



CYNGOR CYMUNED CHWITFFORDD / WHITFORD COMMUNITY COUNCIL

Minutes of The Meeting of Whitford Community Council

Held at St. Paul's Church, Gorsedd,

On Thursday the 9th May, 2024, at 7.00pm

Annual Council Meeting

1(A). 99/24

APPOINTMENT OF CHAIRPERSON FOR THE PERIOD 2024 / 2025

Councillor Billy Glynn was proposed and seconded, as Chair of Council. There were no further nominations. Councillor Glynn accepted the nomination.

Members agreed the following: Councillor Billy Glynn be appointed as Chair of Council for the period 2024 / 2025.

The Clerk advised that the retiring Chair of Council, Councillor Richard Dolphin had stated in an e-mail, as to his thanks to both the Councillors and Clerk for their support during his year of office.

1(B). 100/24

SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (CHAIR OF COUNCIL)

Councillor Billy Glynn signed the Declaration of Acceptance of Office, which was duly witnessed by the Clerk.

The new Chair of Council Councillor Billy Glynn thanked Councillor Dolphin for his work over the past twelve months as Chair, together with his co-operation on Council matters. Councillor Glynn also thanked the Members for the appointment.

2(A). 101/24

PRESENT (FOR BOTH ANNUAL AND GENERAL MEETINGS)

Councillor Billy Glynn (Chair)
Councillor Caradoc W. Jones (Vice Chair)
Councillor Tim Barks
Councillor Paul Urquhart
Councillor Melanie Wallis
Councillor Emma Warbrick
Councillor Steve Watts

Clerk & Financial Officer R. Phillip Parry

2(B). 102/24

APOLOGIES (FOR BOTH ANNUAL AND GENERAL MEETINGS)

Councillor Richard Dolphin
Councillor Matthew J. Marshall
Councillor Gareth Sharp
Councillor Joseph Williams

2(C). 103/24

ABSENT

None

3. 104/24

APPOINTMENT OF VICE CHAIRPERSON FOR THE PERIOD 2024 / 2025

Councillor Caradoc Jones was proposed and seconded. There were no further nominations.
Councillor Jones accepted the nomination.

Members agreed the following: To appoint Councillor Caradoc Jones, as Vice Chair for the year 2024 / 2025

4. 105/24

MINUTES OF THE ANNUAL MEETING HELD ON THE 11TH MAY, 2023

The Clerk advised Members, that the Minutes of the 2023 Annual Meeting were formally proposed, seconded and agreed at the 8th June, 2023 meeting; under Minute number: 4. 121/23.

Members agreed the following: Re-affirmed the above decision.

5. 106/24

NOMINATIONS TO SERVE ON LOCAL COMMITTEES AND OUTSIDE BODIES

Members received prior to the meeting a copy of the current list of Liaison, Local Committees and Outside Bodies for year 2023 / 2024.

Members agreed the following: Councillor Steve Watts appointed as the Council's second representative on the Flintshire County Forum. There were no further amendments for the 2024 / 2025 list.

General Council Meeting

6. 107/24

PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

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

7. 108/24

DECLARATIONS OF INTEREST

The following Declarations of Interest were declared: Councillor Billy Glynn (Minute number 15. 126/24 on page 9 below) / Councillor Steve Watts (Minute number 16. 127/24 on page 10 below)

8. 109/24

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 11TH APRIL, 2024

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

9(A). 110/24

PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) **Red K6 Phone Box in Whitford:** The Clerk advised that the competition hard copies of the pupils entries in relation to the future usage of the Red Phone Box had not been received from Ysgol Y Llan in Whitford.

Members agreed the following: Councillor Joe Williams, as this Council's School Governor at Ysgol Y Llan to make contact with the Head teacher.

- (2) **Environmental Funding:** The Clerk advised that following notification to both Head teachers at Ysgol Bro Carmel and Ysgol Y Llan in Whitford, advising that the Community Council had allocated the sum of £2,500.00 to each school for environmental purposes, the following replies had been received:

- (a) **Ysgol Bro Carmel:** The Head teacher was appreciative of the grant from the Community Council and would discuss environmental ideas with colleagues and contact the Council in due course.
- (b) **Ysgol Y Llan, Whitford:** The Head teacher was also appreciative of the grant from the Community Council and made a number of suggestions. However, the Head teacher was leaving the school shortly and would ensure the new Head teacher was aware of the Council's financial assistance.

9(B). 111/24

VACANCY: COMMUNITY COUNCILLOR

The Clerk advised that the vacant Councillor position had been advertised on the Council's web site and notice boards, as previously agreed by Council. Following the closing date for Expressions of Interest no applications had been received by 12 noon on Tuesday 30th April, 2024.

Members agreed the following: The Clerk to re-advertise the vacancy in the next edition of the Five Villages Chronicle, including the Council's web site and notice board. The Clerk to decide the closing date for Expressions of Interest depending on the circulation date of the Five Villages Chronicle.

9(C). 112/24

TO RECEIVE UPDATE REPORT: GRASS CUTTING ON PUBLIC FOOTPATHS (FLINTSHIRE COUNTY COUNCIL)

The Clerk advised that the following financial costs had been received from the Flintshire Rights of Way Officer. For five days of additional grass cutting on Public Footpaths at a cost of £825.00. Additional days at £165.00.

Members agreed the following: Accepted the above quotation. The Clerk to seek if the County wish to sign a contact, or a Work / Purchase Order to be issued.

9(D). 113/24

TO CONSIDER THE FOLLOWING QUOTATIONS:

(i) Annual Maintenance (Bench Seats, Pen Y Gelli, Red Phone Boxes & The Bryn)

The Clerk recollected Members to the following annual maintenance specification:

- (1) Maintenance of seven bench seats and two Red K6 Telephone boxes
- (2) The Bryn, Carmel
- (3) Pen Y Gelli Quarry, Lloc

The specifications had been sent to three contactors as previously agreed by Council. Two quotations had been received prior to the closing date of Wednesday 1st May, 2024.

Members perused both quotations on screen.

Members agreed the following: Awarded the Annual Maintenance Contract to Treetops Environmental in Ysceifiog, at an annual cost of £650.00. The Clerk to issue a Work Order. (* see note below)

(ii) Annual Litter Picking Contract

The Clerk recollected Members to the following Litter Picking Contract:

Litter picking on roadside verges – as detailed road list within the Community Council area of Whitford, commencing from May 2024 to February 2025 – total of 14 days.

The specifications had been sent to three contactors as previously agreed by Council. The Council were also in possession of a daily cost for the service from Flintshire County Council. One quotation received prior to the closing date of Tuesday 7th May, 2024. In reaching their decision the Council also took into consideration the quotation daily cost received from Flintshire County Council.

Members perused both quotations on screen.

Members agreed the following: Awarded the Litter Picking Contract to Treetops Environmental in Ysceifiog, at a total cost of £4,900.00 (£350.00 per day). The Clerk to issue a Work Order. (* see note below)

*** Members further agreed the following:** The Clerk to seek from the successful contractor named Treetops Environmental, the following:

- (a) To confirm, that you have the relevant insurance cover to complete both the above referred to contracts
- (b) To confirm, that you have the required personal protection equipment to complete the above referred to contracts
- (c) To confirm, in relation to the annual litter picking contract, that should a waste transfer licence, or similar be required, you are in possession of. Or alternatively, confirm, that a licence or similar, is not required

10(A). 114/24
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:

Carmel - 1 x Violence

Gorsedd - No crimes reported

Lloc - 3 x Violence

Lloc (Services) – No crimes reported

Pantasaph - 1 x Violence

Whitford - No crimes reported

- (2) Flintshire County Council – Aura Leisure: Notification of annual match-funding scheme for improvements to children’s play areas 2024 / 2025. The report identified the Glebe Field children’s play area in Whitford as being in need of investment.

The Clerk recollected Members that this children’s play area had been match-funded by this Council in the budgets of 2022 / 2023 at £10,000 and 2023 / 2024 at £5,000. Together with the County match-funding this play area has received an upgrade of £30,000 in less than a two year period.

The Clerk advised Councillors that he had written to the Business Improvement & Performance Manager and copied in the Play Design Officer, seeking further information in relation to the upgrading of the Whitford site. The Clerk read out the reply received.

Members agreed the following: The Clerk to arrange a site meeting at the Whitford children’s play area with the Play Design Officer. Councillors’ Billy Glynn (Chair) and Caradoc Jones (Vice Chair) to attend.

- (3) Flintshire County Council: Report received from the County Tree Officer in relation to ash die back disease and a dead elm tree in the area of Pen Y Gelli Nature Reserve. Members were shown the report on screen.

Members agreed the following: (1) The Clerk to advise the County Tree Officer that the dead elm tree is included in a current Work Order issued to a local contractor to be removed (2) The Clerk to also advise the County Tree Officer that an inspection has been completed within the Pen Y Gelli Quarry whereby ash die back disease had been identified. These trees are also included in the current Work Order to be removed.

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

- ❖ One Voice Wales: Invitation to Councillors to register and attend a one hour workshop on the subject of ‘Cost of Living Crisis.
- ❖ One Voice Wales: List of various courses available for Councillors to attend. Councillors to contact the Clerk to arrange booking.

- ❖ North Wales Fire & Rescue Service: Annual public consultation on continuing to prevent and respond to emergencies. Members to complete on a personal basis.

10(B). 115/24

CLERK'S REPORT

(a) The Clerk advised Members in relation to the following deposits to the Council's bank account:

- £20,166.66 - Flintshire County Council: First precept payment for financial year 2024 / 2025
- £2,073.27 - HM Revenue & Customs: VAT Refund for financial year 2023 / 2024

(b) The Clerk recollected to Members that the Council had supported the Holywell High School examination initiative for the past few years at a cost of £30.00 to sponsor a pre-examination session. The Clerk advised that both the Chair and Vice Chair had agreed in-between meetings to this year's sponsorship, which had been paid directly to the School by Councillor Richard Dolphin.

Members agreed the following: Confirmed the sponsorship agreement and authorised Councillor Dolphin to be reimbursed with the £30.00 cost.

(c) The Clerk advised in relation to a number of concerns received to damage caused on The Bryn in Carmel. Photographs were shown on screen whereby wide deep tracks have been dug out – apparently to accommodate BMX type bicycle usage. The area is designated as a Wildflower area with appropriate signage. Photographs of the appalling damage had been uploaded to the local Facebook page, whereby Councillors were concerned with a number of posts who appeared to support the criminal damage caused to Council land.

County Councillor Chris Dolphin has sought the assistance of the County Bio-diversity Officer for guidance as to the repair aspect. Prior to the Council meeting Councillors received by e-mail a copy of a previous report for the nature area which had been completed by the County Bio-diversity Officer.

Members agreed the following: To await the advice of the County Bio-diversity Officer, as to any actions to alleviate future damage.

(d) The Clerk recollected to Members the Interpretation Board that had been removed from the outside of the Druids Inn, Gorsedd during the alterations to the premises. Councillor Melanie Wallis had kindly liaised with the property owner, whereby the interpretation board has been re-sighted on the outside wall and also placed in a new frame. Members were shown a photograph of the board.

10(C). 116/24

TO RECEIVE: INTERNAL AUDIT REPORT – YEAR ENDED 31ST MARCH 2024

The Clerk recollected Members to a copy of the recently received Internal Audit report for year ending March 2024 - that had been sent to Councillors prior to the meeting and shown on screen during the meeting.

The Council noted the following comments in the report: 'On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the Council's system of internal controls is in place, adequate for the purpose intended and effective'.

The report referred to the bank reconciliation which was completed on the 28th March, whereafter the HSBC bank cleared a transaction of a £5.00 bank charge. The Clerk advised that all bank statements were dated Thursday 28th March, due to the Easter Bank holiday period, whereby the 31st March was also a Bank Holiday and a non-bank transaction day. However, the Clerk had noticed the transaction and had amended the return accordingly prior to the internal audit.

Members agreed the following: Accepted the Internal Audit report and thanked the Clerk for the financial aspect of his duties over the past year.

10(D). 117/24

COMMUNITY AND TOWN COUNCILS IN WALES: ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2024

The Clerk advised Members that Sections in the above document named: Accounting Statements for 2023-24, Annual Governance Statement and Additional disclosure notes had been completed by the Clerk prior to the return being presented to the Internal Auditor. The Council Approval and Certification Section was now required to be formally approved by Council and thereafter for signature by both the Chair and Clerk.

Members confirmed the following: The Council Approval and Certification Section of the Annual Return, to be signed by both the Chair and Clerk.

10(E). 118/24

COUNTY COUNCILLOR CHRIS DOLPHIN

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

- (1) Continuing discussions with the Highway Officer allocated to the Gorsedd pavement improvement. The bore holes have been completed whereby the work is being determined as to the appropriate method of implementation. Councillor Dolphin has advised the Clerk that the new commencement date for the work is Monday 10th June.
- (2) Have been advised that all the reported pot holes in this Council area have been repaired, apart from one.
- (3) Monastery Road, Pantasaph. County Councillor Chris Dolphin to be copied into the concerns in paragraph (4) Pantasaph - from Carmel Hill area to the Friary exit (Items reported to Street Scene from Members – as next page).

10(F). 119/24

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 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 in italics:

- (1) Blocked gullies: Travelling from Sarn Cross Roads to Ty Gwyn. *Team will be asked to attend with Gully lorry (The blocked gullies were reported as cleared and removed from the County system)*
- (2) Broken Right of Way gate by Glol Woods. *Will pass to Jon Hill*

- (3) Pot holes: Lower end of Mertyn Lane. *Defects are noted on the system*
- (4) Pot hole (large): From area of the Tree – junction travelling towards Tre Mostyn. *Repairs took place here last week, still some more to do though towards the Dry Bridge.*
- (5) A5026 Road, Lloc, Near Carmel Cricket Club: Constant flooding in the area. Could the link pipe to the soakaway in the adjoining field please be inspected to ensure no blockage or damage. *Will request gully lorry attends and checks outlet and soakaways.*

Members brought the following concerns to the meeting:

- (1) Glol Woods: Broken Rights of Way gate entrance
- (2) One Way Street - Former Rock Inn to Pant Y Wacco. Deep pot hole (has caused a concern to a local cyclist)
- (3) Litter Bin: Request for a new litter bin in Gorsedd – in the area of the Druids Inn Crossroads
- (4) Pantasaph - from Carmel Hill area to the Friary exit: Repair work carried out to pot holes which have now become hilly. A number of complaints have been received from local residents who are concerned with possible damage to their vehicles. Could the area be inspected please. (Copied to County Councillor Chris Dolphin).

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

11. 120/24

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

There were no reports specific to the Local Committees and Outside Bodies schedule, or Council Members who had attended meetings on behalf of the Council.

12(A). 121/24

PLANNING APPLICATIONS

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

12(B). 122/24

PLANNING DECISIONS

No planning decisions have been received from Flintshire County Council

13. 23/24

TO DISCUSS: RESIDENTS CONCERNS – PARKING OF VEHICLES IN GORSEDD AT ROAD JUNCTION (CLLRS' MATT MARSHALL & MELANIE WALLIS)

Councillor Melanie Wallis addressed Membrs in relation to a number of complaints received from residents to the inconsiderate and on occasions dangerous parking at the junction of the Gorsedd Cross Roads. These actions are a breach of the Road Traffic Act. The concerns have increased since the recent opening of a local hostelry. The Clerk read out an e-mail received from Councillor Matt Marshall, which outlined similar concerns.

A number of Members also related to complaints received from residents with Councillors advising of their first hand personal experiences with inconsiderate parking in the area.

During the Councillors deliberations it was emphasized that residents should call 101 and report inconsiderate and dangerous parking, in particular, on the corners of the cross roads and seek a Police reference number.

Members agreed the following: The Clerk to write to the local Police Inspector and Flintshire County Council Highways, to seek their thoughts as to alleviate the parking situation. The County correspondence to be copied to County Councillor Chris Dolphin.

14. 124/24

TO DISCUSS: REQUEST FROM RESIDENT FOR A GRASSED AREA TO BE MADE INTO A TARMAC PAVEMENT IN LLOC (CLLR MELANIE WALLIS)

Councillor Melanie Wallis addressed Members in relation to a request from a local resident for a grassed area to be made into a tarmacked pavement in Gorsedd – near the brow of the hill travelling out of Gorsedd towards Pant Y Wacco. The Clerk recollected to Members that the requested area for a pavement was included in an active travel bid a few years ago, which was not successful.

Members agreed the following: The Clerk to make contact with County Councillor Chris Dolphin to seek the views of both himself and County Highways.

15. 126/24

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>Payments made – to be confirmed:</u>			
	Direct Debit: HSBC Bank (charges) Payment dated: 01/05/2024	5.00		5.00
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for April) Payments dated 01/05/2024			
	<u>Payments for consideration at meeting to be paid by BACS:</u>			
	Clear Councils (Community Council insurance policy renewal)	1,059.05		1,059.05
	Councillor Billy Glynn (Chair’s Annual Allowance)	400.00		400.00
	Note: Declaration of Interest by Councillor Billy Glynn (Minute number: 7. 108/24 on page 2 above)			
	JDH Business Services (Internal Audit – 2023 / 2024)	275.00	55.00	330.00

16. 127/24

APPLICATIONS FOR FINANCIAL SUPPORT

	Name of organisation	Amount granted

Cheque Number		
	Llangollen International Eisteddfod (Application for annual grant) (Section 145 LGA 1972)	£200.00
	Caerwys Agricultural Show (Application for annual grant) (Section 144 of the LGA 1972) Note: Declaration of Interest by Councillor Steve Watts (Minute number: 7. 108/24 on page 2 above)	£250.00

17. 128/24

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:.....