Wales: Draft Report – 2026 / 2027
- ❖ Flintshire County Council: Train Fares using an app to purchase (forwarded by County Councillor Steve Copple)
- ❖ Natural Resources Wales: Update on proposed National Park in Wales
- ❖ Flintshire County Council: Notice of road closure (10th November for one day. B5122 Crossways Roundabout to Piccadilly Inn – for Scottish Power work)

7(B). 175/26
CLERK'S REPORT

(a) The Clerk advised Members in relation to the following deposits to the Council's bank account:

- £12.00 – Nat West Bank following closure of a defunct Mayor's Bank Account.

(b) Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2026

The Clerk advised that the Audit Wales Certificate had been received for the year 2025 / 2026. The report had been forwarded to the Chair and Vice Chair of Council. Members were shown the report on screen. The Clerk further advised that the Community Council had received an unqualified report, as detailed below:

'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'

There were no other matters or recommendations:

The Clerk confirmed that the Audit Wales Report had been uploaded to the Council's web site, together with the following Public Notice: Notice of conclusion of audit and right to inspect the annual return for the year ended 31 March 2026. (Public Audit (Wales) Act 2004 Section 29 Accounts and Audit (Wales) Regulations 2014). This public notice was also displayed on the Council's public notice board.

Members agreed the following: Accepted the report and thanked the Clerk for his work.

7(C). 176/26
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 be appointed to verify, sign and date bank statements for the quarter: July, August and September, 2026 **(2)** Councillor Duggan-Keen confirmed to Members, that the bank statement reconciliations agreed with the end of quarter - as per below Minute - to receive and approve the quarterly statement of accounts to the 30th September, 2026.

7(D). 177/26
TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO

THE 30TH SEPTEMBER 2026

The Clerk, as Financial Officer provided Members with a copy of the Quarterly Statement of Accounts, as at the end of September 2026. (Electronic copies sent prior to the meeting to Councillors). The Clerk further provided Members with a breakdown in relation to the budget headings, which included income and expenditure to date. The financial documents were shown on screen together with bank statements.

Members agreed the following: Approved the Statement of Accounts, whereby the document was agreed to be signed by the Chair / Mayor of Council, Councillor Jayne Morris.

7(E). 178/26
TO REVIEW (AMEND / UPDATE) AND APPROVE, THE FOLLOWING POLICIES:

(a) Code of Conduct **(b)** National Standing Orders **(c)** Local Standing Orders **(d)** Financial Regulations **(e)** Internal Financial Controls **(f)** Annual Risk Assessment – 2026 / 2027 (**g)** Retention Of Documents Etc., Schedule **(h)** Fixed Asset Register – 2026 / 2027 **(i)** Retention of Documents Policy Statement **(j)** Annual Investment Strategy – 2026 / 2027 **(k)** Model Local Resolution Protocol **(l)** Community Engagement Policy **(m)** Social Media **(n)** Model Publication Scheme / General Data Protection Regulation (Notice & Consent) (GDPR) **(o)** Managing Customer Behaviour) **(p)** Biodiversity Duty Plan – 2026 / 2028 **(q)** Welsh Language Policy (Bilingual) **(r)** Equal Opportunities Policy **(s)** Training Plan **(t)** Annual Review of Clerk's Contract of Employment

To Consider approving the following:

- New Bio-diversity Plan (2026 - 2028)

Above policy sent to Council Members prior to the meeting.

Members agreed the following: (1) Approved and updated the above policies, and to be further reviewed, if necessary, before the end of the financial year **(2)** Approved the Bio-diversity Plan (2026 - 2028) **(3)** To include in the 2027 / 2028 budget provision for purchase of Bird Tables and Bug Hotels **(4)** The Clerk to contact the County Biodiversity Officer to enquire in relating to the QR codes that were discussed for the Memorial institute wildflower area.

7(F). 179/26
TO REVIEW: INDEPENDENT CONTRACTOR AGREEMENT FOR ENVIRONMENTAL SERVICES

The Clerk advised that the agreement was required to be reviewed. The agreement was perused on screen.

Members agreed the following: (1) Councillor Steve Copple to review the agreement and to report at the November meeting **(2)** The clerk to contact Gaynor Griffith to enquire if a brown bin would be of assistance.

7(G). 180/26
ARRANGEMENTS FOR TOWN SQUARE CHRISTMAS LIGHTS

This agenda item was discussed under Minute number: 6. 173/26 (4) on page 3 above

DRAFT

7(H). 181/26
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. Ben Corran (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) Potholes: Between Bodlondeb and the wooden hare in Chapel Street, middle of the road.

(2) 20mph sign: Top of Caerwys Hill on B5122 road. The sign is obscured by bushes

(3) White line painting: At junction on B5122 road at Crossways. The road was previously agreed to be painted with new lines – for the right lane with an arrow marking to cross directly and the left lane marked with a curved arrow towards the slipway. The Council are surprised that these markings were not completed during the recent marking on the B5122 road travelling out of Caerwys towards the A55 – where the new white lining stops just prior to the above previously agreed arrow markings

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

8. 182/26
TOWN MAYOR'S REPORT

The Town Mayor, Councillor Jayne Morris, advised that there was no report this month.

9. 183/26
COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

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

Main Council

- ❖ To consider recommendations: From the Constitution & Democratic Services Committee to update the Council's Constitution following its review
- ❖ Review of political balance: Caused by changes in members. Minor changes made and accepted
- ❖ To present to Members the Annual Treasury Management Report for 2025/26
- ❖ The Treasury Management Annual Report (2025/26) Reviewed by the Governance and Audit Committee
- ❖ Throughout the year the treasury function operated in full within the limits detailed in the Treasury Management Strategy 2025/26
- ❖ Review of Council plan 2025/26: Requirement of the Local Government and Elections (Wales) Act 2021: For organisations to 'set out any actions to increase the extent to which the Council is meeting the performance requirements.'
- ❖ People: Residents in Flintshire feel happy, safe and healthy
- ❖ Places: Flintshire is a place where people want to live, visit and work
- ❖ Prosperity: Flourishing communities and thriving businesses in Flintshire.

- ❖ Supporting people: To retain their housing and live well, ensuring homelessness is rare
- ❖ Place names: To be Welsh. The Welsh Language Commissioner responsible for providing advice on Welsh place names. The Commissioner has established a panel of experts, the Place-names Standardisation Panel, to advise on standard forms of Welsh place names
- ❖ Review of the Flintshire Standards: The Standards Committee to conduct a rolling review of codes and protocols. National checklist developed by the Monitoring Officers Group of Lawyers in Local Government following concerns in conjunction with the Public Services Ombudsman
- ❖ Questions and notices of motions: Several where discussed and voted on

Local Issues

- Speeding on Harp Farm area B5122: Reported to Police
- Parking difficulty in Maes y Dre: Discussion commenced with street scene
- Caerwys Hill: meeting held with Lee Shone (FCC). A full review will be commissioned
- Additional speed sign near Memorial Institute: Speed counters will be fitted to review the need.
- New resident in Cae Delyn: Contacted Housing Officer in relation to a dropped kerb
- Street Scene Concerns: Discussion in relation to a number of outstanding repairs

10. 184/26
REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

(i) Councillor Janet Legget-Jones advised of attendance at the Home Start event in Mold. Items discussed included the following: Budget, funding and volunteers

(ii) Councillor Janet Legget-Jones advised of attendance at the Entertainment Committee: Items discussed included the following: Carols on the Square, Street Party and St. David's Day celebrations

(iii) Councillor Lynette Edwards advised of attendance at a virtual meeting of the Executive Committee of the North and Mid Wales Association of Local Councils. Items discussed included the following: More meetings to be held virtually including an update on Transport Wales (Railway)

11. 185/26
TO DISCUSS: ADDITIONAL PLANTING (BULBS & BEDDING) CLLR JAYNE MORRIS

Councillor Jayne Morris discussed with Council Members the planting of daffodil bulbs in areas of the Town, whereby members of the community could assist as a Community Event.

Members agreed the following: (1) To allocate the sum of £100.00 for the purchase of daffodil bulbs **(2)** To hold the event on Saturday 7th November **(3)** To advertise the event on the local Facebook page and to seek residents' interest in assisting with the event.

12(A). 186/26
PLANNING APPLICATIONS

- ❖ Planning application number: FUL/000723/26 – proposed remove existing 22.7m high monopole and equipment cabin and replace with 20m monopole supporting 6no antennas, 0.6m dish, 0.3m dish, and 1no. equipment cabinet, with associated ancillary development, at Ffyddion Farm, Pen Ffordd Llan, Holywell

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

(The above application was sent to Members for consultation in-between meetings, due to statutory time limits for observations from County Planning).

12(B). 187/26
Members formally confirmed the above decisions.

12(C). 188/26
The following planning application(s) were considered by Members at the meeting:

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

12(D). 189/26
PLANNING DECISIONS

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

13. 190/26
APPROVAL OF ACCOUNTS FOR PAYMENT

Payee **(Authorised to be paid by BACS)**	**Net** **£**	**Vat** **£**	**Total** **£**
BACS: Gleaming 2027 Ltd (Bus shelter cleaning) (Payment authorised by two Councillor bank signatories)	40.00		40.00
Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for September (Payments dated 01/10/2026			
BACS: H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - July, August & September 2026 (Payment dated 08/10/2026)	1,259.43		1,259.43
Direct Debit: Scottish Power (August & September - Street Lighting Electricity Account) Payment due 20/10/2026)	763.07	38.16	801.23
Payment(s) for consideration at meeting to be paid by BACS:			
Royal British Legion (Poppy wreath for Remembrance Sunday)	55.00		55.00
Caerwys Memorial Institute (MUGA - lighting for October 2025 to March 2026)	190.00		190.00
Gaynor Griffith (Environmental Services for September	175.00		175.00

(All invoices listed have been 'examined, verified and certified' by the Clerk)			

14. 191/26
APPLICATIONS FOR FINANCIAL SUPPORT

Name of organisation (Authorised to be paid by BACS)	**Amount granted £**
Wales Air Ambulance (Application for annual donation) (Section 137 LGA 1972)	£400.00
Urdd Gobaith Cymru (Application for annual donation) (Section 145 LGA 1972)	£250.00
Caerwys Events Committee (Application for annual donation) (Section 145 LGA 1972)	£300.00
Caerwys Football Club (Application for funding towards maintenance) * (Application adjourned to November Council meeting for production of audited accounts and copy of bank statement)	*

15. 192/26
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…….…….…….…….……..

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