



# **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> July, 2023, at 7.00pm**

### **1(A). 135/23**

#### **PRESENT**

Councillor Richard Dolphin (Chair)  
Councillor Billy Glynn (Vice Chair)  
Councillor Gareth Sharp  
Councillor Melanie Wallis

Clerk & Financial Officer R. Phillip Parry

### **1(B). 136/23**

#### **APOLOGIES**

Councillor Tim Barks  
Councillor Matthew Foster  
Councillor Sharon James  
Councillor Caradoc W. Jones  
Councillor Matthew J. Marshall  
Councillor Paul Urquhart  
Councillor Emma Warbrick  
Councillor Joseph Williams

### **1(C). 137/23**

#### **ABSENT**

None

### **2. 138/23**

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

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

### **3. 139/23**

#### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest declared

#### 4. 140/23

### TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 8<sup>TH</sup> JUNE 2023

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

#### 5. 141/23

### PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) **Minute no: 5. 1222/23 (2) (page 2)** – in relation to awaiting a decision by the Welsh Government to an Active Travel bid. Councillors' Richard Dolphin and Billy Glynn advised that they had both attended a site meeting, together with County Councillor Chris Dolphin and Lee Shone (County Technical Officer) together with a colleague in Gorsedd, whereby the project to extend the public footpath, and other items included in the Active Travel bid to the Welsh Government were discussed.

The Clerk advised that the Welsh Government had issued the Active Travel budget allocation to all County and Borough Councils in Wales. Whilst the Whitford Community Council project is not identified specifically, the County Council advise that the funding is including in a global County allocation. The Clerk read out an e-mail dated the 13<sup>th</sup> June addressed to County Councillor Chris Dolphin from Lee Shone, which advised the following: 'Myself (Lee Shone) and Robin Nursaw are currently preparing the necessary work packages in relation to this footpath. We will be undertaking further site visits in the coming weeks with an intention to commence works later this year. Once we have the details finalised we will be able to provide more precise dates in relation to the works commencing'.

- (2) **Minute no: 6(D). 126/23 (page 4)** – in relation to the Community Award to the Team at Five Villages Chronicle.

Councillor Richard Dolphin provided the following report: The presentation of the Community Award took place on Wednesday 12<sup>th</sup> July at the Five Villages Committee (FVC) meeting held in St. Paul's Church, Gorsedd; both Councillor Richard Dolphin and the Clerk were present.

Councillor Dolphin presented a framed certificate to the Chair of the FVC with each individual nine members of the committee receiving named engraved glassware which also contained the Whitford Community Council logo. Photographs of the presentation were shown on screen.

Councillor Dolphin provided Members with a summery of his speech: Which reflected on the accomplishment and achievement of the current and previous committee members, and those who volunteer and take the time to ensure its longevity as our free quarterly community newspaper. Currently a Committee of 9, with 32 volunteer deliverers with the last issue numbered 146 published in June 2023. Councillor Dolphin concluded his speech with the following:

'On behalf of Whitford Community Council, I'd sincerely like to thank the 5 Villages Committee for their innovation, determination and community-values which has ensured the Chronicle is part of daily life for all those living in Carmel, Gorsedd, Lloc, Pantasaph and Whitford. With that, I'd like to present the very first Whitford Community Council – Community Award to the 5 Villages Chronicle'.

Councillor Melanie Wallis, as Secretary to the Five Villages Chronicle Committee, thanked the Community Council for the award, whereby the Committee were pleased to have been nominated and to receive a framed certificate together with personalised engraved glassware for each member of the committee.

**6(A). 142/23**

### **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 Anti social behaviour / 1 x Violence

**Gorsedd** – 2 x Criminal damage

**Lloc** - No crimes reported

**Lloc (Services)** – 2 x Anti social behaviour / 1 x Violence

**Pantasaph** - No crimes reported

**Whitford** - No crimes reported

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

- ❖ Llais Cymru: Consultation ‘Have your say – to Health and Social care service in Wales’
- ❖ Flintshire County Council: Information in relation to the forthcoming 20mph speed restriction in Wales
- ❖ Flintshire County Council: Green Dog Walkers Campaign
- ❖ Flintshire County Council: Local Toilet Strategy
- ❖ Flintshire County Council: Children’s Summer Play Scheme
- ❖ Flintshire County Council: Feedback information following visits to Town & Community Councils in Flintshire by Members of the Independent Members of the Standards Committee
- ❖ Welsh Blood Service: Blood donation dates and venues in Flintshire for July and August

**6(B). 143/23**

### **CLERK’S REPORT**

- (a) The Clerk recollected Members to a previous decision by Council to provide funding to Ysgol Yr Llan in Whitford of £250.00 – towards two new signs at the School. An initial quotation had been received for over £800.00, whereby this Council had provided the Headteacher with other signage suppliers within the Holywell area. The Headteacher had received a further two quotations, with a more reasonable one from Holywell Signs at

Greenfield, at a cost of £350.00 for 2 steel signs and £285.00 for two signs in treated timber. Both alternatives include embedding in concrete, together with a cost of £147.00 for the supply and fit.

The Clerk further advised that the Headteacher wished the steel posts at a cost of £350.00 plus £147.00 – Total £497.00 plus VAT. Unfortunately Holywell Signs were not on the current list of County Suppliers and it was not practicable to set this up on the County system for one purchase. The Headteacher was seeking the thoughts of the Community Council to issuing a purchase order in this Council's name, whereby the School would reimburse the Council less the committed sum of £250.00. The Headteacher understood that the VAT element would have to be paid by the School. Members were shown on screen a copy of the quotation.

**Members agreed the following:** The Clerk to issue a Purchase Order to Holywell signs for the sum of £497.00 – as detailed above. The Clerk to reclaim the difference from Ysgol Y Llan in due course.

**(b) WALES AUDIT: Annual Returns for Years Ended 31<sup>st</sup> March 2021 and 31<sup>st</sup> March 2022**

The Clerk advised that the Community and Town Councils in Wales Annual Return for Years Ended 31<sup>st</sup> March 2021 and 2022 had been received from Wales Audit on the 19<sup>th</sup> June, 2023. The Chair and Vice Chair had been sent copies by e-mail.

Members were shown both copies on screen whereby it was noted the Auditor General's Report – Audit Opinion – Unqualified and stated the following: On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect the information reported in this Annual Return. The Clerk discussed the other matters arising and recommendations.

Members were shown on screen a copy of Minutes dated 20<sup>th</sup> April, 2017, whereby the Contract of Employment for the Clerk was agreed, together with a copy of the actual contract which covers the Clerk's allowance and working hours.

The Clerk provided the Chair of Whitford Community Council with a signed opt-out letter agreement under the UK Working Time Regulations dated the 10<sup>th</sup> July 2023.

**Members agreed the following:** (1) Accepted the Wales Audit Reports for Years Ending 31<sup>st</sup> March 2021 and 2022. However, were concerned that if the 2020 / 2021 Annual Return had been received prior to the end of the 2022 financial year, the recommendations would have been resolved and there would have been no requirement to include in the 2022 annual return (2) Acknowledged the Clerk's opt-out letter.

**6(C). 144/23**

**TO RE-APPROVE: COMMUNITY AND TOWN COUNCILS IN WALES ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2023**

**WALES AUDIT: Annual Return Year Ended 31<sup>st</sup> March 2023**

The Clerk recollects Members to the May Council meeting whereby the Community and Town Councils in Wales Annual Return for the Year Ended 31<sup>st</sup> March, 2023 had been formally signed by the Clerk and Chair of Council, under minute number: 10(C). 104/23 on the 11<sup>th</sup> May, 2023.

The Annual Return had been signed prior to the receipt of the Internal Audit which was received and placed before the Council in the June 2023 meeting. The Clerk advised that the regulations state that the Internal Audit report has to be received and accepted by the Community Council prior to the Wales Annual Return approval. The Clerk further advised that in his 16 years as a Council Clerk this was the first occasion that the Internal Audit was received later than usual. The Clerk further advised that to accommodate the signing of the Wales Annual Return after the 30<sup>th</sup> June a Public Notice under Regulation 15(2) of the Accounts and Audit (Wales) Regulations 2014 (as amended), had been displayed on the Councils notice board and web site dated the 18<sup>th</sup> June, 2023. Whilst the Clerk had resigned the document, the Clerk requested the Councils Approval and Certification of the Annual return and to be signed by the Chair of Council.

**Members agreed the following:** Re-approved the Wales Annual Return for Year Ended 31<sup>st</sup> March 2023.

**6(D). 145/23**

**TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30<sup>TH</sup> JUNE 2023**

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of June 2023, 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 Richard Dolphin.

**6(E). 146/23**

**TO ARRANGE ANNUAL INSPECTION: PEN Y GELLI QUARRY**

The Clerk recollected Members that the Annual Inspection of the Pen Y Gelli Nature Reserve would normally be carried out by the sub-committee during August.

Members discussed the Ash dieback disease within the County.

**Members agreed the following:**

- (1) The annual inspection to be arranged for Saturday 19<sup>th</sup> August at 10.00am by the Pen Y Gelli Sub-Committee: Councillors' Tim Barks, Matt Marshall and Melanie Wallis, together with the Clerk. (The inspection date was amended following the meeting to Saturday 26<sup>th</sup> August at 10.00am)
- (2) The Clerk to make contact with the County Bio-diversity Officer, to discuss seeking a professional to complete a survey on the trees in the Nature Reserve.

**6(F). 147/23**

**CLERKS CONTRACT OF EMPLOYMENT (MEETING CLOSED TO PRESS & PUBLIC)**

This matter was dealt with under Minute number 6(B). 143/23 (b) on page 4 above (The meeting was not closed to press and public)

**6(G). 148/23**

**STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)**

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

- Overgrowth including nettles require cutting back in pavement area on Celyn Bends, Carmel.

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

- 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, Pantasaph: Black bin near the Red Phone box has disappeared
- (2) A55 Junction 31. Both the MacDonalDs and Dragons Rest Roundabouts road surface requires attention
- (3) A5026: Footpath from Carmel area to Lloc. Hedges are overgrown whereby pedestrians have to walk on roadway
- (4) Carmel Road: Road is cracking in large areas – travelling from the A5026 up towards the Park area
- (5) A5026 Road, Lloc. Manhole collapsing near entrance to Flintshire Fabricators
- (6) A5026 Road, Lloc. Pot hole on pavement – near to a white large property
- (7) Gorsedd: Travelling from Carmel – light flashing on signage – after speed sign

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

**7. 149/23**

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

- (i) Councillor Billy Glynn provided a report following a meeting held in the Alltami Offices of Flintshire County Council. The meeting was also attended by County Councillor Chris Dolphin together with The County Operations Manager – Christopher Goddard. Discussed at the meeting were continual complaints in relation to the non-collection of the contents of the green and black bins within the Community Council area. The County disclosed that the Whitford Council area, in particular, Carmel and Pantasaph received the most complaints for non-collection. The County Officer seeked that residents report non-collections directly to the County, which will assist with both statistics and identify crews.

**Members agreed the following:** The Clerk to include the non-collection in the next Council report for the Five Villages Chronicle, and to provide the various contact details for the County.

- (ii) Councillor Melanie Wallis advised, that she had completed the on-line planning training.
- (iii) Councillor Gareth Sharp reported on a One Voice Wales meeting he had attended in the Wrexham area.

**8(A). 150/23**

**PLANNING APPLICATIONS**

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

- (a) Application number: FUL/000471/23 – for amendment to former approved application - demolition of garage, rear bedroom, conservatory & front bay - proposed replacement roof with rear dormer & gable, proposed front porch, at Trem y Don, Celyn Lane, Carmel.

**Comment by Council:** In principle, subject to compliance with relevant policies and planning guidance notes, then no objections raised. However, the Community Council are concerned by the

size and scale of the proposal, which appears to be not in character with the neighbouring properties.

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

#### **8(B). 151/23**

**Members formally confirmed the above decision.**

#### **8(C). 152/23**

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

- (a) Application number: FUL/000597/23 – for single storey rear extension, at 6, Saithaelwyd Park, Carmel

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

- (b) Application number: ADV/000631/23 – for sponsorship signs on roundabout, at Pen Ffordd Llan, Lloc

**Comment by Council:** In principle, subject to compliance with relevant policies and planning guidance notes, then no objections raised. However, vehicle visibility may be a concern with the signage.

#### **8(D). 153/23**

### **PLANNING DECISIONS**

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

- (i) Application number: 064333 – for infill extension to rear of property, alterations to exterior hard landscaping to provide level access from parking area to back door and onto rear patio area, at Ael Y Bryn, Carmel Road, Carmel. Permits.
- (ii) Application number: 064264 – for Listed Building Consent for the installation of a Fire Suppression system, at Plas Ucha Farm, Tre Mostyn. Refused.

#### **9. 154/23**

### **TO CONSIDER: REPLACING COUNCIL'S CONCRETE BENCH SEATS (CLLR RICHARD DOLPHIN)**

Councillor Richard Dolphin recollected Members that the Community Council held on their asset register five concrete bench seats, which are sited across the villages within the Council area. A number of the seats appear to require refurbishment or replacement, whereby replacement bench seating could be possibly achieved under the funds allocated in the active travel plan. Photographs of the concrete bench seating were shown on screen. Councillor Dolphin wished Councillors to consider either the replacement of the seating or the purchase of new wooden bench seats.

**Members agreed the following:** The Clerk to obtain a quotation from a contractor who has repaired the Council's concrete seating previously (Treetops Environmental), as follows:

To produce a report together with a quotation - as to any requirement for repair to the wooden slats, including the painting of the wooden slats in green, together with re-painting the actual concrete which is currently painted in white.

Seating location:

Carmel - Verge in front of Ocean View Estate  
Lloc - Verge opposite Garage  
Lloc - Roundabout Near Misty Waters  
Pantasaph - Near Notice board  
Whitford - Near former Huntsman Inn

#### 10. 155/23

#### TO CONSIDER: RE-STAINING OF COUNCIL NOTICE BOARDS (CLLR MELANIE WALLIS)

Councillor Melanie Wallis addressed Members in relation to the six Council wooden notice boards sited across the villages within the Council area, whereby all the boards require re-staining.

**Members agreed the following:** The Clerk to obtain a quotation from a contractor who has re-stained the notice boards previously (Paul Jones), as follows: To visit the six Council wooden notice boards, to survey with a view to staining each one and also to check for any other work / repair that is required. The Chair and Vice Chair to agree the quotation in between meetings.

Notice boards location:

Carmel x 2 (1 opposite the former Halfway House / 1 on the fence in front of the Village Hall  
Gorsedd x 1 (on the wall opposite the Druids Inn)  
Lloc x 1 (on the wall of the former Rock Inn – side of one way street)  
Pantasaph x 1 (By post box travelling out of village towards Brynford)  
Whitford x 1 (at entrance to Ysgol Y Llan Primary School / opposite Church)

#### 11. 156/23

#### APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<b><u>Payments made – to be confirmed:</u></b>			
	<b>BACS:</b> Trophy Store. Community Award glassware. Paid 13/06/2023 (Authorised by two Councillor Bank signatories)	74.92	14.99	89.91
	<b>BACS:</b> Cllr Billy Glynn (Councillor allowance) Paid 15/06/2023	208.00		208.00
	<b>Direct Debit:</b> Scottish Power (May - Street Lighting Electricity Account - payment dated 20/06/2023	527.48	105.50	632.98
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for June) Payments dated 03/07/2023			
	<b>Direct Debit:</b> HSBC Bank (charges) Payment dated: 01/07/2023	5.00		5.00



	<b>BACS: H. M. Revenue &amp; Customs. Clerk's PAYE &amp; Clerk &amp; Council NI - April, May &amp; June 2023.</b> Payment dated: 11/07/2023	687.03		687.03
	<b><u>Payments for consideration at meeting to be paid by BACS:</u></b>			
	Karen Price (Glassware engraving for Community Award)	135.00		135.00
	One Voice Wales: Councillor training	38.00		38.00
	St Paul's Church, Gorsedd (Meeting room hire for May, June & July)	120.00		120.00
	Davies Land & Sea, Lloc (Part payment of annual maintenance agreement)	70.00	14.00	84.00
	<b>Direct Debit: Scottish Power (June - Street Lighting Electricity Account - payment due: 18/07/2023</b>	510.50	102.10	612.60

**12. 157/23**

**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	<b><u>Authorised to be paid by BACS:</u></b>	
	Carmel Women's Institute (Application for annual grant) (Section 137 LGA 1972)	£300.00
	Theatr Clwyd, Mold (Application for grant) (Above application adjourned to the September council meeting for production of audited accounts and bank account details)	

**13. 158/23**

**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:.....**