



# **CYNGOR TREF CAERWYS CAERWYS TOWN COUNCIL**

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## **Minutes Of The Meeting Of Caerwys Town Council ( Annual Open Public and General Council Meetings )**

**Held At The Memorial Institute, South Street, Caerwys,**

**On Tuesday The 18<sup>th</sup> March, 2014, At 7.00pm.**

### **1(A). 61/14**

#### **PRESENT ( FOR BOTH ANNUAL & GENERAL MEETINGS )**

Councillor James E. Falshaw ( Town Mayor )  
Councillor Mrs Lynette M. Edwards ( Deputy Town Mayor )  
Councillor Ms. A. Louise Carus  
Councillor Jonathan E. Duggan-Keen  
Councillor David S. Knights  
Councillor Michael W. Moriarty  
Councillor Ms. Helen L. Priestly  
Councillor Jonathan A. G. Webb  
Councillor Stephen G. Wilson

Clerk & Financial Officer R. Phillip Parry

### **1(B). 62/14**

#### **APOLOGIES ( FOR BOTH ANNUAL & GENERAL MEETINGS )**

Councillor E. Vincent Frost

### **ANNUAL OPEN PUBLIC MEETING**

### **2. 63/14**

#### **WELCOME FROM THE TOWN MAYOR - COUNCILLOR JAMES E. FALSHAW**

The Town Mayor Councillor James E. Falshaw, formally opened the Annual Open Public Meeting of the Caerwys Town Council, and welcomed the two residents in attendance.

### **3. 64/14**

#### **TO CONFIRM THE MINUTES OF THE ANNUAL OPEN MEETING HELD ON TUESDAY 19<sup>TH</sup> MARCH 2013**

The Clerk advised that the Minutes of the 2013 Annual Open Public Meeting, were not available.

#### **4. 65/14**

### **REPORT FROM THE TOWN MAYOR IN RELATION TO COUNCIL BUSINESS OVER THE PAST YEAR**

The Town Mayor Councillor James E. Falshaw, on behalf of the Town Council thanked all the various Committees and Groups that exist in Caerwys, and for the valuable service that they provide. The Mayor referred to the financial support provided, both to local committees, including some national charities. More recently the Council provided donations towards the St. Michael's digital organ fund, and start up costs towards the public conveniences,

The Mayor also thanked the volunteers who had attended the open meeting in respect of the public conveniences, and subsequently set up a new committee. Councillor Falshaw also thanked the Street Scene department for their prompt assistance in Caerwys, and also referred to the sale of land in Pen y Cefn.

The Mayor thanked the Council Members for the work they achieve within the town, and also for their other roles as representatives of the Council. Councillor Falshaw thanked the previous Clerk Mrs. Elizabeth Snowden for her many years of service, and to Phillip for his previous duties as Councillor, and now as the newly appointed Clerk.

#### **5. 66/14**

### **TO INVITE MEMBERS OF THE COMMUNITY TO ADDRESS THE COUNCIL MEMBERS**

A resident of the community addressed the Members, by firstly thanking the Council for their work and congratulated the newly appointed Clerk. The resident advised that he takes an interest in the area, and referred to the electricity and telephone cabling that cluttered the streets. The resident also referred to the current street lighting, which the columns did not blend in with the town, and felt also, that the Council were working on the policies set in the 1960's and 1970's, and advised of the various lighting options that were currently available. These would save energy by cutting down on the amount of light used, together with a reduction of hours. The resident referred to the agenda item for later in the evening headed - Caerwys Community Development Plan, and wished that the aspect of street lighting could be included. The resident was advised, that a public meeting would be arranged in due course to discuss the contents of the plan.

The second resident in attendance addressed the Members, by firstly thanking the Council for the work they achieve on behalf of the community. The resident wished to receive an update in respect of new lighting along the pathway from the Memorial Institute to the Marion area, and also referred to the trees that required pruning. The Clerk advised that the Members had agreed in principle, the new lighting, but were awaiting the electrical engineer to provide a quotation. It was also advised that as the trees are in a conservation area, permission would be required to carry out any work.

The resident advised the Members that various road name signs within the town were fading in colour and difficult to see from a distance. In particular, the Holywell Road and Pen y Cefn Road signage. The Mayor Councillor J. Falshaw advised that he would bring this to the attention of the Street Scene Supervisor.

The resident referred to his exchange of e-mails between himself and the Town Clerk, in relation to parking concerns in Water Street. During the previous six months the parking situation in Water street had become a nuisance, with cars parked on the pavement, close to the wall, which required pedestrians to cross the road. The Clerk referred to the observations of the North Wales PCSO, who had visited the area at different times and days, and felt that no action could be taken, apart from the vehicle owners parking elsewhere. ( Minute number 4. 71/14 - sub minute number 2(A). 34/14 ( page 1 - 3<sup>rd</sup> paragraph on page 2 ), on page 3 below ).

## **6. 67/14**

### **CLOSURE OF MEETING - COUNCILLOR MRS. LYNETTE M. EDWARDS ( DEPUTY MAYOR )**

Councillor Mrs. Lynette M. Edwards, as Deputy Mayor, thanked the two residents for attending the meeting, and for their contribution - and extended an invitation to remain for the general Council meeting.

## **GENERAL COUNCIL MEETING**

### **1. 68/14**

#### **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; Mr. Kenneth P. Jones, Wern Fawr, Pen y Cefn and Mr. Frederick Charles Kemp, ( Father of Deputy Mayor Councillor Mrs. Lynette M. Edwards ).

### **2. 69/14**

#### **DECLARATIONS OF INTEREST**

The following Declarations of Interest were Declared;

- (a) Councillor M. W. Moriarty. Minute numbers 9(A). 80/14 and 9(B). 81/14 on pages 6 and 7 below - in respect of planning application number 051826, at Ty Coch, Crossways Road, Pen y Cefn.
- (b) Councillor D. S. Knights. Minute numbers 15. 88/14 and 16(B). 90/14 \* on page 9 below - in respect of an application for financial assistance by St. Michael's Parish Church.

### **3. 70/14**

#### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 18<sup>TH</sup> FEBRUARY, 2014**

**There were no amendments and the Minutes were proposed as correct by Councillor Michael W. Moriarty and seconded by Councillor Mrs. Lynette M. Edwards and formally agreed by the Members present.**

### **4. 71/14**

#### **MATTERS ARISING**

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

**Minute no; 2(A). 34/14 ( page 1 - 3<sup>rd</sup> paragraph on page 2 ),** in respect of parking concerns in Water Street. The Clerk advised the Members that this had been addressed during the Annual Open Public Meeting ( Minute number 5. 66/14 on page 2 above ).

**Minute no; 5. 41/14 ( page 3 ) sub minute number; 4(A). 09/14(3),** in respect of changes to the Caerwys Post Office. The Clerk advised the Members of further correspondence from the Post Office, which stated the following ' we have now finalised our plans for the branch, and are pleased to confirm that the new-look Post Office is scheduled to open on Saturday 29<sup>th</sup> March, 2014 at 13.00. The branch will close on Thursday 20<sup>th</sup> March at 12.30, for refurbishment '

**Minute no; 8(B). 45/14 ( page 4 - paragraph (b) on page 5 ),** in respect of the HSBC Bank Mandate. The Clerk advised that following a further visit to the Holywell Branch of the HSBC, the

Internet Banking forms had been completed. The signatory bank mandate form was still required to be completed, with if possible, further Councillors' names to be added as signatories. **The Members agreed that the Clerk obtain the necessary form for signature.**

#### **5(A). 72/14**

#### **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 that the Flintshire County Council had been successful in obtaining funding to administer the 2014 Summer Play Scheme Programme. The cost to the Council for this year would be £898.20, an increase of £26.16 from the previous year. **The Members agreed the funding for the scheme, for a three week period, starting on Monday 21<sup>st</sup> July.**
- (2) The Clerk referred the Members to the Caerwys Historical Society Plaque project, and in particular, to the plaque mounted on The Pinfold. The Historical Society wish the plaque to be refurbished, and re-painted in the colours of the plaques to be displayed around the town. Councillor J. Webb provided further information, and confirmed that the colour scheme for the plaques had been agreed with the Conversation Officer. **The Members agreed that the plaque could be removed, re-furbished, and re-fixed to its present position. The Members also asked that the Society contact Cadw, to ensure that any permissions were granted before the above work is carried out, as the building is registered as a Grade 2 listed building.**
- (3) The Clerk advised the Members of a request from the Caerwys FLUSH Committee, to use the Town Crest on their letterhead. The Clerk further advised that it was normal practice to seek a payment of £25.00, for the use of the Crest, which was subsequently donated back. **The Members agreed, that they wished to view a copy of the proposed letterhead before making a decision.**
- (4) Invitation from Play Wales ( National Charity for Children play ), to attend a training event in County Hall, Mold on the 26<sup>th</sup> March. Councillors' Mrs. Helen Priestly and Jim Falshaw agreed to attend. The Clerk was asked to complete the required forms, and provide copies to the two councillors.
- (5) The Clerk advised of a new updated Declaration of Interest At Meetings form, which had been received from the Flintshire County Council Legal Department. The form was to be used with immediate effect.
- (6) The Clerk advised the Members in relation to a further Flintshire Local Development Plan (LDP). The County following the adoption of the Flintshire Unitary Development Plan (UDP), are now embarking on the preparation of a new (LDP), to the year 2030. The County have circulated a Candidate Site Submission Form, which sought sites for land of various usage. The Clerk further advised that the date for submission of any sites was Friday 5<sup>th</sup> May, 2014 at 5.00pm. **The Members agreed to discuss the Candidate Site Submission Form, as an agenda item at their April Council meeting.**
- (7) Membership form for 2014 / 2015 received from One Voice Wales. **Members agreed not to join.**

#### **5(B). 73/14**

#### **CLERK'S REPORT**

**The Clerk advised the Members of the following;**

- (a) The receipt of £159.98, paid direct to the Council's bank account from Flintshire County Council ( Welsh Assembly Web Site Grant ) ( See Minute number 14. 87/14 on page 8 below )

- (b) The Clerk advised the Members, that a valuation of The Pinfold had last taken place in February, 2005, and for insurance purposes, a re-valuation was required. The 2005 valuation was provided by Jones Peckover, Denbigh. **The Members agreed, that the Clerk to seek an updated valuation from the Denbigh firm.**

#### **5(C). 74/14**

#### **CLERK'S CONTRACT OF EMPLOYMENT**

The Clerk referred to his Contract of Employment and Job Description (CE&JD), and in particular, to Minute number; 8(B). 45/14, of the Town Council's Minutes dated the 18<sup>th</sup> February of this year. All Members were provided by e-mail with a copy of the Clerk's (CE&JD) from the Halkyn Community Council. ( A generic (CE&JD) issued by the Society of Local Council Clerks - in which Job Descriptions can be amended, by agreement, to reflect the requirements of each particular Council ). Councillor Michael W. Moriarty, together with the Clerk, in the presence of all Council Members' perused the job description, with the Members' and Clerk agreeing it's overall and specific responsibilities. The Members' and Clerk further agreed three amendments to the Clerk's Halkyn Contract of Employment, to be reflected in his Contract of Employment with the Caerwys Town Council. The three amendments were as follows; **(1) Paragraph 1.1 - employment commencement date (2) Paragraph 5.1 - salary starting point (3) Paragraph 5.2 - progression through the salary scales.**

#### **5(D). 75/14**

#### **TO ARRANGE THE ANNUAL LITTER PICK**

The Clerk advised the Members that the Annual Town Council Litter Pick, generally was arranged for the Saturday prior to the Easter Bank Holiday. **The Members agreed Saturday the 12<sup>th</sup> April, for the Litter Pick - 10.00am start and to meet on the Town Square.** The Clerk advised that he would place a public notice in the Caerwys Chronicle.

#### **6(A). 76/14**

#### **TOWN MAYOR'S REPORT**

The Town Mayor Councillor J. E. Falshaw, advised the Members of the following attendances;

- (a) St. Asaph City Council - Mayor's Charity Evening
- (b) Flintshire County Council - Chairman's Charity Evening

#### **6(B). 77/14**

#### **COUNTY COUNCILLOR'S REPORT**

Councillor J. E. Falshaw advised the Members, that Mr. Murray Taylor, a resident of the Town and Silversmith, had offered to service the Mayor's Chain - at no cost to the Council. **The Members agreed, and thanked Mr. Taylor.**

#### **7. 78/14**

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

- (a) Councillor David Knights advised the Members, that whilst there were still some issues, the Youth Club was going strong and there had been an influx of new members.
- (b) Councillor Michael Moriarty, advised the Members of his attendance at a Flintshire County Forum meeting, held in Connah's Quay, on the 20<sup>th</sup> February, whereby the following topics were included; **1.** FCC budget and future years planning. **2.** Community Review update. **3.** Flooding. **4.** Local economic development. **5.** FCC's website update. **6.** Update of the

Charter between FCC and Town & Community Councils 2013-14. **7. Digital inclusion training.**

**There were no further representatives reports.**

**8. 79/14**

### **COMMUNITY LIGHTING**

**The Clerk advised that a number of street lights reported out of order last month, were still unlit, or faulty.**

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

**Lamp number 1** - opposite Bryn Celyn and Merlin Motors at the far end of Chapel street.

**Lamp number 28** - outside Aled House in Water Street. This lamp has been repaired previously, but illuminates randomly.

**Lamp number;** - A541 road at Afonwen - last lamp passed The Pwllgwyn Hotel, travelling to Denbigh on the right hand side of the road.

The following lamps opposite the Red Chapel on Caerwys Hill, and the second lamp on the A541, from the Mold area in Afonwen are both still unlit. The Clerk advised that the electrical contractor requires traffic management to inspect and repair the light opposite the Red Chapel, and a full inspection is required on the lamp sited on the A541.

**9(A). 80/14**

### **PLANNING APPLICATIONS**

**The following planning application was dealt with by the Members at the meeting;**

- ❖ Application number; 051826, for the erection of a single wind turbine ( 45 metre hub height, 67 metre blade tip height ) two metering units, access track, assembly crane areas, at Ty Coch, Crossways Road, Pen y Cefn, Caerwys.

After discussion, the **Members agreed to object to the application, for the following reasons and concerns;**

- (1) The adverse impact to visual amenity on the edge of an area of outstanding natural beauty. This is an industrial scale development in a very rural area.
- (2) The impact and potential damage to trees and hedgerows during the delivery of the wind turbine and subsequent construction.
- (3) The impact to hedgerows and other features in connecting this wind turbine to the national grid.
- (4) Effect on the local area of all the lorries removing an estimated 300 tons of soil from the site on very narrow roads.
- (5) The subsequent disturbance to the ground from the effect of the soil. Removal and potential adverse impact to the principal aquifer located in the immediate area.

- (6) The proposed development is located within an inner ground water protection zone 1 of a principal aquifer and the effect of the operation of the wind turbine could cause vibration as a result could cause damage to the aquifer.

#### **9(B). 81/14**

##### **Declaration of Interest**

Councillor M. W. Moriarty declared a Declaration of Interest, in the above planning application number 051826, at Ty Coch, Caerwys. Councillor Moriarty left the room during the Members deliberations, and completed and signed a Declaration of Interest At Meetings form. ( Minute number 2. 69/14 above on page 3)

Councillor J. E. Falshaw, as Mayor & Chair of Caerwys Town Council, advised of his intention to remove himself as Chair of the Council, during the Members deliberations, in respect of the above planning application number 051826, at Ty Coch, Caerwys. Councillor S. G. Wilson took the Chair. Councillor Falshaw did not leave the room or complete a Declaration of Interest At Meetings form.

#### **9(C). 82/14**

##### **PLANNING DECISIONS**

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

- (a) Application number; 051303, at Crossways Depot, St. Asaph Road, Lloc. Approved.
- (b) Application number; 051545, at Former Little Chef, St. Asaph Road, Lloc. Approved

#### **10. 83/14**

##### **CO-OPTION OF COUNCIL MEMBER**

The Clerk advised the Members that he had displayed a Public Notice on the Town Council's notice boards, in Afonwen, Caerwys and Pen y Cefn, including a notice in the Caerwys Chronicle, in respect of the Council Member vacancy. The Public Notice had been displayed from the 28<sup>th</sup> February, for the appropriate timescale.

The Clerk advised that one candidate had written an Expression of Interest letter, namely, Mr. Howard Robert Griffiths, 33, St. Michael's Drive, Caerwys. The Clerk read out to the Members the letter received from Mr. Griffiths. Mr. Howard Robert Griffiths was proposed and seconded to be Co-opted as a Council Member for the remaining term of the present Council. **The Members agreed.**

#### **11. 84/14**

##### **FLINTSHIRE COUNTY COUNCIL - DRAFT LEASE ( CAERWYS PUBLIC CONVENIENCES )**

The Clerk referred to the Flintshire County Council Draft Lease, in respect of the Caerwys Public Conveniences, that all Members had received a copy of by e-mail prior to the meeting. The Clerk also referred to the legal advise that had been received and distributed to the Members.

After discussion, the Members wished several points to be addressed with the Flintshire County Council, that were identified in the legal advise, together with points raised by the Members' themselves. **The Members agreed, that the Clerk to formally address the points raised with the Flintshire County Council. The item to be placed on the April Agenda.**

Councillor Mrs. Lynette Edwards provided the Members with a brief update, in respect of the progress to date by the volunteers of the FLUSH committee. And in particular, the Health & Safety

training, including the Control of Substances Hazardous to Health ( COSHH). **The Members expressed their gratitude to Councillor Mrs. Edwards, for both the arranging of the legal advice and her work with the new committee.**

**12. 85/14**

**CAERWYS COMMUNITY DEVELOPMENT PLAN ( CLLR S. G. WILSON )**

Councillor Stephen Wilson provided the Members, with a copy of a draft ‘ Caerwys Town Council – Community Engagement & Future Planning ’ Strategy. Councillor Wilson advised the Members on the proposed draft strategy, and stated that the views of the community, in respect of their priorities were essential. Especially in respect of various developments ( housing / industrial ), and what the Council intend to achieve over the next 5 years. After discussion, the following points were agreed; **(a)** to collate information over the next three months **(b)** consult with the community - questionnaires / open meetings **(c)** involve the primary school **(d)** obtain information from the Welsh Assembly Government **(e)** to contact the Gwernymynydd Community Council – who have agreed with the Community a plan for the future of their area.

**13. 86/14**

**SOUTH STREET LITTER BIN ( CLLR J. E. DUGGAN-KEEN )**

Councillor Jonathan Duggan-Keen advised the Members, that he had been approached by residents in respect of the black litter bin outside the old Will’s Newsagents shop in South Street. The bin has not been emptied for over two weeks, the various red dog bins are full, which results in people using the black bins for the disposal of the dog bags. Councillor Duggan-Keen suggested that the black bin be removed from its present position, and re-sited in the area of the new Will’s Shop. Especially, as the present black bin on the opposite side of the road from the shop entrance, is overflowing on an almost continuous basis. The Mayor Councillor J. Falshaw, suggested that he discuss the situation and the removal of the bin with the Street scene Supervisor. **The Members agreed.**

**14. 87/14**

**APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
830	Scottish Power ( Street lighting supply - February )	222.91	45.58	267.49
831	Canda Copying ( Quarterly photocopier rental )	46.00	9.20	55.20
832	Caerwys Memorial Institute ( Room hire for Jan / Feb / March )	60.00		60.00
833	R. P. Parry ( Clerk ) ( Re-imburement of computer upgrade software - which has been received from Flintshire County Council, under the Welsh Assembly Web Site funding ) ( See Minute number 5(B). 73/14 above on page 4 )	133.32	26.66	159.98
834	Flintshire Local Voluntary Services ( Membership renewal )	25.00		25.00



**15. 88/14**

**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
835	St. Michael's Parish Church ( annual donation towards grass cutting and outside illumination )	500.00 * <b>See note below</b>
836	Caerwys Agricultural Show ( towards provision of bus service from Caerwys to showfield )	100.00
837	Caerwys Art Group ( towards purchase of art materials )  Alzheimer's Society ( Cardiff )	50 ** <b>See note below</b>

**16(A). 89/14**

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

**16(B). 90/14**

\* Councillor David S. Knights Declared an Interest. Councillor Knights left the room during the Members deliberations, and signed a Declaration of Interest At Meetings form. ( Minute Number 15. 88/14 on this page and Minute number 2. 69/14 above on page 3)

\*\* The donation of £50.00 was agreed by the Members, with the cheque made payable to Town Mayor Councillor J. E. Falshaw's ( Mayoral Allowance ) - with a specific request to donate a similar sum to the Caerwys Art Group - as presently, the Art Group do not have a bank account. The Art group have been advised, that any future applications for financial assistance, the Town Council will require the name of the Art Group's bank account.

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

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

**DATE OF APPROVAL;.....**