



CYNGOR TREF CAERWYS TOWN COUNCIL

**Minutes of The Meeting of Caerwys Town Council
(Annual Public and General Council Meetings)
Held at The Memorial Institute, South Street, Caerwys,
On Tuesday the 16th April, 2019, at 7.00pm**

1(A). 47/19

PRESENT (FOR BOTH ANNUAL PUBLIC & GENERAL MEETINGS)

Councillor Peter Dooley (Deputy Mayor)
Councillor Stephen Cople
Councillor Jonathan E. Duggan-Keen
Councillor Mrs Lynette M. Edwards
Councillor James E. Falshaw
Councillor Howard R. Griffiths
Councillor Miss. Carole A. Harris
Councillor David S. Knights
Councillor Stephen G. Wilson

County Councillor Tudor Jones

Clerk & Financial Officer R. Phillip Parry

1(B). 48/19

APOLOGIES (FOR BOTH ANNUAL PUBLIC & GENERAL MEETINGS)

Councillor Jonathan Lees
Councillor Ms. Helen L. Priestley

1(C). 49/19

Standing Orders were suspended

ANNUAL PUBLIC MEETING

1(D). 50/19

WELCOME FROM THE DEPUTY TOWN MAYOR - COUNCILLOR PETER DOOLEY

The Deputy Town Mayor, Councillor Peter Dooley, welcomed residents of the Community to the meeting.

1(E). 51/19

TO CONFIRM THE MINUTES OF THE ANNUAL OPEN MEETING HELD ON TUESDAY 20TH MARCH, 2018

The Clerk advised Members, that the Minutes of the Annual Open Meeting held on the 20th March, 2018, had been confirmed at the Council meeting held on Tuesday the 17th April, 2018, under Minute number 4. 91/18. However, the Minutes were required to be re-confirmed at this evening's meeting. **The Members re-confirmed the Minutes.**

1(F). 52/19

SUMMARISATION FROM THE TOWN MAYOR OF COUNCIL BUSINESS IN THE FINANCIAL YEAR - 2018 / 19

The Deputy Mayor, in his address, referred to the following: 'The Council Members and I, as Deputy Mayor, thank all the various Committees and Groups that exist in Caerwys for the services they provide and which offer such a diverse range of interesting activities. Once again we express our appreciation to the Caerwys in Bloom Team for their dedication in ensuring that Caerwys always looks very attractive during the summer – and in particular, to being placed first in the Flintshire Environmental Competitions. The Town Council are pleased to provide financial support.

The Deputy Mayor referred to the following Council projects: The long awaited play area which is nearing fruition – at a cost of £57,000.00 - whereby the Town Council will contribute a significant financial proportion: Installation of defibrillators in Afonwen and Caerwys. The Council are grateful for a number of donations towards the project: The First Responders Team – whereby the Council have provided a defibrillator and other equipment: The change of 101 street lanterns to LED models – which will provide a financial saving, together with a reduction of our carbon footprint: Concerns with speeding vehicles and heavy goods vehicles – whereby a sub-committee has been set up: The Council have agreed to provide £900.00 towards new kissing gates on public footpaths within the area, including working with a local walking group and Officers from the Footpaths Department: The successful 'Chat with a Councillor' in the Café on the Corner each month, together with a Council Facebook page.

The Deputy Mayor thanked Council Members for their work, both within the Community and outside, together with the Clerk for his professional and invaluable advice.

1(G). 53/19

TO INVITE MEMBERS OF THE COMMUNITY TO ADDRESS COUNCIL MEMBERS

Members of the public in attendance addressed Council Members in relation to the following:

- (i) Mrs. Lise Roberts, advised Members of the purchase of Glasfryn Hall by her family. Mrs. Roberts further advised in relation to the intended use of part of the Hall as an art gallery – primarily as her husband is an artist, whereby the gallery would be used for exhibitions and other usage – possibly four events a year. Possible traffic concerns had been taken on board with a pending planning application. Mrs. Roberts assured Members that alterations to the building would be attractive and with consultation with the Conservation Officer.

The Deputy Mayor thanked Mrs. Roberts for attending the meeting and advising Members in relation to the future of Glasfryn Hall.

- (ii) Mrs. Gaynor Griffith (Chair of Caerwys In Bloom), advised Members in relation to the previous evening's annual general meeting of the Committee. Mrs. Griffith stated that herself as Chair, together with other Officers of the Committee would be ceasing their

services to the Committee at the end of this summer season. Mrs. Griffith advised that she had been involved with Caerwys in Bloom for 20 years, and would assist new members of the Committee. At the end of this season, the polytunnel would not be available, together with other essential equipment. The Committee will be entering into the Flintshire Environmental Competitions this year. Mrs. Griffith sought that the Council agree the litter picks – with one being held the week prior to the competition judging. Should a new Committee take over, then the funds will be transferred.

The Deputy Mayor, Councillor Peter Dooley, thanked Mrs. Griffith on behalf of the Council and residents, for her commitment to the Town over a substantial period of time.

- (iii) Other comments by residents in attendance related to: The installation of the new LED lights / To encourage residents to become more engaged with the Community in general.
- (iv) The Clerk referred to posts on the Friends of Caerwys Chronicle Facebook page – in relation to speeding traffic through the Town on the B5122 road. The Clerk emphasised the actions taken by the Town Council over a number of years. The Clerk advised that he would provide an update to be placed on the Council and Chronicle Facebook pages. Residents and Council Members referred to the following: A recent traffic survey; residents should contact Highways and Police directly with traffic concerns / warning signage missing / inconsiderate parking on street corners – which affects visibility / more advance signage required / historic town signage.

The following agenda items were brought forward:

(5) (C) Christmas Lights – the Clerk advised in relation to the Christmas lights on the Town Square tree. Whilst the Council had purchased new Christmas lights approximately three to four years ago, during the changeover of lighting contractors, unfortunately, two transformers could not be located. This resulted in only one string of lights working, with the current contractor using a spare string from his company. Due to the adverse weather, the fuse box leaked which resulted in the lights not working on a number of days. The Clerk further advised that the Council would consider the 2019 / 2020 Christmas lights in a future meeting.

(10) To seek views of Councillors and residents: To a Town Square Enhancement Scheme (Cllr Steve Copple) Councillor Copple stated, that the Town Square was the central feature of Caerwys – and whilst it looks nice with the flower tubs – could we make it look even better – but what can we do ! The tarmac surface is in a terrible condition, with the area generally being used as a car park.

Residents in attendance referred to the inconsiderate parking and as to whether parking lines should be marked. A resident offered to seek the assistance of a landscaping professional. The information would be provided to the Town Clerk.

1(H). 54/19

CLOSURE OF MEETING - COUNCILLOR DAVID S. KNIGHTS (IMMEDIATE PAST MAYOR)

Councillor David Knights, as immediate past Mayor, thanked everyone for an interesting meeting this evening. Councillor Knights reiterated the importance of the various Committees and Groups in the area – who support the community in general. Thank you also to Councillor Peter Dooley, as Deputy Mayor – for standing in for the Mayor – with 10 minutes notice.

GENERAL COUNCIL MEETING

2(A). 55/19

BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following: Mr. George William Jefferies, 12, Ffordd Angharad, Caerwys. Mr. David Cecil Jones, Plas Cerrig Farm, Caerwys,

2(B). 56/19

DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. 57/19

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 26TH FEBRUARY, 2019.

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

Note: There was no Council meeting held in March, 2019.

4. 58/19

MATTERS ARISING

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

Minute no: 2(B). 26/19 (pages 1 and 2) – in relation to Street Scene concerns. The Clerk recollected to Members an e-mail forwarded from the Street Scene Officer – which provided an update to the various matters reported at the February Council meeting.

Minute no: 5. 30/19 – sub minute numbers: 5. 05/19 & 5. 245/18 & 5(B). 196/18 (page 3) – in relation to the pending upgrade of the children's play area. This matter was dealt with under **Minute number: 5(E). 63/19 on page 6 below).**

Minute no: 5. 30/19 – sub minute numbers: 5. 05/19 & 5. 245/18 & 6.(c-1).199 (pages 3 and 4) – in relation to the re-siting of the defibrillator cabinet to the South Street side wall of Compton House. The Clerk advised that eventually the Planning Department had provided guidance in relation to the amendment – which could be dealt with by the Clerk completing an application for non-material amendment. The Clerk advised that this had been completed and sent and had been advised that the process would take approximately 14 days.

Minute no: 6(B). 32/19 (a) (page 5) – in relation to the repair of the red telephone box in Pen y Cefn. The Clerk advised that a quotation for repair had been received from Flintshire Fabricators – for the sum of £290.00 plus VAT. As the figure was within the guidelines for the Council to decide in-between meetings, the quotation had been circulated to all Council Members – whereby the quotation had been agreed.

Members agreed the following: Formally accepted the quotation from Flintshire Fabricators for £290.00 plus VAT.

5(A). 59/19

CORRESPONDENCE

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

- (1) The Clerk recollected to Members an e-mail forwarded from Mr. Roland Ward – Chair of Ysgol Yr Esgob School Governors. The e-mail referred to a decision by the School Governors of Ysgol Yr Esgob to begin formal consultation with the Governors of Ysgol Lixwm to form a federation. The schools were consulting with stakeholders.

Members agreed the following: The Clerk to advise Mr. Ward that the Council consider the proposal 'A positive move'.

- (2) Invitation to attend the Fourth Meirion Griffith Memorial prizegiving, held by the Cymdeithas Thomas Pennant Society, in Holywell, on Friday 10th May, at 7.30pm in Penbryn Chapel.
- (3) The following information was forwarded to Council Members by e-mail:
 - Calor Gas – Finding for Community Projects.
 - Citizens Advice Flintshire – Sleep out fundraising event.
 - Owl Report – Theft from a garden in Park Grove, Caerwys.
 - E-mail from new owners of Glasfryn Hall, Caerwys re: Art Gallery.
 - Flintshire County Council (Chief Officer - Governance) re feedback from visits to Town & Community Councils by Independent Members of the Standards Committee.

5(B). 60/19

CLERK'S REPORT

- (a) The Clerk advised that following an article in the recent edition of the Caerwys Chronicle, in relation to the condition of the Old Court, High Street, Caerwys, the Clerk had been contacted by a retired Councillor, who had kindly provided information in relation to the various actions taken by the Town Council, in particular, in corresponding with the different Conservation Officers since 2011. The Clerk had written to the present Conservation Officer, seeking the current position in relation to enforcement action, due to the deteriorating condition of the premises. The Clerk further advised that to date, there had been no reply from Mr. Chris Rees-Jones, the Conservation Officer. The Clerk will send a reminder letter.
- (b) The Clerk advised that he had requested a quotation from Jones Peckover of Denbigh to carry out a valuation of the Pinfold and Public Conveniences. The quotation will be placed before Members at the May meeting.
- (c) The Clerk advised in relation to the following matters that had been brought to the attention of the Town Council.
 - ❖ Waste bin adjacent to the Lych Gate at St. Michael's Church, Caerwys – had been removed or possibly stolen.
 - ❖ Litter concerns on the B5122 travelling between Caerwys and the A55 – together with litter in Pen y Cefn – generally in the hedgerows.
 - ❖ A number of complaints from residents in relation to an apparent unauthorised construction in the Caerwys Conservation area.

The Clerk advised that the above had been reported to the appropriate departments in County Hall.

- (d) The Clerk advised in relation to a circular received from the National Association of Local Councils – Employment Briefing E02 – 18 / 2018 – 2019 National Salary Award for Clerks

from the 1st April, 2019. The Deputy Mayor and Immediate Past Mayor of Council were provided with a copy of the circular. The Clerk sought the approval of Members to amend the Clerk's salary Bank Standing Order, to reflect the pay increase – less PAYE / NI – with the first amended payment dated the 1st May, 2019 and each month thereafter.

Members agreed the following: Acknowledged the salary award and agreed the amendment to the Clerk's salary bank standing order, to be made by internet banking.

5(C). 61/19

CHRISTMAS LIGHTS

This matter was discussed during the Public Meeting – **Minute Number 1(G). 53/19 on page 3 above.**

5(D). 62/19

TO ARRANGE THE ANNUAL TOWN LITTER PICK

The Clerk advised that at the Caerwys In Bloom Committee Annual General Meeting, that had taken place on Monday 15th April, the Committee were seeking a joint 'Litter Pick' with the Council – one in the near future, together with a further event a week prior to the Flintshire Environmental Competitions.

Members agreed the following: Litter Picks to be arranged for the following dates: Saturday 11th May and Saturday 13th July. The Clerk to advertise the events.

5(E). 63/19

APPLICATION TO RE-OPEN MINUTE NUMBER: 6(D). 08/09 DATED 15TH JANUARY, 2019 RE: BUDGET FOR FINANCIAL YEAR 2019 / 2010 (CLLR STEVE WILSON)

The Clerk advised that Councillor Steve Wilson had made an application under Paragraph 10: Rescission of Previous Resolutions – Local Standing Orders – to re-open a decision by the Council, made at the meeting dated the 15th January, 2019 – under Minute number: 6(D). 09/19 under Agenda heading name: To receive, consider and approve the budget for the Financial year 2019 / 2020. Councillor Wilson had produced to the Clerk to the Council, a written notice signed by three Council Members, which states the following reasons for re-opening the Minute: During the budget deliberations, it was agreed that funding for the 2019 Summer Play Scheme at a cost of £1,300.00 would be included in Section 19 LGA (Miscellaneous Provisions) Act 1976. In the ear-marked budget a figure of £4,000.00 - was included for the provision of CCTV facilities within the Town.

Members agreed the following: To allow the re-opening of the above minute number.

Councillor Wilson further addressed the Members as follows: 'My application this evening is to seek the agreement of Council to re-allocate the £1,300.00 and £4,000.00 to the play area project. As Council Members are aware, the play area project cost is £47,511.10 for play area equipment and £9,150.00 for groundworks – total £56,661.10. The County Council propose a £500.00 contingency figure – which increases to the total to £57,161.10.

Currently monies held by the Town Council towards the project total £26,000.00, with the County Council holding £24,300.00 (total £50,300.00). There is a shortfall of £6,861.10. If Members were to agree the transfer of the Summer play Scheme and CCTV monies – of £5,300.00 – the shortfall will decrease to £1,561.10. Whilst £500.00 of this amount is a contingency, the Clerk advises that subject to the approval of Members, the Council could fund this shortfall from balances, including this year's budget.

The Clerk has shown to myself correspondence from Flintshire County Council, who advised that the letter stating that £19,000.00 allocated funding from Section 106 payments, was a mistake – whereby the actual figure was £14,300.00. The correspondence also advises that match funding from the County Council, can also include the cost for groundworks – however, this Council was not aware of this previously. Councillor Wilson thanked Councillor Ms. Helen Priestley for her work on the project.

Members agreed the following: (1) To re-allocate the following budget provision: £1,300.00 for the Summer Play Scheme - from Section 19 LGA (Miscellaneous Provisions) Act – together with £4,000.00 in the ear-marked budget for the provision of CCTV facilities within the Town (2) The remaining shortfall of £1,561.10 (includes £500.00 contingency) to be taken from general reserves.

5(F). 64/19

TO RECEIVE AND APPROVE: END OF YEAR ACCOUNTS FOR 2018 / 2019

The Clerk, as Financial Officer, provided Members with a copy of the end of year Statement of Financial Accounts for the year 2018 / 2019. The Clerk advised Members further in relation to the accounts and the end of year balance.

Members agreed the following: Approved the end of year accounts for the financial year 2018 / 2019, with the financial spreadsheet signed by the Deputy Mayor, Councillor Peter Dooley.

6. 65/19

TOWN MAYOR'S REPORT

In the absence of the Town Mayor – there was no report.

7. 66/19

COUNTY COUNCILLOR'S REPORT (CLLR TUDOR JONES)

County Councillor Tudor Jones produced to Members a typed update as follows:

- ❖ This has been a quiet time for activity at County Hall following the setting of the budget.
- ❖ Information gathering: Workshop to have school maintenance explained and approximately 20 attended. Meeting requested with Senior Finance Officers to have matters regarding internal financial structures explained and what factors constrained the budget.
- ❖ B5121 & B5122 Roads: First meeting between Councillors from Caerwys and Ysceifiog held - to review the matters relating to road safety on the B5121 and B5122 and began to identify aspects of similarity that may be presented as a single plan for improvement with a view to achieving support from WG.
- ❖ Traffic Data: Flintshire County Council not very forthcoming with traffic survey data. Some data reviewed to provide a sample / insight of what can be learned.
- ❖ Bus services: Bus service and timetable changes. Meeting with School Transport Officers. Concern with non-existent publicity / information for customers re. the changes of timetable and different providers. Requested that timetables be sent to CTC for members to mount in bus stop cabinets. No response so far. Councillor Howard Griffiths referred to the 'Bus Service' meetings held in Holywell – that he was not invited to – including the lack of advertising the new bus service. Councillor Jones sought a letter of complaint from the Town Council, to be sent to Mr. Steve Jones – Head of Highways & Transportation.

Members agreed the following: the Clerk to write to the Head of Highways & Transportation, emphasising the concerns of County Councillor Tudor Jones – as referred to above.

- ❖ Road surface repairs: Much done but much still to do. Constantly reporting new problems e.g. Cae Delyn & St. Michael's Drive.
- ❖ Street lighting: Maes y Dre lamp standards are in the ownership of the Housing Department but will now be replaced by Streetscene at cost to Housing but then adopted by County and added to the maintenance schedule.
- ❖ Main areas of assistance this month: Council Tax on empty property / Council Tax increase / Land drainage / Planning – including signage style appropriate to Conservation area / Additional parking spaces in the Maes y Dre area.

The following concerns were brought to the attention of Councillor Jones:

- Pot holes in the area of Bridge House, Afonwen and Holywell Road, Caerwys, including the B5122 travelling down to Afonwen.
- Travelling into Caerwys from the A55 – the turn left sign is missing.

Councillor Jones advised that the above would be brought to the attention of Streetscene.

8. 67/19

REPRESENTATIVES / LIAISON COMMITTEE REPORTS

- (i) Councillor Steve Cople advised in relation to a further meeting with Officers from the Flintshire Footpath Team, together with a representative from the Caerwys Walking Group. Caerwys is now part of a digital walking scheme (map produced) which highlights the route. Other footpaths will be added. Possibly a map indicating the public footpaths to be sited in the Town Square area.
- (ii) Councillor Mrs. Lynette Edwards advised in relation to her attendance at a meeting of the North & Mid Wales Association of Local Councils. Topics discussed included: Independent Remuneration Panel recommendations; School meals provision (Councillor Tudor Jones was asked to seek the Flintshire Policy in relation to children not having enough money to purchase food); reduce voting age to 16 years.
- (iii) Councillor Mrs. Lynette Edwards advised in relation to the Caerwys FLUSH being 5 years old next month.

9(A). 68/19

PLANNING APPLICATIONS

The following planning applications had been received:

- (a) Application number: 059403 - for amended scheme to that approved under ref: 056435 to include for amendment to line of boundary, amendment to size of extension, to position of proposed extension and amendments to the layout/design of the proposed extension – at Glasfryn Lodge, Caerwys.

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

- (b) Application number: 059450 – for alterations to include change of windows to doors, removal of flat roof 20th century extensions, addition of lobby to proposed Escape Room

facility, addition of open porch to Conference Event facility, addition of kitchen extension in lieu of conservatory to ground floor apartment – at Maes Mynan Hall, Afonwen.

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

- (c) Application number: Planning Application number: 059566 – for the proposed erection of agricultural building, on land near to sub-station and Coed Y Garreg, Babell.

Comment by Council: Providing that the application complies with planning policy, the Town Council offer no objection. However there is a shipping cargo container which has been in situ and subject to enforcement action since May, 2016. The Town Council request that the removal of the container is carried out prior to the Planning Officers decision in relation to this current application.

- (d) Application number: 059683 – for the proposed erection of workshop and stone screen wall, at Pennant House, Pen y Cefn Road, Caerwys.

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

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

9(B). 69/19

Members confirmed the above four decisions.

9(C). 70/19

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

- ❖ Application number: 059686 – for proposed erection of a storage building, at Seven Springs Trout Farm, Caerwys.

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

9(D). 71/19

PLANNING DECISIONS

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

- (a) Application number: 059566 – for erection of agricultural building, at land near sub-station, Babell. Refused.
- (b) Application number: 059424 – for the erection of agricultural building, at Wern Bach, Pen y Cefn. Approved
- (c) Application number: 059045 – for change of use to use renovated horsebox etc., at Maes Mynan Farm, Afonwen. Refused.
- (d) Application number: 059100 – for proposed 2 storey extension, at Wern Bach, Pen y Cefn. Approved
- (e) Application number: 059501 – non-material amendment to planning application no: 056435, at Glasfryn Lodge, Caerwys. Refused.

10. 72/19

TO SEEK VIEWS OF COUNCILLORS AND RESIDENTS: TO A TOWN SQUARE ENHANCEMENT SCHEME (CLLR STEVE COPPLE)

This agenda item was discussed under: **Minute Number 1(G). 53/19 on page 3 above.**

11. 73/19

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
<u>To confirm below payments made in March 2019</u>				
217	Scottish Power (February - Street Lighting Electricity Account)	87.72	4.39	92.11
218	M S Powell (Bus shelter window cleaner – 11 months at £20.00) (Cheque re-issued No: 230 – as below)	220.00		220.00
219	Caerwys FLUSH Committee (Transfer of grant from WAG received via FCC – Re: Public conveniences)	500.00		500.00
220	R. P. Parry (Clerk) Re-imburement of 1/4 share of Microsoft Renewal with Dyserth, Halkyn & Whitford Councils (as per receipt)	16.66	3.33	19.99
221	This cheque listed below in Financial Support			
222	This cheque listed below in Financial Support			
223	H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - January, February & March, 2019)	525.61		525.61
<u>Payments for consideration at this meeting</u>				
224	Scottish Power (February - Street Lighting Electricity Account)	97.20	4.86	102.06
225	Thomas Fattorini Ltd (Deputy Mayor's Regalia – as per quotation)	1,846.85	369.37	2,216.22
226	Canda Copying Ltd (1/4 rental payment)	51.00	10.20	61.20
227	Caerwys Memorial Institute (Hire of room for Council meetings – September 2018 to February 2019)	100.00		100.00
228	Caerwys Memorial Institute (Hire of room for First Responder meetings – February and March 2019)	24.00		24.00
229	Flintshire Local Voluntary Council (Membership renewal)	25.00		25.00
230	M S Powell (Allclear Cleaning Services – Town Square bus shelter) (Request to issue replacement cheque – as above cheque number: 218 lost)	220.00		220.00

12. 74/19

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
<u>To confirm below payments made in March 2019</u>		
221	St. Michael's Church, Caerwys (annual donation towards cemetery upkeep) Section 214(6) LGA	500.00
222	Clwb Bwthyn Bach (Ysgol Yr Esgob) (donation towards start-up costs – payment of insurance premium) Section 137 LGA 1972	272.78
223	This cheque listed above in Accounts	
<u>Applications for consideration at this meeting</u>		
231	50+ Advisory Group (Application adjourned from the February Council meeting) – to produce further information. Section 142(2A) of LGA 1972	100.00

13. 75/19

The 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.....