



CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of the Meeting of Caerwys Town Council Held at the Memorial Institute, South Street, Caerwys, on Tuesday the 16th January, 2018, at 7.30pm.

1(A). 01/18 PRESENT

Councillor David S. Knights (Town Mayor)
Councillor Stephen Copple
Councillor Peter Dooley
Councillor James E. Falshaw
Councillor Howard R. Griffiths
Councillor Miss. Carole A. Harris
Councillor Jonathan Lees
Councillor Ms. Helen L. Priestley
Councillor Stephen G. Wilson

County Councillor Tudor Jones

Clerk & Financial Officer R. Phillip Parry

1(B). 02/18 APOLOGIES

Councillor Jonathan E. Duggan-Keen
Councillor Mrs Lynette M. Edwards

The Mayor, Councillor David Knights, welcomed Members to the meeting and wished everyone a Happy New Year.

2(A). 03/18 BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following: Mr. Llewelyn Parry, Rhos Goch, Pen Y Cefn.

2(B). 04/18 Standing Orders were suspended:

The Mayor, Councillor David Knights, welcomed Mr Ian Williams (Flintshire Street Scene) to the meeting.

Mr Williams advised the Members in relation to the following: (1) The County Council were inundated with pot holes across the county. Mr Williams referred to the pot holes in North Street that had been advised by the Clerk as dangerous, in particular, to pedestrians walking across the road to the pharmacy. These had been filled in and a ticket had been issued for urgent resurfacing to the street. **Members agreed that the Clerk send to the Head of Highways – a letter of support, seeking that this area of North Street is resurfaced as soon as possible** (2) Water leakage in Chapel Street. Welsh Water advised that there is no mains pipe in the area of the leakage. Flintshire County council will arrange a bore hole test (3) Salt bins have been filled (4) Missing signage at bottom of Water Street. The Clerk suggested that the missing sign was the small 30mph limit.

The following was discussed with Mr. Williams: (a) The Clerk referred to the replacement town Square tree. Mr. Williams advised that his manpower resources were extremely busy with pot hole repairs and other highway maintenance. It was anticipated that it would be the end of February before he was able to allocate the required staff. The Clerk advised that the company who will supply the tree require approximately two weeks' notice to deliver it. Mr Williams agreed to liaise with the Clerk (b) Damage to the stone wall on the Hill – near to Plas Isaf. Stones have been removed for safety and repairs are in hand (c) Moel Y Parc Road in Afonwen. Mr. Williams stated that financial resources were not available to repair the road. Councillor Tudor Jones advised that this particular road was in the Community Council area of Ysceifiog (d) Concerns in relation to the flooding and untarmacked road at the entrance to the former coal yard in North Street (e) Councillor Miss. Carole Harris, thanked Mr. Williams for the excellent work that had been completed to the pot holes in Holywell Road.

The Mayor, Councillor David Knights, thanked Mr Williams for his attendance.

2(C). 05/18

Standing Orders were restored:

3. 06/18

DECLARATIONS OF INTEREST

There were no Declarations of Interest.

4. 07/18

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 21ST NOVEMBER, 2017

The Minutes were proposed as correct by Councillor James E. Falshaw and seconded by Councillor Howard R. Griffiths and formally agreed by the Members present.

5. 08/18

MATTERS ARISING

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

Minute no: 5. 235/17 sub minute numbers: 5. 201/17 and 6(B). 186/17(g) (page 3) – in relation to the adoption of the Red phone box in Pen y Cefn and, in particular, the re-siting and renovation.

The Clerk advised that he had been contacted by a local resident who had offered to renovate the phone box free of charge to the Council. The resident's business contains a workshop with equipment to complete the work. The Clerk advised that he had contacted the County Conservation Officer and was awaiting a reply in relation to planning permission.

Members agreed the following: (1) The Clerk to thank the resident for his kind offer, which was accepted (2) To await the decision of the County Conservation Officer – whereby the Members will further discuss the re-siting of the phone box.

Minute no: 5. 235/17 sub minute number: 6(B). 212/17 (page 3) – in relation to the replacement Town Centre Tree. The Clerk advised that he had been in consultation with the tree supplier, who had agreed to supply the Town Council at the trade cost – as per the contract with Flintshire County Council. The previous quotation for supply and delivery was £816.00 plus VAT. The contract cost would now be £398.00 plus VAT – a reduction of £418.00.

The removal of the present tree and installation of the new tree were discussed with Mr. Ian Williams (Street Scene) (Minute number 2(B). 04/18 on page 2 above).

Minute no: 11(B). 249/17 (pages 7 and 8) – in relation to obtaining quotations for street lighting upgrade and contract details. Councillor Howard Griffiths advised the Members that the Clerk had arranged a further meeting with the Electrical Company on Wednesday 24th January at 11.00am in Caerwys Memorial Institute. Representatives from the other Community Councils will be present. Councillor Griffiths further advised that all Councillors who were available were welcome to attend the meeting.

Minute no: 12. 250/17 (page 8) – to receive an update in relation to the following: Communications Policy / setting up of a social media page / Coffee - Chat with a Councillor. Councillor Steve Copple provided Members with the following update: (1) Social media – a Facebook page has been set up (2) The proprietors of Café on the Corner have kindly agreed for the premises to be used for the ‘Chat with a Councillor’ on a Saturday morning: an area will be set aside (3) Moderator will be required for the Facebook page (4) Whilst himself (Councillor Copple) and Councillor Steve Wilson will host the first few ‘Chat with a Councillor’ sessions, a rota will eventually be required (5) A copy of the Communications Policy had been sent to all Members by the Clerk.

6(A). 09/18

CORRESPONDENCE

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

- (1) Flintshire County Council – Match funding scheme – improvements to Children’s Play Areas 2017 / 2018. The Clerk advised that in the application made to the County Council towards match funding of play area equipment, the Town Council had been awarded the sum of £5,000.00. The Clerk further advised that this funding could be added to the present ring fenced monies, in relation to the current play area project.
- (2) Flintshire County Council – Town & Community Councils’ Summer Play Scheme Programme 2018. The County Council confirmed that they have received funding towards the cost of the scheme. The three week scheme for Caerwys would cost £1,309.00. The Clerk advised that this figure was exactly the same as last year and the Town Council had provisionally agreed to fund the project for 2018. **Members confirmed their provisional agreement to fund the 2018 Summer Play Scheme.**
- (3) Flintshire County Council – Notification from the Chief Officer (Governance) that a Member of the Standards Committee will be visiting all Town & Community Councils, as an observer, during the next 12 months.

- (4) Notification from Welsh Assembly Government in relation to the 'Appropriate sum under Section 137 of the Local Government Act 1972'. The notice advised that the appropriate sum under the above Section had increased from £7.57 to £7.86 per elector. The Clerk advised that on the current Electoral Register, there were 992 electors registered.
- (5) Citizens Advice, Mold – Proposed rural project – Information and Advice Service. The Clerk advised that the Advice Centre were applying for funding to provide support and advice to the rural communities, in particular, in relation to digital communication and the roll out of Universal Credit. The Chief Executive of the organisation was seeking a letter of support from the Council to include with their project funding application.

Members agreed the following: To provide a letter of support. The Clerk to formally write to the Chief Executive.

- (6) The Clerk referred to the following seven e-mails that had been forwarded to Council Members for information since the last meeting:
 - Flintshire County Council – A well-being plan for Flintshire.
 - Flintshire County Council – Flintshire Play Sufficiency Professional Development Programme. The Clerk advised that Councillor Knights had agreed to attend the programme in Flint Sports Centre.
 - Planning Law Commission – Planning law in Wales.
 - Welsh Assembly Government – Assembly Electoral Reform.
 - North Wales Police Commissioner – Survey link to Police precept for 2018 / 2019.
 - Bridge Coalition of Disabled People – Link to Welsh Assembly petition Re: Access Certificate.
 - Denbighshire Local Voluntary Service – Transport innovation network

6(B). 10/18

CLERK'S REPORT

- (i) The Clerk advised the Members of a deposit to the Council's bank account, the sum of £9,833.34, being the third and final payment of the 2017 / 2018 precept for the current financial year, from Flintshire County Council.
- (ii) The Clerk advised that the AONB Communications Officer had further written in relation to the Council appointing a representative on their Board. The information had been forwarded to Councillor Jon Lees.
- (iii) The Clerk advised in relation to a number of complaints that had been received from both Councillors and residents – as follows (a) Damage to wall on B5122 road towards Afonwen (b) numerous complaints in relation to pot holes, in particular in North Street - opposite the pharmacy. All complaints had been reported to Flintshire County Council.
- (iv) The Clerk referred to the HSBC Bank mandate, which was proving difficult to amend the signatory aspect. Whilst Councillors David Knights and Stephen Wilson had signed the new mandate forms, the Bank now insists that the Council close the present accounts and re-open new accounts. The Clerk has made a formal complaint to the HSBC.

The Mayor, Councillor David Knights, advised that himself, together with the Clerk had been endeavoring to open a new Bank account in the name of The Mayor's Charity. Again, this was proving difficult with HSBC Bank. The Clerk suggested that the Council possibly open a new Mayor's Charity account, in the Nat West Bank – where both himself and the Mayor are signatories. **The Members agreed.**

(v) List of Council meeting dates for 2018 – copies provided to all Council Members.

6(C). 11/18

TO RECEIVE AND APPROVE: QUARTERLY STATEMENT OF ACCOUNTS TO THE 31ST DECEMBER 2017.

The Clerk and Financial Officer provided the Members with a copy of the Quarterly Statement of Accounts to the end of December, 2017. **The Members approved the Statement of Accounts and the document was signed by the Mayor, Councillor David Knights.**

6(D). 12/18

TO RECEIVE, CONSIDER AND APPROVE: BUDGET FOR THE FINANCIAL YEAR 2018 / 2019

The Clerk, as Financial Officer, provided the 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 2018. The spreadsheet further provided Members, with details of recommended allocations for each of the Council's budget headings for 2018 / 2019 - based on previous spending. Included on the spreadsheet were details of the current capital projects.

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

- (1) To raise the precept for the forthcoming financial year to £32,000.00 – an increase of £2,500.00. The Clerk advised that the Band D property charge would be £51.51, an increase to the current charge of £4.25p a year.
- (2) The Mayor, Councillor David S. Knights, to sign the estimates for the end of the financial year 2017 / 2018, including the precept requirement for 2018 / 2019.
- (3) The Clerk to advise Flintshire County Council in respect of the Town Council's financial requirements for 2018 / 2019.

6(E). 13/18

TO UPDATE: CAPITAL PROJECT PORTFOLIO

The Clerk recollect to the Members the present items contained in the Community Council's Capital Project Portfolio.

Members agreed the following: The Capital Project Portfolio to be updated as follows:

- £16,000.00 - Play area equipment / refurbishment.
- £5,000.00 - Play area equipment / refurbishment (Ring fenced monies received from Flintshire County Council).
- £4,000.00 - CCTV Camera / Town Square area.
- £2,000.00 - First Responder Scheme / Defibrillator.

The Mayor, Councillor David Knights, thanked the Clerk for the preparation and presentation of his financial reports. The Members agreed.

7. 14/18

TOWN MAYOR'S REPORT

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

- (1) Town Council Christmas Dinner at the Golf Club (2) Carols on the Square (3) Ysgol Yr Esgob primary school service held before Christmas.
- (2) Councillor Knights referred to his Mayor's Charity Variety Evening – to be held on Saturday 24th February, in Caerwys Town Hall. Further information will be sent to Members by the Clerk.

8. 15/18

COUNTY COUNCILLOR'S REPORT (CLLR TUDOR JONES)

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

- (a) Various planning applications – including application for industrial units at Crossways / Maes Mynan Caravans & Lodges / Caerwys Select Convenience Stores (b) planning conditions not being complied with (c) A541 road safety improvements – from Afonwen towards Mold / Brown Bin charges – the matter has been called in by Cabinet – awaiting decision / Parking charges in Holywell.
- (b) Councillor Jones referred to the parking difficulties in the area of Maes Y Dre, in particular for the senior citizens. The Clerk advised that following a delegation of over 20 residents from the area who had attended a Council meeting some two years ago, the County Council had held a public consultation in the Llys y Goron Community Centre. The Clerk was in possession of proposed plans to alleviate the parking issues.

Members agreed the following: The Clerk to provide Councillor Jones with copies of correspondence and plans received from County Housing.

9. 16/18

REPRESENTATIVES / LIAISON COMMITTEE REPORTS

- (1) Councillor Ms. Helen Priestley, on behalf of the Play area sub-committee, enquired in relation to the present position to the Wales Lottery grant application. Councillor Stephen Wilson advised that the application was virtually complete, but he was awaiting further information – which when received, the application would be sent.
- (2) Councillor Stephen Copple, on behalf of the Town Hall Trustees, advised that he was now the Chair of Trustees. A new Treasurer and Secretary had been appointed. A Trustees meeting was scheduled to be held in February.
- (3) Councillor Peter Dooley, on behalf of the Caerwys Youth Project, advised that he was pleased to report that over 30 members had joined the club, but more volunteers were required.

10(A). 17/18

PLANNING APPLICATIONS

The following planning application had been received:

- Planning application number: 057781, for the display of 4 no. backlit illuminated fascia signs on front elevation and non-illuminated window vinyl, Select Convenience Store, Caerwys.

Comment by Council: The Town Council object to the application, on the following grounds:

- (a) Application not in keeping in a conservation area. Whereby, the luminescence brightness will have an impact on the community in a conservation area.

- (b) Impact on character and appearance in conservation area. Plastic signs not acceptable. Signs not required on both ends and sides of building against visual appearance. Existing lights already cause concern for vehicles using entrance to housing courtyard. Corporate identity is less important than the protecting areas of special character as quoted in SPGN7.
- (c) Back lit fascia will be protruding half a metre over footway. LED lights not acceptable, luminance given is incorrect on the application form, compared with the specification! Will these be lit all the time? There is no requirement outside shop hours, as adequate street lighting in North Street and a lamp head opposite the shop premises.
- (d) Vinyl window graphics, not in-keeping with area, stuck on window, colours do not blend in. Welsh map as existing is far more acceptable for promoting Welsh heritage and tradition of the town.
- (e) High intensity lighting will have adverse effect on highway safety. Light pollution is environmental concern. Consideration should be given to switch off when shop not open.
- (f) Against policy SPGN7 and LPG16 in that modern illuminated plastic type advertisement signs will not be acceptable.

The shop as a whole has a detrimental impact on highway safety, pedestrian safety and parking. Whilst the Council appreciate this is an existing facility, it was just a small local shop to serve local area providing general supplies to the immediate community. Now it has turned into a much larger shop by its nature of supplies stocked. The new signage will encourage more use causing issues on character, appearance, design appearance and impact on the local community in a small conservation area, that needs protecting by the Local Planning Authority, in accordance with its statutory duty.

(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). 18/18

The Members confirmed the above decision.

10(C). 19/18

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

There were no planning applications received from Flintshire County Council.

10(D). 20/18

PLANNING DECISIONS

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

- (i) Planning application number: 057622, for the demolition of outbuildings and kitchen to rear and erection of single storey extension, new boundary wall, front porch and installation of new windows and doors, at Little Argoed, Caerwys. Approved.

Council Members expressed concern that the Planning Officer appears to have not considered the Town Council's observations in relation to the application, and in particular, the Land Registry plans. County Councillor Tudor Jones advised that he would consult with the Planning Officer who dealt with the application.

Members agreed the following: County Councillor Tudor Jones to discuss the application with the Planning Officer. The Clerk to provide Councillor Jones with copies of the Town Council’s response to the application, together with the Land Registry plan.

- (ii) Planning application number: 054007, for the erection of 67 dwellings with public open space and other associated infrastructure, at Summerhill Farm, Caerwys. Approved.
- (iii) Planning application number: 054907, for change of use of land for the siting of 20 static caravans and the siting of 15 touring caravans, at Heron’s Retreat, Caerwys Hill, Afonwen. Withdrawn.

11. 21/18

COMMUNITY LIGHTING

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

- (a) Outside No 1 Sportsman Terrace, Afonwen.
- (b) Water Street – edge of Stevenage House.
- (c) Near blue clothes bin on the Marian.
- (d) Third light on A541 in Afonwen – travelling from Mold.
- (e) Junction of A541 and B5122 at Afonwen (bottom of Caerwys Hill).
- (f) Junction of B5122 to the Marian (top of Caerwys Hill).

12. 22/18

COMMUNITY DEFIBRILLATOR (CLLR STEPHEN WILSON)

Councillor Stephen Wilson recollected to the Members the Drop-in Session held last year in relation to a First Responder Scheme being set up in Caerwys. Whilst a number of residents expressed an interest unfortunately, for whatever reasons, the scheme has not been progressed by the Holywell and Flint Rotary Club, in conjunction with the Welsh Ambulance Service.

Council Wilson advised that he had arranged a public meeting in the Memorial Institute on 12th February, at 7.00pm. This was following information on a Facebook page which advised that the Whitford Young Farmers Club were fundraising for a ‘Community Defibrillator’ to be sited in Caerwys. Councillor Wilson suggested that the defibrillator should be sited in the Town Square area. The Clerk advised that he had experience during his time assisting the Trelawnyd Community Council last year, whereby this Council adopted a red phone box in Gwaenysgor – and have installed a defibrillator. However, the defibrillator had to be kept in a locked key-code box, whereby the Ambulance Service would release the number following an emergency call. The defibrillator also required a continuous electricity supply. Councillor Wilson advised, that there were various defibrillator models available, that do not require an electricity supply, or kept in a locked cabinet.

13. 23/18

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>To confirm payment made in-between November and January Council Meeting:</u>			
121	Scottish Power (November - Street Lighting Electricity Account)	280.85	56.17	337.02

<u>Payments for consideration at January Council Meeting:</u>				
122	Scottish Power (December - Street Lighting Electricity Account)	290.27	58.05	348.32
123	Canda Copying (Quarterly photocopier rental)	51.00	10.20	61.20
124	H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - October, November & December	486.80		486.80
125	Society of Local Council Clerks (Annual subscription renewal of £208.00 – shared between four Councils)	52.00		52.00

14. 24/18

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
126	January 2018 – Caerwys Youth Project – adjourned from November meeting	150.00
127	Caerwys Town Hall (annual Grant)	500.00
128	Llangollen International Eisteddfod (annual grant)	50.00
129	National Eisteddfod of Wales (annual grant)	75.00
130	Caerwys Brownies (annual grant)	200.00
131	International Sheepdog Society (Welsh national trials in Nannerch)	50.00
132	Citizens Advice Service (Mold / Holywell)	100.00

15. 25/18

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.....