



# **CYNGOR TREF CAERWYS TOWN COUNCIL**

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## **Minutes of The Meeting of Caerwys Town Council Held at The Memorial Institute, South Street, Caerwys, On Tuesday the 21<sup>st</sup> November, 2017, at 7.00pm.**

### **1(A). 227/17**

#### **PRESENT**

Councillor David S. Knights (Town Mayor)  
Councillor Stephen Copple  
Councillor Peter Dooley  
Councillor Mrs. Lynette M. Edwards  
Councillor James E. Falshaw  
Councillor Howard R. Griffiths  
Councillor Miss. Carole A. Harris  
Councillor Jonathan Lees  
Councillor Stephen G. Wilson

County Councillor Tudor Jones

Clerk & Financial Officer R. Phillip Parry

### **1(B). 228/17**

#### **APOLOGIES**

Councillor Jonathan E. Duggan-Keen  
Councillor Ms. Helen L. Priestley

### **2(A). 229/17**

#### **BEREAVEMENTS WITHIN THE COMMUNITY**

Members stood in silence in memory of the following: Mr. H. Geraint Jones (Former Councillor and Mayor of Caerwys), Ty Ceirw, Pen y Cefn; Mr. E. Elvet Matthews (Former Councillor and Mayor of Caerwys), Milton Keynes – formerly of Afonwen and Caerwys; Mrs. Jeanette I. Roberts, Lon Yr Ysgol, Caerwys; Mr. Neville A. Wright, Mill Terrace, Afonwen.

### **2(B). 230/17**

**Standing Orders were suspended:** to enable the public to address the meeting.

#### **(i)**

The Mayor, Councillor David Knights, welcomed Mr. Ian Williams (Flintshire Streetscene) to the meeting.

**Mr. Williams advised the Members in relation to the following:** (1) pot holes in a number of areas had been patched, including the Croes Wian area (2) Water leakage in Chapel Street. Welsh Water had identified a leakage and would be working with a utility contractor to alleviate the situation (3) Salt bins – have been re-filled for the winter.

**Members discussed the following with Mr. Williams:** (a) Condition of road to the television mast – the repairs have not been carried out, due to financial restraints (b) pot holes in North Street – some repairs had been completed and the condition of others were being monitored (d) damaged signage at the bottom of Water Street – County are aware and will replace in due course (e) clothes bank on The Marian – the Clerk advised that the County have agreed to move the bin, but under the contract, they have to find another site. Mr. Williams agreed to follow up.

The Mayor, Councillor David Knights, thanked Mr. Williams for his attendance.

**(ii)**

The Mayor, Councillor David Knights, welcomed PCSO Laura Williams (North Wales Police) to the meeting.

**PCSO Williams advised the Members in relation to the following:** (1) she will be moving from her present position covering the Caerwys area – but will attend the January meeting – possibly to introduce the new Officer (2) theft from a caravan in Caerwys View on Caerwys Hill (3) explained in relation to a vehicle purporting to carry drugs in the area (4) had visited Ysgol Yr Esgob School in relation to drugs (5) carried out speeding checks in Caerwys. PCSO Williams advised further to the following: (a) provided the Members with various leaflets, including cold calling (b) thefts from cars during the Christmas period (c) theft of Asian gold in the Mold area (d) will be holding a ‘coffee with a copper’ in the Café on 21<sup>st</sup> December.

**2(C). 231/17**

**Standing Orders were restored:**

**3. 232/17**

**DECLARATIONS OF INTEREST**

- (1) Councillor Mrs. Lynette M. Edwards, declared a Declaration of Interest, in planning application number: 054249. (See Minute number: 10(c). 245/17 on pages 6 & 7 below).
- (2) Councillor David Knights, declared a Declaration of Interest, in Approval of Accounts for Payment (See Minute number 13. 251/17 on pages 8 & 9 below).

**4. 234/17**

**TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 17<sup>TH</sup> OCTOBER, 2017**

The Minutes were proposed as correct by Councillor Stephen Wilson and seconded by Councillor Mrs. Lynette M. Edwards and formally agreed by the Members present.

**5. 235/17**

**MATTERS ARISING**

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

**Minute no: 5. 201/17 sub minute numbers: 5.184/17 & 5.159/17 (page 2)** – in relation to outstanding replies from Flintshire County Council. The Mayor, Councillor David Knights advised the Members, that himself, together with the Clerk had attended County Hall, whereby they had met with Mr. Colin Everett, Chief Executive, Rebecca Jones Customer Service & Registration Manager,

together with a senior member of the Executive Office staff. Councillor Knights further advised that the meeting was positive, with the Chief Executive acknowledging that he was quite concerned with the present situation. The Customer Service & Registration Manager agreed to set up a dedicated e-mail address, which would only be used by the Clerk to this Council. All matters and enquiries should be channelled via this e-mail address, whereby the Clerk will be provided with a reference number. This will be a trial period of six months, and if successful, will be rolled out to all 34 Town & Community Councils in Flintshire.

**Minute no: 5. 201/17 sub minute: 6(B). 186/17(g) (page 2)** – in relation to the adoption of the Red Telephone Box in Pen Y Cefn. The Clerk advised, that an article had kindly been written by Councillor Stephen Copple, which had been published in the Caerwys Chronicle. Following the article, the Clerk had received three suggestions, in relation to the possible siting of the red phone box in Caerwys Town Centre: **(a)** Town Square **(b)** High Street – to replace existing kiosk **(c)** near the public conveniences **(d)** Marian area. The Clerk further advised, that a resident had written to remind the Council, that it was not possible for the phone box to be sited on the Marian Common. The letter stated a number of Acts, which prevented the siting.

**Minute no: 6(B). 212/17 (3) (pages 4 and 5)** – in relation to a replacement Town Square tree, with a Hornbeam species. The Clerk advised, that the web site of the Barcham ‘Tree Nursery’ (which had been advised by Flintshire County Council, as their preferred supplier – had been perused by the sub-committee (Councillors’ Stephen Copple, David Knights and Stephen Wilson). The sub-committee advised, that the cost of a Hornbeam Caepinus Betulus tree – with a height of 5m+ - at £536.00, delivery charge £280.00. Total £816.00.

**Members agreed the following:** **(1)** Purchase of the above referred to tree, at a cost of £816.00 **(2)** the Clerk to contact Mr. Ian Williams (Streetscene), to make arrangements for the removal of the present tree and planting of new tree - to be completed in February, 2018 **(3)** the Clerk was authorised to order the tree.

**Minute no: 6(B). 212/17 (7) (page 5)** – in relation to the public address system. Councillor Jon Lees advised that the public address equipment had been re-housed and was safely stored.

#### **6(A). 236/17 CORRESPONDENCE**

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

- (1)** Flintshire County Council – information in relation to Pre-Deposit proposals public Consultation (Preferred Strategy) – Flintshire Local Development Plan 2015 – 2030. Information forwarded to all Councillors on the 1<sup>st</sup> November, 2017.
- (2)** Flintshire County Council – information in relation to a consultation on the Local Development Plan preferred strategy. Consultation commences on 9<sup>th</sup> November for six weeks. Information forwarded to all Councillors on the 6<sup>th</sup> November, 2017.
- (3)** St. Kentigern Hospice – Annual Report 2016 / 2017. Councillor Mrs. Lynette Edwards received the report.

#### **6(B). 237/17 CLERK’S REPORT**

- (1)** E-mail sent to all Council Members by the Clerk on the 20<sup>th</sup> October – in relation to a resident finding a used hypodermic needle, in the area of the public conveniences.

- (2) Complaint received in relation to the display of out of date bus timetables. The Clerk has written to the County Council, to enquire as to whose responsibility it is to publicise current bus timetables.
- (3) Two e-mailed and five telephone call complaints received by the Clerk in relation to the non-emptying of red dog bins. The Clerk had contacted the County Council, who advised that due to staff shortages, the Caerwys area was covered by an inexperienced member of staff. The Clerk to enquire with the County, as to why the vehicles do not carry a schedule of red dog bin positions.
- (4) The Clerk advised that a further attempt was to be made with the HSBC Bank, in completing a request form to add and remove signatories from the existing mandate. It has been previously agreed that Councillors' Stephen Wilson and David Knights be added onto the mandate, as they presently held accounts with HSBC and / or the Banks subsidiaries.

#### **6(C). 238/17**

#### **PRECEPT AND FINANCIAL ALLOCATIONS FOR 2018 / 2019**

- (i) The Clerk advised that this exercise was to enquire 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 - including a provisional percentage precept increase. The Clerk provided Members with a number of financial figures and scenarios, in relation to the setting of a precept. Council Members were provided with a copy of the Flintshire County Council - Town & Community (County Council and Police Commissioner) Tax Base information – for 2017 / 2018.

One Council Member enquired in relation to the exercise, to which the Clerk replied, that this was a statutory procedure from the guidance notes, and others, issued by the Auditor General for Wales. The information provided from the Council Members, would assist the Clerk in producing a draft budget in the January meeting, for the Councils consideration.

**Members provided the Clerk, prior to the January 2018 Council meeting, with financial guidance, in relation to an approximate increase in precept, including further items of expenditure, to be included in a draft budget, for consideration at the January, 2018 Council meeting.**

- (ii) The Clerk recollected to the Members that at the October Council meeting, whereby the Clerk read out an application for funding from the Caerwys Youth Project, the Members agreed to adjourn the application to the November Council meeting. The Clerk was also asked to provide a spreadsheet of funding granted by the Council over the previous year. All Members were provided with a copy of an Excel spreadsheet, which provided details of financial assistance granted under Section 137 and under Miscellaneous Acts – during 2016 to 2017 and to date during the current budget. The Clerk further advised that this exercise was to agree a 'bench mark' for donations within the Community, to the Committees and Groups, including possibly a substantial increase to the Town Hall and Memorial Institute.

During discussions, Members mooted that the Town Hall and Memorial Institute should receive increased funding, including a 'bench mark' for Community Groups. One Councillor suggested that the actual increase be left to the January Council meeting.

**Members provided the Clerk, prior to the January 2018 Council meeting, guidance in relation to a suggested increase in Section 137 and Miscellaneous Acts budget headings, to be included in a draft budget for consideration at the January, 2018 Council meeting.**

## **6(D). 239/17**

**The following item was adjourned from the October Council meeting:**

### **TO REVIEW (AMEND / UPDATE) AND APPROVE, THE FOLLOWING POLICIES:**

**(a)** Code of Conduct **(b)** National Standing Orders **(c)** Local Standing Orders **(d)** Financial Regulations **(e)** Internal Financial Controls **(f)** Annual Risk Assessment – 2017 / 2018 **(g)** Retention Of Documents Etc., Schedule **(h)** Fixed Asset Register – 2017 / 2018 **(i)** Retention of Documents Policy Statement **(j)** Annual Investment Strategy – 2017 / 2018 **(K)** Model Local Resolution Protocol (New policy to be considered)

**Members agreed the following:** The above Policies were reviewed and confirmed. The following Policies were amended and adopted: **(1)** Amended: Financial Regulations, to reflect internet banking **(2)** Amended: Retention of Documents Etc., Schedule, whereby General Correspondence, to be retained for six months **(3)** Formally adopted: Model Local Resolution Protocol (Members Self-Regulatory Protocol).

## **7. 240/17**

### **TOWN MAYOR'S REPORT**

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

**(a)** Holywell Town Working Links meeting **(b)** Special Council meeting Re lighting **(c)** Meeting with Flintshire County Council Chief Executive **(d)** Caerwys Civic Service **(e)** Mayor of Ruthin Charity evening.

## **8. 241/17**

### **COUNTY COUNCILLOR'S REPORT (CLLR TUDOR JONES)**

County Councillor Tudor Jones, advised the Members in respect of the following:

**(1)** Two planning applications – Maes Mynan and Crossways **(2)** Sale of cars in the Crossways area **(3)** poor quality heating oil being delivered in the area.

## **9. 242/17**

### **REPRESENTATIVES / LIAISON COMMITTEE REPORTS**

- (1)** Councillor Stephen Cople advised in relation to the Caerwys Town Hall. A new Treasurer and Secretary had been appointed.
- (2)** Councillor Peter Dooley advised in relation to the Youth Project. All the youth member's parents had been contacted in relation to volunteering to assist on meeting evening. Presently there are 31 members each week. A visit to the Bowling alley was arranged for the following evening.
- (3)** Councillor Mrs. Lynette Edwards advised in relation to the FLUSH Committee. A meeting to be held this month; donations continue to be received; support from local business continues with the provision of cleaning materials and toilet rolls; the conveniences will only be closed on Christmas Day.
- (4)** County Councillor Tudor Jones advised in relation to Holywell Leisure Centre. Library open until 10.00pm; attendance at the centre has increased.

- (5) Councillor David Knights advised in relation to the Holywell Town Council Working links meeting. The meeting was attended by neighbouring Community Councils, who discussed / exchanged ideas. Three to four meetings will be held in a year.
- (6) Councillor David Knights advised in relation to his attendance as Council's representative School Governor. Concerns that a School inspection from 2011, is still showing on the internet; the present School indicators in relation to performance are good; School has attracted new pupils with 55 currently registered. County Councillor Tudor Jones advised that the formula for attendance figures is changing prior to the next inspection.

#### **10(A). 243/17**

### **PLANNING APPLICATIONS**

#### **The following planning application had been received:**

- (1) Planning Application Number: 057623, Maes Mynan Quarry, Afonwen, for the change of use of land to mixed-use holiday and leisure park, at the above address.

#### **Comment by Council:**

1. Although on the eastern fringe of the Clwydian Range & Dee Valley AONB, the greater part of the proposed development is within this designated area. The proposal is a major development for the location and no overriding need for it is shown by the applicant. There are already existing sites for similar use within the locality that have been unable to attract sufficient customers visiting them.
2. The nature of the proposed development will not be compatible with the existing built environment of the area nor comprise of local building materials.
3. Two public rights of way cross the site; Caerwys Footpath No. 32, whose route runs through the north-westerly part of the development, and Caerwys Footpath No. 5 which enters the south-westerly part of the site and runs easterly to meet the unclassified country lane near Maes Mynan Farm. Both these public footpaths are indicated on the Definitive Map and their routes shown on OS maps covering the area. Both public rights of way require protecting, a point that is failed to be covered in the submitted application.
4. Access from the A541 Road to the application site is along a narrow unclassified country lane used by HGVs using the operational Breedon Quarry in addition to those operating from a haulage business at the side of Maes Mynan Farm. Although there are some passing places, they are few and insufficient, especially if encountering an approaching car towing a caravan.
5. The unclassified lane's junction at the A541 road is where the speed limit for the main road is 60mph. Visibility from the junction along the A541 towards Bodfari is limited due to the bend of the road and therefore a potential highway hazard.
6. With all new development there is a requirement under national and local policies to minimise the use of private cars. This proposed development will be traffic generating and will be unable to comply with such policies.
7. No footpath borders the A541 road at the junction of the unclassified lane towards Afonwen, whilst the footpath commencing on the opposite side of the main road and extending in the direction of Bodfari is just short of the junction. This footpath, however, peters out after a short distance. The lack of adequate footpaths along the A541 road deters people from walking along this road due to the speed and frequency of vehicles travelling along the carriageway, in addition to it being unlit during the hours of darkness. Although on a bus route, buses are infrequent due to the rural nature of the area and no bus stops are located in the vicinity due to the danger encountered.
8. Increased vehicle activity, within the Town of Caerwys.

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

#### **10(B). 244/17**

**The Members confirmed the above decision.**

#### **10(C). 245/17**

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

- (2) Planning Application Number: 057687, Herons Retreat, Afonwen, for variation of condition No2 following grant of planning permission 054249, to allow further time period for submission of reserved matters.

**Comment by Council:** No adverse comment to the application.

**Declaration of Interest:** Councillor Mrs. Lynette M. Edwards, declared a Declaration of Interest, in the above planning application number: 054249. (See Minute number: 3. 232/17 (1) above on page 2).

#### **10(D). 246/17**

#### **PLANNING DECISIONS**

**The following planning decision has been received from Flintshire County Council:**

- Planning application number: 057452, for the conversion of existing building from office accommodation to holiday accommodation, at Glan Llyn, North Street, Caerwys. Approved.

#### **10(E). 247/17**

#### **PLANNING APPEAL**

Planning reference number: 056703, Appeal reference number: APP/A6835/A/17/3184986, by Mr. Owen McKay, in relation to the proposed erection of 3no dwellings, at Former Centre Point Garage, Afonwen.

#### **11(A). 248/17**

#### **COMMUNITY LIGHTING**

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

- (a) Afonwen - A541 road. First light travelling from Mold - left hand side - top of walkway and red dog bin nearby.
- (b) Afonwen - opposite Ffoulkes Terrace on grass verge. Turning right before Caerwys turn and lamp immediately on right hand side
- (c) Caerwys - North Street. By Erw Deg / North Street Garage sign (light flashing)
- (d) Caerwys - Bottom of Water Street. Outside long stone cottage named Pen Yr Allt.
- (e) Caerwys - Holywell Road – at bottom of street - left down lane - near walkway to St. Michael's Drive - lamp by red dog bin.

#### **11(B). 249/17**

#### **STREET LIGHTING UPGRADE**

Councillor Howard Griffiths advised the Members, in relation to a joint meeting with representative Councillors from Halkyn and Whitford Community Councils, together with Mr. Alan Richardson (Snapfast Electrical). Councillor Griffiths further advised, in relation to the lighting product supplied by this Company, together with an indication of cost. The lights would be guaranteed for a period of 10 years, with a payback time of 5 years. The reduction in electricity costs would be between 40% and 60%. Various grants were available to fund the changeover, including a loan

from the Welsh Assembly. The present 35 SOX street lighting were not now being manufactured and are therefore difficult to replace. Councils across the country were seeking more modern and energy efficient lighting systems – such as LED. Councillor Steve Coople suggested that possibly the Council should consult with the residents, in relation to the change of lighting system. Councillor Griffiths further advised that the next stage is to formally agree to move forward, whereby the Clerk would supply the Company will details in relation to the number of Council owned street lights. The Company would thereafter provide a formal quotation for consideration by the Council. At this stage, there is no financial commitment required from the Council.

**Members agreed the following:** (a) the Clerk to provide the Company with details of the Council street lighting numbers (b) the Council will consider further, when in receipt of a formal quotation, together with contract details.

**12. 250/17**

**UPDATE FROM SUB-COMMITTEE: (MEETING WITH COMMITTEES & GROUPS / MEET A COUNCILLOR OVER A COFFEE / COMMUNICATIONS POLICY (COUNCILLORS’ STEPHEN COPPLE, DAVID KNIGHTS & STEVE WILSON))**

Councillor Steve Coople advised that the sub-committee had met and wished to present to the Council Members for consideration, the following policy: Communications and Engagement Strategy - together with an appendix named: The Need for Change (both documents had been previously sent by e-mail to all Councillors by the Clerk – with a hard copy for each Member provided at the meeting).

Councillor Coople perused with the Members each paragraph of the Policy, with the following amendments suggested: (i) Aims: to include; Assembly Member (ii) Communications: to include; Agendas on web site and (iii) Communications – notice boards; to delete ‘the public may use these by sending their information to the Clerk’ (The notice boards are not locked).

Councillor Coople wished that, if agreed, the Policy to commence in early 2018, with a six month trial period – with the setting up of a Social Media page, together with a Drop in Session named ‘Coffee with a Councillor’.

**Members agreed the following:** (1) the Communications and Engagement Policy – with above amendments (2) the setting up of a Social Media page, together with a Drop in Session named ‘Coffee with a Councillor’ – to commence in early 2018.

**13. 251/17**

**APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
112	Royal British Legion (Poppy wreath)	20.00		20.00
113	Scottish Power (October - Street Lighting Electricity Account )	290.26	58.05	348.32
114	Deeco Lighting - (October & November Street Light Repairs )	239.00	47.80	286.80
115	Caerwys Memorial Institute – Meeting room hire (September to November)	80.00		80.00



116	Northern Stone (Repairs to Pinfold – as agreed quotation)	700.00		700.00
117	R. P. Parry – Clerk (Re-imburement - Post Office Stationery Shop – writing paper £18.83 plus VAT £3.76 / Register.com – web site renewal and domain name \$170.95 = £128.95 / Land Registry plan £3.00 - as per receipts)	150.78	3.76	154.54
118	David S. Knights (Re-imburement of Civic Sunday costs. (Town Hall £72.00 / Catering £474.95 – as per receipts)  <b>(Councillor David Knights, declared a Declaration of Interest (See minute number: 3. 232/17 (2) on page 2 above)).</b>	546.95		546.95

**14. 252/17**

**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	Caerwys Youth Club (application for annual grant – adjourned from October Council meeting ( <b>Application further adjourned to January, 2018 – Council meeting</b> ))	
119	Caerwys Christmas Carols (application for annual grant)	200.00
120	Marie Curie - Rhyl Branch (application for annual grant)	100.00

**15. 253/17**

**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.....**