



# **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 10<sup>th</sup> October 2024, at 7.00pm**

### **1(A). 192/24**

#### **PRESENT**

Councillor Billy Glynn (Chair)  
Councillor Sandra B. Roberts  
Councillor Gareth Sharp  
Councillor Paul Urquhart  
Councillor Emma Warbrick

Clerk & Financial Officer R. Phillip Parry

### **1(B). 193/24**

#### **APOLOGIES**

Councillor Tim Barks  
Councillor Caradoc W. Jones  
Councillor Matthew J. Marshall  
Councillor Melanie Wallis  
Councillor Steve Watts  
Councillor Joseph Williams

### **1(C). 194/24**

#### **ABSENT**

None

### **2. 195/24**

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

- Request received from a resident seeking that the Council provide a public notice board in the area of Upper Carmel. The resident identified an area and provided photographs which were shown on screen to Members.

The Clerk recollected to Members that there is one notice board in Carmel at the entrance to the Ocean View Estate. A second board in Upper Carmel was removed during the last year due to health & safety reasons – as the board was affixed to the Carmel Village Hall fence and to be able to view the notices pedestrians had to stand within the highway.

**Members agreed the following:** In principle, agreed to investigate the possibility for the erection of a notice board in the position requested. The Clerk to contact Ysgol Bro Carmel to seek their views and to also arrange an estimate with a local joiner who has completed work for the Council previously.

### **3. 196/24**

#### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest declared.

### **4. 197/24**

#### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 12<sup>TH</sup> SEPTEMBER, 2024**

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

### **5. 198/24**

#### **PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS**

The Clerk referred to the following matters from previous Minutes:

- (1) **New access on A541 Road in Lloc.** The Clerk advised that County Councillor Chris Dolphin had been previously made aware of concerns in relation to the access and has requested the Planning / Enforcement Officer to ascertain if the access has been constructed in accordance with the deposited and granted plans.
- (2) **Pavement Extension in Gorsedd:** The Clerk advised that County Highways had received further reports which highlighted driver visibility to the proposed traffic calming measures. The Clerk further advised that Lee Shone (Flintshire Highways) will attend the virtual adjourned November / December Council meeting to discuss further with Councillors. Councillor Billy Glynn provided further information. The County will now consult with a local land owner.

**Members agreed the following:** (1) Were disappointed with the recent survey results, in particular, due to the funds spent to date with the initial survey prior to the bid to the Welsh Government (2) Confirmed the attendance of Lee Shone at the November adjourned Council meeting which will be held at a date to be affixed.

- (3) **Council Notice Boards:** The Clerk advised that the joiner has not visited the boards to ascertain as to the reason for the cork backing on all the boards to either be loose or has fallen off.

**Members agreed the following:** Both the Chair of Council and Clerk to endeavour to make contact with the joiner.

- (4) **Flower Planters in Lloc:** The Clerk advised that Street Scene had confirmed, that the planters must be removed, due to no permission being applied for.
- (5) **Councillor Mandatory Training:** The Clerk advised that all Councillors names and e-mail addresses had been provided to the County Legal Officer, together with the Councillor chosen dates to attend the virtual training. Councillors will receive a web link directly from County Hall to gain access.

- (6) **Pen Y Gelli Nature Reserve:** The Clerk advised that following a request to Davies Land & Sea to provide a quotation for the identified work in the Pen Y Gelli Nature Reserve, the proprietor had advised, that a quotation would be provided. The Clerk advised that Councillor Tim Barks together with the proprietor of Davies Land & Sea had met on site, but no quotation had been received to-date.

**6(A). 199/24**

**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** - 3 x Anti social behaviour / 1 x Other theft / 3 x Violence

**Gorsedd** - No crimes reported / 2 x Burglary

**Lloc** - No crimes reported

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

**Pantasaph** - No crimes reported

**Whitford** - No crimes reported

- (2) Ysgol Bro Carmel: The Clerk read out an e-mail received from Mr. Shaun Thomas – newly appointed Chair of Governors at Ysgol Bro Carmel Primary School. The Governors wished the Community Council to consider appointing a Community Councillor Representative School Governor. A Council Member to the governing body would support the school through its transformation under the leadership of a new head teacher. The governing body were also seeking a Councillor with financial awareness and strategic development, to complement the existing skill set of governors. The Clerk further advised that the School Governors were not aware of the recent £2,500.00 this Council provided to the School towards an Environmental project in July of this year.

**Members agreed the following:** (1) The Council were appreciative in relation to the comments by the Chair of School Governors and would wish to develop and improve the relationship between the Council and School (2) To adjourn the request for a Councillor to be appointed as this Council's School Governor Representative until the adjourned November Council meeting. This was due to the limited number of Councillors in attendance at the meeting (3) The Clerk to enquire if the Council's School Governor appointment would be in the capacity of either a Community Councillor Representative School Governor, or an Additional School Governor (4) The Clerk to seek from the School confirmation that the funding of £2,500.00 provided by this Council for an Environmental project is ring-fenced and following completion to provide a report and photographs.

- (3) The Clerk brought to the attention of Members the statistics provided by Flintshire County Council (Aura Leisure) following the bilingual Children's Summer Play Scheme held in Carmel over a six week period. Members viewed on screen the report together with the number of attendances, which totalled 1,184. The Clerk recollected Members that this Council had committed to a three year play scheme, with this year being the first year.

- (4) Independent Remuneration Panel for Wales: Draft Annual Report 2025 – 2026. The Clerk recollected Members to Determination 7 – in relation to the mandatory payments to Town & Community Councillors.
- (5) Citizen’s Advice, Mold: Letter received seeking that Council Members encourage pensioners within the community to make contact with Citizen’s Advice who will assist with a benefits check

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

- ❖ Connah’s Quay Low Carbon Power: Notification of statutory consultation commencing 8<sup>th</sup> October to 19<sup>th</sup> November
- ❖ Natural Resources Wales: Further virtual consultation in relation to discuss a proposed new national park in Wales. Councillors to register their interest to attend personally
- ❖ Church of St Beuno and St Mary, Whitford: Invitation to Councillors from Peter Stutchfield (Church Warden) to a Remembrance Sunday Service at the Church on 10th November at 11.00am.
- ❖ One Voice Wales: Welsh Government inquiry into the role, governance and accountability of the Community and Town Council sector. Councillors to complete on a personal basis as a local Councillor

**6(B). 200/24  
CLERK’S REPORT**

- (a) The Clerk advised to the resignation of Councillor Richard Dolphin that had been received by both the Chair of Council and himself. The Clerk read out to Members the contents of the resignation letter.

The Clerk confirmed, that the first required Public Notice under the Local Government Act, 1972 (Section 87(2)) had been sent to the Flintshire County Returning Officer, with copies displayed on the Council’s main notice board and web site.

The County Returning Officer will advise this Council in due course, as to whether there will be an election, or the Community Council are authorised to advertise a Councillor Vacancy Co-option.

**Members agreed the following:** (1) The Clerk to write to Richard Dolphin and to express the Council’s gratitude for his service to the Council and Community, together with his commitment and time to the active travel project and also as Vice Chair and Chair of Council for a two year period (2) To await notification from the Office of the County Returning Officer and the Clerk to report further at the November Council meeting.

- (b) The Clerk advised that further damage had been caused in the wildflower area at The Bryn in Carmel – allegedly by youths endeavouring to create a pump track. Photographs were viewed on screen. The Clerk further advised that the area had been inspected by County Bio-diversity Officers whereby possible recommendations would be made to alleviate the concern. The Clerk had reminded the Bio-diversity Officers that they had agreed to provide signage following previous damage.

### **6(C). 201/24**

#### **TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30<sup>TH</sup> SEPTEMBER 2024**

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 Billy Glynn.

### **6(D). 202/24**

#### **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 – 2024 / 2025 (g) Retention Of Documents Etc., Schedule (h) Fixed Asset Register - 2024 / 2025 (i) Retention of Documents Policy Statement (j) Annual Investment Strategy - 2024 / 2025 (K) Model Local Resolution Protocol (L) Model Publication Scheme / General Data Protection Regulation (Notice & Consent) (GDPR) (M) Social Media (N) Welsh Language Policy (Bilingual) (O) Equal Opportunities Policy (P) Biodiversity Duty Plan (Q) Annual Training Plan – 2022 / 2025

The Clerk recollected Members to the above policies, and in particular, the policies that required reviewing each year.

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

**Members agreed the following:** Approved and updated the above policies, and to be further reviewed, if necessary, before the end of the financial year

### **6(E). 203/24**

#### **COUNTY COUNCILLOR CHRIS DOLPHIN**

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

- Gorsedd Footpath: Referred to under Progress Reports (**Minute number: 5. 198/24 (2) on page 2 above**)
- The Bryn, Carmel damage: **Referred to under Clerk's Report (Minute number: 6(B). 200/24 on page 4 above)**

### **6(F). 204/24**

#### **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:**

- Councillor Emma Warbrick had been approached to assist two residents whereby water egress to their properties was emanating from the highway on the Babel Road in Gorsedd. The Street Scene Officer had visited and provided the following report: The County Council will replace three kerbs to the entrance to one of the properties, which will cease the water gaining access to both properties.

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

- One Way Street in Lloc: At the former Rock Inn end of the street a large tree branch has fallen onto the road. *Actioned for removal.*
- A5026 road at entrance to McDonald's area: Advertising signage has appeared on the metal wire fence between the A5026 road and A55. Comment made that the advertisements are a distraction to drivers when exiting the complex. *Actioned for removal.*

**Members brought the following concerns to the meeting:**

- (1) Pot holes on Carmel Hill, Carmel: Near the following properties named; Greenacres and Westgate
- (2) Pot Holes on Waen Road: General road surface damage which appears to be caused by water running down the road

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

**7. 205/24**

**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.

**8(A). 206/24**

**PLANNING APPLICATIONS**

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

- Application number: COU/000696/23 – for proposed conversion of redundant Chapel to single dwelling, at The Seion Chapel, Allt Y Golch, Carmel.

**Comment by Council:** Objects to the application, as per previous comment. It is disappointing to note that the amended submitted plans still do not disclose the dimensions of the two car parking area and entrance to the cemetery. The Community Council consider this of paramount importance that the area is professionally calculated to establish the width required for the new entrance into the graveyard, in particular, taking into consideration the room for coffins and mechanical equipment. Without dimensions, it appears there would not be sufficient space for the parking of two vehicles together with an appropriately spaced access to the cemetery.

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

**8(B). 207/24**

**Members formally confirmed the above decision.**

**8(C). 208/24**

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

- (1) Application number: FUL/000704/24 – for proposed replacement dwelling and associated works, at Sarn Farm, Whitford

**Comment by Council:** In principle, no objections raised to the proposal, however, the wording contained in Policy number HN4 (A), and in particular, D & E of the County Local Development Plan is noted.

- (2) Application number: FUL/000699/24 – for proposed extension and alterations to existing holiday let and proposed change of use from holiday let to agricultural workers dwelling, at Y Bwthyn, Pen Ffordd Llan, Lloc

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

- (3) Application number: FUL/000697/24 – for proposed extension and internal alterations, at Pant Glas Farm, Pen Ffordd Llan, Lloc

**Comment by Council:** No objection to the proposal subject to compliance with listed building regulations, including relevant policies and planning guidance notes.

- (4) Application number: LBC/000698/24 – for listed building consent for proposed extension and internal alterations, at Pant Glas Farm, Pen Ffordd Llan, Lloc

**Comment by Council:** No objection to the proposal subject to compliance with listed building regulations, including relevant policies and planning guidance notes.

#### 8(D). 209/24

#### PLANNING DECISIONS

- No planning decisions received from County Planning

#### 9. 210/24

#### APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<b><u>Payments made – to be confirmed:</u></b>			
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for September) Payments dated 01/10/2024			
	<b>Direct Debit:</b> HSBC Bank (charges) Payment dated: 01/10/2024	5.00		5.00
	<b>BACS:</b> H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - July, August & September – payment dated: 07/10/2024	1,006.65		1,006.65
	<b><u>Payment for consideration at meeting to be paid by BACS:</u></b>			
	Treetops Environmental (Completion of annual maintenance contract – as Work Order)	650.00		650.00

	St Paul's Church, Gorsedd: Room hire fees for September & October Council meetings	80.00		80.00
	Flintshire County Council: Summer Play Scheme in Carmel	7,663.20		7,663.20
	<b>Direct Debit:</b> Scottish Power (September - Street Lighting Electricity Account - payment due: 17/10/2024)	533.42	106.68	640.10

**10. 211/24**

**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>	
	Urdd Gobaith Cymru (Application from the Flintshire & Wrexham Branch Area) (Section 145 LGA 1972)	£350.00

**11. 212/24**

**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:.....**