



CYNGOR TREF CAERWYS TOWN COUNCIL

**Minutes of The Meeting of Caerwys Town Council
Held at The Memorial Institute, South Street, Caerwys,
On Tuesday the 16th May, 2017, at 7.00pm.**

ANNUAL COUNCIL MEETING

1. 99/17

SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (ALL COUNCILLORS)

The following Councillors signed their Declaration of Acceptance of Office: Councillor Stephen Cople, Councillor Peter Dooley, Councillor Jonathan E. Duggan-Keen, Councillor Mrs Lynette M. Edwards, Councillor James E. Falshaw, Councillor Howard R. Griffiths, Councillor Ms. Carole A. Harris, Councillor David S. Knights, Councillor Jonathan Lees, Councillor Ms. Helen L. Priestley and Councillor Stephen G. Wilson.

The Clerk to the Council, R. Phillip Parry, duly witnessed the signing of the above Declarations of Acceptance of Office – as the Proper Officer of the Town Council of Caerwys.

The Mayor, Councillor David Knights, welcomed the elected Councillors to the first meeting of the Town Council. Councillor Knights reiterated his thanks to the retiring four Councillors. Councillor Knights thanked his wife Eileen, for being Mayoress during the past year, and also to Phillip the Clerk to the Council. Councillor Knights formally welcomed the newly elected County Councillor Tudor Jones.

2(A). 100/17

PRESENT (ANNUAL AND GENERAL MEETINGS)

Councillor David S. Knights (Town Mayor)
Councillor Stephen Cople
Councillor Peter Dooley
Councillor Jonathan E. Duggan-Keen
Councillor Mrs Lynette M. Edwards
Councillor James E. Falshaw
Councillor Howard R. Griffiths
Councillor Ms. Carole A. Harris
Councillor Jonathan Lees
Councillor Ms. Helen L. Priestley
Councillor Stephen G. Wilson

County Councillor Tudor Jones

Clerk & Financial Officer R. Phillip Parry

**2(B). 101/17
APOLOGIES (ANNUAL AND GENERAL MEETINGS)**

No apologies

**3(A). 102/17
ELECTION OF MAYOR FOR THE PERIOD 2017 / 2018**

Councillor David S. Knights was proposed by Councillor Mrs. Lynette Edwards and seconded by Councillor Jonathan Duggan-Keen. There were no further nominations. Councillor David S. Knights accepted.

Members agreed the following: To appoint Councillor David S. Knights, as Mayor for the year 2017 / 2018.

**3(B). 103/17
SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor David S. Knights signed the Declaration of Acceptance of Office, which was duly witnessed by the Clerk.

**4. 104/17
ELECTION OF VICE CHAIRPERSON FOR THE PERIOD 2017 / 2018**

Councillor Mrs. Lynette Edwards was proposed by Councillor Ms. Helen Priestley to continue the role as Immediate Past Mayor – the proposal was seconded by Councillor Howard Griffiths. There were no further nominations. Councillor Mrs. Lynette Edwards accepted.

Members agreed the following: To appoint Councillor Mrs. Lynette Edwards, as Deputy Mayor, in the role of Immediate Past Mayor, for the year 2017 / 2018.

**5. 105/17
MINUTES OF THE ANNUAL MEETING HELD ON THE 16TH MAY, 2016**

The Clerk advised the Members that the Minutes of the 2016 Annual Meeting were formally proposed, seconded and agreed at the 21st June, 2016 meeting, under Minute number: 4. 146/16.
The Members re-affirmed the decision.

**6. 106/17
COUNCILLORS ATTENDANCE FOR 2016 / 2017**

The Clerk provided the Members with a copy of the Register of Attendance of Councillors at Council Meetings for the period - April 2016 to March 2017. Councillor Stephen Wilson requested his attendance record to be amended. **Members agreed the Register of Attendances as correct.**

**7. 107/17
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 who served on Local Committees and Outside Bodies.

Members agreed the following: Members confirmed the list for the year 2017 / 2018.

Note: See list of Councillors who serve on Liaison, Local Committees and Outside Bodies - as appendix to the end of these Minutes (**Page 11 below**).

GENERAL COUNCIL MEETING

8. 108/17(A)

Standing Orders were Suspended

8. 108/17(B)

The Mayor, Councillor David Knights, welcomed PCSO 3660 Laura Williams to the meeting. PCSO Williams advised in relation to the following reported occurrences: **(a)** spate of thefts from outbuildings, sheds and garages. Items stolen included, power tools **(b)** burglary in St. Michael's Church **(c)** cold callers – tarmacking driveways **(d)** cold callers endeavouring to sell scrap metal.

PCSO Williams asked that residents be reminded to ensure that garages, sheds and other outbuildings are kept secure.

Members discussed the following with PCSO Williams: **(1)** Councillor Peter Dooley expressed his concern with the speed of traffic through the Town, in particular, with HGVs. PCSO Williams advised that she would arrange a speed check and the details would be sent to the Go-safe Team **(2)** Councillor Ms. Helen Priestley also referred to the speed of HGVs, adding that the numbers travelling through the Town were increasing by 25 a day. This was a concern especially during the school holidays **(3)** Councillor Mrs. Lynette Edwards referred to the speed limit on the Bryn Sion Hill area of Afonwen – where the speed restriction of 40mph at the junction of the A541 with Bryn Sion Hill increases to the national level of 60mph. There are a number of children who reside in the area of the Old Sportsman Inn.

The Mayor, Councillor David Knights, thanked PCSO Laura Williams for attending the meeting.

8. 108/17(C)

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

Mr. Williams provided details in relation to his role as Street Scene Supervisor for the area, together with the following update: **(1)** Pot holes across the Community. Whilst a number of pot holes had been temporarily repaired, a number were outstanding. North Street is on a pending list to be re-surfaced. Inspections have been carried out in various areas in Pen y Cefn, including the Babell road from Caerwys **(2)** Drainage concerns. Whilst a number of areas have been attended to, especially in Pen y Cefn, some are still outstanding **(3)** A JCB will be required to complete the levelling out in the Bryn Aur area.

Members discussed the following with Mr. Ian Williams: **(1)** the recycled clothes bank on The Marian – which was agreed to be moved last year. Mr. Williams will make enquiries in County Hall, as to the present position **(2)** Water leakage in Chapel Street. Mr. Williams advised that Welsh Water have completed some tests – but the County have not been advised in relation to the result **(3)** The Clerk advised that pot holes had been reported in High Street, travelling towards the Pen y Cefn road junction **(4)** The Clerk advised of a complaint in relation to County Council owned trees at the rear of Erw Las (corner of the football pitch), that were overhanging and required attention **(5)** The Clerk recollected to Mr. Williams in relation to an e-mail advising that the rubbish bin sited next to the bus stop in North Street (by the entrance to Ashgrove) had apparently been stolen. Mr. Williams advised that it would be replaced **(6)** The Clerk recollected to Mr. Williams in relation to an e-mail advising in relation to loose gravel and stones in the area of the Town Square. Mr. Williams advised that the sweeper is scheduled to visit on four occasions a year, but due to the

obstruction of parked vehicles, the sweeper has difficulty. Mr. Williams will arrange for a manual sweep of the area on a regular basis (7) Grass cutting around the Public Conveniences. It was reported that the County council maintenance team were stopped from cutting the grass and general tidy-up in the area of the conveniences. Mr. Williams advised that the maintenance team had been advised on site, that volunteers were to cut the grass. **The following was agreed:** Councillor Mrs. Lynette Edwards, to advise the FLUSH Committee that the County Council maintenance team are to cut the grass and other general maintenance in the area of the public conveniences (8) Concern was expressed in relation to an area of land, adjoining the B5122, to the right hand side of the entrance to St. Michael's Drive – was not being cut and maintained by the maintenance team. Mr. Williams advised that he would ensure the area is maintained during the normal inspection periods.

The Clerk read out a letter from Mr. Stuart Body (Flintshire County Council), in relation to the Town Square replacement tree. **See Minute number: 12(a). 112/17 (1) on page 5 below.** Mr. Williams agreed to 'Project Manage' the removal and installation – which would take place later in the year.

The Clerk read out a letter in relation to a consultation by Flintshire County Council: 'Open Spaces land within your responsibility (the Town Council) for inclusion in a consultation on implementing of a Dog Control Public Spaces Protection Order (PSPO) in Flintshire'. Mr. Williams provided further information in relation to the consultation. **(See Minute number 12(A). 112/17 (3), on pages 5 & 6 below).**

The Mayor, Councillor David Knights, thanked Mr. Ian Williams for attending the meeting.

8. 108/17(D) Standing Orders were Re-instated

8. 108/17(E) BEREAVEMENTS WITHIN THE COMMUNITY

Members stood in silence in memory of the following: Daniel Rhys Bellis, aged 6 years, of 14, Llys y Goron, Caerwys.

9. 109/17 DISCLOSURE OF INTEREST

The following Declaration of Interest was made:

Councillor David S. Knights completed and signed a Disclosure and Registration of Interest form. **(See Minute number 18. 127/17 on pages 9 and 10 below).**

10. 110/17 TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 18TH APRIL, 2017

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

11. 111/17 MATTERS ARISING

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

Minute no: 5.84/17 sub minute no: 5.63/17 (page 2), in relation to a number of outstanding queries by various departments of Flintshire County Council. The Clerk advised that there had been

no further contact from the Office of the Chief Executive. The Clerk suggested that the local County Council elections would have had an effect on the work of the County Council at this time.

Members agreed the following: (1) the Clerk to further contact the Office of the Chief Executive (2) to provide County Councillor Tudor Jones – with copies of the initial complaint.

Minute no: 6(A). 85/17 (4) (page 4), in relation to attendance by an Officer from the Flintshire County Council Transportation Department. The Clerk advised that the attendance of a representative at the June Council meeting had been confirmed.

Members agreed the following: The June Council meeting to commence at 7.00pm.

Minute no: 6(B). 86/17 (ii) (page 4), in relation to a letter sent to the Welsh Assembly Government – supporting the request by Flintshire County Council, to amend legislation, which would enable Village Halls and similar, to receive a full 100% refund of non-domestic Business Rate relief. The Clerk advised that his letter had been acknowledged. The Clerk stated that as the request related to a change in a Welsh Assembly Act – the matter would possibly take many, many months.

Minute no: 10. 93/17 (c) (page 8), in relation to night time street lighting reduction in Caerwys. The Clerk advised that no reply had been received from Flintshire County Council in relation to the following questions: The savings made by Flintshire County Council following the night time trial period; The areas in Flintshire which had been allocated to be part of the night time reduction.

Members agreed the following: The Clerk to request the above information, under the Freedom of Information Act.

Minute no: 14. 97/17 (b) (page 9), in relation to pot holes, and in particular, a public notice in the Caerwys Chronicle. The Clerk advised, that following production of the May, 2017 Caerwys Chronicle, there had only been one complaint received in relation to pot holes – at High Street, travelling towards the Pen y Cefn road junction.

12(A). 112/17 CORRESPONDENCE

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

- (1) Letter from Mr. Stuart Body (Flintshire County Council Planning and Environment), in relation to the removal of the present Town Square tree and subsequent replacement tree later this year. The letter stated that the cost of the work will have to be agreed. The Clerk sought the assurance from Mr. Ian Williams that the cost was to be borne by the Street Scene Department. Mr. Williams confirmed that it has been previously agreed that the Street Scene Department would complete the work, with the Town Council paying for the mature tree. **(See Minute number: 8. 108/17(c) on page 4 above).**
- (2) Notification from Flintshire County Council advising in relation to training courses for new Councillors. The dates were the 25th and 30th May, and 1st June. The Clerk advised that the newly elected Councillors had agreed their attendance dates.
- (3) The Clerk referred to **Minute number 8. 108/17 (c) on page 4 above**, in relation to the consultation by Flintshire County Council: ‘Open Spaces land within your responsibility (the Community Council) for inclusion in a consultation on implementing of a Dog Control Public Spaces Protection Order (PSPO) in Flintshire. Following discussion with Mr. Ian Williams, Flintshire County Council Street Scene Manager, the Clerk confirmed the

wording of the consultation letter. 'Dog control measures to be adopted by the County, the County were enquiring with the Town Council, as to the Council's 'Public Space' sites that fall with the Town Council responsibility (either owned or leased).

Members agreed the following: As the Town Council do not own or lease land that would fall into this category, the Members would wish the following areas be covered by the new PSPO:

(a) Play Area, Chapel Street, Caerwys. To include multi use tennis court, bowling green, including the surrounding Institute grounds (b) Ysgol Yr Esgob - Caerwys School grounds, play area & football pitch (c) St. Michael's Church, Caerwys.

(4) Request from Holywell Town Council, to surrounding Town & Community Councils in the Holywell area, to attend a future meeting in Holywell – to discuss: 'Establishing closer working links with local communities - to ascertain any common ground on certain issues between the authorities, such as tourism for example, where a joint approach could help bring wider benefits'.

Members agreed the following: To express an interest, and confirm that a representative from this Council will attend a future meeting in Holywell.

(5) Notice of Minutes of the North and mid Wales Association of Local Councils – which was held on Friday 21st April, 2017, in Welshpool. The information was provided to Councillor Mrs. Lynette Edwards, as the Town Council's new representative on this Association.

12(B). 113/17

CLERK'S REPORT

(a) The Clerk advised the Members in relation to a notice from the Wales Audit Office. The notice in relation to audit fees, together with the Auditor General's future governance themes for Community Councils, which will broadly follow a four year plan, although this may be subject to change as issues emerge.

(b) The Clerk advised that two of the retired Council Members were signatories on the Council Bank account, and the mandate required additional names.

Members agreed the following: Councillors Mrs. Lynette Edwards, David Knights and Stephen Wilson to be added onto the HSBC Bank mandate.

12(C). 114/17

INTERNAL AUDITOR'S REPORT - 2016 / 2017

The Clerk advised the Members that the Internal Auditor's Report for the year 2016 / 2017 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, Councillor David Knights, together with the Immediate Past Mayor, Councillor Mrs. Lynette Edwards.

12(D). 115/17

SMALLER LOCAL GOVERNMENT BODIES IN WALES - ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2017

The Clerk advised the Members that Sections in the above document named: Accounting statements for 2016-17, 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. 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 Chair as Mayor, Councillor David knights, together with the Clerk of the Council, both signed the above referred to statement.

12(E). 116/17

The Clerk advised that the following notice had been displayed 'Notice of Appointment of Date for the Exercise of Electors' Rights Accounts for the Year Ended 31 March 2017'. The Public Notice was to be displayed from 1st May to the 14th May, 2017.

12(F). 117/17

COUNTY COUNCILLOR'S PARTICIPATION IN MEETINGS

The Clerk addressed the Members, in relation to County Councillor Tudor Jones' input during Council meetings. As Councillor Jones is not a Member of the Caerwys Town Council, Councillor Jones would have to seek permission from the Mayor as Chair of Council on each occasion he wished to speak. Whilst the Council Agenda carries an item for Councillor Jones to bring matters to the attention of the Council, there will be occasions during other areas of the Agenda, such as Planning applications, Highways, together with general County Council matters, that the Members would wish Councillor Jones to have an input, and / or Members to seek advice. The Clerk suggested to the Members that whilst it was appreciated that Councillor Jones would be unable to vote on any resolution, the Members may wish to agree that Councillor Jones may take part in any relevant discussion without firstly obtaining permission from the Mayor and Members.

Members agreed the following: To allow County Councillor Tudor Jones to participate in Council meetings, without firstly seeking permission from the Mayor and Members of the Council.

13. 118/17

TOWN MAYOR'S REPORT

The Town Mayor, Councillor David S. Knights, advised that there had been no Mayoral invitations since the April Council meeting. Councillor Knights advised in relation to a number of complaints in relation to the aroma from Summerhill Farm, over the past few weeks. The Clerk had been requested to send an e-mail to JSR, seeking the latest position. To date no reply had been received.

14. 119/17

COUNTY COUNCILLOR'S REPORT

County Councillor Tudor Jones thanked the electorate for his appointment as County Councillor. Councillor Jones advised that he had taken his Declaration of Acceptance of Office and was presently attending training sessions. Councillor Jones had been appointed to the following Committees: **(1)** Organisational Change Overview & Scrutiny Committee **(2)** Education and Youth Overview & Scrutiny Committee.

15. 120/17

REPRESENTATIVES / LIAISON COMMITTEE REPORTS

- (a)** Councillor Ms. Helen Priestley provided the Members with an overview in relation to the play area project – which has been ongoing for almost four years. The project was a sub-committee of the Memorial Institute and the Town Council. Councillor Ms. Priestley advised in relation to an application to the Aggregates Levy Sustainability Fund for Wales.

The application had been on-going for a considerable length of time, when the Welsh Assembly announced that the fund had ceased. A recent application to the Big Lottery had been unsuccessful. General discussion followed in relation to applications for funding, with County Councillor Tudor Jones suggesting that the decision by the Big Lottery could be challenged.

Members agreed the following: (1) Councillors Steve Copple, David Knights, Jon Lees, Helen Priestley and Stephen Wilson, to meet to discuss funding outlets (2) Councillor Jonathan Lees to make enquiries with the Windfarm Companies, to ascertain funding options.

- (b) Councillor Jonathan Duggan-Keen, advised in relation to his attendance at a recent Police Consultative meeting, held in Mold Town Hall (1) Anti-social behaviour statistics for the area during the last 12 months were 29 – with the previous year’s recording of 16. The meeting was advised that the statistics are now recorded in a different format, but does not account for the increase in Caerwys (2) Councillor Duggan-Keen enquired during the meeting, as to why a PCSO had not been seen in the Caerwys area for approximately 12 months. Inspector Geraint Richards advised that the PCSO was expected to attend Town and Community Council meetings and he said he would ensure that the appointed PCSO for the area will attend future Council meetings.

16(A). 121/17

PLANNING APPLICATIONS

The following planning application had been received:

- (a) Application number: 056684, for the erection of log cabin for use as Arts and Craft room, at 19, Railway Terrace, Afonwen.

Comment by Council: Where the proposed log cabin is intended to be erected is within the designated Clwydian Range and Dee Valley AONB boundary. No site plan indicating the boundary of the land where the proposed structure is to be erected is available for viewing, this despite the plot of land in question being outside the curtilage of 19 Railway Terrace, Afonwen, and referred to as ‘the rear garden’ in the submitted Planning Statement.

The area of land at that location is divided into narrow gardens used/owned by other residents residing in the area. Caerwys Town Council has concerns that owing to the width of the application site the proposed log cabin’s dimensions could result in the structure being overbearing and impacting adversely upon the amenity of neighbouring gardens.

A further concern is the intention to connect the log cabin to the mains sewer and presumably other services that, at some future date, could result in an application being submitted for a change of use of the log cabin for purposes that would be difficult to refuse.

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

16(B). 122/17

The Members confirmed the above decision.

16(C). 123/17

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

- Application number: 056840, for a single storey rear extension and swimming pool, at Plas Isaf, Caerwys Hill, Caerwys.

Comment by Council: The Town Council have no objection, in principle, to the application, providing that it complies with planning policies. However, the following concerns are expressed: **(1)** Over development in a rural area **(2)** Light pollution **(3)** Distraction to vehicles travelling along the B5122 road from Caerwys to Afonwen – particularly as the proposed extension will be visible from a steep bend in the road.

16(D). 124/17

PLANNING DECISIONS

No planning decisions have been received from Flintshire County Council.

16(E). 125/17

PLANNING APPEALS

The following notices of planning appeal to the Welsh Assembly have been received:

- **Planning reference number:** 055827, for replacement of existing shed, at Lloyds Sand & Gravel, Maes Mynan Quarry, Afonwen. Appeal reference number: APP/A6835/A/17/17/3172833. The appeal will be decided by written representations and a site visit by an Inspector.
- Councillor Jonathan Duggan-Keen advised, that the appeal in relation to Plot 3, Bryn Llwyd Yard, North Street, Caerwys, had been issued by the Wales Planning Inspectorate. Councillor Duggan-Keen would provide the Clerk with further information, to be cascaded to Council Members.

17. 126/17

COMMUNITY LIGHTING

- (a) The Clerk advised that there had been no reports of faulty street lights between the April and May Council meetings.
- (b) There were no faulty street lights reported at the Council meeting.

18. 127/17

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
080	Scottish Power (April - Street Lighting Electricity Account)	280.85	56.17	337.02
081	Dylan Thomas Joinery Solutions Ltd., (Pinfold door repairs etc)	300.00		300.00
082	Clwyd Wood Products – Denbigh (New Pinfold door)	692.40	138.48	830.88
083	J. Arwel Davies (Public Conveniences drainage repairs)	2,342.00		2,342.00

084	AON UK Ltd (Annual renewal of Town Council insurance)	920.17		920.17
085	JDH Business Services Ltd (Internal Audit)	149.00	29.80	178.80
086	R. P. Parry – Clerk (Re-imburement of book of postal stamps – as per receipt)	65.00		65.00
	Councillor Mrs. Lynette Edwards acted as Chair of Council during the below application, in relation to the Town Mayor’s Annual Allowance.			
097	Town Mayor’s Annual Allowance (Councillor David S. Knights)	728.00		728.00
	Note: Councillor David Knights Declared an Interest and left the room during Members deliberations, in relation to the Town Mayor’s Annual Allowance – Minute number: 9. 109/17 on page 4 above.			

19. 128/17

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
088	Caerwys In Bloom (Application for annual grant and financial assistance towards Church Walk project)	500.00
	Note: £250.00 for annual grant and £250.00 – for Church Walk project - Town Council sponsorship for one new planter.	

20. 129/17

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 page 11 below – for List of Council Members who serve on Local Committees and Outside Bodies for 2017 / 2018

List of Council Members who serve on

Local Committees and Outside Bodies - 2017 / 2018

Caerwys Memorial Institute Management Committee

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

Caerwys Town Hall Trustees

Councillor Steve Copple

Caerwys Youth Project Committee

Councillors' David S. Knights (**Chair**),
James E. Falshaw,
Howard R. Griffiths and Peter Dooley

Flintshire County Council – Forum

Councillor Stephen G. Wilson

Lighting Sub Committee

All Members of the Council

North Wales Association of Town and Larger Councils

Councillor Mrs. Lynette M. Edwards

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

Councillors' Jonathan E. Duggan-Keen, David Knights

Planning Sub Committee

All Members of the Council

Ysgol Yr Esgob Caerwys - Governing Body

Councillor Ms. Helen L. Priestley