



CYNGOR CYMUNED CHWITFFORDD / WHITFORD COMMUNITY COUNCIL

Minutes of The Meeting of Whitford Community Council

Held Virtually by Video and Telephone Conference,

On Thursday the 7th January, 2021, at 7.00pm

No Council meeting was held in December, 2020

1(A). 01/21

PRESENT

Councillor William Glynn (Chairman)
Councillor Richard L. Dolphin (Vice Chair)
Councillor Richard Davies
Councillor Chris Dolphin (Community & County)
Councillor Caradoc Wyn Jones
Councillor Matthew J. Marshall
Councillor Joseph W. Williams

Clerk & Financial Officer R. Phillip Parry

1(B). 02/21

APOLOGIES

Councillor Robert J. Hughes
Councillor Mrs. Sharon E. James
Councillor Gareth W. Sharp
Councillor Miss. Emma Warbrick

The Chair of Council – Councillor William Glynn, wished Members a Happy New Year.

2. 03/21

DECLARATIONS OF INTEREST

The following Declaration of Interest was declared: Councillor Chris Dolphin, in relation to an application for financial assistance by Carmel Bowling Club (**Minute number: 9. 24/21 on page 11 below**)

3. 04/21

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 5TH NOVEMBER, 2020

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

4. 05/21

MATTERS ARISING

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

Minute no: 4(a). 156/20 sub minute numbers: 4.132/20, 4.111/20 & 4.93/20 (page 2) - in relation to vehicle activated speed signage in Carmel and Gorsedd. The Clerk advised, that the Officer dealing with the installation, had in November 2020 advised, that the lighting units had been ordered, with a two week delivery. The Carmel unit would be erected; whereby the Gorsedd unit was still subject to land ownership.

Members agreed the following: Were concerned that the Carmel unit had not be installed. Councillor Chris Dolphin to ascertain the reasons for delay, in both installation and land ownership.

Minute no: 4(B). 157/20 (pages 2 and 3) - in relation to a draft lease from Flintshire County Council, for a Community Asset Transfer of land adjacent to Ysgol Yr Llan, Whitford, to the Community Council. The Clerk advised, that the Deed in relation to the Lease had recently been signed by Councillor William Glynn, as Chair of Council; Councillor Richard Dolphin, as Vice Chair of Council, together with the Clerk to the Council. The Deed is now awaiting sealing in County Hall, whereafter, the completion will be registered in the Land Registry, with a copy returned to this Council.

Minute no: 5(A). 158/20 (2) (pages 3 and 4) - in relation to a proposal by Holywell Town Council, to arrange an adult Annual Half Marathon and junior race during 2021. The Clerk advised, that the Holywell Town Council have arranged a virtual meeting with other Councils in the area, on the 13th January, at 2.00pm. As Councillor Sharon James had tendered her apology for this evening's Council meeting, it is not known if Councillor James is able to attend.

Minute no: 5(C). 160/20 (page 6) - in relation to the placing of vehicle monitoring tubes on Monastery Road in Pantasaph. The Clerk advised, that following the request for the monitoring tubes made to the Flintshire County Council in November, 2020, an acknowledgement had been received, which advised; that the tubes would be placed in due course. Councillors' Williams Glynn and Emma Warbrick, had previously advised the Clerk, that the monitoring tubes have not been installed to-date.

Members agreed the following: Councillor Chris Dolphin to contact the County Highways Officer, to enquire as to the delay.

Minute no: 5(E). 162/20 Street Scene Schedule (page 7) - in relation to item number (13), whereby the Clerk was asked to write to Flintshire Highways, expressing concerns with the condition of the footpath on the A5026 – travelling from the area of the junction at Lon Y Waen, Gorsedd, to Merilyn Farm, Holway. Photographs of the pavement condition provided by Councillor Richard Dolphin, were also sent to Highways.

(The above matter was referred to under Minute number 5(L). 17/21 (13) on page 13 below).

Minute no: 5(E). 162/20 Street Scene Schedule (page 8) - in relation to item number (14), whereby the Clerk was asked to write to Flintshire Highways, expressing concerns with the condition of the Lon Y Waen Road – from the corner of The Druids Inn to the junction with the A5026 Road. The Clerk advised, that whilst correspondence was sent to a number of Officers, including the photographs taken by Councillor Chris Dolphin, to-date there had been no reply.

Members agreed the following: Councillor Chris Dolphin to contact the County Highways Officer, to enquire as to the delay.

5(A). 06/21

CORRESPONDENCE

- (1) North Wales Police: Reported criminal offences within the Community, for the month of November, 2020.

Carmel - 11 crimes: 7 x anti-social behaviour / 2 x criminal damage & arson / 1 x theft / 1 x other crime

Gorsedd – No crimes reported

Lloc – 10 crimes: 2 x theft / 8 x anti-social behaviour.

Pantasaph – No crimes reported

Whitford – No crimes reported

- (2) E-mail received from Acting Inspector Gavin Gilmore, advising the following: Confirmed, that the Carmel area has been placed on the patrols rota; due to the increase in anti-social behaviour.
- (3) Welsh Government: Annual notification in relation to the following: Appropriate sum under Section 137(4) (A) of the Local Government Act 1972 / Section 137 Expenditure Limit for 2021-2022 in Wales is £8.41 per elector.
- (4) Wales Audit: Audit Schedule for the new audit arrangements. The Clerk advised, that the schedule provided details in relation to each Town & Community Council in Wales; as to which Council would received either a Full or Basic Audit over the next three year period. This Council was listed as follows: Basic audit during financial years: 2020 / 2021 & 2021 / 2022, with a full audit in 2022 / 2023.
- (5) Cymdeithas Thomas Pennant: Autumn Newsletter together with current Officers details.

The following correspondence was forwarded by e-mail to Members:

- ❖ Wales Government: Received from Hannah Blythyn MS – Coronavirus update
- ❖ Police Inspector Gareth Cust: Information in relation to contact details for the new Inspector for the area named Stephen Roberts
- ❖ Flintshire County Council: Local Community Transport
- ❖ Wales Government: Electoral Reform Newsletter
- ❖ Flintshire County Council: Local Development Plan – update
- ❖ Police & Crime Commissioner: Survey on Policing in 2021 / 2022.
- ❖ University of Southampton: Survey in relation to Covid-19 Preventative behaviour and symptoms
- ❖ Flintshire County Council: Bilingual links to videos in relation to meeting people over the Christmas period
- ❖ Flintshire County Council: Details of various services and opening times during the Christmas and New Year period
- ❖ North Wales Police Commissioner: Survey in relation to ‘Have Your Say – Police precept for 2021 / 2022. Councillors to complete on a personal basis.

**5(B). 07/21
CLERK'S REPORT**

(a) The Clerk advised Members in relation to the following deposit to the Council's bank account:

- ❖ £16,666.67 - Flintshire County Council: Third & final precept payment for financial year 2020 / 2021.

(b) Dates of Council Meetings for 2021.

Street Lighting: The Clerk advised in relation to the following:

- Lamp number 50: Park Road, Carmel. The fault has been referred to the Council's street lighting contractor for repair / investigation.

The following repairs have been completed:

- (i) Installation of shade on lantern number 70 - opposite Windsor Park, Carmel.
- (ii) Connection to Waterproof box by Scottish Power: lantern number 63 near entrance to Carmel Primary School.

5(C). 08/21

TO DISCUSS: STREET LIGHTING REPAIR & MAINTENANCE

The Clerk advised, that this agenda item is twofold; **(1)** General Street lighting repairs and maintenance **(2)** Street lighting and external electrical assets on the adopted highway within the County of Flintshire.

The Clerk further advised, that item **(1)** was to review the current repair and maintenance contract, in particular, due to the installation of LED lanterns; which has reduced the power consumption, including the cost of repairs.

Item **(2)** street lighting on adopted highway; whereby the Community Council had been advised by Flintshire County Council; the following: Flintshire County Council recently received notice from the North Wales Trunk Road Agency, in relation to a meeting between representatives from the Health & Safety Executive; as part of the Executives' review of highway electrical safe working practices, following the death of an electrician working on the South Wales Trunk Road Network.

The correspondence further stated: the Flintshire County Council has a 'Duty of Care' as the highway authority to the testing / checking of the street lighting infrastructure on the adopted highway. The Community Council were asked to provide the following information: **(a)** A complete inventory list, including location and item detail of the Council's electrical and illuminated assets within the FCC adopted highway **(b)** the name and contact details and relevant accreditation of this Council's contractor, including emergency call out and repair arrangements **(c)** the written instruction or contract agreement between this Council and the contractor for electrical inspection and the provision of certificates. This is required under: BS7671:2018.

The Clerk confirmed to Members, that the information requested in **(a)** and **(b)** had been provided to Flintshire County Council. The electrical inspection and certificates as referred to in **(c)** are required to be completed on a six year rolling basis.

Members agreed the following: The Clerk to further liaise with the Flintshire Street Lighting Officer, including adjoining Clerks to Councils, to provisionally agree a joint maintenance plan. The Clerk to report further to Members at the February Council meeting.

5(D). 09/21

TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 31ST DECEMBER, 2020

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of December 2020, 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 agreed to be signed by the Chair of Council – Councillor William Glynn.

5(E). 10/21

TO RECEIVE, CONSIDER AND APPROVE THE BUDGET FOR THE FINANCIAL YEAR 2021 / 2022

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 2021. The spreadsheet further provided Members, with details of recommended allocations for each of the Council's budget headings for 2021 / 2022 - 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 £52,500.00 – an increase of £2,500.00. The Clerk advised, that the Band D property charge would be £44.94, an increase to the current charge of £1.75p a year (4.1% = 14/15p a month increase) – per Band D household.
- (2) Earmarked Reserves £47,850.00 / General Reserves £4,175.00 / To transfer £16,271.00 from the 2021 / 2022 budget to General Reserves.
- (3) Further to the ear-marked reserves agreed in the November, 2020 meeting; the Council agreed to include phase 4 – in relation to a continuation of the footpath in Gorsedd. The cost in the region of £7,000.00. Councillor Chris Dolphin to arrange a site meeting with an Officer from Flintshire; to include Councillor William Glynn and Councillor Dolphin.
- (4) The Chair of Council William Glynn, to sign the estimates for the end of the financial year 2020 / 2021, including the precept requirement for 2021 / 2022.
- (5) The Clerk to advise Flintshire County Council, in respect of the Community Council's financial requirements (precept) for 2021 / 2022.

5(F). 11/21

TO CONFIRM RENEWAL: BANK STANDING ORDERS / BACS PAYMENTS

The Clerk advised Members, that under the Financial Regulations, the payments made by Bank Standing Order and fixed monthly payments by BACS, were required to be re-confirmed every two years. Presently, the following payments are made, as follows: Standing Order: Scottish Power

(Street Lighting Supply) / BACS payments: Quarterly payments to HMRC in January, March, July & October / Fixed monthly payments - Clerk's Salary and allowance.

Members agreed the following: Confirmed, the above payments.

5(G). 12/21

TO CONSIDER: APPOINTMENT OF INTERNAL AUDITOR – END OF YEAR AUDIT 2020 / 2021

The Clerk advised that this matter is 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 re-appoint JDH Business Services Ltd., as the Council's Internal Auditor for the end of year 2020 / 2021 accounts.

5(H). 13/21

CLERK'S ANNUAL APPRAISAL – 2020

The Clerk advised and the Chair of Council - Councillor William Glynn confirmed, that the Clerk's annual appraisal had been completed for year 2020.

5(I). 14/21

COUNCILLOR MEMBER VACANCY: DUE TO VACATION OF OFFICE BY FAILURE TO ATTEND COUNCIL MEETINGS BY R. GWYN HUGHES

The Clerk advised, that a Public Notice advising the Casual Vacancy had been displayed on the Council's web site on the 11th November, 2020. Following the closing date of Tuesday 1st December, 2020, the Clerk had been advised by the Office of the Flintshire County Returning Officer, that no call for an election had been received; the Community Council were authorised to co-opt a new Councillor.

The Clerk confirmed, that a further Public Notice had been displayed on the 4th December, advertising the Casual Vacancy for a Councillor. The closing date for letters of application (interest) were to be received by the Clerk by 12 Noon on Friday 29th January, 2021. The Casual Vacancy will be further listed on February Council agenda. Members viewed the above two referred to Public Notices during the virtual meeting.

5(J). 15/21

ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH, 2020

The Clerk advised Members, that the final document from the Welsh Audit appointed External Auditor – BDO LLP of Southampton, had been received. The Document stated the following 'on the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'.

BDO advised the following in an addendum report: (1) Minor issue (2) Standing Orders and Financial Regulations (3) Internal Auditor's Recommendations. The Clerk advised, that the items referred to had previously been addressed by this Council, whereby the recommendations had been completed.

The Clerk confirmed, that copies of the report were provided to the Chair and Vice Chair of Council: Councillors' William Glynn & Richard Dolphin, prior to the meeting.

Members agreed the following: Accepted the External Audit Report for the 2019 / 2020 financial year.

5(K). 16/21

NOTICE OF CONCLUSION OF AUDIT

The Clerk advised, that in accordance with the (Public Audit (Wales) Act 2004 Accounts and Audit (Wales) Regulations 2014), that he had displayed a Public Notice, on the Council's Web Site – in accordance with Section 29 of the Public Audit (Wales) Act 2004 - on the 1st December, 2020.

5(L). 17/21

STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)

- The Clerk advised, that there had been no StreetScene concerns reported in-between the November 2020 and January 2021 Council meetings.

The following update report has been received from Street Scene: (Update in italics)

- (1) New small 40mph sign on light post 136, Pant y Waco (faded / poor visibility) *Ticket raised and passed to resource team.*
- (2) Review of white lines on A5026 crossroads - Lloc Station / Rock Inn (fading at various points on both sides of the road). *Area has been passed to our contractors and will be re marked in the new year.*
- (3) Review of A5026 white lines east and west bound from Lon y Waen junction to Lloc Station / Rock Inn. *Area has been passed to our contractors and will be marked in the new year.*
- (4) A5026 lights review (Halfway House to Lon y Waen junction (east and west bound lights) approximately 6 or 7 street lights not working. No numbers are on the posts (or severely faded / non-visible - query the need for renewed stickers?). 1 street light has not been replaced following car accident - can we enquire / seek update. *Several lanterns and columns replaced on the 10th and 11th of December, when cyclic maintenance was taking place on this principal road.*
- (5) New Give Way Sign needed at Whitford Road / A5026 junction - faded. *Ticket raised and passed to resource team for new sign to be fitted.*
- (6) Carmel 'brown sign' on A5026 near Halfway House needs repositioning to face road (and not the field!) *Sign has been adjusted by myself when passing, brackets have been adjusted.*
- (7) New public footpath post at central entrance of 'cow field' on A5026 (opposite through path to Ocean View Estate). Significantly rusted with sharp jagged edges and a gaping hole. An eyesore, but more so a health and safety issue. *Passed to Jon Hill in public rights of way team.*
- (8) Review of white lines on Ocean View Estate as many are faded or missing, particularly at junctions. *Whole area has been passed to our contractors for re marking of junctions etc.*
- (9) Review of white lines at the bottom of Carmel Hill nearest to the Village Hall / Carmel Road. Also replacement required of Give Way Sign - severely faded, at the junction. *Passed to contractors for re marking.*

- (10) Review of white lines on Park Drive at both junctions. *Passed to our contractors.*
- (11) Review of white lines at Crecas Lane / Carmel Road junction. Severely faded and parts missing. *Once again the area has been passed to our contractors for re marking of the faded lines.*
- (12) Review of required 'blobbing' in the middle of Carmel Road, from Carmel Park entrance towards A5026 junction / Cooperative Garage. Some work carried out already which means white lines are now covered up. Following review of blobbing requirements, recommended review of missing / faded white lines. *Area has been passed to our contractors for re marking.*
- (13) A5026 Road: Traveling from the area of the junction at Lon Y Waen, Gorsedd to Merllyn Farm, Holway. (Separate e-mail sent with photographs) *The cleaning of the footway has commenced along side the three lane section and we are looking to seek the funding for the remainder of this long path to be cleaned in the new year, any defects will also be made safe at the same time.*
- ❖ Councillor Richard Dolphin expressed his appreciation to Mr. Nigel Seaburg and his team, for the works undertaken to-date on the A5026 footpath: travelling from Holway towards Lloc. There have been numerous complimentary comments received from pedestrians.
- (14) Lon Y Waen Road from the corner of The Druids Inn to junction with A5026). Request for further matrix review to resurface the road (Separate e-mail sent with photographs) *The road in question has been put forward to the technical team (Joanne Davies) and Joanne has been out to inspect the area and this road is now listed for next years surfacing programme. I can also confirm that areas that had depressions present have had temporary repairs carried out. The road is inspected monthly and any recordable defects will be picked up and repaired accordingly.*
- (15) Hedge concern at Pen Y Bryn, Whitford. *Occupier of premises to be issued with hedge cutting notice.*
- (16) Further complaint in relation to blocked gullies and mud on road, in area of Junction : Mertyn Lane and Isglan Road. *Flooding was caused by issue on private land. The owner has removed the silt. The system will be cleaned and also a visit by the road sweeper will be made.*
- (17) Hedge concerns at Bryn Yr Ader, Pantasaph. *Owner has agreed to trim the laurel hedge back to the property boundary.*

Members brought the following concerns to the attention of the meeting:

- (i) Pot holes on Whitford Road - Travelling from the junction of the A5026 at Carmel to the area of Pen Y Maes Farm. (These have been on the list of repairs since around September; are you please able to provide an update as to when the repair will be completed).
- (ii) Road gullies require clearing in Whitford Road - Travelling from the area of Tyddyn Ucha Farm to Whitford.

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

- (iii) Concern was expressed that a number of properties in the Villages had not received either food and or waste recycling collections over the Christmas period. Councillor Chris

Dolphin advised, that the County had to deal with an unprecedented amount of extra collection, whereby the vehicles had to return to the depot to empty the contents; which resulted in the missed collections. The County have arranged extra collections over the coming weekend.

Members agreed the following: County Councillor Chris Dolphin, to refer to the concern at the next County Forum meeting.

6. 18/21

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

There were no reports specific to the Local Committees and Outside Bodies schedule, or Council Members who had attended meetings on behalf of the Council.

7(A). 19/21

PLANNING APPLICATIONS

The following planning applications have been received:

- (a) Application number: 062032 – for an extension to dwelling to form an enclosure for a swimming pool, at Cambrian House, Gorsedd.

Comment by Council: The Council are concerned; that the application appears to not comply with the current Flintshire Unitary Development Plan; in particular, GEN 1 (a) General Requirements for Development and HSG (12) (a) and (b) House Extensions and Alterations, including paragraph 11.82.

- (b) Application number: 062085, for alterations and extensions to side / rear of existing dwelling, at Beech Cottage, Pantasaph.

Comment by Council: Subject to compliance with relevant policies and planning guidance notes, then no objections raised.

- (c) Application number:062182 – for change of use of land and siting of 6 no. holiday pods, communal block, installation of a package treatment plant and associated works, at Bryn Hedydd Farm, Pen Ffordd Llan, Holywell.

Comment by Council: The application would appear to not reach the criteria in the current Flintshire County Council Unitary Development Plan: as per Sections; T 3 - Self-Catering Tourist Accommodation; T 4 - New Static Caravans and Chalet Holiday Sites; including possibly; L 2 - Area of Outstanding Natural Beauty. Furthermore, the potential increase in the volume of traffic in a single lane track will be a concern to the existing properties. The Community Council also wonder as to why the application states; the land as being in Holywell, and not Lloc (as identified in the Post Office Post Code finder).

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

7(B). 20/21

Members formally confirmed the above decisions.

7(C). 21/21

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

- No applications received from Flintshire Planning, for consideration at meeting.

7(D). 22/21

PLANNING DECISIONS

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

- Application number: 060257 – for erection of detached double garage, together with other work, at Pen Yr Orsedd, Gorsedd. Approved.
- Application number: 061413 – for alterations and reroofing to existing building, together with other work, at Lloc Service Station, Lloc. Refused
- Application number: 061428 – for demolition of existing outbuilding and derelict garage and construction of annex, at Glan Llyn, Tan Y Lloc, Lloc. Approved.
- Application number: 061831 – for erection of a conservatory, at 5 Park Road, Carmel. Approved.
- Application number: 062085 – for alterations and extensions to side / rear, at Beech Cottage, Pantasaph. Approved.
- Application number: 061015 – for removal of agricultural occupancy restriction, at Dwynant, Whitford. Refused.

8. 23/21

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>Payments made – to be confirmed</u>			
	Direct Debit: Scottish Power (October - Street Lighting Electricity Account - payment dated: 18/11/2020)	150.53	30.11	180.64
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for November & December) Payments dated 01/12/2020 & 04/01/2021			
	Direct Debit: Scottish Power (November - Street Lighting Electricity Account - payment made: 21/12/2020)	145.67	29.13	174.80
	Society of Local Council Clerks. Membership renewal for 2021 £289.00. Quarter share for this Council	72.25		72.25
	<u>The above payments were authorised by two Councillor bank signatories</u>			
	<u>Payments for consideration at meeting – to be paid by BACS</u>			

	Wales Audit (Annual External Audit – 2019 / 2020)	236.00		236.00
	Deeco Lighting (Fitting of light shield in Carmel)	180.00	36.00	216.00
	H. M. Revenue & Customs. Clerk’s PAYE & Council NI - October, November & December, 2020	648.50		648.50
	Flintshire County Council: Payment of legal fees in relation to the Asset Transfer of land adjacent to Ysgol y Llan, Whitford	500.00		500.00
	Direct Debit: Scottish Power (November - Street Lighting Electricity Account - payment due: 18/12/2020)	150.53	31.11	180.64

9. 24/21

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted
	<p>Carmel Bowling Club (Application for funding towards new storeroom and purchase of tools)</p> <p>Note: Members agreed to depart from their policy, by accepting the following: (1) No income during the current pandemic (2) The volume of work completed by the Club over the past 12 months, has depleted their financial reserves.</p> <p>(Section 19 LGA (Miscellaneous Provisions) Act 1976)</p> <p>Declaration of Interest: Councillor Chris Dolphin declared a Declaration of Interest (Minute number 2. 03/21 on page 1 above)</p>	£1,470.00

10. 25/21

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:.....