



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 October, 2023, at 7.00pm

COUNCILLOR MATT FOSTER (MINUTES SILENCE)

The Chair of Council Councillor Richard Dolphin addressed Members on the recent passing of Councillor Matt Foster. Councillor Foster was elected to the Council in May 2022, and had provided valuable information and assistance to the Council, in particular, with his legal knowledge.

The Council send their sincere condolences to his family at this sad time.

Members stood and held a minutes silence.

1(A). 179/23

PRESENT

Councillor Richard Dolphin (Chair)
Councillor Billy Glynn (Vice Chair)
Councillor Tim Barks
Councillor Sharon James
Councillor Gareth Sharp
Councillor Paul Urquhart
Councillor Emma Warbrick
Councillor Joseph Williams

Clerk & Financial Officer R. Phillip Parry

1(B). 180/23

APOLOGIES

Councillor Caradoc W. Jones
Councillor Matthew J. Marshall
Councillor Melanie Wallis

1(C). 181/23

ABSENT

None

The Chair of Council Councillor Richard Dolphin welcomed Councillor Joseph Caruana – Vice Chair of Leeswood Community Council to the meeting. Councillor Caruana thanked the Chair for the welcome and advised that he was visiting to just observe the Council and their work.

2. 182/23

PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

- ❖ Correspondence received in relation to the condition of the Cemetery within the grounds of the Church of Saints Mary and Bueno in Whitford. The complainant had attended a funeral and was concerned with the health and safety of the pathway and overgrown areas. The Clerk had provided the contact details for the local Clergy and building department of the Church in Wales.

3. 183/23

DECLARATIONS OF INTEREST

There were no Declarations of Interest declared.

4. 184/23

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 14TH SEPTEMBER, 2023

The Minutes were proposed as correct by Councillor Billy Glynn and seconded by Councillor Sharon James and formally agreed by the Members present.

5. 185/23

PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) **Red Phone Box, Pantasaph:** The Clerk recollected Members to their decision at the September Council meeting which authorised the purchase of replacement glass panes for the red phone box – which had been purchased. A quotation for the sum of £80.00 to remove the broken glass and fit the new glass was received for £80.00 from Paul Jones (Painter). The quotation had been accepted by the Chair and Vice Chair of Council.

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

- (2) **Pen Y Gelli Nature Reserve:** The Clerk advised that following correspondence with the Mostyn Estate in relation to the boundary fence, the Estate has replied as follows: ‘The woodland is let on a long leasehold interest and we do not have day to day responsibility for the woodland. I have shared the Council’s concerns with our tenant including the photographs’.

Members agreed the following: No further action by this Council.

- (3) **Pen Y Gelli Nature Reserve:** The Clerk advised that he had perused the County Public Footpaths Rights of Way map, whereby there are no public or other registered pathways within the area of this Council’s land at Pen Y Gelli.
- (4) **Pen Y Gelli Nature Reserve:** The Clerk advised that whilst the request for an inspection and quotation had been sent following the September Council meeting to Davies, Land & Sea in Lloc, the report and quotation were not available due to staff leave. Councillor Tim

Barks advised that the inspection had been carried out during the afternoon period prior to this Council's meeting. A report and quotation will be sent to the Clerk in due course.

- (5) **Footpath / Pavement in Gorsedd:** The Clerk read out an e-mail received by County Councillor Chirs Dolphin which had been received from Lee Shone (Flintshire County Council). The e-mail contained the following information: 'We are currently working with contractors to programme in the work (extension to footpath in Gorsedd). This involves checking with statutory services, design details and traffic management plans. It is anticipated that these works will be scheduled to commence early in the new year'.

**6(A). 186/23
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 - No crimes reported

Gorsedd - No crimes reported

Lloc - No crimes reported

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

Pantasaph - No crimes reported

Whitford - No crimes reported

- (2) Flintshire County Council: Invitation to attend the annual virtual meeting between the County Standards Committee and Town & Community council, on Monday 6th November at 6.00pm.

Members agreed the following: Councillors' Richard Dolphin and Billy Glynn to attend, together with the Clerk.

- (3) Flintshire County Council: The Clerk advised that the yearly letter seeking if this Council requires any items for winter preparations, such as salt bins, rock salt and snow shovels.

Members agreed the following: No areas identified. Councillors to contact the Clerk should any areas be identified.

- (4) The Clerk recollects Members to an e-mail forwarded from Flintshire County Council, which attached a copy of a Community Review. The County under Section 22 of the Local Government (Democracy) (Wales) Act 2013 every ten years to report on a community review having regard to the Local and Democracy and Boundary Commission for Wales. The review questionnaire was shown on screen.

Members agreed the following: Completed the questionnaire.

- (5) The Clerk advised that Flintshire County Council were required to complete a review of polling districts and polling places in the County of Flintshire under the Representation of

the People Act 1983. The last review took place in 2019. The County have produced a list of polling places together with a questionnaire to be completed by Town and Community Councils in Flintshire. There are two polling places within this Council area, namely: Carmel Village Hall and Ysgol Y Llan in Whitford. The Clerk advised Members as to the questions contained in the questionnaire.

Members agreed the following: Replies agreed by Council to enable to Clerk to complete the on-line questionnaire.

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

- ❖ Flintshire County Council: Further press release in relation to the Welsh Government's 20mph legislation
- ❖ One Voice Wales: Equality & Diversity training – Handouts received from Councillor Sharon James
- ❖ One Voice Wales: Community Engagement – Handouts received from Councillor Emma Warbrick
- ❖ One Voice Wales: Llais Cymru – the new Health Watchdog (Voice in Health & Social Care). Information received from Councillor Gareth Sharp following his attendance at a recent meeting.
- ❖ Independent Remuneration Panel for Wales (Draft Annual Report) – February 2024

6(B). 187/23

CLERK'S REPORT

- (a) Audit Wales: The Clerk advised that the Community and Town Councils in Wales Annual Return for the Year Ended 31st March 2022, had been further returned from Audit Wales - with an amended recommendation. The Auditor General's opinion was unaltered. The report had been uploaded to the Council's web site.
- (b) The Clerk advised that a wooden flower planter sited near the entrance to the Council's asset lease land adjacent to Ysgol Yr Llan in Whitford, has been offered to be replaced by the building contractors at the school at no cost. The Clerk advised that the original planter was placed by Flintshire County Council.
- (c) The Clerk recollects Members to an e-mail sent which attached a further copy of the Councillors Code of Conduct.
- (d) The Clerk advised in relation to the following correspondence received from Mr. Bryan Griffiths – Headteacher at Ysgol Y Llan in Whitford.
 - Thank you letter to the Council for financially supporting the new School signage. Photograph of the sign were shown on screen together with photographs of two wooden carvings sited in the area where a tree was felled near the school entrance.
 - Request from the School for permission to place either paving stones and or gravel at the top car park entrance gate to the school, which would alleviate the area becoming muddy. The School would pay for the work and if granted, the School would ensure the

work is completed by a professional tradesperson. Photographs were shown on screen of the gate area.

Members agreed the following: (1) Were grateful to receive the letter of thanks from the Head teacher together with wood carving photographs (2) Confirmed the request to place either paving stones and or gravel at the top car park entrance gate to the school.

(e) Street lighting:

- Dyserth Road, Lloc. The three lights that were reported faulty have been inspected by this Council's Street Lighting contractor. Wiring between the Scottish Power connection and connection to the actual lantern is damaged on one lantern which affects the adjacent two lanterns. The repair responsibility is Scottish Power who have been requested to attend.
- The Clerk further advised that the above referred to lantern causing the fault does not have a waterproof box installed. The cost to install a box by Scottish Power is £187.48, whereby the Chair and Vice Chair of Council had agreed this cost in-between meetings.

Members agreed the following: Confirmed the waterproof box cost of £187.48 to be installed by Scottish Power at the same time as the lamp is repaired.

6(C). 188/23

COUNCILLOR VACANCY

The Clerk advised Council Members in relation to the procedure to fill the vacant Council seat following the passing of Councillor Matt Foster.

Firstly, the Clerk will issue a Public Notice under the Local Government Act, 1972 (section 87(2)). Copies of the notice will be sent to the County Returning Officer, displayed on the Council's notice board and public notices page of the web site. Should there be a call for an election, the County will administer, however, should there be no call for an election then this Council will be authorised to commence the Co-option procedure.

6(D). 189/23

CLERKS CONTRACT OF EMPLOYMENT

Pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the press and public be excluded from the meeting, for the following item of business:

The Clerk's Contract of Employment was the only matter discussed during this closure of the meeting to the press and public.

Public Bodies (Admissions to Meetings) Act 1960, **RESOLVED** that the press and public be re-admitted to the meeting.

6(E). 190/23

TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30TH SEPTEMBER, 2023

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of September, 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(F). 191/23

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 – 2023 / 2024 (G) RETENTION OF DOCUMENTS ETC., SCHEDULE (H) FIXED ASSET REGISTER - 2023 / 2024 (I) RETENTION OF DOCUMENTS POLICY STATEMENT (J) ANNUAL INVESTMENT STRATEGY - 2023 / 2024 (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) (R) ANNUAL TRAINING PLAN – 2023 / 2024

The Clerk recollects Members to the above policies, and in particular, the policies that required reviewing each year. The Clerk referred to the financial regulations and sought that Council consider increasing a number of the approval and contract quotation limits. The document was shown on screen.

(Councillors were able to peruse the above policies from a link provided by the Clerk to the Council's Microsoft cloud folder).

Members agreed the following: (1) Approved and updated the above policies, and to be further reviewed, if necessary, before the end of the financial year (2) The financial regulations limits were increased from the figures of £500 to £1,000 and from £3,000 to £5,000.

6(G). 192/23

COUNTY COUNCILLOR CHRIS DOLPHIN

The Clerk advised in relation to the following received from County Councillor Chris Dolphin:

- (1) Wales Government 20mph speed limit. The stretch of road on the A5026 Holway from a point 680 meters North West of its junction with Saith Aelwyd Park to a point 52 meters North West of its junction with Carmel Road, will be remain at a 30mph area.
- (2) Finance: The County had a £32 million financial gap, which has now been reduced to £15 million.
- (3) Attended various County meetings
- (4) Dealt with a number of residential issues, which are confidential
- (5) The wildflower bank in Carmel was of course colourful this year, and if anyone walked past and looked properly at the growth would have seen at various times at least 17 different species throughout the spring and summer blooming, including an abundance of Oxeye Daisy well into September, Red Campion, Red clover, Yarrow and Knapweed. The Yorkshire Fog and False Oatgrass may be reduced by an early cut in 2024. Of course much

is weather dependent, and even in October with the grass already cut, temperatures are in the twenties. So much more colourful for the area, Carmel banks an area we can and should all be proud of. No metal railings in this area, rural fencing and with the actual bottom and top verges cut regularly.

6(H). 193/23

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

- ❖ Update received in relation to items as minuted in the September meeting Minutes and forwarded to Councillors.

Members brought the following concern to the meeting:

- ❖ Monastery Road, Pantasaph: Faulty light on Give Way sign at junction of Monastery Road and Babell Road.

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

7. 194/23

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- (i) Councillor Gareth Sharp advised of his attendance at a One Voice Wales Committee meeting.
- (ii) Councillor Joe Williams advised of his attendance at a School Governor's meeting at Ysgol y Llan in Whitford.

8(A). 195/23

PLANNING APPLICATIONS

- (1) Application number: COU/000808/23 – for change of use of existing vacant chapel into new dwelling, at Carmel Chapel, Carmel Road, Carmel

Comment by Council: Would suggest a condition that the static caravan presently on site is allowed only during the renovation of the property. Otherwise subject to compliance with relevant policies and planning guidance notes, then no objections raised.

- (2) FUL/000854/23 – for proposed single storey rear extension including new decking, at Marwyn, 5, Park Avenue, Carmel

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

8(B). 196/23

PLANNING DECISIONS

- ❖ No planning decisions have been received from Flintshire County Council

9. 197/23

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>Payments made – to be confirmed:</u>			
	BACS: R. P. Parry – Clerk Re-imburement of phone glass from K6 Kiosks X Connect – Red Phone Box in Pantasaph – as previously agreed by Council and receipt. Payment dated: 23/09/2023 (Authorised by two Councilor bank signatories)	54.54	10.90	65.44
	Direct Debit: HSBC Bank (charges) Payment dated: 01/10/2023	5.00		5.00
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for September) Payments dated 02/10/2023			
	BACS: H. M. Revenue & Customs. Clerk’s PAYE & Clerk & Council NI - July, August & September – payment dated 06/10/2023	687.03		687.03
	<u>Payments for consideration at meeting to be paid by BACS:</u>			
	Davies Land & Sea Ltd., (Maintenance charges for August & September)	140.00	28.00	168.00
	Davies Land & Sea Ltd., (Hedge cutting at Pen Y Gelli Nature Reserve)	200.00	40.00	240.00
	Davies Land & Sea Ltd., (Grass cutting in The Bryn, Carmel)	200.00	40.00	240.00
	Royal British Legion (Local Authority poppy wreath)	50.00		50.00
	Direct Debit: Scottish Power (September - Street Lighting Electricity Account - payment due: 18/10/2023	534.86	106.97	641.83

10. 198/23

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	No applications received	

11. 199/23

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:.....