



CYNGOR CYMUNED CHWITFFORDD / WHITFORD COMMUNITY COUNCIL

Minutes of The Meeting of Whitford Community Council

Held Virtually by Video and Telephone Conference,

On Thursday the 6th January, 2022, at 7.00pm

No Council meeting was held in December

1(A). 01/22

PRESENT

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

Clerk & Financial Officer R. Phillip Parry

1(B). 02/22

APOLOGIES

Councillor Timothy A. Barks
Councillor Joseph W. Williams

2(A). 03/22

PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

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

3. 04/22

DECLARATIONS OF INTEREST

The following Declaration of Interest was declared: Councillor Chris Dolphin. **Minute number 11. 24/22 on page 12 below**

4. 05/22

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 4TH NOVEMBER, 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. 06/22

MATTERS ARISING

The Clerk referred to the following matters from previous Minutes:

- (1) **Minute no: 5. 195/21 (1) (page 2)** – in relation to the usage of the lower field adjacent to Ysgol Bro Carmel. The Clerk advised, that there had been no further contact from the Chair of School Governors, however, it was possible that a meeting of the Governors has yet to be held. To be further discussed in the February Council meeting.
- (2) **Minute no: 5. 195/21 (2) (page 2)** – in relation to Active Travel. The Clerk advised that Councillor Chris Dolphin had received an e-mail from the Interim Transport Strategy Manager, who advised, that outline designs for the Welsh Government bid were in progress.
- (3) **Minute no: 5. 195/21 (5) (page 3)** – in relation to a traffic survey completed in Pantasaph. The Clerk recollects Members to the decision at the November 2021 Council meeting, whereby it was agreed to purchase and install vehicle activated speed signage, whereby the quotation from Flintshire County Council could be considered by the Chair and Vice Chair in-between meetings.

The Clerk advised that a quotation had been received, as follows: Purchase of two units and commissioning fees £7,500.00 / Commuted Sum £2,250.00 (based on five years) / Installation costs £2,550.00 – Total £11,780.00. The Clerk further advised, that the quotation was agreed by the Chair and Vice Chair of Council, whereafter a Purchase Order was issued to Flintshire County Council.

Members agreed the following: Confirmed the above quotation and issue of Purchaser Order.

- (4) **Minute no: 5. 195/21 (7) (pages 3 & 4)** – in relation to the adoption of two Red K6 telephone Boxes from BT in Pantasaph and Whitford.

The Clerk recollects Members to the four decisions agreed at the November 2021 Council Meeting and provided the following update:

- (i) Adoption process. Public Notices provided by BT have been displayed in each phone box. Flintshire County Council have not objected to the adoption by the Community Council. The Clerk has received the adoption contract to sign. Following observations from Councillor Chris Dolphin in relation to the Whitford phone box, the signing of the document had been suspended.

Councillor Chris Dolphin advised the following: The phone box whilst sited adjacent to the main village road, it is below road level and entry reached by steps. The internal floor of the box is continually wet, according to a nearby resident. (photographs of the phone box were shown virtually). The door does not close properly.

- (ii) Following an inspection of the Pantasaph phone box by Councillor William Glynn, a quotation for the sum of £75.00 to clear the surrounding and internal growth from the box. The Chair and Vice Chair of Council had agreed the quotation.

To-date, no quotation has been received for the painting of the phone box.

- (iii) The offer by Councillor Joe Williams to cut the grass and a general tidy up around the box in Whitford, has not been completed.
- (iv) Seeking residents views on the future use of the two red phone boxes. Councillor Richard Dolphin provided the following report: The adoptions of the two phone boxes had been placed on local Facebook pages, whereafter a number of replies had been posted, suggesting a defibrillator, book swap, including to keep the boxes with the telephones connected.
- (v) The Clerk advised, that an application for a defibrillator in the Pantasaph phone box had been completed and acknowledged by the NHS, who had stated, that a decision will be made before the end of January, 2022. The note also indicated that the number of applications exceeded the number of available defibrillators.

Members agreed the following: (1) Not to proceed with the adoption of the Whitford phone box, at this time (2) To formally agree to adopt the Pantasaph phone box. The Clerk to seek a new agreement from BT and to sign on behalf of the Council (3) Confirmed the quotation for £75.00 – as above (4) To enter the phone box on the Council Asset Register for £1.00

- (5) **Minute no: 6(B). 197/21 (d) (page 5)** – in relation to complaints received to the November bonfire held at the Carmel Cricket Club. The Clerk advised and read out further correspondence which had been received from both the Cricket Club Committee, together with a resident of Lloc.
- (6) **Minute no: 6(B). 197/21 (e) (page 5)** – in relation to the replacement wooden posts surrounding the perimeter of an area of land known locally as The Bryn, Carmel. The Clerk showed virtually photographs of the new posts that has kindly been purchased and installed at no cost to the Community Council by Councillor Matthew Marshall.

The Chair of Council and Councillors thanked Councillor Marshall for this kind gesture.

6(A). 07/22

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 Violence / 1 x Theft / 1 x Burglary / 1 x Other crime

Gorsedd - No crimes reported

Lloc - 2 x Violence

Pantasaph – 1 x Criminal damage

Whitford - No crimes reported

- (2) North Wales Police: Community Alert information
- (3) Cymdeithas Thomas Pennant Society: Update Newsletter
- (4) Welsh government: Appropriate sum under Section 137 (4)(a) of the Local Government Act 1972 Section 137 Expenditure Limit for 2022 / 2023. Increase from £8.41 to £8.82 per elector

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

- ❖ Welsh Government: Draft Statutory Guidance for Community and Town Council Consultation link – under the Local Government and Elections (Wales) Act 2021
- ❖ Flintshire County Council: Chief Executive Re Coronavirus Variant of Concern
- ❖ Welsh Government: Draft budget for 2022 / 2023
- ❖ Welsh Government: Electoral Arrangements for the County of Flintshire
- ❖ Flintshire County Council: Consultation in relation to Council Tax on long term properties and second homes
- ❖ Welsh Government: The Local Elections (Principal Areas) (Wales) Rules 2021 and The Local Elections Rules 2021 (Effective for the May 2022 elections in Wales)
- ❖ Flintshire County Council: Senior Minerals and Waste Planning Officer in relation to a proposed HyNet North Wales Carbon Dioxide Pipeline
- ❖ Welsh Government: Welsh Tax Acts (Power to Modify) Bill

6(B). 08/22

CLERK'S REPORT

- (a) The Clerk advised Members in relation to the following deposit to the Council's bank account:
 - £15,500.00 - Flintshire County Council: Third precept payment for financial year 2021 / 2022.
- (b) Dates of Council Meetings for 2022. The Clerk advised, that the May 6th Community Council meeting was the same day as the Town & Community Council elections in Wales. The May meeting has to held within 14 days following the elections. The 2nd June Council meeting was a Bank Holiday.

Members agreed the following: To change the May meeting date to Thursday 19th and the June date to Thursday 9th.

- (c) The Clerk advised, that Councillor Richard Davies has resigned his position as a Council Member and stated, as the vacancy is within the six month period to the May 2022 Town & Community Council elections in Wales, the Council has the option to advertise the vacancy, or to leave it vacant until the May elections.

Members agreed the following: Not to advertise the vacancy. Reason: Following the publication of Public Notices, the earliest estimated date a new Councillor could be either elected or co-opted, would be between two to three months (March to April), whereby the Wales elections for Town & Community Councils will be held in May.

- (d) Request to attend the February Community Council meeting from Marianne Lewis (Flintshire County Council) to provide an update in relation to Micro-care in the County.

Members agreed the following: The Clerk to contact Marianne Lewis, to seek that an update report is sent electronically for distribution to Members, rather than attend a virtual meeting.

- (e) The Clerk advised Members, of correspondence received from a resident in the area of Top Y Lloc Lane, Lloc. The resident recollected in 1986 / 1987 the then County Council and possibly Whitford Community Council renovated a pond in the area of Top Y Lloc. The pond now requires work to address the flooding of the roadway following heavy rain. The resident states, that the area of land is not registered and could possibly be registered as Common Land.

The Clerk further advised, that he had forwarded the correspondence to Councillors' Chris Dolphin and William Glynn seeking their recollections.

Members agreed the following: Thanked the resident for bringing the matter to the attention of the Council. Councillor Chris Dolphin was tasked to contact the County Council Biodiversity Officer, seeking that the area is inspected, with a view to being placed on the County Biodiversity Plan.

6(C). 09/22

County Councillor Chris Dolphin

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

- (i) Request to Street Scene for the Heritage Highway Pillar at the junction of Upper Downing Road and main road in Whitford (near the former Huntsman Inn) be refurbished.
- (ii) Fallen tree at the top of Carmel Hill blocking the road following storm (photographs attached).
- (iii) Councillor Dolphin reported to the Clerk together with photographs, damaged caused to the glass on the Lloc notice board which had been caused by a storm. The Clerk received a quotation from a local joiner to repair for the sum of £55.00. The Chair and Vice Chair of Council had agreed the cost, whereafter the repair was completed.

Members agreed the following: Confirmed the repair cost.

6(D). 10/22

STREET LIGHTING

- ❖ Faulty street light near property named Kilfinan, Llwyn Ifor Lane; the underground fault has been completed by Scottish Power.
- ❖ The Clerk advised, that the following street light had been reported as faulty: Opposite the Carmel Village Hall.

6(E). 11/22

TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 31ST DECEMBER, 2021

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of December 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(F). 12/22

TO RECEIVE, CONSIDER AND APPROVE THE BUDGET FOR THE FINANCIAL YEAR 2022 / 2023

- (1) To increase the precept for the forthcoming financial year to £55,000.00 – an increase of £2,500.00. The Clerk advised, that the Band D property charge would be £47.85, an increase to the current charge of £2.91p a year (6.48% = 24/25p a month increase) – per Band D household.
- (2) Earmarked Reserves £32,500.00 / General Reserves £7,870.00 / To transfer £25,417.00 from the 2022 / 2023 budget to General Reserves. This transfer of funds is also towards a project to continue a public footpath in the Gorsedd area – at an approximate cost of £30,000.00 to £35,000.00
- (3) The Chair of Council Richard Dolphin, to sign the estimates for the end of the financial year 2020 / 2021, including the precept requirement for 2022 / 2023.
- (4) The Clerk to advise Flintshire County Council, in respect of the Community Council's financial requirements (precept) for 2022 / 2023.
- (5) The Clerk to place on the February Agenda, the following: To Discuss Financial Assistance Applications.

6(G). 13/22

TO FURTHER DISCUSS & UPDATE: (I) (LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021 SECTION 47 (B) - MULTI-LOCATION MEETINGS / MEETING DATES / VENUE / COMMENCEMENT TIMES (II) NATIONAL & LOCAL STANDING ORDERS

The Clerk recollects to Members, that under the above Act the Local and National Standing Orders should be updated to reflect the Council meeting preferences. Whilst the Orders presently state meetings are held virtually and is also contained within the Public Agenda and Councils web site, it had been thought that face to face meetings, with audio facilities, may have commenced during the early part of the new year.

Members agreed the following: Due to the current pandemic restrictions, this agenda item will be adjourned to a date to be affixed.

6(H). 14/22

TO CONSIDER: APPOINTMENT OF INTERNAL AUDITOR – END OF YEAR AUDIT 2021 / 2022

The Clerk advised that this matter is an annual agenda item in January of each year. The Clerk further advised, in relation to the appointment process for the Council's Internal Auditor.

Members agreed the following: To re-appoint JDH Business Services Ltd., as the Council's Internal Auditor for the end of year 2021 / 2022 accounts.

6(I). 15/22

CLERK'S ANNUAL APPRAISAL – 2021

The Clerk advised, and the Chair of Council - Councillor Richard Dolphin confirmed, that the Clerk's annual appraisal had been completed for year 2021. The Clerk thanked Councillor Richard Dolphin for his comments contained in the appraisal – which were appreciated.

6(J). 16/22

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:

- (1) Request for road sweeping in area between Mwdwl-eithin Farm heading up hill towards Pantasaph.
- (2) Request for road sweeping from the children's play area to Ffordd Neuadd Road, Carmel. Pavement is slippery due to fallen leaves.
- (3) Damaged road sign at junction of Monastery Road, Pantasaph – with Gorsedd and Babell Roads (Photograph provided).

The following concern was brought to the attention of the meeting:

- (i) A5026 Road – Lloc area travelling through Celyn bends towards Holway. The branches from the last hedge cutting have blown and gathered in the area where the pavement was cleared of undergrowth, which has resulted in a reduced width.

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

7. 17/22

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). 18/22

PLANNING APPLICATIONS

The following planning applications had been received:

- (1) Application number: 063761 - for Listed Building Application - Replacement of modern bathroom window with traditional side hung casement and replacement of broken roof light with similar, at 2 Gelli Fawr, Gelli Road, Pen Yr Allt, Trelogan.

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

- (2) Application number: 063720, for the conversion of field to a glamping site with 7 glamping pods, 4 log cabins, plus a log cabin for the site Manager, at land adjoining The Coach House, Monastery Road, Pantasaph.

Comment by Council: Objects to the application, as follows: The application appears to be in contravention of the current Flintshire Unitary Development Plan, as follows:

Chapter 16 Tourism:

T1 Tourist Attractions:

- a. the construction of new buildings where the proposal is dependent upon a geographically restricted natural or historic resource or activity and no suitable existing buildings are available; provided that in all cases the development:

The application is not keeping within the below sub-sections at i. to vi.

- i. would be appropriate in terms of scale, type and character to its location and setting;
- ii. would not unacceptably harm the natural or historic built resources of the area;
- iii. would improve awareness and understanding of Welsh Language and Culture where possible;
- iv. would cater for the needs of local visitors in addition to tourists;
- v. where appropriate is accessible by a choice of modes of travel, particularly by foot, cycle or public transport ; and
- vi. would not have a significant adverse impact on features or areas of landscape, nature conservation or historic value.

T3 Self-Catering Tourist Accommodation:

New self-catering tourist accommodation will be permitted within defined settlements. Outside defined settlement boundaries development will be permitted in the form of:

- a. extension to existing tourist accommodation facilities; or
- b. the conversion of existing buildings whereby:

The area of the planning application lies outside the Pantasaph settlement boundary, therefore, it does not comply with the above sub-sections; a and b.

T4 New static caravans and chalet holiday sites: in particular, the following:

- (a) The scale of the proposal is not appropriate to the characteristics of the site and locality.
- (b) The proposed scheme is not appropriate to both the internal and structural landscaping of the area. The loss of a 'green belt open area of land' - would ultimately change the characteristic appearance of the local landscape.
- (c) The scheme would have significant adverse impact on features and the landscape, in particular, as it is adjacent to a conservation area whereby, it is stated in the planning statement that the Monastery and Shrine would be a place of interest for visitors; this facility is now closed and the occupant Friars have relocated.
- (d) Not applicable
- (e) The proposal would have significant adverse impact on the amenity of nearby residents, and other users of land and property.

Other Comments:

- The area of land is also known locally to flood during adverse weather conditions, as the area is below road level.
- The increase in highway traffic along the country lanes leading to the facility is a concern.

(3) Application number: 063750 - Change of use from agricultural land to tourism facility to provide six lodges, together with access and associated landscaping and planting, at Waen Y Lloc, Pen Ffordd Llan, Lloc.

Comment by Council: Objects to the application, as follows:

Chapter 16 Tourism T4 at (c) the proposal would have a significant adverse impact on features or areas of landscape, nature conservation and historic value.

General Concerns:

- The land development site has two open access man-made ponds. This would be a serious risk to children.
- The site is low-lying and therefore poses a risk of flooding.

(4) Application number: 063816 - Demolition of garage and conservatory - Proposed front porch/canopy, single storey side and rear extensions, new replacement roof with loft conversion & side bathroom dormer - Ridge height to match the existing ridge height, at Arnside, Gorsedd.

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

(5) Application number: 063837 - Demolition of conservatory replaced with two storey extension, at Lloc Mill, Lloc

Comment by Council: Subject to compliance with relevant policies and planning guidance notes, then no objections raised. However, the size and scale of the proposed extension may affect neighbouring properties.

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

8(B). 19/22

Members formally confirmed the above decisions.

NOTE: Planning application number: 063512 – at Pennant Park Golf Club. Copy of objections to the application as sent to County Planning from local resident.

8(C). 20/22

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

(1) Application number: 063899 – for a 2 storey side extension and first floor extension to existing dwelling house (Revised scheme following approval of application number: 062879 on the 29th April 2021), at Pen Y Gelli Fawr, Lloc.

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

- (2) Application number: 063879 – for erection of a front entrance porch, extension at rear & associated internal alterations, at Summer Breeze, Gorsedd.

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

- (3) Application number: 063905 – for formation of new access and alterations to existing agricultural building (renewal of 052688), at Gelli Farm, Gelli Road, Trelogan.

Comment by Council: Subject to compliance with relevant policies and planning guidance notes, then no objections raised, unless County Highways identify any concerns with the amended location of the new proposed road access.

8(D). 21/22

PLANNING DECISIONS

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

- (i) Application number: 063437 – for construction of a Menage for private use, at Plas Yn Gerddi Farm, Lloc. Approved.
- (ii) Application number: 063648 – for approval of details reserved by condition 2, at 12 Park Avenue, Carmel. Approved.
- (iii) Application number: 063436 – for new standalone building at Ysgol Bro Carmel. Approved.
- (iv) Application number: 063519 – for loft conversion etc., at 23 Mertyn Lane, Carmel. Approved.
- (v) Application number: 063485 – for approval of details reserved etc., at Waen Y Lloc, Pen Ffordd Llan. Approved.
- (vi) Application number: 063790 – for demolition of conservatory etc., at 14 Ffordd Pentre, Carmel. Approved

9. 22/22

TO DISCUSS FOLLOWING CONCERN: SUBSIDENCE OF ENTRANCE TO CAR PARK - ADJACENT TO YSGOL Y LLAN, WHITFORD (CLLR JOE WILLIAMS)

Adjourned to the February Council meeting.

10. 23/22

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>December – 2021 Payments</u>			
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for November) Payments dated 01/11/2021			

BACS: HMRC PAYE / NI: (Inadvertent payment; awaiting refund) Payment dated 07/11/2021)	3,412.00		3,412.00
K. Fricker (Treetops Ground) – Clearance work at The Bryn, Carmel (Quotation previously agreed) Payment dated 08/11/2021)	475.00		475.00
Direct Debit: Scottish Power (October - Street Lighting Electricity Account - payment dated 18/11/2021)	150.50	30.10	180.60
BACS: Deeco Lighting (Call out fee to lantern in Llwyn Ifor Lane - identified as Scottish Power underground fault)	180.00	36.00	216.00
Direct Debit: Scottish Power (October - Street Lighting Electricity Account - payment due 17/12/2021)	145.66	29.13	174.79
BACS: Brian E. Jones (Joiner) Repair of Lloc notice board (damaged during storm) Payment dated 20/12/2021	55.00		55.00
(Above payments authorised by two Councillor Bank signatories)			
<u>January – 2022 Payments</u>			
<u>Payments for consideration to be paid by BACS:</u>			
Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for November) Payments dated 04/01/2022			
HSBC - Bank charges	5.00		5.00
Society of Local Council Clerk's (Membership renewal: £294.00 – quarter share with other Councils)	73.50		73.50
Standing Order BACS: H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - October, November & December	604.56		604.56
R. P. Parry – Clerk (Reimbursement of Stationery & printer ink from Viking Stationery Supplies – quarter share with other Councils (as per receipt)	54.40	10.88	65.28

11. 24/22

APPLICATIONS FOR FINANCIAL SUPPORT

	Name of organisation	Amount granted
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Cheque Number		
	<u>Authorised to be paid by BACS:</u>	
	Five Villages Chronicle (Application for annual grant) (Section 137 LGA 1972)	£1,000.00
	Note: Councillor Chris Dolphin Declared an Interest in the above application. Minute number 3. 04/22 on page 2 above	
	Urdd Cymru (Application for annual grant) (Section 145 LGA 1972 – provision of entertainment and support of the arts)	£100.00
	Hope House (Children’s Hospice) (Application for annual grant) (Section 137 LGA 1972)	£200.00
	Marie Curie Cancer Care (Application for annual grant)	No grant (Application from Scotland branch)

12. 25/22

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:.....