



# **CYNGOR TREF CAERWYS CAERWYS TOWN COUNCIL**

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## **Minutes of The Meeting of Caerwys Town Council Held At The Memorial Institute, South Street, Caerwys, On Tuesday The 17<sup>th</sup> June, 2014, At 7.30pm.**

### **1(A). 149/14 PRESENT**

Councillor Mrs Lynette M. Edwards ( Town Mayor )  
Councillor Ms. A. Louise Carus  
Councillor Jonathan E. Duggan-Keen  
Councillor James E. Falshaw  
Councillor E. Vincent Frost  
Councillor Howard R. Griffiths  
Councillor David S. Knights  
Councillor Michael W. Moriarty  
Councillor Ms. Helen L. Priestly  
Councillor Jonathan A. G. Webb  
Councillor Stephen G. Wilson

Clerk & Financial Officer R. Phillip Parry

### **1(B). 150/14 APOLOGIES**

There were no apologies

### **2(A). 151/14 MINUTES SILENCE - BEREAVEMENTS WITHIN THE COMMUNITY**

There were no reported bereavements within the community, between the May and June Council meetings.

### **2(B). 152/14 Standing Orders were suspended**

The Mayor Councillor Mrs. L. M. Edwards, welcomed Mr. Russell Broughton ( Flintshire County Council - Street Scene Supervisor ) to the meeting.

Mr. Broughton advised the Members, that the job responsibility roles of himself and Mr. Andy Lightfoot were being swapped for a period of approximately three to four months. Members enquired with Mr. Broughton in respect of the following; (a) the spraying of weeds within the town - the Members were advised that parts of the town had been sprayed, and the remainder, especially

the housing estates, would be completed within the near future, including visits by the road sweeper (b) footpath in Afonwen - from the Pwllgwyn to Maesmynan. This footpath was cleared last year, but the promised hard-core had not been laid. Mr. Broughton advised that he would ascertain the present position in respect of the hard-core (c) re-cycling collections on a Saturday. Mr. Broughton explained that this was due to a vehicle breakdown (d) recommendation by the Welsh Assembly Government - that all County and Borough Councils form a joint working party. In particular, to discuss / agree collection times and the usage of different coloured bags and containers by the various authorities. Mr. Broughton advised that he was not aware, but would make enquires.

The Mayor Councillor Mrs. L. M. Edwards, thanked Mr. Broughton for attending the meeting.

## **2(C). 153/14**

**Standing Orders were restored;** to enable the General Council meeting to continue.

## **3. 154/14**

### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest Declared.

## **4. 155/14**

### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 20<sup>TH</sup> MAY, 2014**

There were no amendments and the Minutes were proposed as correct by Councillor M. W. Moriarty and seconded by Councillor J. E. Duggan-Keen and formally **agreed by the Members present.**

## **5. 156/14**

### **MATTERS ARISING**

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

**Minute no; 8(B). 130/14 (iii) (a) - Page 3,** in respect of the concerns received from the Agent for the Directors of Ashgrove, Caerwys. The Clerk advised that the Agent had written to thank the Town Council for the Council's actions in respect of their concerns, together with the Clerk's comprehensive reply. The Agent confirmed that they were aware of a dog within one of the apartments - which have a no pets policy - but apparently the dog was not now in residence.

**Minute no; 8(B). 130/14 (iii) (b) - Page 4,** in respect of the destruction of an area of flowering bluebells, in the Pen Y Cefn area. The Clerk advised the Members, that Mr. Andy Lightfoot ( Street Scene Supervisor ), had confirmed the following; (a) the County Council, or their contractors have not carried out any grass cutting in the Pen Y Cefn area (b) having made further enquiries Mr. Lightfoot confirmed, that he had been informed that local residents tend to maintain the verges near to their respective properties.

The Clerk advised the Members, that as instructed, he had written to the County Council seeking a copy of their policy in respect of damage caused to grass verges, together with any advice offered to residents - but there had been no reply.

**Minute no; 16. 142/14 (a) - Page 8,** in respect of an exemption of business rates for the public conveniences in Lon Y Porthmyn, Caerwys. The Clerk advised the Members, that he had contacted the Flintshire County Council and provided by e-mail the information requested for the exemption. In a subsequent telephone call from the County Treasurer's Department, the Clerk had been advised that the premises were now exempt. This would be confirmed by a nil return non-domestic rates demand that would be issued in due course.

**Minute no; 17. 143/14 - Page 9**, in respect of speeding traffic in the community. The Clerk advised that a letter had been sent to Chief Inspector Darren Wareing ( Road Policy Unit ), North Wales Police in Colwyn Bay. The Chief Inspector had replied, indicating that the request for speeding enforcement would be considered by the Go-Safe enforcement and Roads Policing Unit.

**6(A). 157/14  
CORRESPONDENCE**

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

- (1) Letter from District Inspector for Flintshire South Sharon McCairn, advising of the appointment of PCSO Carol Richards, who will be responsible for the Caerwys Town Council area. The Clerk advised that PCSO Richards had been in contact and wished to attend a future meeting of the Council. The Clerk had provided the dates of meetings, and the PCSO will attend the September meeting.
- (2) Application from Caerwys in Bloom Committee for Council consideration to cover their public liability insurance - by either being entered onto the Council's policy, or the Council paying 50% of the premium. ( **See Minute number; 15. 171/14 - pages 7 and 8** ).
- (3) The Clerk referred to a survey from the Independent Remuneration Panel for Wales, in respect of payments to Members of Town and Community Councillors. The questionnaire sought the comments of Members in respect of attendance allowance, financial loss in defined circumstances, travel and subsistence costs outside the Council area, including the option for Council's to reimburse the cost of telephone, IT etc to a maximum of £100.00 per annum ( which would be payable from the Council precept ). **The Members agreed the following;** that they did not wish to claim the £100.00, and asked that the Clerk complete the questionnaire appropriately.
- (4) Information from the Welsh Assembly Government (WAG) in respect of a Public Health White paper - to develop a strategy on the provision of and access to toilets for public use in their ( County or County Borough Council ) area. The Clerk had sent to all Council Members a copy of the spreadsheet received from WAG, in which the responses were received by various County and County Borough Councils in Wales. **The Members noted the following;** that Flintshire County Council, had not provided any information to the Public Health White Paper. Councillor Mrs. L. M. Edwards asked that the Clerk forward a copy of the White Paper spreadsheet to Julie Morgan - an Assembly Member for Cardiff North.
- (5) Invitation to attend the Annual General Meeting of the Clwyd Community Chest. Councillor J. E. Falshaw advised the Members that he would be attending in his capacity as a County Councillor, and would also formally represent Caerwys Town Council.

**The following correspondence was taken as received;**

- (a) Information from Refurbs Flintshire - Recycling and unwanted textiles charity based in Flint.

**6(B). 158/14  
CLERK'S REPORT**

- (i) Receipt of £1,180.18, from HM Revenue and Customs in respect of the 2013 / 14 VAT refund.
- (ii) The Clerk advised the Members that the Mayor's Chain had been inspected by Mr. Murray Taylor, a local resident and retired Silversmith - who had kindly offered to carry out the inspection on a non-chargeable basis. A number of the chain links were found to be in a weakened condition and Mr. Taylor had advised that they were in need of repair by a

specialist company. Mr. Taylor suggested a company named Fattorini, who are based in Birmingham. **The Members agreed the following;** (a) that this firm provide a quotation for the necessary repair (b) the purchase of a suitable velvet backing for the chain - the colour suggested was crimson.

- (iii) The Clerk produced to the Members a copy of an index folder, which contained the present policies of another Council that the Clerk is employed by. The Clerk indicated that the cost of each folder, index, copying paper, ink and name tape cost in the region of £5.00 to £5.50 for each member - therefore a cost of approximately £55.00 to £60.50 in total for the eleven Members of the Town Council. The Clerk further advised that the policies were required by the Welsh Assembly Government, and sought the approval of the Members to the expenditure. **The Members agreed.**
- (iv) The Clerk advised the Members that a local Window Cleaner had confirmed a cost of £10.00, to clean the bus shelter sited in Mostyn Square ( Town Square ) - to include both inside, outside and the roof area. **The Members agreed the following;** the Clerk to write to the window cleaner to accept the quotation for the cleaning of the bus shelter, to be carried out twice a month from July. The Clerk to also advise in the letter, that their services would not be covered by the Town Council's insurance policy.

#### **6(C). 159/14**

#### **CLERK'S ADMINISTRATIVE SUPPORT TO MAYOR AND DEPUTY**

The Clerk referred the Members to his job description, and related to the paragraph in respect of the administrative support to the Town Mayor and Deputy. The Clerk wished to clarify this aspect, and referred to the Civic Service, and in particular, the printing of the Service Programme. The Clerk suggested that the Town Council consider paying for the purchase of the paper, together with the ink and photocopying costs for the printing of the programme - which the Clerk was pleased to complete, using the Council photocopier and equipment. The Clerk further suggested, that any letters the Mayor and Deputy write - such as thank you letters to outside the Community ( after attending various Civic events ), that the Council postage stamps are used. **The Members agreed to the Clerk's suggestions.**

#### **7(A). 160/14**

#### **TOWN MAYOR'S REPORT**

The Town Mayor Councillor Mrs. L. M. Edwards, advised the Members of her attendance at the Caerwys Agricultural Show. Councillor Mrs. Edwards stated that it was an excellent day.

#### **7(B). 161/14**

#### **COUNTY COUNCILLOR'S REPORT**

Councillor J. E. Falshaw as County Councillor advised the Members, that his matters of concern had been addressed in the report by Mr. Russell Broughton. ( **Minute number 2(B). 152/14 on pages 1 and 2** ).

#### **8. 162/14**

#### **REPRESENTATIVES / LIAISON COMMITTEE REPORTS**

- (1) The Clerk and Councillor M. W. Moriarty attended a County Forum meeting held in the Council Chamber, Flint Town Hall, on the 12<sup>th</sup> June. A verbal report was given on presentations that dealt with Hydraulic Fracturing ('Fracking'), Local Flood Plans and Community Asset Transfer. Items also discussed included the Flintshire Local Service Board's Single Integrated Plan, condition of road surfaces and their markings within the County, Welsh Government consultations, the Aggregates Levy Fund, construction of 100

council houses over the next six years, update on FCC's website, Digital Inclusion Training and the system in force as regards grass cutting for tenants of council property.

- (2) Councillor D. S. Knights reported in respect of the Youth Club - and advised that the annual general meeting was to be held on the following evening. Councillor Knights felt that the club did not receive sufficient support from the Flintshire County Council.
- (3) Councillor Ms. H. L. Priestly reported in respect of the Memorial Institute annual general meeting. Councillor S. G. Wilson had been elected as Chair of the Trustees. Councillor Priestly provided the Members with details of the usage of the Institute, together with the formation of a new play area sub-committee. The sub-committees remit was in respect of ascertaining the requirements of the Community, in respect of future play equipment, together with funding possibilities. Councillor M. Moriarty enquired in relation to the accounts of the Institute Trustees, which should be forwarded to the Charity Commission. The Clerk advised that the annual return was required to be completed on-line. Councillor Ms. Priestly advised that she was not aware if the requirement had been completed, but would make enquiries with the Institute Treasurer, and report back to the Council.
- (4) Councillor J. E. Falshaw reported in respect of a recently held Environmental Audit carried out in Afonwen and Caerwys. Councillor Falshaw advised of a number of items of concern that were identified - which included the following; **(a)** dog fouling **(b)** new litter bins **(c)** the river that runs alongside the Afonwen Craft Centre should be dredged **(d)** weeds alongside footpaths and pavements require attention.

**There were no further representatives' reports.**

#### **9(A). 163/14**

#### **COMMUNITY LIGHTING**

**The following lamps have been reported out of order since the last meeting;**

- (a) Lamp attached to Hereford house, Mostyn Square.
- (b) Lantern on Mostyn Square - requires adjusting.
- (c) Lamp near to Stevenage House, Water Street.

**The following lamps were reported out of order at the meeting;**

- (1) Lamp on A541 at Afonwen ( passed the Pwllgwyn travelling towards Denbigh ). This lamp had been reported out of order previously. The Clerk advised that he would contact the street lighting engineer, to ascertain the delay in repair.
- (2) Lamp number 28 outside Aled House, Water Street. This lamp has been reported out of order previously, but was presently lighting intermittently - and illuminating at 2.00am on occasions. Councillor Griffiths agreed to discuss this lamp with the lighting engineer.

#### **9(B). 164/14**

The Clerk referred to the application form, together with plans submitted to Scottish Power, in respect of a quotation for cabling for a new lamp on the walkway from the Institute to the Marion. The Clerk advised that an acknowledgement had been received, which indicated that he was to be contacted in the near future in respect of a site visit. The Clerk further advised, that he was due to leave for a holiday within a week, and enquired if Councillor H. Griffiths would agree to attend the site meeting. Councillor Griffiths agreed.

### 9(C). 165/14

The Clerk referred to the previously reported meeting, which was attended by himself and Councillor H. Griffiths, in relation to the adoption of Town and Community Councils (T&CC) Street Lighting by Flintshire County Council (FCC). The meeting was held in County Hall, Mold, on Tuesday 13<sup>th</sup> May.

The Minutes of the meeting had been received, which the Clerk had passed onto Councillor Griffiths. Councillor Griffiths advised the Members, that the Minutes of the meeting confirmed the survey, which the FCC would carry out of all T&CC Street lighting columns - at no cost to each Council. But should a column be identified as in need of repairing or replacing, then the Town Council would be expected to bring the lamp up to a County Council standard - before adoption could take place. Councillor Griffiths referred to the comments passed by Northop Hall Community Council - whereby a new lighting column would cost in the region of £1,000.00, with the FCC wishing to receive a further £1,000.00 per adopted lighting column. Councillor Griffiths referred to further comments by Northop Council, in relation to FCC receiving a £1.4M grant to replace their lighting stock - with no financial support to the T&CC. One Voice Wales had advised Northop Council that they should not consider a low interest loan - due to a number of complex legal issues. Councillor Griffiths advised of the following; the FCC summary proposals, which covered six phases, the pay-back time would be between 10 to 15 years.

Councillor Griffiths referred to the FCC upgrading of the street lights in St. Michael's Drive, which had been advised to residents in a recent letter. The present orange street lights would be replaced with modern equipment, which will shine white light on the pavement and road. The work would be undertaken by X-Cav8-Limited - the largest street lighting company in Wales.

The Members discussed the following; (a) upgrading the Town Council's street lighting on a rolling programme (b) seek funding outlets (c) inspection of the Council's lighting columns.

**The Members agreed the following;** (i) the Clerk to arrange for the Council's street lighting repair company to inspect all the concrete lighting columns ( Councillor Griffiths agreed to meet with the electrical engineer to complete the inspection ) (ii) the Clerk to write to the Street Scene Manager of FCC - seeking the specifications of the new street lights to be installed in St. Michael's Drive, together with the associated purchase and installation costs.

### 10. 166/14

#### PLANNING APPLICATIONS

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

- ❖ **Application number; 052097**, for the upgrade to existing overhead lines, at The Travellers Inn, Pen Y Cefn, by Scottish Power. **Members agreed the following;** No objection to the proposed work providing access to the area of common land, (Flintshire Register Unit No. CL69), is not obstructed or impeded and that removal of any vegetation or lopping or crowning of any trees is kept to a minimum.
- ❖ **Application number; 052222**, for the substitution of house type, Plot 1 from previous approval number 049565, at Melyd Court - Site of former George Rees Agricultural, North Street, Caerwys, by Harris Homes Ltd. **Members agreed the following;** No objection providing entry/egress will be of an adequate width, to accommodate the largest emergency vehicle that may have cause to attend those properties, at the eastern end of the development.

**11. 167/14****LOCAL TRANSPORT PROVISION - BUS SERVICE TIMETABLE ( CLLR H. R. GRIFFITHS )**

Councillor H. R. Griffiths brought to the attention of the Members his dismay, that the reduced bus service timetables had not been advertised within the community, or even notified to the Town Council by the Flintshire County Council. ( Routes - Mold to Denbigh via Caerwys and Holywell to Caerwys ). Councillor Griffiths advised that the reduced service commenced on the 16<sup>th</sup> June, and the bus shelters in Afonwen and Caerwys were still advertising the previous timetables. This had resulted in confusion, and in particular, a number of bus users awaiting two hours for a bus to arrive - with one resident missing a Doctor's appointment. The Members confirmed their disappointment, especially as the Town Council had provided a response to the consultation, together with hosting the attendance of County Council representatives at a Council meeting - as did the local Caerwys Age Concern. The Members felt the lack of communication in respect of the reduced service to be deplorable, in particular, for the elderly passengers, who perhaps lack other forms of transport.

**The Members agreed the following;** the Clerk to write to the Chief Executive of the Flintshire County Council, asking for an urgent review and response, into the lack of communication and display of the reduced bus service timetables. The Clerk to send copies of the letter to the following; Leader of the Flintshire County Council ( Labour ) - Councillor Aaron Shotton / Leader of Conservative Group - Councillor Clive Carver / Leader of Independent Alliance Group - Councillor Mike Peters / Leader of Liberal Democratic Group - Councillor Robin Guest.

**12. 168/14****APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
850	Scottish Power ( May - Street Lighting Electricity )	247.14	49.43	296.57
851	Deeco Lighting ( May - Street Light Repairs )	324.00	64.80	388.80
852	Canda Copying Ltd ( Quarterly Photocopier Rental )	46.00	9.20	55.20

**13. 169/14****APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	Caerwys in Bloom ( Application towards cost of annual insurance cover )	<b>* See Minute number; 15. 171/14 below</b>

**14. 170/14**

**The Members agreed the payments of the above accounts as listed.**

**15. 171/14**

\* The Clerk advised the Members that the application by the Caerwys in Bloom Committee, was seeking financial assistance from the Town Council, towards their annual insurance policy - which

was approximately £200.00. The Committee were also asking if their insurance cover could be placed on the Town Council policy. The Clerk had contacted the Council Insurance Company, who advised that the following criteria would have to be reached;

- (1) The minutes of the meetings of the Caerwys in Bloom Committee form part of and are incorporated into the minutes of the Town Council.
- (2) Meetings of the Committee are open to the public in the same way as Town Council Meetings.
- (3) Any accounts of the Committee form part of the accounts of the Town Council and are subject to the Council's audit.

**The Members suggested the following;** that perhaps the Caerwys in Bloom Committee would wish to discuss the above criteria at their next annual general meeting.

**The Members agreed the following;** to match fund the insurance cover for this year only - up to a maximum of £100.00, upon production to the Clerk a copy of the policy and premium cost. ( **See Minute number; 6(A). 157/14 (2) on page 3** ).

**There being no further business, the Mayor thanked everyone for attending and closed the meeting.**

**SIGNED BY THE MAYOR AS CHAIR;**.....

**DATE OF APPROVAL;**.....