



CYNGOR CYMUNED CHWITFFORDD / WHITFORD COMMUNITY COUNCIL

Minutes of The Meeting of Whitford Community Council

Held at St. Paul's Church, Gorsedd,

On Thursday the 12th January, 2023, at 7.00pm

No Council meeting was held in December

1(A). 01/23

PRESENT

Councillor Billy Glynn (Chair)
Councillor Richard Dolphin (Vice Chair)
Councillor Caradoc W. Jones
Councillor Gareth Sharp
Councillor Paul Urquhart
Councillor Melanie Wallis
Councillor Emma Warbrick

Clerk & Financial Officer R. Phillip Parry

1(B). 02/23

APOLOGIES

Councillor Tim Barks
Councillor Matthew Foster
Councillor Sharon James
Councillor Matthew J. Marshall

1(C). 03/23

ABSENT

None

2. 04/23

PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

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

3. 05/23

DECLARATIONS OF INTEREST

There were no Declarations of Interest declared.

4. 06/23

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 10TH NOVEMBER, 2022

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

5. 07/23

PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) Minute no: 5(A). 211/22 (1) (page 2)** – in relation to new village road signage. The Clerk advised that as previously stated the County will take some time to arrange a quotation.
- (2) Minute no: 5(A). 211/22 (3-b) (pages 2 & 3)** – in relation to the annual hedge cutting at Pen Y Gelli. As agreed in the November Council meeting a quotation was sought and perused by the Chair and Vice Chair of Council, who accepted a quotation for £310.00 from Treetops Ground Maintenance.

Members agreed the following: Confirmed the above quotation.

- (3) Minute no: 5(A). 211/22 (4) (page 3)** – in relation to a traffic speed survey on the A5026 road near Carmel Cricket Club. The Clerk advised that despite a reminder, the speed monitoring results had not been received.
- (4) Minute no: 5(A). 211/22 (5 -ii) (page 3)** – in relation to the defibrillator installation in the Red Phone Box in Pantasaph. The Clerk advised the following:
 - (i)** The stickering (information) had been completed. It appeared the bilingual signage in the top glass area of the phone box has not been installed; enquires are in progress.
 - (ii)** The electrician who attended including the Chair of Council are concerned with the closing mechanism of the phone box, which is allowing water egress. A quotation had been sourced from Flintshire Fabricators in Lloc, who had provided a cost of £450.00 plus VAT £90.00 – Total £540.00 – to remove existing closer, supply and fit new closer and metal plate.

Members agreed the following: Accepted the above quotation.

- (iii)** The electrician was unable to connect the defibrillator as there was no power entering to phone box. The Clerk advised he had contacted BT Payphones who will ask their electrician to attend and rectify.
- (5) Minute no: 6(A). 213/22 (8) (page 5)** – in relation to the upgrade at Whitford children's play area. The Chair of Council Billy Glynn reported in relation to a site meeting held at the play area on the 14th November whereby Councillor Caradoc Jones and County Officers were in attendance. The Clerk recollected Members to an e-mail which included information and photograph of an item of equipment, together with costings and details of other work and to be completed in the play area.

Members agreed the following: Were pleased with the new equipment to be installed, together with other enhancements to the play area.

- (6) **Minute no: 6(B). 215/22 (b) (page 5)** – in relation to a request from a resident for funding towards repairs to a public footpath in the Whitford area. The Clerk advised that the County Rights of Way Officer will arrange a survey of the area and depending on the views will report back to the Community Council in relation to a possible joint venture to repair.

6(A). 08/23

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 Criminal damage / 1 x Theft / 1 x Vehicle crime / 2 x Violence

Gorsedd – 1 x Anti social behaviour / 1 x Drugs

Lloc (Services) – 2 x Drugs / 1 x Theft

Pantasaph - No crimes reported

Whitford - No crimes reported

- (2) Welsh Government: Notification in relation to the appropriate sum under Section 137 (4) (a) of the Local Government Act 1972 – Section 137 Expenditure limit for 2023 / 2024 – will be £9.93.
- (3) Flintshire County Council: Bilingual link to the Welsh Government Inspectors Report in relation to the adoption of the County Local Development Plan to year 2030.
- (4) Flintshire County Council: Guidance received from the County Legal Advisor, in relation to Councillors declaring personal interests. The Clerk advised Members of the full contents of the advice received.

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

- ❖ Flintshire County Council: Notice of temporary road closure in Gorsedd
- ❖ HyNet: Notification relating to application S56 DCO – HyNet Carbon Dioxide Pipeline
- ❖ Welsh Government: Environmental Protection (Single-use Plastic products (Wales) Bill; Passed on the 6th December 2022
- ❖ Flintshire County Council: County budget & Council services for financial year 2023 / 2024
- ❖ Flintshire County Council: Feedback on visits to Town & Community Councils
- ❖ Flintshire County Council: Consultation in relation to Draft Well-being Plan – 2023 / 2024
- ❖ Hwb Natur – Pentre Bychan Nature Hub

6(B). 09/23

CLERK'S REPORT

- (a) The Clerk advised Members in relation to the following deposit to the Council's bank account:
- £18,333.33 - Flintshire County Council: Third precept payment for financial year 2022 / 2023.
- (b) Ysgol Bro Carmel: Letter received from School seeking a Councillor representative as School Governor. The Clerk had replied to advise that the Council had previously agreed not to appoint a Councillor to this position; the reasons were provided.
- (c) The Clerk recollects Members to the offer by the County Biodiversity Office to replace the nature sign in the area of The Bryn in Carmel, with updated information at no cost to this Council – apart from the installation cost. A quotation had been received from Treetops Ground Maintenance for the sum of £60.00. This has been agreed by the Chair and Vice Chair of Council in between the November and this January meeting. The installation has been completed.

Members agreed the following: Confirmed the acceptance of the above quotation.

- (d) The Clerk advised of a request by Wynne Construction to allow parking in the area of the Council owned car park – adjacent Ysgol y Llan, in Whitford during building works at the school. The Clerk had arranged for the Chair of Council and Councillor Caradoc Jones (as Vice Chair was not available) to meet with a Company representative on site.

Councillor Billy Glynn advised Members in relation to the site visit whereby in attendance at the meeting was, Mark Wilson - Project Manager (Wynne Construction) and others.

Members agreed the following: Were pleased to assist with agreeing to the usage of the car parking area, with the following conditions:

- (1) Council agree to the usage of the car parking area to assist in facilitating the construction project at Ysgol Y Llan Primary School.
- (2) Council do not wish to receive any financial contribution for the usage.
- (3) Agree to the fence opening at the top end of the car park for access to the school grounds.
- (4) The area to be re-instated – as at present. Fence to be retained together with the grassed area
- (5) Any other surface / damage to be made good at end of project.

The Council wish to emphasise that the Community Council lease the land from the County and converted the area into a car park for visitors, conveyance of pupils to the school and for people attending services at the nearby Church of St. Mary & St. Beuno. The car park has never been advertised as a staff parking area for Ysgol Y Llan. There is a sign erected at the entrance to the car park, which states the above.

(e) STREET LIGHTING

The following street lights were reported out of order: Dyserth Road, Lloc. Lamp numbers 130 and 140. Now repaired.

6(C). 10/23

TO RECEIVE AND APPROVE: QUARTERLY STATEMENT OF ACCOUNTS TO THE 31ST DECEMBER, 2022

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of December 2022, together with copies of the 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 Billy Glynn.

6(D). 11/23

(I) TO RECEIVE, CONSIDER AND APPROVE: BUDGET FOR THE FINANCIAL YEAR 2023 / 2024

- (1) To increase the current precept for the forthcoming financial year from £55,000.00 to £59,000.00. The Clerk advised, that the Band D property charge would be £50.08, an increase of 2.23p a year (4.66% - 38 / 39p extra per month) for Band D properties within the Council area.
- (2) Earmarked Reserves £75,000.00 / General and Ring-fenced Reserves £0.00. This figure is placed as £0.00 – and is dependant on the outcome of funding to Flintshire County Council for footpath improvements in Gorsedd. The sum of £60,000.00 held in ear-marked reserves for this project will be allocated for this financial year and the next financial year to complete the work. Should funding be successful, then this figure will be placed in general reserves for other projects / To transfer £11,014.00 from the 2023 / 2024 budget to General Reserves.
- (3) The Chair of Council Billy Glynn, to sign the estimates for the end of the financial year 2022 / 2023, including the precept requirement for 2023 / 2024.
- (4) The Clerk to advise Flintshire County Council, in respect of the Community Council's financial requirements (precept) for 2023 / 2024.

6(D). 12/23

(II) TO FURTHER REVIEW: STREET LIGHTING CONTRACT

The Clerk recollected Members to previous discussions in relation to the street lighting energy supply and in particular, the increase in cost and information received from a Government Procurement Officer.

Members agreed the following: The street lighting energy supply contract to remain on file until such time as the energy market stabilises.

6(E). 13/23

TO CONSIDER: QUOTATIONS FOR ANNUAL MAINTENANCE CONTRACT

The Clerk recollected Members to the agreement in the November 2022 Council meeting, whereby an annual maintenance contract would be advertised, with the Chair and Vice Chair agreeing the final version of the contract details.

The Clerk advised that the contract specification had been sent to three contractors, two who had completed work for the Council previously, together with one other local company. One quotation had been received prior to the closing date of Friday 23rd December, a second quotation had been received following the closing date.

Members agreed the following: Allowed the second quotation to be considered, due to only one quotation received.

Members were provided with details of the two quotations.

Members agreed the following: Accepted the quotation for the sum of £680 plus VAT £136.00 total £816, from a company named Davies Land & Sea Ltd, in Lloc.

6(F). 14/23

TO CONSIDER: APPLICATION(S) FOR CO-OPTION OF COMMUNITY COUNCILLOR

The Clerk advised that following the display of Public Notices two Expressions of Interest had been received prior to the closing date of 12 noon on Friday 6th January 2023. One further Expression of Interest had been received following the closing date. The applicant had been informed that their expression was not within the timescale and could not be accepted. Councillors received copies of the Expressions of Interest in being co-opted as a Community Councillor prior to the meeting.

At the meeting Councillors were provided with a ballot paper containing the names of two applicants.

Members agreed the following: Co-opted Joseph Williams

6(G). 15/23

TO RECEIVE: UPDATED BIO-DIVERSITY POLICY

The Clerk recollected Members to the updated Bio-diversity Policy that had been sent prior to the Council meeting for perusal.

Members agreed the following: Thanked the Clerk for the updated policy.

6(H). 16/23

TO CONSIDER: APPOINTMENT OF INTERNAL AUDITOR – END OF YEAR AUDIT 2022 / 2023

The Clerk advised that this 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 2022 / 2023 accounts.

6(I). 17/23

TO CONFIRM RENEWAL: HSBC BANK STANDING ORDERS / BACS

The Clerk advised Members, that under the Financial Regulations, the payments made by Bank Standing Order and fixed monthly payments by BACS, were required to be re-confirmed every two years. Presently, the following payments are made, as follows: Standing Order: Scottish Power. BACS payments: Quarterly payments to HMRC in January, March, July & October / Fixed monthly payments - Clerk's Salary and allowance.

Members agreed the following: Confirmed, the above payments.

6(J). 18/23

TO REVIEW & UPDATE COUNCIL BANK SIGNATORIES

The Clerk advised that following the 2022 Council elections the HSBC Bank account signatory mandate required confirming. The Clerk provided Members with the current names of signatories.

Members agreed the following: To remove two retired Councillors.

6(K). 19/23

CLERK'S ANNUAL APPRAISAL – 2022

The Clerk advised, and the Chair of Council - Councillor Billy Glynn confirmed, that the Clerk's annual appraisal had been completed for year 2022.

6(L). 20/23

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:

- (1) Request to cut back hedge running alongside Glebe field in Whitford
- (2) Request received from a resident in Carmel to refill a salt bin in Park Drive
- (3) Information received from a resident that a person was emptying the salt from a nearby bin into the back of their van. Information referred to the County

The Clerk provided the following update from Mr. Nigel Seaburg (StreetScene) Officer

- Glebe field hedge cutting has been added to the list

Members brought the following concerns to the attention of the meeting:

- (i) A5026 Road, Carmel: Tarmac on pavement breaking up making it difficult for pedestrians and especially perambulators (Approximately 100 - 200 yards past the Whitford junction and Celyn bends
- (ii) Carmel Road, Carmel: Pot holes in the area of the play area entrance
- (iii) Carmel Road, Carmel: Pot holes in area of the Chapel
- (iv) A5025 Junction with Dyserth Road: Road surface breaking up by Lloc Garage (middle of the road)

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

7. 21/23

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- Councillor Billy Glyn advised of his attendance at the following Civic Sundays: Caerwys, Holywell and Leeswood.

8(A). 22/23

PLANNING APPLICATIONS

The following planning applications had been received:

- (1) Application number: FUL/000712/22 – for proposed replacement silage pits, at Mynydd Mostyn Farm, Pen-Yr-Allt, Mostyn.

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

- (2) Application number: ADV/000723/22 – for Roundabout Sponsorship Signs - 4 no signs to be positioned to the right of the traffic chevrons, at Roundabout No. 24, Crossways North (A55), Adjacent to McDonalds, Caerwys.

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

- (3) Application number: ADV/000724/22 – for Roundabout Sponsorship Signs - 3 no signs to be positioned to the right of the traffic chevrons, at Roundabout no 25, Crossways South (A55), adjacent to Dragons Rest Cafe, Caerwys.

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

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

8(B). 23/23

Members formally confirmed the above decisions.

8(C). 24/23

The following planning application(s) were considered by Members at the meeting:

- ❖ No applications received

8(D). 25/23

PLANNING DECISIONS

- No planning decisions have been received from Flintshire County Council

9. 26/23

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
<u>DECEMBER 2022 - PAYMENTS</u>				
<u>Payments made – to be confirmed:</u>				
	Direct Debit: Scottish Power (October - Street Lighting Electricity Account - payment dated 29/11/2022	264.54	52.93	317.57
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for November) Payments dated 01/12/2022			
	Direct Debit: HSBC Bank (October to November - Bank charges) Payment dated 01/12/2023	5.00		5.00

<u>Payments for consideration by two Councillor bank signatories - to be paid by BACS:</u>				
Humphreys Signs & Print (Defibrillator signage and stickering – Red Phone Box in Pantasaph) – as previously agreed by Council	114.00	22.80	136.80	
Flintshire County Council (Summer Play Scheme in Carmel and Whitford)	5,132.00		5,132.00	
Deeco lighting (Repair to two street lights on Dyserth Road, Lloc)	225.00	45.00	270.00	
Holywell Signs (50% of remaining invoice following completion of installation Re: signage at Ysgol Bro Carmel (as previously agreed by Council)	243.00		243.00	
Society of Local Council Clerks (Quarter share of Clerk’s renewal membership with other Councils)	74.00		74.00	
Direct Debit: Scottish Power (November - Street Lighting Electricity Account) Payment due: 21/12/2022	255.05	51.01	306.06	
Direct Debit: HSBC Bank (November to December - Bank charges) Payment due: 31/12/2022	5.00		5.00	
The above payments for December 2022 – were authorised by the Chair and Vice Chair of Council – as two Councillor bank signatories				
<u>JANUARY 2023 PAYMENTS</u>				
<u>Payments made – to be confirmed:</u>				
Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for December) Payments dated 03/01/2023				
<u>Payments for consideration at meeting to be paid by BACS:</u>				
BACS: H. M. Revenue & Customs. Clerk’s PAYE & Clerk & Council NI - October, November & December 2022 – payment dated 07/01/2023	780.44		780.44	
Treetops Environmental (Hedge cutting at Pen Y Gelli – as previously agreed by Council)	310.00		310.00	
Treetops Environmental (removal of old sign and installation of new nature sign at The Bryn, Carmel) As quotation agreed by Chair and Vice Chair	60.00		60.00	

	Direct Debit: Scottish Power (December - Street Lighting Electricity Account - payment due: 17/01/2023	255.06	51.01	306.07
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10. 27/23

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<u>Authorised to be paid by BACS:</u> Holywell Leisure Centre (Application for annual grant) Adjourned from November meeting (Section 19 - 3 LGA (Miscellaneous Provisions) Act 1976)	£500.00

11. 28/23

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:.....