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 17th November 2026, at 7.00pm

1(A).193/26
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 Judith Standring

Clerk & Financial Officer R. Phillip Parry

1(B). 194/26
APOLOGIES

Councillor Janet Legget-Jones

1(C). 195/26
ABSENT

None

2. 196/26
BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following: Miss Christine A Clews, Sportsman Terrace, Afonwen.

3. 197/26
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

(1) Interpretation board adjacent to the wooden harp: Observation from a resident who is concerned that the board has been affixed to a tree and as the corners are sharp metal, it is

suggested that the corners are covered with a clear gel / silicone around the edges to alleviate injury.

Members agreed the following: Thanked Councillor John Johnson for offering to purchase suitable edging and to complete the work.

(2) Complaint from a Afonwen residents that two Denbighshire County Council wheelie bins had been deposited near to their home. The Clerk had requested Street Scene to remove

4. 198/26
DECLARATIONS OF INTEREST

The following Declaration of Interest was declared: Councillor Jayne Morris (Minute number: 12. 210/26 on page 6 below.

5. 199/26
TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 20TH OCTOBER 2026

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

6. 200/26
PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

(1) Bench Seat: The Clerk advised and was shown on screen a quotation from Apex Joinery to refurbish the bench seat sited on The Marion.

Members agreed the following: Accepted the quotation from Apex Joinery at £550.00 plus VAT £115.00 – Total £660.00

(2) Pickleball all Markins: The Clerk advised that he had reminded the Flintshire Play Design Officer that the Council were still awaiting a reply seeking if the Pickleball markings were to be placed across the full or part of the area within the multi games facility.

Members agreed the following: The Clerk to further contact Richard Roberts to enquire if the pickleball markings could be towards the Memorial Institute area.

(3) Caerwys Wildflower area: The Clerk advised that the County Biodiversity Officer had confirmed, that the QR codes will be placed on site in the near future.

(4) Gardening / Maintenance Agreement: The Clerk advised that Councillor Steve Copple had completed an amended contract to include a bin. Correspondence received from Gaynor Griffith agreeing to the brown and seeking an increase to the hourly rate.

Members agreed the following: (1) Thanked Councillor Steve Copple for offering to house the brown bin at his home **(2)** To increase the hourly rate to £13.50 per hour.

(5) Caerwys Public Conveniences: The Clerk advised that both the Electricity and Water supply accounts at the conveniences have been transferred into the name of Caerwys Town Council.

(6) Red Phone Box & Bicycle Repair Station: The Clerk advised that the Conservation Office had advised, that planning permisisn was not required, however, the area of installation would require agreement by Street Scene.

7(A). 201/26
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 / 3 x Violence & sexual offences

Caerwys: 1 x Drugs (B5122 road) / 4 x Violence & sexual offences

(2) Flintshire County Council: Summer Playscheme – 2027. The Clerk provided details of costing for 2027 – 6 week scheme at £5,321.00. The Clerk recollected to Members that the 2026 playscheme was at a cost of £5,067.36 - an increase for 2027 of £253.64.

The County were requesting either an agreement in principle by the 18th December, 2026 or a commitment by the 18th January, 2027 to hold the Playscheme in 2027

Members agreed the following: (1) To hold the 2027 Children's Play Scheme for a six week period **(2)** The Clerk to advise the County that the decision is a commitment.

(3) Flintshire County Council: Notification of election for Town & Community Council in Wales to be held on Thursday 6th May, together with guidance to estimated costs.

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

- Flintshire County Council: Attachments relation to the annual joint meeting between the Flintshire County Standards Committee and Flintshire Town & Community Councils
- Flintshire County Council: Report by the Public Services Ombudsman for Wales
- Flintshire County Council: Absorbent Hygiene Products (AHP). Forwarded from County Councillor Steve Copple
- Flintshire County Council: New winter gritters. Forwarded from County Councillor Steve Copple

7(B). 202/26
CLERK'S REPORT

(a) Co-option of Town Councillor: The Clerk advised that under the Local Government Act the current vacancy for a Town Councillor is not required to be filled. This is due to the May 2027 elections for Town & Community Councils, whereby a vacancy is not required to be filled if within the six months prior to an election.

Members agreed the following: Co-option notice to remain on public notice board and Council's web site.

(b) Town Council Representative on the Caerwys Town Hall Trustees. Councillor Sandra Evans expressed an interest in being appointed as this Council's representative

Members agreed the following: Thanked Councillor Sandra Evans for expressing an interest and agreeing to be the Council's Town Hall representative.

(c) The Llys y Goron Community Meeting Room has been booked for the 2027 Council meetings.

(d) Public Conveniences – electricity and water supply. The Clerk advised that both services have been transferred into the name of Caerwys Town Council who will receive the invoices. The Clerk requested Councillors to consider the invoices to be paid by debit – which is permitted by the Financial Regulations.

Members agreed the following: Yes to the Direct Debits for the above services.

(e) The current bus stop seasonal painter has retired and advised of a colleague who would paint the last theme (Christmas) on the glass shelter for the same cost.

Members agreed the following: The Clerk to make contact with the suggested Caerwys resident during the meeting and to offer a similar payment that was made to the retired person.

7(C). 203/26
PRECEPT AND FINANCIAL ALLOCATIONS FOR 2027 / 2028

The Clerk advised, that this exercise was to enquire with the Members of the Council, if there were any items of expenditure additional to the present allocation in the 'Earmarked Reserves' to be included in the next financial year. A copy of the current ear-marked reserves was provided to Members.

Members agreed the following: (1) Red Phone Box and Bicycle Repair Station (costs unknown) **(2)** To place additional funds for the 2027 Summer Play Scheme **(3)** Other possible ring-fenced and general reserves – to be agreed in January 2027 budget setting.

7(D). 204/26
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 Officer

- Update of outstanding issues received from Ben Corran and forwarded to Councillors dated 21st October.

- Councillor John Johnson seeked clarification in relation to item 2 on the list (Potholes on Waterstreet & Marian areas. Councillor Johnson requested clarification if the repairs to the pot holes are temporary or a full repair. County Councillor Steve Copple to discuss with Ben Corran.

Members brought the following concerns to the meeting:

(1) B5122 Road (Caerwys to Afonwen) and just passed Caerwys View: A number of Cats Eyes are missing

(2) Holywell Road - Street name plate which is almost unreadable (this has been reported previously)

(3) Ysgol Yr Esgob School: Trees are overhanging the pavement (This has been reported previously whereby the previous Street Scene Officer was going to contact the school as the trees appear to belong to them)

(4) Town Square: There are a number of pot holes that were to be fixed previously. The concern that on 20th December the annual Christmas Carol Service is held on the Square with possibly a few hundred people and children attending (the area really is a trip hazard)

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

8. 205/26
TOWN MAYOR'S REPORT

The Town Mayor Councillor Jayne Morris advised Members of their attendance at the following:

(a) Harvest Thanksgiving at St. Michael's Church
(b) Caerwys Civic Sunday
(c) 400 daffodil bulbs planted (Councillors' Lynnete Edwards and Janet Legget-Jones assisted)
(d) Remembrance Service in St. Michel's Church and Memorial Institute

- Senior Citizens Christmas Tea Party to be held in St. Michael's Church on Tuesday the December

- Council Christmas Dinner arranged for Tuesday 15th December

9. 206/26
COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

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

Main Council

- ❖ Flintshire County Council budget for 2027 / 2028 – shortfall of funds
- ❖ Report in relation to behaviour

Local Issues

- Swan Cottages: Legal Office will commence proceedings
- Caerwys Hill. Awaiting report which is overdue
- Parking in area of Maes Y Dre. Ongoing consultation with Flintshire Housing

10. 207 /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.

11(A). 208/26
PLANNING APPLICATIONS

The following planning application was considered by Members at the meeting:

- Ref no: FUL/000883/26 – proposed retrospective conversion and change of use of former rural outbuilding to private office and creative workspace, at land adjoining Plas Cerrig Hall, Caerwys.

Comment by Council: To be only used for the existing intended purpose.

11(B). 209/26
PLANNING DECISIONS

The following planning decision(s) have been received from Flintshire County Council:

No planning decisions received from Flintshire County Council

12. 210/26
APPROVAL OF ACCOUNTS FOR PAYMENT

Councillor Lynette Edwards (Deputy Mayor took the Chair for the payment of accounts, as **Councillor Jayne Morris (Mayor) Declared an Interest in relation to the re-imbursement payments to herself.**

Payee **(Authorised to be paid by BACS)**	**Net** **£**	**Vat** **£**	**Total** **£**
Payments made – to be confirmed:			
Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for October) Payments dated 02/11/2026			
Tim Biddle (Civic Service Organist) Payment dated 09/11/2025 Authorised by two Councillor bank signatories	120.00		120.00
On the Corner Café (Civic service refreshments) Payment dated 11/11/2025 Authorised by two Councillor bank signatories	268.75	54.75	322.50
Payments for consideration at meeting to be paid by BACS:			
St Michael's Church Caerwys (Hire of Church for Civic Service)	100.00		100.00
Canda Copying (Quarterly photocopier hire)	55.00	11.00	66.00
Flintshire County Council (Summer play scheme – 2026)	5,067.36		5,067.36
Sy Kentigern Hospice (Remembrance Sunday (Buglar fee – donated to Hospice)	50.00		50.00
Cllr Jayne E. Morris (Re-imbursement of Civic Service purchases (as receipts)	339.95		339.95
Cllr Jayne E. Morris (Re-imbursement for purchase of daffodil bulbs for public event (as per receipt)	140.00		140.00

DRAFT

Gaynor Griffith (Environmental Services October) £175.00 / Purchases of plants and safety items £51.98	226.98		226.09
Gleaming 2017 Ltd (Bus shelter window cleaning)	40.00		40.00
Direct Debit: Scottish Power (3 x invoices - Street Lighting Electricity Account) Payment due 20/11/2026	1,243.61	62.18	1,305.79
(All invoices listed have been 'examined, verified and certified' by the Clerk)			

13. 211/26
APPLICATIONS FOR FINANCIAL SUPPORT

Name of organisation (Authorised to be paid by BACS)	**Amount granted £**
Caerwys WI (Application for annual grant) (Section 137 LGA 1972)	£300.00
Caerwys Football Club (Application for funding towards maintenance) (Application adjoined for the Football Club to clarify the following: (1) The number of bank accounts held by the Football Club (2) Request for more information in relation to the Football Accounts))	

14. 212/26
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…….……..…….…….……..

DRAFT