CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council

Held At The Memorial Institute, South Street, Caerwys,

On Tuesday The 20th October, 2015, At 7.30pm.

1(A). 199/15
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 Stephen G. Wilson

Clerk & Financial Officer R. Phillip Parry

1(B). 200/15
APOLOGIES

Councillor Jonathan A. G. Webb

2(A). 201/15
BEREAVEMENTS WITHIN THE COMMUNITY

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

2(B). 202/15
Standing Orders were suspended:

(i) Two residents from St. Michael's Drive indicated their wish to present to Mr. Ian Williams (Flintshire County Council Street Scene Supervisor), a number of letters in relation to the present consultation being held by Flintshire County Council on the switching off of residential lights between midnight and 06.00 hours.

The residents were given permission and Mr. Williams agreed to receive the letters, and personally deliver same to Mr. Steve Jones (Head of Street Scene). The residents advised

that there were a total of 121 signed letters: 81 were from St. Michael's Drive and Close, with 40 collected from Wills' shop and they included a number signed by residents of Cae Delyn. A number of letters had been sent direct to Mr. Darell Jones (Street Lighting Manager).

The Clerk enquired with Mr. Williams as to the closing date in relation to the street lighting consultation. Mr. Williams advised that he was unaware of the closing date, but confirmed that the letters would form part of the consultation. **(See Minute 5. 206/15 - Sub Minute no; 3(D). 176/15 on page 4 below).**

The Mayor, Councillor Mrs. Lynette Edwards, thanked the two St. Michael's Drive residents for their assistance in collating the letters to the street lighting consultation and for attending the meeting this evening.

(ii) The following matters were discussed with Mr. Ian Williams (Flintshire County Council Street Scene Supervisor):

(a) Environmental Audit to take place on Monday the 26th October, at 10.00am **(See Minute number 8(B). 214/15 on page 7 below).**
(b) The footpath from the bottom of the steps at St. Michael's Drive - walking through the field - between the 6th to 8th bungalows, the pathway appears to be falling away. Mr. Williams advised that the area would be inspected during the Environmental Audit.
(c) The Pot holes along the unnamed road from the B5122, at Marian Prysau to the Croes Wian Farm junction with the Pen Y Cefn road.
(d) The inside of the wall is crumbling near to the Historical Society Town trail plaque at the Llys Y Goron estate.
(e) The river near the Craft Centre in Afonwen - many weeds are appearing. Mr. Williams advised in relation to a clearing plan in place.
(f) The proposed 40mph implementation on the A541 in Afonwen. Mr. Williams advised the that the matter is progressing.
(g) The Tree in Caerwys Town Centre. Could the branches be trimmed following the fall of the leaves. This will assist with the installation of the Christmas lights.
(h) Mr. Williams enquired if there were any damaged salt bins. The salt bin on the Pen Y Cefn Road / Coed Farm Road - near to Coed Farm, the lid was damaged.
(i) Mr. Williams agreed that the salt bin in Water Street would be filled.
(j) The concerns in relation to overflowing dog bins. Mr. Williams advised that the emptying schedule had been changed.
(k) The previously reported in-between meetings: of the concern in relation to the repair to tarmac around a new BT pole in Chapel Street. Mr. Williams advised, that a full repair would be carried out.
(l) The previously reported in-between meetings: of the concern in relation to the incomplete tarmacing, following driveway work outside Belmont, Chapel Street. Mr. Williams advised that he would ensure that the builder completes the work.
(m) The water leakage in Chapel Street. Councillor Falshaw advised that the matter was in hand.
(n) The High Street sign on the Town Square - has once again been knocked out of position. Mr. Williams advised that the sign would be realigned.
(o) Concerns in relation to fly tipping on the B5122 at the first bend past the Piccadilly towards the A55, and further along at the junction on the right to a road known locally as The Nook (by the entrance to Caerwys Hall). Fly tipping can be seen along this road from the B5122.

The Mayor, Councillor Mrs. Lynette Edwards, thanked Mr. Williams for attending the meeting, and for his assistance.

2(C). 203/15
Standing Orders were restored: to enable the General Council meeting to continue.

3. 204/15
DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

Councillor David Knights, in relation to an application by the Caerwys Youth Project for financial assistance. Councillor Knights completed a Declaration of Interest form, and Declared a Personal Interest. **(See Minute number 13. 224/15 on page 10 below)**

4. 205/15
TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 15TH SEPTEMBER, 2015, TOGETHER WITH SUPPLEMENTARY MINUTES, IN RELATION TO THE CLERK'S CONTRACT OF EMPLOYMENT

The above Minutes and Supplementary Minutes were proposed as correct by Councillor J. E. Duggan-Keen and seconded by Councillor H. R. Griffiths, and formally agreed by the Members present.

5. 206/15
MATTERS ARISING

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

Minute no: 3(B). 174/15 (page 2 - 4th paragraph), whereby Ms. Leyland advised that a number of questions would require more detailed responses.

The Clerk advised the Members that the following further information had been received from Ms. Louise Leyland:

(1) Mountain View is located approximately 125m from the closest point of extraction associated with the proposals. In the south east corner of the quarry, the proposed extension involves a movement of operations in this direction by approximately 10m when compared with the current permitted extraction area.
(2) Vehicle numbers entering and exited the site can fluctuate daily. Over the course of one year, exports totalling approximately 6,750 HGVs depart from the site, which averages at 25 per day assuming a 275 working day year. Material is also imported to the site, equating to approximately 6,000 HGV loads per year, which averages at 22 per day.
(3) An ALC survey has not been requested by Flintshire County Council. There is no requirement for this type of survey given the current condition of the site and its past uses.
(4) The planning application will be supported by a detailed landscape and visual impact assessment, the scope of which has been agreed with FCC. The assessment covers a study area of 5km from the site. With specific regard to Lodge Park and Public Footpath 5, I can confirm that the impact on these receptors are specifically addressed within the assessment.
(5) The application will also be supported by an air quality assessment. The assessment considers the impact on properties within 500m of the site. Bim's Kitchen / Pwll Gwyn is included within the assessment.

The Members asked the Clerk to inform Ms. Leyland of the following:

Point number **(1):** Woodlands is the nearest property to the closest point of extraction etc.
Point number **(4):** Lodge Park, should be Lodge Farm. (Location is approximately NGR: SJ 1035 7207).

Minute no: 3(D). 176/15 (page 2 and 3), in relation to the proposal by Flintshire County Council to switch off a number of residential lights within the areas of St. Michael's Drive, St. Michael's Close and Cae Delyn. The Clerk advised that he had contacted Mr. Darell Jones, the Street Lighting Manager on five occasions by e-mail, enquiring in relation to the consultation closing date. Unfortunately, Mr. Jones has completely failed to reply to any of the e-mails. The Clerk confirmed that the e-mail address for Mr. Jones is correct, as Mr. Jones has replied to an e-mail to the Clerk at his Halkyn Community Council e-mail address. **(See Minute number 2(B). 202/15 (i) second paragraph on page 2 above).**

Minute no: 3(D). 176/15 (page 3), in relation to the comments by Councillor Howard Griffiths, and in particular, to the information provided by Flintshire County Council (FCC). Councillor Griffiths stated the following: 'After re-visiting the figures submitted by FCC, it could be seen that the savings would be even lower than suggested, making the case of wholescale switching off of residential street lights more difficult to justify'.

Minute no: 6. 811/15 (page 5) - third paragraph, in relation to Summerhill Farm. The Clerk referred to his e-mail to Councillors' dated the 18 September 2015 at 16:52. The e-mail forwarded an e-mail from Mrs. Sandy Mewies, Assembly Member, together with an attachment reply from Mr. Andrew Farrow, Chief Planning & Environment Officer. The letter from Mr. Farrow provided information in relation to the County's response to the complains relating to the odours emanating from the farm.

Minute no: 6. 811/15 (page 5), in relation to the purchase of Christmas Lights.

(a) The Clerk referred to his e-mail dated the 28/09/2015 at 20:10, enquiring with Councillors as to their preference in relation to the colour of new Christmas lights bulbs. The Clerk provided six colours to choose from, with blue being the preferred colour by a majority of Councillors.

(b) The Clerk advised that Flintshire County Council Street Lighting Department no longer erected and dismantled Christmas lights. The County had provided contact details for two firms that were known to them, who would be able to quote for the work required. The Clerk advised that one Company was based in Nannerch, with the other based in Preston. **The Members agreed** that the Clerk seek a quotation from the Nannerch firm, together with a further quotation from the Council's present lighting contractor.

Minute no: 9.186/15 (b) (page 8), in relation to the Town Square Tree. The Clerk advised that he had written to Mr. Stuart Body (Flintshire Forestry Officer) but had received no reply. Councillor Falshaw advised that Mr. Body had contacted himself but that Mr. Body was reluctant to replace the present tree.

The Members agreed the following: The Clerk to further write to Mr. Body, to enquire as to the cost of a suitable mature tree, together with the associated labour and other costs for the removal and installation.

6(A). 207/15
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 of the apologies by PCSO Carol Richards, who had provided the following information in relation to reported criminal offences since the September Council meeting: **(a)** Theft of an electric fence in Pen y Cefn Road **(b)** Theft of a caravan in Pen Y Cefn Road **(c)** Anti-Social Behaviour at Ysgol Yr Esgob, with youths burning lighters on the School grounds **(d)** Theft of oil in Denbigh Road, Afonwen.

(2) Information from Flintshire County Council in relation to 'Preparations for the Coming Winter'. The County were offering various equipment free of charge for Community use. The Members agreed to request one Community Kit – which consists of: 8 bags of rock salt and applicators; shovels for snow clearing; instructions and indemnity for people carrying out the work. Councillor James Falshaw offered to house the equipment.

(3) The Clerk advised in relation to the match funding application to Flintshire County Council to upgrade the play area facilities. The County had advised that there were a greater number of applications than anticipated which has resulted in applications being awarded a maximum of £5,000.00. Caerwys Town Council had been awarded the maximum. The Clerk further advised that he had contacted the Public Open Spaces Manager, to confirm that the Section 106 Planning Contribution of £8,000.00 could be utilised with the grant funding. The County confirmed the allocation of both amounts and together with the match funding from Caerwys Town Council of £5,000.00, the total play area upgrade will be £18,000.00. The County Council will arrange a site meeting with Councillors to discuss the equipment suitable for the upgrade.

(4) The Clerk advised in relation to a request, made through a third party, on behalf of an Executor of the Estate of the late Mrs. Peggy Stutley. The request was to place a memorial plaque on a bench seat. The bench seat on the Marian at the top of Caerwys Hill was being suggested.

The Members agreed the following: The Councillors were amicable for Mrs Stutley to be remembered within the Town, but suggested that the Executor consider placing a new bench with memorial plaque, to be sited in the Institute Park area.

(5) Notification from the Wales Audit Office, in relation to the appointment of a Company named BDO LLP, of Southampton, as the Wales External Auditor for the annual returns from the year ending 2015 – 2016.

(6) Invitation to attend a meeting of the Clwydian Range & Dee Valley Area of Outstanding Natural Beauty, at the Loggerheads Country Park Meeting Rooms, on Friday 11th December. Councillor James Falshaw advised of his wish to attend, and requested that the Clerk provide him with a copy of the invitation.

(7) The receipt of a report in relation to the 'Review of Community Arrangements in the County of Flintshire' by the Local Democracy and Boundary Commission for Wales. Councillor Michael Moriarty was provided with the report.

(8) E-mail forwarded from the Clerk to all Councillors, in relation to advice from the North Wales Energy Centre. The Clerk advised that he had forwarded a copy of the information to the Secretary of Caerwys Age Concern.

6(B). 208/15
CLERK'S REPORT

The Clerk advised, that he had nothing to report this month.

6(C). 209/15
TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30TH SEPTEMBER 2015

The Clerk and Financial Officer provided the Members with a copy of the Quarterly Statement of Accounts to the end of September, 2015.

The Members approved the Statement of Accounts, and the document was signed by the Mayor, Councillor Mrs. Lynette Edwards.

6(D). 210/15
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 – 2015 / 2016 (G) RETENTION OF DOCUMENTS ETC., SCHEDULE (H) FIXED ASSET REGISTER - 2015 / 2016 (I) RETENTION OF DOCUMENTS POLICY STATEMENT (J) ANNUAL INVESTMENT STRATEGY - 2015/16

The Members agreed the following: All the above policies were confirmed. The Clerk advised that the Annual Investment Strategy **(J),** will be further updated following the January 2016, precept setting meeting.

6(E). 211/15
FLINTSHIRE LOCAL DEVELOPMENT PLAN (SETTLEMENT SURVEY)

The Clerk referred to the Flintshire County Council, Draft Settlement Surveys for Afonwen and Caerwys. The Council Members had previously received a copy of the Draft Surveys prior to the meeting by e-mail, with the Clerk providing copies in the meeting. The Members perused the surveys, and corrected a number of errors and included some more up to date additional information. The Village of Caerwys was amended to the Town of Caerwys. The Clerk was asked to complete the amendments and forward them to the County Council.

7. 212/15
TOWN MAYOR'S REPORT

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

(a) Civic Services: Prestatyn Town Council; Mold Town Council; Rhuddlan Town Council; Saltney Town Council.

(b) Ysgol Yr Esgob, Harvest Thanksgiving Service; Urdd Proclamation in Flint.

(c) Councillor David Knights, as Deputy Mayor had attended the following: Flint Civic Service and the Urdd Proclamation in Flint.

8(A). 213/15
COUNTY COUNCILLOR'S REPORT

Councillor J. E. Falshaw enquired with the Clerk in relation to the re-planting of a tree on the B5122 - between the Piccadilly Inn and St. Michael's Drive. The Clerk advised that he had been informed that the Piccadilly Inn had provided the funding to Caerwys In Bloom to re-plant a suitable tree. The Flintshire County Council previous Street Scene Supervisor had confirmed that

the County would allow the CIB to plant a tree, by firstly advising the County of the species of the tree and to re-plant at a suitable time of year.

8(B). 214/15
TO ARRANGE THE ANNUAL ENVIRONMENTAL AUDIT

The date of the Environmental Audit was confirmed as: Monday 26th October, to commence on the Town Square at 10.00am. Councillors James Falshaw and Helen Priestley to attend, together with Mr. Ian Williams. PCSO Carol Richards will also be invited by Mr. Williams. **(See Minute number 2(B). 202/15 (ii) (a) on page 2 above).**

9. 215/15
REPRESENTATIVES / LIAISON COMMITTEE REPORTS

(1) Councillor David Knights reported to the Members that the Youth Project, since its commencement in early September, was now well supported with over 20 youth members attending. Flintshire County Council had agreed to transfer the funds from the account of the previous youth club. Phillip Parry, the Treasurer of the Project, has secured funding of £200.00 for a new television. The Project evening requires more assistance, with three adults being preferred to cover during the operation of the Project. Councillor Knights invited the Members to call into the Project on any Wednesday evening.

(2) Councillor Ms. Helen Priestley advised the Members in relation to the appointment of a Deputy Head teacher at the Ysgol Yr Esgob School.

(3) Councillor Ms. Louise Carus advised the Members in relation to a recent public meeting called by the trustees of the Town Hall. In addition to the current trustees, two members of the public had attended. They were appointed trustees in addition to the existing trustees. There had been a poor response to the questionnaire, with just a 10% return of over 500 issued. The trustees, whilst there was now a full complement, had discussed the closing of the Hall, but they will see how the bookings and usage are over the next year before making any recommendations as to its future. The Trustees had agreed that any renovations would now be placed on hold.

(4) Councillor Mrs. Lynette Edwards reported in relation to the Public Conveniences. The FLUSH Committee were at the present time able to cover the running costs. The Committee require more volunteers. The duties would be for one weekend every six months. New winter opening and closing times are in operation. The conveniences will not be open on Christmas Day or on New Year's Day.

10(A). 216/15
PLANNING APPLICATIONS

The following planning application had been received:

Application number: 054270: to fell 1 no Conifer at Greystones, Chapel Street, Caerwys. No objection.

(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). 217/15
The Members confirmed the above decision.

10(C). 218/15
The following planning applications were dealt with by the Members at the meeting:

(1) Application number: 054249, for Variation of condition number 2 attached to planning application permission ref: 051304, to allow further time period for submission of reserved matters and removal of conditions 11 and 12 pertaining to the Code for Sustainable Homes, at Heron's Retreat, Caerwys Hill, Caerwys.

Comment by Council: No observations.

(2) Application number: 054288, for the erection of extension to side of dwelling, at 6, St. Michael's Close, Caerwys.

Comment by Council: Providing that the application complies with planning policy and building regulations, then no objections raised.

(3) Application number: 054162, for the conversion of farm building to 6no. short term holiday lets, at Blorant Farm, Pen Y Cefn Road, Caerwys.

Comment by Council: Concern is expressed in relation to the number of occasions to renew the planning permission. There is no indication in the application as to when the building work will commence. The renewal application, if granted, should be with a shorter time limit.

10(D). 219/15
PLANNING DECISIONS

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

(a) Application number: 054270, to fell 1 no Conifer at Greystones, Chapel Street, Caerwys. No objections raised.

11(A). 220/15
COMMUNITY LIGHTING

The following lamps were reported out of order at the meeting:

(1) The junction of the A541 and Bryn Eithin Road, Afonwen. A few metres along the road, at the fork to the Craft Centre - the lamp in the centre of the fork is faulty.
(2) A previously reported lamp is still faulty. On the B5122 Caerwys Hill, outside Gwynfryn, the actual lamp has turned a number of degrees.

11(B). 221/15
REVIEW OF STREET LIGHTING REPAIR CONTRACT

The Clerk recollected to the Members; Minute number 16. 121/15 from the Town Council meeting held on the 19th May, 2015. The Minute stated that the Council would review the Street Lighting contract in three months. The third month was August, when there was no Council meeting held. The Clerk felt that as the September Council was exceptionally busy, the matter was placed on the Agenda for this evening's meeting. The Clerk advised that there had been no concerns since the May, 2105 Council meeting.

The Members agreed the following: To continue with the Street Lighting contract. The Clerk to monitor, and to bring to the attention of the Councillors, should there be any further concerns.

11(C). 222/15
Councillor Howard Griffiths advised the Members, in relation to the following report from the Institute of Lighting Engineers, which stated the following: 'the unit cost of street lighting electrical energy is an average of the cost of the energy over the whole night and takes into account of high peak costs as well as low costs during the early hours of the morning. If the consumption of energy pattern is significantly altered i.e. by operating street lighting for only part of the night then it is possible that the energy suppliers may wish to adjust the unit cost of energy to reflect this different pattern of use. This could have implications on the level of savings that can be achieved and should be taken into account when calculating the financial benefit of switching off street lighting'.

Councillor Griffiths requested that the Members agree that the Clerk write to the Chief Executive of Flintshire County Council, referring to the above report, and to also enquire in relation to the following: the Chief Executive to please confirm that the County have received from their electricity supplier, confirmation that their energy charges will remain the same, following a significant number of lights being switched off within the County, between the hours of 12 midnight, until either 5am or 6am. It would be highly embarrassing for the County Council to be paying more money for fewer lights.

The Members agreed the following: The Clerk to write to the Chief Executive of Flintshire Council, as suggested by Councillor Griffiths.

12. 223/15
APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	**Payee**	**Net £**	**Vat £**	**Total £**
946	Scottish Power (September - Street Lighting Electricity Account)	239.36	47.87	287.23
947	Deeco Lighting - (September - Street Light Repairs, including new lantern in South Street at £280.00)	559.00	111.80	670.80
948	Caerwys Memorial Institute (Room hire for July & September)	40.00		40.00
949	Poppy Appeal (Poppy wreath for Remembrance Sunday)	20.00		20.00
950	L I T E (Payment for purchase of Christmas lights, transformers & delivery)	2,615.00	523.00	3,138.00
951	H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - July, August & September 2015 - via The Post Office)	474.83		474.83
952	R. Phillip Parry (Clerk) Re-imbursement of stationery, ink and postages - Mayor's Civic Service (as per receipts)	50.68	7.11	57.79
953	R. Phillip Parry (Clerk) Re-imbursement of general bulk stationery and ink (as per receipts)	61.52	12.30	73.82

13. 224/15
APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	**Name of organisation**	**Amount granted £**
954	Cor Meibion Caerwys (Young Musicians Competition)	100.00
955	Llangollen International Eisteddfod	50.00
956	Caerwys Youth Project **(* See note below) (See Minute number 3. 204/15 on page 3 above).**	150.00
957	North Wales Deaf Association (Colwyn Bay)	25.00

*** Note:** Councillor David Knights enquired if he should declare an interest. The Clerk advised that under the rules, as the amount requested is under £500.00, there is no requirement to declare a prejudicial interest, except to declare a personal interest. Councillor Knights Declared a Personal Interest. The Clerk advised, that Councillor Knights would be required to complete a Declaration of Interest form, but could remain in the meeting, speak in relation to the application and formally vote.

14. 225/15
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:……..……..……..……..……..