



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

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

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

**On Thursday the 6<sup>th</sup> May, 2021, at 7.00pm**

### **1(A). 87/21**

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

Councillor Richard L. Dolphin (Chairman)  
Councillor William Glynn (Vice Chair)  
Councillor Timothy A. Barks  
Councillor Richard Davies  
Councillor Chris Dolphin (Community & County)  
Councillor Mrs. Sharon E. James  
Councillor Caradoc Wyn Jones  
Councillor Matthew J. Marshall  
Councillor Gareth W. Sharp  
Councillor Joseph W. Williams

Clerk & Financial Officer R. Phillip Parry

### **1(B). 88/21**

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

Councillor Robert J. Hughes  
Councillor Miss. Emma Warbrick

## **Annual Council Meeting**

### **2(A). 89/21**

#### **ELECTION OF CHAIRPERSON FOR THE PERIOD 2021 / 2022**

Councillor Richard Dolphin was proposed by Councillor Chris Dolphin and seconded by Councillor Matthew Marshall, as Chair of Council. There were no further nominations. Councillor Dolphin accepted.

**Members agreed the following:** Councillor Richard Dolphin be appointed as Chair of Council for the period 2021 / 2022.

The retiring Chair of Council, William Glynn; thanked the Councillors and Clerk for their support during the last two years; and expressed his best wishes to Councillor Dolphin, during his term of office.

## **2(B). 90/21**

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

Councillor Richard Dolphin read out the Declaration of Acceptance of Office. The Clerk advised, that the actual Declaration will be signed by the new Chair and witnessed by the Clerk, in a socially distanced meeting in due course.

Councillor Richard Dolphin thanked Councillor William Glynn, for his past two years as Chair of Council; and advised, that he was looking forward to his term of office as Chair of Council.

## **3. 91/21**

### **ELECTION OF VICE CHAIRPERSON FOR THE PERIOD 2021 / 2022**

Councillor William Glynn was proposed by Councillor Chris Dolphin and seconded by Councillor Matthew Marshall. There were no further nominations. Councillor William Glynn accepted.

**Members agreed the following:** To appoint Councillor William Glynn, as Vice Chair for the year 2021 / 2022

## **4. 92/21**

### **MINUTES OF THE ANNUAL MEETING HELD ON THE 2<sup>ND</sup> MAY, 2020**

The Clerk advised Members, that the Minutes of the 2020 Annual Meeting were formally proposed, seconded and agreed at the 2<sup>nd</sup> July, 2020 meeting; under Minute number: 3. 92/20.

**Members agreed the following:** Re-affirmed the above decision.

## **5. 93/21**

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

The Clerk provided Members with a copy of the current list of Councillors who serve on Local Committees and Outside Bodies.

**Members agreed the following:** Amended and confirmed the list for the year 2021 / 2022.

**Note:** See list of Councillors who serve on Liaison, Local Committees and Outside Bodies - as appendix to the end of these Minutes (**Pages 10 and 11 below**).

## **General Council Meeting**

## **6. 94/21**

### **DECLARATIONS OF INTEREST**

The following Declaration of Interest was declared: Councillor Richard Dolphin (**Minute number 12. 107/21 on page 9 below**).

## **7. 95/21**

## **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 1<sup>ST</sup> APRIL, 2021**

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

### **8. 96/21**

#### **MATTERS ARISING**

The Clerk referred to the following matters from previous Minutes:

- (1) Minute no: 4. 70/21 (1) (page 2)** – in relation to vehicle activated signage in Carmel and Gorsedd. It was confirmed; that the signage had been installed in both Carmel and Gorsedd.
- (2) Minute no: 4. 70/21 (4) (page 2)** – in relation to an ear-marked budget reserves project for the continuation of the footpath in Gorsedd.

Councillor Chris Dolphin advised, that following several attempts; the County Council had provided a drawing showing the area of the proposed continuation of the footpath; the Members viewed the plan virtually. The Clerk advised; that an e-mail received from the County suggested that the cost of the work would be in the region of £40,000.00. Councillor William Glynn advised, that he had endeavoured to contact the contractor; but to date, his calls had not been returned.

**Members agreed the following:** **(1)** The cost of £40,000.00 at this stage, is budget restrained **(2)** To continue with the shorter phase at a previously advised cost of approximately £7,000.00 **(3)** Councillor William Glynn to endeavour to seek a quotation from the contractor for the shorter pathway, and if required; a further site meeting with the contractor **(4)** Councillor Chris Dolphin to advise the County Council, as to the current position.

- (3) Minute no: 5(E). 75/21 (4) (page 5)** – in relation to litter in the area of Carmel Woods. The Clerk advised that Councillor Richard Dolphin had placed a notice on a local Facebook page; seeking that litter is placed in the various bins, or taken home. Councillor Chris Dolphin advised; that he had visited the area and filed a sack full of rubbish; a photograph had been uploaded to the Facebook page. The Clerk advised; that he had referred to the litter concerns in the next Council report to be published in the Five Villages Chronicle.
- (4) Minute no: 8. 83/21 (page 7)** – in relation to improvement to ground surface in Carmel children's play area. This matter had been discussed under: **Minute number 9(A). 97/21 (2) on page 4 below.**

### **9(A). 97/21**

#### **CORRESPONDENCE**

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

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

**Carmel** - 1 x Anti-social behaviour / 1 x Violence / 2 x Other crimes

**Gorsedd** - 2 x Violence

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

**Pantasaph** - 2 x Violence

## **Whitford - 1 x Anti-social behaviour**

- ❖ The Clerk advised; that the following e-mail had been received from PCSO Matthew Griffiths in relation to providing more detailed reports; that this Council had previously received:

‘I have discussed this with my superior (Inspector); we don’t routinely do this (provide information) as it does take some time to research and if I was to do it for all the other Wards I cover, it would take a lot of my time up and prevent myself from being out and about’

- (2) AURA Leisure (Flintshire County Council); (A) Annual independent report in relation to the Carmel Play Area (B) The Clerk advised; that Flintshire County Council had allocated the usual annual budget towards match-funding for play area upgrading in the County. The Clerk further advised; that an expression of interest to match-funding had to be received by the County Council by 31<sup>st</sup> May.

The Clerk recollected to Members; that they had provisionally agreed at the April Council meeting (Minute number: 8.(F). 82/21); to ear-mark the sum of a 50% cost of improvement to the ground surface which had been estimated between £7 to £8k (£3.5 to £4k).

**Members agreed the following:** To match-fund to a maximum of £10,000.00 for the upgrade of Carmel Play area. This figure to include the provisional cost of the above referred to ground surface estimate.

- (3) Request received from Flintshire Fabricators; for permission to remove the replica water pump sited in the one way street in Lloc. The Clerk advised; that following discussion with the Chair and Vice Chair of Council; it was agreed, that the water pump was not in the ownership of this Council. The Clerk had advised the Company to contact both the County Council and Welsh Water.

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

- ❖ Flintshire County Council: Vacancy for an Independent Member of the County Standards Committee.
- ❖ Tesco Community Grants: Information forwarded to Councillor Chris Dolphin; as a Trustee of Carmel Village Hall.

## **9(B). 98/21**

### **CLERK’S REPORT**

- (a) The Clerk advised Members in relation to the following deposits to the Council’s bank account:
  - £17,500.00 - Flintshire County Council: First precept payment for financial year 2021 / 2022.
  - £895.86 – HMRC / VAT refund for period: 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.

(b) Complaint received from local resident in relation to the condition of the following styles on three public footpaths. The resident made the following observations;

- Where the path descends from St Elizabeth's which is near the quarry there is a stile which you have to cross to get into the field to travel towards Naid-y-March. Someone has made an effort to mend this stile but it is now even more dangerous than before.
- Where the path leaves the lane at Naid-y-March by the farm to get into the field to proceed towards the racecourse the stile is in a bad state of repair and is dangerous to use.
- Where the path leaves the field to proceed into The Kennel the pieces of the stile are held together with binder twine. The stile is dangerous and unusable.

The Clerk advised, that the above information had been forwarded to the County Footpath Officer; who acknowledged and stated: 'that further investigation / action will be undertaken; whereby any defects will be added to the existing work programme'.

The Clerk further advised, that some work had been completed; whereby an e-mail recently received from a resident, stated the following: 'The work carried out is to be congratulated. The two stiles which were in bad condition at Naid-y-March and The Kennel have been completely replaced with strong timber structures that will last for many years. However, The stile below St Elizabeth's remains to be attended to'.

**Members agreed the following:** The Clerk to advise the Public Footpaths Team of the above residents comments; and also thank the Team for the expedite way that the repairs have been completed.

(c) The Clerk advised; that Councillor Richard Dolphin had sent a number of photographs of cows who has gained access to the Glebe Field Children's play area in Whitford. Whilst The Clerk had forwarded the photographs to AURA leisure; Councillor Chris Dolphin visited the scene. Councillor Dolphin advised; that the area has been cleared of the cows and also cleaned by Aura Leisure.

#### **(d) STREET LIGHTING**

- (i) The Clerk advised; that he had received confirmation from Deeco Lighting; that the Company will continue as the Council's street lighting repair contractor.
- (ii) The Clerk confirmed; that lamp number 11 – opposite entrance to Maes Rhydwen, Whitford; had been repaired.
- (iii) The Clerk advised: that there were currently no outstanding faulty street lights within the Community Council area.

#### **(e) COUNTY COUNCILLOR CHRIS DOLPHIN**

- (i) Request made to the County Tree Inspector to remove growth from a wall; which would increase visibility following the installation of the new speed activated sign in Gorsedd.
- (ii) Request made to County Highways for a speed monitoring survey to be undertaken; in the area of Babel Road, Gorsedd.

(iii) Concern expressed in relation to the County Council grass cutting.

**Members agreed the following:** County Councillor Chris Dolphin to kindly obtain a copy of the County Grass Cutting Policy.

**9.(C). 99/21**

**TO RECEIVE: INTERNAL AUDITOR'S REPORT - 2020 / 2021**

The Clerk advised Members, that the Internal Auditor's Report for the year 2020 / 2021 had been received.

The Clerk further advised Members in relation to the contents of the report. Copies of the report were provided to the Chair and Vice Chair of Council prior to the meeting. Members were shown a virtual copy of the report.

**Members agreed the following:** The Internal Audit report be accepted. The recommendations will be implemented.

**9.(D). 100/21**

**WALES AUDIT: ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2021**

The Clerk advised Members that Sections in the above document named: Accounting statements for 2020-21, 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 Council Approval and Certification Section was now required to be signed by the Clerk and formally approved by Council for signature by the Chair. Members were shown a virtual copy of the return.

**Members confirmed the following:** The Approval and Certification Section on page 4 of the Annual Return; to be signed by both the Chair and Clerk. As the Council meeting was held by video conference; the Clerk to obtain the signature of the Chair of Council on the Annual Return in due course.

**9.(E). 101/21**

**STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)**

**The Clerk provided the following update from Mr. Nigel Seaburg (StreetScene) Officer (Street Scene observations in italic print):**

- (1) Broken & jagged kerbstones: Turning left from the MacDonald's entrance on the A5026 – towards Holywell; the kerbstones have been damaged, no doubt, by heavy goods vehicles using this area. *Kerb issue has been noted for replacement/reset and reactive team are planning to attend during the evening, due to the awkward location.*
- (2) Litter – General concern with litter from Macdonald's and the garage food outlets; especially travelling up the hill on the A5026 from the services. – and to the area of Carmel Cricket Club. The Council were advised; that whilst the granted planning application apparently stated; that MacDonald's had to clear litter from a certain meterage on all the surrounding roads in the area from the premises; it is alleged; the management have reneged on this. Could the County Council advise; as to what the agreed cleaning area ranges to; or possibly another agreement has been made with the County Council. *Spoken to the duty manager and he explained that the area is litter picked four times a day around the forecourt and he also goes over the A55 towards the south side to the start of the Caerwys*

*road, also does down to Penfforddylan rbt/Misty waters along with the section up to Pen y Gelli woods. Dan the manager is keen to assist with volunteer litter picks and has asked for Cllr Dolphin to call in if he would like some assistance. I asked dan to arrange to clear the litter by the pen Y Gelli woods whilst I was on site.*

- (3) Litter – in the hedgerow and some in bags; from the entrance gate to Misty Waters on Fachallt Road, to the layby area. Apparently this has been reported directly to Customer Services / Street Scene by residents; but has not been removed. *Spoken to owner of Misty Waters as owners of the Caravans have been dumping rubbish onto the verge, owners have been asked to clear the area. FCC have cleared the verges alongside the road and I can confirm the rubbish has been removed by the caravan owners/misty waters. Team are calling here today and have removed some small bags of rubbish.*
- (4) Litter – Carmel Woods in the Crecas Lane area. The rubbish consists of empty glass bottles, coffee cups and other items; in particular, along the edges of the public footpath. *Information forwarded to Public Rights of Way team.*
- (5) Litter – contained in the grooves around the roundabout at Junction 31 on the A55. *No litter noticed during visit.*
- (6) The footpath clearing on the A5026 road between Lloc to the Waen Road area. Whilst the work completed to date in the Celyn Bends area is appreciated; with many complementary comments being passed by pedestrians; it was reported, that not all of the pathway has been completed. *Will contact the team to seek for the remainder to be cleaned off.*

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

- (1) White lines in Parc Gorsedd and on junction joining Babell Road, Gorsedd; require re-painting.
- (2) White lines from area of Crossroads (Druids / Gorsedd Church) through Babell Road up to the bridge crossing the A55; require re-painting.
- (3) Carmel Hill signage has severe fading / age. Located opposite ‘Y Bwthyn’ house. Can this sign be replaced (as photograph).
- (4) 2 x pot holes requiring review / attention on Carmel Road near junction with Monastery Road, Pantasaph (as photograph).
- (5) 3 x pot holes on Babell Road, Gorsedd - outside driveway of first house on left & opposite Gorsedd Church (as photograph).
- (6) 1 x large pot hole on Carmel Hill; approximately 30 yards left on Lime Kiln outside Gorsedd House (as photograph).
- (7) Large tree stump on road near ‘T’ junction of Monastery Road and Babell Road, in Pantasaph.
- (8) Mertyn Lane, Carmel: Cracked BT manhole cover (near street light by property numbers 18 to 20)

- (9) Travelling from Whitford towards the Towers: Overgrown hedge concern on in area of Toll Cottage and subsidence of road.
- (10) Pot holes: Travelling from the area of the Maes Archwyfan Cross, towards Llanasa.
- The following concern was referred to Caerwys Town Council: Condition of tarmac on B5122 road / junction 31; in the area of Dragon's Rest roundabout.

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

#### **10. 102/21**

#### **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.

#### **11(A). 103/21**

#### **PLANNING APPLICATIONS**

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

Application number: 061078 – for change of use of land for the siting of 10 static caravans creation of bases, creation of internal access roads and associated landscaping, at Caeau Farm, Pen Ffordd Llan, Lloc.

**Comment by Council:** Reaffirm their previous comment made in November, 2020: Subject to compliance with relevant policies and planning guidance notes, then no objections raised. However, the Community Council raise the following: The actual application is for change of use of land for the siting of 10 static caravans - whereas, the associated documents propose lodges, to be positioned on decking

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

#### **11(B). 104/21**

**Members formally confirmed the above decision.**

#### **11(C). 105/21**

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

- (a) Application number: 062716 – for change of use of 29 Touring Pitches within Holiday Park to 29 Static Caravan Pitches, at Misty Waters Caravan Park, Lloc.

**Comment by Council:** The application would appear to be contrary to Policies T3 and T4 of the Flintshire Local Development Plan; which would cause a prominent impact and thereafter, change the characteristic appearance of the local landscape.

#### **11(D). 106/21**

#### **PLANNING DECISIONS**

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



- (i) Application number: 062476 – for approval of details reserved by condition no 3 (programme of archaeological work) attached to planning permission reference 060257, at Parc Yr Orsedd, Gorsedd. Approved.
- (ii) Application number: 061821 - for change of use of public house to dwelling, at Halfway House, Allt Y Golch, Carmel. Approved.
- (iii) Application number: 062801 – for the erection of a 2 storey rear extension, at 3 Hafod Y Coed, Carmel Road, Carmel. Approved.

**12. 107/21**

**APPROVAL OF ACCOUNTS FOR PAYMENT**

Cheque Number	Payee	Net £	Vat £	Total £
	<b><u>Payments made / due – to be confirmed:</u></b>			
	<b>Direct Debit:</b> Scottish Power (March - Street Lighting Electricity Account - payment dated 19/04/2021)	150.92	30.18	181.10
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for April) Payments dated 03/05/2021			
	<b><u>Payments for consideration at meeting to be paid by BACS:</u></b>			
	BHIB Insurance (Renewal of Council’s annual insurance policy)	839.04		839.04
	Deeco Lighting (Repair of lamp number 11 – near Maes Rhydwen, Whitford)	180.00	36.00	216.00
	JDH Business Services (Internal audit)	199.50	39.90	239.40
	Chair of Council (Annual Allowance) Cllr Richard L. Dolphin <b>Note:</b> Councillor Dolphin Declared an Interest	400.00		400.00
	Cllr T. A. Barks (Independent Remuneration Panel for Wales; Determination 42; Members allowances for 2021 / 2022)	150.00		150.00

**13. 108/21**

**APPLICATIONS FOR FINANCIAL SUPPORT**

Cheque Number	Name of organisation	Amount granted £
	<b><u>Authorised to be paid by BACS:</u></b>	

	Hope House / Ty Gobaith (Children's Hospice) (Section 137 LGA 1972)	£250.00
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**14. 109/21**

**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:.....**

# **Cyngor Cymuned Chwitffordd Whitford Community Council**

## **LIST OF LIAISON, LOCAL COMMITTEES AND OUTSIDE BODIES FOR YEAR 2021 / 2022**

<b>NAME OF ORGANISATION</b>	<b>COUNCIL REPRESENTATIVES NAME(S)</b>
Carmel Village Hall Trustees	Councillors' Chris Dolphin / Richard 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

Pen y Gelli Nature Reserve Sub-Committee	Councillors' Richard Davies / 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' / Robert Hughes / Joseph Williams
Ysgol Bro Carmel (Governing Body)	Councillor Emma Warbrick
Ysgol y Lan, Whitford (Governing Body)	Councillor Joseph Williams