



# **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 2<sup>nd</sup> May, 2019, at 7.00pm**

### **1(A). 67/19**

#### **PRESENT (ANNUAL AND GENERAL MEETINGS)**

Councillor Robert J. Hughes (Acting Chair)  
Councillor Richard Davies  
Councillor Chris Dolphin (Community & County)  
Councillor Richard L. Dolphin  
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). 68/19**

#### **APOLOGIES (ANNUAL AND GENERAL MEETINGS)**

Councillor William Glynn  
Councillor R. Gwyn Hughes  
Councillor Joseph W. Williams

### **Annual Council Meeting**

In the absence of The Chair and Vice Chair of Council, Councillor Robert J. Hughes, was agreed as Chair of Council for the evening.

### **2(A). 69/19**

#### **ELECTION OF CHAIRPERSON FOR THE PERIOD 2019 / 2020**

Councillor R. Gwyn Hughes was proposed by Councillor Caradoc Jones as Chair. The proposal was seconded by Councillor Miss. Emma Warbrick. There were no further nominations. The Clerk advised, that due to Councillor Gwyn Hughes being unable to attend the meeting, the appointment would be listed on the Agenda for the June Council meeting.

**Members agreed the following:** To provisionally appoint Councillor R. Gwyn Hughes , as Chair of Council for the year 2019 / 2020.

## **2(B). 70/19**

### **SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

The Clerk advised that this item would appear on the June meeting Agenda

## **3. 71/19**

### **ELECTION OF VICE CHAIRPERSON FOR THE PERIOD 2019 / 2020**

Councillor Richard L. Dolphin was proposed by Councillor Caradoc Jones and seconded by Councillor Mrs. Sharon James. There were no further nominations. Councillor Richard Dolphin accepted.

**Members agreed the following, by majority:** To appoint Councillor Richard L. Dolphin, as Vice Chair, for the year 2019 / 2020.

Councillor Richard Dolphin, together with Council Members agreed that Councillor Robert J. Hughes, to continue as Chair of Council for the remainder of the meeting.

## **4. 72/19**

### **MINUTES OF THE ANNUAL MEETING HELD ON THE 17<sup>TH</sup> MAY, 2018**

The Clerk advised Members, that the Minutes of the 2018 Annual Meeting, were formally proposed, seconded and agreed at the 21<sup>st</sup> June, 2018 meeting, under Minute number: 3. 129/18.

**Members agreed the following:** Re-affirmed the approval of the above Minutes.

## **5. 73/19**

### **COUNCILLORS' ATTENDANCES FOR 2018 / 2019**

The Clerk provided Members with a copy of the Register of Attendances of Councillors at Council Meetings for the period - April 2018 to March 2019.

**Members agreed the following:** Register of Attendances as correct.

## **6. 74/19**

### **NOMINATIONS TO SERVE ON LOCAL COMMITTEES AND OUTSIDE BODIES**

The Clerk provided Members with a copy of the previous year's list of Councillors' names who served on Local Committees and Outside Bodies.

**Members agreed the following:** There was one deletion and one addition to the list – which was confirmed for the period 2019 / 2020.

**Note:** See list of Councillors' names, who serve on Liaison, Local Committees and Outside Bodies - as appendix to the end of these Minutes (**Pages 8 & 9 below**).

### **General Council Meeting**

## **7. 75/19**

### **ATTENDANCE BY: INSPECTOR GARETH CUST (DISTRICT INSPECTOR – NORTH FLINTSHIRE)**

The Clerk advised, that as the Inspector had not attended the meeting, it was assumed he had been called away due to operational duties.

## **8. 76/19**

### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest declared.

## **9. 77/19**

### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 4<sup>TH</sup> APRIL 2019**

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

## **10. 78/19**

### **MATTERS ARISING**

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

**Minute no: 4.52/19 sub minute number: 4.30/19 (page 2)** - in relation to a meeting with Officers from Flintshire County Council, to discuss an offer by the Community Council, to provide a grass cutting service within the Community Council area. The Clerk advised that the Officer dealing with the request is on sickness leave. Councillor Chris Dolphin advised, that he understood that the Officer had recently returned from leave. The Clerk further advised, that as the initial agenda item was in the name of Councillor William Glynn, who would possibly be in attendance at the June Council meeting, then perhaps Members could consider adjourning this matter to the June meeting.

**Members agreed the following:** To adjourn the matter to the June Council meeting.

**Minute no: 5(B). 54/19 (c) Street Lighting (page 3)** - in relation the demolished street lantern column in Mertyn Lane, Carmel. The Clerk advised that whilst the Council had accepted the quotation for the replacement lantern column, Scottish Power charges for the connection would be £223.83 plus VAT.

**Members agreed the following:** To accept the quotation from Scottish Power for the sum of £223.83 plus VAT.

**Minute no: 9.63/19 (page 6)** - in relation to visibility concerns – roadway to garages at Maes Rhydwen, Whitford. The Clerk advised in relation to a report received from the Housing Asset Management (Flintshire County Council). An Officer had visited the area and suggested that the Legal Property Services Department could assist with identifying the land ownership. Councillor Chris Dolphin advised, that he would provide the Clerk with contact details.

## **11(A). 79/19**

### **CORRESPONDENCE**

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

- (1) Flintshire County Council – Chief Officer (Governance) – letter providing feedback following further visits that have been carried out to Town & Community Councils, by Independent Members of the Standards Committee.

- (2) Flintshire County Council – On-line survey forwarded to Councillors on the 17<sup>th</sup> April – in relation to Wales Audit Office – Household Recycling Centres Survey.

## **11(B). 80/19**

### **CLERK'S REPORT**

- (i) The Clerk advised Members of a deposit to the Council's bank account, the sum of £15,833.33, being the first payment of the 2019 / 2020 precept for the current financial year, received from Flintshire County Council.
- (ii) The Clerk advised Members in relation to his concern with the storage capacity available at his home for Council papers. The Clerk produced photographs which provided evidence of the storage concern. The Clerk further advised, that the other Councils where he is employed as Clerk have provisionally agreed to the purchase of second hand storage cabinets to be sited in the Clerk's garage. The cost in total was £365.00 plus VAT – shared by four Councils at a cost of £91.25 plus VAT to each Council.

**Members agreed the following:** Agreed to the quarter share of the purchase of storage cabinets. Councillor Mrs. James advised, that should the Clerk require further storage cabinets, the Councillor was aware of further availability.

- (iii) The Clerk recollected to Members, the laptop computer that the Council had purchased jointly with the Clerk the previous year.

**Members agreed the following:** The Clerk to receive ownership of the laptop and the item to be removed from the asset register.

- (iv) **Street Lights:** The Clerk advised, that apart from the new street lantern in Mertyn Lane, the faulty street lights in the following areas were now working: Park Crescent, Park Road and Mertyn Lane in Carmel. Councillor Dolphin confirmed, that the lights were now in working order.

## **11(C). 81/19**

### **TO RECEIVE INTERNAL AUDITOR'S REPORT - 2018 / 2019**

The Clerk advised Members, that the Internal Auditor's Report for the year 2018 / 2019, had been received.

The Clerk further advised Members in relation to the contents of the report. Copies of the report were provided to the Acting Chair, Councillor Robert Hughes and the Vice Chair Councillor Richard Dolphin.

## **11(D). 82/19**

### **WALES AUDIT: ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2019**

The Clerk advised Members that Sections in the above document named: Accounting statements for 2018-19, together with the Annual Governance Statement (Part 1) had been completed by the Clerk prior to the return being presented to the Internal Auditor. The Clerk further advised, that the Annual Internal Audit report section had been completed by JDH Business Services. The Annual Governance Statement (Part 2), was now required to be signed by the Chair of the Council, together with the Clerk.

**Members confirmed the following:** The approval of the Annual Governance Statement (Part 2). The Acting Chair Councillor Robert Hughes, together with the Clerk of the Council, both signed the above referred to statement.

## 12. 83/19

### REPRESENTATIVES / LIAISON COMMITTEE REPORTS

- (1) Councillor Miss. Emma Warbrick advised, that a meeting of the Ysgol Bro Carmel Governing Body would be held in the near future, whereby a report will be provided in the June Council meeting.
- (2) Councillor Caradoc Jones advised, in relation to his attendance at a meeting of the Halkyn Mountain Joint Consultative Board (JCB). A number of items were discussed, which included the following: (i) litter picking days on the mountain areas by volunteers (ii) delay with the installation of a number of cattle grids, due to consultations with Welsh Water.

## 13(A). 84/19

### PLANNING APPLICATIONS

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

- (a) Application number: 059462 – for amendment to submitted plans – for the erection of tourist accommodation / holiday lodge, at Bryn Hyfryd Cottages, Lloc.

**Comment by Council:** No change to previously submitted comments.

- (b) Application number: 059674 – for change of use of garage and storage building to provide a one bedroom tourist unit, together with the closure and relocation of the existing access, at Lloc Farm, Lloc.

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

- (c) Application number: 059703 – for proposed 2 storey extension to side to form kitchen and bedroom with a single storey rear extension to form dining area / snug, at 1 Garreg Cottages, Gelli Road, Trelogan.

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

- (d) Application number: 059587 – for proposed change of use, comprising single storey extension and conversion of St. Paul's Church Hall, to form 2no. dwellings, at St. Paul's Church Hall, Gorsedd.

**Comment by Council:** No change to previously submitted comments.

**(The above four applications were sent to Members for consultation in-between meetings, due to statutory time limits for observations from County Planning).**

## 13(B). 85/19

**The Members confirmed the above four decisions.**

## 13(C). 86/19

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

- (1) Application number: 059786 – for proposed garage extension, at Holliberry House, Gorsedd.

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

- (2) Application number: 059801 – for proposed change of use from agricultural land to tourism, for the provision of six luxury lodges, together with access track, at Waen y Lloc, Lloc.

**Comment by Council: Objects to the application on the following grounds:** The area of Lloc is becoming over-developed by this type of application in open countryside. The ‘National Policy’ should be revisited.

- (3) Application number: 059797 – for proposed single storey detached potting shed, at The Stables, Whitford.

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

- (4) Application number: 059837 – for proposed elevated terrace to the rear of the dwelling, at The Swallows, Allt y Goch, Carmel.

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

### **13(D). 87/19**

#### **PLANNING DECISIONS**

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

- (i) Application number: 058505 – for removal of conservatory and construction of 2 storey extension for master bedroom and general garden room, at Maesteg, Gorsedd. Approved.
- (ii) Application number: -59465 – for the erection of two storey side extension, at Pennant, Upper Downing Road, Whitford. Approved.

### **14(A). 88/19**

#### **STREET SCENE SCHEDULE**

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

- (1) Whitford: The MUGA Court area requires cleaning (This item was also notified to Aura Leisure).
- (2) Whitford: Grass cutting in Glebe Field and Maes Rhydwen areas.
- (3) Lloc: Public Footpath at Ffordd Las – Crown Woods is blocked off.
- (4) Lloc: Keep left sign on J31 roundabout (Whitford side) 2 signs bent.
- (5) Lloc: Above roundabout has a slippery film that appears to be only visible during wet weather. Could the road be cleaned as its quite dangerous.
- (6) Pantasaph: Pot Holes in the following areas: Carmel Hill and Monastery Road (by Convent Farm).
- (7) Carmel: Pot Holes in area of Allt Y Goch travelling on the A5026 towards the Halfway House & opposite by Pen y Gelli.
- (8) Gorsedd: Pot holes on Crossroads outside Gorsedd Church.
- (9) Pantasaph Road: White lines require attention.

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

#### **14(B). 89/19**

The Clerk recollects to Members, an e-mail forwarded to on the 10<sup>th</sup> April, from Mr. Nigel Seaburg (Street Scene) – which provided the following update from items of concern raised at the April Council meeting:

- (a) Passed to waste and recycling manager Kevin Edwards Re: Consideration be given to residents when vehicles are reversing during the weekend refuse / recycling collections.
- (b) Potholes, Mertyn Lane - this area is listed and awaiting repairs, Allt y Golch will be inspected and any defects found will be added to our system along with the estates in Carmel.
- (c) Whitford Village – outstanding tarmac, contractors are aware of the problems here and have agreed to carry out remedial works along with the removal of the tarmac laid on the entry near the school. They have been chased about this 2 weeks ago. Will issue a ticket for the cleaning of Maes Rhydwen and for litter picking throughout the five villages. I will ask for a date to be arranged so the cars can be moved and arranged via Cllr Bob Hughes.
- (d) Gullies on Mertyn Lane, request will be issued asking for one of the Gully lorries to attend.

#### **14(C). 90/19**

**Members discussed the numerous pot holes within the Community Council area of Whitford.**

General discussion in relation to pot holes in the areas of Carmel, Gorsedd, Lloc, Pantasaph and Whitford – in particular, the apparent lack of urgency in repairing the pot holes – whereby a number are in a dangerous condition.

**Members agreed the following:** The Clerk to write to Mr. Steve Jones, Head of Highways at Flintshire County Council, to advise in relation to the following concerns: The majority of pot holes have been reported previously, have not been repaired, whereby they have steadily worsened and a number have become quite dangerous. To advise that Councillor Chris Dolphin had measured a number of pot holes – some several weeks ago that had reached the criteria for repair. These pot holes repairs are still outstanding.

#### **15. 91/19**

**TO DISCUSS: COMPLAINTS & CONDITION OF GLEBE FIELD, WHITFORD (CLLR R. J. HUGHES)**

Councillor Robert J. Hughes addressed Council Members, with his and residents' concerns in relation the condition of the Multi Use Games area in Glebe Field Whitford. The grass required cutting, including the removal of weeds, together with broken glass.

**Members agreed the following:** The Clerk to contact both Street Scene and Aura Play & Leisure, to ascertain responsibility and to seek the cutting of grass, removal of weeds and clearance of glass as a priority.

#### **16. 92/19**

**APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
103	C. M. Scott (Jewellers Holywell) Retiring Chair of Council Gift	32.50	29.66	32.50
104	Scottish Power (March - Street Lighting Electricity Account)	148.30	16.00	177.96

105	Deeco Lighting (Call out to Park Crescent)	80.00	20.60	96.00
106	Deeco Lighting (Re-issued - cheque number: 2085 - lost by payee)	103.00	27.20	123.60
107	JDH Business Services Ltd (Internal Audit)	136.00	14.88	163.20
108	R. P. Parry – Clerk (Re-imburement of bulk stationery & Ink supplies – ¼ share with other Councils) – as per receipts	74.39		89.27
109	R. P. Parry – Clerk (Re-imburement of salary amendment from year 2017 – 2018)	31.92		31.92

**17. 93/19**

**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	<p>Carmel Bowling Club (Application for funding towards refurbishment of Bowling Club building).</p> <p><b>Members agreed the following:</b> To provisionally grant £2,000.00 – towards the refurbishment project. The funding will be released upon confirmation of other successful grants received towards the project, together with at least two quotations for the work required.</p>	

**18. 94/19**

**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 CHAIR OF COUNCIL:.....**

**DATE OF APPROVAL:.....**

**LIST OF LIAISON, LOCAL COMMITTEES AND OUTSIDE**

**BODIES FOR YEAR 2019 / 2020**



NAME OF ORGANISATION	COUNCIL REPRESENTATIVES NAME(S)
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Carmel Village Hall	Councillors' Chris Dolphin / Gareth Sharp
Flintshire County Forum	Councillor Robert Hughes
Flintshire District CAB	Councillor Emma Warbrick
Flintshire Forum (Sub Group)	Councillor Emma Warbrick
Halkyn Mountain Joint Consultative Board	Councillor Caradoc W. Jones
One Voice Wales – Area Committee	Councillor Gareth Sharp
Pen y Gelli Nature Reserve Sub-Committee	Councillors' Richard Davies / David Owen / Joseph Williams
Planning Sub-Committee	All Councillors
Street Scene / Environmental – Visual Audit	Chair / Vice Chair / Clerk
West Flintshire Town & Community Councils Working Group	Councillor Caradoc W. Jones
Whitford Association (Glebe Field)	Councillors' Gwyn Hughes / Robert Hughes / Joseph Williams
Ysgol Bro Carmel (Governing Body)	Councillor Emma Warbrick
Ysgol y Lan, Whitford (Governing Body)	Councillor Joseph Williams