



# **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 1<sup>st</sup> October, 2020, at 7.00pm**

### **1(A). 128/20**

#### **PRESENT**

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

Clerk & Financial Officer R. Phillip Parry

### **1(B). 129/20**

#### **APOLOGIES**

Councillor Richard Davies  
Councillor R. Gwyn Hughes  
Councillor Robert J. Hughes

### **2. 130/20**

#### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest declared.

### **3. 131/20**

#### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 3<sup>RD</sup> SEPTEMBER, 2020**

The Minutes were proposed as correct by Councillor Miss. Emma Warbrick and seconded by Councillor Mrs. Sharon James and formally agreed by the Members present.

### **4. 132/20**

#### **MATTERS ARISING**

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

**Minute no: 4. 111/20 sub minute numbers 4. 93/20 & 9. 72/20 (iii) (page 2)** - in relation to vehicle activated signage in Carmel and Gorsedd.

Councillor Richard Dolphin reported to Members, in relation to a recent virtual meeting held with two County Council Highway Officers, together with the Clerk. Councillor Dolphin recollected to Members, that the provision of two Vehicle Activated Speed signage units had been agreed by Council previously, but had been placed on hold, pending discussions in relation to annual inspection and maintenance charges, which had not been brought to the attention of this Council previously. Council Dolphin advised, in relation to various proposals made by the County Council Officers, as to annual inspections, general maintenance, call out fees, together with the asset register entry.

**Members agreed the following:**

- (1) To continue with the installation of the two signs in Carmel and Gorsedd.
- (2) To pay the annual charge inspection fee of £119.00 - for each sign for five years - upfront, at a cost of £1,190.00.
- (3) The Community Council also accept the County Council offer to place the signs on the County Council Asset Register.
- (4) The Community Council thank the County Council, for agreeing to wave any call out fee; which is currently £56.00 per hour.

**Minute no: 5(E). 116/20 (page 6)** - in relation to the draft lease from Flintshire County Council, to a Community Asset Transfer of land adjacent to Ysgol Y Llan, Whitford.

The Clerk advised, that the day following the September Council meeting, he wrote a lengthy letter to the Legal Department of Flintshire County Council, expressing the concern by this Council, to the apparent renegeing of the Heads of Terms Agreement by the County. To date, there had been no reply or an acknowledgement.

**Members agreed the following:** The Clerk to further write to the County Legal Department and to provide details of the costs for this project to date.

**Minute no: 8. 123/20 (page 9)** - in relation to anti-social behaviour concerns in the Carmel children's play area.

The Clerk advised in relation to the action points from the above minute:

- (1) The Clerk to write a letter of support to Flintshire County Council Street Scene, for the installation of a larger litter bin in the play area – as recently requested by Councillor Chris Dolphin. Councillor Dolphin advised, that a new bin had been provided.
- (2) The Clerk to write to Police Inspector Gareth Cust, seeking an update in relation, as to the actions taken, to date, by the Police to alleviate the anti-social behaviour. The Clerk advised, that Inspector Cust had replied stating: that he would keep County Councillor Chris Dolphin informed.
- (3) Should any Councillor and the Clerk receive reports in relation to anti-social behaviour in the play area, to please advise that a call should be made to the Police on the 101 telephone number. Noted by Council Members.
- (4) To also report any litter and drug paraphernalia to Flintshire Street Scene on 01352 – 701234, seeking that the area is cleared. Noted by Council Members.
- (5) The Clerk to place a public notice in the next edition of the Five Villages Chronicle, highlighting the anti-social concern. The Clerk advised, that the latest publication of the Five Villages Chronicle contained a Public Notice in relation to the anti-social aspect.

**5(A). 133/20**  
**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 - 7 crimes:** 3 x Burglary Dwelling offences and relate to sheds and garages / 2 x Theft from motor vehicles offence where property was taken from a car / 1 x Domestic related Assault between brother and sister / 1 x Fraud offence on line

**Gorsedd** - No crimes reported

**Lloc - 4 crimes:** 2 x Damage reports at McDonalds Restaurant / 2 x Making of without payment offence of fuel at Singing Kettle garage

**Pantasaph - 1 crime:** – 1 x Historic Rape offence

**Whitford - 1 crime:** – 1 x Harassment offence between neighbours

**Reports / AOB:**

- The series of shed & garage crimes appear to have ceased
  - Downing Hall, Whitford (Old Altrbridge home) frequent trespass and damages. NWP trying to get owners to secure. Arson posters have been placed at the top gates and patrols being made.
  - The Police will face high demand with COVID matters for the coming months. The local teams are very busy conducting licenced premises checks etc.
  - Schools appear to be managing; the pickup / drop offs well with the start of the new school year.
- (2) Flintshire County Council – Code of Conduct Training. Clerk advised that one place had been booked for one prospective co-opted Council member.
- (3) Flintshire County Council – Invitation for Councillors to attend the virtual meeting of the Annual Standards Committee, on Monday 2<sup>nd</sup> November, at 6.00pm. Councillor William Glynn, indicated his willingness to attend.
- (4) Independent Remuneration Panel for Wales – draft annual report for 2021. Comments to the report are required to be sent by the 23<sup>rd</sup> November.
- (5) Flintshire County Council – Virtual meeting of the County Forum to be held on 10<sup>th</sup> November at 6.30pm. Invitation set to Chair and Vice Chair of Council, with a request for any agenda items.

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

- ❖ Health Protection (Coronavirus Restrictions) (No 2) (Wales) Regulations 2020 – as amended on the 11<sup>th</sup> September, 2020.
- ❖ Welsh Local Government Association – Coronavirus update.
- ❖ Office of the North Wales Police Commissioner – Invitation to attend video conference.
- ❖ Visit Wales (industry News – News for the tourism industry in Wales.
- ❖ Flintshire County Council – Coronavirus Virus Flintshire Lockdown (Frequently asked questions).

**5(B). 134/20**  
**CLERK'S REPORT**

(a) Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020. The Clerk recollected Members to an exchange of e-mails in relation to the above regulation, whereby advice had been sought from the County Solicitor. The Clerk further recollected to Members, the agreement by e-mail, that future attendance by members of the community at the virtual meetings of the Community Council, will be as follows:

- Video access will be permitted under the ten minute (or longer by consent) rule, for members of the community to address Council, in relation to community matters.
- Audio access will be provided for the duration of the meeting, should there be no request to address the Council on any particular subject.

**Members agreed the following:** Confirmed the above decision made in-between the September and October Council meetings.

(b) The Clerk advised, that the National Association of Local Councils had reached a decision with Local Government in relation to the national pay award for Clerk's – from the 1<sup>st</sup> April, 2020 to March, 2021. Members viewed the notification virtually. The clerk provided details in relation to the increase in yearly and monthly figures, including the back pay details from the 1<sup>st</sup> April – with the first increased payment from the 1<sup>st</sup> May, to the 1<sup>st</sup> October. Whereafter, the standing order will be amended from the 1<sup>st</sup> November.

**Members agreed the following:** (1) Accepted the national agreement (2) Authorised the amendment of the Clerk's salary bank standing order from the 1<sup>st</sup> November (3) Authorised the back pay – as listed in the accounts payable schedule in these minutes.

**5(C). 135/20**  
**STREET LIGHTS:**

**The Clerk advised in relation to the following:**

- (i) The new replacement LED lantern and waterproof box had been completed on the damaged pole on Monastery Road, Pantasaph. Scottish Power had reconnected without any charge being made.
- (ii) Lamp number 101 – at the Top of Post Office Lane, Pantasaph, has been repaired.
- (iii) Lamp number 63 near the main entrance to Carmel Primary School reported out of order. Street lighting engineer visited and found a Scottish Power fault. The lantern does not have a waterproof box fitted, whereby Scottish Power will not reconnect until box is fitted.

Members to consider the installation of a waterproof box and subsequent reconnection by Scottish Power.

**Members agreed the following:** The installation of a waterproof box on lamp number 63, together with reconnection by Scottish Power, as per their published price list costs.

**5(D). 136/20**

**CO-OPTION OF COUNCIL MEMBER**

The Clerk recollects to Members, the Public Notice advertising the Community Councillor vacancy, whereby the closing date for 'Expressions of Interest' was 12 noon on Friday 18<sup>th</sup> September, 2020. 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 letter.

**Members agreed the following:** Appointed Mr. Matthew John Marshall, as a Co-opted Council Member of Whitford Community Council. The Clerk to arrange the signing of the Declaration of Acceptance of Office.

**5(E). 137/20**

**TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30<sup>TH</sup> SEPTEMBER 2020**

The Clerk, as Financial Officer, had provided Members with a copy of the Quarterly Statement of Accounts, as at the end of September, 2020, 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 William Glynn.

**5(F). 138/20**

**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 – 2020 / 2021 (G) RETENTION OF DOCUMENTS ETC., SCHEDULE (H) FIXED ASSET REGISTER - 2020 / 2021 (I) RETENTION OF DOCUMENTS POLICY STATEMENT (J) ANNUAL INVESTMENT STRATEGY - 2020 / 2021 (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:** Approved and updated the above policies, and to be further reviewed, if necessary, before the end of the financial year.

The Internal Audit report for 2019 / 2020, recommended a number of changes and updates to the Financial Standing Orders, together with the Council's Local Standing Orders. These changes were also approved.

**5(G). 139/20**

**STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)**

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

Councillor Chris Dolphin had reported the following concern:

- A green area on Ocean View Estate between Ffordd Aelwyd and Ffordd Pentre. The pathway has not been cut this year. The grass and undergrowth are a trip hazard. Also, a small raised edging on each side of the pathway is a trip hazard. Councillor Dolphin suggested that the shrubbery is removed and provided photographs of the area.
- Councillor Miss. Emma Warbrick, expressed concerns with the further extension to the yellow parking restrictions in the area of the services off the A55 Junction 31 (McDonald's). People are parking in more hazardous and dangerous positions, whereby driving vision is affected. Councillor Dolphin advised, that the County Council Highway Safety Team had no concern with the extension of the yellow lines.

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

- (1) A5026 Road – Celyn bends The tarmac pavement is further breaking up, which is making walking more dangerous, especially now with the darker nights.
- (2) A5026 Road – Celyn bends: The hedges from the adjacent properties are growing into the roadway, which causes vehicles to travel towards the centre of the road.
- (3) Waen Hill: The hedges have not been cut during this year. This is causing concern for vehicles.
- (4) Waen Lane: The hedges have been cut in September, but only the ends of the branches, not the usual full cut, which is now causing concern for vehicles.

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

**6. 140/20**

**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.

**7(A). 141/20**

**PLANNING APPLICATIONS**

**The following planning applications have been received:**

- (a) Application number: 061428: for demolition of existing outbuilding and derelict garage and construction of an annex, at Glan Llyn, Top Y Lloc Lane, Lloc.

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

- (b) Application number: 061680 – for the erection of single storey extension to existing dwelling, at The Barn, Fachallt Farm, Fachallt Road, Whitford

**Comment by Council:** Subject to compliance with relevant policies and planning guidance notes, in particular, Policies: GEN 1; D2; and HSG 12 - then no objections raised.

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

**7(B). 142/20**

**Members formally confirmed the above decisions.**

**7(C). 143/20**

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

- (a) Application number: 061779, for retrospective erection of a boundary brick wall, at 1 Druid's Court, Gorsedd.

**Comment by Council:** No comment.

- (b) Application number: 061703 – for erection 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.

- (c) Application number: 061821 – for change of use of public house to dwelling, at Halfway House, Allt Y Goch, Carmel.

**Comment by Council:** Objects to the application for the following reasons:

- (1) Loss of community facility.
- (2) There would appear to have been no reasonable effort to either sell or let the business property as a public house, except for a residential dwelling

**7(D). 144/20**

**PLANNING DECISIONS**

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

- (a) Application number: 061325 – for change of use of land to tourism and erection of 4 no lodges, at Waen Y Lloc, Lloc. Approved.
- (b) Application number: 060475 – for erection of drive thru restaurant unit and drive thru coffee shop unit (Class A3), access, landscaping and associated works, at land East of McDonald's, Lloc. Refused.
- (c) Application number: 060737 – to remove condition number 1 attached to planning permission reference number: 058589, at Misty Waters, Lloc. Approved.
- (d) Application number: 061538 – for lawful development certificate for the proposed erection of a single storey extensions, removal of old garage and creation of new double garage and hardstanding / parking within the garden area via existing access, at The Meadows, Tan Y Lloc, Lloc. Approved.

**8. 145/20**

**APPLICATION TO RE-OPEN MINUTE NUMBER: 5(B). 113/20 STREET LIGHTS (I) - COUNCIL MINUTES DATED 3<sup>RD</sup> SEPTEMBER, 2020 (CLLR C. DOLPHIN & OTHERS)**

Councillor Chris Dolphin advised Members, that he wished to firstly, make an application to re-open a decision by Council made at the 3<sup>rd</sup> September, 2020 Council meeting, under Minute number: 5(B). 113/20 Street Lights (i) – as per the Council’s Local Standing Orders, under Paragraph 10 Rescission of Previous Resolutions. Councillor Dolphin further advised, that he wished to provide further information that was not available in September, when Council made their decision. The Clerk confirmed, that he had received prior written notice to reopen, which had been signed by three Councillors.

**Members agreed the following:** Allowed the Minute to be re-opened.

Councillor Dolphin advised, that he had visited the property in Windsor Park, Carmel, during the hours of darkness, whereby he was able to ascertain from both the property owner, including a neighbour, the effect of the street light inside their property. The street lantern column held two lights, one in the direction of Carmel Road, and the other facing Windsor Park; which was positioned in such a way that the light shone directly into the lounge.

**Members agreed the following:** Due to the exceptional circumstances, the Council were pleased to change their previous decision, to now allow a shade to be fitted to the lantern. The Clerk to arrange with the Council’s lighting contractor and to advise the property owner.

**9. 146/20**

**APPROVAL OF ACCOUNTS FOR PAYMENT**

| <b>Cheque Number</b> | <b>Payee</b>  | <b>Net £</b> | <b>Vat £</b> | <b>Total £</b> |
|----------------------|---|--------------|--------------|----------------|
|                      | <b><u>Payments made – to be confirmed:</u></b>  |              |              |                |
|                      | <b>Direct Debit:</b> Scottish Power (August - Street Lighting Electricity Account - payment dated 18/09/2020)   | 150.53       | 30.11        | 180.64         |
|                      | <b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for September). Payments dated 01/10/2020                      |              |              |                |
|                      | <b><u>Payments for consideration at meeting to be paid by BACS:</u></b>   |              |              |                |
|                      | <b>Standing Order BACS:</b> H. M. Revenue & Customs. Clerk’s PAYE & Council NI - July, August & September   | 585.58       |              | 585.58         |
|                      | Deeco Lighting (New LED street lantern & waterproof box in Pantasaph – as agreed quotation)   | 350.00       | 70.00        | 420.00         |
|                      | R. Phillip Parry (Clerk to Council). Payment of back pay from 1 <sup>st</sup> May to 1 <sup>st</sup> October (Minute number 5(B). 134/20 (b) on page 4 above) | 98.58        |              | 98.58          |

**10. 147/20**

**APPLICATIONS FOR FINANCIAL SUPPORT**



| <b>Cheque<br/>Number</b> | <b>Name of organisation</b> | <b>Amount granted<br/>£</b> |
|--------------------------|-----------------------------|-----------------------------|
|                          | No applications received    |                             |

**11. 148/20**

**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:.....**