



# **CYNGOR CYMUNED CHWITFFORDD / WHITFORD COMMUNITY COUNCIL**

---

## **Minutes of The Meeting of Whitford Community Council**

**Held Virtually by Video and Telephone Conference,**

**On Thursday the 4<sup>th</sup> March, 2021, at 7.00pm**

### **1(A). 42/21 PRESENT**

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

Clerk & Financial Officer R. Phillip Parry

### **1(B). 43/21 APOLOGIES**

Councillor Timothy A. Barks  
Councillor Richard Davies  
Councillor Mrs. Sharon E. James  
Councillor Miss. Emma Warbrick

### **1(C). 44/21**

The Chair of Council Councillor William Glynn; congratulated Councillor Richard Dolphin and Mrs. Caroline Dolphin on the birth of their daughter: Beatrix Rosemary Dolphin.

### **1(D). 45/21**

#### **SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (CO-OPTED COUNCILLOR TIMOTHY A. BARKS)**

The Clerk advised, that Councillor Timothy Barks had signed the Declaration of Acceptance of Office prior to the Council meeting; whereby the Declaration had been witnessed by the Clerk, in a socially distanced meeting. Councillor Barks had been provided with an up to date folder containing the various Council policies.

The Clerk read out the following contents from an e-mail received from Councillor Barks:

Due to the nature of my business; I have been on a waiting list to complete a new course in MOT procedures. The course had been postponed due to the current pandemic; and has now been scheduled to take place in Rhyl College on Thursday 4<sup>th</sup> March between 6.00pm and 9.00pm. Unfortunately, the course cannot be rescheduled, as my current certificate is due to expire. I send my apologies for not being able to attend my first Council meeting.

## **2. 46/21**

### **DECLARATIONS OF INTEREST**

The following Declaration of Interest was declared: Councillor Chris Dolphin; in relation to an application for financial assistance by the Five Villages Chronicle (**Minute number 9. 63/21 on page 9 below**).

## **3. 47/21**

### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 4<sup>TH</sup> FEBRUARY, 2021**

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

## **4. 48/21**

### **MATTERS ARISING**

The Clerk referred to the following matters from previous Minutes:

- (1) Minute no: 4. 30/21 (1) (page 2)** – in relation to vehicle activated signage in Carmel and Gorsedd. The Clerk advised, that the order for the signage was placed during 2020, whereby this Council were advised that the delivery period was two to three weeks. A further delivery and installation date was provided for two occasions in February. The installation is still outstanding.

**Members agreed the following:** County Councillor Chris Dolphin; to contact the Head of Street Scene, to expedite the installation in both Carmel and Gorsedd.

- (2) Minute no: 4. 30/21 (3) (page 2)** – in relation to a proposal by Holywell Town Council, to arrange an adult Half Marathon and junior race during 2021. The Clerk advised, that whilst Councillor Sharon James had been appointed as this Councils representative; the meetings have been arranged during the afternoon period when Councillor James is at her place of work.

**Members agreed the following:** As Councillors are generally not available during the afternoon periods; the Clerk to request to Holywell Town Council; that minutes are sent to the Clerk, together with any actions highlighted for this Council.

- (3) Minute no: 4. 30/21 (4) (page 2)** – in relation to the placing of vehicle monitoring tubes on Monastery Road in Pantasaph. The Clerk recollected to Members an e-mail sent recently which attached the statistics following the placement of the monitoring tubes. Members further perused the statistical spreadsheet virtually. It was noted; that the speed limit was exceeded on a number of occasions on each day during the monitoring period.

The Clerk advised, in relation to the following comment received from Flintshire Highways: ‘The information has been forwarded to the North Wales Police GoSafe Team for their consideration. In addition they (GoSafe) have requested a road traffic order for this location, which would indicate they are investigating enforcement along the stretch of road’

**Members agreed the following:** Councillor Chris Dolphin to arrange a further site meeting with the Highways Officer in Pantasaph; to include Councillor Dolphin and Councillor William Glynn. The meeting to discuss the siting of either one or two Vehicle-activated signs.

- (4) **Minute no: 4. 30/21 (8) (page 3)** – in relation to an ear-marked budget reserves project for the continuation of the footpath in Gorsedd: phase 4.

Councillor Williams Glynn advised, that himself together with Councillor Chris Dolphin had further met on site with Flintshire County Council Highway Officers, on Monday 8<sup>th</sup> February. Following the meeting it was agreed that Flintshire would ensure that the Community Council received a plan together with a quotation for the work. Despite a number of requests made by Councillor Dolphin; no plan or quotation had been received for this evening's meeting.

**Members agreed the following:** Councillor Chris Dolphin; to contact the Head of Street Scene, to expedite the matter.

#### **5(A). 49/21**

#### **CORRESPONDENCE**

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

- (1) The Clerk advised, that the following criminal offences had been reported to the North Wales Police, that had occurred within the Whitford Community Council area for the month of January 2021:

**Carmel** - 2 x Violence - sexual offences / 1 x Anti-social behaviour / 1 x Vehicle crime / 1 x other crime

**Gorsedd** - No crimes reported

**Lloc** - 1x Anti-social behaviour

**Pantasaph** – No crimes reported

**Whitford** – No crimes reported

- (2) Public Services Ombudsman for Wales: New draft guidance on the Code of Conduct for members of Community & Town Councils in Wales. The Clerk advised, that the notification had not been received direct from the Office of the Ombudsman; but from a third party. The Clerk had written to the Office of the Ombudsman to express disappointment; in particular, as the draft code related to Councillors, whereby a number of Council Clerks had not received the notification from the third party.
- (3) Independent Remuneration Panel for Wales: Annual Report for 2021. The Clerk referred to Section 13 at 13.14 on page 42: Determination 42: All Community and Town Councils must make available a payment to each of their members of £150.00 per year as a contribution to costs and expenses. The Clerk had sent prior to the meeting to all Councillors a claim form and requested that Councillors complete the form and return to the Clerk; whereafter the payment will be made in April, 2021.

- (4) Flintshire County Council: Notification from The County Highway Network manager; that the Street Scene Area Co-ordinator for this Council area; will be available to virtually attend Council meetings when requested.
- (5) North Wales Police: Notification received from PC 2583 Kelly French-Jones; inviting Councillors to meet with the PC to discuss any current issues within the various villages. The Clerk advised; that Councillor Chris Dolphin had accepted the invitation. The Clerk displayed photographs virtually taken by Councillor Dolphin during the site-meeting.

Councillor Chris Dolphin advised Members: (1) Meeting with Police Officers in the Carmel area (2) Following the appointment of a new Inspector for the area; the Police Teams will be patrolling the various villages and speaking to residents. The Teams in particular, will seek the three main concerns residents have that the Police could assist with.

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

- ❖ Flintshire County Council: Two vacancies for Independent Members on the Standards Committee.
- ❖ Flintshire County Council: Information in relation to the 2021 census that will take place on the 21<sup>st</sup> March of this year.
- ❖ Copy of letter received from a resident in the Pen y Cefn area of Caerwys; that had been written to the Wales Planning Inspector; who allowed the appeal for the KFC planning application at the area known as the Singing Kettle Services, in Lloc.
- ❖ Flintshire County Council: Information in relation to Parents and Carers.

**5(B). 50/21**

**CLERK'S REPORT**

- The Clerk advised Members; that the WebEx (Virtual meeting software) renewal was due shortly. The annual Microsoft 356 renewal was also due. The Clerk further advised, that a subscription for a Microsoft 365 Business version had been subscribed; which included Microsoft Teams (Virtual meeting software). The cost of this annual subscription between four Councils amounted to £26.04 plus VAT. By combining both subscriptions together, there was a total saving of over £80.00 which has been split between the various Councils.

**Street Lighting:**

- The Clerk advised, that the only remaining faulty street light within the Council area; lamp number 50, sited in Park Road, Carmel, was still awaiting an underground repair by Scottish Power. Councillor Chris Dolphin confirmed; that the light had not been repaired.

**5(C). 51/21**

**TO CONSIDER STREET LIGHTING QUOTATIONS: BS:7671 ELECTRICAL INSPECTIONS / GENERAL CALL-OUT AND REPAIRS CONTRACT**

The Clerk advised, in relation to a further virtual meeting with the Flintshire Street Lighting Manager, together with information received from a Scottish Power Project Manager: The Clerk further advised, that costs from two Electrical Contractors who specialise in Street Lighting repairs had been received. Whilst a third costing had been requested; no details had been received. Members perused the costings virtually.

## **Members agreed the following:**

- (1) To appoint Flintshire County Council Street Lighting Department, to carry out the following: BS:7671 Electrical inspections on 149 Street Lanterns within the Community Council area; at a cost of £16.00 each lantern; Total £2,384.00. The Clerk to issue a work order.
- (2) In reaching their decision; Members took into consideration the Financial Regulations; whereby the Clerk had strived to obtain three quotations; which was difficult due to the specialist contractor aspect. However, the Members were of the opinion; that as the BS:7671 inspection fee was contained in a price list; quotations were not specifically required; but by receiving more than one quotation, the Council had received best value for their public funds.
- (3) To provisionally agree a street lighting maintenance agreement with Flintshire County Council. The Clerk to further contact Flintshire Lighting Manager; to clarify the following:
  - Draft contract: Paragraph 1. To carry out an evening lighting inspection (during the hours of darkness) of all lighting units on a monthly cycle for eight months of the year from 1<sup>st</sup> September to 30<sup>th</sup> April. The cost of this service would be £25.00 per unit (total cost a year £3,725.00). The Clerk to enquire as to the following:

As this Council have replaced the street lighting units to LED, which are guaranteed for 10 years; whereby the local Councillors, including residents generally report faulty lights; can this section be suspended.

- Draft contract: Paragraph 8. Electrical test and inspection of 33% of the asset each year. The Clerk to enquire as to the following:

As the Community Council have issued a Work Order to the County to complete this function in one financial year; can this section be suspended for between three to four years.

- Draft contract: On page 2 of the contract details; Point 2 refers to a charge of £25.00 per lighting column for the period of the contract. The Clerk to enquire as to the following:

Could the County confirm this charge: £25.00 x 149 Total £3,725.00 over a three year period. Is this actually invoiced, and if so, is it payable in one or more instalments.

- (4) The Clerk to place on the April Agenda for further consideration.

## **5(D). 52/21**

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

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

- (1) Whitford Road – request for the gullies to be cleaned from the area of Tyddyn Ucha Farm to Whitford.
- (2) Celyn Park, Carmel – request for additional salt bin and for visits by the gritting vehicle during frosty weather. The Clerk advised, that following the request a site meeting had been arranged; whereby Councillor Chris Dolphin had met with Mr Nigel Seaburg (Street Scene Area Coordinator). Councillor Chris Dolphin advised the following: A salt bin in the area had been moved to a more acceptable position.

- (3) Celyn Lane, Carmel – concern with parked vehicles which are causing the adjacent grass verge to churn creating excess mud on road. Possible solution to place extra bollards to alleviate the concern. Councillor Chris Dolphin advised, that following a site meeting; the Street Scene Officer had been asked to provide further roadside bollards to alleviate the parking. A local resident had also been approached; seeking that their vehicle is not parked on the grass verge.
- (4) Monastery Road, Pantasaph – large pothole outside entrance to Pantasaph Farm; travelling towards Brynford.
- (5) A5026 Road – travelling from Lloc to Carmel. Further concern expressed in relation to the completion of removing undergrowth from the pavement; in particular, in the area of the 50mph; which includes a blind corner; whereby pedestrians have to step into the road to manoeuvre past each other. Whilst it is appreciated that some work has been carried out along this footpath; a request for a timescale for the work to be completed is requested. (Photographs supplied by Councillor Sharon James; and forwarded to Street Scene).

Councillor Chris Dolphin recollected to Members, that the footpath on Dyserth Road (adjacent to Pen Y Gelli Woods) is also on the pending list for footpath clearance.

**Members agreed the following:** County Councillor Chris Dolphin, to endeavour to arrange the completion of the footpath clearing with Flintshire Highways.

#### **5(E). 53/21**

**The Clerk provided the following update from Mr. Nigel Seaburg (StreetScene) Officer**

- Concern with cascading water in the area of Allt y Golch and Ocean View Estate, Carmel. Following a site visit Councillor Chris Dolphin advised; that the flooding could be caused by the increase to the ‘Water Table’; however, the leakage only occurs on occasions. The area will be monitored.
- Concern number 4 above. Pot hole repair completed.
- Concern number 5 above. Escalated to area Highways Manager for decision to complete work.

#### **5(F). 54/21**

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

- ❖ There were no items of concern advised by members.

#### **6. 55/21**

**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). 56/21**

**PLANNING APPLICATIONS**

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

- ❖ Application number: 062455; for use of barn as separate dwelling independent of Fachallt Farm – change of use at The Barn, Fachallt Farm, Whitford.

**Comment by Council:** Subject to compliance with relevant policies and planning guidance notes, in particular, the criteria contained in HSG4: New Dwellings Outside Settlement Boundaries and HSG7: Change of Use to Residential Outside Settlement Boundaries; then no objections raised.

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

**7(B). 57/21**

**Members formally confirmed the above decision.**

**7(C). 58/21**

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

- (1) Town and Country Planning (Development Management Procedure) (Wales) Order 2012  
Publicity and Consultation before applying for planning permission under Articles 2C and 2D

Notification of proposed development at Racecourse Poultry Farm, Babell Road, Pantasaph; for planning permission to demolish and erect new poultry buildings and associated infrastructure) (Community Council area of Ysceifiog).

**Comment by Council:** No adverse comments to the application.

- (2) Application number: 062540 – for alterations and rear extension, at Lloc Service Station, Lloc.

The Clerk advised Members; that the above application was included on the weekly list received from Flintshire County Planning; whereby the associated documents were not available on the Planning Portal. The Clerk would advise Members when the application documents are available for perusal.

- (3) Application number: 062556 – for a Lawful Development Certificate for a proposed use or development, at Gelli Farm, Gelli Road, Trelogan. (No comment required from Community Council)

**7(D). 59/21**

**PLANNING DECISIONS**

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

- (i) Application number: 061349 – for the erection of extension and alterations to provide accommodation for dependant relative on ground floor and erection of first floor extension, at Dwyfor, Carmel Road, Carmel. Approved.
- (ii) Application number: 062235 – for erection of a portal steel framed building, at Bryn Hedydd Farm, Llyn Helyg Road, Lloc. Prior approval required / Refused.
- (iii) Application number: 062266 – for a pitched roof extension to garage, at St Vincent's, Monastery Road, Pantasaph. Approved.

**7(E). 60/21****PLANNING APPEALS**

**The following planning appeal hearing decision, has been issued by the Wales Planning Inspectorate:**

- ❖ Appeal Reference number: APP/A6835/A/20/3261103, at land East of McDonalds, Lloc, for a drive-thru restaurant and drive-thru coffee shop. Appeal allowed and planning permission granted.

**7(F). 61/21****COMPLAINT**

- The following complaint has been reported to Flintshire Planning Enforcement: Static caravan at property known as Beech Cottage, Monastery Road, Pantasaph. Enforcement notice number: 212323.

**8. 62/21****APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
	<b><u>Payments made – to be confirmed:</u></b>			
	<b>Direct Debit:</b> Scottish Power (January - Street Lighting Electricity Account - payment dated 18/02/2021)	150.92	30.18	181.10
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for February) Payments dated 01/02/2021			
	<b><u>Payments consideration at meeting to be paid by BACS:</u></b>			
	<b>Standing Order BACS:</b> H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - January, February & March, 2021. Payment due 06/03/2021)	606.63		606.63
	Deeco Lighting (Call out fee to lamp number 50 in Park Road, Carmel) (Scottish Power underground fault)	180.00	36.00	216.00
	Caerwys Town Council 1/4 share of Photocopier hire fee (£204.00 a year - VAT paid by Caerwys)	51.00		51.00
	R. P. Parry (Clerk) Re-imburement of 1/4 share of Microsoft 365 Business Office for 2021 / 2022; (includes Microsoft Teams for Video meetings) (as per receipt)	26.04	5.20	31.24
	R. P. Parry (Clerk) Re-imburement of 1/4 share of Viking / Office Depot Stationery and printer ink (as per receipt)	44.35	8.87	53.22

	R. P. Parry (Clerk) Travelling expenses from November 2019 to April 2020 (as per detailed auditor schedule)	65.70		65.70
--	---	-------	--	-------

**9. 63/21**

**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	<p>Delyn Recreational Gymnastics Club (Flint &amp; Holywell) Application to reopen by providing further information))</p> <p>(Council Members agreed not to reopen the application and confirmed their original decision; for the following reasons: The Delyn Gymnastics Club is a Registered Private Company. The policy of the Community Council when considering financial assistance; will be provided only to local voluntary Groups and Committees; together with registered charitable organisations, that provide assistance within the Community Council area).</p>	No grant
	<p>Macmillan Cancer Care (London). (Council Members agreed not to provide a grant. Previous financial assistance granted to Macmillan Cancer Care were received from their local office). The Clerk to advise the London Office, that an application made from their local office maybe considered favourably.</p>	No grant
	<p>Five Villages Chronicle (Application for annual grant towards printing &amp; other expenses) (Section 137 LGA 1972)</p> <p><b>Note:</b> Councillor Chris Dolphin declared a Declaration of Interest in the above application (<b>Minute number 2. 46/20 on page 2 above</b>)</p>	£1,000.00

**10. 64/21**

**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:.....**