



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 November, 2015, at 7.30pm.

1(A). 226/15 PRESENT

Councillor Mrs Lynette M. Edwards (Town Mayor)
Councillor David S. Knights (Deputy Mayor)
Councillor Ms. A. Louise Carus
Councillor Jonathan E. Duggan-Keen
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
Councillor Stephen G. Wilson

Clerk & Financial Officer R. Phillip Parry

1(B). 227/15 APOLOGIES

None

2(A). 228/15 BEREAVEMENTS WITHIN THE COMMUNITY

There were no reported bereavements within the community, between the October and November Council meetings.

Members stood in silence in memory of the following: the victims of the recent terrorist attack in Paris, France, and the Russian aircraft crash in Egypt.

2(B). 229/15 Standing Orders were suspended:

2(C). 230/15

The Mayor Councillor Mrs. Lynette Edwards welcomed PCSO Carol Richards to the meeting.

PCSO Richards provided the following in relation to reported offences since the October Council meeting. **(1)** cold callers **(2)** theft of child's scooter in Caerwys **(3)** theft of electric fencing unit in Afonwen.

PCSO Richards advised the Members, that together with the School Liaison Officer she would be visiting Ysgol Yr Esgob to speak with the children. There had been a number of reports that children of primary school age were seen playing 'chicken' in various roads.

PCSO Richards further advised the Members in relation to the setting up of a 'Community Speed Watch Scheme'. PCSO Richards explained the objective and purpose of the scheme and provided the Clerk with further written information.

The Mayor thanked PCSO Richards for her report.

2(D). 231/15

The Mayor welcomed Mr. Ian Williams (Flintshire County Council Street Scene Supervisor) to the meeting. Mr. Williams referred to an update which had been provided to the Clerk, in relation to a number of outstanding issues. The Clerk advised that this update had been e-mailed to all Council Members. **(See Minute number: 5. 235/15 - page 3 below).**

Mr. Williams further referred to the following: **(1)** Environmental Audit - a report would be issued in due course **(2)** whilst the Caerwys area had a number of potholes that require attention, there are over 300 areas of pot holes within the County that also require attention. The potholes in the Caerwys area, in particular, in Pen Y Cefn, are on the schedule for repair.

Councillors Ms. Helen Priestley and James Falshaw had accompanied Mr. Williams on the Environmental Audit in Caerwys and Afonwen.

The following matters were brought to the attention of Mr. Williams by the Members: **(a)** a number of road junction signs required attention or replacing, together with a number that were difficult to see whilst driving, due to overgrown hedges and branches. Mr. Williams advised that these had been noted during the Environmental audit; **(b)** tree branches requiring trimming around the street light outside Gwynfryn, Caerwys Hill; **(c)** the hedge along the Millennium footpath requires trimming. Mr. Williams advised that these matters will be attended to.

The Mayor thanked Mr. Ian Williams for attending the meeting.

2(E). 232/15

Standing Orders were restored: to enable the General Council meeting to continue.

3. 233/15

DECLARATIONS OF INTEREST

There were no Declarations of Interest.

4. 234/15

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 20TH OCTOBER, 2015

The Minutes were proposed as correct by Councillor James Falshaw and seconded by Councillor Steve Wilson and formally agreed by the Members present.

5. 235/15

MATTERS ARISING

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

Minute no: 2(B). 201/15 (page 2), in relation to fifteen matters that were discussed with Mr. Ian Williams, Street Scene Supervisor. The Clerk referred to the e-mailed update that had been received from Mr. Williams, which was cascaded to all Councillors on the 2nd November. (See **Minute number: 2(D). 231/15 - page 2 above**).

Minute no: 5. 206/15 – Sub Minute number: 6. 811/15 (b) (page 4), in relation to the Clerk seeking two quotations for the erection and removal of the Town Square Christmas lights. The Clerk advised that two quotations had been received, for both the erection and removal of the lights, together with just the erection of the lights. This was to accommodate the Town Centre tree branch cutting exercise by the Flintshire County Council. As the new lights were to be permanently fixed for possibly a five year guaranteed period. However, if the branch cutting did not take place before the erection of the lights, they would have to be removed in the early new year. The Clerk advised the Members in relation to the quotations, as follows: **Company (A)** erection and removal £580.00; erection only £360.00. **Company (B)** erection and removal £650.00; erection only £450.00. (all prices are subject to VAT).

The Members agreed the following: To accept the quotation from Company A.

Minute no: 5. 206/15 – Sub Minute number: 9. 186/15 (b), in relation to the letter sent by the Clerk to Mr. Stuart Body (Forestry Officer), seeking information in respect of the cost of a suitable mature tree, together with the associated costs for the removal and installation of a new tree. The Clerk advised that he had received a telephone call from Mr. Dewi Ellis, Flintshire County Council, who had stated the following: ‘the actual tree would be easy to remove, the difficulty would be the removal of the roots. However, the tree may have to be removed within the next 10 years or so - it may be beneficial to have it replaced now’ Mr. Ellis advised that he would speak with Mr. Derek Charlton, who would make the decision, and Mr. Ellis would liaise with Councillor Falshaw.

The Members agreed the following: The Clerk to further write to Mr. Stuart Body, advising that the Town Council would still wish to receive the information in relation to the planting of a mature tree, together with the associated costs.

Minute no: 11(c). 222/15 (page 9), in relation to a letter sent to the Chief Executive of Flintshire County Council, referring to a report by the Institute of Lighting Engineers. The Clerk advised that there had been no reply. The Clerk further advised that in another Community Council area where he is the Clerk, it had taken two months to obtain a reply to a letter sent to County Hall. The reply was only received, following a complaint being made under the Charter between Town & Community Councils in Flintshire and Flintshire County Council.

The Members agreed the following: The Clerk to follow the complaint procedure as set out in the Charter between Town & Community Councils in Flintshire and Flintshire County Council.

6(A). 236/15

CORRESPONDENCE

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

- (1) Guidance advice from Flintshire County Council, in relation to Declarations of Interest and the Community Asset Transfer Programme. The advice provided examples of when a declaration may be either personal and/or prejudicial. The Clerk advised that the Declaration of Interest forms are now kept by the Clerk, and are not sent to the County Monitoring Officer. The Clerk provided the Members with an amended Declaration of Interest At Meetings form, to be placed in their policy folder.
- (2) Information received from Flintshire County Council, in relation to the Summer Playscheme Programme 2015. During the three weeks the play scheme operated during the summer school holidays, the following number of attendances were recorded: Week 1 – 71 attendances; Week 2 – 69 attendances; Week 3 – 86 attendances.
- (3) Flintshire County Council Play Area Community Grant Scheme - Equipment Play Area 2016/17. The Clerk advised that the County Council advises in their correspondence that under the Community Asset Transfer Scheme, the County will make a one off payment of up to £5,000.00, per play area transferred. From 2016/17, match funding will only be available where a fixed play facility has been transferred out of local authority control.
- (4) Flintshire County Council – This is Our Moment – Meeting the Financial Challenge in Flintshire. The Clerk advised in relation to an invitation to Council Members to attend a public meeting in November called by the County Council. The following Councillors had been registered to attend. Councillors James Falshaw, Howard Griffiths, David Knights and Michael Moriarty.
- (5) Request from the Chairperson of Caerwys in Bloom (CIB) for the hedge running along the pathway from the Memorial Institute to the Marian to be cut back. The area around the street light along the pathway has grown out of control. The Clerk advised that he had e-mailed the Street Scene Supervisor, who had replied indicating that the hedge would be cut back within the next two weeks. The Clerk had advised the Chair of CIB in relation to the timescale.
- (6) The Chairperson of Caerwys In Bloom (CIB) had advised in an e-mail that whilst the summer pots and planters were being collected and placed in the Pinfold for the winter months, it was noticed that the door had become increasingly difficult to lock. Upon further inspection, the concrete edging on the lock side is broken, loose and crumbling. It was also noticed that two vertical planks of the door (right hand side of the viewing window) are lifting apart.

The Members agreed the following: As the Pinfold is now secured for the winter months, the Clerk to bring the concerns to the attention of the Members at the February, 2016 Council meeting. **It was noted:** that prior to any work being carried out on the premises, the County Conservation Officer must be consulted.

- (7) Invitation to attend a meeting called by the Police and Crime Commissioner for North Wales. The invitation had been e-mailed to all Councillors by the Clerk on the 12th November.
- (8) The Clerk had cascaded to all Councillors by e-mail dated the 29th October, a pdf copy of the latest Welsh Assembly - October Newsletter for Town & Community Councils in Wales.

- (9) The Clerk had cascaded to all Councillors by e-mail dated the 17th November, an OWL alert message, which advised in relation to a theft of an electric fencing unit, at Denbigh Road, Afonwen.

**6(B). 237/15
CLERK'S REPORT**

The Clerk advised that he had nothing to report.

**6(C). 238/15
PRECEPT AND FINANCIAL ALLOCATIONS FOR 2016 / 2017**

The Clerk enquired with the Members of the Council, if there were any items of expenditure, extra to the present allocation included in the current financial precept, that they wished to be included in the next financial year. The Clerk referred to the items identified in the current Annual Investment Strategy (Project Portfolio) as follows:

- (a) Children's play area equipment £10,000.00
- (b) Upgrade street lighting £20,000.00.

The Members agreed the following: The Clerk to provide the Members at the January, 2016 Council meeting, with details as to a prospective precept increase to the Band D property charge - between £2.50 and £3.00.

**6(D). 239/15
TO CONSIDER ESTIMATE / INVOICE FOR MAYOR'S CIVIC SUNDAY**

The Clerk referred to Minute number: 7. 233/14 paragraph (b), agreed at the Council meeting held on the 21st October, 2014. The Minute read as follows: 'The Town Council will pay for the Civic Sunday in future and the next and future Mayors will put an estimate before the Council at least a month in advance. The Members will consider and vote'

The Clerk advised that invitations to the Civic Service were sent out approximately four to five weeks before the event. The RSVP date is generally a week before the event. It is difficult therefore for the Mayor to provide a quotation one month in advance, as the numbers attending are not known at that time. The Clerk referred to the Civic Service held earlier this month; there were 30 Mayors and Mayoresses (Civic Dignitaries). On other Civic Sundays there have been fewer than 10 Civic Dignitaries.

The Mayor Councillor Mrs. Lynette Edwards advised the Members, that this year's Civic Sunday held on 1st November, her son's company was to supply the buffet. Unfortunately, due to an unexpected event this did not happen. A Caerwys catering business provided the buffet.

The Members agreed the following: The sum of up to £750 plus the cost of hiring the hall shall be paid by the Town Council; any amount greater than this shall come from the mayor's allowance. The Town Mayor to provide an invoice at the January Council meeting for consideration of payment by the Members.

**6(E). 240/15
TO CONSIDER AN APPLICATION FOR A MEMORIAL PLAQUE**

The Clerk referred to Minute number: 6(A). 207/15 (4) (page 5), of the 20th October Council Minutes, in relation to the request by a third party for a memorial plaque to be placed on a bench seat sited on The Marian.

The Members agreed the following: As the request had been made through a third party, and the Clerk had not received any written request, the Clerk was asked to write to the applicant to seek such a letter. The letter should contain details in respect of the proposed wording on the plaque, the design and dimensions, the fitting details, and that the plaque is made of brass or other inoxidisable metal. The applicant will be asked to sign a disclaimer document.

Note: The land above referred to as The Marian is Registered Common Land - Section of Register Unit No. CL 118 in the Register of Common Land maintained by Flintshire County Council and accords with the Commons Registration Act 1965. The Town Council have to ensure that they indemnify themselves.

7. 241/15

TOWN MAYOR'S REPORT

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

- (a) Caerwys Town Council and Holywell Town Council's Civic Sunday.
- (b) Cor Meibion Caerwys - Young Musicians Competition.
- (c) St. Michael's Church, Caerwys - Organ recital.
- (d) Mayor of Buckley and Mayor of Ruthin's Charity Dinner / Evening.

8. 242/15

COUNTY COUNCILLOR'S REPORT

Councillor J. E. Falshaw as County Councillor, advised the Members that all concerns had been addressed during the visit by Mr. Ian Williams (**See Minute number: 2(D). 231/15 - on page 2 above**)

9. 243/15

REPRESENTATIVES / LIAISON COMMITTEE REPORTS

(a) Councillor Michael Moriarty advised in relation to his attendance, at the County Forum meeting held on Thursday 22nd October at Gwernymynydd Community Centre.

1). Presentation given on the financial situation within FCC who are having to face a further gap of £53m between now and 2018. Of the £21m needed to be saved next year it is believed that around £14m can be found, but a lot will depend on working with the WG to find further solutions. If support cannot be provided from that quarter, key services and facilities that have so far been protected will be at risk.

2). Town and Community Council issues raised dealt with County Council departments ensuring there is consultation with T & CCs when decisions are to be made that will affect a town or community council's area. Refuse collections on Sundays. Request that the County Forum is updated on the current situation regarding the County's Leisure Services and that present mobile Library Service is a vital service in rural communities.

3). A report has been submitted to the WG regarding the adoption of changes to ward boundaries. These would be effective in 2017, but would not involve any change to the Caerwys ward.

FCC is to respond to a consultation paper on the electoral review for merged LAs with the WG proposing a ratio of 1 councillor to 4000 electors.

Two options are being put forward that would affect a merger involving Flintshire.

Option 1 being Flintshire merging with Wrexham, with Option 2 being Flintshire merging with Denbighshire and Wrexham.

Option 1 would result in 55 councillors and Option 2 having 74 councillors based on the ratio of 1 councillor to 4000 electors.

4). A draft copy of the Annual Performance Report 2014/15 was circulated at the meeting that showed Flintshire performing favourably. A summary of the report will be available on FCC's website before December.

(b) Councillor David Knights reported in relation to the Youth Project. The membership continues to grow with over 20 on the list. There are no behaviour concerns and the members are organising a Christmas party. A new television has been purchased and following a meeting with the Committee members and the youth project members last week, other items of equipment have been agreed to be purchased - such as an X-Box 360. Councillor Knights extended an invitation to the Councillors to visit the Institute on a Wednesday evening, and wished to thank the volunteers who assist in the running of the club.

(c) Councillor Ms. Helen Priestley reported on a site meeting with Mr. Alan Roberts, Flintshire County Council Open Spaces Officer. Councillors Jonathan Duggan-Keen and James Falshaw were also in attendance at the meeting, which was held in the play area on the Institute field. Councillor Ms. Priestley advised that a project plan had been drawn up by the County, with a costing of £57,000.00. Whilst an application to the Aggregates Levy Sustainability Fund for Wales will be made, together with other possible funding outlets. The present agreed match funding with Flintshire and the Town Council, including the Section 106 planning contribution which totals £18,000.00, there may be a possible shortfall of approximately £7,000.00. Drawings and photographs of the proposed new equipment were circulated to the Council Members.

The Members agreed the following: (1) The Councillors were supportive of the scheme (2) The Members agreed in principle to the sum of £7,000.00, to be made available towards the project. The Clerk sought the Members confirmation that the amount would be from balances held and not an increase to the precept. The Members confirmed the amount from balances.

10(A). 244/15

PLANNING APPLICATIONS

The following planning applications had been received:

(a) Application number: 054383 (Retrospective) for the temporary change of use to allow for the siting of holiday lodge for advertising purposes, at Park View Garage, Lloc.

Comments by Council: Caerwys Town Council draws attention to the fact that it is with grave concern this proposal is being made retrospectively and this must be borne in mind when determining the application. Should consent be granted for this retrospective application, then it is requested that it be stated that permission commences from the date the work was completed, i.e. 20-06-15, and for the two years requested by the applicant to terminate on the 19-06-17. Any date later than this we would be unable to accept.

- (b) Planning Application Number: 054386 (Retrospective) for the display of 3no. flexible plastic advertisements, at Park View Garage, Lloc

Comment by Council: Caerwys Town Council draws attention to the fact that it is with grave concern this proposal is being made retrospectively and this must be borne in mind when determining the application. Should consent be granted for this retrospective application, then it is requested that it be stated that permission commences from the date the work was completed, i.e. 20-06-15, and for the two years requested by the applicant to terminate on the 19-06-17. Any date later than this we would be unable to accept.

(The above two applications were sent to the Planning Sub Committee Chairman, for consultation with the Members, due to statutory time limits for observations)

10(B). 245/15

The Members confirmed the above two decisions.

10(C). 246/15

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

- ❖ Application number: 054440, for Listed Building application for the repairing of and restoration of the coach house, to prevent collapsing and to make rooms usable again as living space, at Maes y Coed Farm, Afonwen.

Comment by Council: The Caerwys Town Council supports the proposal providing all work is undertaken sympathetically and appropriate materials are used in order to retain the historic character and appearance of the grade 11* listed building for future generations. Liaison between the applicant and FCC's Conservation Officer requested to be maintained until completion of the work. Records appertaining to the building's listing to be updated if necessary on completion of the project.

10(D). 247/15

PLANNING DECISIONS

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

- (a) Application number: 054288, for the erection of extension to side of dwelling, at 6, St. Michael's Drive, Caerwys. Approved.
- (b) Application number: 054249, variation of condition no 2 attached to planning permission ref: 051304, to allow further time period for submission of reserved matters and removal of conditions 11 and 12 pertaining to the Code of Sustainable Homes, at Herons Retreat, Caerwys Hill, Caerwys. Approved.
- (c) Application number: 054194, for the conservation of and extension to existing garage to form accommodation ancillary to main dwelling, at Isfryn, Pen Y Cefn Road, Caerwys. Approved.

11. 248/15

COMMUNITY LIGHTING

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

- (a) Lamp number: 38, Near to Pen Yr Allt, Water Street.

(b) Councillor Howard Griffiths advised, that whilst the two new lighting columns; one in Holywell Road and the second one in North Street (opposite the Piccadilly), had been installed, they were still awaiting connection to the electricity supply. The two concrete lighting columns were still in use. The Clerk advised, that Flintshire County Council were awaiting Scottish Power to connect the electricity supply to the new lamps.

12. 249/15

PEDESTRIAN CROSSING (CLLR. M. W. MORIARTY)

Councillor Moriarty referred to a request made some years ago for the installation of a pedestrian crossing in the Town Square area. This had been turned down by the County Council at that time. Recently, an injury accident occurred at that location involving a motor vehicle and a child. Subsequently, a site meeting was arranged by Cllr Falshaw with Mr Anthony Stanford, Flintshire County Council's Highways Strategy Manager, as regards the installation of a pedestrian crossing in the area of the Town Square. Also in attendance at that meeting were Cllrs Duggan-Keen and Moriarty.

As a result of the meeting, Mr Stanford was requested to provide information to the Town Council by the time of their next meeting in January 2016, setting out criteria to be met for installing a pedestrian crossing as well as alternative solutions that could be considered.

13. 250/15

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
958	Scottish Power (October - Street Lighting Electricity Account)	247.39	49.48	296.87
959	Deeco Lighting - (October - Street Light Repairs)	88.00	17.60	105.60
960	Flintshire County Council (Summer Play Scheme)	900.00		900.00
961	R. Phillip Parry (Clerk) - Refund of Register.Com web site renewal (\$170.95 - £113.23 Plus transaction fee £3.11 = £116.34 (As per receipt)	116.34		116.34

14. 251/15

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
962	Llys Y Goron Committee (Application for funding towards Christmas Lunch)	125.00
963	Caerwys In Bloom	250.00
964	Marie Curie (Rhyl)	25.00

965	British Red Cross (Abergele)	25.00
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15. 252/15

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:.....