



# **CYNGOR TREF 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 17th March, 2015, At 7.00 pm.**

### **A(1). 45/15**

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

Councillor Mrs Lynette M. Edwards (Town Mayor)  
Councillor James E. Falshaw  
Councillor E. Vincent Frost  
Councillor Howard R. Griffiths  
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

### **A(2). 46/15**

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

Councillor Ms. A. Louise Carus  
Councillor Jonathan E. Duggan-Keen

### **B(1). 47/15**

**Standing Orders were suspended**

### **ANNUAL OPEN PUBLIC MEETING**

### **B(2). 48/15**

**WELCOME FROM THE TOWN MAYOR - COUNCILLOR MRS. LYNETTE M. EDWARDS**

The Town Mayor, Councillor Mrs. Lynette M. Edwards, formally opened the Annual Open Public Meeting of Caerwys Town Council and welcomed the three residents in attendance.

### **C. 49/15**

#### **TO CONFIRM THE MINUTES OF THE ANNUAL OPEN MEETING HELD ON TUESDAY 18<sup>TH</sup> MARCH 2014**

The Clerk advised the Members that the Minutes of the Annual Open Meeting held on the 18<sup>th</sup> March, 2014, had been confirmed at the Council meeting held on Tuesday the 15<sup>th</sup> April, 2014, under Minute number 5. 98/14. However, the Minutes were required to be re-confirmed at this evening's meeting. **The Members re-confirmed the Minutes.**

### **D. 50/15**

#### **SUMMARY FROM THE TOWN MAYOR OF COUNCIL BUSINESS IN THE PRECEDING FINANCIAL YEAR - 2014 / 15**

The Town Mayor, Councillor Mrs. Lynette M. Edwards, thanked all the various Committees and Groups that exist in Caerwys for the services and diverse range of interesting activities they provide, which ensures that there is something available for almost everyone.

The Mayor wished to specifically refer to the following two Groups: Caerwys FLUSH Committee and everyone who has assisted in many ways, for making their first year a tremendous success; Caerwys in Bloom Committee and their band of helpers, who continue to make the Town of Caerwys look so wonderful during the summer with the floral displays. The Mayor congratulated the committee for, once again, reaching first place in the Flintshire Environmental Competition.

The Town Council continues to financially support many local committees and groups, including some national charities, who benefit the town in some way.

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, at meetings outside the Town. The Mayor thanked Phillip Parry for his duties and guidance as the Town Clerk and Financial Officer.

### **E. 51/15**

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

A resident of the Town advised that he had three questions to place before the Council Members:

- (1) The resident referred to the Council's increase in precept for the financial year 2015/16; the Council's budget; income and expenditure; balances held in bank accounts; and enquired as to the Council's proposed spending during the ensuing financial year. The Clerk advised that the resident had requested various financial information prior to the meeting, which had been provided, and had covered the majority of the questions. The resident confirmed this. The Clerk provided further financial information to the meeting and, in particular, referred to Flintshire County Council - Community Asset Transfer Scheme which includes the devolvement of services: such as grass cutting; maintaining flower beds; and possibly other unidentified services from the County Council to Town and Community Councils. The Clerk stated that the Welsh Assembly Government had requested that all Town & Community Councils in Wales, endeavour to retain healthy financial reserves in preparation for asset transfer and devolved services.

The Clerk referred to the balances held by the Council, which had increased due to the sale of land in Pen Y Cefn, together with the saving of the Clerk's salary for a year. The Town Council's Annual Investment Strategy (Project Portfolio), contains the following: (a) Children's play area equipment £10,000.00 (b) Upgrade street lighting £20,000.00. The play area is part of the County Asset Transfer Programme, and with each piece of equipment

costing approximately £3,000.00 to £5,000.00, the Council will have to save over a number of years to replace equipment. The Council wish to upgrade street lighting, to a more energy efficient and environmentally friendly than at present. The Council have 82 street lights. The changeover would have to be made over a number of years.

The Clerk advised that the Town Council had taken into consideration their current financial reserves, whilst increasing the precept by £1,310.00. The Clerk referred to other local Community Councils which had also increased their precepts, such as: Cilcain by £2,500.00; Gwernaffield by £6,000.00; Halkyn by £5,000.00; Hope by £12,500.00; Leeswood by £10,250.00; Whitford by £2,865.00 and Ysceifiog by £2,159.00.

- (2) The resident advised the Council Members in respect of the environmental change to the landscape in the Maesmynan Woods area, near the golf course. The woods are currently being felled which has created a vast area of devastation visually, completely changing the character of that area. The resident indicated that he appreciated that these are commercial enterprises and accepted that the Council may not have any formal say in the clearance. The resident enquired if the Council were made aware, or received any notification prior to the felling, particularly as the pathway is close to the community. The resident stated that whilst signage is in position notifying that felling is taking place, he felt that for safety reasons the footpath should have been closed temporarily. The resident enquired if the Council were aware that the owner had fulfilled their obligations. The resident also enquired if the owner of the land was under any obligation to replant the area when the felling is completed.

The Clerk advised the Members that the resident had contacted him the previous day in relation to the felling of the trees. The Clerk confirmed that the Council had not been made aware of the felling of the trees and further advised that he had written to the Senior Rights of Way Officer at Flintshire County Council (enclosing a plan of the area), seeking his observations - which included the various questions that the resident had posed.

Councillor Michael Moriarty advised that the pathway is a 'permissive path' (A pathway which is used by permission of the owner of the lane over which the path runs, with the intention that it does not become a public right of way).

- (3) The third question from the resident related to the Council's January, 2014 Minutes. The resident enquired in respect of the use of the multi-purpose floodlit area by the youth club members and, in particular, the electricity charge for the use of the lighting. The resident enquired if the Town Council could pay the charge. Councillor David Knights (Chair of the Youth Club Committee) advised that the youth club committee had paid for a number of occasions that the lights had been used, but it had now been agreed, that the fee would be utilised from the subs collected on youth club evenings.

The resident thanked the Clerk for providing the financial information, and also thanked the Councillors, for 'doing a good job' within the community.

## **F. 52/15**

### **CLOSURE OF MEETING - COUNCILLOR J. E. FALSHAW (IMMEDIATE PAST MAYOR)**

Councillor J. E. Falshaw, as the immediate past Mayor, thanked the three residents for attending the meeting. Two residents advised the Members that they had recently moved into a property in Caerwys High Street. Councillor Falshaw welcomed them to Caerwys, and wished them well for their future in the Town. An invitation was extended to the residents to remain for the general Council meeting.

## **General Council Meeting**

### **1(A). 53/15**

**Standing Orders were re-instated**

## **AGENDA**

### **1(B). 54/15**

#### **BEREAVEMENTS WITHIN THE COMMUNITY**

Members stood in silence in memory of the following:

Mrs E. Felicity Lucking of 'Gwynfa', Water Street, Caerwys. The Town Mayor expressed the condolences of the Town Council to Dr. Margaret F. Duggan-Keen (daughter of Mrs. Lucking) and Councillor Jonathan Duggan-Keen.

Mrs M. Jean Roberts, Allerton Lodge Residential Home, Brynford, formerly of 'Melwood', South Street, Caerwys.

### **2. 55/15**

#### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **3(A). 56/15**

#### **Standing Orders were further suspended**

The Mayor, Councillor Mrs. Lynette M. Edwards, welcomed PCSO Carol Richards to the meeting.

PCSO Richards advised the Members in respect of two burglaries that had taken place at Maesmynan Hall in Afonwen. PCSO Richards further advised that there were no other reported criminal offences since the February Council meeting. Councillor James Falshaw referred to youths congregating at the rear of the primary school premises. PCSO Richards advised that the Police were aware, and action had been taken.

The Mayor thanked PCSO Richards for attending the meeting and for her report.

### **3(B). 57/15**

#### **ATTENDANCE AT MEETING BY MR. ANDY ROBERTS - PLANNING STRATEGY MANAGER, ENVIRONMENT DIRECTORATE (FLINTSHIRE COUNTY COUNCIL)**

The Mayor, Councillor Mrs. Lynette M. Edwards, welcomed Mr. Andy Roberts to the meeting.

Mr. Andy Roberts thanked the Members for inviting him to the Council meeting, which he was pleased to attend, and to explain in greater detail the Flintshire County Council (FCC) Local Development Plan (LDP) - Candidate Sites (CS). Mr. Roberts advised in respect of his job role and duties within the County Council and, in particular, to his involvement with the LDP/CS.

The County Council had received over 730 sites to be included in the LDP/CS, with almost 600 being requests for housing and other use. The County Council encourage all Town & Community Councils (T&CC) in Flintshire to be involved with the plan as stakeholders. FCC value any

comments made by the T&CC, and value their observations in particular as the LDP/CS is not for public consultation at this stage.

Mr. Roberts advised in relation to the timeline for the plan. The programme for the next year will be for FCC to publicise a plan for the next 15 year period. The core strategy for the plan will be for public consultation. The Planning Officers will view the sites, and seek sites suitable for the next process. The process will take some time. Mr. Roberts referred to the sites within the Town Council area, some of which were large. Councillor Ms. Helen Priestly enquired in relation to the pressure aspect from the Welsh Assembly Government (WAG). Mr. Roberts stated: the WAG had set out a set of guidance figures which the FCC have to take into account. FCC would have to have provide evidence to the WAG if they do not arrive within the guidelines.

Mr. Roberts further advised that there will be other opportunities for the T&CC to comment on the Candidate Sites. A number of workshop sessions would be arranged and he would be pleased to attend a further meeting of the Town Council.

The Mayor, Councillor Mrs. Lynette M. Edwards, thanked Mr. Roberts for attending the meeting, and for his informative address.

### **3(C). 58/145**

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

### **4. 59/15**

**TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 17<sup>TH</sup> FEBRUARY, 2015**

**There were no amendments and the Minutes were proposed as correct by Councillor Howard R. Griffiths and seconded by Councillor James E. Falshaw and formally agreed by the Members present.**

### **5. 60/15**

#### **MATTERS ARISING**

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

**Minute no: 6. 33/14 - sub Minute no: 5. 08/15 (page 3)**, in respect of correspondence between the Council and JSR Farms Ltd. The Clerk read out to the Members the contents of a reply letter from JSR in relation to Summerhill Farm. The Clerk also confirmed that a copy had been provided to Mr. Coventry and other interested parties.

**Minute no: 6. 33/14 - sub Minute no: 6(A). 09/14(4) (page 4)**, in respect of the request to the Flintshire Rights of Way Department, to consider installing kissing gates on footpath number 1 - Caerwys through the Pwllgwyn woods to Afonwen. The Clerk advised that he had referred the matter to the office of the Chief Executive of Flintshire County Council, due to the non-reply to previous correspondence. The Clerk had been advised in writing, that kissing gates would be installed, pending agreement from the landowner. Should the landowner not agree, then the County will ensure that the stiles are improved so that they are safer to use. The Clerk also advised that he had informed the resident who had brought the matter to the attention of the Town Council in respect of the County Council's reply.

**Minute no: 6. 33/14 - sub Minute no: 11(c) 18/15(1) (page 4)**, in respect of planning application number 053087, at Whitegates, Coed Farm Lane, Caerwys. The Clerk advised that he had received further e-mail communication from a neighbouring property that he had forwarded to the County Planning Department.

**Minute no: 11(B). 40/14 ( page 9 )**, in respect of the lack of consultation by Flintshire County Planning Office with the Town Council in relation to two planning applications. The Clerk read out an e-mail reply from the Planning Department - which stated the following: The two applications were for either; 'Approval of details reserved by condition' or ' Application to discharge conditions'. Applications of this nature will not normally be sent to the Town Council unless the Officer handling the case feels that the Town Council is in a position to offer guidance in discharging a condition. The Clerk confirmed that a copy of the reply had been forwarded to Councillor Michael Moriarty.

**6(A). 61/15  
CORRESPONDENCE**

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

- (1) The Clerk referred to the Flintshire Local Development Plan - Candidate Sites Register.
  - (a) The Clerk advised that he had received from Flintshire County Council further information in relation to the plan, including a map of each area identified on the Candidate Sites Register within the Community area of Caerwys Town Council.
  - (b) The Clerk also advised that the Flintshire County Council web site was now displaying information in relation to the Local Development Plan for the period 2015 - 2030. The information included the Candidate Sites Register for the County.
- (2) Notification from the Revenue Services Department of Flintshire County Council advising that the Non-Domestic Rates Bill for 2015 / 2016 in respect of the Public Conveniences, was a net liability of £0.00.
- (3) The Clerk referred to the matter discussed by a resident of the town in respect of the tree felling in Coed Maesmynan. The Clerk confirmed that he had forwarded a copy of the plan, which had been referred to in the open public meeting, to the Footpath Officer at County Hall, asking for their observations.
- (4) The Clerk advised that he had been asked by Councillor Ms. Helen Priestly, to confirm with the Leisure Services Department, Flintshire County Council, if the match funding for play areas will be available in the new financial year and should the funding be available, can the planning gain of £8,000.00, be used in conjunction with match funding. The Clerk had received the following reply: There is no match funding available for the year 2015 / 2016. However, if match funding had been in place, it could have been used in conjunction with the planning contribution.

**6(B). 62/15  
CLERK'S REPORT**

- (a) The Clerk referred to a previous Minute in relation to Section 137(4) (a) (grants and donations) Expenditure Limit for 2015 / 2016, under the Local Government Act 1972. The Clerk recollects to the Members that he was unable to provide the total amount of funding the Council could spend as he was then not in possession of the 2015 Register of Electors. The new Register had now been received which showed the total number of electors in the Caerwys Town Council area as 983. The maximum expenditure for this financial year is £7.36p per elector (£7.36 x 983 = £7,234.88).

- (b) The Clerk referred to the national award increase to Clerk's salaries in Wales of 1% from the 1<sup>st</sup> January, 2015, and requested the Members agree to the signing of a new HSBC Bank standing order, to reflect the increase. **The Members agreed.**

#### **6(C). 63/15**

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

The Clerk advised that the annual litter pick would generally be arranged, either before the Easter period, or in early May. **The Members agreed the following:** that the Mayor and Clerk agree the date and to formally advertise the event within the community.

#### **7. 64/15**

#### **WELSH ASSEMBLY WHITE PAPER (REFORMING LOCAL GOVERNMENT: POWER TO LOCAL PEOPLE)**

The Clerk advised the Members in respect of the Welsh Assembly Government's White Paper, named: (Reforming Local Government: Power to Local People). The Members had been provided with the web link to the consultation paper by e-mail. There were two versions of the paper - one a full consultation consisting of 108 pages, with a smaller version named Everyday (Summary) version. **The Members agreed the following:** The Clerk, on behalf of the Town Council, complete the Everyday (Summary) version.

#### **8. 65/15**

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

The Town Mayor, Councillor Mrs. Lynette M. Edwards, advised the Members of her attendance at the following:

- (a) Chair of Flintshire County Council - Charity Dinner
- (b) Mayor of Rhuddlan - St. David's Day Concert.

#### **9. 66/15**

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

Councillor J. E. Falshaw as County Councillor, advised the Members in respect of the following:

- (a) A group of walkers had reported finding over 20 asbestos blue pipes in the hedgerows of a lane near to Caerwys Hall. Councillor Falshaw advised that the pipes had safely been removed by the County Council within a short period of time after receiving the report.
- (b) Councillor Howard Griffiths referred to Minute number 6. 33/14 sub minute number 9. 14/15 (d) on page 4 of the February 2015 Minutes - in relation to the suspected water leak in Chapel Street. Councillor Falshaw confirmed that the matter had been referred to the Street Scene Department, and would be investigated.

#### **10. 67/15**

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

- (1) Councillor Michael Moriarty gave a verbal report on his attendance at the following meetings:

1. County Forum meeting at County Hall on Thursday 26th February - presentation by the Chief Executive of One Voice Wales. Other presentations dealt with the Flintshire Armed Forces Community Covenant, overview of Public Services funding position, White Paper on

Local Government Reform - Power to Local People, Community Asset Transfers and FCC's Planning Code of Practice.

Town & Community Council matters covered a proposed charge of £1 for a hard copy of the Council Tax invoice, but free if received electronically. Dealing with planning applications over the Christmas period when councils do not usually sit.

**2.** Environment Overview & Scrutiny Workshops at County Hall on Thursday 12th March. The workshops dealt with FCC's proposed changes to their Grass Cutting, Waste Collection and Street Lighting policies as well as their Car Parking Strategy.

- (2) Councillor David Knights reported to the Members that due to prior commitments he had been unable to visit the youth club. However he had received a telephone call from a member of the public who was advising of a concern. A number of the youths attending the club were quite responsible and hopefully they will be of assistance to the acting leader whilst the vacant position of youth club leader is advertised.
- (3) Councillor Ms. Helen Priestly referred to Minute number 6. 33/14 (page 3 of the February 2015 Minutes) - third paragraph, in relation to the children's play area. Councillor Ms. Priestly requested clarification in respect of the decision, particularly as the present equipment in the play area has only a current life span of 2 to 3 years.

**After discussion, the Members agreed the following:** Councillor Ms. Priestly to discuss with the Memorial Institute Committee (as Trustees of the land where the play area equipment is sited), and it was further suggested that a public meeting is called. **(See also Minute number 13. 72/15 on page 9 below).**

## **11. 68/15**

### **COMMUNITY LIGHTING**

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

- (1) On the wall of the closed shop on the Town Square named Caerwys Stores / Compton House.
- (2) Lamp on Pen Y Cefn Road - near to the main entrance to the Church and opposite the red dog bin.
- (3) Concrete lamp in Holywell Road, Caerwys, opposite the walkway entrance to Maes Y Goron.

**The Clerk provided the Members with the following update:**

- (a) The Clerk advised that Councillor Howard Griffiths had noticed that the new lamp in the bus shelter is continuously illuminated. The previous lamp was a photocell type, and Councillor Griffiths had asked the Clerk to obtain a quotation for this type of lamp to be re-installed. The Clerk sought a quotation from the electrical contractor, but was still awaiting receipt.
- (b) The Clerk advised that Councillor Mrs. Lynette Edwards, had spoken to the builders working on the property in Railway Terrace, Afonwen, in respect of the damaged lamp. The builders had asked that their details are passed to the electrical contractor and they will pay for the repairs and reclaim from a third party.
- (c) The Clerk advised that the following street lamps were still faulty and that he had asked the electrical contractor for an update: **1.** Last lamp on the A541 in Afonwen, travelling towards Denbigh. **2.** Second lamp on the A541 in Afonwen, travelling from Mold. **3.** The installation



of the damaged replacement light, opposite the Memorial Institute. The Clerk advised that the contractor is awaiting for Scottish Power to connect the electrical supply to the base of the lamp.

#### **12(A). 69/15**

#### **PLANNING APPLICATIONS**

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

- (1) Application number: 053234, for the conservation and renovation of disused barn to form 1no. dwelling, at Ty Ceirw, Pen Y Cefn Road, Caerwys.

**Comment by Council:** Providing it complies with relevant planning policies, then no objection to the proposal.

#### **12(B). 70/15**

#### **PLANNING DECISIONS**

**The following planning decision had been received from Flintshire County Council:**

- ❖ Application number; 053087, at Whitegates, Caerwys. Approved.

#### **12(C). 71/15**

#### **PLANNING APPEALS**

**The following notifications of planning appeals to the Planning Inspectorate in Cardiff, had been received from Flintshire County Council:**

- (a) Planning reference number: 052705, at Belmont, South Street, Caerwys.
- (b) Planning reference number: 052645, at Tea Pot Café & Sundawn Garden Centre, Llwybr, Caerwys.

#### **13. 72/15**

#### **TO RECEIVE AN UPDATE ON PLAYGROUND FACILITIES (CLLR. MS. H. L. PRIESTLEY)**

Councillor Ms. Helen Priestly advised the Members that a draft plan for the proposed increase in play equipment on the Memorial Institute field had been received from a specialist play area equipment company. Councillor Ms. Priestly provided the Members with copies of the draft plan. There were two outlets in respect of funding towards the project: The Welsh Aggregates Levy Sustainability Fund; Big lottery - People & Places. Councillor Ms. Priestly further advised that the proposals would be discussed at the Memorial Institute Committee meeting, due to be held on Tuesday 31<sup>st</sup> March. (See also Minute number 10. 76/15(3) on page 8 above).

#### **14. 73/15**

#### **CAERWYS FLUSH COMMITTEE (COUNCILLOR MRS. L. M. EDWARDS )**

Councillor Mrs. Lynette M. Edwards advised the Members that the annual general meeting of the Caerwys FLUSH Committee will be held on Monday 20<sup>th</sup> April. The accounts to date are showing a surplus of £277.00. Councillor Mrs. Edwards referred to and thanked: the volunteers for cleaning, opening / closing of the premises - but more volunteers are required; the consumables and majority of cleaning materials are donated; donations are always placed in the collection boxes. The Committee are seeking a competition to enter, such as a 'best kept public convenience'

**15. 74/15**

**APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
908	Scottish Power (February - Street Lighting Electricity Account)	223.30	44.64	267.84
909	Deeco Lighting - (February - Street Light Repairs)	162.00	32.40	194.40
910	Caerwys Memorial Institute (Room hire for Jan-Feb-March)	60.00		60.00
911	Canda Copying (Photocopier Rental)	46.00	9.20	55.20
912	Flintshire Local Voluntary Council (Membership Renewal)	25.00		25.00
913	H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - January, February & March 2015 - via The Post Office )	465.59		465.59
914	R. Phillip Parry - Clerk: Payment of travelling expenses (from January 2014 to March 2015). As per detailed auditors list.	22.50		22.50
915	R. Phillip Parry - Clerk: Payment of increase of Clerk's salary under the national award from the 1 <sup>st</sup> January, 2015. £9.80 per month after deduction of PAYE / NI - for January, February & March	29.40		29.40

**16. 75/15**

**The Members agreed the payments of the above accounts 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:.....**