



# **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 17<sup>th</sup> October, 2017, at 7.30pm.**

### **1(A). 205/17 PRESENT**

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

County Councillor Tudor Jones

Clerk & Financial Officer R. Phillip Parry

### **1(B). 206/17 APOLOGIES**

Councillor James E. Falshaw  
Councillor Howard R. Griffiths

### **2(A). 207/17 BEREAVEMENTS WITHIN THE COMMUNITY**

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

### **3. 208/17 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **4. 209/17 TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 19<sup>TH</sup> SEPTEMBER, 2017**

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

## **5. 210/17**

### **MATTERS ARISING**

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

**Minute no: 2(B). 180/17 (ii) (page 2)** – in relation to a pre-consultation planning application at Maes Mynan Quarry, Afonwen. The Clerk referred to Minute number: 10(C). 195/17 (a) on pages 7 and 8 of the September Minutes.

**Members confirmed the following:** That there were no additional comments to the consultation, following the visit to the premises by Councillors James Falshaw and Steve Copple.

**Minute no: 5.184/17 sub minute no: 5.159/17 etc., (page 3)** – in relation to outstanding replies from Flintshire County Council. The Clerk advised that the meeting scheduled for the 12<sup>th</sup> October, with the Chief Executive, had been cancelled by County Hall, the day before. The meeting has been re-scheduled to Tuesday 7<sup>th</sup> November, at 4.00pm.

**Minute no: 5.184/17 sub minute no: 5.159/17 etc., (page 3)** – in relation to a vehicle registration number, following the demolition of a street light opposite the Red Chapel on Caerwys Hill. Councillor Tudor Jones advised that, to date, he was unable to obtain the registration number.

**Minute no: 5.184/17 sub minute no: 5.159/17 etc., (page 3)** – in relation to correspondence to Flintshire County Council Highways, concerning general and HGV usage of the B5122 road between Caerwys and Afonwen. The Clerk recollects to the Members an e-mail cascaded to all Councillors on the 22<sup>nd</sup> September, which attached a reply from the Flintshire Streetscene Operational Manager. The letter advised that the County will monitor traffic numbers utilising the B5122 road.

**Minute no: 5.184/17 – from previous minutes (page 4)** – in relation to a First Responder Scheme. Councillor Steve Wilson recollects to the Members that following the First Responder event held at the Town Hall, four people expressed an interest but, to date, only one person has been trained. A team of at least six would be required to commence a successful scheme. Councillor Wilson advised that he would contact the Welsh Ambulance Service to ascertain if the scheme could move forward in the future.

**Minute no: 6(B). 186/17 (g) (page 5)** – in relation to the adoption of the Red Telephone Box in Pen Y Cefn. The Clerk advised that the signed contract had been received from BT. The Town Council is now the registered owner of the Red Phone Box in Pen y Cefn. Members discussed in general the possibility of the telephone box being renovated and sited within the centre of Caerwys Town. **Councillor Steve Copple offered to write an article for the Clerk to place in the next edition of the Caerwys Chronicle.** The article would seek the views of the residents in relation to the renovation and location of the Telephone Box.

**Minute no: 6(E). 189/17 (page 6)** – in relation to the provisional acceptance of a quotation for the erection etc., of the Town Square Christmas tree lights. (**Minute number: 6(B). 212/17 on pages 4 and 5 below**).

**Minute no: 12. 199.17 (page 9)** – in relation to upgrading the Town Council's street lighting. The Clerk advised that the representative from the Lighting Company was presently away on holiday, and whilst provisional meeting dates had been provided, the Clerk suggested that perhaps the Council await the availability of Councillor Howard Griffiths.

**Members agreed the following:** The Clerk to liaise with Councillor Howard Griffiths in setting a date for the meeting with the electrical firm's representative.

**6(A). 211/17**

## **CORRESPONDENCE**

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

- (1) The Clerk advised, that PCSO Laura Williams had sent her apologies for the meeting and had provided the Clerk with the following report: **(a)** report of damage to boundary wall, possibly caused by a vehicle **(b)** the PCSO will be carrying out speed checks, in particular, during school times in the near future.  
Councillor Miss. Carole Harris, advised in relation to a burglary in Llys Y Goron.
- (2) The Clerk advised in relation to the Flintshire County Council Public Engagement Events for 2017. The event for this Council area will be held in Holywell, on Thursday 26<sup>th</sup> October, at 6.30pm in Ysgol Maes Y Felin. No Councillors were able to attend. Councillor Tudor Jones asked that the Clerk forward the meeting information to him. Councillor Jones agreed that should he attend, he will provide the Council with a report at the November meeting.
- (3) The Clerk referred to the Public Space Protection Order that had recently been agreed by Flintshire County Council. The Clerk advised the Members in relation to the contents of the Order. The full Order details can be found on the Flintshire County Council web site.

**Members agreed the following:** The Clerk to advise in relation to the new order in the next edition of the Caerwys Chronicle.

- (4) The Clerk advised in relation to the 2018 County Forum meeting dates – which had been sent to Councillor Steve Wilson, as the Council's representative on the Forum.
- (5) The Clerk advised in relation to the annual match funding exercise by Flintshire County Council, for play areas within the County. The match funding scheme for 2018 was now being administered by AURA Leisure & Libraries. The maximum amount of match funding was £10,000.00.

**Members agreed the following:** To express an interest in match funding to the maximum allowed of £10,000.00.

- (6) The Clerk read out an undated letter from 'Kicks for Kids'. Whilst the letter referred to the Flintshire County Council Summer Play Scheme, the letter appeared to be a private initiative – whereby information was provided in relation to 'kicks for kids packages' together with financial costings. The Clerk advised that he had contacted Flintshire County Council who were not aware of this scheme. **Members agreed to accept the letter.**
- (7) The Clerk recollected to the Members an e-mail forwarded by the Clerk dated the 18<sup>th</sup> October, which had been received from the Welsh Assembly, on behalf of an Independent Review Panel. The correspondence related to a further review of Town & Community Councils in Wales, and in particular enquired of the Council would answer four questions.

**Members agreed the following:** Councillors to forward suggested replies to the four questions posed, to the Clerk by 30<sup>th</sup> October. The Clerk thereafter to cascade to Council members for approval and forward to the Assembly.

- (8) The Clerk referred to an e-mail forwarded to Members dated the 5<sup>th</sup> October, which had been received from the Independent Remuneration Panel for Wales – whereby a copy of the Panel’s 2018 draft report was available. The Clerk advised the Members in relation to the contents of the report.
- (9) The Clerk referred to an e-mail forwarded to Members dated the 30<sup>th</sup> September, which had been received from the Welsh Assembly, in relation to: Guidance for Principal Councils on the Review of Communities.
- (10) The Clerk referred to an e-mail forwarded to Members dated the 17<sup>th</sup> October, which had been received from the Welsh Assembly, in relation to: Revised proposals for changes to Parliamentary constituencies in Wales.
- (11) The Clerk advised, in relation to an e-mail received from the Welsh Assembly, whereby their Outreach Team will be visiting Delyn during week commencing the 13<sup>th</sup> November. The Clerk further advised that the e-mail was dated the 12<sup>th</sup> October, and wished that Councillors and local Groups / Committees, arrange to meet with the Outreach Team. The Clerk further advised that he had replied to say that the time limit constraint for the meetings was not sufficient. A copy of the reply had been sent to Hannah Blythyn AM.
- (12) The Clerk advised, in relation to an e-mail received from Holywell Town Business Group, who were seeking the assistance of the Council to support the re-opening of Holywell High Street to traffic.

**Members agreed the following:** the Council Members agreed that they would support Holywell Town Business Group with their quest to the re-opening of the High Street to traffic. However, the Members suggested the following: A trial period of six months; controlled / managed parking and period of waiting time; to publish the footfall increase thereafter.

- (13) Flintshire Citizens Advice monthly report – was received.

## **6(B). 212/17**

### **CLERK’S REPORT**

- (1) The Clerk advised that the second instalment of the precept - £9,833.33, had been paid into the Council’s bank account by Flintshire County Council.
- (2) The Clerk advised that he had applied for a grant from the Welsh Assembly towards the maintenance costs of the public conveniences. The sum of £500.00 had been paid direct into the Council’s bank account via Flintshire County Council. The Clerk further advised that as per a previous decision of the Council, the £500.00 was to be paid to the Caerwys FLUSH Committee. **(Minute number: 13. 224/17 on page 10 below).**
- (3) The Clerk referred to a previous decision by the Council, to replace the present Town Square tree with a Hornbeam species – during the planting season – between October and March. The Clerk was conscious that the planting season had just commenced, and a decision was required as to whether to replace the tree before Christmas, or in the early new year. The Clerk had contacted the County Tree Officer (Mr. Stuart Body) for advice, in relation to the re-planting and as to whether or not planning permission was required, as the tree is within the conservation area. Mr. Body had confirmed that as the tree is on land owned by the County Council there is no requirement for planning permission. Mr. Body made suggestions in relation to the actual variety of hornbeam, including information of a County Council supplier. The Clerk referred to the provisional agreement, to accept the quotation from an electrical contractor, for the erection and removal of the Christmas lights.

**Members agreed the following:** (a) The Clerk to contact the electrical company to formally confirm the acceptance of the quotation. The Christmas lights to be erected on Friday 1st December or within the next day or so thereafter - and removed on Thursday 4th or Friday 5th January, 2018. (b) Councillors Stephen Copple, David Knights and Steve Wilson, to act as a sub-committee, to peruse the 'Tree Nursery Catalogue' and agree the height of the new Hornbeam tree - and to make arrangements for the planting in February, 2018.

- (4) The Clerk referred to a letter sent to Flintshire County Highways in April, 2107, in relation to the number of pot holes in the area. The letter also enquired as to when North Street, including the Town Square, was to be re-tarmacked. The Clerk advised that a reply had now been received. The letter referred to the capital funding by the County for pot holes. The B5122 road in Caerwys did not score high enough for re-surfacing this financial year. Should the County receive additional funding, Caerwys will be included. The pot holes will be monitored and any safety issues identified will be recorded and repaired – until such time as a permanent repair can be undertaken.
- (5) The Clerk read out a letter received from HM Revenue & Customs, in relation to paying the Clerk's PAYE and Clerk & Council National Insurance – by cheque at the Post Office. From the 15<sup>th</sup> December, the Post Office will not accept payment by cheque, which should now be made by either on-line banking or direct debit. The Clerk advised that whilst the Council were registered for internet banking, the Council would have to agree for the payments to be made on-line.

**Members agreed the following:** (1) All future HM Revenue & Custom payments be paid on-line, together with Scottish Power and Flintshire County Council invoices, including any future invoices, that may be paid by direct transfer by the Clerk (2) the Council's Financial Regulations to be updated, to reflect the payment of accounts by direct transfer by the Clerk, with the appropriate authorisation.

- (6) The Clerk advised that he had submitted the Annual Return – Payments to Members of Caerwys Town Council for 2016 / 2017 – to the Independent Remuneration Panel for Wales.
- (7) The Clerk recollects to the Members the exchange of e-mails in relation to the Public Address system that is currently administered by retired Councillor Andy Affleck. The equipment, which does not belong to the Town Council, is required to be moved from its present storage location, before the end of October. Councillor Jon Lees advised that he may be aware of a temporary location and would make enquiries.

**Members agreed the following:** Thanked Councillor Jon Lees for his assistance. The Clerk to provide Councillor Lees with Mr. Affleck's contact details.

- (8) The Clerk advised that apart from dealing with routine enquiries, one particular incident he felt would be of interest to Council Members. The Clerk had received a telephone call from a resident on a Saturday afternoon, to advise that a large bale of hay had fallen off a trailer, in the lane running behind St. Michael's Drive to Babell – which had blocked the road. The Clerk contacted Street Scene, who immediately sent a member of staff. The County Council had to arrange a JCB to remove the bale of hay – which to date, has not been claimed.

**6(C). 213/17**

**TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30TH SEPTEMBER 2017**

The Clerk and Financial Officer provided the Members with a copy of the Quarterly Statement of Accounts, to the end of September 2017, together with copies of the two Council Bank account statements. The Clerk further provided the Members with a breakdown in relation to the budget headings, which included income and expenditure to-date. **The Members approved the Statement of Accounts, and the document was signed by the Mayor, Councillor David S. Knights.**

#### **6(D). 214/17**

**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:** (1) Due to time restraint at the meeting, this agenda item was adjourned to the November Council meeting (2) November Council meeting to commence at 7.00pm.

#### **7. 215/17**

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

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

- Town Hall Trustees' Annual General Meeting
- Prestatyn Town Mayor's Civic Service

#### **8. 216/17**

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

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

**Streetscene:** Hendre to Afonwen road safety improvements have commenced from Hendre end. Welsh Assembly grant to improve the 5 accident spots. Councillor Jones will be meeting with Lee Shone (Road Safety Officer) for further briefing on next stage, including sat nav signage to warn-off HGV drivers who attempt to negotiate the narrow roads up the hill.

**Public bus service:** including the provision of time tables. Mold – Denbigh D14A provider, changed to P&O Lloyd and some changes to times e.g. Caerwys 8.10 now departs at 8.04. Difficulty in timetables being posted.

**No reply to letters:** Finding the appropriate person to contact and getting a reply to phone calls and emails continues to be very difficult, with all but those at senior officer level. There is a clear misjudgement being made about the need to acknowledge contacts and then to ensure a reply is made, especially so to local councils who have minuted the action. The awaiting response generates a reoccurring agenda item.

**School Transport Concerns:** Councillor Jones sought a full report from the Education Scrutiny committee. The reason for problems was the total re-allocation of transport for all years. All routes were re-tendered [approx. 450 contracts] and H&S requirements were required - which took considerable time, including contractors withdrawing at the last minute. Buses not labelled for first day, very large numbers of pupils not pre registering for free transport.

**Planning:** Councillor Jones provided his opinions, together with other information in relation to planning applications.

## **9. 217/17**

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

- (a) Councillor Mrs. Lynette Edwards attended the Mayor of Kinnel Bay's Civic Service.
- (b) Councillor Ms. Helen Priestley advised in relation to her resignation as the Council's School Governor, at Ysgol yr Esgob. The Clerk advised that the School Governor Constitution required a Town Councillor representative. Councillor David Knights advised that he had recently been appointed as a School Governor.

**Members agreed the following:** (1) Councillor David Knights to be the Town Council's School Governor Representative at Ysgol Yr Esgob (2) The Clerk to write to the Chair of School Governors, to advise of the appointment.

- (c) Councillor Ms. Helen Priestley advised, in relation to the present position of the Lottery funding application – for play area equipment. Councillor Ms. Priestley further advised in relation to a survey conducted with various Committees and Groups in Caerwys – which included different age groups. A further meeting was being arranged in the near future with the sub-committee.
- (d) Councillor Peter Dooley advised in relation to the Youth Project. The Project had received a successful start, with approximately 25 attendees, but was struggling for adult volunteers. However, at last week's session a medical emergency occurred, which required the attendance of the Ambulance Service. A number of the youth members assisted during the emergency.
- (e) Councillor Stephen Cople advised in relation to his attendance at the Town Hall Trustees Annual General Meeting. A number of residents attended. New Officers are required. The Trustees to re-engage with the Town.
- (f) Councillor Jonathan Duggan-Keen advised in relation to his attendance at a recent Police Consultative meeting in Mold. A report on the meeting to be sent by the Inspector in due course, which would be cascaded to all Councillors.

## **10(A). 218/17**

### **PLANNING APPLICATIONS**

## **10(B). 219/17**

### **LAND REGISTRY PLANS**

The Clerk advised that with one of the other Councils where he is Clerk, he has been provided with permission to download plans and other information from the Land Registry web site - whereby a copy of deeds cost £3.00, together with a copy plan, also at £3.00. This would assist with planning applications, in particular whereby the Council wish to confirm the curtilage area of a particular property.

**Members agreed the following:** the Clerk be provided with authority to download from the Land Registry, deeds and plans, that would be of assistance to the Town Council.

## **10(C). 220/17**

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

- Planning application number: 057622, for the demolition of outbuildings and kitchen to rear and erection of single storey extension, new boundary wall, front porch and installation of new windows and doors, at Little Argoed, Pen y Cefn Road, Caerwys.

The Council Members at this meeting agreed their provisional comments. However, upon thereafter receiving a copy of the Land Registry Plan, the following amended comments were confirmed by e-mail from Members.

**Comment by Council:** ‘The Town Council would like to make clear, that the external wall and railing proposed to the front of the property, facing north, are on land that the applicant does not own. The attached Land Registry entry makes it perfectly clear that the aforementioned is excluded. By the same reasoning, the proposed porch would encroach on the same part of the highway’.

The Town Council therefore objects to the proposed gravel area, the porch and the so-called 'boundary' wall and railings.

#### **10(D). 221/17**

#### **PLANNING DECISIONS**

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

- (a) Planning application number: 057397, to prune 1no Beech, at 4 Parc Hafod, Caerwys. Approved.
- (b) Planning application number: 057370, to fell 1no Pine and prune 1no Pine, to remove overhanging branches, at Glasfryn Hall, Caerwys. No objections raised.
- (c) Planning application number: 057366, for the approval of details reserved by condition no 3 (materials) and no 4 (landscaping) attached to planning permission reference 057366. Approved.

#### **11. 222/17**

#### **COMMUNITY LIGHTING**

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

- (a) Caerwys - Institute corner – near entrance to Glasfryn Hall.
- (b) Afonwen - A541 road. First light travelling from Mold - top of walkway.
- (c) Afonwen - Opposite Ffoulkes Terrace on grass verge.
- (d) Caerwys - North Street, near Erw Deg.
- (e) Caerwys - Bottom of Water Street. Outside long stone cottage named Pen Yr Allt.
- (f) Caerwys - Holywell Road, walkway to St. Michael’s Drive – lamp near to red dog bin.
- (g) Caerwys - Outside Town Hall, South Street.

#### **12. 223/17**

#### **AGENDA ITEMS ADJOURNED FROM SEPTEMBER COUNCIL MEETING:**

- (a) **Meet your Town Councillors, Groups & Committees in Caerwys (Cllr Stephen Wilson)**
- (b) **Meet your Town Councillor ‘Over a Coffee in The Café’ (Cllr Stephen Wilson)**
- (c) **Communications with the Council / Community (Cllr Stephen Copple)**

The above three agenda items were discussed as follows:



(a) and (b) Councillor Steve Wilson advised that he wished the Town Council to engage with the Committees and Groups, including the residents we represent. Councillor Wilson suggested a ‘Coffee with a Councillor’ in the Café on the Corner, and indicated his willingness to approach the various Committees and Groups in Caerwys, to gauge their thoughts on a joint meeting with the Council.

(b) Councillor Stephen Cople advised that he wished to ‘reach out’ to the residents of the Town, and in particular, with the use of social media. This would reach out to the residents who do not have access to the Caerwys Chronicle. The Council would have to adopt a Communications Protocol. General discussion by the Members, with the Clerk advising in relation to the following legal advice in setting up a Council blog / social media: (1) ensure that the Council insurance policy contains cover for libel and slander (2) ensure that the Council has an adopted communications policy (3) ensure that the ‘Community moderators(s)’ are trained accordingly.

**Members agreed the following:** (1) To set up a sub-committee – with Councillors Stephen Cople, David Knights and Steve Wilson (2) Councillor Stephen Cople to produce a draft ‘Communications Protocol’ (3) Councillor Steve Wilson to make contact with Committees and Groups, to gauge their thoughts as to a joint meeting with the Town Council (4) the Clerk to place the items on the November Agenda.

### 13. 224/17

#### APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
104	Scottish Power (September - Street Lighting Electricity Account)	280.85	56.17	337.02
105	Deeco Lighting (September - Street Light Repairs)	341.00	68.20	409.20
106	Flintshire County Council (Contribution towards 2016 Summer Playscheme)	1,309.00		1,309.00
107	Flintshire County Council (Recharge of Election costs for May 2017)	241.62		241.62
108	Canda Copying Ltd (photocopier rental)	51.00	10.20	61.20
109	H. M. Revenue & Customs. Clerk’s PAYE & Clerk & Council NI - July, August & September 2017 - via The Post Office )	486.80		486.80
110	Caerwys FLUSH Committee (Transfer of grant received from the Welsh Assembly via Flintshire County Council)	500.00		500.00
111	R. P. Parry – Clerk (Re-imburement of Civic Service stationery costs – as per receipts. Stationery £17.89 plus VAT £3.58 / postal stamps £15.60	33.49	3.58	37.07

14. 225/17

**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	Caerwys Youth Club (Annual grant)  <b>The above application was adjourned to the November Council meeting.</b>	

15. 226/17

**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.....**