



CYNGOR CYMUNED CHWITFFORDD / WHITFORD COMMUNITY COUNCIL

Minutes of The Meeting of Whitford Community Council

Held at St. Paul's Church, Gorsedd,

On Thursday the 11th January, 2024, at 7.00pm

No Council meeting was held in December

1(A). 01/24

PRESENT

Councillor Richard Dolphin (Chair)
Councillor Billy Glynn (Vice Chair)
Councillor Sharon James (Part of Meeting)
Councillor Caradoc W. Jones
Councillor Matthew J. Marshall
Councillor Paul Urquhart
Councillor Emma Warbrick

Clerk & Financial Officer R. Phillip Parry

1(B). 02/24

APOLOGIES

Councillor Gareth Sharp
Councillor Melanie Wallis
Councillor Joseph Williams

1(C). 03/24

ABSENT

Councillor Tim Barks

2. 04/24

PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

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

3. 05/24

DECLARATIONS OF INTEREST

There were no Declarations of Interest declared.

4. 06/24

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 9TH NOVEMBER, 2023

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

5. 07/24

PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) **Active Travel – Gorsedd Footpath Project:** The Clerk advised that a virtual Teams meeting had been held during the afternoon prior to this evening's Council meeting. The meeting had been attended by the following: Councillors' Richard Dolphin (Chair), Billy Glynn (Vice Chair) and the Clerk to this Council. Also in attendance, Lee Shone, Robin Nursaw, County Councillor Chris Dolphin (Flintshire County Council).

Councillors' Richard Dolphin and Billy Glynn provided the following information: It was confirmed that the project was on-going and would commence on the 11th March for approximately four weeks. The cost of the footpath from the Welsh Government allocation of funds to the County was £40,000.00. The telegraph pole would not be repositioned with a drop down kerb to the field gateway. It was confirmed by Lee, that the bench seating, bike rack and new Village Name Signs are included in the available funds.

- (2) **Pen Y Gelli Nature Reserve:** The Clerk advised the no report had been received from Davies Land & Sea Ltd. The Clerk further advised, that following a reminder e-mail to the Company, a reply had been received apologising for the delay and a report would be sent soon.
- (3) **Halkyn Mountain Consultative Board:** The Clerk advised that the Brynford Community Councillor who is co-ordinating the move to re-establish the Halkyn Mountain Consultative Board, had provided the following information. Flintshire Countryside Services have expressed an interest in continuing their involvement with the Board, but could not commit to facilitate the meetings. A reply was still pending from the Grosvenor Estate.
- (4) **Council's Television in St. Paul's Church, Gorsedd:** The Clerk advised that the Church Warden had consulted with the Church authorities, who had advised that their insurance policy has an excess of £500 on their policy and would only pay 50% of the claim. Members discussed the options available, which included an insurance claim, repair or purchase a new television.

Members agreed the following: To seek a quotation to repair the television.

- (5) **Speed Monitoring Tubes in Gorsedd:** The Clerk advised that County Councillor Chris Dolphin has been in contact with County Highways seeking the reason as to the delay in this request. To-date the County have not confirmed, that the request will be listed for action. Councillor Dolphin will pursue this further with the County.

6(A). 08/24

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:

October:

Carmel - 1 x Burglary

Gorsedd - No crimes reported

Lloc – 1 x Other theft

Lloc (Services) – 1 x Other theft / 1 x Public order

Pantasaph - No crimes reported

Whitford - No crimes reported

November:

Carmel - 1 x Anti social behaviour / 3 x Violence

Gorsedd - No crimes reported

Lloc - No crimes reported

Lloc (Services) – No crimes reported

Pantasaph - No crimes reported

Whitford - 1 x Anti social behaviour / 1 x Violence

(2) Flintshire County Council: Summer Play Scheme for year 2024. The Clerk brought the correspondence to the attention of the Chair and Vice Chair of Council in November, as the November Council meeting had been held, whereby the County seeked a two-section reply, with the first section within a short timescale.

The correspondence was received from the County Lead Officer for Play Development in Flintshire, whereby the County wished Town & Community Councils to consider a three-year, in principle, for funding the summer play scheme. The Chair & Vice Chair were provided with costings for the three-year cycle, together with a commitment to hold the scheme in 2024. The scheme would only be available for either a three or six week period.

The Chair & Vice Chair agreed to hold the scheme in Carmel for 2024. The Clerk advised the County.

Members perused on screen the County playscheme costings for a one and three year period - for both the three and six week schemes.

The Clerk advised Council, that the following decisions were required **(i)** To provide a commitment to the County to hold the play scheme for either one year or a three year period **(ii)** To decide to hold the playscheme for either a three or six week period **(iii)** To hold the playscheme during the morning or afternoon periods, or both.

Members agreed the following: (1) Confirmed the decision by the Chair and Vice Chair to hold the summer playscheme in 2024 (2) (i) To commit to a three year playscheme (ii) To commit to a six week playscheme (iii) To commit to both morning and afternoon playschemes. The playschemes to be held bilingually in Carmel (iv) The Clerk to seek the following commitment from the Flintshire Play Development Team: Should the Council wish to move either the morning or afternoon sessions from Carmel to Whitford, following a call for this from parents / guardians, would the County be amicable.

- (3) Flintshire County Council – County Standards Committee: Notification in relation to a vacancy for a Member of the Standards Committee to represent Town & Community Councils in Flintshire. The Clerk provided further information in relation to the vacancy together with the nomination process.

Members agreed the following: The Clerk to advise the Flintshire Chief Officer (Governance), that there were no volunteer Councillor for the position.

- (4) Welsh Government: Appropriate sum under Section 137 (4)(a) of the Local Government Act 1972 – Expenditure Limit for 2024 / 2025. An increase from the current sum of £9.93 to £10.81 per elector.

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

- ❖ Denbighshire County Council: Welsh Government consultation in relation to a Fairer Council Tax. Councillors to complete the survey on a personal basis
- ❖ Area of Outstanding Natural Beauty (Area Coordinator): Presentation in relation to Ash Dieback disease
- ❖ Flintshire County Council: Draft Resources and Waste Strategy Consultation
- ❖ Flintshire County Council: Consultation in relation to Draft Supplementary Planning Guidance
- ❖ Independent Remuneration Panel for Wales: Consultation for Council Members to complete
- ❖ Independent Remuneration Panel for Wales: Reporting the allowance form the 2024 / 2025 budget
- ❖ One Voice Wales: Digital Health of Town & Community Councils in Wales. Councillors to register personally to access the free training module

6(B). 09/24

CLERK'S REPORT

- (a) The Clerk advised Members in relation to the following deposit to the Council's bank account:
- £19,666.67 - Flintshire County Council: Third precept payment for financial year 2023 / 2024
- (5) The Clerk advised that all Councils in Wales had received a notification from the National Association of Local Councils, which advised in relation to a pay increase agreement for Council Clerk's and back dated to the 1st April, 2023. The Chair and Vice Chair had been

sent a copy of the agreement. The Clerk advised that the back-pay was provisionally included in the accounts section of this evening's meeting – from April to December.

Members agreed the following: Accepted the national agreement whereby the Clerk's salary standing order to be amended for the January payment (paid on 1st February, 2024), to reflect the monthly national increase.

6(C). 10/24

CLERK'S 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.

During the above meeting Councillor Sharon James announced that she was resigning from the Community Council with immediate effect and thereafter left the meeting room.

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

6(D). 11/24

TO RECEIVE AND APPROVE: QUARTERLY STATEMENT OF ACCOUNTS TO THE 31ST DECEMBER, 2023

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

6(E). 12/24

TO RECEIVE, CONSIDER AND APPROVE: BUDGET FOR THE FINANCIAL YEAR 2024 / 2025

- (1) To increase the current precept for the forthcoming financial year to £60,500.00. The Clerk advised, that the Band D property charge would be £51.16, an increase of £1.08p a year (2.16% - 9p extra per month).
- (2) The Chair of Council Richard Dolphin, to sign the estimates for the end of the financial year 2023 / 2024, including the precept requirement for 2024 / 2025.
- (3) The Clerk to advise Flintshire County Council, in respect of the Community Council's financial requirements (precept) for 2024 / 2025.

6(F). 13/24

TO CONSIDER: APPOINTMENT OF INTERNAL AUDITOR – END OF YEAR AUDIT 2023 / 2024

The Clerk advised that this matter 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 2023 / 2024 accounts.

6(G). 14/24

TO CONSIDER: FUTURE COMMUNITY AWARDS

The Clerk recollected Members to the Community Award initiative held during 2023 and enquired if Council wished to hold a similar award during 2024.

Members agreed the following: To hold the Community Award on a yearly basis. The Clerk to place on the April agenda to arrange the process timeline.

6(H). 15/24

CLERK'S ANNUAL APPRAISAL – 2023

The Clerk advised, and the Chair of Council - Councillor Richard Dolphin confirmed, that the Clerk's annual appraisal had been completed for year 2023.

6(I). 16/24

TO FURTHER DISCUSS: PEN Y GELLI NATURE RESERVE MAINTENANCE (ADJ FROM SEPTEMBER, 2023 MEETING)

The Clerk recollected Members that this matter had been adjourned from the October meeting, for Council to consider the future maintenance of the area.

Councillor Billy Glynn recollected Members to the current maintenance work orders and pending report for the area. Councillor Glynn wished Council to consider a contract for litter picking, public footpath grass cutting and other work in the area of Pen Y Gelli Nature reserve and throughout the Community Council area. The Council could consider a contact for 2 or 3 days a month for this work to be undertaken. Councillor Glynn advised that the Footpath Officer had confirmed the County would have no objection to the Community Council completing work on their public footpaths.

General discussion by Council, which included a work specification and areas for litter picking and grass cutting to be identified.

Members agreed the following: (1) In principle, agree to a maintenance contract (2) The Clerk to write to Flintshire County Highways to enquire if the County could provide a provisional cost of say, per hour, for the County team to litter pick on the grass verges adjacent to the highway on behalf of the Community Council. This would be in addition to the work carried out by the County.

6(J). 17/24

COUNTY COUNCILLOR CHRIS DOLPHIN

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

- (1) Damage to grass verges in Celyn Lane, Carmel
- (2) Welsh Government: Briefing note in relation to County Councils in Wales - Provisional budget for 2024 / 2025. (Forwarded to Councillors)

- (3) Information received from Councillor Dolphin in relation to a theft from a vehicle in the Carmel area (Forwarded to Councillors)

6(K). 18/24

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 concerns reported in between the November 2023 and January 2024 Council meetings

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) Pot Holes: Road travelling from Whitford to the Sarn area
- (2) Blocked Gullies: In area of Ty Newydd Farm, Sarn
- (3) Broken Gate: Entrance to public rights of way footpath – between Maen Y Gol and Ty Newydd, Sarn (Public Rights of Way Officer also notified)

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

7. 19/24

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- The Clerk advised that Councillor Gareth Sharp had attended a meeting held by One Voice Wales. Items discussed included; Digital Health for Town & Community Councils in Wales and Cost of Living. Information provided by Councillor Sharp was forwarded to Council Members

8(A). 20/24

PLANNING APPLICATIONS

The following planning applications had been received:

- (a) Application number: FUL/000556/23 – for removal of agricultural occupancy condition (condition 1 of application ref: y494), at Dwynant, Whitford.

Comment by Council: To remain as an agricultural dwelling

- (b) Application number: FUL/001011/23 – for steel storage shed for animal holding and equipment & new access, at Sarn Farm, Whitford.

Comment by Council: In principle, no objection to the demolition of the outbuildings, providing the stone building is of no historical significance. No objection to the erection of new agricultural shed, however, the new private access appears to be quite near to the existing highway access and taking into consideration the current traffic using this access, there may be vehicle visual concerns.

- (c) Application number: FUL/001056/23 – for proposed 2 storey rear extension and roof alterations to existing elements with internal alterations, at St Philomena’s, Monastery Road, Pantasaph.

Comment by Council: The Community Council raise the following concerns: (1) The size and scale of the proposed extension and the impact on the adjoining property (2) The limited access to the property (3) The property lies within the grounds of the Franciscan Friary (4) The property is sited within the Pantasaph Conservation area, whereby it is noted, that there has been no conservation planning application made.

(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). 21/24

Members formally confirmed the above decisions.

8(C). 22/24

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

- No planning applications received from Flintshire County Council for consideration at meeting

8(D). 23/24

PLANNING DECISIONS

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

- (1) Application number: FUL/000854/23 - for single storey rear extension including new decking, at Marwyn, 5, Park Avenue, Carmel. Approved
- (2) Application number: FUL/000692/23 - for construction of a 40m x 20m manège for private use only, at Ty Maen, Gorsedd. Approved
- (3) Application number: COU/000600/23 for change of use of former commercial land to domestic and the erection of a timber, at Holliberry House, Babel Road, Gorsedd. Approved
- (4) Application number: NMA/000684/23 - NMA to 063088 - to amend description to erection of restaurant unit and drive-thru Land East of McDonalds, St Asaph Road, Lloc. Approved
- (5) Application number: FUL/000683/23 - for removal or variation of condition 2 following grant of planning, at Land East of McDonalds, St Asaph Road, Lloc, Holywell. Approved

9. 24/24

TO CONSIDER: ADOPTING RED PHONE BOX IN WHITFORD (CLLR CARADOC JONES)

Councillor Caradoc Jones addressed Members in relation to the Red K6 Telephone Box sited in Whitford Village. The Community Council a few years ago researched into adopting from BT Payphones the Red Phone Boxes in Pantasaph and Whitford, with a view to defibrillator units being installed in both the Telephone Boxes. The Pantasaph Telephone Box was adopted whereby a defibrillator has been installed.

In Whitford, the local primary school Ysgol Y Llan have installed a defibrillator on the outside wall of the school which can be accessed by the public. Councillor Jones wished the Community

Council to now consider the adoption of the Red K6 Phone Box in Whitford, which would preserve this iconic landmark within the conservation area of Whitford.

The Clerk advised that following the request from Councillor Jones to place this matter on the January agenda he had been in contact with BT Payphones to ascertain if the Telephone Box was available for adoption. This had been confirmed, whereby BT had also sent a draft adoption contract for consideration by Council.

Members agreed the following: (1) To adopt the Red K6 Telephone Box in Whitford (2) The Clerk to sign the adoption contract with BT Payphones (3) Council will consider the internal usage of the Telephone Box at a future meeting.

10. 25/24

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>November & December Payments</u>			
	<u>Payments made – to be confirmed:</u>			
	BACS: Deeco Lighting (Street light repair in Lloc) Paid on 14/11/2023 (Authorised by two Councillor bank signatories)	180.00	36.00	216.00
	Direct Debit: Scottish Power (October - Street Lighting Electricity Account - payment dated 20/11/2023)	552.65	110.53	663.18
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for November) Payments dated 01/12/2023			
	Direct Debit: HSBC Bank (charges) Payment dated: 01/12/2023	5.00		5.00
	Direct Debit: Scottish Power (November - Street Lighting Electricity Account - payment dated 18/12/2023)	534.86	106.97	641.83
	Direct Debit: HSBC Bank (charges) Payment dated: 31/12/2023	5.00		5.00
	<u>January Payments</u>			
	<u>Payments for consideration at meeting to be paid by BACS:</u>			
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for December) Payments dated 02/01/2024			

H. M. Revenue & Customs. Clerk's PAYE & Council NI - October, November & December 2023	687.03		687.03
Society of Local Council Clerk's (Membership renewal – quarter share with other Councils)	74.50		74.50
Caerwys Computer Clinic (Web site hosting & domain name)	272.48		272.48
R P Parry – Clerk (Payment of backdated salary from October to December)			
R P Parry – Clerk (Clerk's National salary increase – backpay from April 2023 to December 2023)			
Direct Debit: Scottish Power (December - Street Lighting Electricity Account - payment due: 18/01/2024)	551.22	110.24	661.46

11. 26/24

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<p><u>Authorised to be paid by BACS:</u></p> <p>One Step Holywell (Community Interest Company) (Application for funding towards a private initiative to set up a Holywell Youth Club)</p> <p>(This application was adjourned from the November 2023 Council meeting, for the applicant to complete this Councils formal application form).</p>	No formal application received. Application dismissed
	Urdd National Eisteddfod (Application for grant towards Eisteddfod in Maldwyn (Montgomery) (Section 145 LGA 1972)	£150.00
	Carmel Bowling Club (Application for funding towards replacement machinery) (Section 19 - 3 LGA (Miscellaneous Provisions) Act 1976)	£300.00
	Application for annual grant on behalf of the following Groups:	
	(i) 1 st Carmel Scout group – Beavers	£400.00
	(ii) 1 st Carmel Scout group – Cubs	£400.00
	(iii) 1 st Carmel Scout group – Scouts	£400.00
	(Section 19 - 3 LGA (Miscellaneous Provisions) Act 1976)	

	Five Villages Chronicle (Application for annual grant) (Section 137 LGA 1972)	£1,500.00
	Carmel Papercraft Group (Application for annual grant) (Section 19 - 3 LGA (Miscellaneous Provisions) Act 1976)	£300.00

12. 27/24

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:.....