



# **CYNGOR CYMUNED CHWITFFORDD / WHITFORD COMMUNITY COUNCIL**

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## **Minutes of The Meeting of Whitford Community Council**

**Held at St. Paul's Church, Gorsedd,**

**On Thursday the 13<sup>th</sup> October, 2022, at 7.00pm**

### **1(A). 177/22**

#### **PRESENT**

Councillor Billy Glynn (Chair)  
Councillor Richard Dolphin (Vice Chair)  
Councillor Tim Barks  
Councillor Matthew Foster  
Councillor Sharon James  
Councillor Caradoc W. Jones  
Councillor Matthew J. Marshall  
Councillor Gareth Sharp  
Councillor Paul Urquhart  
Councillor Melanie Wallis  
Councillor Emma Warbrick

Clerk & Financial Officer R. Phillip Parry

### **1(B). 178/22**

#### **APOLOGIES**

None

### **1(C). 179/22**

#### **ABSENT**

None

### **1(D). 180/22**

The Chair of Council Councillor Billy Glynn advised Members, that he had received the resignation of County Councillor Chris Dolphin as a Whitford Community Councillor.

**Members agreed the following:** The Clerk to write to Chris Dolphin to express their appreciation for his public service over a considerable length of time, together with his assistance to the Council as County Councillor.

## **2(A). 181/22**

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

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

## **3. 182/22**

### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest declared

## **4. 183/22**

### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 8<sup>TH</sup> SEPTEMBER, 2022**

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

## **5. 184/22**

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

The Clerk referred to the following matters from previous Minutes:

- (1) **Minute no: 6(C). 162/22 (page 5)** – in relation to the list of Local Committees and Outside Bodies for Year 2022 / 2023. The Clerk advised that the Chair and Vice Chair had agreed the provisional appointment to the Pen Y Gelli Sub-Committee of Councillor Tim Barks.

**Members agreed the following:** Confirmed the appointment.

- (2) **Minute no: 6(H). 167/22 (page 6)** – in relation to the purchase of a Local Authority Poppy Wreath. The Clerk advised that this type of poppy wreath was not now available to purchase from the local branch of the Royal British Legion; orders had to be placed with their head office. The Clerk confirmed, that the wreath had been delivered and handed to the Chair of Council.
- (3) **Minute no: 9. 171/22 (pages 7 & 8)** – in relation to new village name signage. Councillor Richard Dolphin advised, that the measuring of all the signage was in progress.

## **6(A). 185/22**

### **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 Anti social behaviour / 1 x Criminal damage / 3 x Public order

**Gorsedd** - 1 x Anti social behaviour / 1 x Violence

**Lloc** - A55 Services: 1 x Public order / 1 x Other crime

**Pantasaph** - 2 x Violence

**Whitford** - No crimes reported

- (2) Flintshire County Council: Joint meeting with Flintshire Standards Committee and Town & Community Councils, to be held virtually on Monday 7<sup>th</sup> November at 6.00pm. The Clerk enquired if any Councillor wished to propose any agenda items for the meeting and also Members who were considering connecting virtually. (Copy of e-mail sent to Councillors).

**Members agreed the following:** (1) No agenda items (2) Councillor Billy Glynn to attend, together with the Clerk.

- (3) Flintshire County Council: Notification that Members of the County Standards Committee will be visiting all Town & Community Councils over the next twelve months, to promote good conduct at meetings.
- (4) The Clerk advised that a member of the Flintshire Standards Committee had been in contact, whereby this Council will receive a member visit to the Council meeting on Thursday 10<sup>th</sup> November.
- (5) Independent Remunerational Panel for Wales: Notification of draft annual report for 2023 – which contains the following provision for Town & Community Councils in Wales: Proposed increase to the current allowance from £150.00 to £156.00, together with a payment of £52.00 a year for reimbursement for office consumables.
- (6) Flintshire County Council: Street naming and numbering for residential dwellings at land adjacent to Bryn Mair, Gorsedd. The developers of the housing development propose the name of Llys Yr Orsedd (Welsh name only).

**Members agreed the following:** No objection to the above proposed name of the development.

- (7) Holywell Town Council: Correspondence in relation to a proposed half marathon to be held on Sunday 10<sup>th</sup> September, 2023. At this stage, the Town Council are seeking this Council to confirm involvement with the event, together with an appointment of a Councillor to join a Working Group.

**Members agreed the following:** Two Councillors expressed an interest to join a Working Group; the Clerk to advise Holywell Town Council as to the interest. Following the date and time of the first meeting of the Working Group, the Clerk to circulate the date to the two interested Members and confirm availability.

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

- ❖ Welsh Government: Independent survey in relation to digital support for Town & Community Councils in Wales; survey to be completed by Councillors on a personal basis.
- ❖ Thomas Pennant: Notification of annual Pennant lecture in Holywell on 20<sup>th</sup> October
- ❖ Welsh Government: Survey in relation to the Electoral Administration and Reform White Paper; survey to be completed by Councillors on a personal basis.

**6(B). 186/22**

## **CLERK'S REPORT**

- (a) The Clerk advised that following the now full Council membership, the names and contact telephone numbers have been updated both on the Council's web site and six Council notice

boards sited in the various villages. Under the Wales Measure Act, the agenda is required to be displayed on the Council's web site and in a conspicuous place within the Council area. All future agendas and public notices will be displayed on the Whitford notice board.

**(b) COUNTY COUNCILLOR CHRIS DOLPHIN**

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

- (i) Biodiversity – Wildflower sites: Councillor Dolphin attended a site survey meeting with the assistant Flintshire County Council Biodiversity Officer, to visit the sites as identified and as contained in the September Community Council meeting under Minute number: 6(A). 160/22 (6) - Nature suggestions. The County will consult with both residents and this Council should any sites be included in the draft County plan.
- (ii) During the above survey The Bryn area was visited, whereby the Biodiversity Officer suggested that a cut take place before the end of October. **Note:** This is an agenda item under number 10 at this meeting.

**6(C). 187/22**

**TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30<sup>TH</sup> SEPTEMBER 2022**

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of September 2022, together with copies of the Council Bank account statements (electronic copies sent prior to the meeting). 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, Councillor Billy Glynn.

**6(D). 188/22**

**TO CONSIDER: ADOPTION OF TRAINING PLAN**

The Clerk recollect to Members the draft training plan for both Councillors and Clerk which had been sent prior to the meeting to Members for their perusal.

**Members agreed the following:** (1) To adopt the training plan (2) The Clerk to make contact with One Voice Wales (OVW) to ascertain the membership fee and to place on the November agenda for Council to consider re-joining OVW.

**6(E). 189/22**

**COUNCILLOR VACANCY**

The Clerk advised Members in relation to the legal process following the resignation of County Councillor Chris Dolphin, as a Whitford Community Councillor. In the first instance, the Clerk to issue a Public Notice under the Local Government Act 1972 (Section 87(2)) to the County Returning Officer, which will be displayed on the main Council notice board and web site. An update will be provided in the November Council meeting.

Should there be no call for an election following the closing date contained in the above public notice, whereafter the Council will be authorised to co-opt a Councillor by the County Returning Officer, the Clerk discussed with Members the procedure.

**Members agreed the following:** (1) To issue an appropriate Public Notice advertising the Councillor vacancy, with examples of information required for prospective applicants to include in their expression of interest letter (2) Closing date for applications prior to the January 2023 Council meeting (3) Should there be more than one applicant, then a ballot will be held at the January 2023 Council meeting.

**6(F). 190/22**

**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 – 2022 / 2023 (G) RETENTION OF DOCUMENTS ETC., SCHEDULE (H) FIXED ASSET REGISTER - 2022 / 2023 (I) RETENTION OF DOCUMENTS POLICY STATEMENT (J) ANNUAL INVESTMENT STRATEGY - 2022 / 2023 (K) MODEL LOCAL RESOLUTION PROTOCOL (L) MODEL PUBLICATION SCHEME / GENERAL DATA PROTECTION REGULATION (GDPR) (M) SOCIAL MEDIA – A GUIDE FOR COUNCILLORS (WELSH ASSEMBLY GOVERNMENT) & POLICY (N) WELSH LANGUAGE POLICY (BILINGUAL) (O) EQUAL OPPORTUNITIES POLICY (P) BIODIVERSITY DUTY PLAN (Q) ACCESSIBILITY STATEMENT (THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) ACCESSIBILITY REGULATIONS 2018)**

**Members agreed the following:** Approved and updated the above policies, and to be further reviewed, if necessary, before the end of the financial year.

**6(G). 191/22**

**STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)**

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

- No matters of concern had been received and reported since the last Council meeting.

**The following update had been received to concerns reported in the September Council meeting (*update in italics*)**

- (1) Roundabout at Penfforddylan: Surface breaking up. *Area will be monitored via monthly inspections, no defects at the moment*
- (2) Kerb sinking: In area of Pen Y Gelli Quarry – midway up hill – *No defects present at the moment, area will also be monitored*
- (3) Grass verges: Whitford Road / Llwyn Ifor Lane. – *Checked the locations on the night of the meeting and evidence that our contractor has cut the verges. Area near Caradog's farm is being cut above and beyond what the authority do. I could see where the lower section of hedges had been cut along with the verge heading down past the farm and towards Llwyn Ifor lane.*
- (4) Grass cutting schedule: Could the Community Council be provided with a copy of the grass cutting schedule – *Copy of grass cutting policy attached (Sent to Councillors)*

**7(i). 192/22**

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

- Councillor Billy Glynn advised of his attendance as Chair of Council at the Proclamation of King Charles III in County Hall, Mold.

#### **7(ii). 193/22**

#### **TO RECEIVE: ANNUAL INSPECTION REPORT: PEN Y GELLI QUARRY**

The Clerk advised that the inspection of the Pen Y Gelli Quarry area had taken place on Saturday 24<sup>th</sup> September, with the following in attendance: Councillors' Tim Barks, Mathew Marshall and Melanie Wallis – as Members of the Pen Y Gelli Sub-Committee. The Chair of Council Councillor Billy Glynn and the Clerk were also in attendance. A copy of the inspection report had been forwarded to all Councillors prior to the meeting.

Councillor Matt Marshall outlined the contents of the report, which included:

- Entrance area
- Boundary fences
- General observations

**Members agreed the following:** The Clerk to contact the following: **(1)** Mostyn Estates to express concern with the two damaged boundary fences and to provide photographs **(2)** Tom Woodall (Flintshire Countryside Services) to seek a site meeting.

#### **8(A). 194/22**

#### **PLANNING APPLICATIONS**

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

- (a) Application number: FUL/000456/22 – for proposed flat roof single storey side extension, at land adjoining Celyn Villa, Carmel.

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

- (b) Application number: FUL/000461/22 for the erection of 2 storey pitched roof extension to east side of existing dwelling. First floor extension over existing single storey structure to west side of existing dwelling. Single storey orangery style extension in lieu of existing conservatory to south of existing dwelling and construction of open porch to north elevation, at Glasfryn, 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 development is of some concern

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

#### **8(B). 195/22**

**Members formally confirmed the above decisions.**

#### **8(C). 196/22**

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

- (a) Application number: FUL/000396/22 – for minor alterations, window replacement and installation of an EV charger, at 3, Monastery Road, Pantasaph.

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

- (b) Application number: LBC/000402/22 – for listed building for minor alterations, window replacement and installation of an EV charger, at 3, Monastery Road, Pantasaph.

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

- (c) Application number: OUT/000501/22 – for change of use of field to a glamping site with 5 glamping pods and 3 log cabin, at land adjacent to The Coach House, Monastery Road, Pantasaph.

**Comment by Council:** Objects to the application, under the following sections of the current Local (Unitary) Development Plan:

**Priority Objections:**

GEN3 – The planning application is in open countryside and does not meet any of the exemptions identified within the Flintshire County Council Unitary Development Plan. A priority ‘Strategic Aim’ is for no development in open countryside contrary to policy.

T4a / T4c / T4e

**Other objections based on the UDP:**

GEN1a / GEN1c / GEN1i / GEN1j / GEN5 / D2b / D3a / D3e / D3h / D4 / D7 / TWH 1 & TWH2 / WB1 & WB5 / HE1 / AC13 / RE1 / RE4 / T3.

Overall, the proposed development contravenes Flintshire County Council’s ‘Tourism - Strategic Aim B’ as it would have a ‘detrimental impact on the natural and built environment on local communities’.

**8(D). 197/22**

**PLANNING DECISIONS**

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

- (i) Application number: FUL/000021/22 – full building works, at 1 Mwdwl Eithin Cottages, Carmel. File closed.
- (ii) Application number: 064304 – for the erection of new roof allowing additional living accommodation at first floor; extension to front of dwelling and Juliet balcony to rear, at Kingsway, Gorsedd. Approved.
- (iii) Application number: 064471 – for extension to existing double garage to create triple garage, at Moorfield House, Pantasaph. Approved.
- (iv) Application number: 064118 – for operation of a dairy vending machine / farm shop and all associated works, at Mynydd Mostyn, Berthengam. Approved.

**9. 198/22**

**TO DISCUSS: SPEEDING TRAFFIC ON A5026 ROAD IN AREA OF ENTRANCE TO**

## **CARMEL CRICKET CLUB / EXTENSION OF SPEED LIMIT – FROM LLOC TO MCDONALDS (CLLRS TIM BARKS & MATT MARSHALL)**

Councillors’ Tim Barks and Matt Marshall provided Members with a number of instances in relation to speeding traffic on the above road, which they had both personally witnessed.

During the last review the speed limit on this road in Lloc village was reduced to 40mph, whereafter the limit then increases to the national 60mph from near the entrance to Flintshire Fabricators to the area of McDonald’s.

Councillors’ Barks and Marshall advised, that in the near future a KFC and a national Café company will open adjacent to McDonald’s, the Cricket Club have expanded their remit whereby football is practiced which increases the usage of traffic to and from the premises. The pavement in this area is used frequently by pedestrians and dog walkers. Traffic is also diverted from the A55 along this road on occasions.

**Members agreed the following:** The Clerk to contact Flintshire County Council Highways, seeking that they consider the installation of speed monitoring tubes in the area of the Cricket Club entrance, which would ascertain the speed of traffic.

### **10. 199/22**

#### **TO CONSIDER: ANNUAL GRASS CUTTING CONTRACT AT THE BRYN (CLLR BILLY GLYNN)**

Councillor Billy Glynn addressed Members in relation to the annual grass cutting at The Bryn in Carmel. As the area contained a number of wildflowers the County Bio-diversity Officer had previously advised the Council that the area should be cut during the late summer months.

The Clerk advised that the cost last year was £475.00, whereby a quotation from the same contractor for this year had been received for £330.00. The decrease was due to the previous year extra maintenance was required.

Councillor Glynn discussed with Members the consideration of this Council advertising an annual maintenance contract; to include areas of the various bench seats, The Bryn in Carmel and hedge in Pen Y Gelli Quarry, Lloc.

**Members agreed the following:** (1) Accepted the quotation for £330.00 from Treetops Ground Maintenance for the annual cut in The Bryn in Carmel. The Clerk to issue a Work Order (2) To consider an annual maintenance contract, to be further discussed under an annual agenda item in the November meeting.

### **11. 200/22**

#### **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 (August - Street Lighting Electricity Account - payment dated 20/09/2022)	552.65	110.53	663.18



	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for September) Payments dated 01/10/2022			
	HSBC Bank (August to September - Bank charges)	5.00		5.00
	<b><u>Payments for confirmation and consideration at meeting to be paid by BACS:</u></b>			
	<b>Standing Order BACS:</b> H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - July, August & September, 2022 – payment dated 06/10/2022	614.91		614.91
	R. P. Parry – Clerk. Reimbursement of purchase of Royal British Legion Local Authority Wreath (as agreed in September meeting – as per receipt)	50.00		50.00
	<b>Direct Debit:</b> Scottish Power (September - Street Lighting Electricity Account - payment due 18/10/2022)	534.86	106.97	641.83

## 12. 201/22

### APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<b><u>Authorised to be paid by BACS:</u></b>	
	Daniel Thomas (Application for financial assistance to be paid to a business to support a Half Marathon in Holywell (Council unable to provide financial assistance to a business and individual person)	No grant
	Whitford Young Farmers Club (Application for financial assistance) (Application adjourned to November Council meeting for production of last audited accounts and copy of bank statement – as requested in Council's policy)	
	Hope House / Ty Gobaith (Application for annual grant) (Section 137 LGA 1972)	£350.00

## 13. 202/22

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:.....**