



CYNGOR CYMUNED CHWITFFORDD / WHITFORD COMMUNITY COUNCIL

Minutes of The Meeting of Whitford Community Council

Held at The Carmel Village Hall,

On Thursday the 19th October, 2017, at 7.00pm

1(A). 163/17

PRESENT

Councillor Robert J. Hughes (Chairman)
Councillor William Glynn (Vice Chair)
Councillor Richard Davies
Councillor Chris Dolphin (Community & County)
Councillor Richard L. Dolphin
Councillor R. Gwyn Hughes
Councillor Mrs. Sharon E. James
Councillor Dave Owen
Councillor Gareth W. Sharp
Councillor Joseph W. Williams

Clerk & Financial Officer R. Phillip Parry

1(B). 164/17

APOLOGIES

Councillor Caradoc Wyn Jones
Councillor Miss. Emma Warbrick

1(C). 165/17

Standing Orders were suspended:

Members of the public in attendance referred to the following matters:

- (a) Mr Paul Brighton on behalf of the Cymdeithas Thomas Pennant Society, addressed the Members bilingually, to express the gratitude from the Society, for the generous grant the Council had kindly provided. Mr. Brighton further advised, that the financial assistance would assist the Society. Mr. Brighton referred to future lectures, including visits to various buildings in the area.
- (b) A number of residents in attendance, addressed the Council Members, in relation to planning application number: 057498 – for the erection of agricultural building, at land to the rear of the Rock Inn, Lloc. The residents expressed their concerns as follows: (1) the proposed building will be unsightly in the area (2) the building is large for the area of the field (3) One resident had

been in contact with the Planning Officer, who alleged that possibly a number of the existing smaller buildings, should have been subject to planning permission (4) concerns that the building would be near to a large tree (5) concerns in relation to the storage of animal feed, which could attract vermin. The Clerk advised that the Council Members would be formally discussing the application later in the evening. The Clerk agreed to send by e-mail a copy of the Council's observations in relation to the planning application, to the attendees.

1(D). 166/17

Standing Orders were restored:

2. 167/17

DECLARATIONS OF INTEREST

There were no Declarations of Interest declared.

3. 168/17

TO APPROVE THE MINUTES AND SUPPLEMENTARY MINUTES OF THE MEETINGS HELD ON THE HELD ON THE 21ST SEPTEMBER, 2017

The Minutes were proposed as correct by Councillor William Glynn and seconded by Councillor David Owen and formally agreed by the Members present.

The Supplementary Minutes were proposed as correct by Councillor Sharon James and seconded by Councillor David Owen and formally agreed by the Members present.

4. 169/17

MATTERS ARISING

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

Minute no: 1(C). 141/17 (4) (page 2) - in relation to Speed Activated Sign, near to The Halfway house, Carmel – A5026 road. The Clerk advised that Mr. Nigel Seaburg, has contacted the County Highways, seeking if the sign can be moved. However, there may be a significant financial cost to the County Council.

Minute no: 4. 145/17 sub minutes number no: 5(B). 122/17 (b) (page 3) - in relation to the photocopier lease. The Clerk advised that the settlement figure to cease the photocopier lease was £585.00 plus VAT of £117.00 – making a total of £702.00.

Members agreed the following: To pay the settlement fee of £702.00.

Minute no: 4. 145/17 sub minutes number no: 5(B). 122/17 (c) (page 3) - in relation to letters sent to the Headteachers of Carmel and Whitford Primary Schools. The correspondence enquired if the School wished the Community Council, to financially assist with any safety measures, the school were considering. The Clerk advised that he had not received a reply from either school.

Minute no: 4. 145/17 sub minutes number no: 5(B). 122/17 (c) (page 3) - in relation to the Council's representative on the Board of School governors, at Ysgol Bro Carmel. The Clerk advised that retired Councillor Richard Polden, would be moving away from the area, and would no longer be the Councils representative.

Members agreed the following: As Councillor Miss. Emma Warbrick, is already a School Governor, possibly Miss. Warbrick, would kindly, also act as the Council representative.

Minute no: 5(A). 146/17 (4) (page 4) - in relation to One Voice Wales. The Clerk advised that the Council membership had been paid to OVW for this year - but had not been recorded on their system. This was the reason that the Council's representative Councillor Gareth Sharp, including the Clerk, were not receiving updates and other information.

Minute no: 5(B). 147/17 (A) (2) (page 4) - in relation to letters sent to the Headteachers' of Ysgol Bro Carmel and Ysgol Y Lan, Whitford - Primary Schools, seeking the view of the School, to the Council installing defibrillators within the School premises. The Clerk advised, that he had not received a reply from either school.

Minute no: 6. 148/17 (1) (page 5) - in relation to the plaque unveiling near to Plas Uchaf, Whitford, by Lord Mostyn. The Clerk confirmed that Lord Mostyn had been written to personally, together with a second letter to Mr. Richard Thomas – Land Agent. Mr. Thomas had replied, stating that the Estate were very pleased with the project.

Minute no: 10. 156/17 (pages 8 & 9) - in relation to inconsiderate parking in the area of McDonalds and Euro Garage, Lloc. The Clerk advised, that he had written to Mr. Ken Skates (Cabinet Secretary) at the Welsh Assembly, which had been acknowledged – but was awaiting a full reply.

Minute no: 12. 158/17 (page 9) - in relation to signage concerns at the A5026 entrance to McDonalds and Euro Garage, Lloc. The Clerk advised that a reply had been received from Mr. Derrick Charlton (Flintshire County Council – Operational Manager Streetscene). There may be a possibility that the present traffic regulation order could be extended for approximately 20 meters from the junction. The letter further stated, that the existing roundabout signage complies with requirements. A review of the area will be completed in due course.

5(A). 170/17 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 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 26th October, at 6.30pm in Ysgol Maes Y Felin. Councillors' Robert Hughes and William Glynn, confirmed their attendance. The Clerk advised that he would register their attendance on-line.
- (2) The Clerk advised in relation to a request from Flintshire County Council, should any assistance be required from Streetscene, with any Bonfire or Christmas celebration – in particular to road closures. The Members confirmed, that the Council do not organise these events.
- (3) The Clerk advised in relation to a 'Ring & Ride Leaflet' that had been sent to the Council. The leaflet advised that a ring and ride system was to operate between Whitford and Holywell. Councillor Chris Dolphin provided the Members with further information, in relation to the scheme – which is operated by Flintshire county Council.
- (4) 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 Five Villages Chronicle.

- (5) The Clerk advised in relation to the 2018 County Forum meeting dates – which had been sent to Councillor Robert Hughes, as the Council’s representative on the Forum.
- (6) 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 matrix for the play areas within the Community Council area of Whitford, indicated, that no play area requires upgrading.
- (7) 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.**
- (8) The Clerk recollects to the Members an e-mail forwarded by the Clerk dated the 18th 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 30th October. The Clerk thereafter, to forward to the Welsh Assembly.

- (9) The Clerk referred to an e-mail forwarded to Members dated the 5th 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.
- (10) The Clerk referred to an e-mail forwarded to Members dated the 30th September, which had been received from the Welsh Assembly, in relation to: Guidance for Principal Councils on the Review of Communities.
- (11) The Clerk referred to an e-mail forwarded to Members dated the 17th October, which had been received from the Welsh Assembly, in relation to: Revised proposals for changes to Parliamentary constituencies in Wales.
- (12) 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 13th November. The Clerk further advised that the e-mail was dated the 12th 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.
- (13) 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.

Councillor Chris Dolphin advised the Members, that an agreement had been reached by the Holywell Town Council, whereby the High Street would be open to traffic for a limited period of time – during a trial period.

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

**5(B). 171/17
CLERK’S REPORT**

- (1) The Clerk advised that he had received from BDO LLP (Welsh Assembly appointed External Audit firm) the following Public Notice. Accounts and Audit regulations (Wales) 2014 – which stated the following: ‘We confirm that, in relation to Whitford Community Council, as at the statutory publication date of 30 September, 2017, no audit opinion has yet been issued in relation to the Accounting Systems for the year ended 31 March 2017- as the Annual Return has not been submitted for audit’

The Clerk further advised, that the previous Clerk Arwel Owen had informed BDO LLP, that he had sent the return via the Post Office ‘proof of posting’, but this had not been received by BDO. Following a request to provide a photocopy of the return, together with requested other documentation, including the proof of posting receipt, the previous Clerk, has not supplied this information.

The above referred to Public Notice, was displayed on the six Council public notice boards within the Community, for a period of 14 days, from the 30th September, 2017.

- (2) 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 15th 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 had agreed to internet banking some months ago, the provision was not required to be activated.

Members agreed the following: (1) To activate the HSBC Internet Banking (2) All future HM Revenue & Custom payments be paid on-line (3) the Council’s Financial Regulations to be updated, to reflect the payment of accounts by direct transfer by the Clerk, with the appropriate authorisation.

- (3) The Clerk advised that he had submitted the Annual Return – Payments to Members of Whitford Community Council for 2016 / 2017 – to the Independent Remuneration Panel for Wales.
- (4) The Clerk advised that a meeting arranged by Holywell Town Council, in relation to ‘Joint Working Links’ had been re-arranged for Tuesday 24th October, at 6.00pm – at the Council Offices in Holywell. The Clerk confirmed, that Councillor Caradoc Jones would be attending.

5(C). 172/17

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

The Clerk suggested, that as the Council had recently provided a number of financial donation last month, together with further applications to be considered at tonight’s meeting, possibly the Council would wish to consider adjourning the quarterly report to the November Council meeting. At this meeting, the Clerk could also provide an update spreadsheet, indicating the financial donation spend to date.

Members agreed the following: The quarterly financial report up to the 30th September, be adjourned to the November Council meeting. The Clerk to also provide the Members with details of financial donations spend to date.

5(D). 173/17

(i) Probationary period of Clerk to the Council & Financial Officer

(ii) Clerk’s Contract of Employment

The Clerk advised, that it had been six months since his appointment as Clerk & Financial Officer to Whitford Community Council.

Members agreed the following: (1) To confirm the appointment of Robert Phillip Parry, as Clerk and Responsible Financial Officer, to Whitford Community Council. The Chairman Councillor Hughes, thanked the Clerk for his professionalism in his duties during the probationary period. The decision to appoint the Clerk was unanimous by the Council Members (2) the Clerk's contract of employment, was agreed (by Council and Clerk) to be dealt with during the review of the below policies.

5(E). 174/17

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.

The Clerk advised that whilst the Council had in place financial and other policies, there were a number of further policies that were required to be considered.

Members agreed the following: (1) To set up a sub-committee, with the following Members: Councillor William Glynn, Vice Chair, together with Councillors' Mrs. Sharon James and Gwyn Hughes. The sub-committee to meet and review the draft policies, and provide their recommendations to full Council. The Members agreed with the Clerk's suggestion, that the sub-committee meet during the new year. The Clerk to place the matter on the February 2018 Agenda (2) Members agreed, for the Clerk to purchase suitable files, inserts and other stationery to complete the Councillors' policy folders.

6. 175/17

REPRESENTATIVES / LIAISON COMMITTEE REPORTS

The Chair Councillor Robert Hughes, referred to a letter published in the last edition of The Five Villages Chronicle, in relation to the Council emblem. Councillor Hughes, felt that the criticism was not warranted, and wondered if the writer was aware of the historical aspect of the emblem. Councillor Hughes indicated that he would reply to the letter, in the next edition of The Five Villages Chronicle.

7(A). 176/17

PLANNING APPLICATIONS

The following planning applications had been received:

- (a) Application number: Notification from Land Registry, in relation to a B16-1 Notice to an adjoining owner of a proposed registration: Land adjoining Bryn & Gaseg, Babell Road, Pantasaph.

Comment by Council: No objection.

- (b) Application number: 057526 to vary condition 5 following grant of planning permission 049119, at Misty Waters Caravan Park, Tarth Y Dwr, Lloc

Comment by Council: In principle, providing it complies with relevant planning policies, then no objection to the proposal. However, should the application be granted, the Community Council,

wish to receive information in relation to the following: During the period between the 14th January to 14th February - whereby all caravans have to vacate the premises – what are the County Council’s Enforcement procedures, to confirm compliance.

- (c) Application number: 057532, for extensions and alterations to dwelling, at Arden Lea, Whitford

Comment by Council: Providing it complies with relevant planning policies, then no objection to the proposal.

- (d) Application number: 057449 for Listed building application, for the internal conversion of externally accessible storeroom to outwardly concealed, internally accessible habitable room Stormont, Mertyn Lane, Carmel

Comment by Council: Providing it complies with relevant planning policies, then no objection to the proposal.

- (e) Application number: 057485, for the erection of first floor side extension over carport, at 17 Ffordd Pentre, Carmel, Nr. Holywell

Comment by Council: Providing it complies with relevant planning policies, then no objection to the proposal.

(The above five applications were sent to the Chairman for consultation with the local Member(s) due to statutory time limits for observations).

7(B). 177/17

The Members confirmed the above five decisions.

7(C). 178/17

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

- (1) Planning application number: 057498 – for the erection of agricultural building, at land to the rear of the Rock Inn, Lloc.

Comment by Council: The Community Council object to the application, on the following grounds:

- (i) The application is contrary to RE2 of the Flintshire Local Development Plan.
- (ii) There is no proven overriding requirement, or need, for an agricultural building of this size and design to be sited in the proposed location.
- (iii) The size of the building, is inappropriate for the size of the land.
- (iv) The proposed building is within a short distance to the curtilage of the nearest dwelling.
- (v) Public footpath runs through the land.
- (vi) The application states – the land is agricultural. Is this correct !
- (vii) The appearance and size of the building, is not in keeping with its neighbours and the surrounding area.
- (viii) The visual effect upon the landscape.
- (ix) Local residents will suffer overshadowing, overlooking and loss of privacy.
- (x) It is not known as to what the building is to be used for – therefore: concerns in relation to noise and disturbance to the local community.

- (2) Planning application number: 057161 – for the erection of 7 dwellings, at land south of Garreg Lwyd, Carmel Hill, Carmel. This is an amendment to the deposited plans.

Comment by Council: The Council have no further comments to make, following their observations to the original planning application.

- (3) **Pre Planning application** – for proposed development for cubicle buildings, a slurry lagoon and extension to an existing building for milking dairy cows, at Plas Mawr Farm, Llyn Helyg, Trelawnyd.

Comment by Council: No adverse comments to the proposed development. However, the Council wish the following to be considered: (a) To erect a ‘bund’ around the slurry lagoon (b) to consider screening.

7(D). 179/17

PLANNING DECISIONS

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

- (a) Application number: 057185, for outline application for 1 dwelling, at land adjacent to Bryn Eithin, Gorsedd. Refused.
- (b) Application number: 057235, for proposed slurry store, at Mynydd Mostyn, Trelogan. Approved
- (c) Application number: 057245, extension and alterations to dwelling, at Groesffordd Farm, Whitford. Approved.
- (d) Application number: 057138, for erection of 1no dwelling, land rear of 1 & 2 Mwdwl Eithin Cottages, Carmel. Approved.
- (e) Application number: 057246, for erection of storage shed, at Misty Waters, Lloc. Approved.
- (f) Application number: 057003, for erection of two storey, pitched extension etc., at, 14, Mertyn Lane, Carmel. Approved.
- (g) Application number: 057164, for retrospective building application, at 1 Gelli Fawr, Trelogan. Approved.
- (h) Application number: 057378, for conversion of redundant barn into kennels, at Golch Farm, Carmel. Approved.
- (i) Application number: 067444, for substitution of house type to plot, at land adjacent to Garreg Lwyd, Carmel. Approved.

8. 180/17

COMMUNITY LIGHTING

- (a) The Clerk advised that there had been no reported faulty street lights, since the September Council meeting.
- (b) The following two street lights were reported out of order at the meeting: to the right and left hand side of the School entrance at Ysgol y Lan, Whitford.
- (c) Councillor William Glynn advised, that all the reported faulty lights at the September Council meeting, had been repaired, apart from Bryn Aur, Gorsedd – which was a County Council light.
- (d) The Clerk advised the Members, in relation to a project he was perusing to exchange the present street lights to a more energy efficient LED lighting. The Clerk advised in relation to the provisional costings. The Clerk wished to arrange a meeting with Whitford Council, together with Caerwys and Halkyn Councils – with a representative from an energy firm, that had been recommended by Flintshire County Council.

Members agreed the following: The Chair and Vice Chair of Council – Councillors’ Roberts Hughes and William Glynn, to attend a meeting with the energy lighting company.

9. 181/17

STREET SCENE SCHEDULE

The following matters were raised by Members:

- (1) A5151 Road - area at junction to Whitford. Both trees and hedges require attention.
- (2) A5026 Road - In the Pen Y Gelli area - hedges requires cutting back.
- (3) Top of Waen Crossroads - road sign requires attention.
- (4) One way street - from the Rock Inn to Pant Y Wacco - road sign at Pant Y Wacco end blown down.
- (5) Concerns with hedges opposite Windsor Park, Carmel. Whereby the hedge growth is forcing pedestrians to walk onto the road to pass.

The Clerk advised, that he would provide Mr. Nigel Seaburg (Flintshire County Council Street Scene Manager), with the above concerns.

10.182 /17

TO CONSIDER: ‘COMMUNITY ASSET TRANSFER’ OF LAND ADJACENT TO YSGOL Y LLAN, WHITFORD (CLLR CHRIS DOLPHIN)

Councillor Chris Dolphin recollects to the Members, the many discussions in relation to parking concerns, outside Ysgol Y Lan primary school in Whitford. Councillor Dolphin also referred to the site meetings, including plans that had been drawn up, together with the recent ‘Traffic Regulation Matrix’ report – which confirmed that the area did not reach the criteria for Welsh Assembly funding. Councillor Dolphin also referred to the discussions with both the Education and Housing departments, in relation to the area of land adjacent to the school – which could possibly alleviate the traffic situation. Councillor Dolphin sought the agreement of the Council to agree to making an application for a Community Asset Transfer, in relation to the land adjacent to the school.

Members agreed the following: To commence a Community Asset Transfer. The Clerk to formally write to Flintshire County Council, expressing an interest from the Community Council, to the Community Asset Transfer – of land adjacent to Ysgol y Lan, Whitford.

11. 183/17

TO CONSIDER: TRAFFIC REGULATION ORDERS IN THE AREAS OF YSGOL BRO CARMEL AND YSGOL Y LLAN, WHITFORD (CLLR CHRIS DOLPHIN)

Councillor Chris Dolphin recollects to the Members, the many discussions in relation to parking concerns, outside Ysgol Bro Carmel, including the recent site meeting with Mr. Lee Shone (Flintshire County Council Road Safety Officer). A Traffic Regulation Matrix report had recently been carried out in the area of the school, which confirmed, that the area did not reach the criteria for Welsh Assembly funding.

Mr. Lee Shone had produced a costing, together with a plan, for the provision of parking restrictions, in the area of the school. The cost ranged between £2,130.00 to £3,130.00, for a traffic regulation order. To proceed with the scheme, the Community Council would be required to fund the full financial cost.

Members agreed the following: To proceed with the Traffic Regulation Order, as shown on the plan provided by Flintshire County Council. The cost of the scheme to be funded by the

Community Council. The Clerk to formally advise the Flintshire County Council Highways Department.

12. 184/17

TO CONSIDER APPOINTMENT OF ‘COMMUNITY YOUTH REPRESENTATIVES’ (CLLR GARETH SHARP)

Councillor Gareth Sharp recollected to the Members, that the Council had previously discussed and agreed, to move forward with an appointment of Youth Representative(s) – to sit on Whitford Community Council. Whilst the matter has not progressed, Councillor Sharp wished the Council to expedite the appointment. The Clerk had provided Councillor Sharp with copies of the Local Government (Wales) Measure 2011, which provided guidance notes, for the appointment of youth representatives by Community Councils.

Members agreed the following: (1) To re-affirm their commitment to the appointment of Youth Representatives (2) Councillor Gareth Sharp, to be the lead Member, to take the appointments forward. Councillor Sharp advised, that the next step would be to formally advertise the positions and to write to the local schools.

13. 185/17

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
991	Scottish Power (September - Street Lighting Electricity Account)	367.82	73.56	441.38
992	Flintshire County Council - (August - Street Light Maintenance & Repairs)	256.88		256.88
993	Flintshire County Council - (Recharge for May election costs)	241.70		241.70
994	Flintshire County Council - (Contribution towards Summer Play Scheme)	4,038.00		4,038.00
995	H. M. Revenue & Customs. Clerk’s PAYE & Clerk & Council NI - via The Post Office (July, August & September)	486.80		486.80
996	Royal British Legion (Local Authority Poppy Wreath)	50.00		50.00
997	Canda Copying (Settlement figure to cease five year lease)	585.00	117.00	702.00
998	R. Phillip Parry – Clerk (Refund of book of postal stamps – as per receipt)	65.00		65.00
999	Cheque cancelled			

14. 186/17

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
000	Carmel Papercraft Club	300.00
001	Five Villages Gardening Club	300.00
002	<p>Mynydd Group of Women’s Institute</p> <p>Holywell Twinning Association (This application was adjourned to the November Council meeting for the following: (1) Copy of the last audited accounts of the Association (2) An estimated cost to the Association, in relation to the 2018 visit)</p> <p>Carmel Cricket Club (This application was adjourned to the November Council meeting for the following: (1) Copy of the last audited accounts of the Club (2) Number of Club Members, that reside within the Community Council area of Whitford.</p>	100.00

15. 187/17

The Members agreed the payments of the above accounts and financial support as listed.

There being no further business, the Chair thanked everyone for attending and closed the meeting.

SIGNED BY THE CHAIR OF COUNCIL:.....

DATE OF APPROVAL:.....