



CYNGOR CYMUNED CHWITFFORDD / WHITFORD COMMUNITY COUNCIL

Minutes of The Meeting of Whitford Community Council

Held at The Carmel Village Hall,

On Thursday the 17th May, 2018, at 7.00pm

1(A). 99/18

PRESENT (ANNUAL AND GENERAL MEETINGS)

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

Clerk & Financial Officer R. Phillip Parry

1(B). 100/18

APOLOGIES (ANNUAL AND GENERAL MEETINGS)

Councillor Richard L. Dolphin

Annual Council Meeting

2(A). 101/18

ELECTION OF CHAIRPERSON FOR THE PERIOD 2018 / 2019

Councillor William Glynn was proposed by Councillor R. Gwyn Hughes as Chair. The proposal was seconded by Councillor David Owen. There were no further nominations. Councillor William Glynn accepted.

Members agreed the following: To appoint Councillor William Glynn, as Chair for the year 2018 / 2019.

2(B). 102/18

SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

Councillor William Glynn signed the Declaration of Acceptance of Office, which was duly witnessed by the Clerk.

Councillor William Glynn, thanked the Members for his election as Chair of Council and also thanked Councillor Robert Hughes, for his past year as Chair.

2(C). 103/18

The retiring Chair of Council, Councillor Robert J. Hughes, thanked the Councillors' and Clerk for their support and assistance over the past year.

Councillor Glynn presented to Councillor Hughes, on behalf of the Council Members, commemorative glassware, in recognition of his service, as Chair of Council for the period 2017 / 2018.

3. 104/18

ELECTION OF VICE CHAIRPERSON FOR THE PERIOD 2018 / 2019

Councillor R. Gwyn Hughes, was proposed by Councillor Robert Hughes and seconded by Councillor Caradoc Jones. There were no further nominations. Councillor R. Gwyn Hughes accepted.

Members agreed the following, by majority: To appoint Councillor R. Gwyn Hughes, as Vice Chair, for the year 2018 / 2019.

4. 105/18

MINUTES OF THE ANNUAL MEETING HELD ON THE 18TH MAY, 2017

The Clerk advised the Members, that the Minutes of the 2017 Annual Meeting, were formally proposed, seconded and agreed at the 15th June, 2017 meeting, under Minute number: 3. 100/17.

Members agreed the following: Re-affirmed the approval of the above Minutes.

5. 106/18

COUNCILLORS' ATTENDANCES FOR 2017 / 2018

The Clerk provided the Members with a copy of the Register of Attendances of Councillors at Council Meetings for the period - April 2017 to March 2018.

Members agreed the following: Register of Attendances as correct.

6. 107/18

NOMINATIONS TO SERVE ON LOCAL COMMITTEES AND OUTSIDE BODIES

The Clerk provided the Members with a copy of the previous year's list of Councillors' names who served on Local Committees and Outside Bodies.

Members agreed the following: There were no amendments to the current list – which was confirmed for the period 2018 / 2019.

Note: See list of Councillors' names, who serve on Liaison, Local Committees and Outside Bodies - as appendix to the end of these Minutes (**Pages 9 & 10 below**).

General Council Meeting

7. 108/18

DECLARATIONS OF INTEREST

The following Declarations of Interest were declared: Councillors' Caradoc Wyn Jones and Joseph W. Williams – both declared an interest in planning application 058235, at Bryn Cadw Farm, Llwyn Ifor Lane, Whitford (**Minute number: 12(A). 115/18 on pages 6 & 7 below**).

8. 109/18

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 19TH APRIL, 2018

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

9. 110/17

MATTERS ARISING

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

Minute no: 4.81/17 – sub minute number: 4. 58/17 etc., (page 2) - in relation to a planning application at land adjacent to Ysgol Y Llan, Whitford. The Clerk advised that the planning application, which had been previously validated, had now been classed as invalid. The reasons provided by the Planning Officer were advised to the Council Members. Councillor Chris Dolphin offered to assist.

Members agreed the following: The Clerk to provide Councillor Chris Dolphin with details in relation to the further requirements by the Planning Officer – whereby Councillor Dolphin will arrange to obtain the further information, together with the amendments to the plans for the project.

Minute no: 4.81/17 – sub minute number: 10.69/18 (page 3) - in relation to the non-reply from Mr. Harvey Mitchell (Flintshire County Council), to litter and refuge concerns. The Clerk advised, that despite a reminder letter, there had been no reply from Mr. Mitchell. Councillor Chris Dolphin offered to assist.

Members agreed the following: The Clerk to forward to Councillor Chris Dolphin, a copy of the original letter sent to Mr. Harvey.

Minute no: 9.93/18 (6) (page 6) - in relation to the kissing gate in the Carmel Children's play area being left unlocked following grass cutting. The Clerk advised, that he had written to Flintshire County Council, who had replied advising that the gate was now locked, whereby instructions has been provided to the grass cutting company – that the gate much be kept locked in the future.

Minute no: 11. 05/18 (page 6) - in relation to providing assistance to Carmel Bowling Club. The Clerk advised that he had written to the Headteacher of Ysgol Bro Carmel, together with County Hall, in relation to the locking of an access gate. The Headteacher had replied, advising that the Bowling Club will be contacted to discuss.

Councillor Robert Hughes provided further information in relation to the concerns, and confirmed that he had been requested to approach the Community Council directly by members of the Bowling Club - to seek assistance with the access concern, including the possible re-siting of the perimeter fence. Councillor Chris Dolphin, provided Members with background information to the concerns.

Members agreed the following: (1) the Clerk to endeavour to obtain a reply to the letter sent to Flintshire County Council – Education Department (2) Councillor Robert Hughes, to clarify the concerns from the Bowling Club Committee.

**10(A). 111/18
CORRESPONDENCE**

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

- (1) The Clerk referred to two e-mails sent to Members, in relation to the Flintshire County Council Bus Network Review. Councillor Chris Dolphin provided the Members with further information in relation to the review.

Members agreed the following: Area 1 – and option number 3. (support services on the core bus network and implement local travel arrangements for the non-core network).

- (2) Notification from The Independent Review Panel, asking that all Town & Community Councils in Wales, to arrange an open day on the 24th May – to collect views from the residents in relation to the review of Town & Community Councils in Wales. The Clerk advised that the e-mail was dated the 27th April, whereby the Panel wished the open day less than three weeks later. The Clerk further advised, that he had written to the Review Panel, expressing dismay at the short time aspect.
- (3) The Clerk recollects to the Members an e-mail forwarded on the 2nd May – in relation to a Draft Planning Enforcement Policy for Public Consultation, which had been received from Flintshire County Council. Councillor Chris Dolphin provided the Members with further information in relation to the review.

Members agreed the following response:

3.4 The following gives an indication..... Development where approval has been granted but it is not being carried out in accordance with the terms and conditions of the permission.

Comment by Council: Not enforcing planning conditions imposed by the committee should be flagged up to the committee itself, as they, our elected representatives, must have had reasons to impose the conditions in the first instance.

6.2 All complaints..... All written complaints, which include emails, will be allocated to an officer and acknowledged in writing to the complainant within 5 working days of receipt, giving the name of the case officer and the unique reference number which should be used in all correspondence.

Comment by Council: Presently, complaints to the Enforcement Officer are not acknowledged or replied to, nor is the outcome of any investigation – if one has been carried out. The Draft Policy is not clear if Town & Community Councils will be notified when an investigation has been completed, together with the outcome. It would be beneficial to be made aware, if comments have been used or discarded and if the latter, the reason.

General Observation: How do Flintshire County Council propose to finance the Enforcement Policy taking into consideration, the potential increase in workload and staff resources, in this time of austerity?

- (4) The Clerk advised in relation to an updated Flintshire County Council road re-surfacing programme that had been received from Councillor Chris Dolphin. Village Road, Whitford was included in the programme.
- (5) The Clerk referred to two e-mails that had been forwarded to Members from One Voice Wales – in relation to the following: (i) A guide to One Voice Wales Services (ii) Response by One Voice Wales to the Review of Town & Community Councils in Wales.

10(B). 112/18 CLERK'S REPORT

- (i) The Clerk advised that the first instalment of the precept had been paid direct into the Council's bank account by Flintshire County Council – for the sum of £15,333.33.
- (ii) The Clerk advised that the following sum of £1,822.00, had been paid direct into the Council's bank account by Flintshire County Council – in relation to the Summer Play Scheme.
- (iii) The Clerk advised in relation to his attendance, at the Independent Remuneration Panel for Wales seminar in Conway.
- (iv) The Clerk referred to the purchase of a laptop – whereby the Clerk had contributed the sum of £62.46 towards the purchase. The laptop will be entered onto the Council Asset Register. **(Minute number: 15. 121/18 on pages 8 & 9 below).**

10(C). 113(I)/18 TO RECEIVE INTERNAL AUDITOR'S REPORT

The Clerk advised the Members, that the Internal Auditor's Report for the year 2017 / 2018, had been received.

The Clerk further advised the Members in relation to the contents of the report. Copies of the report were provided to the Chair, Councillor William Glynn and the Vice Chair Councillor R. Gwyn Hughes.

10(D). 113(II)/18 WALES AUDIT: ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH, 2018

The Clerk advised the Members that Sections in the above document named: Accounting statements for 2017-18, together with the Annual Governance Statement (Part1) 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 Annual Governance Statement (Part 2), was now required to be signed by the Chair of the Council, together with the Clerk.

Members confirmed the following: The approval of the Annual Governance Statement (Part 2). The Chair Councillor William Glynn, together with the Clerk of the Council, both signed the above referred to statement.

11. 114/18 REPRESENTATIVES / LIAISON COMMITTEE REPORTS

- (1) Councillor Caradoc Jones reported in relation to his attendance at a meeting of the Halkyn Mountain JCB. The Committee were awaiting the result to a substantial financial application to the Welsh Assembly Government. Concerns discussed to off road bikers on the mountain, including fly tipping. The Graziers are presently assisting with various work being undertaken.
- (2) Councillors' William Glynn, R. Gwyn Hughes and Robert J. Hughes, confirmed their attendance at a recent training session held in Northop – in relation to the Code of Conduct – which was delivered by the Chief Legal Officer (Flintshire County Council).
- (3) Councillor Miss. Emma Warbrick advised, that the Ysgol Bro Carmel School Governors meeting was to be held the following week, and would provide a report in the June council meeting.
- (4) Councillor Gareth Sharp, advised of his attendance at a meeting of One Voice Wales. Matters discussed included the provision of the new Date Protection Act.
- (5) Councillor Joseph W. Williams advised, that a meeting of the Ysgol yr Llan School Governors, was to be held in June – whereby a report to Council would be subsequently provided.
- (6) Councillor Chris Dolphin advised the Members, in relation to Carmel Village Hall. (1) Purchase and installation of Audio Visual equipment (2) Receipt of an expensive water invoice from Welsh Water (3) Possible water leakage.
- (7) Councillor Robert Hughes advised in relation to the following: (1) Attendance at a Thomas Pennant function in a Chapel in Holywell (2) Flintshire County Council Forum meeting – which he was unable to attend.

12(A). 115/18

PLANNING APPLICATIONS

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

- (1) Application number: 058282 – for proposed change of use of vacant land to car park, at land adjacent to Ysgol Y Llan Primary School, Whitford.

Comment by Council: As the Community Council is the planning applicant – no comment was appropriate.

- (2) Application number: 058380 – for rural enterprise application for erection of dog homing kennels and siting of transportable dwelling for owners accommodation. Use of existing fishing lake as a day fishery and provision of car parking for 5 cars, at the Flash, Cwm.

Comment by Council: The Community Council objects to the application, on the grounds that the application does not reach the criteria for a rural enterprise application.

- (3) Application number: 058235 – for change of use of 0.5 hectares of farm land to site 8 camping pods. Develop existing workshop and stackyard area to create office / workshop and use as quest car park and drop off area, at Bryn Cadw Farm, Llwyn Ifor Lane, Whitford.

Comment by Council: The Community Council objects to the application, on the following grounds:

- (1) The property is in a Green Belt area.
- (2) Listed Building
- (3) Traffic concerns – taking into consideration the access road to the premises.

Declaration of Interests: Councillors' Caradoc Wyn Jones and Joseph W. Williams – both declared an interest in the above planning application, at Bryn Cadw Farm, Llwyn Ifor Lane, Whitford (**Minute number: 7. 108/18 on page 3 above**).

12(B). 116/18

PLANNING DECISIONS

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

- (a) Application number: 058060 – for two storey extension at, 69 Ffordd Aelwyd, Carmel. Refused.
- (b) Application number: 058126 – for details of reserved conditions, at Plas Mawr Farm, Trelawnyd. Approved.
- (c) Application number: 058045 – for double garage, at The Clock Tower, Whitford. Refused
- (d) Application number: 058102 – for agricultural shed at, Rhydwen Farm, Lloc. Approved.
- (e) Application number: 057910 – for construction of ménage, at 1 Gelli Fawr, Trelogan. Approved.

13(A). 117/18

COMMUNITY LIGHTING

- (a) The Clerk advised the Members, that there had been no reports of faulty lights within the Community.
- (b) The Clerk advised the Members, that Councillor Roberts Hughes had reported direct to Flintshire County Council, a faulty street light, whereby the lantern was hanging from the pole – in the area of Whitford Road, Carmel. Flintshire County Council had secured the lamp and sent photographs to the Clerk of the temporary repair.
- (c) The Clerk advised the Members, that the street lighting contract for repair and maintenance with Flintshire County Council – for the Community Council's street lighting, will cease on the 3rd June, 2018.

13(B). 118/18

TO DISCUSS: STREET LIGHTING MAINTENANCE & REPAIR CONTRACT (CLLR WILLIAM GLYNN)

Councillor William Glynn recollected the Members to the decision to award a contract for the replacement of the current SOX street lanterns, to energy efficient LED lanterns. Councillor Glynn referred to the four LED lamps that had been installed in Carmel Road, Carmel – two white and two with a light colour filter. Discussion in relation as to which type of LED lantern to install.

Members agreed the following: The install the white LED model lanterns. The Clerk to advise the electrical company.

Councillor Glynn referred to the present street lighting repair and maintenance contract with Flintshire County Council, that the Clerk had advised will cease on the 3rd June. Councillor Glynn reiterated that the LED lamps were guaranteed for 10 years and therefore the Council would not require a monthly inspection contract.

Members agreed the following: Once the installation of the new LED lights has been completed, the Council will thereafter discuss a maintenance contract for other repairs, including any such annual inspection that may be required.

14(A). 119/18

STREET SCENE SCHEDULE

The following concerns were raised by Members:

- (1) Carmel School Playing field. Apparently people are still allowing their dogs to roam free – and not being kept on leads. StreetScene to be asked to ascertain if the signage is sufficient.
- (2) A number of roads still have large potholes – which have been reported previously.
- (3) Overgrown hedges - in Whitford Road and in the area of Misty Waters.

The Clerk advised, that the above concerns would be sent to Mr. Nigel Seaburg – Flintshire County Council Street Scene.

14(B). 120/18

Council Members discussed a number of outstanding StreetScene matters, some of which had been outstanding since last year – including numerous pot hole repairs - which were suggested as being dangerous.

Members agreed the following: the Clerk to write to Mr. Stephen O. Jones Chief Officer, StreetScene & Transportation at Flintshire County Council. The Clerk to refer to the outstanding concerns and to enquire if the StreetScene Manager has the resources available – taking into consideration the size of the allocated work area.

(Councillor Chris Dolphin abstained during the above decision making process).

15. 121/18

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
034	Scottish Power (April - Street Lighting Electricity Account)	368.26	73.65	441.91
035	Flintshire County Council - (March - Street Light Maintenance & Repairs)	256.88		256.88
036	JDH Business Services Ltd (Internal Auditor)	132.00	26.40	158.40
037	Zurich Municipal (Council Insurance renewal)	1,332.33		1,332.33
038	Councillor William Glynn (Chairman’s Allowance for 2018 / 2019)	370.00		370.00
039	Councillor William Glynn (R-imburement of Retiring Chair’s Trophy)	62.50		62.50

040	R. P. Parry – Clerk (Re-imbusement of purchase of laptop) The Clerk has paid into the Council’s bank account, the sum of £62.46 – as agreed towards the purchase cost.	333.33	66.66	399.99
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16. 122/18

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
041	Carmel Village Hall (application for funding towards the purchase of Audio Visual equipment – following the unsuccessful Lottery grant application)	250.00
042	1 st Carmel Scouts (Application towards general running costs, including funding towards tents and other camping equipment)	600.00
<p>Note: The above financial support was granted as follows: £250.00 - towards general running costs of the Group and £350.00 - towards the purchase of camping equipment.</p>		

17. 123/18

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:.....

**LIST OF LIAISON, LOCAL COMMITTEES AND OUTSIDE
BODIES FOR YEAR 2018 / 2019**

NAME OF ORGANISATION	COUNCIL REPRESENTATIVES NAME(S)
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Carmel Village Hall	Chris Dolphin / Gareth Sharp
Flintshire County Forum	Robert Hughes
Flintshire District CAB	Emma Warbrick
Flintshire Forum (Sub Group)	Emma Warbrick
Estuary Voluntary Car Scheme	No appointment
Halkyn Mountain Joint Consultative Board	Caradoc W. Jones
One Voice Wales – Area Committee	Gareth Sharp
Pen y Gelli Nature reserve Sub Committee	Richard Davies / David Owen / Joseph Williams
Planning Focus Group	Chair / Vice Chair / & other nominated Councillors
Street Scene / Environmental – Visual Audit	Chair / Vice Chair / Clerk
Whitford Association (Glebe Field)	Gwyn Hughes / Robert Hughes / Joseph Williams
Ysgol Bro Carmel (Governing Body)	Emma Warbrick
Ysgol y Lan, Whitford (Governing Body)	Joseph Williams