



CYNGOR CYMUNED CHWITFFORDD / WHITFORD COMMUNITY COUNCIL

Minutes of The Meeting of Whitford Community Council

Held at St. Paul's Church, Gorsedd,

On Thursday the 10th November, 2022, at 7.00pm

1(A). 203/22

PRESENT

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

Clerk & Financial Officer R. Phillip Parry

1(B). 204/22

APOLOGIES

Councillor Emma Warbrick
Councillor Sharon James

1(C). 205/22

ABSENT

None

2(A). 206/22

PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

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

2(B). 207/22

Standing Orders Were Suspended

The Chair of Council Councillor Billy Glynn, welcomed Ms. Gill Murgatroyd (Flintshire Standards Committee) to the meeting. Members individually introduced themselves.

Ms. Murgatroyd advised Members that the visit was as an observer in her role as an independent member of Flintshire Standards Committee. The visit was both an opportunity to raise the profile of the Standards Committee and to reinforce the Code of Conduct to Town & Community Councils. All Town & Community Councils will be visited over the next couple of months, whereafter the County Monitoring Officer will provide feedback directly to the Clerk (including identifying any Councillor training).

2(C). 208/22

Standing Orders Were Re-instated

3. 209/22

DECLARATIONS OF INTEREST

The following Declaration of Interest was declared: Councillor Gareth Sharp: Minute number 10. 223/22 on page 9 below

4. 210/22

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 13TH OCTOBER, 2022

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

5(A). 211/22

PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) Minute no: 5. 184/22 (3) (page 2)** – in relation to new village name signage. The Clerk advised that Councillors’ Richard Dolphin and Matt Marshall had completed the signage measurements which have been sent to Flintshire County Council. The Clerk further advised, that whilst the request for a quotation had been acknowledged, this will take some time as each area will be required to be visited by a County Officer.
- (2) Minute no: 6(E). 189/22 (pages 4 and 5)** – in relation to a Councillor vacancy. The Clerk advised, that following the publication of a Public Notice under Section 87 (2) of the Local Government Act 1972, the County Returning Officer had advised there had been no call for an election, whereby the Community Council could advertise a co-option process. The Clerk further advised, that further Public Notices had been displayed on the Councils main notice board, web site and will also be advertised in the next edition of the Five Villages Chronicle. The closing date for expressions of interest is 12 Noon on Friday 6th January 2023.
- (3) (a) Minute no: 7(ii). 193/22 (page 6)** – in relation to the Clerk making contact with Mostyn Estates and Flintshire Countryside Services following a site visit and inspection of Pen Y Gelli Quarry. The Clerk advised the following **(1)** Reply received from Mostyn Estates which stated that the Council’s e-mail and defective fencing photographs have been shared with the lessee of the land **(2)** Tom Woodall (Flintshire Countryside Services) advised that his bio-diversity Officer will be in contact. The Clerk further advised that the assistant Bio-diversity Officer had replied in the following terms: Following an inspection of the Quarry funding is available from the Local Places for Nature budget to carry out work in the quarry – possibly over a two day period. Should the Council agree to this, then the County would wish to receive a commitment that this Council would maintain thereafter on a yearly basis.

(b) The Clerk recollected to Members that the annual hedge cutting at Pen Y Gelli Quarry is required to be arranged.

(c) The Clerk advised that within the correspondence from the assistant Bio-diversity Officer, it was enquired if the Community Council could install the new information sign that had been paid for by the County in the area of the Bryn in Carmel.

Members agreed the following: (1) Accepted and thanked the County Council's offer to provide funding from the Local Places for Nature budget for work in the Pen Y Gelli Quarry (Nature Reserve) (2) Confirmed this Council's commitment to maintain on a yearly basis (3) The Clerk to seek a quotation with Treetops Maintenance for the cutting to both sides and top of the hedge at Pen Y Gelli Quarry. The Chair and Vice Chair to agree, or other the quotation (4) The Clerk to enquire with the Bio-diversity Officer if the Bryn sign could be delivered to the home of the Chair of Council; are there fixing requirements; the area of installation. The Community Council to thereafter seek a quotation for installation, with the Chair and Vice Chair considering in-between meetings.

(4) **Minute no: 9. 198/22 (pages 7 & 8)** – in relation to speeding traffic on A5026 road - in the area of Carmel Cricket Club. The Clerk advised, that County Highways have placed the speed monitoring wires across the road in the area requested. The results will be published later during this month and shared with the Community Council.

(5) Pending Matters:

- (i) The planning applications made by the Community Council in February and March of this year for change of use and listed building – from Red BT Payphone to house a defibrillator, at the Red K6 telephone box in Pantasaph, has been granted by Flintshire Planning on the 21st October.
- (ii) The Clerk advised that following the above planning grant, he had made contact with the North Wales Ambulance Service, seeking that the defibrillator, housing unit and stickering signage to be installed.
- (iii) The Clerk recollected Members to the Active Travel business case made to Flintshire County Council. The initial bid had been submitted by Flintshire County Council to the Welsh Government (WG) - which included the Whitford eight projects, whereby the WG have provided funding for plans to be drawn up. These will be submitted in early January 2023 to WG – whereafter a final decision will be made.
- (iv) The Clerk recollected to Members a decision made during discussions in relation to a possible community asset of land adjacent to Ysgol Bro Carmel, and in particular, to the financial assistance to the School for the purchase and installation of signage. The following quotation had been received from Holywell Signs (via the School): for the sum of £486.00 plus VAT – with an upfront payment of £243.00.

Members agreed the following: Accepted the quotation; the Clerk to issue a purchase order and pay the upfront fee of £243.00.

5(B). 212/22

TO CONSIDER RE-JOINING ONE VOICE WALES

The Clerk advised the following information had been received form One Voice Wales. The monthly membership cost was £31.00 a month until the renewal date in spring of 2023.

Members agreed he following: To await the annual renewal in the spring of 2023

6(A). 213/22

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 - 1 x Anti social behaviour

Gorsedd - 1 x Criminal damage

Lloc – A55 Services - No crimes reported 1 x Theft / 1 x Violence

Pantasaph - No crimes reported

Whitford - No crimes reported

- (2) Boundary Commission for Wales: Revised proposals for Wales' new parliamentary constituencies, including this Council area in Clwyd East.

Members agreed the following: No observations.

- (3) Flintshire County Council (Aura Leisure): Report on attendance figures during the 2022 Summer Play Scheme held in Carmel and Whitford over a five week period:

- Carmel: 410 total attendances / 17 x average daily attendances / 120 registrations
- Whitford: 55 total attendances / 2 x average daily attendances / 24 registrations

- (4) Flintshire County Council (Aura Leisure): Information and cost in relation to the 2023 Summer Play Scheme. The Clerk provided to Members the initial cost of a three week scheme at £1,595.80, with additional weeks at £531.00. Currently the scheme is held in Carmel and Whitford.

Members agreed the following: (1) Carmel: Bilingual five week play scheme (2) Whitford: Three week play scheme

- (5) Flintshire County Council Standards Committee: Code of Conduct training for Councillors. The following Councillors advised of their attendance at the training sessions in October:

- ❖ Wednesday 12th October: Councillors' Gareth Sharp and Melanie Wallis
- ❖ Tuesday 25th October: Councillor Emma Warbrick

The Clerk confirmed, that all Councillors had now completed the Code of Conduct training.

- (6) Holywell Town Council: Invitation for a Council representative to attend a meeting with Niall Waller (Service Manager – Enterprise and Regeneration), on Monday 21st November at 6.00pm, in the office of Holywell Town Council.

Members agreed the following: The Clerk to seek further information and to circulate to Councillors.

- (7) Flintshire County Council: Notification of County Forum virtual meeting to be held on Thursday 1st December at 6.30pm. Councillors' Billy Glynn and Matt Foster notified as this Councils representatives.

- (8) Flintshire County Council (Aura Leisure): Site meeting arranged with Richard Roberts (Play Area Supervisor) to discuss proposed new equipment under the match funding scheme, on Monday 14th November at 1.00pm, at the Whitford children's play area. The Clerk recollects to Members that Council had agreed to match fund the sum of £10,000.00, towards the £20,000 refurbishment.

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

- Flintshire County Council: Information in relation to 'Warm Hubs' in Flintshire
- Citizens Advice Flintshire: Invitation to attend a cost of living workshop. Councillor members invited to register on a personal basis
- Flintshire County Council: Link to view a recording of the Code of Conduct training held for Town & Community Councillors
- Office of Rob Roberts MP. Covid Commemoration Consultation. Council members to complete on a personal basis
- Flintshire County Council: Feedback from the County Standards Committee in relation to visits to Town & Community Councils, in particular, relation to the Code of Conduct
- Holywell Town Council: Copy of letter received from Andrew Farrow (Chief Officer – Planning) in relation to the below standard level of service currently being provided to Town & Community Councils.
- Flintshire County Council: Notice of temporary road closure commencing from 5th December for three days at, Pennsylvania Lodge Junction to Bryn Coch Junction – between the junctions with Gelli Road and Plas Uchaf

6(B). 214/22

CLERK'S REPORT

- (a) The Clerk advised that one of the newly installed Vehicle Speed Activation signs in Pantasaph (Brynford side) was still faulty. A further complaint had been made to the County Council, who have arranged with the manufacturer that an engineer will attend site on 14th November.
- (b) The Clerk advised that a request for funding from a resident to assist with repairs to a public footpath in the Whitford area. The Clerk had replied to the resident, that the Community Council were not in a position to provide financial assistance to an individual person. The Clerk had forwarded the exchange of correspondence to the County Rights of Way Officer.
- (c) (i) The Clerk advised in relation to the 2022 / 2023 National pay salary award that had been notified to Council by the National Association of Local Councils, to take effect from the 1st April, 2022. A copy of the new salary scales had been forwarded to Members prior to the meeting. The Clerk provided Members with the backdated figure increase in salary and requested that the Bank salary standing order be amended to reflect the increase from the next payment dated the 1st December.
- (ii) The Clerk further advised that he had successfully completed the Certificate in Local Council Administration (CiLCA) – and provided information in relation to the number of modules, the time frame, together with information contained in the Clerk's Contract of

Employment. The Chair of Council Billy Glynn read out a number of the assessors complimentary comments made on the modules the Clerk had submitted.

Members agreed the following: (1) Congratulated the Clerk (2) Accepted the national salary increase (3) Authorised the backpay from April to October (4) Increased the Clerk's salary point from 17 to point 18 (5) Bank standing order to be amended to include the new salary increase together with the increase in salary to point 18 - from the next payment date of 1st December (for November salary and thereafter).

6(C). 215/22

TO CONSIDER: TRAINING & DEVELOPMENT POLICY (DRAFT)

The Clerk recollects Members to the recently adopted Training Plan, whereby a Training & Development Policy was required to be considered. The Clerk further recollects to Members the draft policy sent prior to this meeting.

Members agreed the following: To adopt the Training & Development Policy.

6(D - 1). 216/22

PRECEPT AND FINANCIAL ALLOCATIONS FOR 2023 / 2024

The Clerk advised, that this exercise was to enquire with the Members of the Council, if there were any items of expenditure extra to the present allocation in the 'Earmarked Reserves' to be included in the next financial year. A copy of the current ear-marked reserves was provided to Members.

Members agreed the following: Active Travel (including bench seats) £2,500.00 / Continuation of footpath in Gorsedd £60,000.00 / Environmental projects (including Pen Y Gelli) £5,000.00 / New Village name signs £6,000.00 / Training Budget £2,000.00.

Ring-fenced and general reserves (includes property upkeep) – to be agreed in January 2023 budget setting.

6(D - 2). 217/22

TO CONSIDER: ANNUAL MAINTENANCE CONTRACT (CLLR BILLY GLYNN)

Councillor Billy Glynn recollects to Members the allocation of the Environmental budget for this current financial year, which included provision for the upkeep of the Council owned Pen Y Gelli Quarry in Lloc, The Bryn area in Carmel and maintenance of the Council owned seats, including the Red K6 telephone box in Pantasaph.

Councillor Glynn wished Members to consider an annual maintenance contract for the above, which would alleviate the requirement to seek individual quotations at varying times during the year.

Members agreed the following: (1) The Chair of Council, Vice Chair and Clerk to agree a specification for an annual contract (2) To seek quotations from at least three maintenance contractors and to include two who have completed work for the Council previously (3) The quotations to be considered by full Council at the January 2023 meeting.

6(E). 218/22

STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)

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

- (1) A5026 Road – Junction to Gorsedd by Lime Kiln. Damaged signage bent to a 50% angle
(Repaired the day following report)
- (2) Flashing bulbs on roadside signage
 - Give way sign – travelling on the Babell Road approaching the cross roads in Gorsedd
 - Cross roads sign – on approach from Carmel and just before the Druids Inn, Gorsedd
(Will be repaired within 10 working days)

Members brought the following concerns to the meeting:

- (1) The entry / exit road on the A5026 road at the MacDonald's services: The white lines have faded; could they be repainted please, as vehicles are awaiting a clear way whilst attempting exiting which is resulting in vehicle bonnets being over a third of the A5026 road area
- (2) Two Pot Holes: Monastery Road, Pantasaph, near a property named Staithes and another two properties away
- (3) The metal screen opposite the MacDonald's services junction (embankment to the A55) is loose again. It appears that the previous repair had been completed by using cable ties; could a jubilee clip or similar be used which will hopefully be a stronger repair
- (4) Carmel Road: Could the sweeper be arranged to clean the areas near the Children's play area and Carmel Village Hall
- (5) Pot Hole: At the top of Celyn Park, Carmel.

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

7. 219/22

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- ❖ Councillor Billy Glynn advised of his attendance, together with the Clerk, at the virtual annual meeting and training session with Flintshire Standards Committee.

8(A). 220/22

PLANNING APPLICATIONS

The following planning application was considered by Members at the meeting:

- Planning application number: FUL/000535/22 – for proposed new rear and front extensions and decking area, at Argoed, Celyn Lane, Carmel.

Comment by Council: To ensure no detrimental impact on neighbouring properties and compliance with relevant policies and planning guidance notes, then no objections raised.

8(B). 221/22

PLANNING DECISIONS

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

- (1) Application number: FUL/000106/22 – for Demolition of existing garages and the Building of a New Garage/Workshop (For personal use only) at, 2, Garreg Cottage, Gelli Road, Trelogan. Approved.

- (2) 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. Approved.
- (3) Application number: 064156 – for Change of Use in a Conservation Area from BT payphone box to house a defibrillator unit, at Monastery Road, Pantasaph. Approved.
- (4) Application number: 064262 - Listed building application – as above. Approved.

9. 222/22

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>Payments made – to be confirmed:</u>			
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for October) Payments dated 01/11/2022			
	HSBC Bank (September to October - Bank charges) Payment dated 31/10/2022	5.00		5.00
	<u>Payments for consideration at meeting to be paid by BACS:</u>			
	Treetops Environmental (Summer grasscutting around Council public seating (as previously agreed quotation)	225.00		225.00
	Treetops Environmental (grasscutting in the area of The Bryn, Carmel (as previously agreed quotation)	330.00		330.00
	St. Paul's Church, Gorsedd (Room hire for Council meetings: September, October & November)	120.00		120.00
	R. P. Parry – Clerk (Back pay from April 2022 to October 2022 – less HMRC) (As advised to Council during meeting)			
	Holywell Signs (50% upfront cost of signage at Ysgol Bro Carmel)	243.00		243.00

10. 223/22

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<u>Authorised to be paid by BACS:</u>	

	<p>Whitford Young Farmers (Application for general donation) (Adjourned from October meeting for the production of accounts and copy of bank statement) (Application dismissed; due to non production of requested documents)</p> <p>Samaritans (Rhyl Branch) (Application for general donation) (Section 137 LGA 1972)</p> <p>Holywell Leisure Centre (Application for annual grant) (Application adjourned to Council meeting to be held on 12th January 2023 – for confirmation of bank details)</p> <p>Urdd National Eisteddfod (Application for annual grant) (Section 145 LGA 1972)</p> <p>Carmel Paper Craft Club (Application for annual grant) (Section 19 - 3 LGA (Miscellaneous Provisions) Act 1976)</p> <p>Cymdeithas Thomas Pennant (Application for annual grant) (Section 144 of the LGA 1972)</p> <p>Note: Councillor Gareth Sharp declared an interest in the above application (Minute number 3. 209/22 on page 2 above)</p>	<p>£250.00</p> <p>£200.00</p> <p>£250.00</p> <p>£500.00</p>
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11. 224/22

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:.....