



CYNGOR TREF CAERWYS CAERWYS TOWN COUNCIL

Minutes Of The Meeting Of Caerwys Town Council Held At The Memorial Institute, South Street, Caerwys, On Tuesday The 21st January, 2014, 7.30pm.

1(A). 01/14 PRESENT

Councillor James E. Falshaw (Town Mayor)
Councillor Mrs Lynette M. Edwards (Deputy Town Mayor)
Councillor E. Vincent Frost
Councillor Jonathan E. Duggan-Keen
Councillor David S. Knights
Councillor Ms. Helen L. Priestly
Councillor Stephen G. Wilson

Clerk & Financial Officer R. Phillip Parry

1(B). 02/14 APOLOGIES

Councillor Ms. A. Louise Carus
Councillor Michael W. Moriarty
Councillor Jonathan A. G. Webb

1(C). 03/14 MINUTES SILENCE - BEREAVEMENTS WITHIN THE COMMUNITY

The Mayor Councillor James E. Falshaw, asked Members to stand in a Minutes Silence, in memory of the following; Darren Griffiths, 40, St. Michael's Drive, Caerwys.

1(D). 04/14 DECLARATIONS OF INTEREST

The following Declarations of Interest were Declared;

- (a) Councillor David S. Knights - Minute number 12. 25/14 ** (page 8), in respect of an application for financial support from St. Michael's Church.
- (b) Councillors' Mrs. Lynette M. Edwards and James E. Falshaw - Minute number 12. 25/14 *** (page 9), in respect of an application for financial support from Caerwys FLUSH.

**1(E). 05/14
Standing Orders were suspended;** to enable a member of the public to address the meeting.

A member of the public in attendance referred to the following;

(a) A resident of Railway Terrace, Afonwen, informed the Councillors' of a letter that had been received by households in the area, advising of a move to have a footpath registered, which would run past the frontage of his home. Councillor Ms. Helen Priestly advised the meeting, that the footpath from the area of the A541, alongside the frontage of Railway Terrace, then proceeding along the old railway track, to the Pandy area at The Ddol, had been used as a footpath for a great number of years.

The resident expressed his concern with the proposed registration of the footpath, as it would result in the loss of some of his land. The Mayor advised that should a registration process continue, then all the residents, and any interested parties would be entitled to pass their observations at a later stage. (**See also Minute number 10. 23/14 on page 7 below**).

(b) The Mayor welcomed Andy Lightfoot (Street Scene Supervisor) to the meeting, together with a colleague named Russell, a Supervisor from the Waste Collection Department. Russell produced to the Members a copy of the Flintshire Country Council Household Waste Collection / Household Recycling Centre Operations / Bring Site Service Policies. The contents of the document were explained to the Members, together with a correction to the opening hours on page 17. Members expressed their concerns with certain aspects of the various collections. Such as the collection of cardboard - which was hit and miss, with one Councillor advising, that their green bin was being thrown back onto their property over the hedge. The lack of stickers advising on the contents that could be placed in the bins, also causes confusion.

Andy Lightfoot advised the Members in relation to visual inspections, that he carries out within the community on a regular basis. The Members asked that the following concerns be addressed; (i) pot holes in the following areas in Pen y Cefn - near to Bryngwyn Hall, by a telegraph pole numbered 4 at the junction to Tremeirchion, the junction to Barlow's Caravan Camp and near to Ty Ucha. (ii) the road from the area of Maes Mynan through the old quarry and up towards Pen y Cefn - is covered in debris and leaves, with the bank falling away in some sections. (iii) concerns with dog fouling in a number of areas. The Mayor agreed that he would meet with the Street Scene Supervisor, and tour the area to ascertain the extend of the problem. (iv) Councillor Mrs. Lynette Edwards asked that a red dog bin be placed at the start of the footpath, at the bottom of the Bryn Sion Hill, in Afonwen.

The Mayor thanked Andy Lightfoot and his colleague Russell, for attending the meeting.

1(F). 06/14

Standing Orders were restored; to enable the General Council meeting to continue.

2. 07/14

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 19TH NOVEMBER, 2013

The Minutes were amended as follows;

- (a) Page 1. Minute number 2.96/13 - second paragraph, end of first line should read Private and not Public sector.
- (b) Page 2. Fourth paragraph down - second sentence should read Campaign for the etc., not Council.
- (c) Page 2. Sentence beginning Standing Orders etc., after item 12 insert ' of the Agenda '
- (d) Page 2. Sentence beginning Standing Orders etc., to note, that all decisions made under suspension of standing orders are Ultra Vires.

- (e) Page 3. Minute number 3.97/13. The minute should read - to delete the initial M, not the capital letter from Councillor Moriarty's name.
- (f) Page 4. Second paragraph and the second sentence should read - After a discussion it was proposed by Councillor Priestly, that the Members agree that Councillor Falshaw approach the resident and others in Lon yr Ysgol, to ascertain if they are prepared to pay for the bin. The was agreed by the Members.
- (g) Page 4. Minute number 7. 101/13 - forth line, replace Councillor Falshaw agreed to this request, with, The Members agreed to the request.
- (h) Page 6. The number 703260 in the first line, should read 050169.
- (i) Page 6. Second paragraph - second line, planning permission number 0458, should read 045808.
- (j) The following planning decision was not included in the Minutes; Planning application 050880 - Erection of anemometer mast (up to 80m) in height for temporary period of 3 years on land at Ffrith y Garreg Wen, Caerwys. Application now subject of appeal on refusal of planning consent by FCC. Appeal Ref No: APP/A6835/A/13/2206057 refers. Cllr Moriarty advised that a letter be sent to the Planning Inspectorate indicating that Caerwys Town Council's objections to the proposed development, as submitted in their letter to FCC, are being maintained. Seconded by Cllr Wilson and approved by Members.

There were no further amendments and the Minutes were proposed as correct by Councillor Mrs. Lynette Edwards, and seconded by Councillor Jonathan Duggan-Keen and formally agreed by the Members present.

3. 08/14

MATTERS ARISING

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

Minute no; 2.96/13 (page 1), in respect of the subsidised bus services. In Councillor Michael Moriarty's absence, the Clerk read out an update report from Councillor Moriarty. At the present stage Caerwys will not be losing the two bus services between Mold, Denbigh and Holywell. However, there is a likelihood that the services will be modified.

Minute number; 3. 98/13 (page 2), in respect of the second and third paragraphs, which reports in relation to the sale of land at Pen y Chwarel, Pen y Cefn. The Clerk advised the Members, that a cheque for the sum of £9,640.00, had been received. The Council's legal costs of £600.00 had been paid by the purchaser, with £360.00, being deducted from the sale price of £10,000.00, and paid to the Valuation firm. The Clerk confirmed that he had banked a cheque for the sum of £9,640.00.

4(A). 09/14

CORRESPONDENCE

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

- (1) Caerwys Town Councillor Vacancy. The Clerk advised that the County Elections Office, had confirmed in a letter, that no request for an election had been called, after a public notice had been displayed. The Clerk advised that the vacancy would appear as an Agenda item for the February meeting.
- (2) Confirmation from Police Inspector Sharon McCairn, that she will be available to attend the 18th February Town Council meeting. Members agreed that the meeting will commence at 7.00pm.
- (3) Correspondence from the Post Office, that the Sub-Post Office in Water Street, will possibly be changing from its present structure, to offering services from a till on a retail

counter. The Post Office were asking for observations by completing a form available on the internet. The Clerk to forward the link to all Council Members.

- (4) Written request from the Memorial Institute Committee, seeking the assistance of the Town Council, in securing match funding towards improvements to the multi-court area. The application under the Flintshire County Council Match Funding Scheme, can only be made by Town and Community Councils. The total cost of the project would be approximately £5,000.00, with £2,500.00, being paid by the Memorial Institute Committee. The Memorial Institute confirmed in the letter, that should the match funding be granted by the County, they would re-imburse the Town Council. **The Members agreed to the proposal, and requested that the Clerk make the necessary application.**
- (5) Flintshire County Council Summer Play Scheme. (a) information received on the total of attendances at the 2013 scheme (b) Summer Play Scheme 2014. To-date the funding required by the County Council to run the 2014 event, has not been finalised by the Families First Grant.
- (6) Information from the Council Insurers AON, in respect of a new policy schedule, which included the public conveniences building.

The following correspondence was taken as received;

- (a) Flintshire County Council - Standards Committee Annual Report 2012 / 13. The report is available in electronic format only - via the County Council web site.
- (b) Flintshire County Council Web Site Questionnaire. The Clerk advised that he had completed this on behalf of the town Council.
- (c) Flintshire County Council - information as to what content should be placed on the Town Council web site, in relation to Council business. The Clerk advised that the Town Council web site complied with the information required.
- (d) Auditor General for Wales. Advising that up to 40% of Town and Community Councils in Wales did not complete their financial returns within the required timescale. From 2015 / 16, there will be specific areas that the Auditor will require. The Clerk advised that the Town Council completed their return within the required timescale.
- (e) Welsh Assembly Government. Notification of the appropriate sum under Section 137, for 2014 / 15 at £7.20p per elector.

4(B). 10/14

CLERK'S REPORT

- (1) The Clerk advised of a direct payment to the Council's bank account, in respect of the third and final precept for this financial year, for the sum of £7,666.67
- (2) The Clerk recollects to the Members, that the Internal Auditor's report had stated that the Council should have a Business Continuity Plan. This action had been placed in all Councils reports, and to date the Society of Local Council Clerks had not provided the members with guidance or a pro forma template. The Clerk advised that he had sought advice, and had been granted under the web site payment by the Welsh Assembly, been able to secure the funding for an update to his computer, together with a subscription to Microsoft 365. This would enable all the Council's documents, files and web site information to be stored safely.
- (3) The Clerk referred to the three Councils which he covered - Caerwys, Dyserth and Halkyn, and to the sharing of equipment and other items. The Dyserth and Halkyn Council Members had agreed to pay a 1/3 share of the photocopier costs - which would be a saving to Caerwys of £147.00 a year. The Clerk referred to a new printer and inks purchased by the Dyserth and Halkyn Councils in November 2014, and sought the approval to share the cost of this at approximately £81.00 less vat. **The Members agreed.** The Clerk also advised of other savings, such as SLCC membership, fees to administer payroll, postages, travelling, bulk stationery purchases (photo-copier), which in total would be approximately £500.00 to £580.00 a year.

4(C). 11/14

CLERK'S CONTRACT OF EMPLOYMENT AND CONDITIONS OF SERVICE

Pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the press and public be excluded from the meeting, for the following item of business;

The newly appointed Clerk's Contract of Employment and Conditions of Service, was the only matter discussed during this closure of the meeting to the press and public.

Public Bodies (Admissions to Meetings) Act 1960, **RESOLVED** that the press and public be re-admitted to the meeting.

4(D). 12/14

TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 31ST DECEMBER, 2013

The Clerk and Financial Officer, provided the Members with a copy of the Quarterly Statement of Accounts, to the end of December, 2013. **The Members approved the Statement of Accounts, and the document was signed by the Mayor, Councillor James E. Falshaw.**

4(E). 13/14

TO RECEIVE, CONSIDER AND APPROVE THE BUDGET FOR THE FINANCIAL YEAR 2014 / 2015

The Clerk as Financial Officer provided the Members with an accounts spreadsheet, which indicated the present financial balances (as per the Minute above), including an estimation as to the balances as at the end of March 2014. The spreadsheet also provided the Members with a suggested precept for the financial year of 2014 / 2015, based on previous spends and allocations.

After discussion, it was proposed and seconded, and agreed by **the Members, to increase the precept for the forthcoming financial year to £23,690.00 - an increase of £690.00 (3%)**. The Clerk advised that the Band D property charge would be £38.57 (0.83%), an increase of £0.32p a year. The lower property bands would pay less per month.

The Mayor Councillor James E. Falshaw, signed the estimates for the end of the financial year 2013 / 2014, together with the precept allocation pro forma, advising the Flintshire County Council, in respect of the Community Council's financial requirements for 2014 / 2015. **The Members thanked the Clerk for the financial presentation.**

5(A). 14/14

TOWN MAYOR'S REPORT

The Town Mayor advised, that the only Mayoral function he had attended was the Council Christmas Dinner in December.

The Mayor advised that he had written a letter on behalf of the Town Council, thanking Elizabeth Snowden, the former Town Clerk, for her service to the Town, including the past and present Councillors' over a substantial number of years. The Mayor had also sent to Elizabeth everyone's best wishes in her retirement - including many more cruise holiday with her husband.

5(B). 15/14

COUNTY COUNCILLOR'S REPORT

The Town Mayor as County Councillor advised, that items to report on this agenda item, had been covered during the visit of the Street Scene Supervisor. (**See Minute number 1(E). 05/14(b) on page 1-2 above**).

6. 16/14

REPRESENTATIVES / LIAISON COMMITTEE REPORTS

- (a) Councillor Mrs. Lynette Edwards reported on the progress in relation to the transfer of the Public Convenience building, from the Flintshire County Council to Caerwys Town Council, and also referred to the appointment of a legal representative. The Members confirmed the approval of the transfer of asset, together with the appointment of the legal advisor. Councillor Mrs. Edwards further advised that the disabled toilet facilities are available to the public, various donations and offers of assistance have been received. Flintshire County Council have agreed to pay £5,700.00, to the building company who are carrying out the renovations to the conveniences.
- (b) Councillor Ms. Helen Priestly advised the Members, in relation to a recent Ysgol yr Esgob School Governors meeting. Various events had raised over £2,000.00, for the school. New laptops were to be purchased
- (c) Councillor David Knights advised the Members, of the various activities being carried out at the youth club.

There were no further representatives reports.

7. 17/14

COMMUNITY LIGHTING

The following lamps have been reported out of order since the last meeting;

- (a) Opposite the Red Chapel, Caerwys Hill, Afonwen.
- (b) Near Tan Llan, Pen y Cefn Road, Caerwys.
- (c) Near Pen y Allt, Water Street, Caerwys.
- (d) Gable end of 9, Mill Terrace, Afonwen.
- (e) Bottom of Caerwys Hill in Afonwen (lamp to right hand side).
- (f) A541 Afonwen - second lamp driving from Mold.

8(A). 18/14

PLANNING APPLICATIONS

The following planning application had been received;

- (1) Application number; 051303, for the retrospective application sub-division into 2 number A1 retail units, at Crossways Depot, Lloc. No comments were passed to the Planning Department in respect of this application.

(The above application was dealt with by the Planning Sub-Committee, due to statutory time limits for observations).

8(B). 19/14

The Members confirmed the above decision.

8(C). 20/14

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

- (1) **Application number; 051578**, for the erection of a single storey rear / side extension, at 31 St. Michael's Drive, Caerwys. **The Members agreed the following;** the Council have no issues, providing the application confirms to planning regulations.
- (2) **Application number; 051545**, for the renewal of planning permission Ref 44851 to allow replacement of Little Chef building, with a commercial unit, at former Little Chef, Lloc. **The Members agreed the following;** (a) Planning permission was originally granted in 2008 for the commercial unit - why has the unit not been completed (b) should this application be granted, the County Planning to consider renewing it for a maximum of three years.

8(D). 21/14

PLANNING DECISIONS

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

- (a) Application number; 051416, at 31 St. Michael's Drive, Caerwys. **Withdrawn.**
- (b) Application number; 048465, at Former Wilcox Coach Works, Afonwen. **Approved.**

9. 22/14

CAERWYS COMMUNITY DEVELOPMENT PLAN - UPDATE (CLLR S. G. WILSON)

Councillor Stephen Wilson advised the Members, that he wished the Town Council to adopt a strategy, of what the Council wish to achieve, say, within the next five to ten years. The Clerk provided Councillor Wilson, with a copy of a book called ' A Guide for Developing Community Plans ' which had been jointly printed by Flintshire and Denbighshire County Councils a number of years ago. Councillor Wilson suggested that the matter is placed on the Agenda for the March meeting. **The Members agreed.**

10. 23/14

PUBLIC FOOTPATHS IN THE COMMUNITY OF AFONWEN (CLLR MRS. H. L. PRIESTLY)

Councillor Ms. Helen Priestly advised the Members, that this item had been placed on the Agenda, to make it known to the Council of a petition circulating in the Afonwen area, to establish a footpath. The path runs from the A541, within the area of Caerwys Town Council, then eventually to the Ysceifiog Community Council area. A group of residents have formed a committee, and the Ramblers Association have become involved. Councillor Ms. Priestly referred to a process, which could take up to two years before a hearing is held, which if successful, could formally register the footpath. (**See also Minute number 1(E). 05/14 (a) on page 1-2 above**).

11. 24/14

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>To confirm payments made between the November and January meetings</u>			
800	AON Insurance (Cover for public conveniences)	40.26		40.26
801	Scottish Power (Street lighting - December 2013)	238.80	47.76	286.56
802	Canda Copying (Photocopier rental)	46.00	9.20	55.20

803	Flintshire County Council (Summer play scheme)	898.20		898.20
804	E. E. Snowden (December salary)			
805	E. E. Snowden (December allowance)			
806	E. E. Snowden (December travelling expenses)	21.60		21.60
<u>Payments for authorisation at the January meeting</u>				
807	Deeco Lighting (Street Light Repairs)	99.00	19.80	118.80
808	Deeco Lighting (Erection & Dismantling of Christmas Lights)	480.00	96.00	576.00
809	HMRC (Via The Post Office) (PAYE for Mrs. E. E. Snowden)	348.60		348.60
810	Caerwys Memorial Institute (Hire of room for meetings - 5 x £20)	100.00		100.00
811	Post Office (Business Mail Re-direction for one year)	350.00		350.00
812	R. P. Parry (Clerk) (Start up stationery & inks - as per receipts)	97.02	19.40	116.42
813	R. P. Parry (Clerk) (Purchase of postage stamps - as per receipt)	60.00		60.00
822	Scottish Power (Street Lighting - December 2013)	246.81	49.36	296.17
823	Society of Local Council Clerk's - Clerk's Annual Subscription. (£165.00 - shared between Caerwys / Dyserth & Halkyn Councils)	55.00		55.00

12. 25/14

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
814	Llangollen International Eisteddfod	50.00
815	St. Kentigern Hospice, St. Asaph	100.00
816	Caerwys Memorial Institute	500.00
817	Caerwys Age UK	200.00
818	Caerwys in Bloom (1) Annual Donation (2) Donation towards installation of a carving of a hare on the Marion Common	250.00 * see note below
819	St. Michael's Church, Caerwys (Application for funding towards the purchase of a new digital organ)	500.00 ** see note below

	Denbighshire & Flintshire Agricultural Show	No donation
820	National Eisteddfod of Wales	100.00
821	Caerwys (FLUSH) Committee	250.00 *** see note below

13. 26/14

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

14. 27/14

NOTES

* The application from the Caerwys in Bloom Committee, requested the annual donation of £250.00, together with a donation towards the installation of a carving of a wooden hare on the Marian Lucy Common. The Members whilst agreeing the annual donation, also agreed, in principle, a financial donation towards the installation of the carving. Enclosed with the letter of application, was a copy of a letter from the Flintshire County Planning Department, advising that planning permission was not required. The Members sought the confirmation, that the Caerwys in Bloom had obtained the consent from the Welsh Assembly Government, under Section 38, of The Commons Act 2006. Upon receipt of this confirmation, the Members will confirm and release the financial contribution.

** Councillor David Knights declared an interest in this application. Councillor Knights left the room during the Members deliberations, completed and signed a Declaration of Interest form.

*** The Members were supportive of the application by the Caerwys FLUSH Committee, but were uncertain as to the required financial commitment to their start up fund. After discussion, the Members agreed the sum of £250.00. The Members wished that the FLUSH Committee to be made aware, that the Council would consider further assistance, subject to a financial analysis being provided.

Councillors’ Mrs. Lynette Edwards and James Falshaw declared an interest in this application. Both Councillors’ left the room during the Members deliberations, completed and signed a Declaration of Interest form.

Councillor Stephen Wilson acted as Chair in the absence of the Mayor.

15. 28/14

Standing Orders were suspended;

The Members discussed the applications for financial assistance, and agreed that the Clerk produce for the April meeting a list of donations made over the past three years. The matter to be an Agenda item for April.

16. 29/14

Standing Orders were restored;

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

SIGNED BY THE MAYOR AS CHAIR;.....

DATE OF APPROVAL;.....