



CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council Held At The Memorial Institute, South Street, Caerwys, On Tuesday 19th May, 2015, At 7.00pm.

1(A). 98/15

PRESENT (FOR BOTH ANNUAL & GENERAL MEETINGS)

Councillor Mrs Lynette M. Edwards (Town Mayor)
Councillor Ms. A. Louise Carus
Councillor Jonathan E. Duggan-Keen
Councillor James E. Falshaw
Councillor E. Vincent Frost
Councillor Michael W. Moriarty
Councillor Jonathan A. G. Webb
Councillor Stephen G. Wilson

Clerk & Financial Officer R. Phillip Parry

1(B). 99/15

APOLOGIES (FOR BOTH ANNUAL & GENERAL MEETINGS)

Councillor Howard R. Griffiths
Councillor David S. Knights
Councillor Ms. Helen L. Priestley

ANNUAL COUNCIL MEETING

2(A). 100/15

ELECTION OF CHAIRPERSON FOR THE PERIOD 2015 / 16

- (a) Councillor Mrs. Lynette M. Edwards was proposed by Councillor J. Duggan-Keen, and seconded by Councillor M. Moriarty, as Mayor of the Council for the ensuing year of 2015 / 2016. There were no further nominations. Councillor Mrs. Lynette Edwards accepted. **The Members unanimously agreed to appoint Councillor Mrs. Lynette M. Edwards, as Mayor.**
- (b) Councillor Mrs. Lynette M. Edwards signed the Declaration of Acceptance of Office, which was duly witnessed by the Clerk.

3. 101/15

ELECTION OF DEPUTY MAYOR FOR THE PERIOD 2015 / 16

Councillor David S. Knights was proposed as Deputy Mayor by Councillor J. E. Falshaw, and seconded by Councillor J. Webb. There were no further nominations. The Clerk advised the Members that Councillor Knights had advised in writing, that should he be nominated as Deputy Mayor, and subject to no further nominations, he would accept. **The Members unanimously agreed to appoint Councillor David S. Knights, as Deputy Mayor.**

4. 102/15

MINUTES OF THE ANNUAL MEETING HELD ON THE 20th MAY, 2014

The Clerk advised the Members, that the Minutes of the 2014 Annual Meeting, were formally proposed, seconded and agreed at the 17th June 2014 meeting, under Minute number: 4. 155/14. **The Members re-affirmed their decision.**

5. 103/15

COUNCILLORS' ATTENDANCES FOR 2014 / 2015

The Clerk provided the Members with a copy of the Register of Attendances of Councillors at Council Meetings for the period - April 2014 to March 2015. **The Members agreed the Register of Attendances as correct.**

6. 104/15

NOMINATIONS TO SERVE ON LOCAL COMMITTEES AND OUTSIDE BODIES

The Clerk provided the Members with a copy of the previous year's list of Councillors' names who served on the local committees and outside bodies. After discussion, it was proposed by Councillor J. Webb and seconded by Councillor S. Wilson, that the present list be confirmed for the year 2015 / 2016. **The Members agreed.**

Note: see list of Councillors' names, who serve on the Liaison, Local Committees and Outside Bodies - as appendix to the end of these Minutes (Page 8 below)

GENERAL COUNCIL MEETING

7. 105/15

BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following:

Mrs. Berenice A. Cowen, 26, Maes Y Dre, Caerwys (formerly of Fron Deg, Afonwen).

8. 106/15

DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

Councillor Mrs. Lynette M. Edwards. See Minute number: 17. 122/15 on page 7 below, in relation to the 2015 / 2016 Mayor's Annual Allowance.

9. 107/15

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 21st APRIL, 2015

There were no amendments and the Minutes were proposed as correct by Councillor J. Webb and seconded by Councillor M. Moriarty, and formally agreed by the Members present. It was suggested by Councillor M.Moriarty that in future minutes a brief description of

planning applications be given in addition to the planning reference number to aid clarity. This was agreed by the Members.

10. 108/15 MATTERS ARISING

The Clerk advised that there were four matters arising, but three matters would be referred to under various Agenda headings.

Minute no: 2(B). 79/15 – second paragraph (5) (page 2), in relation to the planting of a replacement tree, almost opposite the entrance to St. Michael's Drive. The Clerk advised that the Flintshire County Council Leisure Manager - Public Open Spaces, had confirmed that the County had no objection to a replacement tree, but were asking that this be undertaken during the autumn planting season.

11(A). 109/15 CORRESPONDENCE

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

- (1) The Clerk advised that PCSO Carol Richards was unable to attend the evening Council meeting but had provided the following report to the Clerk:
 - (a) Report of criminal damage at Caerwys Football Club. Graffiti on metal container;
 - (b) The parking concerns that had been reported at the April Council meeting. The PCSO had visited on more than one occasion, but the junctions were clear of vehicles. The PCSO would complete further checks during her visits to the town;
 - (c) The PCSO has placed a number of laminated posters on the bridle path in Maes-mynan woods, warning riders of bikes not to use the pathway to gain entry to the private wood. The posters have been removed on three occasions.
- (2) Invitation from Flintshire County Council to attend a seminar to discuss the review of the County Council's subsidised bus routes. The seminars were being held in County Hall on the 2nd and 5th June. The Clerk advised that Councillor Howard Griffiths had indicated he would be available to attend one of the seminars. **The Members agreed for Councillor Griffiths to attend.**
- (3) The Clerk advised that Councillor M. Moriarty had kindly forwarded the following information: Invitation to submit Expression of Interest to become a Local Action Group Member - overseeing RDP LEADER funds in North East Wales. The Clerk advised that the funding allocation to Flintshire was £2.463 million pounds. The Clerk further advised that should any Member be interested, he would e-mail an application form.
- (4) The Clerk referred to the information cascaded to all Councillors, in relation to flood prevention, which had been received from Saltney Town Council.
- (5) The Clerk referred to the request by a local resident, in relation to the replacement of damaged stiles on the footpath from Caerwys to the Pwllgwyn in Afonwen - with kissing gates. The resident stated, that work had been carried out to the stiles, but only by replacing the wood that could be raised to let a dog through. Councillor Mrs. Lynette Edwards advised the Members that she had been speaking to employees of the County Council, who were completing work to stiles in Afonwen. The Council employee confirmed to Councillor Mrs. Edwards that the owner of the land had been contacted, and were awaiting

their agreement to the installation of new gates. One gate would be an 'A' frame stile, to deter bikers.

**11(B). 110/15
CLERK'S REPORT**

- (a) The Clerk advised of the deposit into the Council's bank account, the sum of £8,333.34, in relation to the first precept instalment from Flintshire County Council.
- (b) The Clerk referred to information received from The Pensions Regulator, in respect of Workplace Pensions. The Clerk advised he was awaiting further information in relation to his enrolment aspect, and in particular, the options to opt out of the scheme.

**11(C). 111/15
INTERNAL AUDITOR'S REPORT - 2014 / 2015**

The Clerk advised the Members that the Internal Auditor's Report for the year 2014 / 2015, had been received. The report confirmed that all the recommendations from the previous year's report had been implemented. The report issued a guidance note for 2015 / 2016, in relation to The Pensions Regulator auto enrolment. There were no further issues contained in the report.

**11(D). 112/15
LOCAL COUNCILS IN WALES - ANNUAL RETURN FOR THE YEAR ENDED 31
MARCH 2015**

The Clerk advised the Members that Section 1 and 2 of the return had been completed by himself, which contained details of the Councils financial year end, together with confirmation of the Annual Governance Statement. Section 4 had been completed by the Internal Auditor, with Section 3 Certification and Approval requiring the signatures of both the Mayor and Clerk.

The Members confirmed the following: The approval of accounting statements under Regulation 15(2) Accounts and Audit (Wales) Regulations 2014 and the Annual Governance Statement.

The Mayor, Councillor Mrs. Lynette Edwards, together with the Clerk of the Council, both signed the Annual Return. The Clerk advised that a copy of the Annual Return will be sent to the External Auditor, who will confirm, or other, and return the draft copy back to the Clerk. The Clerk will then report to the Members the External Auditor's observations. The original Annual Return, will thereafter, be sent to the External Auditor to be formally certified.

**11(E). 113/15
THE LOCAL GOVERNMENT (DEMOCRACY) (WALES) ACT 2013 (COMMENCEMENT
NO. 2) ORDER 2015 (ACCESS TO INFORMATION ON COMMUNITY AND TOWN
COUNCILS)**

The Clerk advised the Members in relation to the above Act which came into force on the 1st May, 2015. The Clerk further advised in respect of guidance notes issued, which highlighted the various sections of the Act, which covered Town & Community Councils. The Clerk confirmed, that the Caerwys Town Council fully complied with the requirements, as set out in the Act.

The Clerk referred to the Members Register of Interests, and advised that he had written to the Flintshire County Council Monitoring Officer, seeking guidance in relation to this aspect of the Act. No reply had been received to date.

**12. 114/15
TOWN MAYOR'S REPORT**

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

- (a) Denbigh Town Council - Installation of new Mayor;
- (b) Mayor of Mold - Charity Dinner;
- (c) Mayor of Rhyl - Charity Dinner.

13. 115/15

COUNTY COUNCILLOR'S REPORT

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

- (a) The bench seat on the Marian Common - sited on the top of the hill from Afonwen, has been re-varnished.
- (b) Councillor Falshaw advised of his concerns in relation to the tree sited in the Town (Mostyn) Square. Dead branches were falling onto the road; the tree is leaning to one side; a number of branches require pollarding.

The Members agreed the following: the Clerk to write to the Flintshire County Council Forestry Officer, advising of the health & safety aspect in relation to the above concerns, and seeking an inspection of the tree.

14. 116/15

REPRESENTATIVES / LIAISON COMMITTEE REPORTS

- (1) The Clerk read out the following report, on behalf of Councillor David Knights, in relation to Caerwys Youth Club.

‘A Public Meeting to consider options for the provision of a facility for young people in Caerwys was held on Wednesday 13th May. Several Council Members attended (many thanks for showing your support for this project) but unfortunately, only 1 parent attended. 14 young people attended and all expressed an interest in being involved with a 'Youth Project' which we shall be working on over the next few weeks. I made it clear to them that an independent Youth Project will need to find its own funding by applying for grants, fund raising activities and other means to pay for the room hire and support other activities that they want to undertake. It will have much greater flexibility with the programme than the FCC scheme. A local resident indicated his interest to be very involved in the start up and running of this project and has experience and qualifications ideal for such a project’

There were no further representatives' reports.

15(A). 117/15

PLANNING APPLICATIONS

15(B). 118/15

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

Application number: 053555, for the upgrading of existing telecommunications equipment, at Ffyddion Farm, Lloc (Application within the Caerwys Town Council area)

Comment by Council: Caerwys Town Council supports the proposal as submitted, however, in accordance with TAN 8 - Planning for Renewable Energy, attention is drawn to its Annex C, paragraph 2.30. A planning application; Ref No: 052396, was dealt with by the LPA in January

2015 for the erection of a 26m high wind turbine whose proposed location would indicate that it is within the recommended separation distance from a communication system as specified in TAN 8.

As Caerwys Town Council has not been notified by the LPA of planning consent having been granted for the wind turbine, it is requested that this issue over separation distance is drawn to the attention of the applicants' agent, Mr Damian Hosker, with some urgency as it appears that this particular matter remains unresolved.

Caerwys Town Council also requests that the following condition is included with any planning permission granted for the upgrading of the telecommunications mast: *"For all replaced structures and equipment to be removed from the site within three months of new structures or equipment becoming operational"* Reason: In the interest of maintaining the amenity of the area.

15(C). 119/15

PLANNING DECISIONS

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

- (a) Application number: 053200, for the subdivision of existing dwelling into 2no. dwellings and erection of conservatory to the rear, at Pioneer Cottage, South Street, Caerwys. Approved.
- (b) Planning Application Number: 053374, at Wern Bach, Pen Y Cefn, Nr. Caerwys, for the erection of a single storey extension to rear. Withdrawn.
- (c) Application number; 053234, for the conservation and renovation of disused barn to form 1no. dwelling, at Ty Ceirw, Pen Y Cefn Road, Caerwys. Approved.

15(D). 120/15

PLANNING APPEALS

The following notice of planning appeal to the Planning Inspectorate had been received:

- (a) Planning application number: 051826, for the erection of a single wind turbine, at Ty Coch, Crossways Road, Pen Y Cefn.

16. 121/15

COMMUNITY LIGHTING

The Clerk referred to the two actions agreed under Minute number: 11. 92/15, at the Council meeting held on the 21st April, 2015.

- (a) The Clerk confirmed that he had written to the electrical contractor. All the outstanding faults appear to have been attended to, including the connection of the new lamp opposite the Memorial Institute. The damaged light in Railway Terrace, Afonwen - the builders had asked that the electrical contractor contact them direct, to discuss the repair and payment of account from a third party - who it is alleged caused the damage to the light fitting.
- (b) The Clerk advised that during a tendering process held recently in another Community Council where he is the Clerk - quotations had been received from both the Flintshire County Council street lighting department, including the company named Mega Electrical Services. The Community Council had appointed the County Council as their preferred contractor.

The Members agreed the following: As all outstanding repairs have been attended to, apart from the lamp at Railway Terrace, Afonwen - the Town Council will monitor the performance of the present contractor, for a three month period.

17. 122/15

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
924	Scottish Power (April - Street Lighting Electricity Account)	239.36	47.87	287.23
925	Deeco Lighting - (Installation of new street light – Fairview Close)	1,603.00	320.60	1,923.60
926	JDH Business Services Ltd (Annual Internal Auditor’s Report)	131.60	26.32	157.92
927	AON UK Ltd (Council Insurance Annual Renewal)	957.17		957.17
928	Councillor Mrs. Lynette M. Edwards (Mayor’s Annual Allowance) (Councillor Mrs. Lynette M. Edwards declared a Declaration of Interest and left the room during the Members deliberations, in relation to the grant of the Mayor’s Annual Allowance for the 2015 - 2016 term of office) (See Minute number 8. 106/15 on page 2 above)	720.00		720.00

18. 123/15

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
929	Caerwys Christmas Carols Committee	200.00

19. 124/15

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:.....

(See overleaf for list of Councillors who serve on Local Committees and Outside Bodies for year 2015 / 2016)

CAERWYS TOWN COUNCIL

List of Council Members who serve on Local Committees and Outside Bodies **2015 / 2016**

Caerwys Consolidated Charity Trustees

Councillor David S. Knights

Caerwys Memorial Institute Management Committee

Councillors Ms. Helen L. Priestley, Stephen G. Wilson

Caerwys Town Hall Trustees

Councillor Ms. A. Louise Carus

Caerwys Youth Club Committee

Councillors David S. Knights (**Chair**),
Councillors James E. Falshaw (As Flintshire County Council Representative)
E. Vincent Frost, Howard R. Griffiths

Flintshire County Access - Forum

Councillor Ms. Helen L. Priestley

Flintshire County Council - Forum

Councillor Michael M. Moriarty (Or The Town Clerk)

Lighting Sub Committee

All Members Of The Council

North Wales Association of Town and Larger Councils

Councillor Jonathan A. G. Webb

North Wales Police (Flintshire - Police And Community Consultative Group / Neighbourhood Watch)

Councillors Jonathan E. Duggan-Keen, Michael M. Moriarty

Planning Committee

Councillors Stephen G. Wilson (**Chair**), Councillor Ms. A. Louise Carus,
Jonathan E. Duggan-Keen, James E. Falshaw,
Howard R. Griffiths, Ms. Helen L. Priestley.

Ysgol yr Esgob Caerwys - Governing Body

Councillor Ms. Helen L. Priestley