



# **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 19<sup>th</sup> May, 2022, at 7.00pm**

### **Annual Council Meeting**

#### **1. 81/22**

#### **SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE (ALL COUNCILLORS)**

#### **The following Councillors' signed their Declaration of Acceptance of Office:**

Councillors' Tim Barks; Chris Dolphin; Richard Dolphin; Matthew Foster; Billy Glynn; Sharon James; Caradoc W. Jones; Matthew J. Marshall; Paul Urquhart; Emma Warbrick.

#### **2(A). 82/22**

#### **APPOINTMENT OF CHAIRPERSON FOR THE PERIOD 2022 / 2023**

Councillor Billy Glynn was proposed by Councillor Chris Dolphin and seconded by Councillor Caradoc Jones, as Chair of Council. There were no further nominations. Councillor Glynn accepted.

**Members agreed the following:** Councillor William Glynn be appointed as Chair of Council for the period 2022 / 2023.

The retiring Chair of Council, Councillor Richard Dolphin stated, that despite the Covid restrictions, this Council had been progressive and continued to work with its projects.

The new Chair of Council Billy Glynn thanked Councillor Dolphin for his service as Chair of Council and also congratulated Councillor Dolphin and Mrs. Dolphin on the birth of their second daughter. Councillor Glynn showed virtually engraved glassware which he will personally deliver to Councillor Dolphin to commemorate his year in office.

**Members agreed the following:** The Clerk to write to the retiring Councillors, thanking them for their public service and commitment to the Council and residents of the Council area, together with the Council's best wishes for the future.

#### **2(B). 83/22**

#### **SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (CHAIR OF COUNCIL)**

Councillor Billy Glynn read out the Declaration of Acceptance of Office and signed the document which was shown virtually to Members.

### **3(A). 84/22**

#### **PRESENT (FOR BOTH ANNUAL AND GENERAL MEETINGS)**

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 Matthew J. Marshall  
Councillor Paul Urquhart  
Councillor Emma Warbrick

Clerk & Financial Officer R. Phillip Parry

### **3(B). 85/22**

#### **APOLOGIES (FOR BOTH ANNUAL AND GENERAL MEETINGS)**

None

### **3(C). 86/22**

#### **ABSENT**

None

### **4. 87/22**

#### **APPOINTMENT OF VICE CHAIRPERSON FOR THE PERIOD 2022 / 2023**

Councillor Richard Dolphin was proposed by Councillor Emma Warbrick and seconded by Councillor Paul Urquhart. There were no further nominations. Councillor Dolphin accepted.

**Members agreed the following:** To appoint Councillor Richard Dolphin, as Vice Chair for the year 2022 / 2023

### **5. 88/22**

#### **CO-OPTION OF VACANT COUNCILLOR SEATS (FOLLOWING UNCONTESTED ELECTION)**

The Clerk advised Members that there were two Councillor vacancies. The Clerk further advised in relation to the procedures following an uncontested election, for the filling of vacant seats – under the Representations of the People Acts in 1983 and 1985 and Local Government (Wales) Measure 2011.

**Members agreed the following:** (1) The Clerk to advertise the vacant Councillor seats on the various public notice boards and Council web site (2) Appointed Councillor Billy Glynn to receive applications and to provide any advice to prospective candidates (3) The vacancy to be listed on the June meeting agenda.

### **6. 89/22**

#### **MINUTES OF THE ANNUAL MEETING HELD ON THE 6<sup>TH</sup> MAY 2021**

The Clerk advised Members, that the Minutes of the 2021 Annual Meeting were formally proposed, seconded and agreed at the 3<sup>rd</sup> June, 2021 meeting; under Minute number: 3. 113/21.

**Members agreed the following:** Re-affirmed the above decision.

**7. 90/22**

### **NOMINATIONS TO SERVE ON LOCAL COMMITTEES AND OUTSIDE BODIES**

The Clerk recommended to Councillors that this item be adjourned to a future date, when the Council have a full compliment of Members.

**Members agreed the following:** Adjourned to the July 2022 Council meeting.

### **General Council Meeting**

**8. 91/22**

### **PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS**

The Clerk advised Members that the following concerns had been received from a resident in Lloc:

- No 30mph signage throughout the 0.7miles on the B5026 through Lloc, only at the entry points of the 30mph. The signage is old and faded, the tarmac is in similar condition. The signage should be improved along the stretch, with emphasis of the 30mph travelling west at the top of the hill / dip, this would allow people crossing the road at the pedestrian point a safer passage as vehicles do speed up excessively.
- Pedestrian safety. The entire length of the 'bottom end' of Lloc requires maintenance, the paths are narrow due to overgrowth, the hedge line on Dyserth Road, travelling down hill towards Misty Waters protrudes into the road.

**Members agreed the following:** Thanked County Councillor Chris Dolphin for offering to discuss the above concerns directly with County Highway Officers. Councillor Dolphin to make personal contact with the resident.

**9. 92/22**

### **DECLARATIONS OF INTEREST**

The following Declaration of Interest was declared: Councillor William Glynn. **Minute number: 16. 105/22 on page 9 below)**

**10. 93/22**

### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 7<sup>TH</sup> APRIL, 2022**

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

**11. 94/22**

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

The Clerk referred to the following matters from previous Minutes:

- (1) **Minute no: 5.68/22 (1) (page 2) and Minute number: 7. 73/22 (i) (page 5)** – in relation to correspondence with the Chair of School Governors at Ysgol Bro Carmel. Members were shown virtually a copy of a reply dated the 9<sup>th</sup> May from Mr. Kevin Jones – Chair of Governors, which related to the following:

- (i) Thanked the Council for providing financial assistance for the purchase and installation of signage at the School.
- (ii) In relation to this Council's concerns with the lack of liaison between the School and Community Council. The letter stated; 'An investigation has been completed in line with the complaints policy'. Whilst the letter did state that 'The School perform their role in a completely democratic, open and transparent manner in line with Governor Law' - the letter did not specifically state that the Council's complaint had been upheld or dismissed. Although further contents of the letter would suggest the complaint was dismissed.

The letter also advised as to the appointment of Community and Additional Community Governors, and that the day to day organisation of the School is not a matter for the Governing Body, this is the remit of the Headteacher.

**Members agreed the following:** (1) Not to appeal against the complaint decision (2) Councillor Chris Dolphin to arrange a meeting with senior Education Officers to discuss further.

- (2) **Minute no: 6(D). 72/22(i) (page 5)** – in relation to the calibration of one of the new speed activated signage in Pantasaph. The Clerk advised that Street Scene had sought the installation company to inspect the unit but was not aware if this had been completed. A request for the angle of the sensor to be checked was also in progress.

**The Clerk advised, that the following matter remains in the pending file:**

- Planning application for both Change of Use and Conservation approval, in relation to the Red phone box in Pantasaph, which is still awaiting determination by a Planning Officer.

**12(A). 95/22**

## **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

**Gorsedd** - No crimes reported

**Lloc** - No crimes reported

**Pantasaph** - No crimes reported

**Whitford** - No crimes reported

- (2) Flintshire County Council – Code of Conduct mandatory training for all Councillors. The Clerk had e-mailed Councillors prior to the meeting a list of the following training dates: Tuesday 24<sup>th</sup> May; Monday 30<sup>th</sup> May; Tuesday 14<sup>th</sup> June. The training to be held virtually between 6.00pm to 8.00pm.

**Members agreed the following:** Provided the Clerk with their availability dates for the above training.

- (3) Rob Roberts MP (Delyn) – Congratulating Councillors on being either re-elected or newly elected and stated ‘Town & Community Councillors are fundamental in the day to day running of our communities’.
- (4) Cymdeithas Thomas Pennant. Progress report together with details of future lectures and meetings.

## **12(B). 96/22**

### **CLERK’S REPORT**

(a) The Clerk advised Members in relation to the following deposits to the Council’s bank account:

- £18,333.34 - Flintshire County Council: First precept payment for financial year 2022 / 2023.
- £819.96 - HM Revenue & Customs: VAT Refund for financial year 2021 / 2022.

(b) The Clerk recollected Members to a request from a resident in the area of Lloc, that a pond sited near their home be considered for restoration as an area for habitat. Councillor Chris Dolphin included this request during a virtual meeting between the Flintshire County Council Biodiversity Officer and the Clerk.

The Biodiversity Officer has advised the following: Following inspection of the pond sited along Tan Y Lloc Lane, Flintshire County Council have received funding for the restoration of the pond which will enable the area to retain the valuable wildlife. The work will take place during the autumn and winter - as per pond management best practice - and measures will be taken with regards to protected species which may use the site. The County Ecologist and other specialist will undertake a site visit. The nearby property owner has been advised.

(c) The Flintshire County Council Biodiversity also provided the following information:

- Signage in the area of The Bryn, Carmel: Awaiting installation.
- Records Day at Pen Y Gelli Quarry: Carmel Cricket Club have agreed use of their grounds for car parking. The date of the event will be agreed with Cofnod in the near future; the Community Council will be advised.
- The Biodiversity Officer will contact the Community Council in the near future to discuss any other identified areas to be included in the County Biodiversity Plan.

(d) The Clerk recollected Members that the name, address and telephone number of Councillors appears on the Community Council web site. More lately due to security aspects Councils are not placing the home address of Councillors in the public domain and wished this Council to consider the publicised information for the pending update to the web site.

**Members agreed the following:** The Council web site to include the name and telephone number of Councillors only.

## **12(C). 97/22**

### **TO RECEIVE: INTERNAL AUDITOR'S REPORT – 2021 / 2022**

The Clerk advised Members, that the Internal Auditor's Report for the year 2021 / 2022 had been received. The report was shown virtually to Members, whereby a copy had been sent by e-mail to the Chair and Vice Chair prior to the meeting.

The Clerk further advised Members in relation to the contents of the report, which stated the following: 'No internal control issues identified. The Council has maintained a robust set of books and accounts for the financial year'.

**Members agreed the following:** The Internal Audit report be accepted. The Clerk was thanked for his work.

## **12(D). 98/22**

### **WALES AUDIT: ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

The Clerk advised Members that Sections in the above document named: Accounting statements for 2021-22, together with the Annual Governance Statement 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 Council Approval and Certification Section was now required to be signed by the Clerk and formally approved by Council for signature by the Chair. Members were shown a virtual copy of the return.

**Members confirmed the following:** The Approval and Certification Section of the Annual Return, to be signed by both the Chair and Clerk. As the Council meeting was held by video conference, the Clerk to obtain the signature of the Chair of Council on the Annual Return in due course.

## **12(E). 99/22**

### **TO FURTHER DISCUSS: HOLDING OF FUTURE COUNCIL MEETINGS**

The Clerk recollected Members to previous discussions and in particular, the Welsh Government Wales Measure – that meetings of the Council cannot be held entirely face to face, whereby equipment was required to 'hear and be heard'. Whilst the Government decision had been made without any consultation with Town & Community Councils in Wales, the Government have provided funding to One Voice Wales to provide a report on the difficulties and financial aspects to implement this measure.

**Members agreed the following:** The Clerk to purchase the necessary equipment and wi-fi access (if required) with a view to commencing hybrid meetings in September. If required, the cost to be considered in-between meetings by the Chair and Vice Chair of Council.

## **12(F). 100/22**

### **STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)**

(a) No Street Scene concerns received / reported since the April Council meeting.

(b) **The following update received from Street Scene:** Previously reported concern in relation to an overhanging branch that was knocked by a high sided lorry and fell onto the pavement in front of a pedestrian on the A5026 – travelling from the area of McDonalds towards the Carmel Cricket Ground. There area a number of trees in this area that overhang the roadway.

The following observation received from the County Tree inspector: Have walked the section of road and noticed no branches of concern that warrants a Section 154 notice to be served on the land owner to take action at this time’.

Councillor Tim Barks advised, that he was disappointed with the reply from Street Scene and will monitor the situation.

- No update in relation to previously reported concerns had been received from Street Scene.

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

- (1) Monastery Road in Pantasaph. The road surface is breaking up in two areas – between St. Clare’s Court and the Red Phone Box
- (2) Whitford Road – travelling from Holway. The edges of the roadway are crumbling (photographs will be sent in due course)
- (3) Waen Bends. Grass verges require cutting back
- (4) Monastery Road, Pantasaph. Pot hole near The Pines
- (5) Babell Road – brow of Hill near the new footpath – pot hole
- (6) Carmel Hill – A number of pot holes (could the whole length of this road be inspected please)
- (7) Penfforddylan Road – road surface breaking up

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

**13. 101/22**

**REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)**

- (i) Councillor Billy Glynn advised of his attendance as Vice Chair of Council to a plaque unveiling ceremony at Carmel Village Hall.

**14(A). 102/22**

**PLANNING APPLICATIONS**

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

- (a) Application number: 064304 – for the erection of new roof allowing additional living accommodation at first floor, extension to front of dwelling, provision of pitched roof to garage and Juliet balcony to the rear, at Kingsway, Gorsedd.

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

- (b) Application number: 064259 – for the erection of a new standalone building to provide early years and wraparound childcare facility, with additional site improvement works, at Ysgol Y Llan Church in Wales Voluntary Aided Primary School, Whitford.

**Comment by Council:** The application is supported.

- (c) Application number: 064471 – for extension to existing double garage to create triple garage, at Moorfield House, Babel Road, Pantasaph.

**Note:** The above application is showing on the weekly planning list, but is not yet open for comment.

#### **14(B). 103/22**

#### **PLANNING DECISIONS**

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

- (i) Application number: 063816 – for demolition of garage and conservatory, proposed front porch / canopy, single storey side and rear extension, new replacement roof with loft conversion & side bathroom dormer – ridge height to match the existing ridge height, at Arnside, Gorsedd. Approved.
- (ii) Application number: 063899 – for a 2 storey side extension and first floor extension to existing dwelling house (Revised scheme following approval of permission number: 062679 on 29<sup>th</sup> April, 2021, at Pen Y Gelli Fawr, Lloc. Approved.
- (iii) Application number: 063837 – for demolition of conservatory, replaced with two storey extension, at Lloc Mill, Lloc. Approved.
- (iv) Application number: 064283 – for proposed single storey side extension to North elevation to contain an additional bedroom and bathroom. Outside dimensions on plan to be 7m long by 5.15m wide with a pitched roof running North – South of ridge height no more than 4m, at The Meadows, Tan Y Lloc Lane, Lloc. Certificate of Conformity – Agreed.
- (v) Application number: 063879 – for the erection of a front entrance porch, extension at rear & associated internal alterations, at Summer Breeze, Gorsedd. Approved.
- (vi) Application number: 059715 for proposed change of use of land to campsite for 8 glamping pods, including works to existing buildings to create office, reception, car ark, bicycle storage, guest drop off point and waste storage, at Bryn Cadw Farm, Llwyn Ifor Lane, Whitford. Refused.

#### **15. 104/22**

#### **TO CONSIDER: ADDITIONAL TWO RED DOG BINS IN LLOC(CLLR CHRIS DOLPHIN)**

Councillor Chris Dolphin addressed Members in relation to additional dog or general litter bins in the areas of A5026 Road and Dyserth Road, Lloc. Councillor Dolphin provided further reasons for the installation, whereby the suggested areas were viewed virtually with photographs taken by Councillor Dolphin.

**Members agreed the following:** The Clerk to contact Street Scene and to request a site meeting with Mr Nigel Seaburg and Councillor Chris Dolphin, to discuss the following installations:

- (1) Red dog bin on the A5026 Road in Lloc – near main entrance to Pen Y Gelli woods (area photograph provided).
- (2) General litter bin on Dyserth Road, Lloc, at entrance to public footpath to Pen y Gelli woods (area photographs provided).



16. 105/22

**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 (March - Street Lighting Electricity Account - payment dated 19/04/2021)	552.65	110.53	663.18
	HSBC Bank (Bank charges) (Payment dated 01/05/2022)	5.00		5.00
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for April) Payments dated 03/05/2022			
	<b>Direct Debit:</b> Scottish Power (April - Street Lighting Electricity Account - payment dated 18/05/2022)	534.86	106.97	641.83
	<b><u>Payments consideration at meeting to be paid by BACS:</u></b>			
	BHIB Councils Insurance Company (Annual renewal of Community Council's Insurance Policy)	928.98		928.98
	JDH Business Services Ltd (Internal Audit Report)	225.00	45.00	270.00
	Cllr Billy Glynn (Chairman's Annual Allowance) <b>Note:</b> Declaration of Interest by Councillor Glynn. <b>(Minute number: 9. 92/22 on page 3 above)</b>	400.00		400.00
	HSBC Bank (Bank charges) (Payment due 31/05/2022)	5.00		5.00

17. 106/22

**APPLICATIONS FOR FINANCIAL SUPPORT**

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

18. 107/22

**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:.....**