



CYNGOR CYMUNED CHWITFFORDD / WHITFORD COMMUNITY COUNCIL

Minutes of The Meeting of Whitford Community Council

Held at The Carmel Village Hall,

On Thursday the 19th April, 2018, at 7.00pm

1(A). 75/18

PRESENT

Councillor Robert J. Hughes (Chairman)
Councillor William Glynn (Vice Chair)
Councillor Richard Davies
Councillor Richard L. Dolphin
Councillor R. Gwyn Hughes
Councillor Mrs. Sharon E. James
Councillor Caradoc Wyn Jones
Councillor Dave Owen
Councillor Miss. Emma Warbrick
Councillor Joseph W. Williams

Clerk & Financial Officer R. Phillip Parry

1(B). 76/18

APOLOGIES

Councillor Chris Dolphin (Community & County)
Councillor Gareth W. Sharp

1(C). 77/18

Standing Orders were suspended:

ATTENDANCE BY: DOMESTIC ENERGY TEAM – FLINTSHIRE COUNTY COUNCIL

The Chairman Councillor R. J Hughes, welcomed Ms. Shelly Webber – Flintshire County Council Domestic Energy Team Member – to the meeting.

Ms. Webber advised the Members in relation to her role in the Domestic Energy Team, and in particular, to the funding of £3.5 Million that had been awarded to Flintshire County Council. Ms. Webber stated, that this funding was to benefit residents who required assistance, such as with the purchase of smoke detector alarms, energy saving bulbs – to an installation of a new central heating system. The funding was also available to assist residents with their energy bills. Ms Webber was amicable to visit groups in the area, but wished the assistance of the Councils Members, to publicise

the project within their Community. Ms. Webber related to a number of scenarios, whereby the Energy Team had assisted residents in various forms of savings over the past few months.

Members agreed the following: the Clerk to provide Ms. Webber by e-mail with the following contact details: Five Villages Chronicle.

The Chairman Councillor R. J Hughes, thanked Ms. Webber for attending the meeting, and wished her department success with the project.

1(D). 78/18

Standing Orders were restored:

2. 79/18

DECLARATIONS OF INTEREST

There were no Declarations of Interest declared.

3. 80/18

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 15TH MARCH, 2018

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

4. 81/17

MATTERS ARISING

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

Minute no: 4. 58/17 sub minute numbers 4.35/17, 4.192/17 & 10.182/17 (page 2) - in relation to a lease of land, adjacent to Ysgol Y Llan, Whitford. The Clerk advised that the planning application form had been completed – as a construction of a car park. The Planning Officer had decided that the application fell under the following planning heading: ‘Material change of use of land – as the land presently has no existing use’ With the 50% discount for planning fee applications for Town & Community Councils – there was an extra fee required of £100.00. **(Minute number: 12. 96/18 on page 7 below).**

Minute no: 4. 58/17 sub minute numbers 4.35/17, 4.192/17 & 10.183/17 (page 2) - in relation to traffic calming measures, in the area of Ysgol Bro Carmel. In the absence of Councillor Chris Dolphin, the Clerk advised that the Officer dealing with the traffic calming measures, had advised the following: ‘the matter is presently with the County legal department – but the process may take some time, as the department has a backlog.

Minute no: 5(B). 60/18 (2) (page 4) - in relation the Council’s Asset Register. Councillor William Glynn advised the Members, that he has perused the asset register and subsequently visited all areas within the Community to confirm, or other, the existence of the various assets. Councillor Glyn reported a reduced number of the following items: public benches, notice boards, information panels and boundary signs. The Council’s street lighting stock was amended to 151 lights.

Members agreed the following: (1) The Asset Register to be amended accordingly - and to delete a filing cabinet at £100.00, together with a laptop valued on the register at the purchase price of £700.00 – which had been sold recently to the Five Villages Chronicle (2) The Clerk to amend the Asset Register accordingly (3) The Members thanked Councillor Glynn for his assistance in bringing the Asset Register up to date.

Minute no: 10.69/18 (page 6) - in relation to litter concerns on roadside verges, especially in the area of Whitford. The Clerk advised that a letter was sent to Mr. Harvey Mitchell, and despite a reminder, no acknowledgement or reply had been received.

Members agreed the following: The Clerk to send a copy of the original letter to Councillor Chris Dolphin, seeking that he contacts Mr. Harvey Mitchell direct.

5(A). 82/18

CORRESPONDENCE

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

- (1) Notification of County Forum meeting – Thursday 10th May in Connah’s Quay. The Chairman Councillor Hughes advised, that he would be attending.
- (2) Notification of Holywell Town Council working group – Tuesday 22nd May in Holywell. The Clerk advised, that the information had been forwarded to Councillor Caradoc Jones.
- (3) The following information had been forwarded by e-mail to Council Members:
 - Welsh Assembly Government – Strengthening local Government: Delivering for People.
 - One Voice Wales – Copy of OVW response to the Welsh Assembly Community & Town Council Review.

5(B). 83/18

CLERK’S REPORT

- (a) The Clerk advised in relation to a direct bank transfer by Flintshire County Council to the Community Council’s bank account – the sum of £1,822.00. The payment related to a grant received by the County to assist with the Summer Play Scheme.
- (b) The Clerk recollected the Members to a financial grant of £600.00, paid on the 18th January, 2018, to the Holywell and District Twinning Association. The funding had been returned with a letter from the Chairwoman of the Association, advising that the money was being returned and thanked the Council for their support over the past 16 years. The Clerk confirmed that the £600.00, had been paid into the Council’s bank account.
- (c) The Clerk advised in relation to the date and time for the Internal Auditor to receive the end of year paperwork and accounts from the Community Council.
- (d) The Clerk advised in relation to an incident that Councillor David Owen had reported to the North Wales Police. The concern in relation to dangerous parking (on yellow lines and grass verges) on the A5026 road at the entrance to McDonald’s and Euro garages, by a number of large vehicles. Councillor Owen advised the Members, that following a number of telephone calls to the 101 police number, there had been no attendance. Councillor Owen was also concerned that a Police vehicle drove past during the dangerous parking and failed to stop to take appropriate action. The Clerk further advised, that he had forwarded Councillor Owen’s observations to the Office of the Police Commissioner – whose office had replied, stating that the matter would be discussed between the Commissioner and the Chief Constable, at their weekly meeting. The information had also been passed to the Inspector in Holywell
- (e) The Clerk addressed the Council Members, in relation to the previously agreed extra working hours – which had been carried out during the Wales Audit review, VAT return,

meetings, together with other financial matters and various correspondence. The Clerk discussed with Members the purchase of a laptop.

Members agreed the following: The Clerk to purchase a laptop.

5(C). 84/18

TO RECEIVE AND APPROVE: END OF YEAR ACCOUNTS FOR 2017 / 2018

The Clerk, as Financial Officer, provided the Members with a copy of the end of year Statement of Financial Accounts for the year 2017 / 2018. The Clerk advised the Members further in relation to the accounts and the end of year balance.

Members agreed the following:

- (1) Approved the end of year accounts for the financial year 2017 / 2018, with the financial spreadsheet signed by the Chair of Meeting – Councillor Robert J. Hughes.
- (2) Approved the following reserves for the financial year 2018 / 2019: (i) Earmarked reserves £42,542.16 (ii) General reserves £8,000.00 (iii) Ring fenced reserves £15,000.00

The Members thanked the Clerk for his work with the accounts, together with the end of year presentation.

5(D). 85/18

TO CONSIDER AND APPROVE:

(i) General Data Protection Regulation Policy

The Clerk recollects to the Members, a number of e-mails forwarded over past months from various sources, in relation to the implementation of a new ‘General Data Protection Regulation Act’ (GDPR) – which becomes law on the 25th May. The Clerk advised, that the Society of Local Clerks’ (SLCC) had provided guidance notes, together with policy templates to ensure the smaller Town & Community Councils were compliant with the Act. The Clerk further advised the Members, in relation to the various policy templates.

(ii) Appointment of Data Protection Officer

The Clerk advised that under the GDPR, a Data Protection Officer (DPO) was required to be appointed. Whilst it had been noted that the Clerk of a Council may have an interest in certain areas of the Act, the SLCC recommend, that Clerks could be appointed to the smaller Councils as the DPO. The SLCC further advised, that an amendment to the GDPR Act, presently in its early Parliamentary stages, recommended that the Act specifies, that Clerks to Councils can be appointed as DPO.

Members agreed the following: (i) Confirmed their acceptance of the various policies issued from the Society of Local Council Clerks’ (ii) Confirmed the appointment of the Clerk to the Council – R. Phillip Parry – as the Council’s Data Protection Officer.

6. 86/18

REPRESENTATIVES / LIAISON COMMITTEE REPORTS

There were no representatives’ reports.

7(A). 87/18

PLANNING APPLICATIONS

The following planning application had been received:

Application number: 058068 for proposed first floor extension to create two dressing rooms with shared WC and shower, at Beeches, St. Asaph Road, Gorsedd.

Comment by Council: Providing it complies with relevant planning policies, then no objection to the proposal.

(The above application was sent to the Chair and Vice Chair, for consultation with the Members, due to statutory time limits for observations).

7(B). 88/18

The Members confirmed the above decision.

7(C). 89/18

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

There were no applications received from Flintshire County Council

7(D). 90/18

PLANNING DECISIONS

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

- (a) Application number: 057923 – for proposed side extension etc., at Fern Lea, Gorsedd. Approved.
- (b) Application number: 057985 – proposed extension etc., at Haven, Gorsedd. Approved.
- (c) Application number: 055855 – renewal of outline planning permission Ref: 019043, at land to rear of Bryn Mair & Cilan, Gorsedd. Approved after completing legal agreement.
- (d) Application number: 058139 – to prune 1 no sycamore within Gorsedd Conservation area, at Druid Inn, Gorsedd. No objections raised.

8(A). 91/18

COMMUNITY LIGHTING

- There were no faulty lights reported out of order in-between meetings, or during the Council meeting.

8(B). 92/18

TO CONSIDER QUOTATIONS TO REPLACE PRESENT STREET LIGHTING UNITS TO ENERGY EFFICIENT LED – LIGHTING (CLLR WILLIAM GLYNN)

Councillor William Glynn referred to minute number: 8(B). 67/18 (page 6) from the 15th March Council meeting, in relation quotations for the supply and installation of LED street lights.

The Clerk advised, that three further quotations had been received. All quotations had been sent to the Chair and Vice Chair, as per the above minute. The Chair and Vice Chair had confirmed the quotation from Snapfast electrical, at a cost of £23,676.80 plus VAT. The Chairman and Vice Chair confirmed, that from the four quotations received, the Snapfast quotation was the most competitive.

Councillor William Glynn confirmed, that the Clerk had advised Snapfast in relation to the acceptance of their quotation. The Company now wished to install five ‘test’ LED lanterns – two white and two with a coloured filter. Councillor Glynn suggested to the Members that the lights be installed in a Carmel Road, Carmel - opposite Windsor Park. One light will contain an orange filter (shining into Windsor Park) the other four lights will be white – and run along Carmel Road. The lamp numbers are 69 to 73. If agreed and once installed, Councilor Glynn wished the Members to view the lights during darkness and to seek the comments from the residents in the area.

Members agreed the following: (1) Confirmed the quotation from Snapfast, for the sum of £23,676.80 plus VAT (2) Confirmed the area for the five ‘test’ lanterns, as above (3) The Clerk to advise Council Members by e-mail, when the ‘test’ lamps are in situ.

9. 93/18

STREET SCENE SCHEDULE

The following concerns were raised by Members:

- (1) The Culvert on Waen Hill - has opened up again, resulting in a large hole - that could be dangerous.
- (2) A5026 road travelling towards Lloc - near to the three lane area. The mineshaft requires attention.
- (3) Large and dangerous pot hole, at the junction by The Halfway House in Carmel.
- (4) Sewer grid – near to the no entry sign by the main gate to the Monastery, requires attention.
- (5) The road outside Ysgol Yr Llan in Whitford - travelling towards Maes Rhydwen. The hedge in the Pen y Maes area requires attention – cars being scratched.

The Clerk advised, that he would forward the concerns to Mr. Nigel Seaburg – Flintshire County Council StreetScene.

- (6) Councillor Miss. Emma Warbrick advised, that during the grass cutting process recently carried out in the Carmel children’s play area, the kissing gate has been left open.

The Clerk advised, that he would report the matter to both the Flintshire Customers Services and the Play Area department.

10. 94/18

APPOINTMENT OF COUNCIL ‘YOUTH COUNCILLOR / REPRESENTATIVE’ (CLLR GARETH SHARP)

In the absence of Councillor Gareth Sharp, the Clerk advised, that there had been no applications, or expressions of interest received. The Public Notice ‘Appointment of a Youth Councillor / Representative’ had been advertised as follows: In the Five Villages Chronicle, six notice boards within the Community, together with seven Schools. Only Holywell High School had responded advising, that they had placed the notice on the School’s social media. Councillor Sharp had suggested in his e-mail to the Clerk, that the appointment process be ceased.

Members agreed the following: The appointment of a Youth Representative / Councillor, be ceased.

11. 95/18

TO CONSIDER PROVIDING ASSISTANCE TO CARMEL BOWLING CLUB – RE: BOUNDARY FENCE (CLLR R. J. HUGHES)

Councillor Robert J. Hughes addressed the Members, in relation to concerns by the Carmel Bowling Club Committee, to the positioning of the perimeter fence between the Bowling Club and Ysgol Bro Carmel – including the installation of a lockable gate. The perimeter fence which had been erected is causing considerable inconvenience - together with a gate which allows access to the Bowling Club area. This gate is locked between 8.15am to 4.30pm, although it is apparently opened for access during the early afternoon - for a limited period - when requested. Councillor Hughes further advised, that the Bowling Club had been in contact with the Education department of Flintshire County Council on a number of occasions regarding their concerns, but no response has been received over a substantial period of time. The new Bowling Club season is now in progress, whereby the above concerns are hindering the smooth running of the fixtures. The Bowling Club confirmed, that they have a legal agreement between the Club and the County Council, in relation to the green area and Clubhouse – whereby an annual rent is paid.

Members agreed the following: (1) The Community Council would be pleased to offer their services as mediator to endeavor to resolve the Bowling Club’s concerns (2) The Clerk to write to Flintshire County Council, Carmel Bowling Club, together with the Headteacher at Ysgol Bro Carmel – to seek a site meeting to discuss.

12. 96/18

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
028	Scottish Power (March - Street Lighting Electricity Account)	380.01	76.00	456.01
029	Flintshire County Council (February - Street Light Maintenance & Repairs)	420.98		420.98
030	Good Signs & Print – Councillor & Clerk identification badges	126.00	25.20	151.20
031	R. P. Parry – Clerk (Re-imburement of book of postal stamps – as per receipt)	67.00		67.00
033	Flintshire County Council (Further fee of £100.00 – in relation to Planning Application at land adjacent to Ysgol Yr Llan, Whitford)	100.00		100.00

13. 97/18

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
032	Carmel Cricket Club	1,000.00
	(Note: Members agreed a donation of £2,000.00, at the 15 th March Council meeting – under Minute number: 12.	(The Clerk advised at this Council meeting – 19 th

	<p>71/18 - as follows): A grant to Carmel Cricket Club for the sum of £2,000.00. £1,000.00, to be paid at this month's meeting, with £1,000.00, to be paid in April, 2018 – from the new financial year's budget. The Treasurer of Carmel Cricket Club to provide in writing to the Clerk, confirmation that should the project not materialise, then the funding of £2,000.00, will be returned to the Community Council.</p>	<p>April, 2018 - the Cricket Club's Treasurer had confirmed in writing, that should the project not materialise, then the £2,000.00 funding will be returned).</p>
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14. 98/18

The 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 THE CHAIR OF COUNCIL:.....

DATE OF APPROVAL:.....