



# **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> October, 2019, at 7.00pm**

### **1(A). 161/19**

#### **PRESENT**

Councillor William Glynn (Chairman)  
Councillor Richard L. Dolphin (Vice Chair)  
Councillor Chris Dolphin (Community & County)  
Councillor R. Gwyn Hughes  
Councillor Caradoc Wyn Jones  
Councillor Dave Owen  
Councillor Gareth W. Sharp  
Councillor Miss. Emma Warbrick (Attending a meeting on behalf of the Community Council)  
Councillor Joseph W. Williams

Clerk & Financial Officer R. Phillip Parry

### **1(B). 162/19**

#### **APOLOGIES**

Councillor Richard Davies  
Councillor Robert J. Hughes  
Councillor Mrs. Sharon E. James

### **2. 163/19**

#### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest declared.

### **3. 164/19**

#### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 5<sup>TH</sup> SEPTEMBER, 2019**

The Minutes were proposed as correct by Councillor Chris Dolphin and seconded by Councillor Gareth Sharp and formally agreed by the Members present.

### **4. 165/19**

#### **MATTERS ARISING**

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

**Minute no: 4. 143/19 sub minute no's: 4.122/19 & 4.105/19 (page 2)** - in relation to a meeting with Officers from Flintshire County Council – to discuss providing a grass cutting service by the Community Council. The Clerk advised, that despite further requests to Mr. Darell Jones, the promised maps of grass cutting areas within the Community had not been provided.

**Members agreed the following:** To escalate the matter and for County Councillor Chris Dolphin to take the matter forward with a Chief Officer, in particular, as the maps had been promised since 24<sup>th</sup> June, 2019.

**Minute no: 4. 143/19 sub minute no: 5(D). 126/19 (page 3)** - in relation to additional signatories on the Council's HSBC Bank account. The Clerk advised that the updated HSBC Bank mandate had been confirmed. The following Councillors' were HSBC signatories on the HSBC Bank account: William Glynn, Richard Dolphin, Caradoc Jones, Robert Hughes, Joseph Williams, together with the Clerk Phillip Parry.

**Minute no: 5(E).148/19 (page 6)** - in relation to a Community Asset Transfer of Land adjacent to Ysgol Y Llan, Whitford. The Clerk advised that the Officer who dealt with the initial agreement had now retired from the County Council. The County had confirmed in an e-mail to the Clerk earlier in this day, that the draft lease is currently being prepared by the Legal Department and will forward as soon as they are in a position to do so.

**Minute no: 5(F). 149/19 (page 6)** - in relation to quotations for footway pavements on Monastery Road, Pantasaph and Babell Road, Gorsedd. The Clerk advised, that following site meetings with two contractors, whereby Councillors' William Glynn and Chris Dolphin were in attendance - two estimates had been received. The Clerk provided Members with the two estimate details.

**Members agreed the following:** Councillors' William Glynn and Chris Dolphin to arrange a further third quotation. A number of contractors contact details were provided by Members.

#### **5(A). 166/19 CORRESPONDENCE**

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

- (1) The Clerk read out a report received from North Wales Police, in relation to reported criminal offences within the Community:

**Lloc** - 4 x crimes – all relate to making off without payment from the Singing kettle garage / 1 x Road rage assault

**Carmel** - 4 x crimes reported and range from: domestic assault / fraud offences / possible attempt residential Burglary

**Gorsedd** – 1 x crime - Informant stated a car has been taken from the village. Car found involved in a Road Traffic collision - enquires ongoing to identify driver.

- (2) North Wales Police – Notification of a Daily Post article in relation to the following: Drugs Gang jailed for 22 years. The Gang were Holywell based.
- (3) Flintshire County Council – Winter maintenance provision for 2019 / 2020. Councillor Chris Dolphin requested a copy to be sent by e-mail.

- (4) Flintshire County Council – Feedback from further visits to Town & Community Councils from Members of Flintshire Standards Committee.
- (5) Flintshire County Council – Flintshire Local Development Plan Consultation – 30<sup>th</sup> September to 11<sup>th</sup> November, 2019.
- (6) Flintshire County Council – County Waste Consultation. Councillors were provided with an e-mail link to complete the survey.
- (7) Councillor Chris Dolphin – Notification from County Highways – in relation to the imminent installation of new speed limit signage on the A5026 Celyn bends and A5151 Holywell area.

#### **5(B). 167/19**

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

- (1) The Clerk advised that HSBC – the Council's banking provider had removed without notification the transfer of funds from the deposit account to the current account. The Clerk explained that when a cheque is authorised by Council and subsequently produced by the recipient to their bank, funds are atomically transferred from the Council's deposit to current account to cover the cheque payment. The Clerk will have to manually transfer funds between accounts and keep a healthy balance in the current account by internet transfer.

**Members agreed the following:** Were disappointed that HSBC had taken away this service without any consultation or notification. The Clerk to make the necessary transfer between accounts.

- (2) **Street Lighting:** The Clerk advised that there were a four faulty street lamps in Llwyn Ifor Lane (this Lane is the boundary between the Mostyn and Whitford Community Councils). It would appear that two lamps are in the Whitford Council area, with one in Mostyn, whereby the fourth lamp appears to be sited directly on the border. There appears to be an underground fault – which would require Scottish Power to repair.

**Members agreed the following:** The Clerk to write to Mostyn Community Council, advising that one of their lamps are out of order, and seeking if the fourth lamp is on their schedule.

#### **5(C). 168/19**

##### **TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30<sup>TH</sup> SEPTEMBER 2019**

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of September 2019, 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). 169/19**

**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 – 2019/20 (G) RETENTION OF DOCUMENTS ETC., SCHEDULE (H) FIXED ASSET REGISTER – 2019/20 (I) RETENTION OF DOCUMENTS POLICY STATEMENT (J) ANNUAL INVESTMENT STRATEGY – 2019/20 (K) MODEL**

## **LOCAL RESOLUTION PROTOCOL (L) GENERAL DATA PROTECTION REGULATION POLICIES**

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

### **5(E). 170/19**

#### **TO CONSIDER: NEW SOCIAL MEDIA POLICY**

The Clerk recollects to Members a copy of a document named: 'Social Media – A Guide for Councillors' which had been sent to all Members prior to the meeting by e-mail. The Guide had been produced by Welsh Assembly Government.

**Members agreed the following:** Whilst the Community Council are not presently linked to any Social Media sites, the Members confirmed, their commitment to adhere to the guidelines contained in the Guide.

### **5(F). 171/19**

#### **WALES AUDIT REPORT: TO UPDATE ASSET REGISTER WITH LOCATION OF COUNCIL ASSETS**

The Clerk recollects to Members the External Audit Report (Wales Audit) - which referred to the Council's Asset Register – which should record the purchase date, asset holder details, together with the location of the asset. The Clerk advised that whilst this information is available since his appointment as Clerk, the asset register requires updating prior to his appointment. Members were provided with a copy of the current asset register.

**Members agreed the following:** To set up a Sub- Committee of the following Council Members: Councillors' William Glynn, Robert Hughes and Caradoc Jones – to update the asset register with the Clerk.

### **6. 172/19**

#### **REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)**

- (i) Councillor William Glynn advised of his attendance at the following: Leeswood and Holywell Civic Services.
- (ii) Councillor William Glynn advised of his attendance at a Flintshire County Council Local Development Seminar – which was also attended by Councillor Robert Hughes and the Clerk Phillip Parry. Councillor Glynn provided Members with a detailed overview of the information provided by the County at the event.
- (iii) Councillor William Glynn advised of his attendance at the Flintshire Standards Annual Meeting held in Caerwys – which was also attended by Vice Chair Councillor Richard Dolphin. During the meeting Councillor Glynn was asked if the Carmel Village Hall could be utilised as a venue for a County training session for Councillors within Flintshire.

**Members agreed the following:** (1) To host the training session for Town & Community Councillors (2) Councillor Chris Dolphin to provide the Clerk with Village Hall availability dates.

- (iv) Councillor Joseph Williams reported his attendance at a meeting in Ysgol Y Llan Primary School (Board of Governors) in Whitford. Councillor Williams advised, that a defibrillator unit had been received by the School from Flintshire County Council. The unit would be sited within the School grounds – and also accessible to the public. Councillor Williams wished to

receive the observations of Council to fund the purchase of a suitable outdoor housing unit for the defibrillator.

**Members agreed the following:** Would be amicable to consider an application for financial assistance, from either the Parent Teacher Association, or the School.

#### **7(A). 173/19**

##### **PLANNING APPLICATIONS**

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

- (1) Planning application number: 060257– for demolition of single storey garage & annex, formation of new 2 storey side extension with single storey rear extension. Erection of new detached double garage with large capacity oil storage tank behind rear wall. Erection of aluminium framed & glazed veranda to rear, at Pen Yr Orsedd, Gorsedd.

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

- (2) Planning application number: 060461 – for conversion of attached garage into residential annex, at Fielding House, Monastery Road, Pantasaph.

**Comment by Council:** Providing that the application complies with planning policy, in particular, HSG7 - Change of Use to Residential Outside Settlement Boundaries (Flintshire Local Development Plan) - then no objections raised.

#### **7(B). 174/19**

##### **PLANNING DECISIONS**

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

- (i) Planning application no: 059786 – for proposed garage extension, at Holliberry House, Babell Road, Gorsedd. Approved.
- (ii) Planning application no: 059980 – for application for a lawful development certificate for a proposed use for the construction of a caretakers house/shop/office in accordance with planning permission 0238/83, at Pen y Glol Caravan Park, Lloc. Approved.

#### **8. 175/19**

##### **STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)**

**The Clerk advised in relation to the following matter that had been reported to StreetScene, since the last Council meeting:**

- (1) Letter received by a Community Councillor in relation to concerns with a protruding hedge in the area of Downing Road, Whitford. Mr. Seaburg acknowledged receipt of a copy of the letter and advised, that he would visit the area and take any necessary action.

**Members brought the following concerns to the meeting:**

- (i) Pot Holes at the top area of Maes Rhydwen Estate Road, Whitford (this has been previously reported – but is still outstanding).
- (ii) Suggested new white lines on Carmel Road – from Holway Garage to Ysgol Bro Carmel.

- (iii) To review - and or - paint new white lines in Ocean View Estate, Carmel.
- (iv) Suggested new 'Stop' sign at Halfway House, Carmel - junction with A5026.
- (v) Hedge concerns on footpath from: The Pines towards the former Fielding Arms, Pantasaph. (Councillor received complaint from a resident, that it was impossible to push a pram along this footpath).

**The Clerk advised that the above concerns would be brought to the attention of StreetScene.**

- (vi) Pen y Gelli Quarry: the hedge running alongside the quarry - on the A5151 Lloc - requires cutting back.

**Members agreed the following:** (1) The cutting of the hedge is the responsibility of the Community Council (2) Councillor William Glynn to seek a quotation for the work.

## 9. 176/19

### APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<b><u>Payments to be confirmed – paid in-between meetings</u></b>			
	<b>Direct Debit:</b> Scottish Power (July - Street Lighting Electricity Account - payment dated 09/09/2019)	146.46	29.29	175.75
	<b>BACS:</b> IS UK Ltd Group (sign makers, Flint) – as per agreed quotation for car park sign in Whitford - payment dated 11/09/2019	489.00	97.80	586.80
	<b>BACS:</b> One Voice Wales (Delegate fee for Cllr Gareth Sharp to attend AGM) - payment dated 18/09/2019	100.00		100.00
	<b>Direct Debit:</b> Scottish Power (August - Street Lighting Electricity Account - payment dated 09/09/2019)	4.86	1.17	5.85
	<b>NOTE:</b> Account for £151.33 plus VAT £30.27 – Total £181.60. The above payment to Scottish Power dated 09/09/2019 was a duplicate payment taken by SP. The figure of £175.75 has been deducted from this invoice			
	<b><u>Payments for consideration at meeting</u></b>			
130	Wales Audit Office (BDO Fee for Annual External Audit)	264.75		264.75
	<b>Standing Order:</b> H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - July, August & September 2010 – payment date: 06/10/2019)	500.31		500.31
131	R. P. Parry – Clerk. Travelling expenses from October	112.95		112.95

	2018 to October 2019 – as per detailed auditors information list			
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**10. 177/19**

**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
132	Whitford Young Farmers. Application adjourned from September Council meeting – for production of accounts (Section 19 LGA (Miscellaneous Provisions) Act 1976)	250.00
133	Carmel Papercraft Club (Application for annual grant) (Section 137 LGA 1972)	250.00
	Shelter (Cymru)	No grant

**11. 178/19**

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

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