



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 October, 2021, at 7.00pm

1(A). 165/21

PRESENT

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

Clerk & Financial Officer R. Phillip Parry

1(B). 166/21

APOLOGIES

Councillor Richard Davies

2. 167/21

PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

No attendance at meeting by public, no questions, comments or representations received prior to meeting.

3. 168/21

DECLARATIONS OF INTEREST

There were no Declarations of Interest declared.

4. 169/21

**TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 2ND SEPTEMBER,
2021**

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

5. 170/21 MATTERS ARISING

The Clerk referred to the following matters from previous Minutes:

- (1) Minute no: 5(B). 148/21 (c) (page 5)** – in relation to match funding with Flintshire County Council for new play area equipment in Carmel. The Clerk advised, that Aura Leisure had confirmed, that a bench seat will be included in the refurbishment project.
- (2) Minute no: 5(E). 151/21 (page 6)** – in relation to possible usage of the lower field adjacent to Ysgol Bro Carmel. The Clerk advised, that the following reply had been received from the Chair of School Governors. The Council's letter had been placed before the School Governors at a recent meeting. The School Headteacher will contact Flintshire County Council to discuss the views of the Education Department, in relation to the expression of interest by the Community Council to seek a Community Asset Transfer of the land. The School will contact this Council further in due course. The Clerk further advised of correspondence received from the Carmel Bowling Club Committee.
- (3) Minute no: 5(G). 153/21 (i) (page 8)** – in relation to the removal of the inner circle slabs on the roundabout by McDonald's. The Clerk advised, that Flintshire County Council stated the following: Following complaints received that the roundabout slabs looked untidy, it was agreed to remove the slabs. The area will be further inspected and repaired where necessary.
- (4) Minute no: 5(G). 153/21 (ii) (page 8)** – in relation to the number of pot holes that have been repaired and repaired on Carmel Hill. Councillor Chris Dolphin advised, that whilst the Clerk had written to request a site meeting on Carmel hill to discuss the pot holes, to date, no meeting had taken place, however, a telephone conference had been held, where part of the Hill will be further patched.
- (5) Minute no: 8. 160/21 (page 11)** – in relation to the Active Travel Consultation. The Clerk advised, that unfortunately, the public Notice had been omitted to be inserted by the Five Villages Chronicle.

Councillor Richard Dolphin recollects Members to the Coffee Morning to be held in Carmel Village Hall on Thursday 14th October at 10.00am, whereby a questionnaire will be circulated. A virtual event will be held on Wednesday 20th October at 6.30pm. An on-line survey was also available on the internet. All the events have been circulated on social media and the Clerk has forwarded details to Councillors and others within the Community Council area.

- (6) Minute no: 9.161/21 (page 12)** – in relation to the provision of a defibrillator in the Village of Pantasaph. The Clerk advised, that following a number of enquiries the maintenance company for the St. Clare's Court in Pantasaph had been located. The Clerk had written to seek their views with a defibrillator unit being placed in the outside wall of a maintenance building. The Clerk further advised, that the Company had sought further information, which had been supplied. Councillor William Glynn advised, that he had spoken with the Father at the Monastery, whereby it may be possible in the future to place a defibrillator within the grounds.

Members agreed the following: To await further contact from the maintenance company.

**6(A). 171/21
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:

Carmel - 4 x Violence / 1 x Anti Social behaviour

Gorsedd - No crimes reported

Lloc - 1 x Anti Social behaviour

Pantasaph - No crimes reported

Whitford - No crimes reported

- (1) North Wales Police: Request from Police Officer Kelly French-Jones, seeking if there are any concerns from Councillors.

Members agreed the following: The Clerk to advise in relation to the following concern: Speeding vehicles in the vicinity of Mertyn Lane / Halfway House areas on the A5026 in Carmel. Whilst this area is a 30mph, speeding is clearly taking place. A Go Safe vehicle does attend this road near Saithaelwyd Park, but generally this is during the day time, whereas the speeding traffic appears to be outside the enforcement visit times. Request for the Go-safe team to visit, in particular, during the evenings.

- (2) Cymdeithas Thomas Pennant: September diary for the Society.
- (3) West Flintshire Town & Community Council Meeting to be held on Tuesday 5th October, at 6.00pm virtually. Information forwarded to Councillor Caradoc Jones.
- (4) Flintshire County Standards Committee: Invitation to attend their virtual annual meeting and training session, to be held on Monday 1st November at 6.00pm. Councillor Richard Dolphin will attend.
- (5) Independent Remuneration Panel for Wales: Draft annual report.
- (6) Welsh Government: Councillors requested to complete the following survey: The Role and Remuneration of Councillors in Wales

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

- ❖ Boundary Commission for Wales: Proposed Parliamentary Constituencies in Wales
- ❖ North Wales Police: The role of a Police Community Support Officer
- ❖ Flintshire County Council: Reintroduction of car parking charges from 1st October, 2021.

6(B). 172/21
CLERK'S REPORT

- (a) The Clerk advised Members, that all Town & Community Councils in Wales had received notification from Wales Audit, that the annual audit of accounts for 2020 / 2021, had been delayed. All Clerk's were requested to display a Public Notice advising of the delay on a notice board and Council's web site. The Clerk confirmed, that he had completed this action.
- (b) Complaint received by Councillor Richard Dolphin, in relation to the locked gate and dog walking within the grounds of Ysgol Bro Carmel. The Clerk had advised, that the gate is open by the School during the morning period. The dog walking concern should be reported to the County Council Dog Warden.
- (c) The Clerk recollected to Members that the Local Standing Orders allow the public to attend and address Councillors, and whilst the Public Agenda advises this, there is no actual formal agenda heading on the Summons to Councillors. The Clerk recommended Council consider the following agenda wording 'Public Questions, Comments or Representations'

Members agreed the following: Agreed to the above agenda item.

The Clerk brought to the attention of Members the following from County & Community Councillor Chris Dolphin:

- (1) Complaint received in relation to an overflowing bin in the area of The Bryn. Councillor Dolphin provided further information. General discussion as to whether the bin should be removed or re-sited.

Members agreed the following: Councillor Chris Dolphin to further discuss with Street Scene and to either remove or re-site the bin.

6(C). 173/21
TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30TH SEPTEMBER 2021

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of September, 2021, 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 Richard Dolphin.

6(D). 174/21
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 – 2021 / 2022 (g) Retention Of Documents Etc., Schedule (h) Fixed Asset Register - 2021 / 2022 (i) Retention of Documents Policy Statement (j) Annual Investment Strategy - 2021 / 2022 (K) Model Local Resolution Protocol (L) General Data Protection Regulation (GDPR) (M) Social Media – A Guide for Councillors (Welsh Assembly Government)

Members agreed the following: (i) **Approved and updated the above policies**, and to be further reviewed, if necessary, before the end of the financial year (ii) **The following new policies were adopted:** (N) Welsh Language Policy (Bilingual) (O) Equal Opportunities Policy (iii) **Local Standing Orders:** This Policy will be further updated in relation to the holding of Council meetings, following further guidance from the Welsh Government (iv) **Internal Audit report for 2020 / 2021**, recommended an update to the Risk Assessment. This policy was updated.

6(E). 175/21

CO-OPTION: COMMUNITY COUNCILLOR VACANCY

The Clerk recollected to Members, the Public Notice advertising the Community Councillor vacancy, whereby the closing date for ‘Expressions of Interest’ was 12 noon on Monday 4th October, 2021. The Clerk advised, that prior to the closing date one application had been received. The Clerk provided Members with a virtual viewing of the application.

Members agreed the following: Appointed Mr. Paul Urquhart, as a Co-opted Council Member of Whitford Community Council. The Clerk to arrange the signing of the Declaration of Acceptance of Office prior to the November Council meeting.

6(F). 176/21

TO REVIEW: VEHICLE ACTIVATED SIGNAGE INSTALLATION IN PANTASAPH (ADJ FROM APRIL COUNCIL MEETING)

The Clerk recollected to Members, the traffic survey completed earlier this year in Pantasaph, whereby the statistics produced indicated a speeding trend in Pantasaph. It was reported that the Police Go-Safe vehicle had visited the area. Councillor Emma Warbrick advised, that speeding vehicles was still a continual concern, it was a long stretch of road whereby drivers took advantage.

Members agreed the following: The Clerk to arrange a site meeting with Flintshire Highways, together with Councillors’ Chris Dolphin, William Glynn and Emma Warbrick. The site meeting to discuss and agree suitable areas for two vehicle activated signs. The Community Council will consider further in the November Council meeting, including costings.

6(G). 177/21

STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)

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

- Monastery Road, Pantasaph – travelling towards Brynford on right hand side near entrance to Bryn Mair; the visibility is reduced due to the foliage.

Street Scene Report:

- ❖ Notification in relation to road closure on Carmel Hill – from its junctions with Carmel Road and Monastery Road for a distance of approximately 1128 metres; for between one to a five day period commencing from 18th November, 2021

Bench Seat Request from Street Scene:

The Clerk brought to the attention of Members a request by Mr Nigel Seaburg (Flintshire Street Scene), to allow a memorial bench seat in the area of Maen Achwyfan / Penrallt Farm, Whitford. The bench seat has been commissioned by a number of Street Scene Officers and colleagues in

memory of a former colleague, who was raised in the above area. The request, if granted, is for the Community Council to also consider placing the bench seat on their Asset Register. Members were shown virtually a plan location.

Members agreed the following: Were pleased to agree to the request and confirmed their agreement to place the bench seat on this Council's Asset Register. The Clerk to seek the seat purchase cost from Mr. Seaburg, including a request that a bin is not sited in the area, due to litter concerns around bins in general.

Members brought the following concerns to the meeting:

- (a) Carmel Hill – road name sign near brow of hill and speed limit sign is obliterated by foliage and faded; can the sign be replaced with a new one – as attached photograph
- (b) A5026 Road Eastbound from area of Lon Y Waen junction – overgrown vegetation of footpath – (two photographs supplied)
- (c) A5026 Westbound / pot holes and other deterioration at junction opposite Hollingsworth House property – (photograph supplied)
- (d) Blocked gullies on Waen Hill – from Gorsedd across A5026 main road to crossroads.
- (e) Allt Y Goch – near junction with A5016 by Halfway House – Pot holes
- (f) Tree branches on A5026 road – travelling up the hill from the MacDonald's area towards Lloc – on the right hand side. Apparently there are tree branches on the road on regular occasions; are the trees on County Council Highway
- (g) Whitford Road; the tarmac appears to be collapsing into the gutter section
- (h) Fallen tree in Carmel Woods. Councillor Chris Dolphin advised, that the tree had been reported to the Footpath Officer.
- (i) Blocked gullies on A5026 – travelling up the hill from the MacDonald's area towards Carmel Cricket Club.

Note to Street Scene: In relation to item number (i) blocked gullies on the A5026 between MacDonald's and Cricket Club; apparently, a gully emptying vehicle was in the area recently, but were unable to locate all the tanks which appear to have been covered by grass – in the area of the Carmel Cricket Club.

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

(1) The following non Street Scene concern was referred to:

- Overhanging branches from the Council owned Pen Y Gelli Quarry, on the A5026 Road.

Members agreed the following: Councillor William Glynn to arrange with the Councils contractor to meet on site, and a quotation to be forwarded to the Clerk for consideration by Council.

7. 178/21

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- (i) Councillor Gareth Sharp reported that the Annual General Meeting of the Carmel Village Hall Committee had been recently held.
- (ii) Councillor Emma Warbrick reported on a meeting held by the Governors of Ysgol Bro Carmel.

8(A). 179/21

PLANNING APPLICATIONS

The following planning application had been received:

Application number: 063436 - for New standalone building to provide early years and wraparound childcare facility with additional site improvement works, at Ysgol Bro Carmel, Carmel.

Comment by Council: Supports the application, as this is a much needed facility for the local school and community; subject to compliance with relevant policies and planning guidance notes.

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

8(B). 180/21

Members formally confirmed the above decision.

8(C). 181/21

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

- (a) Application number: 061704 – for Listed building application for the erection of a single storey rear extension, at Stormont, Mertyn Lane, Carmel.

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

- (b) Application number: 063437 – for Construction of a 60m x 20m Menage for private use only, at Plan Yn Gerddi Farm, Lloc.

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

- (c) Application number: 063562 – for change of use of former Chapel as a holiday let property, at Pen Llwyn Chapel, Penfforddilan, Lloc.

NOTE: The above application (c) whilst displayed on the Flintshire Planning Portal, is not yet open for comment and therefore unable to peruse the associated documents.

8(D). 182/21

PLANNING DECISIONS

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

- (i) Application number: 062920 – for Lawful Development Certificate, for existing milk vending machine, at Mynydd Mostyn, Berthengam. Certificate of Conformity – Refused.
- (ii) Application number: 063197 – for loft conversion to form office and single-storey rear extension to form kitchen and sun lounge, at 23 Mertyn Lane, Carmel. Refused.

- (iii) 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. Approved.
- (iv) Application number: 063308 – for demolition of garage, rear bedroom, conservatory & front bay. Proposed replacement roof (same ridge height) with rear dormer, rear extension, front extension and porch, at Trem Y Don, Carmel. Approved.
- (v) Application number: 062182 – for change of use of land and siting of 6 no holiday pods, communal block, installation of package treatment plant and associated works, at Bryn Hedydd Farm, Pen Ffordd Llan, Lloc,. Approved.
- (vi) Application number:063225 – for partial change of sloping roof to flat roof to ceiling to create outdoor siting area, at Woodburn, Carmel. Approved.
- (vii) Application number: 063344 – for Retrospective permission for a raised platform to the rear of property, at 12, Park Avenue, Carmel. Approved.

**8(E). 183/21
PLANNING COMPLAINT**

The Clerk advised, that a copy complaint had been received that had been sent to Flintshire Planning Enforcement, in relation to a property in the Lloc area.

**9. 184/21
TO DISCUSS: CARMEL VILLAGE GREEN (THE BRYN) CLLR CHRIS DOLPHIN**

Councillor Chris Dolphin advised Members, that the Carmel Village Green area known as The Bryn, following inspection by the County Biodiversity Officer, was found not suitable as a Wildflower area. General discussion in relation to the current plants and flowers and in particular, the month for the cutting, either July or October. .

Members agreed the following: Councillor Chris Dolphin to enquire with the County Biodiversity Officer (1) as to the month of cutting (2) seek a quotation, if necessary, should the cutting be required in October.

**10. 185/21
TO CONSIDER: ADOPTION OF RED K6 TELEPHONE BOXES IN PANTASAPH & WHITFORD (CLLR EMMA WARBRICK)**

Councillor Emma Warbrick recollected Members to the two Red K6 telephone boxes in Pantasaph and Whitford, and wished that the Council consider the adoption of the boxes from BT. The Clerk advised, that as the equipment is still in working order inside the boxes, BT would have to be contacted to ascertain their views on adoption.

Members agreed the following: The Clerk to contact BT payphones to enquire if the Red K6 telephone boxes in Pantasaph (01352 – 710104) and Whitford (01745 – 560419) are available for adoption.

**11. 186/21
APPROVAL OF ACCOUNTS FOR PAYMENT**

Cheque Number	Payee	Net £	Vat £	Total £
<u>Payments made – to be confirmed:</u>				

	<p>Direct Debit: Scottish Power (August - Street Lighting Electricity Account - payment dated 20/09/2021)</p> <p>Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for August) Payments dated 01/09/2021</p> <p>BACS: H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - July, August & September 2021 payment dated 06/10/2021</p>	150.50	30.10	180.60
		604.56		604.56

12. 187/21

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<p>Holywell Leisure Centre (Application made by Dr. Mark Rowlands – Trustee)</p> <p>(Note: The above application was adjourned from the September Council meeting, for production of last audited accounts and bank statement)</p> <p>Application further adjourned to the November Council meeting, for production of above referred to documents.</p>	

13. 188/21

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:.....