



# **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 20<sup>th</sup> November, 2018, at 7.00pm**

### **1(A). 238/18 PRESENT**

Councillor Jonathan Lees (Town Mayor)  
Councillor Peter Dooley (Deputy Mayor)  
Councillor Stephen Copple  
Councillor Jonathan E. Duggan-Keen  
Councillor James E. Falshaw  
Councillor Howard R. Griffiths  
Councillor Miss. Carole A. Harris

Clerk & Financial Officer R. Phillip Parry

### **1(B). 239/18 APOLOGIES**

Councillor Mrs Lynette M. Edwards  
Councillor Ms. Helen L. Priestley  
Councillor David S. Knights  
Councillor Stephen G. Wilson

County Councillor Tudor Jones

### **1(C). 240/18 ATTENDANCE BY MS. RUTH CARTWRIGHT (FLINTSHIRE COUNTY COUNCIL – TRANSPORTATION TEAM)**

The Mayor, Councillor Jon Lees, welcomed Ms. Ruth Cartwright to the meeting.

Ms. Cartwright thanked the Council for the invitation to attend the meeting and was pleased to provide the following Public Transport Update for Flintshire.

Following an extensive consultation on the future of subsidised public transport in Flintshire which was carried out in 2018 – there were four options presented:

- (1) Stop subsidising bus services
- (2) Only subsidise current services

- (3) Support services on core network and introduce smaller bus services (minibuses) linking people to hubs (town centres / core network)
- (4) Support services on core network and introduce a demand responsive (dial a ride) service.

Option 3 was agreed by Cabinet in July 2018.

Ms. Cartwright advised in relation to the following impact the above decision had for Caerwys:

Service 14: will continue to operate as the route is on the core Mold to Denbigh route. The timetable will be amended to accommodate a service to Cilcain.

Service 14C: to be reduced to school times only from 1<sup>st</sup> January, 2019 – Monday to Friday to allow fare paying pupils access to school. Pupils eligible for free home to school transport will not be affected.

New Service: A revised service has been developed to provide access to Holywell Town Centre three days a week. The purpose of this service is to maximize passengers on individual services and via positive promotion encourage residents to utilise the service and utilise Holywell Town Centre. This service will commence on the 1<sup>st</sup> January, 2019.

Ms. Cartwright further advised the following: The fares will be minimal, with return tickets available – but not transferrable to other operators. Concessionary passes will be accepted on all services. The services will be promoted by leaflets, bus stop updates, newsletters, together with Community drop in events. Copies of the new timetables were distributed to Councillors.

Ms. Cartwright was provided with details in relation to local Committees and Groups, whereby the Mayor, Councillor Jon Lees, thanked Ms. Cartwright for her informative presentation.

#### **1(D). 241/18**

The Mayor, Councillor Jon Lees, welcomed Mr. Neil Hickie – Flintshire County Council (Street Scene) Officer to the meeting.

As this was the first meeting Mr. Hickie had attended in Caerwys, he provided Members with his background experience with Flintshire County Council. Mr. Hickie provided the following update / Council Members discussed:

- (1) Resurfacing of North Street Caerwys. Whilst Mr. Hickie was not aware in relation to the reason for rescheduling the work, he would confirm to the Clerk later this week, that the tarmacking will take place in early January, 2019.
- (2) The Clerk referred to the removal of the blue clothes bin, which is sited on the Marian Common. As Mr. Hickie was not aware of the previous concerns and agreement, the Clerk provided details. Mr. Hickie agreed to look urgently into the matter.
- (3) The Clerk referred to the exchange of e-mails in relation to the cutting of the hedge on the walkway – from the Memorial Institute to the Marian. Mr. Hickie agreed that the Clerk would liaise with himself and the Bowling Club Committee – to arrange a site meeting.
- (4) Councillors reported the following concerns to Mr. Hickie:
  - (i) Footpath number 1 – Pwllgwyn Woods. Fallen tree branch blocking the footpath together with a number of branches that require lopping.
  - (ii) Water leakage in Chapel Street. Councillor Howard Griffiths advised in relation to the long standing concerns – including a number of site visits, by both Councillors and County Council Officers, together with Welsh Water Inspectors.

- (iii) Wooden bench seating in the area of the bus shelter on the Town Square. A number of the wooden boards are rotten and require attention.
- (iv) The road surface in the Town Square area had been inspected previously with a view to being re-tarmacked. Mr. Hickie will enquire in relation to the present position.
- (v) Pot holes in The Nook area – on the border with Ysceifiog Community Council.
- (vi) Large tree branches on the A541 in Afonwen – behind the bus shelter area and Llys Y Pentre. Mr. Hickie confirmed that the tree branch felling had been completed.
- (vii) Complaints received in relation to the condition of the glass in the bus shelter in Afonwen. Mr. Hickie has passed this matter to the appropriate department.
- (viii) Replacement Town Square tree. The Clerk explained the present situation to Mr. Hickie in relation to the removal and replacement with a new tree. Whilst the Town Council have agreed to pay for the purchase of a Hornbeam tree, the County Council had previously agreed to carry out the removal of the existing tree, which included the hiring of specialised equipment. Whereafter the new tree would be planted. Mr. Hickie advised that possibly the County Council would not be able to complete the work due to financial restraints. Mr Hickie agreed to make enquiries with his superior.

The Mayor, Councillor Jon Lees, thanked Mr. Hickie for attending the meeting and looked forward to receiving an update to a number of concerns raised above in due course.

## **2(A). 242/18**

### **BEREAVEMENTS WITHIN THE COMMUNITY**

Members stood in silence in memory of the following: Mrs. Joan Crierie, Maplewood, Caerwys. Mr. Glyn Brooks, Llys y Wennol, Ty Draw, Bodfari – a former Caerwys Town Councillor and Mayor of Caerwys.

## **3. 243/18**

### **DECLARATIONS OF INTEREST**

The following Interest was declared: Councillor Jon Lees – in relation to payment for Civic Sunday costs. **Minute number: 14. 258/18 on page 9 below.**

## **4. 244/18**

### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 16<sup>TH</sup> OCTOBER, 2018**

The Minutes were proposed as correct by Councillor David Knights and seconded by Councillor Howard Griffiths and formally agreed by the Members present.

## **5. 245/18**

### **MATTERS ARISING**

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

**Minute no: 2(B). 219/18 (1) (page 2)** – in relation to the re-arranged date for the tarmacking of North Street, Caerwys. **This matter was discussed under minute number: 1(D). 241/18(1) on page 2 above.**

**Minute no: 5. 223/18 sub minute numbers: 5(A). 195/18 & 5.176/18 & 153/18 (pages 2 & 3)** – in relation to concerns with Heavy Goods Vehicles travelling through Caerwys, and in particular, to a sub-committee of Councillors from Caerwys Town Council and Ysceifiog Community Council. The Clerk advised that the day following the October Town Council meeting he had provided the names of the two sub-committee Caerwys Town Councillors to the Clerk to Ysceifiog Community Council, including Councillor Tudor Jones. As Councillor Tudor Jones was on holiday, there was

no update available. The Clerk further advised that he had written to the Head of Highways at Flintshire County Council, seeking details in relation to the recent speed survey that had been undertaken on the B5122 road travelling through Caerwys. To date, whilst the request had been acknowledged, there had been no information provided.

**Minute no: 5. 223/18 sub minute numbers: 5(A). 195/18 & 5.176/18 & 6(c). 156/18 (page 3)** – in relation to a review meeting with the Chief Executive of Flintshire County Council. The Clerk advised in relation to a meeting he attended in County Hall, Mold on Thursday 14<sup>th</sup> November. The meeting with Officers from the following departments: Chief Executive, Customer Services & Registration, together with Planning. The Clerk further advised that the meeting had been informative, whereby it had been agreed a number of new protocols in relation to the sending of letters to Highways and Planning. The Clerk will provide an update in the spring of 2019.

**Minute no: 5(B). 196/18 (page 3)** – in relation to the upgrading of the Children’s Play Area in Chapel Street. In the absence of Councillor Ms. Helen Priestley, the Clerk provided the following report: Councillor Ms. Priestley had met on site at the Caerwys Play Area with Mr. Richard Roberts (Aura Play Officer). Aura have sought three quotations for new play equipment – up to a cost of £50,000.00. The quotations are to include provision for removal of at least half of the sand area. Should the sand area removal be expensive, Aura apparently agreed that the work could be arranged locally.

**Minute no: 6.(C-1). 199/18 (page 3)** – in relation to the installation of defibrillators in Caerwys. The Clerk advised that a scale plan had been drawn - which had been sent to County Planning, together with an updated Design & Further Information Statement.

**Minute no: 12. 234/18 (ii) (page 7)** – in relation to installation of CCTV equipment in Caerwys. The Clerk recollects to Members an e-mailed reply from Flintshire County Council, which had been cascaded to Members. The information contained details in relation to a number of camera scenarios available.

**Members agreed the following:** The Clerk to (a) Thank the County Council for their informative reply (b) To seek further information in relation to ‘deployable cameras’.

**Minute no: 12. 234/18 (iii) (page 7)** – in relation to Deputy Mayor’s Regalia & Past Mayors’ Badges. The Clerk advised that whilst the design details had been passed to Thomas Fattorini’s, the Company had requested further clarification which had been provided by Councillor Mrs. Lynette Edwards. The Council were now awaiting quotations.

## **6(A). 246/18 CORRESPONDENCE**

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

- (1) The Clerk read out a report received from PCSO Connor Freeland in relation to reported criminal offences within the Community: one offence in Caerwys of Animal / Wildlife. A cat sustained injuries from a pellet gun leaving two bullets inside the cat. One bullet was from a previous wound some two years ago. No offences reported in Afonwen.
- (2) OWL Cymru Report: Incident reported in the area of Maes y Goron – a group of around four children causing fright to elderly residents.
- (3) Flintshire County Council: Updated guidance on the use of social media for Councillors.

**The following information was forwarded by e-mail to Council Members by the Clerk:**

- (i) Flintshire County Council – number of temporary road closures for repairs.
- (ii) Flintshire County Council – Revised Rights of Way Improvement Plan and policies and Procedures.
- (iii) Flintshire County Council – Gambling Policy Consultation.
- (iv) Flintshire County Council – Wales Fire & Rescue Authority presentation.
- (v) Boundary Commission for Wales – Electoral Review Arrangements for the County of Flintshire.
- (vi) Flintshire County Council – Well-being of Future Generations Act.

## **6(B). 247/18**

### **CLERK'S REPORT**

- (a) The Clerk advised that following an official complaint made to the NatWest Bank in relation to the delay in opening a new Council bank account – the account had been opened within a week – whereby a cheque book and paying book had been received. The Clerk further advised that the funds from the HSBC Bank would not be transferred until after January, as the final precept would be paid into the HSBC account and it was prudent to await this payment.

The Clerk further advised that following the opening of the account, the Council required digital banking.

**Members agreed the following:** To sign the NatWest digital banking forms.

- (b) Request from a resident in Afonwen, for the Council to provide flower planters / tubs in the area. The Clerk had advised the resident of the contact details for Caerwys in Bloom.
- (c) The Clerk advised of his attendance at the County Forum Meeting, held in County Hall, Mold on Tuesday 23<sup>rd</sup> October. Apart from the usual agenda items, the Boundary commission for Wales, together with the Fire Service, both provided presentations.
- (d) The Clerk advised in relation to a circular received from the National Association of Local Councils – Employment Briefing E01-18 / 2018 – 2019 National Salary Award for Clerks. The Mayor and Deputy Mayor of Council were provided with a copy of the circular. The Clerk sought the approval of Members to amend the Clerk's salary Bank Standing Order, to reflect the pay increase – less PAYE / NI.

**Members agreed the following:** Acknowledged the salary award and agreed the amendment to the Clerk's salary bank standing order, to be made by internet banking.

- (e) The Clerk advised Members, that he wished to visit America in February, 2019 to attend a 90<sup>th</sup> birthday celebration. However, to accommodate the Clerk's leave entitlement, the Clerk requested that the February 2019, Council meeting be re-scheduled.

**Members agreed the following:** To re-schedule the February 2019 Town Council meeting to be held on Tuesday 26<sup>th</sup> February.

## **6(C). 248/18**

### **PRECEPT AND FINANCIAL ALLOCATIONS FOR 2019 / 2020**

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.

**Members agreed the following:** In addition to the current ‘Earmarked Reserves’ to include the following: £5,000.00 donation to Caerwys Town Hall Trustees (towards Town Hall refurbishment) / Deputy Mayor’s Regalia & Past Mayors’ Badges (unknown cost to date) / £900.00, for the purchase of three ‘kissing gates’ with Flintshire County Council - as per: **Minute number: 12. 56/18 on pages 7 & 8 below.**

#### **6(D). 249/18**

### **TO CONSIDER: APPLICATIONS FOR THE APPOINTMENT OF YOUTH COUNCILLOR**

The Clerk advised that a Public Notice advertising the Youth Councillor appointment was published in a recent edition of the Caerwys Chronicle, together with copies of the notice sent to eight education establishments – including the display of same on the Council’s public notice boards in Afonwen, Caerwys and Pen y Cefn. The closing date for applications was Monday 19<sup>th</sup> November. The Clerk further advised that unfortunately there had been no applications received.

**Member agreed the following:** Councillors were disappointed that there had been no interest shown in the appointment. The process is to be discontinued.

#### **7. 250/18**

### **TOWN MAYOR’S REPORT**

The Town Mayor, Councillor Jonathan Lees, advised the Members of his attendance at the following: Caerwys Town Council Civic Sunday. Councillor Lees thanked a number of Councillors and the Clerk, for their assistance – which was appreciated.

#### **8. 251/18**

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

As Councillor Tudor Jones was unable to attend the meeting, there was no report.

#### **9. 252/18**

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

- (1) Caerwys Town Hall: Councillor Steve Copple advised: (a) Changes to the Hall Trustees (b) Upgrading to the building (c) Increase in bookings.
- (2) Police Consultative Meeting: Councillor Jonathan Duggan-Keen advised that at the recent meeting the Flintshire South Area Inspector had described Caerwys as a ‘low crime area’ which he believed justified the lack of police visibility in the area. The Inspector also blamed non-police matters, including the lack of mental health support in the county, for wasting police time. The new Chief Constable of North Wales Police, Carl Foulkes, was introduced to the members of the committee but he offered no solutions to any of the problems brought up by members of the group or by his Inspector or Safe Neighbourhood Sergeant.
- (3) Flintshire Public Transport Review: Councillor Howard Griffiths advised in relation to his attendance at four meetings - with a further meeting scheduled in February, 2019.

#### **10(A). 253/18**

### **PLANNING APPLICATIONS**

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

- (1) Application number: 059100 – for proposed 2 storey extension to dwelling, at Wern Bach, Pen Y Cefn.

**Comment by Council:** Providing that the application complies with planning policy then no objections raised.

- (2) Application number: 059037 – for listed building application for the proposed restoration of pig pens / outbuildings, at Maes y Coed Farm, Afonwen.

**Comment by Council:** Providing that the application complies with planning policy then no objections raised.

- (3) Application number: 059036 – for listed building application for replacement of doors and renovation of inside of old dairy / workshop, at Maes y Coed Farm, Afonwen.

**Comment by Council:** Providing that the application complies with planning policy then no objections raised.

- (4) Application number: 059044 – for installation of external heated defibrillator cabinet to outside wall of Compton House, Caerwys.

**Comment by Council:** As the planning application is in the name of the Town Council, Members felt it was inappropriate to make comment.

## **10(B). 254/18**

### **PLANNING DECISIONS**

There were no planning decisions received from Flintshire County Council.

## **11. 255/18**

### **COMMUNITY LIGHTING**

The Clerk advised in relation to the following:

- (a) Shades had been placed around four lanterns that the Council had received comments from residents, in relation to the brightness and in particular, shining into their homes. The Clerk read out to Members two e-mails from residents in Caerwys and Afonwen, who were pleased with the shading placed on the lanterns.
- (b) The Clerk confirmed that he had sent to Scottish Power a revised inventory of the Council owned street lamps – which had been acknowledged, together with a new ‘Unmetered Supply Certificate’ – which commenced from the 1<sup>st</sup> November.
- (c) From January, 2019 the agenda item – ‘Community Lighting’ will be removed. Any faults or other matters concerning the Councils street lighting system can be referred to under Clerk’s report.

## **12. 256/18**

### **TO DISCUSS: RURAL FOOTPATH IMPROVEMENTS (CLLR STEPHEN COPPLE)**

Councillor Steve Copple advised Members in relation to a meeting held in Caerwys, with three Offices from Flintshire County Council, the Town Clerk, together with a representative from the Caerwys Walking Group. The meeting discussed the network of public footpaths in general, including a number of concerns – which had previously been advised to the Officers. Councillor Copple further advised that the meeting had been productive and he wished that the Town Council

would promote the network of footpaths and work closely with the local walking Group – and in particular, to possibly assist financially with upgrading footpaths.

The Clerk advised that he had been contacted by the Flintshire Chief Footpaths Officer, who stated that his Officers had completed a preliminary survey on footpath numbers 20 and 36. One of these footpaths, which is used regularly by the local walking group requires six new ‘kissing gates’ at a cost of £300.00 each. The County were seeking the Town Council’s views in relation to financial assistance towards the upgrade of the footpath.

**Members agreed the following:** (1) To work with the Flintshire Footpaths Officers and the Caerwys Walking Group – to ensure that the network of public footpaths within the community are accessible (2) To fund three ‘kissing gates’ to the value of £900.00 - from the 2019 / 2020 budget. The Clerk to place this cost on the precept and financial allocations for 2019 / 2020.

### 13. 257/18

#### REMEMBRANCE SUNDAY (CLLR STEPHEN COPPLE)

Councillor Steve Copple addressed the Members in relation to the Remembrance Sunday Service that is arranged by the Memorial Institute Trustees and held in the Institute. Councillor Copple sought the views of the Members to Caerwys Town Council assisting with future services, including a financial contribution. Councillor Copple had noticed in other areas, the abundance of large poppies attached to lampposts - and was aware that refreshments were provided to the attendees. The Clerk advised that in another Council area where he is Clerk to – the Council provide a donation of £25.00 to a bugle player to attend.

**Members agreed the following:** The Clerk to write to the Memorial Institute Trustees, thanking them for arranging the Remembrance Sunday Service. To offer financial assistance towards the purchase of the large lamppost poppies, including refreshments for attendees on the Service day. To provide a donation towards the bugle player to attend the Service.

### 14. 258/18

#### APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<b><u>To confirm the following payment made in-between the October and November Council meeting:</u></b>			
186	Royal British Legion (Remembrance Day - Town Council Poppy Wreath)	20.00		20.00
	<b><u>Following payments for consideration at the November meeting</u></b>			
187	Scottish Power (October - Street Lighting Electricity Account)	290.61	58.12	348.73
188	Deeco Lighting (New pole brackets and shades for LED lanterns)	144.00	28.80	172.80
189	Flintshire County Council (Summer play Scheme) <b>Note:</b> grant of £911.00 received – cost to Town Council £1,309.00 - as per budget)	2,220.00		2,220.00



190	Rhys Jones (Electrical) (Defibrillator installation fee to outside wall of Afonwen Craft Centre)	170.65	34.13	204.78
191	R. P. Parry (Clerk) – back pay from 1 <sup>st</sup> April – National pay rise for Clerk’s - following deduction of PAYE / NI	77.14		77.14
192	R. P. Parry (Clerk) – Travelling expenses from April 2018 to September 2018 – (as per detailed auditor’s list)	61.65		61.65
193	R. P. Parry (Clerk) – Re-imburement of stationery cost for Civic Service – as per receipts)	22.05	4.41	26.46
194	R. P. Parry (Clerk) – Re-imburement of Town Council web name, and self-build web site – with Register.com (as per receipt)	134.65		134.65
195	Councillor Jon Lees – Re-imburement for Civic Sunday costs – as per receipts. <b>(Declaration of Interest. Minute number: 3. 243/18 on page 3 above)</b>	899.52		899.52

**15. 259/18**

**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	Clwb Bwthyn Bach (Ysgol Yr Esgob)	Adjourned to January 2019
196	Caerwys Memorial Institute (application for annual donation)	£1,000.00
197	Caerwys Christmas Carols (application for annual donation)	250.00

**16. 260/18**

**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.....**