



# **CYNGOR TREF CAERWYS TOWN COUNCIL**

---

## **Minutes of The Meeting of Caerwys Town Council Held at The Memorial Institute, South Street, Caerwys, On Tuesday the 15<sup>th</sup> January, 2019, at 7.30pm.**

### **1(A). 01/19 PRESENT**

Councillor Peter Dooley (Deputy Mayor)  
Councillor Jonathan E. Duggan-Keen  
Councillor Mrs Lynette M. Edwards  
Councillor James E. Falshaw  
Councillor Howard R. Griffiths  
Councillor Ms. Helen L. Priestley  
Councillor David S. Knights

Clerk & Financial Officer R. Phillip Parry

### **1(B). 02/19 APOLOGIES**

Councillor Stephen Copple  
Councillor Miss. Carole A. Harris  
Councillor Jonathan Lees  
Councillor Stephen G. Wilson

County Councillor Tudor Jones

The Deputy Mayor, Councillor Peter Dooley, wished Members a Happy New Year from himself, and on behalf of the Mayor, Councillor John Lees.

### **2. 03/19 BEREAVEMENTS WITHIN THE COMMUNITY**

Members stood in silence in memory of the following: Mr. Gerald Davies, Rocklands, Holywell Road, Caerwys.

### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**4. 04/19**

**TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 20<sup>TH</sup> NOVEMBER, 2018**

To confirm that Councillor David S. Knights was present in the November, 2018 Council meeting.

The Minutes were proposed as correct by Councillor David Knights and seconded by Councillor Howard Griffiths and formally agreed by the Members present.

**5. 05/19**

**MATTERS ARISING**

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

**Minute no: 1(D). 241/18 (2) (page 2)** – in relation to the removal of the blue clothes bin sited on the Marian. The Clerk advised that following a substantial period of time the bin had finally been removed by Flintshire County Council. The Clerk produced a photograph of the area that had been sent to him.

**Minute no: 5.245/18 sub minute numbers: 5(A).195/18 & 5.17/18 (page 3)** – in relation to concerns with heavy goods vehicles travelling through Caerwys. The Clerk advised that following the appointment of a Sub-Committee, Councillors Stephen Cople and Howard Griffiths, the Clerk had been advised by the Clerk to Ysceifiog Community Council that a joint meeting would be arranged. In County Councillor Tudor Jones' absence, there was no report available. The Clerk advised that the Council were still awaiting the speed survey report from Flintshire County Council Highways – which Councillor Jones was in the process of making enquires as to the receipt date for the report.

**Minute no: 5.245/18 sub minute number: 5(B). 196/18 (page 4)** – in relation to the upgrading of the Children's play area in Chapel Street. Councillor Ms. Helen Priestley advised Members in relation to three quotations received for the play area enhancement scheme – together with a site meeting with the Flintshire (Aura) Leisure Play Design Officer. Councillor Ms. Priestley provided Members with financial costings, together with sample plans, which included details of various items of equipment from the three quotations – which ranged from £42,000.00 to £53,000.00 – together with groundwork costs up to £9,800.00. (All figures plus VAT). The Clerk advised in relation to the November 2018 Minute (as above), which limited the maximum of the project to £50,000.00 – including groundworks.

**Members agreed the following:** (1) Congratulated Councillor Ms. Helen Priestley on the presentation, including attendance at meetings with the County Play Officer and Play Area Equipment suppliers (2) Councillor Ms. Priestley to arrange a meeting with the Memorial Institute sub-committee to discuss the plans and, in particular, the quotations and groundwork costings.

**Minute no: 5.245/18 sub minute numbers: 6.(c-1).199 (page 4)** – in relation to the installation of a defibrillator on the High Street side of Compton House, Caerwys. The Clerk advised members that the planning application had been granted. However, the following condition was contained in the planning decision: 'Notwithstanding the submitted details the black fascia of the hereby approved defibrillator be matt black in colour and prior to its erection a sample of the colour shall be submitted to and approved in writing by the Local Planning Authority. Reason: In the interests of visual amenity and to protect the impact on the Conservation Area'.

The Clerk further advised that he had been in contact with the Conservation Officer, seeking as to why this condition had been imposed, as the Conservation officer had previously agreed in writing to the stainless steel defibrillator cabinet. The reply from Mr. Chris Rees-Jones (Conservation Officer), was that the following the removal of the BT glass kiosk, the stainless steel cabinet would

be inappropriate. The Clerk advised that following further discussion, the Conservation Officer would have no objection to the defibrillator being erected to the South Street wall of Compton House.

The Clerk had sent to Councillors Stephen Copple, Peter Dooley and Stephen Wilson, a copy of the planning certificate, together with details of his telephone conversation with the Conservation Officer. Councillor Peter Dooley confirmed that the three Councillors, in their capacity as First Responders, were in agreement to the defibrillator being installed on the South Street wall of Compton House. The Clerk advised that as the stainless steel cabinet delivery time was four to six weeks, he had placed the order in readiness for the installation. Councillor Stephen Wilson had confirmed to the Clerk that the owners of Compton House had provided their agreement for the unit to be installed on the South Street wall of the building. It was now for the full Council to decide as to whether or not the defibrillator unit be re-positioned.

**Members agreed the following:** (1) The re-siting of the defibrillator and cabinet to the South Street side wall of Compton House (2) the Clerk to contact the Planning Officer to ascertain the procedure to amend the planning grant certificate.

**Minute no: 5.245/18 sub minute number: 12. 234/18(ii) (page 4)** – in relation to the installation of CCTV in Caerwys. The Clerk recollected to Members an e-mail forwarded from Flintshire County Council, which provided details in relation to a number of difference cameras, including deployable cameras. Councillor Duggan-Keen referred to systems used by other Councils in Flintshire, together with the high cost of fibre connections. Councillor Duggan-Keen has spoken to a representative from another provider who specialises in CCTV.

**Members agreed the following:** To move forward with the project and accepted the kind offer by Councillor Duggan-Keen to make further enquiries with other CCTV specialist companies.

**Minute no: 5.245/18 sub minute number: 12. 234/18 (iii) (page 4)** – in relation to the Deputy Mayor's Regalia and Past Mayor's Badges. The Clerk produced to the Members colour copies of the two preferred Deputy Mayors Pendant, together with the preferred Past Mayor Badge. The Clerk advised in relation to the cost for each – which had been received from Thomas Fattorini Ltd.

**Members agreed the following:** (1) To purchase the Deputy Mayor's Pendant, at a cost of £1,835.71 plus VAT. The Clerk to place the order with a delivery and invoice date on or after the 1<sup>st</sup> April, 2019. The Clerk advised that the reference number for the second preferred Deputy Mayor's Pendant appeared to have the same reference number as the model chosen. The Clerk would confirm with the company. (2) To not proceed, at this time, with the purchase of Past Mayor's Badges.

## **6(A). 06/19**

### **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 the following report that had been received from PCSO Connor Freel – in relation to reported incidents in the Town Council area: (a) Theft from vehicle in Maes y Dre. Tools taken from vehicle overnight (b) Burglary at Barlow's Caravan Park. Theft of car keys and two money tins from a caravan on site.
- (2) The Clerk advised that the application for funding towards the Caerwys Play area, that was made in late 2018, had been successful. The Town Council had been awarded £10,000.00 by Flintshire County Council.

- (3) Notification from Welsh Assembly Government in relation to the appropriate sum under Section 137. From the 1<sup>st</sup> April, 2019, the present sum of £7.86 per elector will be increased to £8.12 per elector.
- (4) The Clerk read out a letter to Members which had been received from Mr. Gareth Owens – Chief Officer (Governance) at Flintshire County Council. The letter provided feedback following visits that had been carried out to date to Town & Community Councils by independent members of the Standards Committee.
- (5) The following information was forwarded by e-mail from the Clerk to Council Members:
  - Flintshire County Council – New bus timetable for the Caerwys area.
  - Flintshire County Council – Play Sufficiently Assessment Toolkit.
  - Welsh Assembly Government – Community and Town Councils Update – Welsh Government Areas for Action.
  - Office of the North Wales Police Commissioner – Have your say about policing.

## **6(B). 07/19**

### **CLERK'S REPORT**

- (i) The Clerk advised Members of a deposit to the Council's bank account, the sum of £10,666.67, being the third payment of the 2018 / 2019 precept for the current financial year, received from Flintshire County Council.
- (ii) The Clerk recollected Members in relation to the agreement with the street lighting contractor, regarding payment for the purchase and installation of the new LED street lanterns. Whilst the repayments were originally to be made direct to the installation Company – the Company were now in the process of making an application to Salix – the Welsh Government Interest-Free Energy Efficiency Funding Company.
- (iii) The Clerk referred to the Town Square Christmas tree lights. Unfortunately, two of the three transformers could not be traced by the electrical contractor, which resulted in only one string of the Council's Christmas lights working. The remainder of the lights belonged to the contractor. The Clerk has been in contact with the previous contractor to ascertain the whereabouts of the transformers.
- (iv) The Clerk recollected to Members the fiasco following the previous tarmacking of North Street a number of years ago – whereby the white line repainting was incorrect. The Clerk confirmed that he had sent photographs to Flintshire County Highways, which indicated the white lining prior to the current tarmacking.
- (v) The Clerk advised in relation to the following complaints received, which had been forwarded to the appropriate department of Flintshire County Council:
  - Flooding on the A541 in Afonwen – gullies blocked.
  - Maes y Dre, Caerwys – hedge cutting request.
  - Second complaint - in relation to damaged and dangerous wooden seats sited on the Town Square.
  - Inconsiderate car parking in Chapel Street, Caerwys - in the visibility splay part of the Children's play area. County Council asked to erect a larger no parking sign and to consider appropriate road markings.
- (vi) Photographs received from a member of the public in relation to the inconsiderate parking in Chapel Street, sent to PCSO Connor Freel.

**6(C). 08/19**

**TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 31<sup>ST</sup> DECEMBER, 2018**

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of December 2018, together with copies of the two Council Bank account statements. The Clerk further provided Members with a breakdown in relation to the budget headings, which included income and expenditure to-date.

**Members agreed the following:** Approved the Statement of Accounts, whereby the document was signed by the Deputy Mayor, Councillor Peter Dooley.

**6(D). 09/19**

**TO RECEIVE, CONSIDER AND APPROVE THE BUDGET FOR THE FINANCIAL YEAR 2019 / 2020**

The Clerk as Financial Officer, provided Members with an accounts spreadsheet, which contained the current financial balances (as per the above Minute), including an estimation of Council spending / balances, as at the end of March 2019. The spreadsheet further provided Members with details of recommended allocations for each of the Council's budget headings for 2019 / 2020 - based on previous spending.

**Following discussion, it was proposed, seconded and agreed by the Members as follows:**

- (1) To increase the precept for the forthcoming financial year to £33,000.00 – an increase of £1,000.00. The Clerk advised that the Band D property charge would be £52.78, an increase to the current charge of £1.26 a year (2.44%) per Band D household.
- (2) Earmarked Reserves £28,735.00 / General Reserves £13,739.00 (includes property upkeep) / Ring Fenced Reserves £10,000.00 / To transfer £4,874.00 from the 2019 / 2020 budget to General Reserves.
- (3) The Deputy Mayor, Councillor Peter Dooley, signed the estimates for the end of the financial year 2018 / 2019, including the precept requirement for 2019 / 2020.
- (4) The Clerk to advise Flintshire County Council in respect of the Town Council's financial requirements (precept) for 2019 / 2020.

**6(E). 10/19**

**TO CONSIDER: APPOINTMENT OF INTERNAL AUDITOR – END OF YEAR AUDIT 2018 / 2019**

The Clerk advised that this would be an annual agenda item in January of each year. The Clerk further advised in relation to the appointment process for the Council's Internal Auditor.

**Members agreed the following:** To appoint JDH Business Services Ltd. as the Council's Internal Auditor for the end of year 2018 / 2019 accounts.

**6(F). 11/19**

**TO REVIEW: SOCIAL MEDIA POLICY**

This item was adjourned to the February Council meeting.

**6(G). 12/19**

**ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2018**

The Clerk advised the Members that the final document from the Welsh Assembly appointed External Auditor – BDO LLP of Southampton, had been received. The Document stated the following ‘on the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met’.

BDO further stated the following: ‘Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated the 21<sup>st</sup> December, 2018’. Whilst the Clerk read out to Members the contents of the report, copies were provided to the Vice Mayor and Immediate Past Mayor of Council.

The Clerk firstly advised that the letter which accompanied the annual return and report, whilst dated 27<sup>th</sup> December, 2018, stated, that the below referred to ‘Notice of Conclusion of Audit’ should be displayed for 14 days before the 30<sup>th</sup> September, 2018. It had taken BDO six months to audit the Council’s accounts. The Clerk advised that he would write to the Wales Audit Office seeking an explanation.

The Clerk further advised, that the addendum report referred to: **(1) Minuting of external auditor’s report – action plan not discussed (2) Budgetary Process (3) Budget (4) Expenditure power – Section 137 power incorrectly used.** The Clerk advised that item four included powers that were unknown to Clerks – whereby the Society of Local Council Clerks have been asked to furnish Clerks with an updated list of powers in relation to financial donations.

The Clerk advised that items 1 to 3 – were completely fictitious. The Audit Company BDO LLP of Southampton had received four end of year accounts from the Clerk, whereby the exact budgetary and financial reports had been completed throughout the financial year, together with all requested documents being provided to BDO for the audit. Eventually, different end of year conclusion reports are received. The Clerk advised that a similar occurrence with the reports from BDO last year occurred to another Council that he is Clerk to.

**Members agreed the following:** **(1)** They were extremely infuriated to read the issues report - which was confirmed by Councillors as completely fictitious. The allegations in the report: Minuting of external auditor’s report – action plan not discussed / budgetary process / budget – are a complete fantasy. The budgetary process, budget details, together with the financial quarterly reporting to Members is consistent for each financial year. Members receive copies of this process, whereby the decisions of the Council in relation to the budget and precept are formally recorded in the Minutes of each January Council meeting. The quarterly financial reports are formally minuted in the July, October, January and April Council meetings. This fantasy of BDO has never even been addressed in previous Internal Audit reports **(2)** The Clerk to write to the Wales Audit office, to formally complain in relation to the erroneously issued report by BDO of Southampton. The Clerk to also refer to the timescale of the report, including the advertising of the public notice date.

## **6(H). 13/19**

### **NOTICE OF CONCLUSION OF AUDIT**

The Clerk advised that in accordance with the (Public Audit (Wales) Act 2004 Accounts and Audit (Wales) Regulations 2014), that he had displayed a Public Notice, on the Council’s notice boards – in accordance with Section 29 of the Public Audit (Wales) Act 2004 - on the 2<sup>nd</sup> January, 2019.

## **7. 14/19**

### **TOWN MAYOR’S REPORT**

As the Mayor, Councillor Jon Lees, was unable to attend the meeting, there was no report.

## **8. 15/19**

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

As County Councillor, Tudor Jones, was unable to attend the meeting, there was no report.

## **9. 16/19**

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

Councillor David Knights advised of his attendance at a meeting of the West Flintshire Town & Community Council's Working Group - which was held in the Holywell Town Council Offices. Whilst a number of topics were discussed, one interesting item was the possibility of the railway stations in Greenfield and Mostyn being reopened.

## **10(A). 17/19**

### **PLANNING APPLICATIONS**

#### **The following planning applications had been received:**

- (a) Planning application number: 059278 – for Application for the approval of details reserved by condition nos. 4 (materials and treatment finishes) and 7 (external lighting) attached to planning permission ref. 058733, at Barlow's Caravan Park, Pen y Cefn, Caerwys.

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

- (b) Application number: 059044 – for installation of external heated defibrillator cabinet to outside wall, at Compton House, High Street, Caerwys.

**Comment by Council:** No comment – Reason: Application in the name of Caerwys Town Council

- (c) Planning application number: 059036 – for listed building application for replacement of doors and renovation of inside of old dairy / workshop, at Maes y Coed Farm, Afonwen.

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

- (d) Planning application number: 059045 – for Change of use of agricultural yard to use renovated horsebox as short term holiday accommodation, at Maes y Coed Farm, Afonwen.

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

- (e) Planning application number: 059273 – for proposed change of use of former butchers shop and all associated areas with the former use to residential, at Liverpool House, High Street, Caerwys.

**Comment by Council:** Providing that the application complies with planning policy, then no objections raised. However, as the property is sited in the Caerwys Conservation area, the Town Council trust that the applicant / owner of the property takes this aspect into consideration in relation to any replacement windows, doors etc.,

**(The above five applications were sent to the Planning Sub Committee Chairman, for consultation with the Members, due to statutory time limits for observations).**

**10(B). 18/19**

Members confirmed the above five decisions.

**10(C). 19/19****PLANNING DECISIONS**

There were no planning decisions received from Flintshire County Council.

**11. 20/19****APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
<b><u>To confirm payment made in December, 2018</u></b>				
198	Scottish Power (November - Street Lighting Electricity Account)	94.08	4.70	98.78
<b><u>Payments for consideration at meeting</u></b>				
199	Scottish Power (December - Street Lighting Electricity Account)	97.20	4.86	102.06
200	Deeco Lighting (Christmas lighting – as agreed quotation)	680.00	136.00	816.00
201	Wales Audit Office (External Audit)	258.15		258.15
202	Canda Copying (Photocopier rental)	51.00	10.20	61.20
203	H. M. Revenue & Customs (Clerk's PAYE & Clerk & Council NI - October, November & December)	469.76		469.76
204	Society of Local Council Clerks (Annual subscription renewal of £220.00 – shared between four Councils)	55.00		55.00
205	R. P. Parry – Clerk (Reimbursement of book of postal stamps – as per receipt)	67.00		67.00

**12. 21/19****APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	Clwb Bwthyn Bach (Ysgol Yr Esgob)	(Further adjourned to the February Council meeting)
206	Citizens Advice (Mold)	£100.00



**13. 22/19**

**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.....**