



CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council Held at The Memorial Institute, South Street, Caerwys, On Tuesday the 18th April, 2017, at 7.30pm.

1(A). 78/17 PRESENT

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

Clerk & Financial Officer R. Phillip Parry

1(B). 79/17 APOLOGIES

Councillor Ms. A. Louise Carus

1(C). 80/17

The Mayor, Councillor David Knights, addressed the Council Members and thanked the four retiring Councillors (Louise Carus, Vincent Frost, Michael Moriarty and Jonathan Webb) for their public service to the Community. The Mayor, in particular, referred to Councillor Jonathan Webb, who represented the Town as Mayor on two occasions and to Councillor Mike Moriarty, for his invaluable assistance with planning applications, together with his knowledge of the area.

The Clerk read out an e-mail from Mr. Neville Pierce-Jenkins, who stated the following: 'To those who are leaving, thank you for your service to our Community and for your kindness to me. Caerwys has benefited from your range of skills and interests and I am certain it has been valued by many – and I wish you well'

2. 81/17 BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following: Mrs Margaret Pritchard, a resident of a residential home in Llandrindod, but formerly of Bryn Sion, Afonwen and Fairview Close, Caerwys.

3. 82/17

DECLARATIONS OF INTEREST

There were no Declarations of Interest.

4. 83/17

TO APPROVE THE MINUTES OF ANNUAL PUBLIC AND GENERAL COUNCIL MEETINGS HELD ON THE 21ST MARCH, 2017

Minute number 1(G). 56/17 (b) page 3, of the Annual Public Meeting, was clarified as follows: Planning permission for 64 dwellings were granted by Flintshire Planning Committee, on the 22nd June, 2016.

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

The Minutes of the General Council Meeting were proposed as correct by Councillor Stephen Wilson and seconded by Councillor Michael Moriarty and formally agreed by the Members.

5. 84/17

MATTERS ARISING

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

Minute no: 5. 63/17 sub minute no: 1(D). 32/12 (page 5), in relation to a spotlight at the entrance to Caerwys View Holiday Park. The Clerk advised that following a second letter to the Proprietor of the Company, he received a telephone call to advise that the lamp had been re-positioned.

Minute no: 5. 63/17 sub minute no: 4. 36/17 (page 5) in relation to a number of outstanding matters with Flintshire County Council. **(a)** The Clerk advised that a reply had been received from Mr. Mark Drakeford (AM – Cabinet Secretary for Finance and Local Government). The letter stated the following: ‘the Welsh Government is unable to undertake any investigation or intervene in the running of a local authority in Wales, without sufficient evidence to do so’. The letter states the type of evidence required – such as the Local Authority’s corporate governance arrangements, or services it provides. **(b)** the invitation for the Mayor and Clerk to meet with the Flintshire Chief Executive is still outstanding. **(c)** the Clerk advised that he had sent a copy of correspondence to Mr. David Hanson MP – seeking his assistance.

Minute no: 5. 63/17 sub minute no: 4. 36/17 & 5. 08/17 (page 6) in relation to the repair of the Pinfold door. **(a)** He had received a revised door specification, which had been agreed by the Flintshire Conservation Officer. **(b)** The County Planning department had confirmed that planning permission was not required for a new door. **(c)** the Clerk referred to e-mails and a revised quotation sent to Members in-between meetings - which had been agreed unanimously. The quotation was as follows: New door £692.40 plus VAT £138.48 = £830.88. Labour and lock charges £300.00. Total £1,130.48. **(d)** Members agreed for Mr. Thomas the joiner to paint the door and frame – with a similar colour as present.

Members agreed the following: Confirmed the agreement made by Members in-between March and April Council meeting for the quotations as specified in the above paragraph.

Minute no: 5. 63/17 sub minute no: 11. 46/17 (page 6) in relation to signposting of Public Rights of Way – in the Caerwys Town Council area – Footpath number 27. The Clerk advised in relation to a letter received from Mr. S. J. Bartley (Flintshire Planning & Environment). In brief, the letter stated ‘that the gate appears to have been installed beyond the termination point of the footpath.

However, the statement accompanying the definitive map describes the footpath as running from the road near Plas Isaf. In other words, this appears to contradict the definitive map'. The letter refers to further research to justify amending the definitive map – which will take some time.

Councillor Mrs. Lynette Edwards advised in relation to a conversation with the owner of Plas Isaf.

Minute no: 6(B). 65/17(a) (pages 7 & 8) in relation to a letter written to the Chief Officer – Planning and Environment, outlining concerns with Footpath number 7, in the area of Caerwys Golf Club. The Clerk advised in relation to the following reply from Mr. Jon Hill (Flintshire County Council – Rights of Way Officer). The branch had been removed. The owner of the woods has been contacted and work will be undertaken to reinstate the surface.

Minute no: 6(B). 65/17(c) (page 8) in relation to Footpath number 1 – Caerwys to Afonwen (Pwll Gwyn Woods). The Clerk advised in relation to the following reply from Mr. Jon Hill (Flintshire County Council – Rights of Way Officer). The tree has been removed. Thank you for bringing this matter to our attention.

Minute no: 6(B). 65/17(d) (page 8) in relation to an item held in the HSBC Bank in Holywell. The Clerk advised that he had collected the item from the Bank – and confirmed that it contained in a Red Official Box the official Seal of the Caerwys Coat of Arms.

Members agreed the following: (a) Councillor J. Duggan-Keen to officially photograph the Seal (b) the Clerk to enquire with Flintshire Records Office in Hawarden, if they will agree to the safe keeping of the documentation. The Clerk to confirm that, if agreed, the Council will be able to remove the item in the future.

Minute no: 8.68/17 (2) (page 9) in relation to damaged drainage at the Caerwys Public Conveniences. The Clerk advised that the FLUSH Committee had obtained two quotations for the required work – as follows: (1) £2,510.00 plus vat Total £3,012.00 (2) £2,342.00 no vat. Both quotations were for a similar specification. The Clerk advised that the public conveniences lease has been perused and the work required was the responsibility of the Town Council.

Members agreed the following: To accept the quotation for £2,342.00. However, should this contractor not be able to commence the work in the near future, authority was given to the Clerk to allow the second quotation – should this contractor be able to complete the work within a shorter timescale.

Minute no: 10. 73/12 (b) (page 10) in relation to the installation of a new Victorian Lantern in Church Walk. The Clerk advised that the Church Warden was pleased with the new Victorian style lamp and that the bulb had been changed to a warmer colour.

6(A). 85/17

CORRESPONDENCE

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

- (1) The Clerk advised in relation to a notice received from the Flintshire Electoral Services, which advised of an Uncontested Election for the Town Council area of Caerwys.
- (2) The Clerk advised the Members in relation to the following reported criminal offences in the Caerwys Town Council area – which had been received from PCSO Laura Williams:
 - (a) drug dealing near to the primary school
 - (b) Anti-social issues in relation to damage to bottles
 - (c) suspicious white van trying to provide tarmacking work at a discounted price.

- (3) E-mail from Mr. John Evans (Flintshire County Council Housing Department), in relation to the concerns by residents in Maes y Dre, and in particular, to the lack of parking places. The Clerk advised that Mr. Evans had also spoken to him on the telephone. The County Council are presently discussing potential options to alleviate the parking concerns in the area.
- (4) The Clerk advised that he had been contacted by an Officer from Flintshire Transportation Department, who wished to attend the June Council meeting, to provide the Members with the current situation in relation to Community Transport.

Members agreed the following: To invite an Officer from the Flintshire Transportation Department to the June Council meeting. The meeting to commence at 7.00pm.

- (5) The Clerk advised that the Welsh Assembly had produced a further copy of the 'Good Councillor's Guide'. The Clerk had only received one hard copy, but a pdf version was available.

6(B). 86/17

CLERK'S REPORT

- (i) The Clerk advised that following a request from more than one Councillor, he had written to the Head of Flintshire County Council Highways, to express concerns with the numerous pot holes within the Community. Particular reference was made in the letter to the condition of the B5122, North Street, along its length between the junction of Cae Delyn, and junctions of High Street and Water Street – including the rapidly deteriorating Town Square. Drovers Lane was also referred to. The Clerk further advised that following the sending of the letter, a number of pot holes in North Street had been dressed. Mr. Ian Williams (Flintshire Street Scene Supervisor) had previously advised the Council that the Town Square and North Street would be re-tarmacked during the early part of this financial year.
- (ii) The Clerk recollects to the Members, that from the 1st April, this year, both the Town Hall and Memorial Institute buildings would be liable to pay 20% of the non-domestic business rates. The Clerk had been in contact with both the Flintshire County Council and Welsh Assembly (WAG), to discuss the Welsh Assembly's refund to any non-domestic business premises, with a rateable value under £6,000.00. Both the Town Hall and Institute buildings are under this amount. The Clerk advised that the present rules state that Community Buildings, such as the Town Hall and Institute, including Charity shops were not eligible for the WAG refund. The Clerk suggested that this was unfair, as the Community Halls were run by volunteers. The Clerk further advised that this year the Town Hall and Institute could apply for the 20% to be refunded under the Business Rates Hardship relief policy. In the meantime Flintshire County Council has written to the WAG, seeking the rules to be changed to allow Community Buildings to be included in the full rate relief grant. The Clerk suggested that the Town Council could also write to the WAG – to support the County Council.

Members agreed the following: The Clerk to write to the Welsh Assembly, to support Flintshire County Council in persuading the WAG to allow Community Halls to be included in the full rate relief grant from the Assembly.

- (iii) The Clerk recollects to the Members, the National Salary pay increase for 2016 / 2017. The Clerk had previously advised the Members, that he would receive the

increase at the end of the financial year. This payment is listed in the Approval of Accounts for Payment as per **Minute number 11. 04/17 on page 8 below.**

- (iv) The Clerk referred to the National Salary Award for 2016 – 2018, whereby a 1% increase in Clerk's salaries was effective from the 1st April, 2017 to March, 2018. The Clerk provided the Members with details in relation to the increase in his salary, and sought the agreement of the Members to amend the present standing order for his monthly salary. The Clerk also wished the Members to further agree the continuation of his home working allowance, to be paid by standing order for the financial year 2017 / 2018.

Members agreed the following: (1) to amend the present standing order for the Clerk's monthly salary payments, to reflect the pay increase for 2017 / 2018 (2) the continuation of the monthly standing order, in relation to the Clerk's home working allowance.

- (v) The Clerk advised the Members, that his employment contract with Trelawnyd & Gwaenysgor Community Council will cease shortly. However, the Clerk had been appointed to the position as Clerk & Financial Officer to Whitford Community Council. The Members congratulated the Clerk on his new appointment.

6(C). 87/17

TO RECEIVE AND APPROVE THE END OF YEAR ACCOUNTS FOR 2016 / 2017

The Clerk, as Financial Officer, provided the Members with a copy of the end of year Statement of Financial Accounts for the year 2016 / 2017. The Clerk advised the 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 2016 / 2017, with the financial spreadsheet signed by the Mayor, Councillor David Knights.

The Members thanked the Clerk for his work with the accounts, together with the end of year presentation.

7. 88/17

TOWN MAYOR'S REPORT

The Town Mayor, Councillor David S. Knights, advised the Members of his attendance at the following:

- (a) Connah's Quay Town Ball (b) Llanasa Civic Service (c) Annual Litter pick (d) Caerwys in Bloom Annual General Meeting (e) End of term School service in St. Michael's Church

8. 89/17

REPRESENTATIVES / LIAISON COMMITTEE REPORTS

- (i) The Clerk referred to an e-mail cascaded to all Councillors, which had originated from Councillor Ms. Helen Priestley – in relation to an application to the Big Lottery, for funding towards play area equipment. The e-mail contained an attachment letter, advising that the funding application for play area equipment had not been successful.

Councillor Ms. Priestley expressed her disappointment at the decision, including her feeling of unfairness that the application was refused, as it would have possibly opened the floodgates for further applications, following the demise of the Welsh Aggregates Levy Fund. Councillor Ms. Priestley further advised that she had met

with a representative in the Town who had successfully applied for funding from the Big Lottery – but this grant was under another funding heading.

General discussion by Members in relation to the upgrade in general of the play area. Councillor Michael Moriarty suggested that Councillor Mrs. Caroline Thomas, Treuddyn County Councillor, be contacted, as their Village had been successful in gaining funding for their play area. Councillor Moriarty also referred to the Section 106 Summerhill Farm planning, which was in the region of £49,500.00 – towards play area equipment. Councillor Ms. Helen Priestley suggested that, at this stage, the matter is placed on hold - pending receiving the above referred to Section 106 funding.

Members agreed the following: The play area upgrade is placed on hold, as per Councillor Ms. Priestley's recommendation, pending further Section 106 funding being made available.

- (ii) Councillor Mrs. Lynette Edwards provided an update in relation to the FLUSH Committee. The Committee are seeking further volunteers, with the Annual General meeting of the Committee to be held on the 30th May, at 3.30pm in the Memorial Institute.
- (iii) Councillor David Knights advised the Members, that the Youth Project was temporarily suspended, as the youths were primarily using the outdoor facilities - such as the multi court area. The Institute building will be open for the Youth Project evening from September.

9(A). 90/17

PLANNING APPLICATIONS

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

- (1) Application number: 056308 – for installation of communications mast to be used for amateur radio, at Aelfryn, Pen Y Cefn Road, Caerwys.

Comment by Council: The applicant does not provide any independent supporting technical information to indicate that transmissions from the mast's antenna will not interfere with the existing communication equipment installed at the rear of the Caerwys ATE and adjacent to the application site.

Bearing in mind that that the existing 10m mast at the ATE is intended to be upgraded and heightened to about 15m, it is felt prudent that enquiries should be made with Kieran Parker – Project Surveyor/Administrator, Harlequin Group, Rutland House, 5 Allen Road, Livingston, EH54 6TQ, regarding Arqiva Project Ref: 189880 to establish if any potential problems would arise when both systems are in use.

Of the two locations proposed for the siting of the mast subject of this application, (Ref: 056308), it is felt that site 2 would have less impact upon the visual amenity of the surrounding area.

- (2) Application number: 056435 – for Listed Building application for full renovation works, at Glasfryn Lodge, South Street, Caerwys.

Comment by Council: Caerwys Town Council supports the proposed renovations to this Grade II listed building providing all work is undertaken sympathetically, appropriate materials to be used are approved by FCC's Conservation Officer and building regulations are complied with.

Liaison between the applicant and the County's Conservation Officer is requested to be maintained until completion of all work and records appertaining to the building's listing be updated if necessary upon completion of the work.

- (3) Application number: 056703 – for erection of 3no dwellings, at former Centre Point Garage, Denbigh Road, Afonwen.

Comment by Council: As this application relates to a near identical development granted planning permission in 2008 but since lapsed without construction taking place, CTC requests that the original conditions imposed with the planning consent for Ref: 042017, be included with any permission for this current application should development be permitted.

CTC also draws attention to its concerns about the access of the proposed development with the A541 Denbigh Road being of adequate width to cater for two-way traffic owing to the entrance of the adjacent property, known as 'The Bungalow', also making use of the same location to join/leave the A541 road. Subject to the matters raised, CTC gives provisional support to the proposed development.

- (4) Application number: 056751 – for change of use of redundant agricultural barn into single dwelling, at Pen Uchaf Barn, Pen y Cefn Road, Caerwys.

Comment by Council: The barn subject of this application is located adjacent to the boundary and within the designated Clwydian Range and Dee Valley Area of Outstanding Natural Beauty. The application site is also outside any settlement boundary on being located in open countryside.

Concern is expressed at the number of roof lights proposed for the western extension to the building and potential light pollution due to the rural location of the area which is unlit during the hours of darkness.

Compliance with relevant policies contained in PPW (9th Edition), the adopted Flintshire Unitary Development Plan and information provided in SPG Note 5 – Conversion of Rural Buildings, is questioned with regard to this proposed development.

9(B). 91/17

PLANNING DECISIONS

- No planning decisions have been received from Flintshire County Council

9(C). 92/17

PLANNING OBSERVATIONS / CONCERNS

The Mayor, Councillor David Knights, advised the Members in relation to a complaint, made through a third person, to concerns with noise and light pollution at the former Sundawn Nursery, now a Plant Hire base in Pen Y Cefn. It was advised that the main complainant should report the concerns directly to Flintshire Planning.

10. 93/17

COMMUNITY LIGHTING

- (a) The Clerk advised that there had been no reports of faulty street lights since the March Council meeting.
- (b) Councillor Howard Griffiths advised that he had been contacted by the Clerk for assistance in providing Scottish Power (SP) with an updated inventory of the Council's street lights.

The following information had been provided to SP: 103 street lights, an increase of 18 lights from the current inventory held by SP of 85. The new usage figure provided by SP: 26,842, with the previous usage of 22,851.

- (c) Councillor Michael Moriarty recollected the Members, in relation to the night time reduction in County Council street lighting in St. Michael’s Drive and Close, together with Cae Delyn. The night time reduction was for a one year trial period. Councillor Moriarty enquired as to the savings made by the County Council, together with the names of other areas that had been part of the trial period.

Members agreed the following: The Clerk to write to Flintshire County Council – Street Lighting Department, to seek the following information: (1) the street lighting electricity savings made to the County Council during the trial period (2) the areas that have been part of the pilot scheme.

11. 94/17

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
075	Scottish Power (March - Street Lighting Electricity Account)	290.07	58.01	348.08
076	Deeco Lighting - (March - Street Light Repairs £216.00 & purchase of new Church Walk Lantern at £580.00)	796.00	159.20	955.20
077	R. P. Parry – Clerk (payment of national salary increase for 2016/2017 – following deduction of PAYE)	48.72		48.72
078	Canda Copying (Quarterly photocopier rental)	51.00	10.20	61.20

12. 95/17

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
079	Cor Meibion Caerwys (Application for Young Musician’s Competition sponsorship)	100.00

13. 96/17

The Members agreed the payments of the above accounts and financial support as listed.

14. 97/17

Standing Orders were Suspended

- (a) Councillor James Falshaw brought to the attention of the Members, the condition of the road near Plas Pen Ucha, Pen y Cefn. It was advised that the Street Scene Supervisor was aware of the area and it had been entered onto the list of pot holes for repair.
- (b) Councillor Michael Moriarty referred to the numerous and dangerous pot holes in North Street and suggested that the road required a complete resurfacing. The Clerk advised that Mr. Ian Williams (Flintshire Street Scene) had previously agreed that the road required resurfacing, together with the Town Square area. The work would be carried out early in the new financial year.

Members agreed the following: The Clerk to place a public notice in the next edition of the Caerwys Chronicle to refer to the numerous pot holes within the Caerwys Town Council area, and ask that the residents report instances of pot holes directly to the Flintshire County Council. This will ensure that all reports are recorded on the County Council data base system. Whereas reports from the Town Council to the County – are apparently not recorded.

15. 98/17

Standing Orders were Re-instated

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

SIGNED BY THE MAYOR AS CHAIR.....

DATE OF APPROVAL.....