



# **CYNGOR TREF 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 21<sup>st</sup> May 2019, at 7.00pm**

### **1(A). 76/19**

#### **PRESENT (ANNUAL AND GENERAL MEETINGS)**

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

County Councillor Tudor Jones

Clerk & Financial Officer R. Phillip Parry

### **1(B). 77/19**

#### **APOLOGIES (ANNUAL AND GENERAL MEETINGS)**

Councillor Jonathan Lees (Received after meeting)  
Councillor David S. Knights  
Councillor Stephen G. Wilson

### **Annual Council Meeting**

The Deputy Mayor, Councillor Peter Dooley, (Acting Chair for the first part of the Annual Meeting) welcomed Councillors, together with eleven residents and relatives of Councillor Steve Copple to the meeting.

### **2(A). 78/19**

#### **ELECTION OF CHAIRPERSON (MAYOR) FOR THE PERIOD 2019 / 2020**

Councillor Stephen Copple was proposed by Councillor Mrs. Lynette Edwards and seconded by Councillor Jonathan Duggan-Keen. There were no further nominations. Councillor Stephen Copple accepted.

**Members agreed the following:** To appoint Councillor Stephen Copple, as Mayor for the year 2019 / 2020.

Councillor Mrs. Lynette Edwards presented Mrs. Jane Copple with the Mayoress of Caerwys pendant.

## **2(B). 79/19**

### **SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Stephen Copple signed the Declaration of Acceptance of Office, which was duly witnessed by the Clerk.

## **2(C). 80/19**

Councillor Jon Lees in his retiring Mayor's speech (read out by the Clerk in Councillor Lees absence) stated: 'That he and Lisa had enjoyed their year as Mayor and Mayoress and wished Mayor Steve and Mayoress Jane, their best wishes during their year in Office'

## **2(D). 81/18**

Councillor Steve Copple, as the newly appointed Mayor of Caerwys, thanked the retiring Mayor and Mayoress - Jon & Lisa for representing the Town and stated: 'that he and Jane would represent the Council and Community well'.

## **3. 82/19**

### **ELECTION OF VICE CHAIRPERSON (DEPUTY MAYOR) FOR THE PERIOD 2019 / 2020**

Councillor Peter Dooley was proposed by Councillor Howard Griffiths and seconded by Councillor Ms. Carole Harris. There were no further nominations. Councillor Peter Dooley accepted.

**Members agreed the following:** To appoint Councillor Peter Dooley, as Deputy Mayor for the year 2019 / 2020.

## **4. 83/19**

### **MINUTES OF THE ANNUAL MEETING HELD ON THE 15<sup>TH</sup> MAY, 2018**

The Clerk advised Members that the Minutes of the 2018 Annual Meeting were formally proposed, seconded and agreed at the 19<sup>th</sup> June, 2018 meeting, under Minute number: 4. 152/18.

**Members agreed the following:** Re-affirmed the above decision.

## **5. 84/19**

### **COUNCILLORS' ATTENDANCES FOR 2018 / 2019**

The Clerk provided the Members with a copy of the Register of Attendance of Councillors at Council Meetings for the period - April 2017 to March 2018.

Councillor Howard Griffiths asked that the attendance sheet be amended to show his attendance at the January 2019 Council meeting.

**Members agreed the following:** The Register of Attendances is correct.

## **6. 85/19**

### **NOMINATIONS TO SERVE ON LOCAL COMMITTEES AND OUTSIDE BODIES**

The Clerk provided the Members with a copy of the previous year's list of Councillors who served on Local Committees and Outside Bodies.

**Members agreed the following:** Amended and confirmed the list for the year 2019 / 2020.

**Note:** See list of Councillors who serve on Liaison, Local Committees and Outside Bodies - as appendix to the end of these Minutes (**Page 10 below**).

### **General Council Meeting**

#### **7(A). 86/19**

#### **BEREAVEMENTS WITHIN THE COMMUNITY**

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

#### **7(B). 87/19**

#### **Standing Orders were suspended:**

The Mayor, Councillor Steve Cople, welcomed Mr. Neil Hickie, Flintshire County Council Street Scene Supervisor, to the meeting.

#### **Mr. Hickie provided the following update:**

- (1) Request for new litter bin in Water Street. Left messages for shop owner, but no further contact received.
- (2) Afonwen bus shelter – Ticket placed and awaiting cleaning to be arranged.
- (3) Town Square tree. Tree has been inspected by the County Tree Officer, who advises that it is safe and does not require removal. Mr. Hickie was asked to obtain this report in writing.
- (4) Road marking signage in Chapel Street at entrance to play area – to be completed soon.
- (5) Pot Holes: Repairs in Pen Y Cefn will commence this week, thereafter the remainder in Caerwys and Afonwen will be completed. The pot holes at the entrance to St. Michael's Drive will be temporarily filled and completely resurfaced in due course.
- (6) Hedge in Lon yr Ysgol area. Request passed to contractors.

#### **The following concerns were brought to the attention of Mr. Hickie:**

- (a) Further pot holes in Afonwen and in particular, outside Bridge Cottage and the bottom of Caerwys Hill at the junction of A541 road.
- (b) Flooding at the entrance to Bryn Llwyd Housing estate. Mr. Hickie advised that the entrance to the estate has not been constructed in accordance with the planning application grant. County Enforcement are in consultation with the building contractors.
- (c) Cleaning of roadside gullies. Mr. Hickie advised that all gullies had been cleaned during the past week.

**The Mayor, Councillor Steve Cople, thanked Mr. Hickie for his attendance.**

#### **7(C). 88/19**

#### **Standing Orders were restored:**

#### **8. 89/19**

#### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## **9. 90/19**

### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 16<sup>TH</sup> APRIL, 2019**

Councillor Howard Griffiths referred to Minute number: 1(G). 53.19 (5) (C) on page 3 – in relation to the Town Council's Christmas lighting. Councillor Griffiths recollects to Members that the items purchased by the Town Council in October 2015, consisted of 2 transformers and 8 sets of 50 no. blue cherry LED lights.

The Minutes were proposed as correct by Councillor J. Duggan-Keen and seconded by Councillor James Falshaw and formally agreed by the Members present.

## **10. 91/19**

### **MATTERS ARISING**

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

**Minute no: 4.59/19 sub minute number: 5.30/19 (page 4)** – in relation to the installation of a defibrillator housing unit on Compton House (South Street) wall. The Clerk advised that the planning approval for the defibrillator to be sited on the South Street wall of Compton House had been granted. The Clerk had arranged for the electrical contractor to install the unit this coming Friday. The owners of Compton House had been advised of the installation date.

**Minute no: 4.59/19 sub minute number: 6(B). 32/19 (page 4)** – in relation to the repair of the red telephone box in Pen y Cefn. The Clerk advised that the repair had been completed – photographs were shown to Members. The Clerk read out an e-mail from Mrs. Sally Evans, Pen y Cefn, who advised that the phone box would be internally painted and planters / hanging baskets installed for this summer.

**Minute no: 5(B). 60/19 (a) (page 5)** – in relation to the condition of The Old Court, High Street, Caerwys. The Clerk advised that a site meeting had taken place yesterday – Monday 20<sup>th</sup> May, with Mr. Chris Rees-Jones and Ms. Diane Strong – Flintshire Conservation Officers. Councillor Steve Cople advised that himself, together with the Clerk had met with the Officers and perused the building from the pavement area. Councillor Cople stated that the meeting was fruitful and constructive. The Conservation Officer took on board that the residents and Councillors were unhappy with the dilapidation and neglect aspects of the building.

The Clerk advised that this afternoon he had received a telephone call from Mr. Chris Rees-Jones, the Conservation Officer, who stated the following: 'A joint meeting between himself and County Planning Officers will be arranged, to discuss any enforcement action that can be taken in relation to the condition of The Old Court'.

**Minute no: 5(B). 60/19 (b) (page 5)** – in relation to seeking Council property valuations for the Pinfold and Public Conveniences. The Clerk advised that despite a number of requests to Jones Peckover of Denbigh, to complete valuations on the above buildings, the Company has not contacted the Clerk further.

**Members agreed the following:** The valuations to be left until the next financial year.

**Minute no: 5(E) 63/19 (pages 6 & 7 second paragraph on page 7)** – in relation to the upgrade of the Children's play area. The Clerk advised that Aura Leisure had advised the following: 'There is a delay to the process due to the scheme being over £25,000.00 threshold. A meeting with procurement service and the scheme will be going out to tender. The County will advise of the outcomes and timeframe for the work'

**Members agreed the following:** (1) Were perturbed by the delay (2) The Clerk to further contact Aura Leisure, to seek a timeframe for the tendering process.

**Minute no: 7.66/19 (pages 7 & 8 – last paragraph on page 7 and first paragraph on page 8)** – in relation to bus services and timetable changes. The Clerk advised that following a letter sent to the Chief Officer – Street Scene & Transportation, a reply had been received, which had been forwarded to County Councillor Tudor Jones. The reply stated that the correspondence had been forwarded to Officers, who would respond to the concerns. To-date, there had been no further reply.

**11(A). 92/19**

### **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) 1 x Theft in Park Grove. Two garden ornaments stolen from front garden within week before report. Snail and a mushroom stand, grey in colour with colourful mosaics on them.

(2) 1 x Theft – Herons Lake retreat - 1 x Wood chipper rented from Thorncliffe was stolen from location 07/04/2019 (3) 1 x Anti-social behaviour – Bowling Green – 6 to 7 youths at location had got over the fence (4) 1 x Theft – Barlow’s Caravan Park – Segway stolen from garden. CCTV possibly shows intoxicated male in garden 05:30 in the morning. Segway had tracker that was being monitored. Caravan park made announcement of this fact and the Segway was returned.

**Afonwen:** 1 x Suspicious Circumstances – Old saw mill - Report of people (no descriptions) trying to break open lock to get into premises grounds. Suspects got into grey estate car and a white van.

- (2) Flintshire County Council – request for an Officer to attend either the June or July Council meeting, in relation to Demand Responsive Transport Scheme.

**Members agreed the following:** Officer to attend either the June or July Council meeting. When confirmed, the meeting to commence at 7.00pm.

- (3) Flintshire County Council – Chief Officer (Governance) – letter providing feedback following further visits that have been carried out to Town & Community Councils, by Independent Members of the Standards Committee.
- (4) Flintshire County Council – On-line survey forwarded to Councillors on the 17<sup>th</sup> April – in relation to Wales Audit Office – Household Recycling Centres Survey.
- (5) Flintshire County Council – Request for County Forum agenda items for the October meeting. Information forwarded to Councillor Steve Wilson.
- (6) Information forwarded to Council Members from Mr Mark Callagan, in relation historical family information.
- (7) The Clerk advised in relation to notification from Flintshire County Council, to a ‘Caerwys Promotional Walk’ – which had been received in video format. Councillor Steve Copple advised that the promotional walk was the first to be launched in Flintshire. The date of the event launch would be arranged and promoted in due course.

**11(B). 93/19**

### **CLERK’S REPORT**

- (8) The Clerk advised Members of a deposit to the Council's bank account, the sum of £11,000.00, being the first payment of the 2019 / 2020 precept for the current financial year, received from Flintshire County Council.
- (9) The Clerk advised Members in relation to his concern with the storage capacity available at his home for Council papers. The Clerk produced photographs which provided evidence of the storage concern. The Clerk further advised, that the other Councils where he is employed as Clerk have provisionally agreed to the purchase of second hand storage cabinets to be sited in the Clerk's garage. The cost in total was £365.00 plus VAT – shared by four Councils at a cost of £91.25 plus VAT to each Council.

**Members agreed the following:** Agreed to the quarter share of the purchase of storage cabinets.

- (10) The Clerk recollects to Members a donation to Ysgol Yr Esgob a number of years ago, of two picnic tables. The Clerk suggested that Members could possibly consider that the tables are now donated to the School.

**Members agreed the following:** To donate the two picnic tables to Ysgol yr Esgob and the Clerk to remove the items from the Council asset register.

- (11) The Clerk advised in relation to the numerous complaints received to anti-social behaviour in Caerwys over the past few weekends – whereby criminal damage had occurred in a number of areas. Whilst the Bowling Club incident is referred to in the Police report, members of the Bowling Club Committee, together with residents had telephoned the non-emergency number 101 – to report anti-social behaviour, but there had been no reply. Councillor Copple provided further information in relation to the alleged culprits, who are apparently visitors to the area on weekends.

The Clerk further advised that he had written to Police Inspector Steven Owens in Mold Police station. The Inspector had offered to attend the June Council meeting.

**Members agreed the following:** The Clerk to formally invite Inspector Steven Owens to the June Council meeting. The meeting to commence at 7.00pm.

- (12) The Clerk advised in relation to the following matters raised by residents, which had been forwarded to the appropriate departments in Flintshire County Council:

- Safety concerns with the perimeter fence surround the new housing development at Summerhill Farm.
- Drainage and flooding concerns at the entrance to Bryn Llwyd Yard, North Street.
- Damaged bin in grounds of Memorial Institute.
- Fly tipping / rubbish in empty property in Maes y Dre.

- (13) The Clerk advised that the Mayor's Regalia had been inspected by Mr. Murray Taylor, who confirmed that the silver medallion and chain are in a good condition and found no defects.

- (14) The Clerk referred to the Christmas lighting units and transformers that could not be located.

**Members agreed the following:** The Clerk to contact both Mega and Deeco Lighting to investigate further.

### **11(C). 94/19**

#### **TO CONSIDER: SNAPFAST - STREET LIGHTING LOAN AGREEMENT RE: INSTALLATION OF 101 LED STREET LANTERNS**

The Clerk advised Members that he had eventually received the loan agreement for signature from Snapfast Commercial Solutions, in relation to the installation of 101 LED street lights during 2018. The Clerk recollects to Members that the Council, during the initial consultations with the Company, had agreed to pay for the purchase and installation of the new energy efficient lights, over a 60 month interest free payment option. The Clerk provided Members with the previous yearly financial costings of the SOX street lighting consumption, including yearly repair costs. The Clerk further provided details in relation to the current electricity consumption cost, and taking into consideration the interest free loan monthly repayments, the Council would make a saving of approximately £490.00 a year. The LED lights are guaranteed for 10 years.

**Members agreed the following:** Authorised the Clerk to sign the interest free loan agreement from Snapfast Commercial Solutions, as follows: Purchase and installation of 101 LED Street lanterns, cost: £15,836.80 plus VAT of £3,167.36 – Total £19,004.16 – payable at £316.73 (inc VAT) for 60 months.

### **11(D). 95/19**

#### **TO RECEIVE: INTERNAL AUDITOR'S REPORT - 2018 / 2019**

The Clerk advised Members, that the Internal Auditor's Report for the year 2018 / 2019 had been received.

The Clerk further advised the Members in relation to the contents of the report. Copies of the report were provided to the Mayor, Councillor Steve Copple and Deputy Mayor, Councillor Peter Dooley.

### **11(E). 96/19**

#### **WALES AUDIT: ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2019**

The Clerk advised Members that Sections in the above document named: Accounting statements for 2018-19, together with the Annual Governance Statement (Part 1) had been completed by the Clerk prior to the return being presented to the Internal Auditor. The Clerk further advised, that the Annual Internal Audit report section had been completed by JDH Business Services. The Annual Governance Statement (Part 2) was now required to be signed by the Chair of the Council, together with the Clerk.

**Members confirmed the following:** The approval of the Annual Governance Statement (Part 2). The Mayor, Councillor Steve Copple, together with the Clerk of the Council, signed the above referred to statement.

### **12. 97/19**

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

In the absence of the immediate past Mayor, there was no report.

### **13. 98/19**

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

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

- (a) Maes y Dre parking scheme – to be raised again with County Housing department.
- (b) B5122 & B5123 Roads – still awaiting replies from County Highways, in relation to two traffic surveys and other information.

- (c) Road surfacing – pot holes now prioritised with work to commence firstly in the Pen y Cefn area, then Caerwys Town.
- (d) Buses – still no response to timetable query and awaiting further information in relation to a ‘Demand Response Service’
- (e) Planning – dealt with under planning agenda item.
- (f) Caerwys Conservation area – further information provided in relation to a construction at the rear of a property.
- (g) River wheeler flood control – Councillor Jones sought further information in relation to the year the work was completed.
- (h) School meals. Councillor Jones advised in relation to the County Policy for providing free school meals, together with the difference between schools as to action taken when a pupil does not have the required funds to purchase a meal.
- (i) Councillor Howard Griffiths advised in relation to a petition to the Welsh Government to regulate commercial bus service operators and give power and funding to Local Authorities to run services that best meet the needs of local people. Councillor Griffiths further advised that he had, to-date, collected a number of signatures on the petition. Councillor Jones advised that the petition should be sent to Councillor Ms. Carolyn Thomas, Cabinet Member for Streetscene and Countryside.

#### **14. 99/19**

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

There were no representatives’ reports.

#### **15(A). 100/19**

#### **PLANNING APPLICATIONS**

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

- Planning application number: 058561 – for Retrospective planning application for the retention of 4 no. lighting columns and associated luminaires and 1 no. luminaire on vehicle height barrier, at Thomas Plant Hire Depot, Llwybr Hir, Caerwys.

**Comment by Council:** (1) The lighting hood units should be adjustable, so as not to shine into neighbouring properties (2) The strength of the lighting should not be more that is required by legislation for health & safety.

#### **15(B). 101/19**

**County Councillor Tudor Jones advised in relation to the following:** (a) Planning at Select Convenience Store. No further application made to date (b) Discussion with County Officers in relation to signage in the Caerwys Conservation area.

#### **15(C). 102/19**

#### **PLANNING DECISIONS**

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

- (a) Planning application number: 059856 - for non-material amendment – Section 96A, to planning application number: 059044 - for the resiting of proposed defibrillator, at Compton House, Caerwys. Approved.
- (b) Planning application number: 059648 – for application for the approval of details reserved by condition no’s: 2 to 7 – attached to planning application number: 054007, at Summerhill Farm, Caerwys. Approved.

**16. 103/19**

**APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
232	Scottish Power (April - Street Lighting Electricity Account)	94.08	4.70	98.78
233	Flintshire Fabricators (Red phone box repair in Pen Y Cefn – as accepted quotation)	290.00	58.00	348.00
234	BHIB Ltd., (Annual Council Insurance Policy)	846.04		846.04
235	Rhys Jones (Electrical) (Installation of defibrillator on Compton House, Caerwys)	140.08	28.02	168.10
236	JDH Business Services Ltd (Internal Audit)	153.00	30.60	183.60
237	Councillor Steve Copple (Mayor’s allowance – 2019 / 2020)	750.00		750.00
238	R. P. Parry – Clerk (Re-imburement of bulk stationery & Ink supplies – ¼ share with other Councils) – as per receipts	74.39	14.88	89.27
239	R. P. Parry – Clerk (Re-imburement of salary amendment from year 2017 – 2018)	31.92		31.92

**17. 104/19**

**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
240	Caerwys in Bloom (Application for annual grant) (Section 10 of the Open Spaces Act 1906)	500.00
241	Caerwys Agricultural Show (Application for annual grant) (Section 144 of the LGA 1972)	250.00
242	Caerwys Brownie Guides (Application for annual grant) (Section 137 LGA 1972)	250.00
	Caerwys 1 <sup>st</sup> Rainbows (Application for annual grant) (Application adjourned to be affixed - for receipt of audited accounts for the last financial year)	

**18. 105/19**

**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.....

**List of Council Members who serve on**  
**Local Committees and Outside Bodies - 2019 / 2020**

**Caerwys Memorial Institute Management Committee**

Councillors Ms. Helen L. Priestly, Stephen G. Wilson

**Caerwys Town Hall Trustees**

Councillor James E. Falshaw

**Flintshire County Council – Forum**

Councillor Stephen Wilson

**North Wales Association of Town and Larger Councils**

Councillor Mrs. Lynette M. Edwards

**North Wales Police (Flintshire - Police and Community  
Consultative Group / Neighbourhood Watch)**

Councillors Jonathan E. Duggan-Keen, David Knights

**Planning Sub Committee**

All Members of the Council

**West Flintshire Town & Community Working Group**

Councillor David S. Knights

**Ysgol Yr Esgob Caerwys - Governing Body**

Councillor David S. Knights