



# **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 18<sup>th</sup> October, 2018, at 7.00pm**

### **1(A). 188/18**

#### **PRESENT**

Councillor William Glynn (Chairman)  
Councillor R. Gwyn Hughes (Vice Chair)  
Councillor Richard Davies  
Councillor Chris Dolphin (Community & County)  
Councillor Richard L. Dolphin  
Councillor Robert J. Hughes  
Councillor Mrs. Sharon E. James  
Councillor Caradoc Wyn Jones  
Councillor Dave Owen  
Councillor Gareth W. Sharp  
Councillor Miss. Emma Warbrick

Clerk & Financial Officer R. Phillip Parry

### **1(B). 189/18**

#### **APOLOGIES**

Councillor Joseph W. Williams

### **1(C). 190/18**

**PUBLIC MEETING - TO CONSIDER THE FOLLOWING: REPORT IN THE PUBLIC INTEREST - AUDITOR GENERAL FOR WALES - INADEQUACIES IN GOVERNANCE AND FINANCIAL MANAGEMENT**

**The Clerk advised the Members in relation to the following:**

- (1) A Public Notice had been published in the Flintshire Leader Newspaper dated the 9<sup>th</sup> October – which advertised this evening's Public Meeting.
- (2) Correspondence received from the North Wales Police, following receipt of the above mentioned report issued by the Auditor General for Wales.
- (3) Letter received from the former Clerk to the Council – Mr. Arwel Owen. Who stated, that he would not be attending this evening's meeting.

The Chairman, Councillor William Glynn, together with the Council Members, further discussed the reports issued by the Auditor General for Wales, together with the correspondence from the North Wales Police. Note: Council Members had prior to the meeting been sent copies of both reports to peruse. The Clerk advised, that under Sections 24 to 27 of the Public Audit (Wales Act) 2004 – the Council were required to: **(1)** write to the Auditor General for Wales with the Council’s decision **(2)** to obtain the approval of the auditor to a written summary of the decision and thereafter **(3)** to ensure that a notice containing the approved summary, is published in one or more newspapers circulation in the area of the Council.

**Members agreed the following:** **(a)** Accepted the report issued by the Auditor General for Wales **(b)** Approved the following draft Public Notice: ‘At a meeting of the Whitford Community Council, held on Thursday 18th October, 2018, the Council discussed the following: Report in the Public Interest - Auditor General for Wales - Inadequacies in governance and financial management. The Community Council Members agreed the following: **(i)** Accepted the contents of the above report in full **(ii)** Agreed to all the recommendations made in the report – whereby a number have been implemented’ **(c)** Accepted the report received from the North Wales Police

### **1(D). 191/18**

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

The Chairman Councillor William Glynn, welcomed Mr. Nigel Seaburg (Flintshire County Council – Street Scene) to the meeting.

Mr. Seaburg provided the Members with an update to the concerns raised at the September Council meeting – under minute number 9. 183/18 on the 20<sup>th</sup> September, 2018. The update included the following: **(1)** Road re-surfacing in the areas of Bryn Coch Road and Whitford Road will commence in the near future **(2)** Llwyn Ifor Lane and Isglan Road - pot holes are still listed for repair **(3)** Roadside night sweeping has been allocated for the area.

#### **The following concerns were brought to the attention of Mr. Seaburg:**

- (a)** Road sign - travelling from Lloc downhill to MacDonald’s – the sign cannot be seen due to the foliage **(b)** Damage caused by grass cutting machine in Post Office Lane, Pantasaph. The owner has not been compensated by the County **(c)** Pot holes on Carmel Hill and Bryn Coch Lane still outstanding **(d)** The work on the splitter islands has still not been completed **(e)** Gullies blocked in the area of the bungalow near to the new Celyn Farm **(f)** Grass verge on Waen hill is still in a terrible state. Mr. Seaburg advised that this area is classed as a special area of interest in relation to wild flowers – but will be cut in accordance with the rules. Councillors enquired as to when the area was last inspected in relation to the special interest aspect.

**Members agreed the following:** The Clerk to write to the County Ecologist – to enquire in relation to the following: **(1)** the exact designation of this particular area **(2)** when the last inspection took place, to ascertain if the flowers of special interest were still actually growing **(3)** to advise as to the time of year that the grass / foliage can be cut.

### **1(E). 192/18**

#### **Standing Orders were restored:**

### **2. 193/18**

#### **DECLARATIONS OF INTEREST**

The following Declaration of Interest was declared:

Councillor R. Gwyn Hughes, in relation to Planning Application number: 059017 - at Bryn Hyfryd Cottages, Lloc. (**Minute number 7(C). 203/18 (1) on pages 5 & 6 below**)

### **3. 194/18**

#### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 20<sup>TH</sup> SEPTEMBER 2018**

The Minutes were proposed as correct by Councillor Robert Hughes and seconded by Councillor Caradoc Jones and formally agreed by the Members present.

### **4. 195/18**

#### **MATTERS ARISING**

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

**Minute no: 4. 169/18 sub minute number: 4. 146/18 (page 2)** - in relation to the Community Asset transfer of land adjacent to Ysgol Y Llan, Whitford. Please see: **Minute number: 6. 200/18 (2) on page 5 below – in relation to a site meeting.**

**Minute no: 4. 169/18 sub minute number: 5(E). 151/18 (page 3)** - in relation receiving a quotation for clearance work to the footpaths area of Pen y Gelli Quarry. Due to holiday leave, Councillor David Owen had not met on site with the contractor to discuss the contents of the quotation. The Clerk to contact the contractor to make arrangements to meet with Councillor Owen on site, following return from holiday.

**Minute no: 5(D). 174/18 (page 6)** - in relation an application by the Clerk to change the monthly meeting evening, including date of February 2019 Council meeting. The Clerk advised, that he had contacted the local branch of the Women's Institute – to seek if they were willing to swap their evening. The Chair of the WI had advised the Clerk, that it would be difficult for them to change their evening, as the Flintshire Branch meet on occasions on the same evening that the Council presently hold their meetings. The Clerk further advised that he had spoken with the Hall Secretary who advised in relation to one other available evening – which was Wednesdays of the second week of a month.

**Members agreed the following:** To hold the monthly Council meetings on the second Wednesday of the month – to commence from January 2019. The February change of date to be agreed at the January 2019 Council meeting. This was to seek the availability of other meeting places within the Community – wherefore, the Council could hold the February meeting at another venue.

### **5(A). 196/18**

#### **CORRESPONDENCE**

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

- (1) Flintshire Standards Committee Meeting: Monday 12<sup>th</sup> November at 6.00pm in Mynydd Isa Community Centre. **Councillor William Glynn advised, that he would peruse his diary to ascertain if he was able to attend.**
- (2) Flintshire Bus Network Review. Meeting held in Holywell on Wednesday 3<sup>rd</sup> October. Councillor Chris Dolphin advised, that he had attended the meeting. The temporary service will be discontinued due to lack of passengers, whereby the new Community Transport will cover any gaps in service. Another bus company P & O Lloyd will cover part of the route

between the various villages surrounding Holywell. A new bus route may be commenced that would travel from Holywell via Carmel and Pantasaph.

- (3) The Clerk advised in relation to correspondence from Holywell Town Council – to the West Flintshire Town & Community Councils Working Group. The Chair of the Group wished all Member Councils to confirm their commitment. The Chair of the Group was also offering to attend a future meeting of the Community Council. Councillor Caradoc Jones advised, that he was prepared to continue as the Council’s representative.

**Members agreed the following:** (1) Confirmed their commitment to the Group (2) Thanked Councillor Caradoc Jones for agreeing to continue as the Community Council representative.

- (4) 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.

#### **5(B). 197/18**

##### **CLERK’S REPORT**

- (i) The Clerk advised in relation to a payment made direct into the Council’s bank account – the sum of £1,351.61, in respect of a VAT refund for 2017 / 2018 by H M Revenue & Customs.
- (ii) 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.
- (iii) Councillor Robert Hughes referred to the Sunday Remembrance Service and Wreath laying in Whitford Church, and in particular, the arrangements for the purchase of a Council Poppy Wreath. **The Clerk advised, that he would make arrangements with the local Royal British Legion, for the purchase and delivery of a Local Authority Poppy Wreath.**

#### **5(C). 198/18**

##### **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 agreed the following:** Approved the Statement of Accounts, whereby the document was signed by the Chair of Council – Councillor William Glynn.

#### **5(D). 199/18**

##### **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. The Chair of Council - Councillor William Glynn advised, that following the decision to change the Council meeting evening, the Local Standing Orders were also required to be amended.

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

**6. 200/18**

**REPRESENTATIVES / LIAISON COMMITTEE REPORTS**

- (1) The Chair of Council advertised in relation to his attendance at the Leeswood Civic Service.
- (2) The following Council Members had attended a site meeting in Whitford, with an Officer from Flintshire Highways – in relation to the Community Asset Transfer of land adjacent to Ysgol Y Llan: Councillors' Chris Dolphin, William Glynn, Gwyn Hughes, Robert Hughes, and Joseph Williams. The planning conditions were clarified – with the 10 metre tarmac commencing from the roadside. The width will be sufficient for two vehicles to enter / exit at the same time. The hedge will be cut to improve visibility. The bridleway concerns were also clarified.

**Members agreed the following:** (1) Councillor Chris Dolphin to arrange a suitable tarmacadam Company to provide a quotation (2) the parking area to be completed with a grass reinforcement mesh finish. Councillor Dolphin to ascertain from the tarmacadam company, if they are able to quote for this work.

- (3) Councillor Miss. Emma Warbrick advised, that Ysgol Bro Carmel are expecting their Estyn report in the near future. The School had received a financial reduction in their budget.

**7(A). 201/18**

**PLANNING APPLICATIONS**

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

- ❖ Planning Application Number: 058745 (Amended) - for the: conversion of garage into utility store room, addition of wet room, addition of French doors to the front elevation and retention of rear elevated decking, at 3, Celyn Park, Carmel

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

**(The above application was sent to the Chair and Vice Chair, for consultation with the Members, due to statutory time limits for observations ).**

**7(B). 202/18**

**The Members confirmed the above decision.**

**7(C). 203/18**

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

- (1) Planning Application Number: 059017 - for the: Change of use of paddock to site 5 units of tourist accommodation, at Land Adjacent to Bryn Hyfryd Cottages, Lloc

**Comment by Council:** Objects to the application – for the following reasons: (1) Impact on residential amenity: Over dominance and increased traffic (2) Impact on the character and appearance of an area: Design, appearance and intensity (3) Impact on highway safety: Poor visibility and pedestrian safety.

**Note:** Declaration of Interest declared by Councillor R. Gwyn Hughes, in relation to the above planning application number: 059017 (**Minute number: 2. 193/18 on pages 2 & 3 above**).

- (2) Planning Application Number: 058973 - for the change of use of existing redundant ablution block building to managers accommodation, at Misty Waters Caravan Park, Lloc

**Comment by Council:** Object to the application under Policy Number: HSG7 - Change of Use to Residential Outside Settlement Boundaries - of the Flintshire Local Development Plan

- (3) Planning Application Number: 058976 - for the proposed extension to existing cattle store, at Mynydd Mostyn, Pen Y Allt, Trelogan

**Comment by Council:** Providing that the application complies with planning policy, then no objections raised. However, the Community Council would suggest some screening (possibly trees) – alongside the westerly side of the property.

#### **7(D). 204/18**

#### **PLANNING DECISIONS**

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

- Application number: 058656 – for demolition of existing sectional garage and building a single storey extension, at 9 Park Crescent, Carmel. Approved.

#### **8(A). 205/18**

#### **COMMUNITY LIGHTING**

The Clerk advised that there were still two street lights that were awaiting repair by Scottish Power – due to underground faults. The lights were sited near the entrance to Maes Rhydwen, Whitford and in the Pen yr Allt area of Trelogan. Councillor William Glynn referred to the faulty light in Mertyn Lane, Carmel. Whilst a new LED lantern had been installed by Mega Lighting, the bulb is apparently faulty – whereby the contractor did not advise of the fault. Deeco Lighting has been asked to inspect the light and replace the bulb.

Councillor Gwyn Hughes advised, in relation to the numbering system for all the Council owned street lights. The numbers were to be placed on each lighting column by Councillor Hughes, together with Councillor William Glynn.

Councillor Robert Hughes advised, that a lantern by Saith Ffynnon Cross Roads requires a longer arm. The Clerk suggested, that perhaps during the installation of the street lighting numbering, the Councillors' could ascertain if there were any further lanterns that required longer arms.

#### **8(B). 206/18**

#### **TO CONSIDER: MAINTENANCE & REPAIR CONTRACT – STREET LIGHTING (CLLR W. GLYNN)**

Councillor William Glynn addressed Council Members, in relation to the requirement to appoint a street lighting contractor on an ad hoc basis. Whilst the new LED bulbs were guaranteed for a substantial period of time, they may become faulty, together with underground faults. The Council would require an electrical contractor to inspect to ascertain the fault, including the possible repair on behalf of the Council. The Clerk advised, that the fees charged by Deeco Lighting (the Company who had completed the changeover of the LED lights on behalf of the contractor) – from their price list, were on a par with the Councils previous contractor.

**Members agreed the following:** To appoint Deeco Lighting, as the Council’s Street Lighting Contractor.

**9. 207/18**

**STREET SCENE SCHEDULE**

This agenda item was dealt with during the visit to Council by Mr. Nigel Seaburg – Flintshire County Council Street Scene (**Minute number: 1(D). 191/18 on page 2 above**).

**10. 208/18**

**TO CONSIDER: GRASS CUTTING WITHIN THE COMMUNITY (CLLR W. GLYNN)**

Councillor William Glynn addressed Council Members, in relation to increasing complaints received from residents, including Community Councillor concerns with the condition of roadside grass verges in general. Whilst the Community Council appreciate that the number of grass cuts have been reduced by the County, perhaps the Community Council could consider providing financial assistance towards extra grass cutting within their Council area.

**Members agreed the following:** The Clerk to write to Mr. Stephen O. Jones, Head of Street Scene & Transportation at Flintshire County Council. To seek the views of the County Council, to the Community Council providing financial assistance, towards extra grass cutting within their Community Council area.

**11. 209/18**

**APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
BACS	To confirm payment made by BACS – Newsquest NMG – Newspaper advert in Leader – for Public Council Meeting	83.10	16.62	99.72
061	Scottish Power (September - Street Lighting Electricity Account)	368.26	73.65	441.91
062	Wall Signs (numbers for street lighting columns – as agreed quotation)	120.59	24.12	144.71
063	Carmel Village Hall Committee (Re-imbusement of purchase and fitting of audio visual screen – as agreed quotation)	274.95		274.95
064	Sarah Elson (Updating, typing and Printing of Heritage leaflets – as per quotation)	160.00		160.00

065	Flintshire County Council (Summer play scheme)	5,860.00	5,860.00
066	H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI – July, August & September)	469.76	469.76
067	Carmel Village Hall (Room hire for Council meetings)	26.00	26.00

## 12. 210/18

### APPLICATIONS FOR FINANCIAL SUPPORT

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
068	St. David's Church, Pantasaph (adjourned application)	* <b>See note below</b>
069	Carmel Paper group (Annual donation)	250.00
	Caerwys Agricultural Show (Annual donation)	400.00
	1 <sup>st</sup> Carmel Guides (First application)	** <b>See note below</b>
	1 <sup>st</sup> Carmel Senior Section / Rangers (First application)	*** <b>See note below</b>
070	Cymdeithas Thomas Pennant (Annual donation)	500.00
071	Cheque re-issued: Cheque number 102057 for £500.00 – made out to St. Beuno's & St. Mary's Church – Re-issued in the name of The Parochial Church Council of Whitford	500.00

\* St. David's Church, Pantasaph. Application dismissed – due to non-production of requested further information. (**Note:** the requested information was received by the Clerk the day following the Council meeting. The application will be placed before the November Council meeting for further consideration).

\*\* 1<sup>st</sup> Carmel Guides. Application adjourned to the November Council meeting, for production of audited accounts.

\*\*\* 1<sup>st</sup> Carmel Senior Section / Rangers. Application adjourned to the November Council meeting, for production of audited accounts.

## 13. 211/18

**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:.....**