



CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council
Held at The Memorial Institute, South Street, Caerwys,
On Tuesday the 17th May, 2016, At 7.00pm.

1(A). 112/16
PRESENT

Councillor David S. Knights (Town Mayor)
Councillor Jonathan E. Duggan-Keen
Councillor Mrs Lynette M. Edwards
Councillor James E. Falshaw
Councillor E. Vincent Frost
Councillor Howard R. Griffiths
Councillor Michael W. Moriarty
Councillor Ms. Helen L. Priestley
Councillor Jonathan A. G. Webb

Clerk & Financial Officer R. Phillip Parry

1(B). 113/16
APOLOGIES (FOR BOTH ANNUAL & GENERAL MEETINGS)

Councillor Ms. A. Louise Carus
Councillor Stephen G. Wilson

ANNUAL COUNCIL MEETING

2. 114/16
ELECTION OF CHAIRPERSON FOR THE PERIOD 2016 / 17

- (a) Councillor David S. Knights was proposed by Councillor Michael Moriarty, and seconded by Councillor Jonathan Webb, as Mayor of the Council for the ensuing year of 2016 / 2017. There were no further nominations. Councillor David Knights accepted. **The Members unanimously agreed to appoint Councillor David S. Knights, as Mayor.**
- (b) Councillor David S. Knights signed the Declaration of Acceptance of Office, which was duly witnessed by the Clerk.
- (c) The retiring Mayor's Escort, Mr. Eifion Edwards, presented the Mayoress' Chain of Office to Mrs. Eileen Knights.

- (d) Councillor Mrs. Lynette Edwards thanked her husband Eifion for his support during her two years as Mayor – and also to her family, the Town Councillors and Clerk. Councillor Mrs. Edwards stated that it had been an honour to be Mayor of the Town and wished both Councillor David Knights and Mrs. Eileen Knights – an interesting and successful year of Office.
- (e) The Mayor, Councillor David Knights, thanked Councillor Mrs. Lynette Edwards and Mr. Eifion Edwards for their two terms of Office, whereby they had served the Community to an exceptionally high standard. Councillor Knights indicated that he, together with his wife, looked forward to their Mayoral year, and in particular, to meeting many people.

3. 115/16

ELECTION OF DEPUTY MAYOR FOR THE PERIOD 2016 / 17

There were no nominations for Deputy Mayor. Councillor Mrs. Lynette M. Edwards agreed to deputise for the Mayor, in her capacity as Immediate Past Mayor.

4. 116/16

MINUTES OF THE ANNUAL MEETING HELD ON THE 19TH MAY, 2015

The Clerk advised the Members, that the Minutes of the 2015 Annual Meeting, were formally proposed, seconded and agreed at the 16th June, 2015 meeting, under Minute number: 4. 131/15. **The Members re-affirmed their decision.**

5. 117/16

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 Local Committees and Outside Bodies. Councillor Moriarty proposed that the Planning Sub Committee be ceased. Councillor Moriarty further proposed that planning applications received in between meetings, including during the recess months of August and December, could be circulated by the Clerk, who will collate responses from Members and formally agree the observations to the Planning Department.

Members agreed the following: Councillor Moriarty's proposal was seconded and agreed as above. The Members further agreed that the remainder of the list be confirmed for the year 2016 / 2017.

Note: See list of Councillors' names, who serve on Liaison, Local Committees and Outside Bodies - as appendix to the end of these Minutes (Page 10 below).

6. 118/16

COUNCILLORS' ATTENDANCES FOR 2015 / 2016

The Clerk provided the Members with a copy of the Register of Attendances of Councillors at Council Meetings for the period - April 2015 to March 2016. **The Members agreed the Register of Attendances as correct.**

GENERAL COUNCIL MEETING

7(A). 119/16

BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following: Mr. William Cooke, 3, Maes Y Coed Cottages, Afonwen.

7(B). 120/16

Standing Orders were suspended:

The Mayor Councillor David Knights welcomed Mr. Ian Williams (Flintshire County Council Street Scene Supervisor) to the meeting.

Mr. Williams provided the Members with the following update: **(a)** Town Centre tree. The County Council do not have the equipment required to uplift the tree roots without disturbing the walled surround. Mr. Williams advised that the County were seeking the equipment from a local contractor. The Council Members confirmed that they would wish the present tree to be removed and replaced with a suitable mature tree; **(b)** the clothes re-cycling bin. Mr. Williams enquired if the Clerk had received any communication as to the removal of the bin. The Clerk advised in the negative. Mr. Williams will make further enquires in relation to the removal of the bin; **(c)** the damaged dog bins had all been replaced with new models; **(d)** the water seepage in Chapel Street – Mr. Williams had arranged another site meeting with Welsh Water; **(e)** Flooding on the B5122 near Harp Farm – further work to be carried out; **(f)** Pot holes between Harp Farm and Pen Y Chwarel – will be attended to.

The following concerns were brought to the attention of Mr. Williams: **(1)** flooding on the B5122 near Marian Bach; **(2)** the footpath from the Pwll Gwyn area on the A541 in Afonwen to Maes Mynan. The footpath was partly cleared and now has overgrown again. Mr. Williams will look into funding from the Welsh Assembly's Safe Route; **(3)** a number of water leakages on the B5122, travelling from the Piccadilly Inn towards the A55. The water leakages affect the water pressure in Caerwys and Afonwen. Mr. Williams will contact Welsh Water for an update; **(4)** flooding on the road from the Barlow's Cross Roads, in Pen Y Cefn – travelling towards Ty Ucha Farm. Mr. Williams advised he was aware of the concern.

The Mayor, Councillor David Knights, thanked Mr. Williams for attending the meeting and for his attention to detail with the various issues.

7(C). 121/16

Standing Orders were restored:

8. 122/16

DECLARATIONS OF INTEREST

The following Declaration of Interest was made: Councillor David S. Knights (**Minute number: 18. 139/16 on pages 8 and 9 below – Approval of accounts for payment**)

9. 123/16

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 19TH APRIL, 2016

The Minutes were proposed as correct by Councillor Jonathan Duggan-Keen and seconded by Councillor Mrs. Lynette Edwards and formally agreed by the Members present.

10. 124/16

MATTERS ARISING

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

Minute no: 6(C). 93/16 (page 5), in relation to: **(a)** Caerwys and Afonwen Settlement Service Audits; **(b)** Councillor and Clerk working group to complete response to Flintshire County Councils Local Development Plan – Setting the future direction for the plan. The Clerk advised that the Caerwys and Afonwen Settlement Services Audit amendments had been sent to the County – who

had acknowledged receipt. The Clerk also confirmed that the working group of Councillors Mrs. Lynette Edwards, James Falshaw, David Knights, together with himself, had met, whereby the Town Council response had been agreed and subsequently sent to the County Council. The response had been acknowledged.

Minute no: 11(B). 102/16 (page 7), in relation to quotations for a new energy efficient street light near to Gwynfryn, Caerwys Hill. The Clerk advised that following further information received from Flintshire County Council street lighting - Councillors Jonathan Duggan-Keen and Howard Griffiths, had agreed the Council replace the faulty street light with an LED energy efficient lighting unit, at a cost of £395.00. **The Members confirmed the decision.**

Minute no: 11(D). 104/16 (page 7), in relation to the 'hanging electricity wire' between Railway Terrace and Park View in Afonwen. The Clerk advised that a Scottish Power engineer was due to visit the site in the immediate future. Following confirmation that the wiring had been made safe, the Clerk to contact the Council's electrical contractor to re-instate the street light on the corner of number 20 Railway Terrace.

Minute no: 11(E). 105/16 (page 7), in relation to the installation of an energy efficient light on the Marian Walkway. The Clerk advised that Flintshire County Council street lighting department had provided details of a possibly suitable 'integrated solar lighting unit'. The information had been passed to Councillors Duggan-Keen and Howard Griffiths. Both Councillors confirmed that the light may be suitable. The Clerk further advised that he was now awaiting a quotation for the total cost of installation, which would include a new column.

Minute no: 12. 108/16 (page 7), in relation to the Queen's 90th Birthday celebrations, and in particular, to the senior citizens' tea party. Councillor Jon Webb enquired in relation to the age of attendees and to the invitation area covered. Councillor Knights advised that the event was open to anyone aged 65 upwards. The invitation was extended to senior citizens who reside in the Town Council area.

11(A). 125/16 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 meeting, and had provided the Clerk with the following report: **(a)** theft of a vehicle wheel in Bryn Aur, Caerwys; **(b)** interference with a motor vehicle in Bryn Aur; **(c)** attempted removal of a vehicle wheel in Bryn Aur; **(d)** theft of a sundial at St. Michael's Church; **(e)** theft of a 'chimney pot' plant holder in South Street.
- (2) The Clerk advised in relation to three changes to the Wales Code of Conduct for Councillors, that was requested by the Welsh Assembly Government. The changes were required to be agreed by Council before the 26th July, and were further required to be advertised in a newspaper. Flintshire County Council had contacted all Clerks to Town & Community Councils (T&CC's), to advise that they were willing to place the names of any (T&CC's), who adopt the amendments, in their County newspaper advert.

The Members agreed the following: To adopt the three changes to the Members Code of Conduct. The Clerk to advise Flintshire County Council. The Clerk to forward a copy of the amended Code to the Public Services Ombudsman for Wales.

- (3) The Clerk advised in relation to the receipt of two Flintshire County Council speed limit orders, namely: B5101 in Llanfynydd and the B5129 in Sandycroft. **The Members agreed**

the following: As the two roads are outside the Town Council area, no observations were made.

- (4) The Clerk advised in relation to the Annual St. David's Awards, which were open for nominations. The Clerk suggested that should any Member wish to receive further details, together with application form - to please contact him.
- (5) Invitation from the Governor of the new prison being built in Wrexham – named HMP Berwyn, to attend an update evening to be held in The Springfield Hotel, Pentre Halkyn, on June 1st between 7.00pm and 9.00pm. The Clerk asked that any interested Councillor who wished to attend to contact himself.

11(B). 126/16 CLERK'S REPORT

- (a) The Clerk advised the Members of a deposit to the Council's bank account, the sum of £9,083.33, being the first payment of the 2016 / 2017 precept for the current financial year, from Flintshire County Council.
- (b) The Clerk advised that Councillor Howard Griffiths had reported to himself, his concerns with a wooden MANWEB electricity pole, sited on the corner of Chapel Street, which was leaning over at a critical angle. The Clerk further advised that he had reported the concern to the Emergency Department of Scottish Power. Councillor Griffiths confirmed that during the afternoon of this Council meeting, Scottish Power had attended the area.

11(C). 127/16 INTERNAL AUDITOR'S REPORT - 2015 / 2016

The Clerk advised the Members that the Internal Auditor's Report for the year 2015 / 2016, had been received.

The Clerk further advised the Members in relation to the contents of the report. Copies of the report were provided to the Mayor and Immediate Past Mayor.

11(D). 128/16 SMALLER LOCAL GOVERNMENT BODIES IN WALES - ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2016

The Clerk advised the Members that Sections in the above document named: Accounting statements for 2015-16, together with the Annual Governance Statement (Part1) had been completed by the Clerk prior to the return being presented to the Internal Auditor. The Clerk further advised that the Annual Internal Audit report section had been completed by JDH Business Services, and no concerns were raised. The Annual Governance Statement (Part 2), was now required to be signed by the Chair of the Council, together with the Clerk.

The Members confirmed the following: The approval of the Annual Governance Statement (Part 2). The Mayor, Councillor David S. Knights, together with the Clerk of the Council, both signed the above statement. (The Council Members thanked the Clerk for his work with both the Internal and External Audits).

12. 129/16 TOWN MAYOR'S REPORT

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

(1) Installation of Denbigh Town Mayor; (2) Girl Guiding Annual Review, held at St. Peter's Church, Holywell.

13. 130/16

COUNTY COUNCILLORS REPORT

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

Councillor James Falshaw referred to Minute number: 8. 96/16 in the April, 2016 Council Minutes. Councillor Falshaw advised that the Transport Department in County Hall, Mold, were unaware in relation to the alleged £500,000.00, extra funding from the Welsh Assembly Government for rural transport that was brought to the attention of the Council by Councillor Howard Griffiths – following a newspaper article by an Assembly Member. Councillor Falshaw advised that he would report further to Members at the June Council meeting.

14. 131/16

REPRESENTATIVES / LIAISON COMMITTEE REPORTS

- (1) Councillor Howard Griffiths advised the Members of his attendance at a Community Transport Workshop, that he, together with the Clerk had attended in Theatr Clwyd, Mold on the 26th April. The Workshop advised in relation to the reduction in funding from the Welsh Assembly Government, with eventually zero funding from Flintshire County Council. The attendees were provided with maps of the County whereby areas were identified to work together to provide community based transport services, which will eventually feed into the core network of bus routes, known as 'hubs'.

The Workshop consisted of presentations from a local car & mini bus community charity, together with a volunteer community transport scheme, based in the North of England.

The Clerk advised in relation to a recently received e-mail from Flintshire County Council Transport Department, which referred to the above workshop. The communication was requesting an 'Expression of Interest' from Community Councils, who wish to become involved in a pilot scheme. The pilot scheme will require a number of neighbouring (or adjacent) Community Councils to work together, along with staff from the County Transport Service.

The Members agreed the following: The Clerk to advise the County Council as follows: Whilst the Town Council Members agree to become involved in the proposed pilot scheme, at this stage, the Members provisionally agree to be a member of a sub-regional group. The Town Council suggests that Caerwys should be a sub-regional hub – due to the services available in the town – such as public conveniences, café and shops.

- (2) Councillor Ms. Helen Priestley recollects to the Members the plans drawn and quotation received in relation to the upgrade of new play area equipment. Councillor Ms. Priestley advised that she had further spoken to the administrator of the Welsh Aggregates Levy Fund in Cardiff. The last date for applications for funding to be received is the 5th October, whereby funding will be allocated from the new budget in April, 2017. Two more estimates will be required to be attached to the funding application. The application will also require a letter from the Clerk to the Council, to confirm the committed funding from the Town Council, including a confirmation letter from Flintshire Leisure Services, in relation to their financial commitment. The application will also require an ongoing commitment in relation to the maintenance and upkeep of the equipment.

The Members agreed the following: (1) The Clerk to place on the June Agenda the following item: Caerwys Play Area – To Discuss Terms & Conditions of Grant Funding from Welsh Aggregates Levy Sustainability Fund; (2) Councillor Ms. Helen Priestley to speak with the Flintshire County Council - Leisure Services Manager.

- (3) Councillor David Knights advised the Members that the Youth Project was still suspended. A number of parents have expressed an interest in assisting with the project evenings. It is hoped that some of the club members will assist with the Pensioners' Tea Party. A trip to the Bowling Alley is currently being discussed for the Youth Project.

15(A). 132/16

PLANNING APPLICATIONS

The following planning application had been received:

- (a) Application number: 055170 for amended details of dwelling to plot 3, previously approved under code no. 052760, at Bryn Llwyd Yard, North Street, Caerwys

Comment by Council: It is requested that the planting and screening shown on the consented planning number: 052760 - will take place and that the trees suggested will be of sufficient height to break the view from the upper windows of the new build houses towards the neighbouring properties.

(The above application was sent to the Planning Sub-Committee Chairman, for consultation with the Members, due to statutory time limits for observations).

15(B). 133/16

The Members confirmed the above decision.

15(C). 134/16

The following planning applications were dealt with by the Members at the meeting:

There were no applications considered at the meeting.

15(D). 135/16

PLANNING DECISIONS

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

- (a) Application number: 054825 – for the erection of agricultural building and upgrading of private way to serve as tractor access at, Land South West of sub-station, Near Coed Y Garreg, Babell. Refused.
- (b) Application number: 055113, for notification to fell 3 no. Leylandii within the Caerwys Conservation area at, Park View, Chapel Street, Caerwys. No objections raised.
- (c) Application number: 054801, for the removal of condition no 5. Attached to planning application number 0487/84 at, Aelfryn, Pen Y Cefn Road, Caerwys. Approved.

15(E). 136/15

SUMMARY OF CORRESPONDENCE TO FLINTSHIRE PLANNING DEPARTMENT

- (1) Planning Application No: 054386 - Park View Garage, Lloc / Planning Appeal Ref No: APP/A6835/A/16/3142629. The above planning application for the display of advertisements at the above property was refused. Appeal pending.

The Town Council have received a complaint that a new business sign relating to ‘Luxury Lodges’ has been erected on the boundary of the above property that faces the B5122 Road. This sign measures approximately 2m by 0.7m. (The above referred to appeal is linked with a further appeal number: APP/A6835/A/16/3140221). The appeal hearing for both cases is listed for the 24th May 2016 at County Hall).

- (2) Maes Y Coed Farm, Denbigh Road, Afonwen - Erection of Business Sign. Complaint in relation to the erection of a business sign at the above property in Afonwen. A business sign advertising web site design / hosting and measures approximately 1.5m by 0.5m, has been erected on the boundary of the property facing the A541 road. The Town Council have not been consulted in relation to a planning application.

16. 137/16

COMMUNITY LIGHTING

The Clerk advised that there had been no reported lamps out of order since the April Council Meeting. A number of outstanding issues had been referred to under matters arising (**Minute number: 10. 124/16 on page 4 above**).

17. 138/16

INCONSIDERATE PARKING IN CAE DELYN (CLLR HOWARD GRIFFITHS)

Councillor Howard Griffiths advised the Members in relation to his concerns to inconsiderate parking by vehicles in the areas at the foot of the gardens to the senior citizen’s bungalows on the left hand side of Cae Delyn – turning into the estate from North Street. There are six bungalows in this row and five of the residents are blue badge holders. There are no parking restrictions which results in vehicles parking on both sides of the entrance to Cae Delyn – including the above frontage to the senior citizens’ bungalows. Opposite the entrance to Cae Delyn is a busy veterinary surgery, and together with customers from the nearby Piccadilly Inn they appear to use Cae Delyn as an overspill car parking area. One particular resident of Cae Delyn receives carer visits on four occasions during the day - it is not only difficult for the carer to park but to also negotiate the cars parked on both sides of the road. There have been a number of occasions recently whereby an ambulance has been called to one of the senior citizens; the vehicle also experienced difficulty in gaining access. Another example of inconsiderate parking: a vehicle was left in front of one of the bungalows for just over two weeks before it was finally moved.

Councillor Griffiths asked that the Clerk write to Flintshire County Council, seeking their views in relation to installing parking restrictions / signage, which would assist to alleviate the situation.

The Members agreed the following: The Clerk to write to the Housing Department of Flintshire County Council, advising in relation to the above concerns. To seek the installation of parking restrictions / signage. To arrange a site meeting.

18. 139/16

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>To confirm the following payment made in between the April to May Council meetings</u>			
995	HMRC (via Post Office) Balance of PAYE / NI	10.00		10.00

<u>Payments to be considered at May Council meeting</u>				
996	Scottish Power (April - Street Lighting Electricity Account)	238.83	47.77	286.60
997	JDH Business Services Ltd (Internal Audit)	141.00	28.20	169.20
998	David S. Knights (Mayor's Allowance – 2016 / 2017)	723.00		723.00
	(Councillor David S. Knights Declared an Interest (Minute number: 8. 122/16 on page 3 above)			
999	AON UK Ltd (Annual Council insurance renewal)	899.63		899.63

19. 140/16

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
000	Age UK Caerwys (Application for funding towards 'Pensioners' Tea Party' – to celebrate the Queen's 90 th Birthday Members agreed the following: Upon production of a set of accounts following the event, should it be necessary, the Members will consider further financial support.	400.00

20. 141/16

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.....

(Page 10 - List of Council Members who serve on Local Committees and Outside Bodies - 2016 / 2017)

List of Council Members who serve on
Local Committees and Outside Bodies - 2016 / 2017

Caerwys Memorial Institute Management Committee

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

Caerwys Town Hall Trustees

Councillor Ms. A. Louise Carus

Caerwys Youth Project 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 Jon A. G. Webb

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

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

Ysgol Yr Esgob Caerwys - Governing Body

Councillor Ms. Helen L. Priestley