



CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council Held at The Memorial Institute, South Street, Caerwys, On Tuesday the 17th April 2018, at 7.00pm

1(A). 81/18 PRESENT

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

County Councillor Tudor Jones

Clerk & Financial Officer R. Phillip Parry

1(B). 82/18 APOLOGIES

Councillor David S. Knights
Councillor Stephen G. Wilson

1(C). 83/18 Standing Orders were suspended:

1(D). 84/18 ATTENDANCE BY: DOMESTIC ENERGY TEAM - FLINTSHIRE COUNTY COUNCIL

The Acting Chair, Councillor Mrs. Lynette Edwards, welcomed Ms. Shelly Webber – Flintshire County Council Domestic Energy Team Member – to the meeting.

Ms. Webber advised the Members in relation to her role in the Domestic Energy Team, and in particular, to the funding of £3.5 Million that had been awarded to Flintshire County Council. Ms. Webber stated that this funding was to assist residents who required assistance, such as with the purchase of smoke detector alarms, energy saving bulbs – to an installation of a new central heating system. The funding was also available to assist residents with their energy bills. Ms Webber was amicable to visit groups in the area, but wished the assistance of the Councils Members, to publicise

the project within their Community. Ms. Webber related to a number of scenarios, whereby the Energy Team had assisted residents in various forms of savings over the past few months.

Members agreed the following: the Clerk to provide Ms. Webber by e-mail with the following contact details: Caerwys Chronicle, Age Concern and the Maes y Goron Senior Citizens Group.

The Acting Chair, Councillor Mrs. Edwards, thanked Ms. Webber for attending the meeting, and wished her department success with the project.

1(E). 85/18

A resident of Pen Y Cefn addressed the Council Members, in relation to the proposed re-location of the Red K6 Telephone Box from Pen y Cefn to Caerwys Town Centre. The resident advised that their family, together with other residents in Pen y Cefn, were not aware that the Council had agreed to re-locate to telephone box. A survey had been carried out in the Pen Y Cefn area, whereby the majority of residents wished the 'local landmark' to remain in situ. The resident further advised that many years ago a local resident did look after the telephone box – whereby the present residents are willing to also look after it – and possibly install inside an information board.

Members agreed the following: (a) The Clerk to place the matter on the May agenda (b) the resident to write formally to the Clerk, prior to the May Council meeting. The letter to advise in relation as to the reasons and proposals of the residents to retain the telephone box in Pen y Cefn. (Minute numbers 5. 66/18 & 6 (c). 36/18 on page 4 below).

The Acting Chair, Councillor Mrs. Edwards, thanked the resident for attending the meeting.

1(F). 86/18

The Acting Chair, Councillor Mrs. Edwards, welcomed Mr. Ian Williams – Flintshire County Council StreetScene Supervisor – to the meeting.

Mr. Williams advised in relation to the following: (a) Still battling with pot holes in the area (b) the B5122 road from the Town Square along North Street – a decision if this road will be tarmacked will be made in two weeks. Councillor Stephen Copple enquired further to the North Street tarmacking. Mr. Williams advised that he had arranged for the road to be inspected by senior members of the Highways department – to see first-hand the condition (c) the road improvements along the A541 from Afonwen to Mold.

Council Members brought the following to the attention of Mr. Williams: (i) Footpath from Caerwys to Maes Mynan, Afonwen. A tree has fallen across the pathway (ii) the details in relation as to which type of plastic can be placed in the re-cycling container for collection needs to be clearer. Councillor Tudor Jones advised in relation to the re-cyclable plastics. Mr. Williams advised that he would send to the Clerk, details of plastic items which were re-cyclable (iii) The grass cutting in a number of areas was discussed, including the senior citizens housing (iv) Councillor Peter Dooley requested, on behalf of Caerwys in Bloom, that the weeding around the streets be ceased – as the Caerwys in Bloom team would attend to the weeding prior to the Flintshire Environmental Competition (v) the drains / gullies in Water Street appear to be blocked (vi) the damaged wall on the B5122 hill travelling to Afonwen – has still not been repaired. Mr Williams advised that the County are in the process of contacting the owner of the wall (vii) the blue bin on the Marian is still on site. Mr Williams advised that the removal was still with the Housing department (viii) the raised BT manhole cover opposite the Piccadilly. Mr. Williams advised that a Section 81 notice had been issued to BT to repair the cover (ix) Town Square tree. Mr. Williams advised that due to the on-going highway repairs across the County, he was unable to provide a definite date for the work to commence (x) Discussion in relation as to the criteria and measurements – before a pot hole will be repaired.

The Acting Chair, Councillor Mrs. Edwards, thanked Mr. Williams for his attendance.

1(G). 87/18

The Acting Chair, Councillor Mrs. Edwards, welcomed PCSO Connor Freel, together with a colleague, to the meeting.

PCSO Freel referred to his e-mailed report to the Clerk (**as per Minute number: 6(A). 93/18 (1) on page 4 below**).

PCSO Freel advised that his superior had decided that PCSOs should not change their shifts to accommodate their attendance at Town & Community Council meetings. If the PCSO is not on duty on the evening of the Council meeting, the Clerk will still receive a monthly report.

Councillor Tudor Jones enquired if the theft of planters from the area – was part of a trend. The PCSO advised that he was not aware of any pattern forming.

Councillor Stephen Copple enquired in relation to the attendance of the Go-Safe team, following his request a number of months ago. PCSO Freel advised that he had contacted the office to make arrangements, but was aware of a list of areas to visit – which has resulted in quite lengthy delays before the team are able to commence their observations.

PCSO Freel advised that he would provide the Clerk with his new mobile number, to be cascaded to Council Members.

The Acting Chair, Councillor Mrs. Edwards, thanked PCSO Freel and his colleague for attending the meeting.

1(H). 88/18

Standing Orders were restored:

2. 89/18

BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following: Mr. Thomas Whitford Owens, Bryn Gwyn Hall, Pen Y Cefn, Caerwys.

3. 90/18

DECLARATIONS OF INTEREST

There were no Declarations of Interest.

4. 91/18

TO APPROVE THE MINUTES OF ANNUAL PUBLIC AND GENERAL COUNCIL MEETINGS HELD ON THE 20TH MARCH, 2018

The Minutes of both the above meetings were proposed as correct by Councillor Stephen Copple and seconded by Councillor Jonathan Duggan-Keen and formally agreed by the Members present.

5. 92/18

MATTERS ARISING

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

Minute no: 1(E). 58/18 (v) (pages 3 and 4) – in relation to residents' complaints to an alleged number of planning breaches at Thomas Plant Hire, Pen y Cefn. The Clerk advised that despite a reminder letter, which enclosed a copy of the original letter dated the 22nd March, there had been no

reply from Flintshire County Council Planning. The letters were addressed to Mr. Andrew Farrow, Chief Planning Officer. The Clerk was asked to further contact Mr. Farrow's Office.

Minute no: 5. 66/18 sub minute number: 6(c). 36/18 (page 5) – in relation to the relocation of the red phone box in Pen Y Cefn to Caerwys Town Centre. This matter was further discussed whilst Standing Orders were Suspended. (**Minute number 1(E). 85/18 on page 2 above**).

Members agreed the following: The Clerk to place the matter as an Agenda item for the May Council meeting.

Minute no: 5. 66/18 sub minute number: 12. 47/18 (page 5) – in relation to a Community Defibrillator.

Members agreed the following: In Councillor Stephen Wilson's absence, the matter to be referred to in the May Council meeting.

Minute no: 12. 77/18 (page 9) – in relation to concerns with Heavy Goods Vehicles on the B5122 road – Caerwys Town Centre. Councillor Stephen Copple advised that David Hanson, Member of Parliament, had written to Flintshire County Council, but to date had not received a reply.

6(A). 93/18 CORRESPONDENCE

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

- (1) The following report had been received from PCSO Connor Freal – in relation to reported criminal offences within the Community area of Caerwys: **(a)** burglary of car batteries in Pen y Cefn **(b)** Theft of personal documents – including passport and driving licence **(c)** criminal damage – rear window of car smashed **(d)** Dangerous dog – responsible for killing three sheep and seriously injuring two **(e)** theft of a tractor in Pen Y Cefn **(f)** theft of fencing **(g)** theft of agricultural machinery **(h)** road disruption in Afonwen.
- (2) Notification of County Forum meeting – Thursday 10th May in Connah's Quay. The Clerk advised that Councillor Stephen Wilson had confirmed his attendance.
- (3) Notification of Holywell Town Council working group – Tuesday 22nd May in Holywell. The Clerk advised that Councillor David Knights had confirmed his attendance.
- (4) The following information had been forwarded by e-mail to Council Members:
 - Welsh Assembly Government – Strengthening local Government: Delivering for People.
 - Flintshire County Council – Update in relation to pothole repairs in the Caerwys Town Council area.
 - One Voice Wales – Copy of OVW response to the Welsh Assembly Community & Town Council Review.

6(B). 94/18 CLERK'S REPORT

- (a)** The Clerk advised in relation to the date and time for the Internal Auditor to receive the end of year paperwork and accounts from the Town Council.
- (b)** The Clerk advised in relation to correspondence between Councillor Stephen Copple and the Welsh Assembly – to the unacceptable amount of litter on grass verges on the A55 road.

Councillor Copple provided the Members with further information, together with the contents of a reply from the Welsh Assembly – which stated: ‘that the responsibility for litter clearing was Flintshire County Council’. Councillor Tudor Jones advised that Flintshire County Council have a programme in place for litter clearance, whereby the A55 in the Caerwys area will be attended by the clearance team in the near future.

- (c) The Clerk advised that Councillor Jon Lees had brought to his attention a raised manhole cover – sited on the pavement opposite the Piccadilly Inn. This matter had been referred to during the visit to Council by Mr. Ian Williams (**Minute number: 1(F). 86/18 on page 2 above**).
- (d) The Clerk recollected to the Council Members – the Annual Community Litter Pick – which had been arranged for Saturday 21st April at 10.00am.

Councillor Peter Dooley suggested that the litter pick be held jointly with the Caerwys In Bloom team in future years. The Clerk advised that he would place a note in his electronic diary for next year, for the Council to discuss.

6(C). 95/18

TO RECEIVE AND APPROVE: END OF YEAR ACCOUNTS FOR 2017 / 2018

The Clerk, as Financial Officer, provided the Members with a copy of the end of year Statement of Financial Accounts for the year 2017 / 2018. The Clerk advised the Members further in relation to the accounts and the end of year balance.

Members agreed the following:

- (1) Approved the end of year accounts for the financial year 2017 / 2018, with the financial spreadsheet signed by the Chair of Meeting – Councillor Mrs. Lynette M. Edwards.
- (2) Approved the following reserves for the financial year 2018 / 2019: (i) Earmarked reserves £22,000.00 (ii) General reserves £4,000.00 (iii) Ring fenced reserves £5,000.00

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

6(D). 96/18

TO CONSIDER AND APPROVE:

(i) General Data Protection Regulation Policy

The Clerk recollected to the Members a number of e-mails forwarded over past months from various sources, in relation to the implementation of a new ‘General Data Protection Regulation Act’ (GDPR) – which becomes law on the 25th May. The Clerk advised that the Society of Local Clerks’ (SLCC) had provided guidance notes, together with policy templates to ensure the smaller Town & Community Councils were compliant with the Act. The Clerk further advised the Members in relation to the various policy templates.

(ii) Appointment of Data Protection Officer

The Clerk advised that under the GDPR, a Data Protection Officer (DPO) was required to be appointed. Whilst it had been mooted that the Clerk of a Council may have an interest in certain areas of the Act, the SLCC recommend that Clerks could be appointed to the smaller Councils as the DPO. The SLCC further advised that an amendment to the GDPR Act, presently in its early

Parliamentary stages, recommended that the Act specifies that Clerks to Councils can be appointed as DPO.

Members agreed the following: (i) Confirmed their acceptance of the various policies issued from the Society of Local Council Clerks (ii) Confirmed the appointment of the Clerk to the Council – R. Phillip Parry – as the Council’s Data Protection Officer.

7. 97/18

TOWN MAYOR’S REPORT

As the Town Mayor was unable to attend the meeting, there was no report.

8. 98/18

COUNTY COUNCILLOR’S REPORT (CLLR TUDOR JONES)

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

- (a) Attendances at various meetings in relation to: County Council committees; training sessions and workshops in relation to; reviewing bus services; new data protection law; confidentiality and School financing. Councillor Howard Griffiths referred to the public meeting held in Caerwys in relation to the bus service consultation. Over 40 people were in attendance. Caerwys is a busy point for bus passengers.
- (b) Road safety work is now well in hand on the A541, with opening up the tree canopy to help dry the road and improve visibility, cutting back verges to expose the white edge-line, repainting lines and adding cat’s eyes and improved signage. All these safety improvements will of course, only be effective if drivers take heed. The work is being done because serious accidents have been recorded for this stretch of road.
- (c) Pot-holes are now being addressed with the warmer weather. However, the work programme has started with the A roads and B roads. Please report any dangerous potholes direct to Street Scene on 01352 – 701234.
- (d) The Highways Department is being pressed to undertake a full safety and traffic level check for the roads through Caerwys (B5122) and Lixwm (B5121) as both are congested and have issues with accidents, speeding and HGVs. Both roads need to be considered together as changes to one will affect the other as a route from the Mold-Denbigh road to the A55.
- (e) The review of bus services, which began last year with public events in Holywell and Caerwys, took another step forward with plans based on the feedback. My preferred outcome is one which keeps the present subsidised services for Caerwys and Lixwm while adding a dial-up service for the more rural points which need to link with these routes.
- (f) A date for the diary - Saturday 23rd June. In Holywell will be held a HolyWELLbeing Day. An opportunity to have professional contact about a wide range of health and wellbeing issues and healthy activities for mind and body.

9. 99/18

REPRESENTATIVES / LIAISON COMMITTEE REPORTS

- (a) Councillor Stephen Copple, as the Town Hall representative, provided a brief update to the Town Hall activities.

- (b) Councillor Peter Dooley, as the Youth Project representative, advised that a new Chair of the Youth Project had been appointed. The Club has now closed for the summer months and will re-open in September.
- (c) Councillor Ms. Helen Priestley, as the Play Area Memorial Institute sub-committee representative, advised that she had met in the present play area and Institute field with a further play area Company representative. This Company will prepare a play equipment enhancement plan, which can be considered, or used as a back-up pending the Lottery application.

10(A). 100/18

PLANNING APPLICATIONS

The following planning application had been received:

- Planning Application No: 058039 - for the demolition of existing fish rearing tanks and ponds and replaced with new Fisheries Building to contain fish tanks for rearing of fish, plant and machinery of the pools/lakes, associated store and workshop office, at Seven Springs Trout Farm, Caerwys

Comment by Council:

1. Material to be used for construction of proposed building will not relate to the existing building. It will introduce an alien feature into the local area that will not be characteristic of the site and unable to harmonise with its surroundings.
2. The proposed building is not in the interests of the visual amenities of the area and will fail to protect the character and appearance of the locality.
3. Application site abuts the boundary of the Coed Trefraith SSSI. Records of otters (European Protected Species) and water voles in the area that is also likely to be supportive of bats. No ecological survey is provided by the developer. The proposed development has the potential to adversely affect local wildlife.
4. Introduction of further external artificial into a rural location - no lighting plan is provided that would introduce a scheme of mitigation that would take into account the needs of wildlife.
5. No flooding consequence assessment is provided despite use of an existing natural water source. The proposed development of the site could create problems for other development and properties further down the river valley.
6. PROW, Caerwys Footpath No. 4, runs across the application site between the existing building and the one subject of the planning application. This footpath is part of a network of PROW that exists in the area. No mention is made by the developer as to how the PROW will be protected and kept free from interference or obstruction during any construction phase and upon completion of the development.

(The above application was sent to the Planning Sub Committee Chairman, for consultation with the Members, due to statutory time limits for observations).

10(B). 101/18

The Members confirmed the above decision.

10(C). 102/18
PLANNING DECISIONS

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

- (a) Application number: 058000, for proposed kitchen extension at Brookfield Cottage, Pen Y Cefn. Approved.
- (b) Application number: 058021 – for retention of portacabin for use as offices in connection with applicant’s road haulage business – JD Owen Transport Ltd., Maes Mynan Farm, Afonwen. Approved.

11(A). 103/18
COMMUNITY LIGHTING

The following lamp has been reported out of order since the last meeting:

- (a) In the area of Dolbryn Hillcrest, The Marian, Caerwys.

11(B). 104/18
TO CONSIDER: QUOTATIONS TO REPLACE PRESENT STREET LIGHTING UNITS TO ENERGY EFFICIENT LED – LIGHTING (CLLR HOWARD GRIFFITHS)

The Clerk referred to Minute number: 12. 77/18 of the 20th March Council meeting and in particular, the action to receive a further quotation. The Clerk recollects to the Members, an e-mail sent on the 3rd April, which provided details of quotations received from two further Companies. The Clerk advised in relation to a fourth quotation received.

Members agreed the following: (1) To accept the most competitive quotation from Snapfast – at a cost of £15,836.80 plus VAT – with an interest free payment plan over a five year period. The 101 replacement LED units would be guaranteed for a period of 10 years (2) The Clerk to formally advise the Company.

Councillor Howard Griffiths referred to the previous discussions in relation to the replacement of the present SOX orange lights, to energy efficient LED lights. Councillor Griffiths further highlighted the reduction in cost to the electricity supply, together with the repair savings each year.

Councillor Griffiths recollects to the Members, the offer by Snapfast to install four LED lights – two white in colour and two with a coloured filter. Councillor Griffiths suggested that should the Council accept this offer, then the lights could perhaps be installed in Chapel Street. The residents (within the Community) could be asked to view the lights and to pass their comments as to which type of light is preferred.

Members agreed the following: (1) To accept the offer by Snapfast to install four LED lights – two white and two with a filter to be installed in Chapel Street (2) As the installation date is not known, it may not be possible to place a public notice in the May edition of the Caerwys Chronicle. Therefore, the Clerk to prepare a public notice for the Council Facebook page and to place notices on the public notice boards within the Community.

12. 105/18
TO CONSIDER: APPOINTMENT OF YOUTH COUNCILLOR (CLLR MISS. CAROLE A. HARRIS)

Councillor Miss. Harris advised the Members that a youth resident of Caerwys had attended one of the ‘Chat with a Councillor’ sessions recently, and had expressed an interest in Council business.

Following speaking to the Clerk, initially to enquire if the youth could attend a Council meeting, the Clerk had advised that the Council could consider an appointment of a ‘Community Youth Representative’.

The Clerk advised the Members that under the Local Government (Wales) Measure 2011, the Council could appoint no more than two youth representatives, who were over the age of 15 but not attained the age of 26. The Clerk further advised in relation to the appointment process.

Members agreed the following: (1) The Clerk to place a public notice in the next edition of the Caerwys Chronicle, inviting youth members of the community who fall within the above age range, to attend a Council meeting over the next three months (2) The Clerk to place the agenda item for the September Council meeting, whereby the Council will further consider the appointment.

13. 106/18

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
148	Scottish Power (March - Street Lighting Electricity Account)	290.27	58.05	348.32
149	Canda Copying (Quarterly photocopier rental)	51.00	10.20	61.20
150	Mark Powell (Bus shelter window cleaning – August 2017 to March 2018)	140.00		140.00
151	R. P. Parry – Clerk (Re-imburement of book of postal stamps – as per receipt)	67.00		67.00

14. 107/18

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
152	Ysgol Yr Esgob (adjourned application)	250.00

15. 108/18

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

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

SIGNED BY THE ACTING CHAIR.....

DATE OF APPROVAL.....