



CYNGOR TREF CAERWYS TOWN COUNCIL

**Minutes of The Meetings of Caerwys Town Council
(Annual Public and General Council Meetings)
Held at The Memorial Institute, South Street, Caerwys,
On Tuesday the 20th March, 2018, at 7.00pm.**

1(A) (i). 52/18

PRESENT (FOR BOTH ANNUAL PUBLIC & GENERAL MEETINGS)

Councillor David S. Knights (Town Mayor)
Councillor Stephen Copple
Councillor Peter Dooley
Councillor Jonathan E. Duggan-Keen
Councillor Mrs Lynette M. Edwards
Councillor James E. Falshaw
Councillor Miss. Carole A. Harris
Councillor Jonathan Lees

County Councillor Tudor Jones

Clerk & Financial Officer R. Phillip Parry

1(A) (ii). 53/18

APOLOGIES (FOR BOTH ANNUAL PUBLIC & GENERAL MEETINGS)

Councillor Howard R. Griffiths
Councillor Ms. Helen L. Priestley
Councillor Stephen G. Wilson

1(A) (iii). 54/18

Standing Orders were suspended

ANNUAL PUBLIC MEETING

1(B). 55/18

WELCOME FROM THE TOWN MAYOR - COUNCILLOR DAVID S. KNIGHTS

The Town Mayor, Councillor David Knights, welcomed seven residents of the community to the meeting.

1(C). 56/18

TO CONFIRM THE MINUTES OF THE ANNUAL PUBLIC MEETING HELD ON TUESDAY 21ST MARCH, 2017

The Clerk advised the Members that the Minutes of the Annual Open Meeting held on the 21th March, 2017 had been confirmed at the Council meeting held on Tuesday the 18th April, 2017, under Minute number 4. 83/17. However, the Minutes were required to be re-confirmed at this evening's meeting. **The Members re-confirmed the Minutes.**

1(D). 57/18

SUMMARY FROM THE TOWN MAYOR OF COUNCIL BUSINESS IN THIS FINANCIAL YEAR - 2017 / 18

The Mayor, Councillor David Knights, in his address referred to the following: 'The Council Members and I as Mayor, thank all the various Committees and Groups that exist in Caerwys for the services they provide and which offer such a diverse range of interesting activities.

In May of 2017, I welcomed four new Council Members following the election.

Once again we express our appreciation to the Caerwys in Bloom Team for their dedication in ensuring that Caerwys always looks very attractive during the summer. I am sure Gaynor Griffith would wish me to encourage more able bodied helpers to give some of their time. We also thank the Town Hall committee for making this facility available and I thank the Trustees – who recently retired and wish the new Committee every success.

The Town Council continues to financially support many local causes, committees and groups and some national charities, which particularly benefit local residents. The Youth Project runs through the winter months, where interesting activities are arranged for the members. I thank Peter Dooley and the team for their work.

The Mayor referred to the following: Application to the Wales Lottery for funding towards refurbishment of the play area; The First Responder Scheme and installation of a Community Defibrillator; Working closely with the North Wales Police; The concerns with aroma from Summerhill Farm; The adoption of a 'Communications and Engagement Policy' together with a 'Chat with a Councillor' in the On The Corner Café on every other Saturday morning; The adoption of the red phone box in Pen y Cefn and the transfer of the box to Caerwys Town Centre; An ambitious project by the Town Council, to change 131 street lamps to energy efficient LED lamps; Working closely with Flintshire County Council, in particular with Highways, in relation to the pot holes and other highway concerns; Whilst the replacement Town Square tree is taking longer than anticipated, hopefully it will happen soon.

The Mayor referred to the Charity Variety evening held recently in the Town Hall. The evening raised a profit of £1,100.00 - which apart from £300.00 to Ty Gobaith – Children's Hospice, donations will be made in Caerwys to the Brownies, Ysgol Yr Esgob PTA and some retained for future projects.

The Mayor stated the following: 'As I come towards the end of my 2 years in office, I would like to thank the Council Members on your behalf for all the work they achieve within the Town. The Members do not just attend the monthly Council meetings, but for the many other roles as representatives of the Council, on Committees within the Town and outside and frequently taking a leading role on local committees. Thank you to Phillip, as our Clerk and Financial Officer, who always manages to keep us in order and offers invaluable advice from his past experience'.

1(E). 58/18

TO INVITE MEMBERS OF THE COMMUNITY TO ADDRESS THE COUNCIL MEMBERS

Residents in attendance brought the following to the attention of the Members:

- (i) Aroma from Summerhill Farm: The Clerk advised that the Town Council had been recently notified that the planning application for a number of dwellings had been granted. The Town Council had been informed by the Company who supply the pigs to the Farm, that they were building their own in-house facilities, which means that no further pigs will be sent to their contract farms in the future.
- (ii) Pot Holes: A number of residents expressed their concerns with the abundance of pot holes in the area. Whilst they appreciated that this was a concern across the County, some of the pot holes were dangerous. Mr. Ian Williams advised that his superior had sent an e-mail to the Clerk a short while ago. The Clerk read out the e-mail from a mobile phone – which firstly apologised for the delay in replying. The e-mail briefly stated the following: ‘the County have been discussing options with the teams and clearly we are reacting to a number of safety defects on the road network around the County. We have added additional resources for the last few weeks in efforts to reduce the impacts of the weather on the condition of the network. I am aware that work has taken place in Caerwys in recent days as part of this programme of work to remove the most severe defects. Next year’s resurfacing schemes, all roads within the County having been condition scored by the Area Coordinators, will be used to rank the condition of roads across the network. We have also asked the Coordinators to nominate roads with their areas which would require prioritising for any treatment. Ian Williams has put North Street, Caerwys forward, amongst others. In the light of the urgency being raised by Caerwys Town Council and others, I have asked that additional officer time is spent this week and over the weekend to prepare the list for next week, which should in turn allow us to tender the program early and start the work in May rather than June/July’

Councillor Tudor Jones advised that he had spoken to Mr. Stephen Jones – Flintshire Head of Highways, in relation to the pot holes in his Ward.

- (iii) Former Bryn Llwyd Coal Yard: Concern was expressed by a resident in relation to the un-tarmacked entrance to the new housing estate, and in particular the protruding manhole cover. Councillor Stephen Copple advised that he had been in contact with the building firm on a number of occasions. The firm had stated that a tarmac firm had been booked to complete the work next week. We need to keep the pressure up on the firm and Councillor Copple will make further contact.
- (iv) Old Court in High Street: A resident expressed their concern in relation to the condition of the building, and in particular, the eyesore it was causing in the Town. The Clerk explained that the Town Council, over a substantial number of years, have endeavoured to persuade the County Planning and Conservation Officers to commence enforcement action. The Council have been advised on a number of occasions, that both the Planning and Conservation Departments are unable to commence any enforcement action – due to planning applications being deposited with their department. Apparently, when a planning application is registered, no enforcement action can be commenced.
- (v) Thomas Plant Hire, Pen y Cefn: A number of residents in attendance addressed the Council in relation to their concerns with the Company. The residents were concerned that the planning conditions made upon appeal are blatantly not being adhered to – as follows: (1) operation of hours (2) landscaping (3) illumination of the site. Other concerns expressed: possible contamination from storage tanks, grass verges being churned up – which is

destroying the countryside aspect, together with access roads to the premises - which are not suitable for the heavy machinery. The residents further stated, that the Planning Department do not generally reply to letters and in particular, not being kept updated with the action being taken by the Enforcement Officer.

Members agreed the following: The Clerk to write to the Chief Planning Officer, to outline the concerns of the residents and seek details as to the actions being taken by his department to alleviate their concerns.

1(F). 59/18

CLOSURE OF ANNUAL PUBLIC MEETING - COUNCILLOR MRS. LYNETTE EDWARDS (IMMEDIATE PAST MAYOR)

Councillor Mrs. Lynette Edwards thanked the residents for attending the meeting and for bringing their concerns to the attention of the Council. The Town Council value the attendance at the meeting this evening, together with the feedback - but we don't see enough of the residents.

1(G). 60/18

Attendance in meeting by PCSO Connor Freel – North Wales Police

The Mayor, Councillor David Knights, welcomed PCSO Connor Freel to the meeting.

PCSO Freel introduced himself to the meeting and advised in relation to his duties and area covered. The PCSO referred to recent crimes that had been reported in the area, including youths using drugs in the area of the main church entrance. Councillor Knights expressed his concerns, especially as the area is directly across from the primary school. Councillor Steve Copple referred to the concerns with HGVs driving through the town and in particular, the speed of the vehicles. Councillor Copple enquired as to enforcement action by the Police. PCSO Freel advised that he would contact the Go-safe team and endeavour to arrange their attendance. Members suggested morning enforcement visits between 7.00am and 9.00am.

The Mayor, Councillor Knights, thanked PCSO Freel for his attendance.

1(H). 61/18

Attendance in Meeting by Mr. Ian Williams – Flintshire County Council Street Scene Supervisor

The Mayor, Councillor David Knights, welcomed Mr. Ian Williams to the meeting.

Mr. Williams referred to the following: **(1)** numerous pot holes within the Caerwys Town Council area **(2)** Replacement Town Centre Tree. The County were unable at present to commit staff resources.

Members discussed the following with Mr. Williams: **(a)** Concern with the glass re-cycling container – whereby the newer containers are weaker **(b)** Concerns with rubbish around the street following the Saturday collections. Councillor Jonathan Duggan-Keen advised that it was not always the fault of the refuse collectors, as he has seen rubbish in a street before the collections had taken place **(c)** Discussion in relation to the B5122 road from the Piccadilly Inn travelling towards Caerwys being blocked during the snowfall.

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

1(I). 62/18

Standing Orders were re-instated

General Council Meeting

2. 63/18

BEREAVEMENTS WITHIN THE COMMUNITY

There were no reported bereavements within the community between the February and March Council meetings.

3. 64/18

DECLARATIONS OF INTEREST

There were no Declarations of Interest.

4. 65/18

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 20TH FEBRUARY, 2018

The Minutes were proposed as correct by Councillor Stephen Copple and seconded by Councillor Mrs. Lynette Edwards and formally agreed by the Members present.

5. 66/18

MATTERS ARISING

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

Minute no: 2(B). 29/18 (page 2) – in relation to the Clerk writing a letter to Mr. Barry Wilkinson (Flintshire County Council – Highways) in relation to pot holes. This matter had been discussed during open public meeting. (**Minute No: 1(E). 58/18 (ii) on page 3 above**)

Minute no: 3.33/18 sub minute number: 5(B).10/18(iv) (page 3) – in relation to difficulties with HSBC Bank to the change of signatories on the Council account. The Clerk advised that he had called into the Nat West Bank in Mold, to enquire if the Council could open a community account or would it have to be a business account for Local Authorities. The Clerk was advised that Nat West accept Town & Community Councils as a community account.

Members agreed the following: The Clerk to open a new Council account with the Nat West Bank. The following Councillors agreed to be signatories on the account: Councillors James Falshaw, Miss. Carole Harris, Jonathan Duggan-Keen and Jonathan Lees. The Clerk further advised that the bank required a number of personal questions to be entered on the application form. The Clerk advised he would e-mail Councillors individually.

Minute no: 6(C). 36/18 (page 4) – in relation to the relocation of the red phone box from Pen y Cefn to Caerwys Town Centre. The Clerk advised that he had further contacted BT Payphones – who had stated the following: **(a)** Should the Town Council remove the phone box to another location, BT will arrange the disconnection of the electricity supply. The Town Council would have to make good the ground following removal of the phone box. BT provided guidance in relation to the removal of a red phone box **(b)** The glass BT kiosk in High Street. Whilst BT do not generally offer for adoption this type of kiosk, they would consider an application from the Town Council to adopt – should they wish to re-site the red phone box to this location.

Minute no: 12.47/18 (page 7) – in relation to a Community Defibrillator. The Clerk referred to the four actions from the above minute number. **Actions 1 and 2:** In Councillor Stephen Wilson's absence, these actions were not able to be updated. **Action 3:** the Clerk advised that he had been in contact with the Welsh Ambulance Service, who had provided him with details to a charity in the Conwy Valley, together with a further outlet. The Clerk will report further at the April council meeting. **Action 4:** The Clerk advised that he had been in contact with the County Planning and

Conservation Officers. To install a defibrillator planning permission would have to be applied for. The Conservation Officer advised that he would first wish to receive a photograph of the area of the proposed installation of the equipment. He would then decide whether or not conservation consent was required.

6(A). 67/18

CORRESPONDENCE

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

- (1) Report from PCSO Connor Freel, in relation to reported criminal offences – which included the following: **(a)** Youths hanging around the Church causing a nuisance and smoking drugs **(b)** Burglary at the Traveller’s Inn, Pen y Cefn, following a recent fire.
- (2) Flintshire County Council - Domestic Energy Team. The Clerk advised that the Energy Team wished to attend the April meeting of the Town Council, to provide a presentation in relation to funding received by the County, to assist the most vulnerable residents of the County.

Members agreed the following: To invite the Domestic Energy team to the April Council meeting. The meeting to commence at 7.00pm.

- (3) Flintshire County Council – Council Governance and Conduct Training. The County Standards Committee are reviewing training needs for all Town & Community Councils and wished to be made aware of Councillors who had not received training – and who had received training following the elections in May 2017. The Clerk was provided with the information, to be advised to the Standards Committee. The Clerk had forwarded to all Councillors, a copy of the e-mail, together with attachments.
- (4) The Clerk advised, in relation to an invitation for Council Clerks to attend a meeting with Members of the Independent Remuneration Panel for Wales. The Clerk had been allocated a place on the 9th May, at 10.30am, in the Conwy Business Centre.
- (5) Welsh Assembly Government – 2018 / 2019 funding to support the initial setting up of a joint arrangement. The Clerk advised that the funding had been increased this year to £35,000.00. However, whilst the letter was dated the 1st March, the closing date for applications was Friday 20th April. This short timescale did not provide the opportunity for Councils to arrange joint meetings to discuss. The Clerk further advised that this short timescale occurred with a similar letter in March 2017.
- (6) Local Democracy and Boundary Commission for Wales – Guidance for Principal Councils on the Review of Communities. E-mailed to Council Members prior to meeting.
- (7) Independent Remuneration Panel for Wales – Annual Report. E-mailed to Council Members prior to meeting.
- (8) Wales Audit Office – Financial Management and Governance in Local Councils 2016 – 2017. E-mailed to Council Members prior to meeting.
- (9) Welsh Government – February Newsletter. E-mailed to Council Members prior to meeting.

6(B). 68/18

CLERK’S REPORT

- (1) The Clerk advised that he had issued invoices to the Dyserth, Halkyn and Whitford Community Councils, in relation to a quarter share of the annual photocopier rental. Three cheques for £51.00 each had been received and banked.
- (2) The Clerk advised that Flintshire County Council had paid into the Council's bank account, the sum of £911.00. This related to a grant payment received from the Welsh Assembly, towards the Summer Play Scheme. Whilst the money had been paid into this year's budget, the actual invoice will not be received until October, 2018.
- (3) The Clerk advised that the Discretionary Rate Relief Grant had been amended following lobbying of the County and Welsh Assembly. The Village Halls, and other similar premises, will not have to pay the non-domestic rate from April 2018 – with a refund being made for the monies paid in 2017 to March 2018.
- (4) The Clerk advised that the Flintshire Play Design officer had been in contact and wished to enquire in relation to the pending application to the Wales Lottery – for play area equipment. The Clerk advised the Members in relation to the financial position, including Section 106 (planning) grants from the County Council.
- (5) The Clerk advised, that whilst the majority of calls for assistance to the Town Council are not reported in the Minutes, the Clerk thought the Members would appreciate the following: During the recent inclement weather, the residents in Maes y Coed Cottages, Afonwen, had been unable to leave their home for three days due to the lane to their homes being blocked by snow. The Clerk contacted Highways urgently, as the following day a resident had a hospital appointment. The resident had further contacted the Clerk, to advise that within two hours following the initial telephone call, the County Council Highways team had attended and the road was cleared.

6(C). 69/18

TO ARRANGE ANNUAL LITTER PICK

The Clerk advised that it was practice for the Council to agree the date of the Annual Town Litter Pick. However, as the publication date for the April edition of the Caerwys Chronicle had been brought forward, the date had been agreed with the Mayor and Immediate past Mayor.

Members agreed the following: Confirmed the date for the Annual Town Litter Pick – as Saturday 21st April, at 10.00am – Town Square. The Clerk confirmed that a public notice had been sent to the Caerwys Chronicle and he will display posters nearer the date of the event.

7. 70/18

TOWN MAYOR'S REPORT

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

- (a) St. Asaph Mayor's Charity evening – whereby the Mayor could not attend due to the inclement weather conditions
- (b) Chair of Flintshire County Council - Charity Evening.

8. 71/18

COUNTY COUNCILLOR'S REPORT (CLLR TUDOR JONES)

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

- (a) Potholes. This matter had been discussed during the Annual Open Public meeting of the Council.

- (b) A541 road – Afonwen to Mold. Safety improvements have commenced this week, following financial assistance from Welsh Assembly Government.
- (c) Flintshire County Council have agreed to include ‘No access to HGVs’ signs on narrow roads leading of the A541.
- (d) Caerwys Hill to Afonwen. Councillor Jones suggests that the Town Council places more pressure on the County, to agree a full survey, together with an action plan. Members expressed their wish that Councillor Jones arranges a survey and action plan with Highways.
- (e) Brown Bins. Councillor Jones referred to suggestions that the County review the charges in a year’s time – and to consider free or concessionary charges to charitable and community organisations. A register needs to be kept of affected organisations and to gain their support for a review.
- (f) Parking charges in Holywell. Tickets will be transferrable between different car parks, following the new charging system.

9. 72/18

REPRESENTATIVES / LIAISON COMMITTEE REPORTS

- (1) Councillor Stephen Copple, as the Town Hall representative, advised the following: Constitutional concerns are being addressed, with Flintshire Local Voluntary Council assisting with a new updated constitution.
- (2) Councillor Peter Dooley, as the Youth Project representative, advised the following: At a recent meeting of the present Youth Project management committee, a new Chair had been appointed – to replace Councillor David Knights. Councillor Dooley further advised that the Youth Project required more volunteers to assist on a Wednesday evening. A number of trips are in the process of being arranged, with bowling and ice skating being popular with the youth members.
- (3) Councillor David Knights, as the Council’s School Governor representative, advised the following: A recent inspection by Estyn (Education in Wales) at Ysgol Yr Esgob, had received a good verbal report. Full details will be available upon publication of the official report.

10(A). 73/18

PLANNING APPLICATIONS

There were no planning applications received from Flintshire County Council.

10(B). 74/18

PLANNING DECISIONS

There were no planning decisions received from Flintshire County Council.

11(A). 75/18

COMMUNITY LIGHTING

The following lamp had been reported out of order since the last meeting:

- (a) Lamp – on corner of Stevenage House and Caerwys Town Square.

11(B). 76/18

TO CONSIDER: QUOTATION TO REPLACE PRESENT STREET LIGHTING UNITS WITH ENERGY EFFICIENT LED – LIGHTING (CLLR HOWARD GRIFFITHS)

In the absence of Councillor Howard Griffiths, the Clerk provided the Members with the following report:

Read out to Members an e-mail from Councillor Griffiths, which provided information in relation to a further meeting with a representative from Snapfast electrical. Councillor Griffiths provided details in relation to the current street lighting equipment, consumption and repair costs each year, together with details of the quoted LED model lighting and consumption. The Quotation was for £15,836.80 plus VAT (£3,167.36 VAT – Total £19,004.16). The Clerk advised, that all three Councils in the project had been offered a free no obligation installation of four LED street lights – two white and two with a yellow filter. Members discussed further the quotation.

Members agreed the following: The Clerk to seek a further quotation for a similar installation, from Flintshire County Council Street Lighting Department.

12. 77/18

TO DISCUSS: CONCERNS WITH HEAVY GOODS VEHICLES ON B5122 ROAD – CAERWYS TOWN CENTRE (CLLR STEPHEN COPPLE)

Councillor Stephen Copple addressed the Members in relation to concerns with Heavy Goods Vehicles travelling through the town. Councillor Copple acknowledged that the concerns had been discussed previously by Council over a number of years - whereby the Clerk had provided him with details of Council's previous actions.

As Chair of the Town Hall Trustees, Councillor Copple advised that he had met with David Hanson - Member of Parliament and spoke briefly to him in relation to the concerns – whereby the MP offered to assist. Councillor Copple sought the Council's agreement, that he discusses fully the Council's and residents' concerns with the MP.

Members agreed the following: The Council would be pleased for Councillor Copple to discuss the concerns formally with the MP, on behalf of the Town Council.

13. 78/18

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
141	Scottish Power (February - Street Lighting Electricity Account)	262.14	52.43	314.57
142	Deeco Lighting - (January & February - Street Light Repairs)	437.00	87.40	524.40
143	H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - January, February & March 2018	486.80		486.80
144	R. P. Parry (Clerk) Re-imburement of 1/4 share of Microsoft Renewal with Dyserth, Halkyn & Whitford Councils (as per receipt)	16.66	3.33	19.99
145	R. P. Parry (Clerk) Travelling expenses from March 2017 to March 2018 – as per detailed auditor's list	98.55		98.55

14. 79/18

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
146	St. Michael's Church Caerwys (Annual grant)	500.00
147	Wales Air Ambulance (Annual grant)	100.00
	Ysgol Yr Esgob, Caerwys PTA (* see note below)	

* Application by Ysgol Yr Esgob, PTA, for financial assistance, towards the purchase of a Trim Trail at the School. The Clerk advised that the PTA had been recently formed and as they had not been trading for a year there were no end of year audited accounts available. The guidelines stated that in this situation a copy of the latest bank statement could be accepted. The second requirement was that at least two Council Members were aware of the PTA's existence.

Members agreed the following: To adjourn the application to the April Council meeting, for production to the Clerk of a copy of the PTA's latest bank statement. The Council Members confirmed that they were all aware of the existence of the PTA.

15. 80/18

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.....