



# **CYNGOR TREF CAERWYS TOWN COUNCIL**

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## **Minutes of The Meeting of Caerwys Town Council Held Virtually by Video and Telephone Conference, On Tuesday the 21<sup>st</sup> September 2021, at 7.00pm.**

**No Council meeting was held in August**

### **1(A). 173/21 PRESENT**

Councillor Stephen G. Wilson (Mayor)  
Councillor Susan A. Broadaway (Deputy Mayor)  
Councillor Jonathan E. Duggan-Keen  
Councillor Lynette M. Edwards  
Councillor Howard R. Griffiths  
Councillor Carole A. Harris  
Councillor Michael W. Moriarty  
Councillor Jayne E. Morris  
Councillor Carole Stephenson

County Councillor Tudor Jones

Clerk & Financial Officer R. Phillip Parry

### **1(B). 174/21 APOLOGIES**

Councillor Stephen Copple  
Councillor Helen L. Priestley

### **2. 175/21 BEREAVEMENTS WITHIN THE COMMUNITY**

There were no reported bereavements within the community between the July and September Council meetings.

### **3. 176/21 DECLARATIONS OF INTEREST**

The following Declaration of Interest was made by Councillor Steve Wilson. Minute number: 13. 196/21 on page 12 below (Applications for financial assistance).

#### **4. 177/21**

### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 20<sup>TH</sup> JULY 2021**

The Minutes were proposed as correct by Councillor Jonathan Duggan-Keen and seconded by Councillor Lynette Edwards and formally agreed by the Members present.

#### **5. 178/21**

### **MATTERS ARISING**

#### **Pending Matters:**

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

- (i) Marl Quarry in Afonwen.
- (ii) Historic Names and locations in the Caerwys area.
- (iii) Solar lantern - walkway from Memorial Institute to Marian area.

#### **6(A). 179/21**

### **CORRESPONDENCE**

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

#### **CORRESPONDENCE**

- (1) The Clerk advised that the following criminal offences had been reported to North Wales Police, that had occurred within the Caerwys Town Council area:

**Afonwen:** 2 x Assault

**Caerwys:** 2 x Anti-social behaviour / 1 x Public order / 1 x Vehicle crime / 1 x Other offence

- (2) Independent Remuneration Panel for Wales: Annual Consultation in relation to Councillors' expenses.
- (3) Holywell Town Council: West Flintshire Town & Community Council Group meeting. Councillor Steve Cople confirmed his commitment to attend meetings of the Group.
- (4) Welsh Government: Consultation in relation to proposals to reduce speed limits to 20mph on residential streets.
- (5) North Wales Police: Operation Lolite – request for Council to appoint one Member to assist with visits to protect vulnerable persons within the Council area.

**Members agreed the following:** The Clerk to advise the Police of the following: Concerns raised by Councillors as to the potential implications of identifying residents in our area for the ongoing operation. These concerns included:

- Untrained personnel in safeguarding children or adults at risk.

- Implications of identifying someone as vulnerable and the residents perceived understanding of this.
  - Implications of joint working with North Wales Police and attending a residents home / community impact.
- (1) Clwydian Range & Dee Valley Area of Outstanding Natural Beauty Annual Forum (Heritage & Culture event): Invitation to attend the event, to be held on Thursday 23<sup>rd</sup> September at 7.00pm in Ruthin. Councillor Mike Moriarty advised of his intention to attend as this Council's representative.
  - (2) Flintshire County Council: Annual meeting between Town & Community Councils and Standards Committee to be held virtually on Monday 1<sup>st</sup> November at 6.00pm. Councillors requested to advise the Clerk of their attendance and any agenda items by Monday 27<sup>th</sup> September.
  - (3) Holywell Town Council: Notification of a virtual meeting of the West Flintshire Town & Community Councils meeting in Holywell on Tuesday 8<sup>th</sup> October at 6.00pm. Invitation sent to Councillor Steve Copple, as this Council's representative.

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

- (a) North Wales Police: Have Your Say on how North Wales is policed.
- (b) Flintshire County Council: Summer Play Scheme x 2.
- (c) Flintshire County Council: Information in relation to the high number of coronavirus infections within the County.
- (d) North Wales Police: Community alert registration.
- (e) Welsh Government: Draft Local Government Elections (Principal Areas) (Wales) Rules 2021 and Draft Local Elections (Committees) (Wales) Rules 2021.
- (f) Flintshire County Council: Consultation on journeys across Flintshire on foot and cycle. Councillors to complete on a personal basis.
- (g) Flintshire County Council: New collection points within the County for the collection of Covid-19 lateral flow devices.
- (h) Flintshire County Council: Appointment of new Chief Executive.
- (i) Flintshire County Council: Your Council News.
- (j) Flintshire County Council: Digital Flintshire Hub.
- (k) Flintshire County Council: Draft Statement of Licensing Consultation.
- (l) Flintshire County Council: Re-introduction of side waste enforcement action.
- (m) North Wales Police Alert: Anti-social behaviour at Ysgol Yr Esgob (outside school hours).
- (n) North Wales Police: The role of a Police Community Support Officer.

- (o) Mold Plastic Reduction Group: Newsletter number 12.

**6(B). 180/21**  
**CLERK'S REPORT**

- (a) The Clerk advised Members in relation to the following deposit to the Council's bank account:
- £12,666.67 - Flintshire County Council: Second precept payment for financial year 2021 / 2022.
- (b) The Clerk advised Members that he is frequently contacted and asked to report to either Flintshire County Council, or North Wales Police, alleged offences. The Clerk emphasised that it was not practicable for either himself or Councillors to report alleged criminal offences, as a third party.
- (c) The Clerk advised Members that the zip wire / cableway equipment in the children's play area had been vandalised. Following inspection by the Play Officer it was suggested that the amount of force required to cause the damage, was considered deliberate.
- (d) Complaint received that a concert being held in Caerwys on Bank Holiday Monday were not in possession of the required licences. Following enquiries made by the Clerk, the event had been granted an entertainment licence by Flintshire Licensing Committee.
- (e) The Clerk recollected Members to an exchange of e-mails in relation to the Caerwys name sign that had been re-installed in Pen y Cefn Road. Members were shown virtually a photograph of the sign.

Members discussed the 30mph speed limit sign on Pen Y Cefn Road, which has also been re-installed in the area adjacent to the above name sign and opposite the newly built properties. Councillors recollected that during the planning process, it was indicated that the speed limit would be extended beyond the housing estate and the construction of the new estate access road.

**Members agreed the following:** The Clerk to write to Flintshire County Highways to ascertain as to when the speed limit is to be extended.

- (f) Request from the Facebook painter in relation to future murals on the bus shelter in the Town Square, in particular autumn and Christmas themes. The cost quoted was £100.00 for each.

**Members agreed the following:** A Christmas theme to be painted on the inner glass of the Town Square bus shelter during week commencing the 29<sup>th</sup> November, at a cost of £100.00.

- (g) Request from Caerwys Bowling Club for permission to use the Town Crest on their stationery and merchandise. Members were shown virtually a copy of the Town Crest which was surrounded with the Bowling Club name. The Clerk advised Members that it had been the practice of the Town Council when agreeing permission, that the applicant pays a fee of £25.00, which is subsequently returned as a donation.

**Members agreed the following:** Whilst agreeing to grant permission to the Bowling Club for use of the Town Crest, no other symbols must be used to surround the crest, apart from the Bowling Club name. A copyright fee of £25.00 to be paid by the Bowling Club, which will be refunded as a donation in due course.

- (h) Annual Return to the Independent Remuneration Panel for Wales, in relation to published allowances and expenses for Members – 2020 / 2021; the Clerk confirmed that the annual report had been submitted to the Panel.
- (i) Request for the Clerk to place political contact details on the three notice boards within the Council area. The Clerk advised members that he had denied the request, in particular, as to why should this Council pay a travelling fee of 45p per mile, including the Clerk's working time to display this type of notice.
- (j) The Clerk discussed with Members the Section 137 and other Local Government Acts, whereby this Council provide financial assistance to Groups and Committees who are registered within the Council area. This funding is provided to assist with the payment of meeting room hire, general running costs and on occasions, towards capital payments. During the past financial year, as recreational activities were curtailed due to the pandemic and subsequent government restrictions, there were only a limited number of applications received. The Clerk sought that the Members consider a Public Notice be placed in the next edition of the Caerwys Chronicle newspaper. The Clerk had prepared a draft notice for consideration – which was viewed virtually.

**Members agreed the following:** The publication of the Public Notice in relation to financial assistance from the Town Council to Groups and Committees within the Council area.

#### **STREET LIGHTS:**

- The Clerk read out an application from a property owner in Water Street, Caerwys, for a shade to be placed on a street light adjacent to their property. Since the LED street lighting installation, the bedroom nearest to the light has not been utilised until recently. Members were shown virtually a photograph of the lighting unit. The Clerk advised Members that the cost would be in the region of £190.00.

**Members agreed the following:** The Clerk to instruct the street lighting contractor to fit a shade.

#### **6(C). 181/21**

#### **LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021: SECTION 47 (MULTI-LOCATION MEETINGS)**

The Clerk recollects Members that this subject had been discussed at a number of previous Council meetings and referred to an e-mail sent to Councillors dated the 4<sup>th</sup> August. The present position is that meetings are unable to recommence at the Memorial Institute on a hybrid basis, as the Council are not in possession of the necessary equipment. Whilst the majority of Town & Community Councils in Wales are in similar circumstances, the Wales Government have issued the following statement: 'Further updates and guidance to Section 48 (47) Participation at Meetings of Community council, will be issued in the autumn'. Members were shown virtually a number of costings for various meeting software and viewed a Council meeting using the software on YouTube.

The Clerk further advised that at the October Council meeting the Standing Orders will require amending to include the hybrid meetings aspect.

#### **6(D). 182/21**

#### **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) Following complaints received from residents in relation to hanging branches on Pen Y Cefn Road, between the junctions of High Street and Drivers Lane, the Clerk had taken photographs and forwarded to StreetScene. The branches were removed a few days later.
- (2) Request for hedge alongside walkway from Memorial Institute to Marian area to be cut back, as it impedes pedestrians safe access.
- (3) Photographs received from a resident highlighting 6 x blocked drains on Pen Y Cefn Road, which were forwarded to StreetScene.
- (4) Caerwys Town Square: Request for replacement wooden planters and for weeds to be eradicated. The Clerk advised that he had been contacted by the StreetScene Officer for the area, who advised that the County will not replace the current wooden planters. The Town Council could consider replacement, whereby the County would still plant with seasonal flowers.
- (5) Request from residents for a 'Caution Concealed Entrance' sign on A541 in Afonwen.
- (6) Request for hedge that runs along the pathway from North Street connecting to St. Michael's Close (Opposite the Piccadilly Inn) to be cut back, as it's obstructing clear access.
- (7) Report of possible dogs in distress in Pen Y Cefn Road, Caerwys. Clerk advised resident to call the RSPCA and to report to Flintshire County Council.
- (8) Photographs provided to Clerk from resident via Town Councillor, which indicated flooding on the area of the newly re-constructed site entrance to Bryn Llwyd from North Street, Caerwys. Comment noted in the correspondence related to the wheel chair accessibility and visually impaired, as the sloping dropped kerbs containing slight bumps had not been re-installed. The photographs had been forwarded to the StreetScene Manager for urgent attention.

**The following update report had been received from StreetScene:**

- (a) Hanging branches on Pen y Cefn Road removed.
- (b) Ticket issue for drain clearance on Pen Y Cefn Road.
- (c) Town Square weeds have been sprayed.
- (d) Not possible for a 'Caution Concealed Entrance' sign to be erected in Afonwen.
- (e) Hedge on pathway to St. Michael's Close; is scheduled to be cut back in late September to early October.
- (f) Bryn Llwyd Entrance from North Street. The work hasn't been completed as yet. The carriageway has to be planed off, re-profiled, resurfaced and is programmed for Tuesday 21/09/21 following a letter drop last week to the residents.  
The tactile paving (bumps) have been excluded due to the location and damage by vehicle overrun, the original approved footway crossing was of a standard detail crossing with a line of kerbs running straight through of which the developer chose to ignore, after various correspondence and meetings with Development Control and Planning Enforcement the

problem was left to StreetScene to rectify with limited cross falls and scope for improvement.

**Members brought the following concerns to the attention of the meeting:**

- (i) Damaged gully outside Llwyn Onn on B5122 Caerwys Hill (this has been reported previously).
- (ii) Bryn Aur and Holywell Road junction – large pot hole (this has been previously reported).
- (iii) Pot hole on B5122 travelling from Caerwys towards the A55 – opposite unofficial layby (this has been reported previously).
- (iv) Pot hole in Drovers Lane – Near former Summerhill Farm House.

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

**7(A). 183/21**

**TOWN MAYOR'S REPORT**

- (a) Councillor Steve Wilson advised Members that the Civic Service had been cancelled due to the restrictions in numbers allowed to enter St. Michael's Church. Councillor Wilson discussed with Members the holding of a Civic Reception in the new year of 2022, whereby representatives of local Groups, Committees, and others, such as residents who have volunteered and supported other residents during this Covid-19 pandemic. A Public Notice seeking nominations of residents' names will be published in due course.

**Members agreed the following:** To re-allocate the budget for the Civic Service to a Civic Reception in early 2022.

**7(B). 184/21**

**STREET VERGE WEED CLEANING AND GENERAL TOWN APPEARANCE**

Councillor Wilson expressed his concern with the general Town appearance, whereby the roadside weeds, verges and general maintenance aspects were in decline. The Town had previously relied upon the Caerwys in Bloom volunteers. Councillor Wilson sought the views of Members to consider a private maintenance contract in the next budget. The Clerk advised that at the November meeting, an annual agenda item which seeks projects to be placed for consideration for the 2022 / 2023 budget, whereby this project can be further discussed.

**Members agreed the following:** The Clerk to note a maintenance contract to be discussed at the November Council meeting under the budget agenda item for financial year 2022 / 2023.

**7(C). 185/21**

**DEMENTIA FRIENDLY CAERWYS**

Councillor Wilson advised Members that his wish was that Caerwys becomes a Dementia Friendly Town and will be calling a Public Meeting, as Mayor, to set up a Dementia Friendly Committee. The Town Hall has been booked for a fundraising event in early November.

**8. 186/21**

**COUNTY COUNCILLOR'S REPORT (CLLR TUDOR JONES)**

County Councillor Tudor Jones, provided Members with the following report:

1. Submitted comment to Golf Course redevelopment consultation outlining his concerns and doubts.
2. Dealt with matters relating to:
  - a) Extra Care Housing.
  - b) Pensioner housing.
  - c) Council housing.
  - d) Planning applications.
3. Made contributions to the Flintshire Active Travel forum in relation to:
  - a) New pavements for Caerwys.
  - b) New pavements for Lixwm.
  - c) Potential for 20mph zones in both areas.
4. Matters raised by Communities:
  - a) Residents clustered around Pen y Cefn crossroads have been without telephone and internet connections since 5<sup>th</sup> August. Followed official channels and given an indicative date for repair of 30<sup>th</sup> Sept. Work requires a tree surgeon and replacement of a pole. FCC confirmed that no Road-Closure application had been received for work to commence. Complaint will be registered with BT with view of potentially appealing to the Ombudsman.
  - b) Possible misuse of property at Frith y Gareg Wen near A55 junction (31) investigated. Property is designated for agricultural use, owned by the Mostyn Estate. Mostyn Estate report the site is being tidied and is being used for arboreal purposes. Planning Enforcement have a watching brief and will welcome feedback.
5. Attended a virtual meeting of police -South Flintshire. PCSO Connor Freel continues to serve this area and has been joined by PCSO Clio Millburn and one other. The PCSOs now have access to two marked police cars. Local people have already commented about seeing the police in the area more frequently.
6. The new school federation between Ysgol yr Esgob and Ysgol Lixwm met for the first time in September and as a body it needs 19 Governor members. There are vacancies and the Governors invite members of the community to join this active group. Contact Cllr. Tudor Jones for guidance and advice on [Tudor.Jones@Flintshire.gov.uk](mailto:Tudor.Jones@Flintshire.gov.uk)

**(a) Water leakage on Chapel Street**

Councillor Howard Griffiths recollected to Councillor Tudor Jones, that he had agreed to arrange a salt bin installation in Chapel Street prior to the winter months, as this would hopefully alleviate the forming of ice on this particular road due to the water leakage that both the County Council and Welsh Water were unable to cease.

Councillor Jones advised that he would contact StreetScene in relation to the salt bin installation.

**(b) Active Travel project update**



Councillor Susan Broadaway enquired in relation to the current position with the Active Travel project for the Caerwys area.

Councillor Jones advised that he has escalated this project whereby a virtual meeting has been arranged with Jayne Rogers (Flintshire County Council – Transport Strategy Officer).

#### **9. 187/21**

#### **REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)**

- (i) Councillor Susan Broadaway reported on her attendance a virtual meeting of the Naked Takeaway Group. The Café on the Corner had returned a number of the tins, which will be re-distributed in the Mold area.
- (ii) Councillor Lynette Edwards reported on her attendance at the virtual Annual General Meeting of the North and Mid Wales Association of Local Councils.
- (iii) Councillor Steve Wilson reported that both the Memorial Institute and Town Hall Trustees, had recently completed an updated Risk Assessment.
- (iv) Councillor Steve Wilson reported on his attendance at the virtual Annual General Meeting of the Flintshire Local Voluntary Council.

#### **10(A). 188/21**

#### **PLANNING APPLICATIONS**

#### **The following planning applications have been received:**

- (a) Application number: 063345 – for proposed installation of 14 No. roof mounted photovoltaic panels to roof and installation of 16kW Air Source Heat Pump unit to rear garden, at Old School House, High Street, Caerwys.

**Comment by Council:** As the development site is located within the Caerwys Town Conservation Area and shares part of its boundary with St Michael's Church, a grade II\* listed building, then if there is no adverse impact to them and noise levels in relation to use of the air source heat pump will not affect the residential amenity of neighbouring property, no objection is raised.

- (b) County Planning Limited (Leeds) Reference number; NW/Ro1/1 – Invitation to participate in the following consultation – proposed redevelopment of Caerwys Golf Club, Caerwys.

**Comment by Council:** The Caerwys Town Council will await any full planning application before submitting relevant comments.

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

#### **10(B). 189/21**

**Members formally confirmed the above decisions.**

#### **10(C). 190/21**

**The following planning applications were considered by Members at the meeting:**

- (1) Application number: 063408 – for partial change of use of part of the existing dwelling house to allow for temporary art exhibitions ancillary to the existing art gallery, at Glasfryn Hall, Caerwys.

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

- (2) Application number: 063408 Proposed rear and side extensions and general external alterations, at Anwylfa, North Street, Caerwys.

**Note:** Application appears on weekly planning list, but not yet open for comment – no documents available.

#### **10(D). 191/21**

#### **PLANNING DECISIONS**

**The following planning decision has been received from Flintshire County Council:**

- Application number: 062901 – for erection of a new standalone building to provide early years and wraparound childcare facility with additional site improvement works at Ysgol Yr Esgob, Caerwys. Approved.

#### **10(E). 192/21**

#### **PLANNING APPEALS**

**The following notice of planning appeal to the Wales Planning Inspectorate has been received:**

- Planning Reference numbers: 061766 & 061767 – Appeal Reference number: APP/A6835/E/21/3278382 & APP/A6835/D/21/3276922, in relation to The Old Court, Caerwys.

#### **10(F). 193/21**

#### **TO CLARIFY: PLANNING COMMENT OPTIONS (CLLR STEVE WILSON)**

This item was adjourned to the October Council meeting.

#### **11. 194/20**

#### **FADED MARKINGS IN DISABLED PARKING AREA – CAERWYS TOWN SQUARE (CLLR HOWARD GRIFFITHS)**

Councillor Howard Griffiths addressed Members in relation to his concerns with vehicles parking in the area of the yellow hatched lines adjacent to the bus shelter on Caerwys Town Square. Councillor Griffiths emphasised that the yellow lines had faded to an extent whereby they could hardly be noticed. Members discussed the possibility that the area be marked as a designated disabled parking bay.

**Members agreed the following:** The Clerk to write to StreetScene, to enquire if preferably the current hatched area be repainted and marked as a disabled parking bay, or if not feasible, then the yellow hatched lines be repainted.

#### **12. 195/21**

#### **APPROVAL OF ACCOUNTS FOR PAYMENT**

Cheque Number	Payee	Net £	Vat £	Total £
	<b><u>AUGUST PAYMENTS</u></b>			
	<b><u>Payments made – to be confirmed:</u></b>			
	<b>BACS:</b> All Clear Windows (Bus shelter cleaning; 5 x £20.00) Payment dated 22/07/2021	100.00		100.00
	<b>Standing Order:</b> Snapfast Electrical (Monthly payment Re: Installation of LED Lights) Payment dated 02/08/2021	263.94	52.79	316.73
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for July) Payments dated 02/08/2021			
	<b>Direct Debit:</b> Scottish Power (July - Street Lighting Electricity Account) Payment due 18/08/2021)	97.20	4.86	102.06
	<b>BACS:</b> Information Commissioners Office (General Data Protection Regulation – Renewal)	40.00		40.00
	<b><u>The above payments were authorised by two Councillor Bank Signatories</u></b>			
	<b><u>SEPTEMBER PAYMENTS</u></b>			
	<b><u>Payments for confirmation and consideration at meeting to be paid by BACS:</u></b>			
	<b>Standing Order:</b> Snapfast Electrical (Monthly payment Re: Installation of LED Lights) Payment dated 01/09/2021	263.94	52.79	316.73
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for August) Payments dated 01/09/2021			
	<b>Direct Debit:</b> Scottish Power (August - Street Lighting Electricity Account) Payment due 20/09/2021)	97.20	4.86	102.06
	Caerwys Town Hall (Hire fee for public meeting on 13 <sup>th</sup> September – Re: Queen’s Platinum Jubilee celebration in 2022)	8.00		8.00
	North & Mid Wales Association of Local Councils (Membership renewal)	50.00		50.00

**13. 196/21**

**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	<p><b><u>Authorised to be paid by BACS:</u></b></p> <p>Holywell Leisure Centre (Application made by Dr. Mark Rowlands – Trustee) (Application adjourned to the 19<sup>th</sup> October Council meeting, for production of a copy of the last financial year’s statement of accounts, together with copy of latest bank statement).</p> <p><b>Note *:</b> Councillor Susan Broadaway as Deputy Mayor took the Chair for the following two applications</p> <p>Caerwys Brownies &amp; Guides (Application for annual financial assistance) (Section 19 LGA (Miscellaneous Provisions) Act 1976)</p> <p>1<sup>st</sup> Caerwys Rainbows (Application for annual financial assistance) (Section 19 LGA (Miscellaneous Provisions) Act 1976)</p> <p><b>Note **:</b> The above two applications were granted: £250.00 each from the current years budget, together with a further £250.00 each from Council reserves.</p> <p><b>Note***:</b> Councillor Steve Wilson Declared an Interest in relation to the Brownies and Rainbows application.</p>	<p>£500.00</p> <p>£500.00</p>

**14. 197/21**

**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.....**