



CYNGOR CYMUNED CHWITFFORDD / WHITFORD COMMUNITY COUNCIL

Minutes of The Meeting of Whitford Community Council

Held at The Carmel Village Hall,

On Thursday the 18th May, 2017, at 7.00pm

ANNUAL COUNCIL MEETING

1. 69/17

SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (ALL COUNCILLORS)

Members agreed that Councillor Caradoc W. Jones, to act as Chair for the commencement of the meeting. Councillor Jones invited all Councillors to sign their Declaration of Acceptance of Office.

The following Councillors' signed their Declaration of Acceptance of Office: Councillor Chris Dolphin / Councillor Richard L. Dolphin / Councillor R. Gwyn Hughes / Councillor Robert J. Hughes / Councillor Caradoc Wyn Jones / Councillor Gareth W. Sharp / Councillor Joseph W. Williams.

The Clerk to the Council, R. Phillip Parry, duly witnessed the signing of the above Declarations of Acceptance of Office – as the Proper Officer of the Community Council of Whitford.

The Clerk advised that Councillors' Dave Owen and William Glynn, had made arrangements to sign their Declaration of Acceptance of Office, at the Clerk's home, following their return from holiday.

The Acting Chairman, Councillor Caradoc Jones, congratulated the Councillors on their re-election as Members of the Whitford Community Council. Councillor Jones, especially, welcomed Councillor Richard Dolphin, as a newly elected Councillor. Councillor Jones congratulated Councillor Chris Dolphin, on his re-election as County Councillor.

2(A). 70/17

PRESENT

Councillor Robert J. Hughes (Chairman)
Councillor Chris Dolphin (Community & County)
Councillor Richard L. Dolphin
Councillor R. Gwyn Hughes
Councillor Caradoc Wyn Jones
Councillor Gareth W. Sharp
Councillor Joseph W. Williams

Clerk & Financial Officer R. Phillip Parry

2(B). 71/17
APOLOGIES

Councillor William Glynn
Councillor Dave Owen

3(A). 72/17
ELECTION OF CHAIRPERSON FOR THE PERIOD 2017 / 2018

Councillor Robert J. Hughes, was proposed by Councillor Gwyn Hughes, The proposal was seconded by Councillor Chris Dolphin. There were no further nominations. Councillor Robert J. Hughes accepted.

Members agreed the following: To appoint Councillor Robert J. Hughes, as Chair for the year 2017 / 2018.

3(B). 73/17
SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Robert J. Hughes, signed the Declaration of Acceptance of Office, which was duly witnessed by the Clerk.

Councillor Hughes thanked the Councillors for his appointment as Chairman, and stated: that he would endeavour to bring credit to the Community Council. Councillor Caradoc Jones was thanked for acting as Chairman during the preliminary proceedings.

Councillor Robert J. Hughes, took the Chair for the remainder of the meeting.

4. 75/17
ELECTION OF VICE CHAIRPERSON FOR THE PERIOD 2017 / 2018

Councillor William Glynn was proposed as Vice Chair by Councillor Caradoc Jones, and seconded by Councillor Joseph Williams. There were no further nominations.

The Clerk advised, that as Councillor Glynn was not present in the meeting, and therefore could not accept the proposal, the formality was required to be adjourned to a meeting whereby Councillor Glynn would be in attendance.

Members agreed the following: To provisionally appoint, Councillor William Glynn, as Vice Chair-Elect, for the year 2017 / 2018. The Clerk was requested to place the appointment on the agenda for the July Council meeting.

5. 76/17
MINUTES OF THE ANNUAL MEETING HELD ON THE 19TH MAY, 2016

The Clerk advised the Members, that the Minutes of the 2016 Annual Meeting, were formally proposed, seconded and agreed at the 16th June, 2016 meeting, under Minute number: 133/16. **The Members re-affirmed the decision.**

6. 77/17
COUNCILLORS' ATTENDANCE FOR 2016 / 2017

The Clerk advised that it was good practice to approve the Councillors sittings at meetings, at the Annual Meeting of the Council – with the information being publicly displayed thereafter. The

Clerk advised that as this was his second meeting, as Clerk to the Council, he felt that he could not collate the information correctly, as he was not in possession of copies of the signed Minutes for 2016 / 2017.

7. 78/17

NOMINATIONS TO SERVE ON LOCAL COMMITTEES AND OUTSIDE BODIES

The Clerk advised that as there had been no file, or other information handover from the previous Clerk, he was not aware of the list of Committees and Outside Bodies, that the Council Members represented the Community Council. The Clerk also advised that as there were three Council vacancies, the Members may wish to consider adjourning this agenda item to a further meeting.

Members agreed the following: The Clerk to place on the July Agenda, the following item:
Nominations to Serve on Local Committees and Outside Bodies

8. 79/17

CO-OPTION OF THREE WHITFORD COMMUNITY COUNCILLORS

The Clerk advised the Members, that the following three names had been placed by Members, to be considered to be co-opted to the Community Council: Richard Davies / Sharon James / Emma Warbrick.

Members agreed the following: the co-option of: Richard Davies / Sharon James / Emma Warbrick.

GENERAL COUNCIL MEETING

9(A). 80/17

Standing Orders were suspended:

The Chairman Councillor Robert Hughes, welcomed Mr. Nigel Seaburg (Flintshire County Council Street Scene Supervisor) to the meeting.

- (1) The Clerk referred to the following consultation by Flintshire County Council: 'Open Spaces land within your responsibility (the Community Council) for inclusion in a consultation on implementing of a Dog Control Public Spaces Protection Order (PSPO) in Flintshire'. Whilst the matter was discussed with Mr. Nigel Seaburg, and areas agreed, the matter will be formally Minuted, as during the discussion with Mr. Seaburg, the Council had suspended standing orders. **(See Minute number: 12(A). 85/17 on page 5 below).**

(2) Street Scene Schedule

Mr. Nigel Seaburg advised that the majority of items contained in the Environmental Visual Audit had been completed, apart from the following: (1) Tarmacking in Mertyn Lane, Carmel (2) White lining in the area of the Euro Garages, Lloc (3) Sign at junction of Waen Hill A5026 – requires to be higher (4) White lines at Waen Cross Roads – out of warranty with the contractor.

Councillors brought the following concerns to the attention of Mr. Seaburg

- (a) Llwyn Ifor Lane – light leaning. Mr. Seaburg advised that from photographic evidence the light was leaning previously (b) Poor visibility on Waen bends – grass requires cutting (c)

Road surface in Mertyn Abbot requires attention **(d)** Numerous pot holes across the community – including the one way street in Lloc / Whitford Road / Mertyn Abbot area.

(b) Councillor Chris Dolphin referred to the following concerns: Weeds require attention in several areas of Carmel / roads required to be swept - grit & stones - especially at the bottom of Carmel Hill and the Old Chestnut / road signage requires attention / footpath – passageway from Park Avenue to main road requires attention.

(c) Councillor Caradoc Jones requested additional red dog bins: in the areas of Mertyn Abbot and Whitford. Councillor Chris Dolphin advised, that he had requested the installation of additional bins previously with the County Council.

Members agreed the following: Councillors' Chris Dolphin and Caradoc Jones, to liaise and agree the areas required for the installation of red dog bins, and to provide Mr Nigel Seaburg, with a Google map identifying the locations.

9(B). 81/17

Standing Orders were restored:

9(C). 82/17

DECLARATIONS OF INTEREST

Councillor Gareth W. Sharp expressed his wish to Declare an Interest, in relation to an application for financial assistance. The Clerk enquired if the funding requested was in excess of £500.00. Councillor Sharp replied that it was not. The Clerk advised, that there was no requirement for a Declaration of Interest to be made.

There were no Declarations of Interest declared.

10. 83/17

TO APPROVE THE MINUTES AND SUPPLEMENTARY MINUTES OF THE MEETING HELD ON THE 20TH APRIL 2017

The Minutes were proposed as correct by Councillor Chris Dolphin and seconded by Councillor Caradoc Jones. The Minutes of the Supplementary meeting, were proposed as correct by Councillor Caradoc Jones, and seconded by Councillor Gwyn Hughes. Both sets of Minutes were formally agreed by the Members present.

11. 84/17

MATTERS ARISING

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

Minute no: 4. 58/17 Sub minute 42/17 (page 2), in relation to the Street Scene Schedule. This matter was discussed with Mr. Nigel Seaburg **(Minute number: 9(A). 80/17(2) on page 3 above).**

Minute no: 4. 58/17 Sub minute 43.2/17 (page 2), in relation to the Clerk writing to the Welsh Ambulance Service (WAS) and Holywell & Flint Rotary Club (H&FRC). The Clerk advised that a reply had been received from the Holywell & Flint Rotary Club - who advised of the following: The WAS & H&FRC, will be consulting with Whitford Community Council in the near future.

Minute no: 5(A). 59/17 (3) (page 3), in relation to the attendance of an Officer from Flintshire County Council Transportation Department. The Clerk advised that the County Council, had confirmed the attendance of an Officer at the Council meeting on Thursday 15th June.

Minute no: 5(c). 61/17 (Supplementary Minutes), in relation to the Community Council web site. The Clerk advised that Mr Jonathan Duggan-Keen (Caerwys Computer Clinic), had been requested to provide a suitable updated web site for the Council. The following web site domain names had been provisionally agreed, subject to approval: www.cyngor-chwitfford.cymru and www.whitford-council.wales. With an e-mail address for the Clerk: clerk@whitford-council.wales

Members agreed the following: Confirmed the purchase of the above domain names.

12(A). 85/17

CORRESPONDENCE

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

- (1) The Clerk referred to **Minute number: 9(A). 80/17(1) on page 3 above**), in relation to the consultation by Flintshire County Council: ‘Open Spaces land within your responsibility (the Community Council) for inclusion in a consultation on implementing of a Dog Control Public Spaces Protection Order (PSPO) in Flintshire.

Members agreed the following: As the Community Council do not own or lease land that would fall into this category, the Members would wish the following areas be covered by the new PSPO: (i) Play Areas: Carmel, Gorsedd and Whitford (ii) Primary schools: Ysgol Bro Carmel, Carmel and Ysgol Y Llan, Whitford (iii) Places of Worship: St. Mary & Bueno, Whitford, St. Paul’s, Gorsedd, St. David’s Pantasaph and Seion Chapel Cemetery in Carmel.

- (2) Agenda and other information from One Voice Wales - in relation to the next Committee meeting, to be held in Gwersyllt, on Wednesday 7th June, 2017 at 7.00pm. The Clerk advised, that Councillor William Glynn had informed the Clerk, that he no longer wished to be the Council’s representative on this Area Committee.

Members agreed the following: To appoint a new representative at the July Council meeting, during the annual review of nominations to serve on local committees and outside bodies.

- (3) The Clerk advised, that Councillor Caradoc Jones had received the following correspondence and plans, from a company named: Mono Consultants Limited, of Manchester. The correspondence related to a Pre-Application Consultation, to a proposed new base station, to provide 2G, 3G and 4G coverage for Vodafone and Telefonica – commonly known as O2. The base station proposal was to be sited at Pen Y Bryn Farm, Gorsedd.

Members agreed the following: No adverse comments in relation to the proposals, at this time. However, Council Members would respond accordingly, following receipt of an application from the Flintshire Planning Authority.

12(B). 86/17

CLERK’S REPORT

- (a) The Clerk advised the Members of a deposit to the Council’s bank account, the sum of £15,011.67, being the first payment of the 2017 / 2018 precept for the current financial year from Flintshire County Council.
- (b) The Clerk advised the Members in relation to a notice from the Wales Audit Office. The notice in relation to audit fees, together with the Auditor General’s future governance

themes for Community Councils, which will broadly follow a four year plan, although this may be subject to change as issues emerge.

- (c) The Clerk requested that both his salary and home working allowance be paid by direct debit each month. If agreed, the Council would sign two direct debit forms, which would be renewed each year. The Clerk advised that the financial figures were agreed in the Supplementary Minutes of the April Council meeting.

Members agreed the following: The signing of two direct debit mandates, one for the Clerk's salary and the second for the home working allowance

- (d) The Clerk enquired if the Council Members signed an attendance register at the commencement of each Council meeting. The Council Members confirmed that no register was in existence. The Clerk advised, that it was general practice for Councillors to sign an attendance register, which would eventually be deposited in the County Archives Office. The Clerk further advised, that the cost of a register, was approximately £80.00 plus VAT.

Members agreed the following: The Clerk to purchase a Council Attendance Register, from Shaw's the Legal Stationers.

- (e) The Clerk advised the Members, that whilst the previous Clerk had indicated a 'smooth transfer' of Council property - paperwork and accounts, unfortunately, to date, apart from receiving the Council cheque book, nothing else had been received. The Clerk's concern was that until the tax office reference was advised, he was unable to receive his salary. The Clerk was also concerned in relation to the timescale for the end of year accounts information, that was required in relation to the Wales Audit. The Clerk further advised in relation to the change in Bank mandate.

Members agreed the following: Expressed their concern, that the previous Clerk had not, as agreed, completed the handover of Council property and paperwork, in accordance with the Document Retention Policy. The Chairman agreed to speak urgently with the former Clerk.

- (f) The Clerk advised that he had been asked to write a report from the Community Council, for the next edition of The Five Villages Newspaper. The Clerk referred to the contents of his report and enquired if the Council agreed, that he refer to applications for financial assistance being made to the Council from local Committees and groups.

Members agreed the following: (1) the Clerk to include in the Community Council report, an article in relation to financial assistance, being available to local Committees and Groups (2) all future applications for financial assistance, will be considered at each Council meeting.

12(C). 87/17

STREET SCENE SCHEDULE

The contents of the Street Scene Schedule – were discussed during the visit to the Council meeting by Mr. Nigel Seaburg (**Minute number 9(A). 80/17 on pages 3 and 4 above**).

13. 88/17

REPRESENTATIVES / LIAISON COMMITTEE REPORTS

There were no representatives' reports.

14(A). 89/17

PLANNING APPLICATIONS

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

- (a) Application number: 056804, for extension and alterations to dwellings to form 1 no dwelling, at Gwynfa & Stella Maris, Gorsedd.

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

- (b) Application number:056834, for erection of a two storey pitched roof side extension, at Hafod Y Coed, Carmel.

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

- (c) Application number: 056847, for formation of man-made pond with 2m bund to northern side and animal rescue island, at Llyn Helyg, Trelawnyd.

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

- (d) Application number: 056665, for demolition of existing sun room to the rear and erection of new kitchen / dining room extension, at Bryn Teifion, Pantasaph.

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

14(B). 90/17

PLANNING DECISIONS

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

- Application number: 056543, for approval of reserved matters following outline approval, at Land - rear of 1 & 2 Mwdwl Eithin Cottages, Carmel Hill. Withdrawn.

15. 91/17

COMMUNITY LIGHTING

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

- (a) Lamp number: not known – outside entrance to Pennant Park, Whitford.

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

There were no lamps reported out of order at the meeting.

The Clerk advised that it was a recommendation and good practice, that when invoices were received for street lighting repairs, that he is able to peruse the list of repairs against the Clerk's list of reported faulty street lights. The Clerk sought the approval of the Members, that all faulty street lights are reported to himself. The Clerk also advised that he had noted in the Minutes, the Council were concerned with the street lighting contract with Flintshire County Council - in relation to the length of time to complete repairs, and also the cost of night time inspection, whereby it appears that faulty lights are not being identified. The Clerk advised that he was meeting with the County Street Lighting Manager in the near future, and would the Council wish the concern to be discussed at his meeting.

Members agreed the following: (a) all faulty street lights to be reported to the Clerk (b) the Clerk to discuss the Council street lighting contract, with the County Council during his meeting.

16. 92/17

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
950	Scottish Power (April - Street Lighting Electricity Account)	367.82	73.56	441.38
951	Carmel Village Hall (Hire of room – Jan, Feb & March) Note: This cheque was cancelled – duplicate invoice)	36.00		36.00
952	Caerwys Computer Clinic (J E Duggan-Keen) (Web site posting for last 12 months £40.00 / Whitford Crest £20.00)	60.00		60.00
953	R. P. Parry – Clerk (Book of 100 stamps – as per receipt)	65.00		65.00
954	R. P. Parry – Clerk (Re-imburement of stationery (Writing paper £22.32 & copier paper £9.27 – plus VAT – as per receipts)	31.59	6.32	37.91
955	Councillor Robert J. Hughes (Chairman’s Allowance)	370.00		370.00
957	Post Office (Mail re-direction form)	275.00		275.00

17. 93/17

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
956	Urdd Adran Carmel	100.00

18. 94/17

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:.....