



# **CYNGOR CYMUNED CHWITFFORDD / WHITFORD COMMUNITY COUNCIL**

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## **Minutes of The Meeting of Whitford Community Council**

**Held at The Carmel Village Hall,**

**On Thursday the 15<sup>th</sup> February, 2018, at 7.00pm**

### **1(A). 29/18**

#### **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 Caradoc Wyn Jones  
Councillor Dave Owen  
Councillor Miss. Emma Warbrick

Clerk & Financial Officer R. Phillip Parry

### **1(B). 30/18**

#### **APOLOGIES**

Councillor Gareth W. Sharp  
Councillor Joseph W. Williams

### **1(C). 31/18**

#### **Standing Orders were suspended:**

The Chairman Councillor Robert Hughes, welcomed a number of Committee Members to the meeting, from the Carmel & District Cricket Club. The Council Members were advised in relation to the following:

The historical aspect of the Cricket Club. The club were seeking financial support from the Community Council, to a project for the purchase and installation of an outdoor net training facility – which would cost approximately £32,000 to £33,000. The number of club members were advised, whereby almost 60% reside in the Council area; the various types of teams - which consist of both male and female; annual cost of running the club; fundraising activities; The installation of the netting facility will attract more members and ultimately sustain the Club for future years.

The England & Wales Cricket Board will fund up to 75% of the cost of the new facility. However, the Board requires the Club to have the remaining 25% in their bank account – by the application closing date in May, 2018. Further fundraising events are planned over the next few months, but the Club will be approximately £4,000.00 short of their target.

The Cricket Club Committee members thanked the Councillors' for allowing their presentation. The Club Committee were asked to make a formal application to the Council via the Clerk.

The Chairman Councillor Hughes, thanked the Cricket Club Members for their presentation.

#### **1(D). 32/18**

**Standing Orders were restored:**

#### **2. 33/18**

##### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest declared

#### **3. 34/18**

##### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 15<sup>TH</sup> FEBRUARY, 2018**

The Minutes were proposed as correct by Councillor Caradoc W. Jones and seconded by Councillor William Glynn and formally agreed by the Members present.

**Note:** Minute number: 5(A). 08/18 (1) on page 3, in relation to the Flintshire County Council Summer Play Scheme – was further discussed. **(See last paragraph on this page and first three paragraphs on page three thereafter).**

#### **4. 35/17**

##### **MATTERS ARISING**

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

**Minute no: 4. 07/18 sub minute no: 4. 192/17 & 10.182/17 (pages 1 and 2)** - in relation to a lease of land, adjacent to Ysgol Y Llan, Whitford, from Flintshire County Council to the Community Council. Councillor Robert Hughes advised the Members, that he had received in the last few days copies of the proposed plans for the creation of parking facilities. The Clerk advised that as he had no prior knowledge of the project, the Clerk requested assistance in completing the planning application. Councillor Chris Dolphin offered to assist.

**Members agreed the following:** (1) Councillor Chris Dolphin to assist the Clerk with the completion of the planning application (2) Payment of the Flintshire Planning application fee cheque, to be issued in-between the February and March Council meetings.

**Minute no: 4. 07/18 sub minute no: 4. 192/17 & 110.183/17 (page 3)** - in relation to a traffic regulation order, in the area of Ysgol Bro Carmel. The Clerk advised, that County Councillor Chris Dolphin had spoken with the Officer at County Hall who is dealing with the matter. Councillor Dolphin confirmed, that the County Council had received the notification from the Clerk and they were progressing the matter. The Clerk would receive written confirmation in due course.

**Minute no: 5(A). 01/18 (1) (page 3)** - in relation to the Flintshire County Council Summer Play Scheme. Councillor William Glynn referred to the Minute, which stated: that the Play Scheme was for a three week period. Councillor Glynn recollected to the Members, that the Community Council

had agreed in previous years, that the scheme would be for a five week period. The Clerk advised the Members in relation to the five week scheme. As minuted in the January Minutes, the three week scheme for each area (Carmel and Whitford) was £1,309.00 each (total £2,618.00). Each further week would be at a cost of £355.00 per week.

**Members agreed the following:** (1) The Flintshire County Council Play Scheme, would be for a five week period, in both Carmel and Whitford (2) The Clerk to advise the County Council.

**Note:** cost for each five week scheme at £2,019.00 (Total £4,038.00). Funding to be received from Flintshire County Council towards the play scheme of £911.00 (It is not known if this will be for each play scheme).

**Minute no: 5(E). 12/18 (page 5)** - in relation to the budget for the financial year 2018 / 2019. Following the budget setting process at the January Council meeting, the Clerk provided Members with an updated financial Excel spreadsheet.

**Minute no: 7(E). 19/18 (page 6)** - in relation planning number: 057498 – for the erection of agricultural building, at land to the rear of The Rock Inn, Lloc. The Clerk advised, that there had been no acknowledgement, or reply, to the letter sent to Mr. Andrew Farrow – Flintshire County Council - Chief Planning Officer.

**Members agreed the following:** the Clerk to write further to the Planning Department, and to mark the letter for the attention of Mr. Karl Slater – Team Leader.

**Minute no: 10. 23/18 (page 7)** - in relation to a letter sent to Mr. Andrew Farrow – Flintshire County Council - Chief Planning Officer, seeking information in respect of the following two premises: TARTH YR DWR TOURING PARK and MISTY WATERS CARAVAN and CHALET PARK. The Clerk advised, that there had been no acknowledgement, or reply, from Mr. Farrow. Members discussed the continual non-reply to letters from County Hall, in general.

**Members agreed the following:** the Clerk to write further to the Planning Department, and to mark the letter for the attention of Mr. Karl Slater – Team Leader.

## **5(A). 36/18**

### **CORRESPONDENCE**

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

- (1) Flintshire County Forum – to be held on Wednesday 28<sup>th</sup> February, at 6.30pm in Saltney. The Chairman Councillor Robert Hughes, together with the Clerk will attend.
- (2) One Voice Wales News Bulletin, January 2018 - sent by e-mail to all Council Members.
- (3) Independent Review Panel, Engagement events - sent by e-mail to all Council Members.
- (4) The Clerk read out a letter from a resident of Gorsedd, in relation to parking concerns in the area of their home. The resident was seeking assistance, with providing parking provision on land across the road from their property. The resident was also concerned that another area of land nearby had been apparently occupied – whereby a number of items had been deposited on the land.

**Members agreed the following:** The Clerk to reply to the resident, advising that the Community Council are not able to assist with the parking concerns, as the area in question, is an un-adopted

road. The Clerk to recommend to the resident, that possibly a letter is written to Flintshire County Council Highways, together with making a search with the Land Registry, which may identify the owner of the land, which is allegedly being used for storage of items.

#### **5(B). 37/18**

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

- (i) Notification from The Pensions Regulator - advising in relation to the Council enrolment date. The Clerk advised, that he did not wish to receive a pension from the Community Council. The Clerk sought that the Members agree, that the Clerk advises The Pensions Regulator, that there are no employees to be placed in a pension scheme.

**Members agreed the follow:** Taking into consideration the comments from the Clerk to the Council, the Community Council agree, that the Clerk advises The Pensions Regulator, that there are no members of staff to be placed in a pension scheme.

- (ii) In the absence of Councillor Gareth Sharpe, the Clerk referred to the appointment of a Youth Councillor. The Clerk advised that all Schools will be written to bilingually, advising in relation to the position, including posters being placed on all Council public notice boards. Bilingual public notices will be placed in the next edition of the Five Villages Chronicle.
- (iii) The Clerk referred to the Council laptop that was held by the previous Clerk and read out an e-mail from the Council's IT consultant and Webmaster, who presently has possession of the laptop. The Company had advised, in relation to the specification of the laptop and possible sale realisation cost of the equipment – which was £200.00.

**Members agreed the following:** (1) To dispose of the laptop and following sale, to delete from Council asset register (2) Councillor Richard Dolphin kindly agreed to place the laptop on E-bay, with a selling price of £200.00.

#### **5(C). 38/18**

**TO CONSIDER (AMEND) 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 - 2018 / (K) MODEL LOCAL RESOLUTION PROTOCOL**

The Clerk advised that Councillors' William Glynn, Gwyn Hughes and Sharon James had met with the Clerk, whereby the above policies were perused and provisionally agreed. The Clerk referred to the Council Asset Register, which required updating, in particular, to the 'Village Furniture' section. Councillor William Glynn provided Members with further information in relation to the Policies and Asset Register. Councillors' Gwyn Hughes and William Glynn offered to update the Village Furniture.

**Members agreed the following:** (1) Confirmed the adoption of all the above policies (2) Councillors' Gwyn Hughes and William Glynn, to review the Village Furniture, as itemised on the Council Asset Register (3) All Council Members to receive an index folder containing copies of all the above policies, including a copy of the Clerk's previously agreed and signed contact of employment and job description / duties.

## **6. 39/18**

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

There were no representatives reports.

## **7(A). 40/18**

### **PLANNING APPLICATIONS**

**The following planning application had been received:**

- (a) Application number: 057923, for proposed side extension, enlarge kitchen area and replacement of rear elevation conservatory, at Fern Lea, Gorsedd.

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

**(The above application was sent to the Chairman for consultation with the local Member(s) due to statutory time limits for observations).**

## **7(B). 41/18**

**The Members confirmed the above decision.**

## **7(C). 42/18**

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

- (i) Application number: 057985, for proposed extension to existing agricultural business steel portal frame building, change of use of land from agricultural to agricultural business, at Haven, Gorsedd.

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

- (ii) Application number: 058002, for proposed double garage, at The Tower, Downing Road, Whitford.

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

## **7(D). 43/18**

### **PLANNING DECISIONS**

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

- (a) Application number: 057526, for application to vary condition 5 following grant of planning permission number: 049119, at Misty Waters Caravan Park, Lloc. Approved.
- (b) Application number: 057851, for application for approval of details reserved by condition (051094), at Pen Y Parc, Lloc. Approved.

## **8(A). 44/18**

### **COMMUNITY LIGHTING**

- (a) The Clerk advised, that there had been no reports of faulty lights received since the January Council Meeting.

(b) No faulty lights were reported in the Council meeting.

## **8(B). 45/18**

### **COMMUNITY STREET LIGHTING UPGRADE**

Councillor William Glynn advised the Members, that himself, together with Councillor Gwyn Hughes and the Clerk, had further met with a representative from a Company named Snapfast – in relation to upgrading the Community Council’s street lights, to energy efficient LED models.

Councillor Glynn provided the Members with details in relation to the current electricity usage costs, repairs and monthly inspections. Councillor Glynn further provided details in relation to the provisional installation costs of LED model lights, together with the reduction in electricity supply costs. Councillor Glynn reiterated, that the present SOX lighting units were not being manufactured and stocks were running low. New LED lights would be guaranteed for a period of ten years.

Councillor Glynn further advised, that whilst the Council had been provided with a spreadsheet in relation to the lighting costs from Snapfast, another meeting had been scheduled to be held in March with the representative from the electrical company. At this meeting, the Council will receive a quotation with the exact figure for the outright purchase and installation of the lighting units, together with a cost to pay for the purchase and installation over a period of five years. Councillor Glynn will report further to Council, at the March meeting.

## **9. 46/18**

### **STREET SCENE SCHEDULE**

**The following concerns were raised by Members:**

- (1) Near The White House and The Pines entrance. The pot holes are in a dangerous condition. Councillor Chris Dolphin advised, that he would take photographs of the pot holes and send to County Hall.
- (2) Condition of the road - top of Mwdwl Eithin, Carmel Hill.
- (3) Road requires sweeping in the area of Gorsedd Cross roads - full of leaves.
- (4) White lining on A5026 road in the area between McDonald’s and roundabout - requires re-marking.
- (5) Hedge in the area of Pen y Maes farm - requires cutting back.

## **10. 47/18**

### **TO CONSIDER: COUNCILLOR NAME BADGES (CLLR R. GWYN HUGHES)**

Councillor Gwyn Hughes advised the Members, in relation to a visit to a property which was subject to a planning application. Whilst Councillor Hughes introduced himself to the applicant, he had no means of formal identification – as a Whitford Community Councillor. Councillor Hughes proposed to the Members, that consideration be made to the purchase of Council Members identification badges – which would provide a professional approach for Councillors to the residents. The Clerk advised, that one of the other Councils he is Clerk to had recently purchased identification badges, whereby a total of 12 cost £126.00 plus VAT of £25.20. The cost of the badges, include a holder and neck lanyard.

**Members agreed the following:** (1) To provide Council Members with Identification Badges (2) The Clerk to obtain an estimate (3) The estimate to be agreed, or other, by the Chair and Vice Chair in-between the February and March Council meetings.

**11. 48/18****TO CONSIDER: PAYMENT OF APPROPRIATE ACCOUNTS BY INTERNET BANK TRANSFER (CLLR WILLIAM GLYNN)**

Councillor Williams Glynn addressed the Members, in relation to the current practice of paying invoices by cheque. The Community Council have recently agreed to pay the HMRC payments by internet banking transfer and the Council's Financial Standing Orders have been amended accordingly to reflect this. Councillor Glynn advised, that the requirement for two Councillors to sign cheques was repealed in 2013. However, prior to this, it was already possible for Councils to pay accounts by internet banking. This was stated in the 2012 edition of the Wales Good Councillors Guide – issued by the Welsh Assembly Government. The 2017 Good Councillors Guide, also reiterates that the usage of internet banking is advisable. Councillor Glynn stated, that during a survey carried out by the Welsh Assembly Government, the majority of Councils who responded to the survey, agreed with internet banking.

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

**12. 49/18****APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
014	Scottish Power - January Street Lighting Electricity Account	380.01	76.00	456.01
015	Flintshire County Council - December Street Light Maintenance & Repairs	338.93		338.93
016	Carmel Village Hall Committee – Hire of meeting room	36.00		36.00
017	One Voice Wales – Membership renewal for 2018 / 2019	314.00		314.00
018	R. Phillip Parry - Clerk. Re-imburement of purchase of items for Councillor Policy documents (folders, index, name tape & copier paper) - as per receipts	87.78	17.56	105.34

**13. 50/18****APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	No applications received	

**14. 51/18**

**The Members agreed the payments of the above accounts 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:.....**