



CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council Held at The Memorial Institute, South Street, Caerwys, On Tuesday the 15th May, 2018, at 7.00pm.

1(A). 109/18

PRESENT (ANNUAL AND GENERAL MEETINGS)

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

Clerk & Financial Officer R. Phillip Parry

1(B). 110/18

APOLOGIES (ANNUAL AND GENERAL MEETINGS)

County Councillor Tudor Jones

Annual Council Meeting

2(A). 111/18

ELECTION OF CHAIRPERSON (MAYOR) FOR THE PERIOD 2018 / 2019

Councillor Jon Lees was proposed by Councillor Howard Griffiths and seconded by Councillor Stephen Copple. There were no further nominations. Councillor Jon Lees accepted.

Members agreed the following: To appoint Councillor Jon Lees as Mayor for the year 2018 / 2019.

2(B). 112/18

SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Jon Lees signed the Declaration of Acceptance of Office, which was duly witnessed by the Clerk.

2(C). 113/18

Councillor David Knights, in his retiring Mayor's speech stated: that it had been a pleasure for himself and his wife Eileen to have represented Caerwys, as Mayor and Mayoress, for the past two years. Councillor Knights thanked the various Committees and Groups in Caerwys, together with the Council Members and Clerk for their support. Councillor Knights referred to the successful Mayor's Charity evening, and thanked his wife Eileen for her support, as Mayoress - which she had thoroughly enjoyed over the past two years. Councillor Knights wished Councillor Jon Lees his best wishes as Mayor.

2(D). 114/18

Councillor Jon Lees, as the newly appointed Mayor of Caerwys, thanked both Councillor David and Mrs. Eileen Knights for their two years of service to the community as Mayor and Mayoress of Caerwys – which had been carried out to such an exceptional standard.

3. 115/18

ELECTION OF VICE CHAIRPERSON (DEPUTY MAYOR) FOR THE PERIOD 2018 / 2019

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

Members agreed the following: To appoint Councillor Peter Dooley as Deputy Mayor for the year 2018 / 2019.

4. 116/18

MINUTES OF THE ANNUAL MEETING HELD ON THE 16TH MAY, 2017

The Clerk advised the Members that the Minutes of the 2017 Annual Meeting were formally proposed, seconded and agreed at the 20th June, 2017 meeting, under Minute number: 4. 137/17.

Members agreed the following: Re-affirmed the above decision.

5. 117/18

COUNCILLORS' ATTENDANCES FOR 2017 / 2018

The Clerk provided the Members with a copy of the Register of Attendance of Councillors at Council Meetings for the period - April 2017 to March 2018.

Members agreed the following: The Register of Attendances is correct.

6. 118/18

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 amended and confirmed the list for the year 2018 / 2019.

Note: See list of Councillors who serve on Liaison, Local Committees and Outside Bodies - as appendix to the end of these Minutes (**Pages 10 and 11 below**).

General Council Meeting

7(A). 119/18

BEREAVEMENTS WITHIN THE COMMUNITY

There were no reported bereavements within the Community.

7(B). 120/18

Standing Orders were suspended:

- (i) The Mayor Councillor Jon Lees welcomed Mr. Ian Williams – Flintshire County Council StreetScene Supervisor – to the meeting.

Mr. Williams provided the following update: **(a)** North Street has been approved for resurfacing **(b)** Visibility grass cuts on 30mph junctions **(c)** 60 tonnes of hardcore has been used on Moel y Parc Road in Afonwen **(d)** Manhole cover in Maes y Dre – still under investigation **(e)** Manhole cover in Cae Delyn – has been passed back to Housing **(f)** the street gullies are to be cleared in the near future.

Members brought the following concerns to the attention of Mr. Williams: **(1)** the gully outside the Pharmacy in North Street gets missed during cleaning – as there are generally cars parked over the grid. Mr. Williams will arrange staggered timings for the cleaning **(2)** Pot holes – area of Institute Corner, Holywell and Babell Roads. Mr. Williams confirmed that these areas are on the pending list **(3)** Footpath in Afonwen: Application some two years ago to have the pathway registered – whereby no decision has been made. Councillor Mrs Lynette Edwards advised that she would contact County Councillor Tudor Jones **(4)** Flooding at Rhos Bach in Pen y Cefn. Mr. Williams advised that work has been carried out in the area; the water is difficult to disperse from the carriageway.

The Mayor, Councillor Jon Lees, thanked Mr. Williams for attending the meeting.

- (ii) Attendance by a resident from Pen y Cefn, in relation to the Red K6 telephone box. The resident wished to make application to the Council Members, to retain the Red K6 telephone box in Pen y Cefn. The resident appreciated that the Town Council had previously agreed to re-site the phone box to Caerwys Town Centre.

The resident advised that the residents of Pen y Cefn felt that the phone box is a little piece of their history and a landmark in the area. The residents were willing to renovate and look after the phone box and have sufficient volunteers. It could be used as an information centre, a library / book exchange and, in particular, for local literature. There are many visitors to the area and local businesses could advertise. Council Members discussed the phone box in general with the Clerk confirming, that it is entered on the Council Asset Register and therefore is covered by public liability – but not for theft or damage. The resident was advised in relation to the internal work that had been carried out in the K6 telephone box in Ysceifiog.

The Resident was advised that the phone box was an agenda item, whereby the Members would consider the application for the phone box to remain in Pen y Cefn during this item discussion.

The Mayor, Councillor Jon Lees, thanked the resident for their presentation.

- (iii) The Mayor, Councillor Jon Lees, welcomed a youth resident to the meeting, who advised that he wished to observe. The youth referred to the following concern: Top of Drovers Lane

and the area of Bryn Dedwydd – there is a shortcut pathway, whereby an old grid appears to have been concreted and appears dangerous.

Councillor Jonathan Duggan-Keen offered to inspect the area.

7(C). 121/18

Standing Orders were restored:

8. 122/18

DECLARATIONS OF INTEREST

There were no Declarations of Interest.

9. 123/18

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 17TH APRIL, 2018

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

10. 124/18

MATTERS ARISING

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

Minute no: 5.92/18 sub minute 1(E). 58/18(v) (pages 3 and 4) – in relation to residents' concerns to alleged planning breaches at Thomas Plant Hire, Pen y Cefn. The Clerk advised that despite a reminder letter to the Head of Planning, Mr. Andrew Farrow, there had still been no acknowledgment or reply. The Clerk further advised that County Councillor Tudor Jones has taken the matter forward with the planning department.

Minute no: 5.92/18 sub minute 12. 77/18 (page 4) – in relation to concerns with Heavy Goods Vehicles on the B5122 road – between Caerwys and Afonwen. Councillor Steve Copple advised that whilst Mr David Hanson MP had received an acknowledgement from Flintshire County Council, the MP was awaiting a full reply.

Minute no: The Clerk advised that the following matter was dealt with at a previous Council meeting, but wished to provide an update: The entrance area to the former Bryn Llwyd Yard adjacent to the B5122 in North Street, Caerwys, has now been tarmacked.

11(A). 125/18

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 Connor Freeland had provided the following report, in relation to reported criminal offences report in the Caerwys Council area: **(a)** Youths hanging around the Church causing a nuisance and smoking drugs **(b)** Suspicious circumstances in Caerwys – unoccupied house gate opened on a number of occasions **(c)** Theft of brown bin from outside of Town Hall **(d)** Suspicious circumstances in Afonwen. Parking ticket issued in Birmingham to resident, with the correct registration number – but not the make and model of the vehicle.
- (2) The Clerk read out to Members a letter which had been received by County Councillor Tudor Jones. The contents of the letter referred to an installation of a family memorial

wooden bench seat – which was being requested to be installed, with a number of locations being suggested.

Members agreed the following: The Town Council do not own any land. The areas of land being suggested in the correspondence belong to Flintshire County Council. Whilst the Marian area was discussed by Members, this area is registered Common Land. The Clerk was asked to write to the senders of the letter, to advise in relation to the above comments – and to further advise that they should contact Flintshire County Council, who may consider their application.

- (3) The Clerk referred to an e-mail sent to Members dated the 24th April, which advised that North Street, Caerwys, has been successful in being placed on the road re-surfacing schedule in the near future.
- (4) The Clerk referred to two e-mails sent to Members, in relation to the Flintshire County Council Bus Network Review. Councillor Howard Griffiths provided further information, including the bus route number 14 - which is also jointly subsidised by Denbighshire County Council. It was noted on the review that the core route from Mold to Denbigh, now includes Caerwys.

Members agreed the following: Area 1 – and option number 3. (support services on the core bus network and implement local travel arrangements for the non-core network).

- (5) Notification from The Independent Review Panel, asking that all Town & Community Councils in Wales, to arrange an open day on the 24th May – to collect views from the residents in relation to the review of Town & Community Councils in Wales. The Clerk advised that the e-mail was dated the 27th April, whereby the Panel wished the open day less than three weeks later. The Clerk further advised, that he had written to the Review Panel, expressing dismay at the short time aspect.
- (6) The Clerk recollected to the Members an e-mail forwarded on the 2nd May – in relation to a Draft Planning Enforcement Policy for Public Consultation, which had been received from Flintshire County Council.

Members agreed the following response:

3.4 The following gives an indication..... Development where approval has been granted but it is not being carried out in accordance with the terms and conditions of the permission.

Comment by Council: Not enforcing planning conditions imposed by the committee should be flagged up to the committee itself, as they, our elected representatives, must have had reasons to impose the conditions in the first instance.

6.2 All complaints..... All written complaints, which include emails, will be allocated to an officer and acknowledged in writing to the complainant within 5 working days of receipt, giving the name of the case officer and the unique reference number which should be used in all correspondence.

Comment by Council: Presently, complaints to the Enforcement Officer are not acknowledged or replied to, nor is the outcome of any investigation – if one has been has been carried out. The Draft Policy is not clear if Town & Community Councils will be notified when an investigation has been completed, together with the outcome. It would be beneficial to be made aware, if comments have been used or discarded and if the latter, the reason.

General Observation: How do Flintshire County Council propose to finance the Enforcement Policy taking into consideration, the potential increase in workload and staff resources, in this time of austerity?

**11(B). 126/18
CLERK'S REPORT**

- (i) The Clerk advised that the first instalment of the precept had been paid direct into the Council's bank account by Flintshire County Council – for the sum of £10,666.67
- (ii) The Clerk advised in relation to the change of Council Insurance Company. Some months ago the Clerk brought to the attention of Members, that the then Council insurance provider had advised that from the 2018 renewal, the Company would not be offering insurance cover to Councils. The new insurance Company named BHIB insurance – whereby the premium is £113.70 less than the previous year.
- (iii) Notification from JSR Genetics, advising that there will be none of their pigs housed in Summerhill Farm, at the end of July.
- (iv) The Clerk advised in relation to complaints received by Councillors, to the alleged felling of trees in the Caerwys Conservation area – at the top of Drovers Lane, with the junction to Pen y Cefn Road. The Clerk further advised that confirmation had been received from the County Forestry Officer that the matter was being dealt with.
- (v) The Clerk advised in relation to his attendance, at the Independent Remuneration Panel for Wales seminar in Conway.
- (vi) The Clerk referred to the recently published Estyn Inspection Report – for Ysgol Yr Esgob primary School, Caerwys. Councillor David Knights advised the Members further in relation to the contents of the report.

Members agreed the following: The Clerk to write to the Head teacher, to offer the Council's congratulations to the Head teacher, School staff and pupils, together with the Governors – to have such an effective School within the community.

**11(C). 127/18
TO RECEIVE: INTERNAL AUDIT REPORT FOR 2018 / 2019**

The Clerk advised the Members, that the Internal Auditor's Report for the year 2017 / 2018 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 Jon Lees, and the Deputy Mayor, Councillor Peter Dooley.

**11(D). 128/18
WALES AUDIT: ANNUAL RETURN FOR THE YEAR ENDED 21ST MARCH, 2018**

The Clerk advised the Members that Sections in the above document named: Accounting statements for 2017-18, 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.

Members confirmed the following: The approval of the Annual Governance Statement (Part 2). The Mayor, Councillor Jon Lees, together with the Clerk of the Council signed the above referred to statement.

11(E). 129/18

NOTICE OF APPOINTMENT OF DATE FOR THE EXERCISE OF ELECTORS' RIGHTS ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

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 2018'. The Public Notice was to be displayed from 7th May to the 20th May, 2017.

11(F). 130/18

TO DISCUSS: RELOCATION OF RED K6 TELEPHONE BOX FROM PEN Y CEFN TO CAERWYS TOWN CENTRE

The Clerk recollects to the Council Members the presentation by a resident of Pen y Cefn, who, on behalf of a number of residents, wished the phone box to remain in Pen y Cefn.

Council Members discussed the merits to the phone box remaining in Pen y Cefn. The following comments were made: the phone box was a landmark; interest in retaining and the upkeep of the phone box from residents; the residents have identified a number of uses.

Members agreed the following: The Red K6 telephone box to remain in Pen y Cefn.

12. 131/18

TOWN MAYOR'S REPORT

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

- (a) Mayor of Rhuddlan Charity Evening.
- (b) The following donations had been made from the Mayor's Charity account: £300.00 to Ty Gobaith / £150.00 Caerwys Brownies & Guides / £258.00 to Ysgol Yr Esgob - purchase of tables / £200.00 to Ysgol Yr Esgob PTA - towards Trim Trail.

13. 132/18

COUNTY COUNCILLOR'S REPORT (CLLR TUDOR JONES)

The Clerk advised that County Councillor Tudor Jones was on holiday.

14. 133/18

REPRESENTATIVES / LIAISON COMMITTEE REPORTS

- (1) Councillor Jon Lees advised that he had attended a meeting of the Area of Outstanding Natural Beauty in Loggerheads.

The Clerk advised that this Committee was not listed on the list of Local Committees and Groups. The Clerk suggested that Councillor Lees contact the AONB asking that a letter be sent to the Town Council, advising that Councillor Lees was the Town Council's representative.

- (2) Councillor David Knights, as the School Governor representative, advised in relation to the Estyn report, school finances and number of children attending the school.

- (3) Councillor Steve Wilson, as the County Forum representative, advised in relation to his attendance at a recent meeting in Connah's Quay. A number of matters were discussed and included: review of Town & Community Councils in Wales; County Assets; politics in Councils; encouraged Councillors to claim allowances; Community Charter; Pot holes; Speed watch; Housing & Regeneration; Budget for 2019 to 2020.
- (4) Councillor Mrs. Lynette Edwards, as the representative on the Association of North Wales and Mid Wales Councils, attended a meeting in Welshpool recently. A presentation on nuclear waste was held, together with discussion in relation to allowances for Town & Community Councillors.
- (5) Councillor Mrs. Lynette Edwards, as the representative on the FLUSH Committee, advised that a window had been broken – the culprit hopefully would be paying the repair cost.
- (6) Councillor Ms. Helen Priestley, as the Council's representative on the play area sub-committee, referred to the Lottery grant application. Councillor Steve Wilson advised that he had spoken with the Lottery office on the telephone and was advised that the application had been refused. A letter will be sent advising as to the reasons for refusal, whereby the comments can be reviewed and a further application made.
- (7) Councillor Peter Dooley, as the Council's representative on the Youth Project, advised that the Club was closed for the summer. However, the youths were meeting on the Institute field on a Wednesday night.

15(A). 134/18

PLANNING APPLICATIONS

There were no planning applications received from Flintshire County Council.

15(B). 135/18

PLANNING DECISIONS

There were no planning decisions received from Flintshire County Council.

16(A). 136/18

COMMUNITY LIGHTING

- (a) The Clerk advised that there had been no lamps reported out of order since the April Council meeting.
- (b) The Clerk recollects to the Members, an incident on the B5122 road travelling towards Afonwen and opposite the former Red Chapel – whereby the electricity pole had been demolished by a heavy goods vehicle. The Clerk advised that he had been in contact with Scottish power, seeking a new connection control unit to enable a new lantern to be installed. Following a complaint to Scottish Power, in relation to the timescale for this work to be completed, the control unit has been fitted.

16(B). 137/18

TO DISCUSS: STREET LIGHTING MAINTENANCE & REPAIR CONTRACT (CLLR HOWARD GRIFFITHS)

- (a) Councillor Howard Griffiths referred to the pending installation of the LED lanterns. Councillor Griffiths suggested that the maintenance and repair contract be further discussed, once the lanterns were installed. **The Members agreed.**

- (b) Councillor Griffiths referred to the four LED lanterns that had been installed in Chapel street – two white and two with a colour filter.

The Clerk advised that when the Council was made aware of the installation date for the four LED lanterns, the editorial deadline for the Caerwys Chronicle had passed. The Clerk had placed public notices on the Council notice boards – which had also been inserted in the various Caerwys Facebook pages. The Clerk has written to all properties in Chapel Street seeking their views, to the preferred LED light. The Clerk read out all comments from residents. The Members discussed the preferred lantern.

Members agreed the following: To agree with the majority of residents – to install the white LED lanterns. The Clerk was asked to advise the electrical company.

17. 138/18

TO DISCUSS: COMMUNITY DEFIBRILLATOR (CLLR STEVE WILSON)

Councillor Steve Wilson recollected to the Members that the Town Council had budgeted £2,000.00 towards the purchase of a defibrillator and First Responder Scheme. Councillor Wilson advised that whilst one First Responder had been trained, another four were to receive training in the near future.

The Whitford Young Farmers had raised funds towards a second defibrillator, together with other fundraising events held in Caerwys, including local people who have made financial donations. Councillor Wilson suggested to the Members, that the Council fund the purchase and installation of a defibrillator in the Town Square area and the second defibrillator can be purchased with the funds from others. The second defibrillator to be sited in the area of the Church / School / football pitch. Councillor Wilson suggested that the other funds are donated to the Town Council.

The Clerk advised in relation to the cost of a Welsh Ambulance Service preferred Zoll defibrillator at a cost of £800.00, a yellow cabinet cost £335.00 / or stainless steel cabinet £499.99, together with electrician cost of between £80 to £150.00. (All figures are plus VAT). The Clerk produced photographs of the aforementioned items. A charity in the Conwy Valley – who are the Welsh Ambulance Service partners, could supply and arrange installation of the above equipment, together with defibrillator training – but would ask the Council to make a small donation of £50.00 to the charity. The Clerk further advised, that any funding sent to the Town Council towards the purchase and installation of a defibrillator, should be sent by cheque made payment to Caerwys Town Council. A letter accompanying the cheque should state that the donation is made towards the defibrillator project. The Clerk will then advise the Council of the donation, whereby the Council will formally agree to ring-fence the funding.

Members agreed the following: (1) Confirmed the Council commitment to fund the purchase and installation of one defibrillator (2) Agreed for the funds raised by others, towards the purchase of a second defibrillator, to be paid to the Town Council – as per the Clerk’s advice above (3) The charity in the Conwy Valley to assist with the project, whereby the Council will provide a financial donation (4) Councillor David Knights to make enquiries in relation to the possible installation of the second defibrillator, in the Lych Gate area of St. Michael’s Church.

18. 139/18

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
153	Scottish Power (April - Street Lighting Electricity Account)	281.18	56.24	337.42

154	JDH Business Services Ltd (Internal Audit)	153.00	30.60	183.60
155	Flintshire Local Voluntary Council - Annual Subscription	25.00		25.00
156	BHB Insurance – Council Insurance Policy	806.47		806.47
157	Councillor Jon Lees (Mayor’s Allowance - 2018/19)	730.00		730.00

19. 140/18

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
158	Caerwys In Bloom – Application for annual donation	500.00

20. 141/18

The Members agreed the payments of the above accounts and financial support as listed.

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

SIGNED BY THE MAYOR AS CHAIR.....

DATE OF APPROVAL.....

List of Council Members who serve on

Local Committees and Outside Bodies - 2018 / 2019

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 James E. Falshaw,
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 S. Knights

Planning Sub Committee

All Members of the Council

Ysgol Yr Esgob Caerwys - Governing Body

Councillor David S. Knights