



# **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 16<sup>th</sup> October, 2018, at 7.30pm.**

### **1(A). 216/18 PRESENT**

Councillor Peter Dooley (Deputy Mayor)  
Councillor Jonathan E. Duggan-Keen  
Councillor Mrs Lynette M. Edwards  
Councillor James E. Falshaw  
Councillor Howard R. Griffiths  
Councillor Miss. Carole A. Harris  
Councillor Ms. Helen L. Priestley  
Councillor David S. Knights  
Councillor Stephen G. Wilson

County Councillor Tudor Jones

Clerk & Financial Officer R. Phillip Parry

### **1(B). 217/18 APOLOGIES**

Councillor Stephen Copple  
Councillor Jonathan Lees (Mayor)

### **2(A). 218/18 BEREAVEMENTS WITHIN THE COMMUNITY**

Members stood in silence in memory of the following: Mr. Philip A. Basford, Maes y Dre, Caerwys.

### **2(B). 219/18 Standing Orders were suspended:**

- (i) The Acting Chair of Council – Deputy Mayor, Councillor Peter Dooley, welcomed Mrs. Julia Hughes to the meeting. Mrs. Hughes advised that her attendance was representing the Flintshire County Council Standards Committee. All Town & Community Councils in Flintshire are to be visited by Members of the Standards Committee. The Clerk confirmed that the Council had been previously advised by the Monitoring Officer, in relation to the visits.

- (ii) Councillor Peter Dooley welcomed Mr. Andy Lightfoot (Flintshire County Council) Street Scene Officer to the Council.

Mr. Lightfoot advised that he was attending the meeting on behalf of Mr. Neil Hickie. Mr. Lightfoot explained that there were a number of outstanding issues still to be rectified within the Town Council area. A Highways technician had prioritised the issues, whereby a unit will be allocated to the area within the next week or so to complete the outstanding issues.

**Council Members brought the following to the attention of Mr. Lightfoot:**

- (1) Councillor Howard Griffiths referred to the further delay in North Street being re-tarmacked. Councillor Griffiths stated: that since October 2017, the issue of tarmacking North Street has appeared in the minutes for a total of eight occasions. On the last occasion, the previous Street Scene Officer advised the Council that the resurfacing would be towards the end of September of this year. This was also confirmed in an e-mail to the Clerk from County Highways. The further delay to January 2019 was totally unacceptable. Mr. Lightfoot explained the system matrix used by the County to score and prioritise tarmacking. Mr. Lightfoot further advised that he would endeavour to ascertain as to the further delay in North Street being re-scheduled.
- (2) Councillor David Knights referred to the unacceptable safety hazard in relation to the pot holes that remain unrepaired. Councillor Knights also referred to the tarmacking – whereby January could be quite wintery, which could further delay the work commencement date.
- (3) Councillor Tudor Jones referred to the temporary road closures – whereby the Council appear to not receive notification as previously. Mr. Lightfoot advised that he thought the weekly road bulletin issued contained details of road closures throughout the County.

The Deputy Mayor, Councillor Peter Dooley, thanked Mr. Lightfoot for attending the meeting.

**2(C). 220/18**

**Standing Orders were restored**

**3. 221/18**

**DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**4. 222/18**

**TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 18<sup>TH</sup> SEPTEMBER, 2018**

The following Minute was amended: Minute number: 13. 211/18. To amend the agenda item heading name, from Councillor Stephen Wilson to Councillor Stephen Copple. The Minutes were proposed as correct by Councillor Jonathan Duggan-Keen and seconded by Councillor Howard Griffiths and formally agreed by the Members present.

**5. 223/18**

**MATTERS ARISING**

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

**Minute no: 5(A). 195/18 sub minute number: 5.176/18 & 153/18 etc., (page 2)** – in relation to concerns with Heavy Goods Vehicles travelling along the B5122 road – between Afonwen and Caerwys. The Clerk recollects to Members an e-mail from Councillor Tudor Jones, which sought

two Councillors to join a sub-committee with Ysceifiog Community Council. The Sub-committee to propose a joint scheme for improvements to the B5122 in Caerwys and B5121 in Lixwm. The Clerk further advised that Councillors Stephen Copple and Howard Griffiths had offered to be appointed to the sub-committee.

**Members agreed the following:** Councillors Stephen Copple and Howard Griffiths be formally appointed to the sub-committee with Ysceifiog Community Council.

**Minute no: 5(A). 196/18 sub minute number: 5.176/18 & 6(c) 156/16 (page 2)** – in relation to a review meeting with the Chief Executive of Flintshire County Council, to discuss the continual non-reply to correspondence sent to a number of departments in County Hall. The Clerk advised that following further consultation with the Office of the Chief Executive – it had been agreed that the Clerk would send all correspondence by e-mail to the County. Customer Services would allocate a reference number and track the response.

**Minute no: 5(B). 196/18 (page 2)** – in relation to upgrading of the play area in Chapel Street. Councillor Ms. Helen Priestley advised that there was nothing further to report, at this stage.

The Clerk advised in relation to e-mailed correspondence – which requested a skatepark in the Memorial Institute play area. Councillor Ms. Helen Priestley advised that there had been discussions with the various play equipment firms – whereby the cost for the skatepark was between £10,000 and £20,000 – depending on the size. Councillor Ms. Priestley further advised that the skateboard aspect would be included in a future feasibility study.

**Minute no: 6(B). 198/18 (iv) (pages 3 and 4)** – in relation to a site meeting with Officers from Flintshire County Council – Footpaths Department. The Clerk advised that Councillor Stephen Copple, together with the Clerk and a member of the Caerwys Walking Group, had met with three Officers from Flintshire County Council. Items discussed were a number of footpaths within the Caerwys Town Council area, including the footpath / unadopted road from Water Street to the area known as Seven Springs. The Clerk further advised that Councillor Copple would provide further information to Members at the November Council meeting.

**Minute no: 6(B). 198/18 (vi) (page 4)** – in relation to receiving quotations for the installation and removal of the Town Square Christmas lights. The Clerk advised that two quotations had been received – which were perused by Members.

**Members agreed the following:** To accept the quotation from Deeco Lighting – for the sum of £680.00 plus VAT. The lights to be erected on - either Monday 3rd or Tuesday 4th December, 2018 and to be taken down on Thursday 3rd or Friday 4th January, 2019.

**Minute no: 6.(C-1). 199/18 (page 4)** – in relation to the installation of defibrillators in Caerwys and Afonwen. The Clerk advised that the planning application for the installation of a defibrillator on Compton House, High Street, had not been validated by Flintshire Planning. The County requested further information. Whilst the Clerk is able to provide the further information, County Planning also wish to receive a plan drawn to a scale of 1:500 or 1:200. **Councillor Stephen Wilson advised that he would obtain the required scale plan.**

**Minute no: 14. 212/18 (page 8)** – in relation to (a) Deputy Mayor Regalia (b) Past Mayor Badges.

**This item was discussed under Minute number: 12. 234/18 (iii) on pages 7 & 8 below**

**6(A). 224/18  
CORRESPONDENCE**

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

- (1) The Clerk advised in relation to the following report, received from PCSO Connor Freel – to reported criminal offences within the Town Council area: (i) Suspicious Circumstances in Pen y Cefn (ii) Suspicious Circumstances in Afonwen (iii) Dangerous Dog in Afonwen.
- (2) Flintshire County Planning - notification from Enforcement Section. Letter stated that a premises in Pen y Cefn that was subject to a complaint to possible changes of use without consent. The County advised that following several visits over a period of time, there is currently no breach of planning control.
- (3) Flintshire County Council - notification that the County Standards Committee meeting will be held in Caffi Isa, Mynydd Isa Library – on Monday 12<sup>th</sup> November at 6.00pm.
- (4) North Wales Police Consultative Meeting – to be held in Leeswood Community centre, on Thursday 15<sup>th</sup> November, at 7.00pm.
- (5) Holywell Town Council – in relation to future meetings of the West Flintshire Town & Community Councils Working Group. The Clerk advised of correspondence from the Clerk to Holywell Town Council – whereby the Group Chair was seeking a commitment from the Town Council to being involved – together with an invitation for the Group Chair to attend a future meeting of this Council. Councillor David Knights offered to continue to be the Council's representative.

**Members agreed the following:** Thanked Councillor David Knights for being the Council's representative on the Group. The Clerk to advise Holywell Town Council.

(6) The following information had been e-mailed direct to Councillors:

- Independent Remuneration Panel for Wales – Draft Annual report – 2019.
- Flintshire County Council – Members Code of Conduct Training – 17<sup>th</sup> October, in Saltney.

#### **6(B). 225/18**

#### **CLERK'S REPORT**

- (i) Accounts and Audit Regulations (Wales) 2014. Notification from the External Auditor – BDO LLP - that the Company have not completed the annual audit by the 30<sup>th</sup> September. The Clerk confirmed that in accordance with the regulation, a copy of a Public Notice had been displayed, together with a copy of the Accounting Statement – on the 30<sup>th</sup> September, 2018.
- (ii) The Clerk advised in relation to the following concerns that were reported to him from residents: (1) alleged shooting of a cat (2) Faulty street lights in the ownership of Flintshire County Council (3) Overhanging tree branches on a senior citizen estate. The Clerk confirmed that he had contacted the Police and Flintshire County Council with the above issues.

#### **6(C). 226/18**

#### **TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30<sup>TH</sup> SEPTEMBER 2018**

The Clerk, as Financial Officer, provided the Members with a copy of the Quarterly Statement of Accounts, as at the end of September 2018, together with copies of the two Council Bank account

statements. The Clerk further provided Members, with a breakdown in relation to the budget headings, which included income and expenditure to-date.

**Members approved the Statement of Accounts, and the document was signed by the Deputy Mayor – Councillor Peter Dooley.**

#### **6(D). 227/18**

#### **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 – 2018/9 **(g)** Retention Of Documents Etc., Schedule **(h)** Fixed Asset Register – 2018/9 **(i)** Retention of Documents Policy Statement **(j)** Annual Investment Strategy – 2018/9 **(k)** Model Local Resolution Protocol **(l)** General Data Protection Regulation Policies

The Clerk advised Members that the Annual Risk Assessment, Retention of Documents etc., policies were required to be updated, following the General Data Protection Regulation Policies, which were approved during this year.

**Members agreed the following:** Approved and updated the above policies, and to be further reviewed, if necessary, before the end of the financial year.

#### **7. 228/18**

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

In the Mayor's absence, there was no report.

#### **8. 229/18**

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

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

- (a)** The contents of an e-mail received from Mr. Steve Jones, Head of Highways – which stated the following: ‘We still have 3 teams working to clear the backlog of potholes from last winter with an aim to clear the work in the next month or so. We have been promised some additional WG funding for the highway network and hopefully will spend at least some of this on the rural road network, which often does not make the programme because the strategic network needs to take priority’.
- (b) (1) Transport:** The additional P&O Lloyd minibus service to Holywell High Street on Monday, Wednesday and Friday has been withdrawn due to insignificant passenger numbers. This will be reviewed again in January 2019. The service was in my view inadequately advertised and not supported with adequate timetable and fare publicity. The Ring & Ride service for medical appointments is still in operation and provides a door to door service to GPs, Pharmacy, Clinics, Community Hospital and Glan Clwyd and all medical related appointments. £10 initial fee to join scheme and then 45p per mile. 24 hour notice for booking **(2) Footpath:** Notification for the realignment of footpaths 32/33 requires a correction to the key. Rights of Way aware and should resend out corrected copies. **(3) Tourism:** The information required by Caerwys Town Council: Tourism Officer is now designated as Regeneration Project Officer. Contact details: Richard Jones [Richard.L.Jones@flintshire.gov.uk](mailto:Richard.L.Jones@flintshire.gov.uk) Tel 01352 702136 Mobile 07880052275 - Under the Community & Enterprise and Regeneration Team Tourism portfolio **(4) Roads:** All matters to hand reported to new area Streetscene Co-ordinator and went on second tour of area to help familiarise Neil Hickie with area and ongoing issues. Response received from Head of

Streetscene, Stephen Jones, following enquiry about policy for repair of minor roads.

Assurance given that there are 3 teams still working on the roads **(5) Road safety:**

Thanks to Cllrs. Steve Copple and Howard Griffiths for agreeing to join the B5121 / B5122 working group. First meeting in December **(6) Boundary Commission:** Meeting for Town and Community Councils on 23<sup>rd</sup> but initial observations are that there will be no change to the Caerwys ward, but must remain observant as changes elsewhere can have knock-on effect. **(7) Best Communities award night:** with 4 awards in Caerwys ward of which 3 were in Caerwys Town.

## 9. 230/18

### REPRESENTATIVES / LIAISON COMMITTEE REPORTS

- (1) Councillor Peter Dooley, representing the Caerwys Youth Club advised that the Club under the new management committee were arranging trips outside the community, whereby the membership numbers had increased.
- (2) Councillor David Knights, as the Council's School Governor at Ysgol Yr Esgob advised that the School had recently been assessed, which had resulted in a positive report. The Governors meeting was to be held later this week.
- (3) Councillor Howard Griffiths advised of his attendance, together with Councillor Peter Dooley - representing the Council at a recent meeting in Holywell, in relation to the Bus Network Review. Councillor Griffiths further advised that he would be attending a further meeting and had personally handed out survey forms in relation to the review. Councillor Griffiths sought the views of the Members, to inviting a member of the Transportation Team at County Hall, Mold - to the November meeting of the Town Council. Councillor Griffiths referred to the Community Ring & Ride Service – which provides assistance in travelling to GP appointments, hospital appointments and other health related appointments

**Members agreed the following:** (1) To invite Ms. Ruth Cartwright (Flintshire County Council – Transportation Team Member) to the November Council meeting. The meeting to commence at 7.00pm (2) The Clerk to forward the Community Ring & Ride Service information to the Caerwys Chronicle, seeking publication in the next available edition.

- (4) Councillor Stephen Wilson, as the Council's representative on the Memorial Institute Trustees Committee – advised in relation to the recently held Annual General Meeting of the Trustees. Items discussed: New oil central heating tank installed / play facilities / refurbishment of kitchen and toilets.

## 10(A). 231/18

### PLANNING APPLICATIONS

The Clerk advised that there had been no planning applications received, apart from a notification from Flintshire County Council (Rights of Way), in relation to the following:

- Proposed Diversion of Sections of Public Footpath Numbers: 32 & 33 in the Community of Ysceifiog.

**Comment by Council:** In principle, no objection to the proposed diversions. However, it is noted, that the plan has been incorrectly marked.

## 10(B). 232/18

### PLANNING DECISIONS

There were no planning decisions received from Flintshire County Council.

## 11. 233/18

### COMMUNITY LIGHTING

- (a) The Clerk advised that one of the three LED lights that were causing a concern to residents was on a property in Afonwen; the Clerk has asked the electrical contractor to temporarily disconnect the lantern until such time as the concern can be remedied.
- (b) The cost of the shields to alleviate the other concerns with the LED light shining into residents bedrooms, were at a cost of £6.55 each. The Clerk advised that there were three shields available – one for the rear of the light and one each for the right and left side.

**Members agreed the following:** To order three sets of shields, whereby the unused can be kept as spare.

## 12. 234/18

### ADJOURNED FROM SEPTEMBER COUNCIL MEETING:

- (i) **Appointment of Youth Councillor:** The Clerk advised the Council as to the following: (1) Public Notice under the Local Government (Wales) Measure 2011 Part 7, Chapter 4 – Sections 118 and 119 – whereby a notice will appear in the Caerwys Chronicle dated the 1<sup>st</sup> November (2) Copies of the Public Notice to be sent to seven Schools and Colleges (one extra School was identified in the meeting) (3) Public notices will be displayed on the three notice boards in Afonwen, Caerwys and Pen y Cefn (4) Closing date for applications will be 5.00pm on Monday 19<sup>th</sup> November, 2018 (5) Agenda item for applications to be considered – at the November, 2018 Council meeting.
- (ii) **Installation of CCTV in Caerwys:** The Clerk recollects to the Members an e-mail dated the 10 October 2018, which contained an attached Word document, named: Report to Caerwys Council regarding CCTV in Caerwys. The report, which had been received from a resident of the Town, had provided the following information: Purpose of the paper / Background / Flintshire County Council CCTV strategy / The benefits of CCTV / Options for CCTV provision / traffic Enforcement cameras as an alternative to CCTV / Conclusion. The Clerk advised that a copy of the above report had been sent to Mr. Steve Jones – Head of Highways & Transportation in Flintshire County Council. Council Members expressed their thanks to the resident for producing such a comprehensive report.

**Members agreed the following:** To seriously consider the installation of CCTV. Members felt that it should be controlled by Flintshire County Council. The item to be further discussed in the November Council meeting, whereby it is hoped that a reply will have been received from Mr. Steve Jones.

- (iii) **Deputy Mayor's Regalia & Past Mayor's Badges:** Councillor Mrs. Lynette Edwards advised the Members that the Clerk had obtained from two civic regalia companies, samples of regalia suitable for a Deputy Mayor, together with a number of examples for past Mayor badges. Members perused the samples.

**Members agreed the following:** (1) The Deputy Mayor's Regalia to be a smaller replica of the original Mayors Medallion / Badge of Office – to be supported with a ribbon (2) The past Mayor's badge artwork was agreed - to be in a silver colour (3) The Clerk to obtain costs from Fattorini's.

## 13. 235/18

### APPROVAL OF ACCOUNTS FOR PAYMENT

| <b>Cheque Number</b> | <b>Payee</b>   | <b>Net £</b> | <b>Vat £</b> | <b>Total £</b> |
|----------------------|--|--------------|--------------|----------------|
| 179                  | Scottish Power (September - Street Lighting Electricity Account )  | 281.18       | 56.24        | 337.42         |
| 180                  | Deeco Street Lighting (Removal of damaged and installation of new Victorian street lantern - as per quotation) | 2,400.00     | 480.00       | 2,880.00       |
| 181                  | Pawle & Co Ltd (Purchase of one alarmed defibrillator stainless steel housing unit – as per quotation)         | 518.00       | 103.60       | 621.60         |
| 182                  | Canda Copying Ltd (Quarterly payment for photocopier hire)   | 51.00        | 10.20        | 61.20          |
| 183                  | H. M. Revenue & Customs (Clerk’s PAYE & Clerk & Council NI - July, August & September 2018)                    | 469.76       |              | 469.76         |

**14. 236/18**

**APPLICATIONS FOR FINANCIAL SUPPORT**

| <b>Cheque Number</b> | <b>Name of organisation</b>  | <b>Amount granted £</b> |
|----------------------|--|-------------------------|
| 184                  | Caerwys Youth Club (Annual donation)                                       | 250.00                  |
|                      | Clwb Bwthyn Bach (Ysgol Yr Esgob) Adjourned application for start-up grant | Adjourned to November   |
| 185                  | 1 <sup>st</sup> Caerwys Rainbows (Application for start-up grant)          | 250.00                  |

**15. 237/18**

**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.....**