



CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council Held at The Memorial Institute, South Street, Caerwys, On Tuesday the 17th September 2019, at 7.00pm

1(A). 151/19

PRESENT

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

Clerk & Financial Officer R. Phillip Parry

1(B). 152/19

APOLOGIES

County Councillor Tudor Jones

The Mayor, Councillor Steve Copple, welcomed Councillor Joseph Caruana - Leeswood Community Councillor - who was observing the meeting.

2. 153/19

BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following: Reverend John V. Waring, Willaston, Cheshire (Rector of Caerwys 1987 to 1995) / Mr. John Edward (Jack) Thomas, Bod Hyfryd Care Home, Flint, formerly of Glasdir Terrace, Caerwys.

3. 154/19

DECLARATIONS OF INTEREST

There were no Declarations of Interest.

4. 155/19

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 16TH JULY, 2019

The Minutes were proposed as correct by Councillor Howard Griffiths and seconded by Councillor Steve Wilson and formally agreed by the Members present.

5. 156/19

MATTERS ARISING

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

Minute no: 1(D). 132/19 (page 1) – in relation to the non-attendance at the July meeting by Inspector Steven Owen (North Wales Police).

Members agreed the following: To invite Inspector Owen to the February, 2020 Council meeting.

Minute no: 5.136/10 sub minute number: 1(E). 110./19 (page 2) – in relation to a site meeting in Afonwen on 23rd July. The Mayor advised that as there was no public footpath in the area fronting Railway Terrace, the County Council had advised that residents could place suitable no parking notices on a private basis.

Minute no: 5.136/10 sub minute number: 6(D). 110/19 (page 2) – in relation to the removal and addition of Councillor signatories on the NatWest Bank account.

Members agreed the following: The Clerk to complete the following NatWest Bank forms **(1)** Internet Banking mandate, to be signed by all existing signatories (Councillors Stephen Copple / Peter Dooley / Jonathan E. Duggan-Keen / Mrs Lynette M. Edwards / Howard R. Griffiths / Miss. Carole A. Harris / Stephen G. Wilson) **(2)** To open a NatWest Business Reserve Account **(3)** To place all the above referred-to signatories on the NatWest Bank Mayor's Charity Bank account.

Minute no: Matter outstanding from previous Minutes – in relation to the following: The Old Court, High Street, Caerwys.

Members agreed the following: To adjourn the matter to the October Council meeting. Should there be no response from Mr. Rees-Jones, then the Clerk to seek assistance from County Councillor Tudor Jones.

Minute no: Matter outstanding from previous Minutes – in relation to the following: Caerwys Play Area upgrade.

Members agreed the following: The Mayor, Councillor Steve Copple and Councillor Ms. Helen Priestley to meet on site with Mr. Richard Roberts (Aura Leisure) – on Thursday 26th September at 1.00pm.

6(A). 157/19

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)** Criminal Damage – Ysgol Yr Esgob School. Hasp and padlock on school shed has been broken off for a second time **(2)** Suspicious Circumstances – Caller reporting that suspicious people had been spotted acting furtively on South and Chapel Streets **(3)** Burglary in Chapel Street - green Planet X road bike had been stolen from shed **(4)** Fraud – by e-mail **(5)** 2 x Public Order

Offences at North Wales Truck Gathering – huge amount of people fighting at location due to levels of intoxication.

Afonwen: Criminal Damage – to soft top roof of car.

- (2) Flintshire County Council – Annual Joint meeting with members of the Flintshire Standards Committee and Town & Community Council Members - Monday 30th September, in Caerwys Town Hall.
- (3) Flintshire County Council – Review of Polling Places. The Clerk advised in relation to the review and in particular, the suitability of the Caerwys Town Hall as a place for a Polling Station.

Members agreed the following: The Clerk to complete the on-line survey and to confirm that Caerwys Town Hall is a suitable building to be utilised as a Polling Station.

- (4) Flintshire County Council – Further report in relation to the visits to Town & Community Council, by Members of the Flintshire Standards Committee.
- (5) Flintshire County Forum Meeting – To be held in Hawarden on Monday 7th October at 6.30pm. Councillor Steve Wilson and the Clerk to attend.
- (6) Flintshire County Council – List of Area Coordinator cover names and contact phone numbers during periods of absence.
- (7) Flintshire County Council – Match Funding Scheme – Improvements to Children’s Play Areas 2019 / 2020.

Members agreed the following: As the Caerwys Play Area is currently awaiting the commencement of the refurbishment project – there was no requirement to allocate funding towards the match funding scheme.

- (8) Letter received from a retired Councillor, who referred to non-material planning applications, and in particular, whereby the Town Council are not advised and subsequently not asked to make comment.
- (9) Local Democracy and Boundary Commission for Wales – Review of Electoral Arrangements for the County of Flintshire – Draft Proposals. The Clerk advised that the draft proposals did not recommend any change to the existing Caerwys area Ward of the County.

6(B). 158/19

CLERK’S REPORT

- (a) The Clerk advised Members of a deposit to the Council’s bank account, the sum of £11,000.00, being the second payment of the 2019 / 2020 precept for the current financial year, received from Flintshire County Council.
- (b) The Clerk advised that HMRC were now requesting that the PAYE & NI payments were made by bank transfer, as the payment cheques were being processed after the deadline for receipt date.

Members agreed the following: The Clerk to pay HMRC payments by BACS or Direct Debit.

- (c) The Clerk provided Members with advice received from the Association of Local Councils in relation to financial assistance to places of worship.

Members agreed the following: (1) To await further guidance (2) The Clerk to advise the St. Michael's Church Treasurer, in relation to the present position.

- (d) Caerwys name sign on Pen Y Cefn Road. The Clerk advised that he had provided permission to Flintshire County Council to temporarily remove the Caerwys name sign during the entrance widening for the new development near Summerhill Farm.
- (e) The Clerk recollected to Members that it had been agreed last year that the Council would pay a fee to a bugler to attend the Remembrance Sunday wreath laying at the Memorial Institute.

Members agreed the following: (1) Confirmed their commitment to pay a fee of £25.00 to a bugler (2) The Clerk to advise the Memorial Institute Committee of the Council's offer to assist financially with refreshments.

- (f) **Street Lighting:** The Clerk advised that two adjacent street lights on the A541 road in Afonwen had been reported faulty. The faults had been reported to the Council's street lighting contractor.

6(C). 159/19

ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH, 2019

The Clerk advised Members that the final document from the Welsh Assembly appointed External Auditor – BDO LLP of Southampton, had been received. The Document stated the following 'on the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'.

BDO advised the following in an addendum report: in relation to the Council's Asset Register. The report noted that the location of the assets held was not recorded. The Clerk advised that this was correct, as the items were prior to his appointment as Clerk. Copies of the report were provided to the Mayor and Deputy Mayor, Councillors Steve Copple and Peter Dooley.

Members agreed the following: The Clerk to provide Members with a copy of the Asset Register, whereby the Members together with the Clerk will update accordingly. To agenda the item for the October Council meeting.

5(D). 160/19

NOTICE OF CONCLUSION OF AUDIT

The Clerk advised that in accordance with the (Public Audit (Wales) Act 2004 Accounts and Audit (Wales) Regulations 2014), that he had displayed a Public Notice on the Council's notice boards – in accordance with Section 29 of the Public Audit (Wales) Act 2004 - on the 2nd September, 2019.

6(E). 161/19

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:

- (1) Broken utilities cover on the Marian. (Photograph supplied by resident).

- (2) Road leading from Holywell Road to The Nook area. Stones on road following an alleged aggressive hedge cutting (photograph supplied by resident).
- (3) Pot holes on road – as referred to in (2) above.
- (4) Replacement rubbish bin had not been replaced in the play area.
- (5) Town Square pot holes – now a cause of concern and are dangerous.
- (6) Mud on road and grass verges following the Truck Fest in Pen Y Cefn.
- (7) Tree branches at entrance to Fairview Close had caused a BT line to damage fascia boards on a property.
- (8) Kerb stones at entrance to Fairview Close are loose and broken.
- (9) Councillor Miss. Carole Harris – wished to thank the Street Scene contractors, for the neat and tidy grass cutting and general maintenance at Llys Y Goron. The Clerk advised that he would write to pass on the compliment to a Senior Officer.

Members brought the following concerns to the meeting:

- (1) On Pen Y Cefn Road (alongside the new housing estate), road signs are obscured by bushes.
- (2) B5122 Road – from A55 in the area of Tollbar Cottage – the grass bank areas require attention (difficult to walk along).
- (3) Could a visual inspection be made of road signage in general – as many are obscured by hedges and general foliage.
- (4) A number of ‘finger sign posts’ in the Pen Y Cefn area have moved and point in the wrong direction.
- (5) Depositing of stones on land opposite the former Pwll Gwyn in Afonwen.

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

6(D). 162/19

COUNCILLOR VACANCIES (CO-OPTION OF THREE TOWN COUNCILLORS)

The Clerk advised that a number of expression of interest letters had been received in relation to the three vacant Councillor positions – whereby only five were eligible.

The Clerk provided Members with a ballot paper, together with copies of the expression of interest letters. Two ballots were held.

Members agreed the following: Miss. Susan Broadway, Mr. Michael Moriarty and Miss. Carol Stephenson – were co-opted as Caerwys Town Councillors.

Note: Councillor Joseph Caruana (Leeswood Community Council) who was in attendance at the meeting, kindly verified the voting numbers.

7. 163/19

TOWN MAYOR’S REPORT

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

- (a) Site meeting in Railway Terrace, Afonwen (**Minute number: 5. 156/19 sub minute no: 5. 136/19 on page 2 above**).
- (b) Kimmel Bay & Towyn Town Council Mayor’s Charity event.
- (c) Chair of Flintshire County Council, Civic Service in Mold.
- (d) Flintshire County Council – Local Development Plan presentation in County Hall, Mold.
- (e) Meeting in Caerwys with Mrs. Louise Barlow (Maes Mynan Development), together with the Town Clerk, Dr. Shaun Davies (Institute of Welsh Estates - Bangor University) and Mr. Richard Jones (Business Development Manager - Flintshire County Council).

(i) Councillor Copple advised Members that the meeting discussed in general the Maes Mynan development, and in particular, information gained from research by Dr. Shaun Evans, whereby during the last century Maes Mynan was showing on maps as a Hamlet. Mr. Richard Jones would make enquiries with his colleagues in County Hall, to ascertain the procedure for gaining status to an area as a Hamlet. Councillor Copple will place an agenda item in the future for consideration by Caerwys Council Members.

(ii) Information was provided in relation to Bicycle Hubs, whereby the Town Council will be contacted in due course with further information.

(f) Council Christmas Dinner had been arranged for Tuesday 18th December, at 7.00pm in The Piccadilly Inn, Caerwys.

The following was attended by the Deputy Mayor, Councillor Peter Dooley – Flint Town and Leeswood Community Council Civic Services.

8. 164/19

COUNTY COUNCILLOR'S REPORT (CLLR TUDOR JONES)

There was no report from Councillor Jones – who had provided his apologies for the meeting.

9. 165/19

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- Councillor Mrs. Lynette Edwards advised that she had been appointed onto the Executive Committee of The North & Mid Wales Association of Local Councils.

10(A). 166/19

PLANNING APPLICATIONS

The following planning applications had been received:

- (a) Application number: 059394 – for approval of reserved matters following outline approval of permission number: 057687. The application is seeking consent for matters relating to appearance, landscaping and scale for 32 lodges and overall site on consent – 057687 – at Herons Retreat, Afonwen.

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

- (b) Application number: 060232 – for proposed rear balcony and proposed rear external staircase, at Pen Ucha Farm, Pen Y Cefn.

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

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

10(B). 167/19

Members formally confirmed the above decisions.

10(C). 168/19

The following planning applications were dealt with by the Members at the meeting:

- (1) Application number: 060376 – for proposed erection of single and two storey rear extension, at Anwylfa, North Street, Caerwys.

Comment by Council: Providing that the application complies with planning policy, then no objections raised. However, the following observations are made: (1) as the property is within the Caerwys Conservation area, should there be a further planning application (2) The provision of skylights and possible light pollution (3) Could the new extension stone colour be in keeping with the existing.

- (2) Application number: 060383 – for approval of details reserved by conditions no's: 3,4,5,6 & 7 attached to planning application reference: 059403, at Glasfryn Lodge, South Street, Caerwys.

Comment by Council: No comment.

10(D). 169/19

PLANNING DECISIONS

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

- (a) Application number: 059338 – Change of use from C2 Carehome to mix of C3 Residential accommodation and D2 Assembly and leisure, at Maes Mynan Hall, Afonwen. Approved.
- (b) Application number: 059450 – Alterations to include change to windows, flat roof, escape room, porch, kitchen extension, at Maes Mynan Hall, Afonwen. Approved.
- (c) Application number: 059683 – for workshop and stone screen wall, at Pennant House, Pen Y Cefn Road, Caerwys. Approved.
- (d) Application number: 058561 – for retrospective planning application for the retention of 4 no: lighting columns and associated luminaires and 1 luminaire on vehicle height barrier, at Thomas Plant Hire, Llwybr Hir, Caerwys. Approved.
- (e) Application number: 060053 – for extension to bedroom and new pitch roof, at Ty Gwyn, South Street, Caerwys. Approved.
- (f) Application number: 059928 – for change of use of showroom to area to service and repair classic vehicles, manufacture of signs and sale of signs (A1), at Crossways Depot (Dragons Rest Café), Caerwys. Approved.
- (g) Application number: 058770 – for removal of variation of condition following grant of planning application - 052645, at Thomas Plant Hire, Caerwys. Refused.
- (h) Application number: 060098 – for a non-material amendment following grant of planning permission Ref: 059100, at Wern Bach, Pen Y Cefn. Approved.
- (i) Application number: 060219 – for non-material amendment following grant of planning permission Ref: 057623, at Maes Mynan Quarry, Afonwen. Approved.

11. 170/19

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
<u>TO CONFIRM PAYMENTS MADE BETWEEN THE JULY AND AUGUST MEETINGS:</u>				
006	Information Commissioner's Office (Data Protection renewal)	40.00		40.00
007	Scottish Power (July - Street Lighting Electricity Account)	97.20	4.86	102.06

008	Standing Order: Snapfast Electrical (Monthly payment Re: Installation of LED Lights – payment dated 1 st July, 2019)	263.94	52.79	316.73
	Standing Order: Snapfast Electrical (Monthly payment Re: Installation of LED Lights – payment dated 1 st August, 2019)	263.94	52.79	316.73
	Standing Order: Scottish Power (August - Street Lighting Electricity Account) – Payment deduction date: 18/09/2019	97.20	4.86	102.06
	<u>TO BE AUTHORISED AT SEPTEMBER MEETING:</u>			
	R. P. Parry – Clerk (Re-imburement of book of 100 postal stamps – as per receipt)	70.00		70.00

12. 171/19

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
009	Marie Curie (Rhyl Branch) (Annual donation) (Section 137 LGA 1972)	100.00
010	Whitford Young Farmers Club (Annual donation) (Section 19 LGA (Miscellaneous Provisions) Act 1976)	150.00

13. 172/19

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.....