



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

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

**Held at St. Paul's Church, Gorsedd,**

**On Thursday the 8<sup>th</sup> September, 2022, at 7.00pm**

**No Council meeting was held in August**

## **Her Majesty Queen Elizabeth II, 1926 – 2022**

The Chair of Council – Councillor Billy Glynn made the following statement:

‘On behalf of the Whitford Community Council and residents, I would like to offer our heartfelt condolences to the Royal Family on the death of her Majesty the Queen. Our thoughts are with the Royal Family at this time’.

Members held a minutes silence in memory of HM Queen Elizabeth II.

### **1(A). 149/22 PRESENT**

Councillor Billy Glynn (Chair)  
Councillor Richard Dolphin (Vice Chair)  
Councillor Tim Barks  
Councillor Chris Dolphin (Community & County)  
Councillor Matthew Foster  
Councillor Sharon James  
Councillor Caradoc W. Jones  
Councillor Melanie Wallis  
Councillor Emma Warbrick

Clerk & Financial Officer R. Phillip Parry

### **1(B). 150/22 APOLOGIES**

Councillor Matthew J. Marshall  
Councillor Gareth Sharp  
Councillor Paul Urquhart

**1(C). 151/22**

**ABSENT**

None

**1(D). 152/22**

**ATTENDANCE OF: NIGEL SEABURG (FLINTSHIRE STREET SCENE)**

**1(E). 153/22**

**Standing Orders were suspended:**

The Chair of Council – Councillor Billy Glynn welcomed Mr Seaburg to the meeting.

- (i) Councillor Richard Dolphin outlined a project to Mr. Seaburg, that was to be discussed by Councillors as an agenda item later in the meeting. The project to either replace and clean the village name signs in Carmel, Gorsedd, Lloc, Pantasaph, Pant Y Wacco and Whitford. The signs were of different sizes and would be bilingual.

Mr. Seaburg advised that the signage was the responsibility of the Community Council; with Councillor Billy Glynn confirming, that the signs were erected in 1998, and paid for by the Community Council. Mr. Seaburg provided a contact name for a County Highways Service Delivery Officer who could provide a quotation.

(The village name signage was further discussed under **Minute number: 9. 173/22 on pages 7 & 8 below**)

- (ii) The following concerns were brought to the attention of Mr. Seaburg:

- (1) Roundabout at Penfforddilan: Surface breaking up.
- (2) Kerb sinking: In area of Pen Y Gelli Quarry – midway up hill
- (3) Grass verges: Whitford Road / Llwyn Ifor Lane.
- (4) Grass cutting schedule: Could the Community Council be provided with a copy of the grass cutting schedule

Councillor Sharon James enquired in relation to the wildflower area on the A5026 Road in Carmel (adjacent to Ocean View Estate) whereby the grass was long and dry – which was a concern by residents as to a fire hazard. Councillor Chris Dolphin responded and following an exchange of words, the Chair of Council ceased the discussion.

Councillor Chris Dolphin wished the following statement to be minuted: ‘If people want something they can contact me on a personal basis’.

The Chair of Council – Councillor Billy Glynn thanked Mr Seaburg for his attendance.

**1(F). 154/22**

**Standing Orders were restored:**

**2(A). 155/22**

**PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

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

## **2(B). 156/22**

**Standing Orders were restored:**

## **3. 157/22**

### **DECLARATIONS OF INTEREST**

The following Declaration of Interest was declared: Councillor Matt Foster (**Minute number: 8(A). 171/22 (2) on page 7 below**).

## **4. 158/22**

### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 14<sup>TH</sup> JULY 2022**

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

## **5. 159/22**

### **PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS**

The Clerk referred to the following matters from previous Minutes:

- (1) Minute no: 5. 132/22 Pending file) (page 2)** – in relation to a planning decision for change of use to house a defibrillator within the red phone box in Pantasaph. The Clerk advised that he had further contacted the Planning Officer to express concern with the length of time to consider the application. The Planning Officer replied to say that the delay was due to the County Conservation Officer. The application would now be expedited.
- (2) Minute no: 6(E). 138/22 (5) (page 5)** – in relation to Councillor Chris Dolphin seeking a grass cutting schedule. Councillor Dolphin advised, that there appears to be no updated schedule available.

## **6(A). 160/22**

### **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** - 2 x Anti social behaviour / 1 x Theft

**Gorsedd** - 1 x Violence

**Lloc** - 3 x Violence

**Pantasaph** - No crimes reported

**Whitford** - No crimes reported

- (2)** Flintshire County Council: Pen portraits for six candidates for the position of Flintshire Town & Community Council Representative on the County Standards Committee. Members were sent copies of the pen portraits prior to the meeting to peruse:

**Members agreed the following:** First nominee: Caerwys - Councillor Jayne Morris; Second nominee: Holywell – Councillor Lynda Carter.

- (3) Letter received from Trelawnyd & Gwaenysgor Community Council seeking support to reduce the flow of traffic, travelling from Junction 31 A55 – being directed through Trelawnyd, with an alternative route exit route to the Prestatyn and Rhyl areas further along the A55 road in Denbighshire. The request was agreed by Council by e-mail, whereafter an appropriate letter was sent to the Clerk to the above Council.
- (4) Cymdeithas Thomas Pennant: Notice of various lectures and other events to the end of 2022.
- (5) Flintshire County Council: Code of Conduct training for Councillors. The Clerk advised that a further Code of Conduct training course had been arranged by the Office of the County Legal Officer, to be held virtually on Wednesday 12<sup>th</sup> October (time to be advised).
  - Names of Councillors to attend the October training session: Melanie Wallis and Emma Warbrick.
- (6) Flintshire County Council: Environmental Projects – Request for information / sites – seeking environmental projects for nature enhancements in this Council area. The following areas were identified by Councillors:

#### **Nature Suggestions**

- (1) Pen Y Gelli Quarry, Lloc
- (2) Traffic island located at Parc Gorsedd, Gorsedd, CH8 8RP
- (3) Whilst off the main through road in Gorsedd - 2 parcels of grassed common / community land, with properties to the north and south and west of Charmis, Gorsedd, CH8 8QZ
- (4) Wide green verges area adjacent Crecas Lane, Carmel, CH8 8NN
- (5) Verges off Carmel Road, Carmel, near the top of Ffordd Ffynnon and near Ffordd Neuadd
- (6) Long and wide green grassed verge on Allt y Golch, Carmel, adjacent to Ysgol Bro Carmel Primary School.

#### **Swift Boxes:**

- (7) Pen Y Gelli Quarry, Lloc

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

- ❖ North Wales Community Health Council: Adverse report in relation to the emergency department at Ysgol Glan Clwyd.

#### **6(B). 161/22**

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

- (a) The Clerk advised Members in relation to the following deposits to the Council's bank account:
  - £18,333.33 - Flintshire County Council: Second precept payment for financial year 2020 / 2021.
- (b) The Clerk advised Members that a Work Order for BS7671 inspections of the Community Council's street lighting, that was issued in March, 2021 – following discussion with the

Flintshire Street Lighting Manager, the Work Order has been re-issued – with no increase to the agreed cost of £2,384.00.

- (c) Carmel Children’s Play area. Photographs of glass and general rubbish that had been deposited within the play area sent to Aura Leisure, with a request to urgently remove the glass.
- (d) Following complaints from a Councillor on behalf of residents, the Clerk had contacted County planning, in relation to the sale of two new properties adjacent to the formal Halfway House, as the properties were being advertised for sale as four bedroom, whereas the approved plans stated three bedrooms. The Clerk received a reply from County Planning, which advised that as the work was internal, no permission was required.
- (e) The Clerk advised Members that during the grass cutting around the Councils bench seating, broken slats were identified on the seat in Lloc – opposite the garage on the A5151. As this was urgent, the Chair and Vice Chair had agreed the removal, new slats and painting , at a cost of £25.00.

**Members agreed the following:** Confirmed the acceptance of the quotation.

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

- ❖ Flintshire County Council: Update information in relation to the Active Travel bids to the Welsh Government. The County have received £35,000 from Transport for Wales towards design costings. The next stage will examine 10 bids more closely, with the Whitford project included. Councillor Chris Dolphin provided further information including timescale.
- ❖ Request reported to Street Scene following complaint; hedge requiring cutting in area pf Pen Y Maes Farm, Whitford Road.
- ❖ Carmel Hill / Alt Y Golch. Councillor Dolphin has requested an update in relation to the resurfacing of these two roads during the 2022 / 2023 budget.
- ❖ Ysgol Bro Carmel: Councillor Dolphin provided an update in relation to the current new build at the school, whereby the work was progressing.

#### **6(C). 162/22**

#### **LIST OF LIAISON, LOCAL COMMITTEES AND OUTSIDE BODIES FOR YEAR 2022 / 2023 (ADJ FROM JULY MEETING)**

This list was updated and appears on page 10 of these minutes.

#### **6(D). 163/22**

#### **ANNUAL REPORT (DRAFT)**

The Clerk recollectd to Members the draft annual report which had been sent prior to the meeting to Members for their perusal. Request for additional information to be included in relation to one deceased and one retired Councillor, who served during the reporting year.

**Members agreed the following:** To adopt the report, following the insertion of the above referred to information.

**6(E). 164/22**  
**ANNUAL TRAINING PLAN**

The Clerk advised Members that Councillor Matt Foster had kindly provided a draft training plan for consideration. Councillor Foster explained the plan in detail.

**Members agreed the following:** To provisionally adopt the training plan and include same in the annual review of Council policies at the October Council meeting, for approval. Members thanked Councillor Foster for his assistance.

**6(F). 165/22**  
**COUNCILLOR TRAINING (CODE OF CONDUCT) SECTION 67 LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021**

- The Clerk sought to confirm the names of Council Members who had attended the previous training sessions: The following Members confirmed their attendance: Tim Barks, Chris Dolphin, Richard Dolphin, Matthew Foster, Billy Glynn, Sharon James, Caradoc Jones. (Councillors Paul Urquhart and Matthew Marshall have confirmed to the Clerk their attendance) The Clerk to enquire with Councillor Gareth Sharp.

**6(G). 166/22**  
**TO UPDATE: COUNCIL'S STANDING ORDERS (HYBRID MEETINGS & VENUE)**

The Clerk recollected to Members that following the commencement of the pandemic, the Wales Government under emergency powers allowed Councils to meet virtually, whereby this Council's Standing Orders were amended to allow access by residents of the Council area and press to remotely gain access by providing the Clerk with three days notice.

Under the Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils, allows for hybrid meetings which include the requirement, that members are able to hear and be heard by others.

The Clerk further advised, that as Council meetings are held face to face from this month, the public agenda notice advises, that any resident or member of the press may gain access remotely, the Council's Standing Orders require further amending to reflect this. The Council have the necessary equipment to facilitate remote audio access to meetings.

**Members agreed the following:** To update the Council's Standing Orders to allow remote audio access for Councillors, residents of the Council area including press, by providing the Clerk with three days notice.

**6(H). 167/22**  
**REMEMBRANCE SUNDAY POPPY WREATH**

**Members agreed the following:** The Clerk to order one Local Authority wreath. The Clerk to make contact with the Rector to agree, as to which Church the wreath will be laid.

**6(I). 168/22**  
**TO ARRANGE ANNUAL INSPECTION OF PEN Y GELLI QUARRY**

The Clerk advised that following the appointment of the Pen Y Gelli Nature Reserve Sub-Committee, an annual inspection was required to be arranged.

**Members agreed the following:** (1) The Clerk to arrange the annual inspection with Councillors' Matt Marshall and Melanie Wallis (2) The Annual Inspection to be listed on future agendas for the month of July.

**6(J). 169/22**

**STREET SCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)**

The list of Councillor concerns was brought to the attention of the Street Scene Officer, under **Minute number: 1(E). 153/22 on page 2 above).**

**7. 170/22**

**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.

**8(A). 171/22**

**PLANNING APPLICATIONS**

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

- (1) Application number: LDC/000320/22 – for a Lawful Development Certificate, for the existing use of agricultural dwelling for residential use, at Dwyntant, Whitford.

**Comment by Council:** To remain as an agricultural dwelling.

- (2) Application number: FUL/000393/22 – for alterations to existing gateway, at Misty Waters, Lloc.

**Comment by Council:** Objects to the application, on the grounds that there was never a gateway in this area, it is currently a hole in the hedge.

**Note:** Councillor Matt Foster Declared an Interest in the above application (**Minute number: 3. 157/33 on page 3 above**)

**8(B). 172/22**

**PLANNING DECISIONS**

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

- (i) Application number: 064333 – for infill extension to rear of property, alterations to exterior hard landscaping to provide level access from parking area to back door and onto rear patio area, at Ael Y Bryn, Carmel Roads, Carmel. Approved.
- (ii) Application number: 064264 – for listed building consent for installation of a fire suppression system, at Plas Ucha Farm, Tre Mostyn. Refused.

**9. 173/22**

**TO CONSIDER: NEW VILLAGE NAME SIGNAGE (CLLRS RICHARD DOLPHIN & MATTHEW MARSHALL)**

Councillor Richard Dolphin advised Members that himself and Councillor Matt Marshall had visited the various villages within the Community Council area and produced a list of all the village name signs. The signs had been grouped into headings: No action required, require replacement, or

cleaned. Photographs of all the signage had been taken, which were of varying sizes. Councillor Dolphin sought that the Council consider the replacement of a number of the village name signs.

**Members agreed the following:** (1) To seek an initial quotation to ascertain the cost to replace all required signage (2) Councillor Dolphin to produce to the Clerk, a further list of signage that requires replacing, together with the size of signs and areas. The Clerk thereafter to seek a quotation from Flintshire County Council (3) Councillors' Richard Dolphin and Matt Marshall were thanked for the work on the project.

10. 174/22

**APPROVAL OF ACCOUNTS FOR PAYMENT**

Cheque Number	Payee	Net £	Vat £	Total £
<b><u>Payments made – to be confirmed:</u></b>				
<u>Payments of Councillor Allowance:</u>				
	Cllr Tim Barks	150.00		150.00
	Cllr Emma Warbrick	150.00		150.00
	Cllr Paul Urquhart	150.00		150.00
	Cllr Sharon James	150.00		150.00
	Cllr Matthew Marshall	150.00		150.00
	Cllr Melanie Wallis	150.00		150.00
	Cllr Richard Dolphin	150.00		150.00
	Cllr Chris Dolphin	150.00		150.00
	Holywell Market Group (Donation towards market event). As previously agreed by Council – to be paid following event	300.00		300.00
	HSBC Bank (July - Bank charges)	5.00		5.00
	Paul Jones (Painting of red phone box in Pantasaph – as agreed quotation)	475.00		475.00
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for June) Payments dated 01/08/2022			
	Information Commissioner (Registration Renewal)	40.00		40.00
	Scottish Power (July - Street Lighting Electricity supply)	552.65	110.53	563.18
	HSBC Bank (July - Bank charges)	5.00		5.00
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for August) Payments dated 01/09/2022			



	<b><u>Payments for consideration at meeting to be paid by BACS:</u></b>			
	Treetops Environmental (Repair and other work – Bench seat in Whitford – as agreed quotation)	110.00		110.00
	R P Parry – Clerk (Refund of quarter share of Jabra Speak 759 UC MS Teams Speakerphone – as per receipt)	41.25	8.25	49.50
	R P Parry – Clerk (Refund of quarter share of various stationery – as per receipts)	99.14	19.83	118.97
	Treetops Environmental (Urgent repair to bench seat in Lloc – authorised by Chair & Vice Chair of Council)	25.00		25.00

**11. 175/22**

**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	<b><u>Authorised to be paid by BACS:</u></b>	
	Holywell Amateur Swimming Club (Funding toward capital purchase of Backstroke Ledges) (Section 19 - 3 LGA (Miscellaneous Provisions) Act 1976)	£250.00

**12. 176/22**

**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:.....**

**Next page:** List of Liaison, Local Committees and Outside Bodies for Year 2022 / 2023

# Cyngor Cymuned Chwitffordd Whitford Community Council

## LIST OF LIAISON, LOCAL COMMITTEES AND OUTSIDE BODIES FOR YEAR 2022 / 2023

NAME OF ORGANISATION	COUNCIL REPRESENTATIVES NAME(S)
Carmel Village Hall Trustees	Councillors' Chris Dolphin / Richard Dolphin / Gareth Sharp
Flintshire County Forum	Councillors' William Glynn / Matt Marshall
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' Matt Marshall / Melanie Wallis
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' Caradoc Jones / Richard Dolphin
Ysgol Bro Carmel (Governing Body)	Deleted
Ysgol y Lan, Whitford (Governing Body)	Deleted

DRAFT