



# **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 3<sup>rd</sup> January, 2019, at 7.00pm**

### **1(A). 01/19**

#### **PRESENT**

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 Miss. Emma Warbrick

Clerk & Financial Officer R. Phillip Parry

### **1(B). 02/19**

#### **APOLOGIES**

Councillor William Glynn  
Councillor Dave Owen  
Councillor Gareth W. Sharp  
Councillor Joseph W. Williams

Councillor R. Gwyn Hughes, as Chair for the evening's meeting, wished Members a Happy New Year from himself and on behalf of the Chair of Council William Glynn - Blwyddyn Newydd Dda.

### **2. 03/19**

#### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest declared.

### **3. 04/19**

#### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 15<sup>TH</sup> NOVEMBER 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. 05/19**

#### **MATTERS ARISING**

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

**Minute no: 4. 218/18 sub minute no: 1(C). 190/18 (page 2)** - in relation to a report from the Auditor General for Wales. The Clerk advised, as stated in the above Minute from the Council meeting on the 15<sup>th</sup> November, 2018 – there had been no further communication received.

**Minute no: 4. 218/18 sub minute no: 10. 2018/18 (page 3)** - in relation to the Community Council providing a grass cutting service within the Community. The Clerk advised, that following the writing of a further letter to Mr. Darell Jones (Flintshire County Council), an appointment had been made for the Chair of Council – Councillor William Glynn, together with the Clerk, to meet with Mr. Jones on Thursday 17<sup>th</sup> January, 2019 in Alltami Office.

**Minute no: From previous Minutes (page 4 (ii))** - in relation to a visit to the Community Council by Miss. Hannah Blythyn – Welsh Assembly Member. The Clerk advised, that following the writing of a further letter to Miss Blythyn, a reply had been received by e-mail. The e-mail had been forwarded to all Council Members on 29<sup>th</sup> November, 2018.

**Minute no: 5(C). 221/18 (page 5)** - in relation to quotations for work on land adjacent to Ysgol Y Llan, Whitford. The Clerk advised, that a third quotation had been received to complete a car park on the aforementioned land. The Clerk provided copies of the three quotations to the Members.

**Members agreed the following:** In principle, to accept the quotation from Ieuan Parry Limited, for the sum of £12,250.00 plus VAT – subject to the following:

- The work to be completed during the School summer recess
- As the quotation states 'Estimated cost of £12,250.00 plus VAT'. The Council to be advised of any increase to this amount – whereby the Council will consider further.
- The Chair and Vice Chair of Council (Councillors' William Glynn and Gwyn Hughes) to liaise with Ieuan Parry Limited, in relation to the project.

#### **5(A). 06/19**

#### **CORRESPONDENCE**

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

- (1) Notification from Welsh Assembly Government in relation to the appropriate sum under Section 137. From the 1<sup>st</sup> April, 2019, the present sum of £7.86 per elector, will be increased to £8.12 per elector.
- (2) The Clerk read out a letter to Members which had been received from Mr. Gareth Owens – Chief Office Governance at Flintshire County Council. The letter provided feedback following visits that had been carried out to date to Town & Community Councils by independent members of the Standards Committee.
- (3) **The following information was forwarded by e-mail from the Clerk to Council Members:**
  - Information from Councillor Chris Dolphin – New Community bus services. The Clerk confirmed that the bus timetables were displayed on the Council web site.

- Information from Councillor Chris Dolphin – Public Notice advertisements in relation to a number of further speed restrictions in the Community Council area.
- Flintshire County Council – Play Sufficiently Assessment Toolkit.
- Flintshire County Council- Move of Offices to Ty Dewi Sant, St. David’s Park, Ewloe.
- Flintshire County Council – Social Media – A Guide for Councillors.
- Welsh Assembly Government – Community and Town Councils Update – Welsh Government Areas for Action.
- Office of the North Wales Police Commissioner – Have your say about policing.
- Dewis Cymru (well-being) – Web site details.

**5(B). 07/19**

**CLERK’S REPORT**

- (i) The Clerk advised Members of a deposit to the Council’s bank account, the sum of £15,333.34, being the third payment of the 2018 / 2019 precept for the current financial year, received from Flintshire County Council.
- (ii) Following an enquiry from the Community Council, to Flintshire Planning Department, in relation to important planning applications in an adjoining Council area being notified to this Council, the following reply had been received: There is no protocol for Planning to consult with neighbouring Community Councils.
- (iii) The Clerk advised, that the Chair of Council – Councillor William Glynn, had requested the Clerk to obtain a cost for the installation of new street lanterns on existing electricity poles. The request was to ensure that the Council were familiar with the cost, should Council decide to install new lanterns in the future. The Clerk further advised, that the cost of a new lantern, together with weatherproof connection box would be £380.00 plus VAT. There would be a connection charge by Scottish Power to their supply. The Clerk advised, he was unable to obtain a quotation from Scottish Power, as they would only quote on an individual installation basis.

**5(C). 08/19**

**ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2017**

The Clerk advised Members, that the Annual Return for the Year Ended 31<sup>st</sup> March, 2017 – had been received from the Wales Audit Office. The return contained an External auditor’s report, together with other matters and recommendations.

The Clerk further advised, that the letter enclosed with the annual return and report, contained a ‘Notice of conclusion of audit and right to inspect the annual return for the year ended 31<sup>st</sup> March 2017’. The Chair and Vice Chair of Council had been provided with copies of the Wales Audit Office letter, including a copy of the annual return and reports prior to the meeting.

**Members agreed the following:** (1) Accepted the report (2) Confirmed that processes are in place to address the recommendations, as contained in the report in the public interest, issued on the 6<sup>th</sup> September, 2018.

**5(D). 09/19**

**NOTICE OF CONCLUSION OF AUDIT**

The Clerk advised, that in accordance with the (Public Audit (Wales) Act 2004 Section 29), the above referred to Notice of Conclusion of Audit, had been displayed on the Council notice boards together with copies of the Annual Return for the year ended 31<sup>st</sup> March 2017.

#### **5(E). 10/19**

#### **TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 31ST DECEMBER, 2018**

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of December 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 Vice Chair of Council – Councillor Gwyn Hughes.

#### **5(F). 11/19**

#### **TO RECEIVE, CONSIDER AND APPROVE THE BUDGET FOR THE FINANCIAL YEAR 2019 / 2020**

The Clerk as Financial Officer, provided Members with an accounts spreadsheet, which contained the current financial balances (as per the above Minute), including an estimation of Council spending / balances, as at the end of March 2019. The spreadsheet further provided Members, with details of recommended allocations for each of the Council's budget headings for 2019 / 2020 - based on previous spending.

**Following discussion, it was proposed, seconded and agreed by the Members as follows:**

- (1) To increase the precept for the forthcoming financial year to £47,500.00 – an increase of £1,500.00. The Clerk advised, that the Band D property charge would be £40.63, an increase to the current charge of £0.91p a year (2.29%) – per Band D household.
- (2) Earmarked Reserves £70,630.00 / General Reserves £1,099.00 / To transfer £17,580.00 from the 2019 / 2020 budget to General Reserves.
- (3) The Vice Chair of Council Gwyn Hughes, signed the estimates for the end of the financial year 2018 / 2019, including the precept requirement for 2019 / 2020.
- (4) The Clerk to advise Flintshire County Council, in respect of the Community Council's financial requirements (precept) for 2019 / 2020.

#### **5(G). 12/19**

#### **TO CONSIDER: APPOINTMENT OF INTERNAL AUDITOR – END OF YEAR AUDIT 2018 / 2019**

The Clerk advised that this would be an annual agenda item in January of each year. The Clerk further advised, in relation to the appointment process for the Council's Internal Auditor.

**Members agreed the following:** To appoint JDH Business Services Ltd., as the Council's Internal Auditor for the end of year 2018 / 2019 accounts.

#### **6. 13/19**

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

There were no representatives' reports.

#### **7(A). 14/19**

#### **PLANNING APPLICATIONS**

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

- (a) Application number: 059043 - for application for removal or variation of a condition following grant of planning permission 038070 – at Misty Waters, Lloc.

**Comment by Council:** Whilst the Whitford Community Council are concerned by the adverse impact within the locality to the site being allowed a 12 month licence. The Council appreciate, that the Wales Planning Inspectorate’s decision impacts on this particular application. The Community Council therefore, apart from the above comment – offer no further observations.

- (b) Application number: 059197, for a full application - for the erection of a two-bay cricket training net facility, at Carmel & District Cricket Club, Pen Y Gelli, St. Asaph Road, Lloc.

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

- (c) Application number: 059130 - for a proposed garage extension and games room alterations, to include balcony to first floor front elevation and Juliet Balcony to first floor rear elevation, at Gorsedd House, Gorsedd.

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

- (d) Application number: 059257, for proposed material change of use for the siting of 16no. camping pods, at Plas Glas Farm, Llyn Helyg, Lloc.

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

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

#### **7(B). 15/19**

**Members confirmed the above four decisions.**

#### **7(C). 16/19**

**The following planning application to be dealt with by the Members at the meeting:**

- ❖ Application number: 059285 – for the proposed porch, proposed single storey rear and side extension with raised decking area – proposed altered drive and retaining walls, at Bryn Celyn,

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

#### **7(D). 17/19**

### **PLANNING DECISIONS**

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

- (a) Application number: 058976 – for extension to existing cattle store, at Mynydd Mostyn, Trelogan. Approved.
- (b) Application number: 057704 – for approval of details reserved by condition no: 5 (landscaping) attached to planning permission Ref: 057246, at Misty Waters Holiday Park, Lloc. Approved.

**8. 18/19**

**STREET SCENE SCHEDULE**

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

- (1) Potholes on Whitford Road.
- (2) Grass verge and other damage – opposite Carmel Village Green. Appears to have been caused by work being carried out across the road from the Green.
- (3) Pot holes on ‘one way road’ in Lloc.
- (4) Concerns that the entrance to three new properties by Garreg Llwyd – does not meet the road properly – which has created a dip in the nearside entrance.

**The Clerk advised, that the concerns would be forwarded to the Street Scene Supervisor for the area.**

**9. 19/19**

**APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
079	H. M. Revenue & Customs. Clerk’s PAYE & Clerk & Council NI - October, November & December 2018)	469.76		469.76
080	Society of Local Council Clerk’s (Annual subscription renewal of £220.00 – shared between four Councils)	55.00		55.00
081	R.P. Parry – Clerk (Re-imbusement of book of postal stamps - as per receipt)	67.00		67.00

**10. 20/19**

**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
082	Five Villages Chronicle (Application for annual grant)	£1,000.00

**11. 21/19**

**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:.....**