



CYNGOR TREF CAERWYS CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council Held At The Memorial Institute, South Street, Caerwys, On Tuesday The 20th May, 2014, At 7.00pm.

1(A). 121/14

PRESENT (FOR BOTH ANNUAL & GENERAL MEETINGS)

Councillor Mrs Lynette M. Edwards (Town Mayor)
Councillor Jonathan E. Duggan-Keen
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

1(B). 122/14

APOLOGIES (FOR BOTH ANNUAL & GENERAL MEETINGS)

Councillor Ms. A. Louise Carus

ANNUAL COUNCIL MEETING

2. 123/14

ELECTION OF MAYOR FOR THE PERIOD 2014 / 15

- (a) Councillor Mrs. Lynette M. Edwards was proposed by Councillor J. Webb and seconded by Councillor M. Moriarty, as Mayor of the Council for the ensuing year of 2014 / 2015. **The Members unanimously agreed.** Councillor Mrs. Lynette Edwards accepted.
- (b) The Clerk read out the Declaration of Office of Mayor / Chairman to Councillor Mrs. Lynette M. Edwards, who repeated the words and signed the Declaration of Acceptance of Office, which was duly witnessed by the Clerk.
- (c) The retiring Mayoress Mrs. Margaret Falshaw, presented the Mayor's Escort with the Mayoress' Chain of Office.

- (d) Councillor J. E. Falshaw addressed the meeting, firstly by stating that it had been a great privilege for himself and Margaret, to represent the Town Council and Community as Mayor and Mayoress of Caerwys over the past 12 months. Their attendances at functions both in Caerwys and outside, meeting so many old friends and acquaintances, was reassuring and fulfilling. Councillor Falshaw thanked his fellow Councillors' - Elizabeth the previous Clerk, together with Phillip the present Clerk, and in particular, for Phillip's guidance and assistance with the Civic Service. Councillor Falshaw also thanked the members of the community who had helped in a number of ways. Councillor Falshaw expressed his appreciation to his wife Margaret for her support as Mayoress, together with his family - and congratulated the new Mayor and Escort, wishing them a successful term of office. Mrs. Margaret Falshaw received a bouquet of flowers.
- (e) Councillor Mrs. Lynette Edwards, thanked Councillor Falshaw and Mrs. Falshaw for their service to the Council and Community - and looked forward to her Mayoral year with Eifion her husband as Mayor's Escort. Councillor Mrs. Edwards thanked her colleague Councillors' and Phillip the Clerk for their support.

3. 124/14

ELECTION OF DEPUTY MAYOR FOR THE PERIOD 2014 / 15

There were no accepted nominations for Deputy Mayor. The Clerk advised that in this situation, the Immediate Past Mayor would take the Chair in the absence of the Mayor. And if available, would act as substitute at Mayoral attendances.

4. 125/14

MINUTES OF THE ANNUAL MEETING HELD ON THE 21ST MAY, 2013

The Clerk advised that the Minutes of the May 2013 - Annual Council Meeting were not available. The Clerk further advised, that the Minutes would have generally been either referred to, or approved at the June 2013 meeting - but whichever way, they had not been Minuted. **The Members agreed.**

5. 126/14

NOMINATIONS TO SERVE ON LOCAL COMMITTEES AND OUTSIDE BODIES

The Clerk provided the Members with the current list of Local Committees and Outside Bodies.

The Members agreed to the following amendments; (a) Caerwys Memorial Institute Management Committee - Councillor Mrs. L. M. Edwards advised, that she wished to relinquish her position - and was replaced by Councillor Ms. H. Priestly (b) Caerwys Youth Club - Councillor H. Griffiths, was agreed as the Council's third representative (c) Planning Committee - Councillor J. Webb advised, that he wished to relinquish his position - and was replaced by Councillor H. Griffiths (d) Ysgol yr Esgob School Governing Body. The Clerk enquired in relation to the cease date, in respect of the School Governor Term of Office, which was usually three or four years. Councillor J. Webb advised the Members, that the School Governing Body had agreed, that the Term of Office would now be yearly. Councillor Ms. H. Priestly, agreed to continue as the Town Council's representative. **The remainder of the list was confirmed as unchanged.**

6. 127/14

COUNCILLORS' ATTENDANCES FOR 2013 / 2014

The Clerk had provided to the Members, a copy of the Register of Attendances of Councillors' at Council Meetings, for the period - April 2013 to March 2014. **The Members agreed the Register of Attendances, as correct.**

GENERAL COUNCIL MEETING

7. 128/14

MINUTES SILENCE - BEREAVEMENTS WITHIN THE COMMUNITY

The Mayor Councillor Mrs. L. M. Edwards, asked Members to stand in a Minutes Silence, in memory of the following; Mr. Stewart C. Humphries, 38, St. Michael's Drive, Caerwys.

8(A). 129/14

DECLARATIONS OF INTEREST

There were no Declarations of Interest Declared.

8(B). 130/14

Standing Orders were suspended.

- (i) The Mayor Councillor Mrs. Lynette Edwards welcomed Mr. Andy Lighfoot (Flintshire County Council Street Scene Supervisor - Caerwys Area) to the meeting. Mr. Lighfoot provided the Members with the following updates; **(a)** plans for re-surfacing and re-dressing roads in the community. Water Street to be re-surfaced this financial year, but the Town Square would not be re-surfaced during this financial year **(b)** Pot holes. Some repairs had been carried out in North Street, near The Piccadilly Inn, other areas, including the corner of Lon Yr Ysgol and in the Pen Y Cefn area, are listed for repair in the near future **(c)** Environmental Audit. Members agreed that the Clerk collate the Councillors' availability, and to liaise and agree with Mr. Lightfoot the time and date. Councillor D. Knights asked that Afonwen be included. Mr. Lightfoot agreed.
- (ii) The reduction of the speed limit on the A541 in Afonwen was discussed, and in particular, as to the commencement date. Councillor J. Falshaw advised, that the implementation of the speed limits had been delayed, and would probably not be in place until 2015. The Members expressed their dismay.
- (iii) The Clerk advised the Members and Mr. Lightfoot, of two matters of complaint that were in the correspondence file - and suggested to the Members, that Mr. Lightfoot may be of assistance with the concerns - as follows;

(a) Correspondence from the Agent for the Directors of Ashgrove, North Street, Caerwys - in relation to **(1)** the waste bins outside the entrance to Ashgrove and near the public conveniences, that were over-full, which resulted in litter being blown into the car park of the building **(2)** Request to remove the Millennium Beacon, which appeared to be in a poor state of repair, and encourages dog fouling **(3)** Inconsiderate parking of vehicles using the shop opposite Ashgrove, with drivers blocking access for residents, both at the main entrance and gateway to the building. The inconsiderate parking also created difficulties for buses stopping at the bus shelter **(4)** Dog fouling on the footpath and entrance to Ashgrove. Members discussed the various concerns with Mr. Lightfoot, with the Clerk advising that he had informed the Agent of the following; **(1a)** a request had been made to the County to empty the litter bins more frequently, and a second bin was to be installed in the area **(2a)** the Caerwys in Bloom Committee were in the process of moving the Beacon to another position in the town **(3a)** The Clerk suggested that he provide the Agent with a copy of the correspondence between the Town Council and the County Highways, in relation to the parking concerns. **The Members agreed** **(4a)** Discussion with Mr. Lightfoot in respect of the duties and powers of the County Dog Warden. Members were advised by a Councillor, that a dog owner was spoken to recently, for allowing his dog to foul on the grassed area of

the public conveniences, on more than one occasion - with the owner not clearing away the remains. It was alleged that the owner may be a resident of Ashgrove.

(b) The second complaint was received from a local walker in respect of the destruction of an area of flowering bluebells, that had been growing at side of track designated a bridleway; a public right of way, in the Pen Y Cefn area. The area provides an outstanding display of these plants when in flower and contribute significantly to the visual amenity of the locality. After discussion by the Members, it was reported that other grass verge areas bordering the Pen Y Cefn road had also been cut. Mr. Andy Lightfoot advised the Members, that he was, at this time, unaware if the County Council had cut the grass verges, but it was very unlikely, as the County only cut verges within the 30mph area, or at junctions. Mr. Lightfoot further advised, that he would view the area and report back to the Clerk. It was suggested that the Clerk send a letter to the County Council, enquiring in relation to the following; (i) County Council grass cutting policy (ii) grass cutting in the Pen Y Cefn area (iii) the actions that the County may pursue, in respect of damage caused to grass verges (iv) do the County provide advice to residents. **The Members agreed.**

(iv) Mr. Lightfoot advised the Members, that from the 1st June he was to be seconded to another department for three months. A colleague will be covering his duties, and would liaise with Councillor Falshaw and the Town Clerk. Mr. Lightfoot will possibly still attend the Town Council meetings. Councillor Falshaw thanked Mr. Lightfoot for all his assistance and wished him well during his secondment.

The Mayor Councillor Mrs. L. Edwards, on behalf of the Council Members, thanked Mr. Lightfoot for all his advice and assistance, and also wished him well during his secondment.

8(C). 131/14

Standing Orders were re-instated.

9. 132/14

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 15TH APRIL, 2014

Councillor M. W. Moriarty wished the following amendments to be made (1) Page 2 - second paragraph. Delete the words proposed and seconded, and insert, suggested a letter etc., (2) page 5 - second paragraph numbered (b) - insert the word, up, after churned.

There were no further amendments, and the Minutes were proposed as correct by Councillor M. W. Moriarty, and seconded by Councillor J. Duggan-Keen, and formally agreed by the Members present.

10. 133/14

MATTERS ARISING

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

Minute no; 2(B). 94/14 (page 1), in respect of the attendance at the April meeting by a local resident, and in particular, to complaints in respect of traffic congestion and damage to the residents motor vehicle. The Clerk advised the Members, that a reply had been received from the County Highways department, in respect of the suggested marked bus bay. The reply stated the following; that Officers from the Traffic Section had visited Caerwys at busy times and witnessed no vehicles parked at the bus stop / shelter. An enquiry with the bus operators, confirmed that they were not aware of any concerns. In the absence of tangible evidence it is regretted that the marking of the bus stop will not be considered. Should the residents or Town Council provide evidence to support the

claims, the Authority will review their decision. A new bus sign will be placed on the bus shelter. The Clerk suggested that a copy of the letter be provided to the resident. **The Members agreed.**

Minute no; 16. 115/14 (page 7), in respect of Enforcement Issues. The Clerk advised the Members, that he had received three acknowledgement letters, in three different envelopes, with the same date from the County Council. The letters acknowledged the various enforcement issues, and advised that an investigating officer will aim to resolve the issues within a 12 week period. The Clerk further advised, that an e-mail was received from an investigating officer who had visited Caerwys, but was unable to trace the area of concern, which borders the eastern side of the B5122 road in Pen y Cefn - even though the relevant map location references had been provided. The Clerk had subsequently provided suitable maps.

Minute no; 17(B). 117/14 (page 9), in respect of the Council's Annual Insurance Policy renewal for 2014 / 2015. The Clerk advised that he had written to the AON Insurance Company as requested. The Clerk further advised, that after substantial negotiations, the Insurance Company had agreed to review the contents of the cover, which had resulted in a reduction from £1,564.54 to £765.06, a saving of £799.48 a year. The long term agreement from 1st June 2013, for three years will continue. **The Members thanked the Clerk for his negotiation skills, and in particular, to the financial saving made to the Town Council.**

Minute no; 18(A). 119/14 (page 9), in relation to applications for financial assistance. The Clerk advised the Members, that the applications will be considered at the Council meetings, during the months of January, April, July and October.

11(A). 134/14 CORRESPONDENCE

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

- (1) The Clerk referred to the two complaints, that had been dealt with under Suspension of Standing Orders. (Minute number 8(B). 130/14 - (iii) (a) and (iii) (b) on pages 3 and 4 above).
- (2) The Clerk recollects to the Members, their agreement in applying to the Flintshire County Council, in respect of match funding, on behalf of the Memorial Institute Committee, to enable the Multi-Court area to be re-surfaced. The Clerk advised that the application had been successful, and the work will be completed in June.
- (3) Invitation from Flintshire County Council to a Play Wales seminar, to be held on 5th June, in Mold. Councillors' Ms. H. Priestley and J. Falshaw attended the previous seminar, and both agreed to attend this meeting.
- (4) County Forum meeting to be held on the 12th June, at The Flint Town Hall, with an amended commencement time of 6.00pm.

The following correspondence was taken as received;

- (i) Welsh Government Consultation on the Statutory Guidance on Securing Sufficient Play Opportunities. The Clerk advised that any Member wishing to complete the on-line survey, to contact him for the web link details.
- (ii) Enquiry from Flintshire County Council Legal Department, in relation to underground or overhead electricity cables installation by Scottish Power, on Common Land in the Pen Y Cefn area. The County were enquiring in relation to the aspect of consent for the works. The Clerk advised that Councillor M. Moriarty, had kindly assisted him with the enquiry.

11(B). 135/14
CLERK'S REPORT

- (a) The Clerk advised of the receipt from Flintshire County Council, for the first precept payment of £7,896.66.
- (b) The Clerk recollected to the Members, an invoice that had been sent to the Town Council from the Flintshire County Council, in relation to a street lighting maintenance contract. The Clerk advised that whilst the account had been cancelled, he had received over the past number of weeks, three reminder red accounts, which had resulted in the Clerk writing three letters, together with an exchange of four e-mails - with one being received from the Flintshire County Debt Management Team.
- (c) Councillor S. Wilson had been booked on a training course in Bangor Is-y-Coed, Near Wrexham, on the topic of Community Planning. Unfortunately, the course was cancelled prior to the event.
- (d) The Clerk referred to the updated telephone contact list of Councillors, that had been provided to the Members, with copies placed on the various notice boards. Information in respect of the availability of agendas and minutes had also been displayed on the notice boards.

(e) INTERNAL AUDITOR'S REPORT

The Clerk advised the Members of the receipt of the Internal Auditor's Report, for the year ending 2013 / 2014. There were four matters to be brought to the attention of the Members, as follows; **(1)** The land at Pen Y Chwarel had not been previously included on the Fixed Asset Register **(2)** The fidelity cover was set at £27,000, when the approximate balances after receipt of the first precept would be £37,000. The Clerk advised that the insurance policy showed the fidelity cover as £250,000 - which was standard on the policy **(3)** three sets of Minutes had not been signed by the Chair **(4)** Guidance notes in respect of the repeal of Section 150(5) - cheques to be signed by two elected members. The Clerk advised that this guidance note, was referred to in all Council's audit reports. **The Members accepted the Internal Auditor's Report.**

- (f) The Clerk advised that the ' Notice of Appointment of Date for the Exercise of Electors' Rights - Annual Return for the Year Ended 31st March, 2014 ' had been displayed on the Town Council's Notice Boards, on the 17th April, 2014 - in accordance with the External Auditor's instructions.

12(A). 136/14
TOWN MAYOR'S REPORT

The Immediate Past Mayor Councillor J. E. Falshaw, advised of his attendance at a charity event, which was hosted by the Mayor of Prestatyn.

12(B). 137/14
COUNTY COUNCILLOR'S REPORT

Councillor J. E. Falshaw as County Councillor, advised the Members in respect of the following; **(a)** his attendance at a tree survey held recently in Caerwys, with representatives from the County Council, together with Mr. S. Griffith, representing Caerwys Football Club and Mrs. G. Griffith, representing Caerwys in Bloom. A number of areas of concern were noted, whereby trees required pruning, which included the following areas; the Bridleway, Coed Farm Lane, Football Pavilion area, Erw Las, Ysgol Yr Esgob, together with a tree in the grounds of Glan Llyn **(b)** the bus shelter in Afonwen **(c)** Light shade required on street lamp at the top of Caerwys Hill (See Minute number 14. 139/14 (c) on page 7 below).

REPRESENTATIVES / LIAISON COMMITTEE REPORTS

- (a) Councillor D. Knights brought to the attention of the Members, an incident in the Caerwys Youth Club, whereby Councillor Knights had requested the Youth Club leader to call the North Wales Police, using the emergency number of 999.
- (b) Councillor H. Griffiths reported to the Members, in respect of a meeting attended by himself and the Clerk, held recently in County Hall, Mold. The meeting was arranged by the Flintshire County Council, in respect of Town and Community Council Footway Lighting. Councillor Griffiths advised the Members of the following; (a) The County would adopt the light fittings, however, a question from the floor regarding as to whether the Town Council could maintain the light fittings following the survey was met with an answer of "probably yes" (b) the first phase would be to produce an inventory of the Town Council's lights, which would be subsequently inspected by the County. Any lights identified to be in an urgent need for repair would be advised. The County would only adopt the lights if they were up to a suitable standard (c) the County would expect the Town Council to cover the cost of electricity consumption. Identified repairs or replacements would be paid for by Caerwys Town Council. The payback time of between 10 and 15 years, related to the installation of dimmers and/or timers to turn the lights off completely to reduce running costs (which with our present stock of mostly low pressure sodium, SOX, only consume 35 watts, which means over 28 hours of constant use before using 1 kilowatt hour) - this is the reason as to why the payback time is so long. It was also suggested that the installation of new energy efficient street lighting (L.E.D.'s) has not only been found to be very expensive, but also lead to complaints about the colour rendering (grey/blue) and obtrusive glare.

Councillor Griffiths referred to the financial investment, which could be borrowed from the Welsh Assembly Government. The lighting suggested by the County of 200 wattage bulbs, Councillor Griffiths felt this was not required, as the present 35 SOX bulbs are sufficient. The Clerk referred to a Welsh Assembly Report which had been received by e-mail on the morning of the meeting. The report was in respect of the future for Town and Community Councils in Wales, with one page referring to more and more County Councils in Wales, devolving street lighting to Town and Community Councils. The Clerk referred to this in the meeting, but the Street Scene Manager facilitating the meeting was unaware of the report.

Following discussion by the Members, Councillor Duggan-Keen enquired as to Councillor Griffith's personal opinion, in respect of whether or not the Town Council should proceed with the arrangements being offered by the County. Councillor Griffiths in reply, felt that the Town Council could agree that the County carry out the lighting survey, which would identify any modifications - but to continue with the present lighting system. Councillor Ms. Priestly agreed.

Councillor Griffiths further advised, that the Street Scene Manager indicated that he would send notes of the meeting to the various Clerks in attendance that afternoon, together with information in respect of phase 2. The Clerk confirmed that no notes had been received. It was suggested that should no notes be received before the County Forum meeting in June, then Councillor Moriarty would refer to the matter at the meeting. **The Members agreed.**

There were no further representatives' reports.

14. 139/14

COMMUNITY LIGHTING

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

- (a) A541 road in Afonwen - second lamp in from the Mold side. (This lamp has been recently repaired).
- (b) Lamp reported out of order at meeting - A541 road in Afonwen - last lamp passed the Pwllgwyn, travelling towards Denbigh.
- (c) The Clerk was asked to contact the street lighting engineer, with a view to providing the Council with suggestions and quotations, in respect of the installation of a shade or similar, to a lamp at the top of Caerwys Hill. The request was received by a resident to alleviate a lighting intrusion concern at their home. (See Minute number; 12(B). 137/14 on page 6).
- (1) Councillors' H. Griffiths and S. Wilson reported on their site meeting, in relation to the installation of a new street light on the walkway from the Institute to the Marian area. The Clerk was asked to provide both Councillors' with maps to enable the suggested cabling areas to be identified. The Clerk after receiving receipt of the marked plans, to seek a quotation from Scottish Power. **The Members agreed.**
- (2) Councillor H. Griffiths referred to the number of lamps out of order recently. Councillor Griffiths enquired if the Clerk could advise the lighting contractor, in relation as to whether or not the faults may be with the control gear. The Clerk advised that he would contact the contractor and liaise with Councillor Griffiths.

15(A). 140/14

PLANNING APPLICATIONS

The Clerk advised the Members that no planning applications had been received, since the last Council meeting held in April.

15(B). 141/14

PLANNING DECISIONS

The Clerk advised the Members that no planning application decisions had been received, since the last Council meeting held in April.

16. 142/14

CAERWYS PUBLIC CONVENIENCES (A) BUSINESS RATES (B) CONSENT TO PLANT TREE (CLLR MRS. L. M. EDWARDS)

- (a) The Mayor Councillor Mrs. Lynette Edwards, referred to the business rates in respect of the public conveniences. Councillor Mrs. Edwards requested that the Clerk contact the Flintshire County Council, with a view to ascertaining the procedure in applying for the premises to be exempt from the rates. **The Members agreed.**
- (b) Councillor Mrs. Edwards sought the retrospective approval of the Members, to the planting of a tree in the grounds of the public conveniences, which had taken place at the opening ceremony. Councillor J. Falshaw explained to the Members, the unfortunate delay in receiving approval from the County Council, which had resulted in the tree being planted before the approval of the Caerwys Town Council. The Clerk advised the Members, that he had received a letter from the County Council, confirming their consent for the planting of a

flowering cherry tree, on land leased from the Flintshire County Council to the Caerwys Town Council. It was proposed and seconded, that the Members agree to the retrospective approval of the planting of the cherry tree. **The Members agreed - but stated, that any future work must be carried out in accordance with the lease agreement.**

- (c) Councillor Mrs. Edwards advised the Members, that at the opening of the public conveniences, the 2p pieces collected raised the sum of £232.64, with further coins to be counted. The premises, whilst now open to the public, there were still some small snagging issues to be addressed.

17. 143/14

SPEEDING TRAFFIC IN THE COMMUNITY (CLLR H. R. GRIFFITHS)

Councillor H. Griffiths addressed the Members, in relation to both speeding traffic and inconsiderate driving, which he had personally witnessed, at the junction of St. Michael's Drive and the B5122 road. Councillor Griffiths provided examples, whereby the speed warning sign was continually activated. An example of inconsiderate driving, related to traffic leaving the town driving passed the Piccadilly Inn, and as the road ahead is clear, the drivers overtake, which has resulted in many near misses with traffic turning left out of St. Michael's Drive. Councillor Moriarty advised, that Police forces have in the past trained local volunteers to stand on the side of the road with a speed camera. The volunteers were able to supply the police with vehicle registration numbers, but were not allowed to issue any enforcement actions. Councillor Griffiths proposed that the Clerk write to the North Wales Police, asking for speed enforcement visits to the town. The proposal was seconded and **The Members agreed.**

18. 144/14

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
843	AON UK Limited (Renewal of Town Council Annual Insurance Policy - Minute number 17(B). 117/14 - Minutes dated 15 th April, 2014 refers). Cheque number 843 for £1,564.54 cancelled. Renewal as below.			
844	AON UK Limited (Renewal of Town Council Annual Insurance Policy - 2014 / 2015)	765.06		765.06
845	Flintshire County Council (Street Lighting Repairs in Afonwen)	1,042.42		1,040.42
846	JDH Business Services Ltd (Internal Audit)	126.90	25.38	152.28
847	Deeco Lighting (Street Lighting Repairs - March & April)	177.00	35.40	212.40
848	Scottish Power (Street Lighting Supply - April)	239.12	47.82	286.94
849	Councillor Mrs. Lynette M. Edwards (Annual Mayor's Allowance)	720.00		720.00

19. 145/14

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
No applications were received		

20. 146/14

The Members agreed the payments of the above accounts as listed.

21(A). 147/14

Standing Orders were suspended

Councillor D. Knights referred to the Town Mayor’s annual allowance, and wondered if the amount covered all the expenses during the Mayor’s term of office. Two passed Mayor’s confirmed, that the allowance did not cover the expenses for the year. **The Members agreed to place the Mayor’s Annual Allowance on the July Agenda, for further discussion.** The Clerk was asked to endeavour to ascertain the allowance provided to other Mayors.

21(B). 148/14

Standing Orders were re-instated

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

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

DATE OF APPROVAL;.....