



CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council Held at The Memorial Institute, South Street, Caerwys, On Tuesday the 15th October, 2019, at 7.00pm

1(A). 173/19 PRESENT

Councillor Stephen Copple (Mayor)
Councillor Peter Dooley (Deputy Mayor)
Councillor Miss. Susan A. Broadaway
Councillor Jonathan E. Duggan-Keen
Councillor Mrs. Lynette M. Edwards
Councillor Howard R. Griffiths
Councillor Miss. Carole A. Harris
Councillor Michael W. Moriarty
Councillor Ms. Helen L. Priestley
Councillor Miss. Carole Stephenson
Councillor Stephen G. Wilson

County Councillor Tudor Jones

Clerk & Financial Officer R. Phillip Parry

1(B). 174/19 APOLOGIES

None

1(C). 175/19 SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE (CO-OPTED MEMBERS)

The following Councillors signed their Declaration of Acceptance of Office: Councillor Miss. Susan A. Broadaway, Councillor Michael W. Moriarty and Councillor Miss. Carole Stephenson.

The Clerk to the Council, R. Phillip Parry, duly witnessed the signing of the above Declarations of Acceptance of Office – as the Proper Officer of the Town Council of Caerwys.

The Mayor, Councillor Steve Copple, congratulated the newly co-opted Council Members and provided some guidance in relation to the Local Standing Orders.

2(A). 176/19

BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following: Mrs. Janine Louise Jones (née Chatterton) of Prestatyn – formerly of Plas Yr Haf, Afonwen.

3. 177/19

DECLARATIONS OF INTEREST

There were no Declarations of Interest.

4. 178/19

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 17TH SEPTEMBER, 2019

The Minutes were proposed as correct by Councillor Mrs. Lynette Edwards and seconded by Councillor Steve Wilson and formally agreed by the Members present.

5. 179/19

MATTERS ARISING

The Clerk referred to the following matters from the previous Minutes:

Minute no: 5.156/19 sub minute no's: 5.136/10 & 6(D). 110/19 (page 2) – in relation to the removal and addition of Councillors' signatures on the NatWest Bank account. The Clerk advised that whilst the mandate for new signatures had been eventually confirmed by the Bank, the opening of a Deposit Account was still in progress. Once this account has been opened the Council will be able to complete the necessary internet banking form – which will be required to be signed by all the new signatories, as follows: Councillors Stephen Cople, Peter Dooley, Jonathan E. Duggan-Keen, Mrs Lynette M. Edwards, Howard R. Griffiths, Miss. Carole A. Harris, Councillor Stephen G. Wilson and Clerk to Council, R. Phillip Parry

Members agreed the following: The Clerk to complete the NatWest Internet Banking form for signature by the above named Council Members – when the deposit account opening has been confirmed. The Clerk to then close the HSBC bank accounts and transfer the remaining funds to the new NatWest accounts.

Minute no: Minute no: 5.156/19 – outstanding from previous minutes (page 2) – in relation to Old Court, High Street, Caerwys. The Clerk advised that despite requests to the County Conservation Officer, there had been no update received in relation to enforcement action.

Councillor Michael Moriarty provided Members with information in relation to the Grade II* Listed Building aspect, including an informative summary of entries from the Town Council's Minutes dating from July 2011 to present, in relation to Old Court.

Members agreed the following: County Councillor Tudor Jones to make contact with the Conservation Officer, and to seek an urgent resolution to the Town Council's concerns, in particular, the apparent lack of enforcement action to the now dilapidated looking building.

Minute no: Minute no: 5.156/19 – outstanding from previous minutes (page 2) – in relation to the upgrade of the Caerwys Children's Play Area. The Mayor Councillor Steve Cople advised that he, together with Councillor Ms. Helen Priestley had met on-site with Mr Richard Roberts (Aura Leisure) and provided a report on the meeting, which included the upgrade commencement date, sand pit and additional seating.

Minute no: 6(A). 157/10 (7) (page 3) – in relation to match funding by Flintshire County Council to providing new play equipment in the Children’s play areas within the County during 2019 / 2020. The Clerk advised that the Town Council had formerly made a decision at the September Council meeting not to complete a match funding application due to the current play area upgrading project in progress. The County Council had advised that match funding could be provided for the purchase of new picnic tables and seating.

Members agreed the following: The Clerk to place the matter on the November Council agenda.

Minute no: 6(B).158/19(e) (page 4) – in relation to the attendance of a bugler at the Memorial Institute Remembrance Service. The Clerk advised that unfortunately, the bugler was now unable to attend. The Clerk indicated that he would make enquiries with the Local British Legion and Holywell Town Band.

6(A). 180/19 CORRESPONDENCE

The following correspondence had been received, that was required to be either advised to, or dealt with by the Members:

- (1) The Clerk read out a report received from PCSO Connor Freel in relation to reported criminal offences within the Community:

Caerwys: (1) Road related offence – caller reporting whilst walking near the Marian a white Vauxhall Corsa or Nissan Micra had been driven erratically on Chapel Street - as though it was aiming for the caller before speeding off (2) Concern for Safety – a resident felt being coerced into transferring money over the telephone.

Afonwen: No reported instances.

- (2) Flintshire County Council – Winter maintenance provision for 2019 / 2020.
- (3) Flintshire County Council – Feedback from further visits to Town & Community Councils from Members of Flintshire Standards Committee.
- (4) Flintshire County Council – Flintshire Local Development Plan Consultation – 30th September to 11th November, 2019.

Members agreed the following: Councillors Miss. Susan Broadaway and Michael Moriarty to meet and formulate a draft response to the Clerk. The Clerk to circulate to Members for consideration and, following e-mailed agreement, to submit to the consultation process.

- (5) Flintshire County Council – County Waste Consultation. Councillors were provided with an e-mail link to complete the survey.
- (6) E-mail forwarded to Council Members from Mrs. Gaynor Griffith – advising of an Extraordinary Meeting of the Caerwys In Bloom Committee – to be held on Monday 28th October, at 7.00pm in the Memorial Institute.
- (7) Local Democracy and Boundary Commission for Wales (LD&BCfW) – Draft proposals for the future Electoral Arrangements for the County of Flintshire. The Clerk read out a report which had been kindly provided by Councillor Michael Moriarty.

Members agreed the following: Thanked Councillor Moriarty for the informative report and accepted his proposed comment on the draft report to be submitted to the (LD&BCfW) – as follows:

“Having viewed the draft proposals for the County of Flintshire put forward by the Local Democracy and Boundary Commission for Wales, Caerwys Town Council considers the ratio of electors to ward councillor to be appropriate. The retention of the existing ward boundary reflects the shared geographic nature of the two communities of Caerwys and Ysceifiog and the rural aspect of both areas.

With regard to the electoral ward name of ‘Caerwys’ also being retained, it is felt that this engenders a sense of place that both communities feel connected to.

Caerwys Town Council is fully supportive of the proposals for the electoral ward of Caerwys.”

- (8) Flintshire County Council – Acting Returning Officer’s Comments – in relation to places used for election purposes. The Caerwys Town Hall was referred to as ‘Arrangements considered satisfactory – no changes proposed’
- (9) Flintshire County Council – Training session for Town & Community Councillors, to be held in Pentre Halkyn Community Centre on Wednesday 13th November, between 6.00pm and 8.00pm. The Clerk to circulate information to the new co-opted Councillors.

6(B). 181/19 CLERK’S REPORT

- (i) The Clerk recollected to Members the resolution made by Council for payment to HMRC for the quarterly payments of Income Tax and National Insurance - be paid by direct debit. Whilst the direct debit had been set up, it appears that yesterday (Monday 14th October) HMRC attempted to transfer £1,000.00 from the Council NatWest Bank account, whereby the amount should have been £500.31. The Clerk further advised that possibly the direct debit should be replaced with a direct debit or BACS transfer – whereby the exact amount due to HMRC can be entered by the Clerk.

Members agreed the following: The Clerk to contact HMRC and NatWest Bank, to agree the most convenient way to proceed with future payments.

- (ii) The Clerk read out a concern received from a resident in relation to the installation of a number of kissing gates on public footpaths within the community – which had been forwarded to the County. The Clerk advised of a reply from the Flintshire Footpaths Officer – which provided details of a number of kissing gates installed recently – together with a future progress report.
- (iii) The Clerk read out a concern received from a resident in relation to a decision by Barclays Bank to cease the cash withdrawal facility from Post Offices – which included Caerwys.

Members agreed the following: The Clerk to write to the Chief Executive of Barclays Bank, to advise that the Council wishes the decision to be reversed. The Town does not have any banks or other cash withdrawal facilities.

- (iv) **Street Lighting:** The Clerk advised that the following four lamps have been reported out of order: (1) Church Walk (2) Holywell Road (3) Two adjacent lamps on the A541 in Afonwen.

6(C). 182/19 TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30TH SEPTEMBER 2019

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of September 2019, together with copies of the two Council Bank account statements. The Clerk further provided Members, with a breakdown in relation to the budget headings, which included income and expenditure to-date.

Members agreed the following: Approved the Statement of Accounts, whereby the document was signed by the Mayor as Chair of Council, Councillor Steve Copple.

6(D). 183/19

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 – 2019/20 (G) RETENTION OF DOCUMENTS ETC., SCHEDULE (H) FIXED ASSET REGISTER – 2019/20 (I) RETENTION OF DOCUMENTS POLICY STATEMENT (J) ANNUAL INVESTMENT STRATEGY – 2019/20 (K) MODEL LOCAL RESOLUTION PROTOCOL (L) COMMUNICATION AND ENGAGEMENT STRATEGY POLICY (M) GENERAL DATA PROTECTION REGULATION (GDPR)

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) Councillor Steve Copple to peruse the ‘Social Media - A Guide for Councillors’ issued by the Welsh Assembly Government, to determine should there be any additional information that could be considered for the Town Council’s current Communication and Engagement Strategy (3) This item to be placed on the November Council agenda.

6(E). 184/19

WALES AUDIT REPORT: TO UPDATE ASSET REGISTER WITH LOCATION OF COUNCIL ASSETS

The Clerk recollects to Members the External Audit Report (Wales Audit) - which referred to the Council’s Asset Register – which should record the purchase date, asset holder details, together with the location of the asset. The Clerk advised that whilst this information is available since his appointment as Clerk, the asset register requires updating prior to his appointment. Members were provided with a copy of the current asset register.

Members agreed the following: The Clerk to update the Council’s Asset Register - with the information available. To delete one bench seat and to gift one community defibrillator to the Caerwys First Responders Team.

6(F). 185/19

STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)

The Clerk advised in relation to the following matters that had been reported to StreetScene, since the last Council meeting:

- (a) Request for the roadside section of the hedge that runs alongside the Millennium pathway to be cut.
- (b) Request for grass cutting in an alleyway in the area of Cae Delyn to be cut. The Clerk advised that the County were perusing their record to ascertain ownership of the section of land.
- (c) Complaint received in relation to alleged damage to grass verge caused by large vehicles attending the Marl Quarry in Afonwen. A local resident has apparently slipped in the area.

Members brought the following concerns to the meeting:

- (1) Pot holes on B5122 Caerwys Hill to Afonwen – approximately 15/20m south of entrance to Caerwys View Park – downhill lane of the highway.
- (2) It was reported to the Council that a pedestrian had fallen on Caerwys Hill due to a large pothole and was taken to hospital with a leg injury. The resident's spectacles were also damaged.
- (3) Previously reported pot holes on St. Michael's Drive have not been attended to.
- (4) Previously reported hedge still requires cutting on St. Michael's Drive.
- (5) Chevron signs on Caerwys Hill are obstructed by foliage.
- (6) Road signage from the A55 to Pen Y Cefn area is obstructed by foliage (this was reported to be a concern throughout the County).

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

7. 186/19

TOWN MAYOR'S REPORT

The Town Mayor, Councillor Steve Copple, advised Members of his attendance at the following:

- (a) Maes Mynan Holiday Park – Official launch.
- (b) Ysgol Yr Esgob – meeting with Headteacher.

Councillor Copple advised of a generous donation of £700.00 to the Mayor's Charity account.

8. 187/19

COUNTY COUNCILLOR'S REPORT (CLLR TUDOR JONES)

County Councillor Tudor Jones advised Members in respect of the following:

- (a) Provided a road safety report in relation to the B5121 (Lixwm) and B5122 (Caerwys) roads – which included the following: School bus services to Ysgol Yr Alun, Mold and St. Richard Gwyn School in Flint / Maes Mynan Holiday Park – various footpath surveys required / Traffic calming measures and parking concerns – at junctions and pavements.
- (b) Provided a feedback report, which covered a number of matters, including the following: Delivery of Newsletter to all properties / Seeking information from Members in relation to incidents that have occurred on the B5122 road in Caerwys and Afonwen / School bus service / Flintshire Local Development Plan / Drug awareness event in Mold / Confirmed that Caerwys is referred to as a Town in County Hall.

9. 188/19

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- (i) Councillor Steve Wilson advised of his attendance, together with the Clerk at a recent meeting of the County Forum – held in Hawarden. The following topics were discussed: Boundary Review / Local Development Plan / Council Plan 2019/2020 / Budget update / Waste Collection Strategy / Micro-care project / Information Commissioner's Office Guidance / Environmental Planning Enforcement Funding Scheme.

10(A). 190/19

PLANNING APPLICATIONS

The following planning application had been received:

- (a) Application number: 060394 – for the erection of an extension – at Pen Y Lon, Holywell Road, Caerwys

Comment by Council: Providing that the application complies with planning policy then no objections raised.

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

10(B). 191/19

Members formally confirmed the above decision.

10(C). 192/19

The following planning application was dealt with by the Members at the meeting:

- ❖ Application number: 059366 – amendment to submitted application – for the display of 4 no fascia signs on front and side elevations and window vinyls at Select Convenience Store, formerly Wills of Caerwys.

Members agreed the following: The Council re-iterate their previous comments on the original application, as below:

- (a) No difference to previous application No 057781 that was refused on 5/01/18. Therefore not acceptable now.
- (b) Although the design statement says existing signs are illuminated this is not the case. There is previous lighting equipment on the building but this has not received planning permission. The original planning application does not include for lighting, planning application no 049436 dated 9/02/12 and therefore should have been removed.
- (c) This original application permission states signs to be painted shop signs, therefore existing signs do not correlate with previous permission and subsequently the new application does not comply either.
- (d) Application not in keeping in a conservation area and luminescence will be very bright having an impact on the community within conservation area.
- (e) Impact on the character and appearance in a conservation area. Plastic signs not acceptable. Signs not required on both ends and sides of building against visual appearance. Existing lights previously used already cause concern for vehicles using entrance to housing courtyard. We have asked for them to be removed. Signs should be more traditional hand painted on timber NOT plastic. Corporate identity is less important than the protecting areas of special character as quoted in SPGN7
- (f) Glaring LED lights not acceptable. Not needed as adequate street lighting in North Street with a lamp head mounted opposite the shop premises.
- (g) Vinyl window graphics not in-keeping with area, stuck on window, colours do not blend in. Welsh map as existing is far more acceptable for promoting Welsh heritage and tradition of the town.
- (h) High intensity lighting will have adverse effect on highway safety. Light pollution is environmental concern.
- (i) Against policy SPGN7 and LPG16 in that modern illuminated plastic type advertisement signs will not be acceptable.

The Council wish also to draw your attention to previous comments made by County Councillor Tudor Jones, Planning Officer's report, Conservation Officer, together with local Residents - and reiterate the concerns that all show strong objections.

The shop as a whole has a detrimental impact on highway safety, pedestrian safety and parking. Whilst the Council appreciate this is an existing facility it was just a small local shop to serve local area providing general supplies to the immediate community. Now it has turned into a much larger shop by its nature of supplies stocked and the new signage will encourage more use causing issues on character, appearance, design appearance and impact on the local community in a small conservation area that needs protecting by the Local Planning Authority, in accordance with its statutory duty.

10(D). 193/19

Planning application in adjoining Community Council area (not yet open for comments)

The Clerk advised Members in relation to the following planning application in an adjoining Community Council area: Application number: 060475 – for the erection of a drive-thru restaurant and drive-thru coffee shop unit (use Class A3), access, landscaping and associated works, at land adjacent to McDonalds, Lloc.

Members agreed the following: The Clerk to notify Council Members when the application is open for comment.

10(E). 194/19

PLANNING DECISIONS

The following planning decisions have been received from Flintshire County Council:

- (i) Application number; 058576 – for non-material amendment following grant of planning permission 052645 at, Thomas Plant Hire, Pen Y Cefn. Approved.
- (i) Application number: 057469 – for display of Tower Sign, at Park View Garage, Caerwys. Approved.

11. 195/19

APPROVAL OF ACCOUNTS FOR PAYMENT

| Cheque Number | Payee | Net £ | Vat £ | Total £ |
|---------------|---|--------|-------|---------|
| | Standing Order: Snapfast Electrical (Monthly payment Re: Installation of LED Lights – payment dated 2 nd September, 2019 | 263.94 | 52.79 | 316.73 |
| | Direct Debit: Scottish Power (September - Street Lighting Electricity Account payment dated 18/10/2019) | 94.08 | 4.70 | 98.78 |
| | Standing Order: H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - July, August & September 2019 – payment dated 14/10/2019 - £500.31) (See Minute number 6(B). 181/19 (i) on page 4 above | | | |

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|-----|--|--------|-------|--------|
| 011 | Wales Audit Office (Annual audit) | 213.20 | | 213.20 |
| 012 | Canda Copying (Photocopier 1/4 rental) | 51.00 | 10.20 | 61.20 |
| 013 | Allclear Cleaning (Town Square bus shelter window cleaning) | 140.00 | | 140.00 |
| 014 | Caerwys Town Hall (Hire fee for County Standards Meeting) | 24.00 | | 24.00 |
| 015 | R. P. Parry – Clerk (Re-imburement for refreshments for above meeting – as per receipts) | 15.45 | | 15.45 |
| 016 | R. P. Parry – Clerk. Travelling expenses from October 2018 to October 2019 – as per detailed auditors information list | 84.60 | | 84.60 |

12. 196/19

APPLICATIONS FOR FINANCIAL SUPPORT

| Cheque Number | Name of organisation | Amount granted £ |
|----------------------|---|-----------------------------|
| 017 | Caerwys 1 st Rainbows (Adjourned application for production of last set of accounts) (Section 19 LGA (Miscellaneous Provisions) Act 1976) | 250.00 |
| | Shelter Cymru (Cardiff) (New application) | No grant |

13. 197/19

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.....