



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 September, 2025, at 7.00pm

No Council meeting was held in August

1(A). 161/25

SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (RICHARD NEWSOME)

Co-opted Councillor Richard Newsome signed their Declaration of Acceptance of Office following being co-opted to the Council at the July 2025 Council meeting. The Declaration was witnessed and signed by the Clerk.

The Chair of Council, Councillor Caradoc Jones, welcomed Councillor Newsome to the meeting.

1(B-i). 162/25

PRESENT

Councillor Caradoc W. Jones (Chair)
Councillor Paul Urquhart (Vice Chair)
Councillor Tim Barks
Councillor Matthew J. Marshall
Councillor Richard Newsome
Councillor Sandra B. Roberts
Councillor Gareth Sharp
Councillor Melanie Wallis
Councillor Emma Warbrick
Councillor Joseph Williams (Part of Meeting)

Clerk & Financial Officer R. Phillip Parry

1(B-i). 163/25

APOLOGIES

Councillor Alexander Lamb
Councillor Steve Watts

1(B-iii). 164/25

ABSENT

None

1(C). 165/25

COMMUNITY AWARD PRESENTATION (RUTH DAVIES)

The Chair of Council Caradoc Jones welcome to the meeting Ruth Davies, the Community Award winner of 2025. Councillor Jones provided details taken from the nomination form, which included the following:

‘Ruth has been involved with the Guide movement for over 40 years both as a guide and as a leader in the 1st Carmel Guide unit. She has also served a term as District Guide Commissioner.

Ruth has helped organise numerous activities, both indoors and out, including camps that included 100’s of girls from both within and outside the local community area who have all benefited. Ruth has been an inspiration, a source of advice and help to many within this community, together with other guide movement leaders that she has worked alongside’.

Councillor Jones stated: ‘On behalf of the Whitford Community Council I am pleased to present to you an engraved crystal vase, a bouquet of flowers, a monetary voucher, together with a framed certificate’.

‘Congratulations from the Councillors and Clerk, together with the residents of the Community for your exceptional voluntary work over a substantial period of time, which has been welcomed and appreciated’.

2. 166/25

PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

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

3. 167/25

DECLARATIONS OF INTEREST

There were no Declarations of Interest declared.

4. 168/25

TO APPROVE THE GENERAL & SUPPLEMENTARY MINUTES OF THE MEETING HELD ON THE 10TH JULY, 2025

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

5. 169/25

PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) Healthy Five Villages:** Councillor Sandra Roberts prior to the meeting provided Members with an interim report on responses received to the ‘Healthy Five Villages Survey’. Following an analysis of the survey it was clear that the residents of the area were in favour of this initiative, in particular, nutrition and exercise. Councillor Roberts thanked Jacquie Edwards and Melanie Palmer for their assistance with the Facebook questionnaire and asked all Councillors to share the Facebook questionnaire with others, including uploading to the various village Facebook pages.

The Clerk advised that the Emergency First Aid and Defibrillator Courses had attracted a number of booking requests, with the September course reaching the maximum attendance capacity. The November event will be re-advertised near the date.

- (2) **Red Phone Box in Whitford:** The Clerk advised that the shelving in the Red Phone Box in Whitford with one shelf containing a perspex sliding window had been completed. Members were shown on screen photograph. The Cymdeithas Thomas Pennant Society have been advised who will display historical information within the phone box.
- (3) **Grass Cutting – Car Park area on Land adjacent to Ysgol Y Llan in Whitford:** The Clerk advised that a quotation had been received from Treetops Environmental for £50.00 for each cut. The Clerk further advised that the cost has not increased from last year where the Council agreed to three cuts, but only one was required.

Members agreed the following: For up to three grass cuts at a cost of £50.00 for each cut to Treetops Environmental.

- (4) **Ysgol Bro Carmel:** The Clerk advised the following:
 - (i) **Safe Parking Signage:** The School thank the Community Council for agreeing to purchase the safe parking signage, whereby the School have asked County Highways for their permission for the signage to be placed on the highway. The Clerk recollected to Members that the signage would be purchased once the school receive County permission.
 - (ii) **Visit by School pupils to a special sitting of the Community Council:** The Headteacher thanked the Community Council for agreeing to host a meeting and will contact this Council in early 2026 to arrange.
- (5) **Whitford Interpretation Board:** Members were shown on screen updated photographs of the dilapidated Interpretation Board sited near the entrance to Ysgol Bro Carmel. The Clerk advised that the bilingual information contained within the board was difficult to read with parts missing. Enquiries with the original supplier and printer of the board revealed that the artwork template was not available. The Clerk has contacted the Cymdeithas Thomas Pennant Society seeking if they have a copy of the bilingual information.
- (6) **Carmel Village Hall Railings:** The Clerk advised that the Village Hall had confirmed, that the railings were being refurbished and not replaced. The Hall Committee had difficulties sourcing more than one quotation. The work has commenced and upon completion the Hall will write to this Council further.
- (7) **HSBC Bank Mandate Change:** The Clerk advised in relation to further difficulties in the mandate change. The Clerk requested further details from an existing Councillor mandate signatory.

Pending Matters:

The Clerk advised, that the following matters remain in the pending file:

- (i) Flintshire County Council – Replacement Village Name Signs
- (ii) Street Lighting Electricity supply – Welsh Government
- (iii) Carmel Children's Play Area - Refurbishment

6(A). 170/25
CORRESPONDENCE

The following correspondence had been received, that was required to be either advised to, or dealt with by the Members:

- 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 Criminal damage / 1 x Other theft

Gorsedd - No crimes reported

Lloc - No crimes reported

Lloc (Services) - No crimes reported

Pantasaph - No crimes reported

Whitford - 1 x Violence

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

- ❖ Flintshire County Council: Flintshire Local Development Plan – Consultation on Draft Interim Planning Guidance Note – Housing in Multiple Occupation. Members to complete survey on a personal basis
- ❖ North Wales Corporate Joint Committee and the Regional Strategic Development Plan. Draft delivery agreement. Members to complete survey on a personal basis
- ❖ Office of National Statistics: Population estimates for mid 2024 in Wales and England
- ❖ Research Participation Request: In Wales does the title Clerk accurately reflect the role in 2025. Members to complete survey on a personal basis
- ❖ One Voice Wales: Planning presentation pdf and minutes of a Wrexham and Flintshire meeting
- ❖ Flintshire County Council: Information on the speed limit reduction on the A5026 in Lloc to revert from 20mph to 30mph from 8th September
- ❖ Flintshire County Council: Letter from Claire Homard in relation to the Children's summer play scheme, and in particular, social media comments

6(B). 171/25
CLERK'S REPORT

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

- £20,833.33 - Flintshire County Council: Second precept payment for financial year 2025 / 2026

- (b) The Clerk advised that the Local Government Services Clerk's pay agreement for 2025 / 2026 had been agreed. The Chair and Vice Chair had been sent a copy of the new salary scales.

Members agreed the following: (1) Accepted the new scale (2) Noted the back pay following deduction of HMRC included on the list of payments for this evening's meeting (2) Authorised the Clerk's salary standing order to reflect the increase per month.

- (c) The Clerk advised that he had attended a virtual One Voice Wales Bio-diversity course on Tuesday 9th September.

(d) **Street Lighting:** The Clerk advised in relation to the following:

- (i) The Clerk advised that in late July the Community Council were advised that all the street lights in Park Crescent, Carmel were faulty. The Council's street lighting contractor was asked to visit and reported thereafter, that it was an underground fault. However, the lights had been faulty for a period of many weeks and had been reported to Flintshire County Council who had not either advised the residents or reported the fault to this Council. The County Council have apologised for this oversight.

The Clerk completed the Scottish Power required forms seeking an inspection and repair. In the meantime there was an exchange of e-mails between a resident of Park Crescent, Flintshire County Council Street lighting, County Councillor Chris Dolphin, including this Council. The e-mails from the resident were insulting and curt. The repair was completed by Scottish Power.

- (ii) The Clerk advised that a street lantern including fittings had been removed by Scottish Power during a replacement pole installation in Carmel Road, Carmel. This was reported to this Council in late August, whereby the removal was some months ago and was reported to Flintshire Street lighting by a local resident – who had also visited the Street Lighting Offices in Alltami to complain.

The Clerk confirmed, he had written to Scottish Power seeking that a replacement lantern be installed. A reply from Scottish Power stated, that the lantern bracket was decayed and not re-installable – and sought that this Council install a new bracket and waterproof box. The Clerk is in further correspondence with Scottish Power in relation to the purchase of an LED lantern, as the resident advised that this was in working order prior to the removal (witnessed by the resident).

6(C). 172/25

TO RECEIVE REPORT: ANNUAL INSPECTION OF PEN Y GELLI NATURE RESERVE

The annual inspection had taken place on Saturday 2nd August at 9.00am, with the following in attendance: Councillors' Tim Barks, Matt Marshall, Melanie Wallis (Pen Y Gelli Sub-Committee), together with the Clerk.

The Clerk recollected to Members a report that had been circulated to all Councillors prior to the meeting, including a number of photographs taken during the inspection. Members perused the report and photographs on screen, with the above named Councillors providing information which included, the main and lower entrance to the reserve, boundary fences, together with a number of recommendations.

Members agreed the following:

- (1) Thanked the Sub-committee Members and Clerk for completing the annual inspection and report
- (2) The Clerk to write to Mostyn Estates and to enclose photographs of the barbed wire fences that have been further opened up between the nature reserve and main woodland – and to seek an urgent repair
- (3) To include within the yearly maintenance schedule for 2026 - to seek quotations for the following: (i) to keep the footpath open to the left of the top main reserve entrance and lower entrance (ii) a yearly litter pick of the reserve area
- (4) To obtain the following quotations: (a) for the purchase and fitting of a No Parking sign to be erected on the lower Pen Y Gelli gate (b) Litter pick around the two entry gates and main area of Pen Y Gelli
- (5) To place on the February 2026 agenda: To seek quotations: (1) Painting of Pen Y Gelli main gateway (2) Red Phone Box in Whitford
- (6) To report to Flintshire Footpaths and provide photograph of the rusted metal pole and footpath directional signage – sited adjacent to the Carmel Cricket Club – and to seek a replacement
- (7) The following items to be placed on the Street Scene report:
 - ❖ Pen Y Gelli Woods – Near entrance to Carmel Cricket Club. A black bin was requested a few years ago, whereafter a concrete base had been installed but no actual bin placed.
 - ❖ Near entrance to Carmel Cricket Club. A wooden post has become loose and could cause injury
 - ❖ Near entrance to Carmel Cricket Club. The area of public footpath is reduced considerably due to mud and undergrowth
 - ❖ Near entrance to Carmel Cricket Club. Trees from Mostyn Estate woodland area hanging low over pavement. Could cause injury to pedestrians
 - ❖ Near entrance to Carmel Cricket Club. Footpath sign above wooden pole requires replacing (Reported to Footpath Department)

6(D). 173/25

REMEMBRANCE SUNDAY POPPY WREATH (ANNUAL AGENDA ITEM)

The Clerk enquired with Members whether one or two Local Authority Poppy Wreaths were required and which Church's are they to be laid on behalf of the Community.

Members agreed the following: One Local Authority Wreath to be purchased and to be laid in the Whitford Parish Church.

6(E). 174/25

COUNTY COUNCILLOR CHRIS DOLPHIN

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

- Let's Talk: Living in Flintshire (Natural Residents Survey) Forwarded to Members to complete on a personal basis

- Glebe Field, Whitford: Reported Gate leading to children's play area requires attention

Glebe Field, Whitford: Request for brambles at pedestrian gate entrance area to be removed

- Information in relation to the granting of a Lawful Development Certificate. Should there be uncertainty whether planning permission be required, an applicant has the option to submit an application for a Lawful Development Certificate
- The Clerk was asked to enquire with County Councillor Chris Dolphin and the Street Scene Officer, if the whole length of Monastery road in Pantasaph is included on the County resurfacing schedule to be re-tarmacked.

6(F). 175/25

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

The following concern was reported at the July Council meeting: Carmel Road, Carmel: Following a number of pot hole repairs, the road appears to be in need of resurfacing

Reply from Street Scene: *Carmel road is inspected monthly as part of the inspection regime. It is noted that area needs further repairs - as class 1 patching being needed. It is hoped that this area along with several other locations will be repaired later this year, once funding from the Welsh Government is released.*

Members brought the following concerns to the meeting:

- (1) A5026 Road – Travelling from area of Lloc Garage to junction of Lon Y Waen, Gorsedd – a number of mature trees whereby the branches hang over the public footpath. Could these be inspected for safety and possible reduction (Photographs provided)
- (2) A5026 Road – Travelling from area of Lloc Garage to junction of Lon Y Waen, Gorsedd – the pavement has been engulfed in overgrowth and is difficult to negotiate (The pavement can be seen from the above photographs)
- (3) A5151 Road in area of Flintshire Fabricators in Lloc. The pavement has been engulfed in overgrowth and is difficult to negotiate
- (4) A5151 Road: Travelling from McDonalds towards Lloc – and adjacent either side of Pen Y Gelli Quarry - a number of trees have overhanging branches onto the pavement. Could these be inspected with a view to the owners of the land being approached to make safe
- (5) Carmel Hill, Carmel: Numerous pot holes
- (6) A5151 Road: Loose grit - travelling from McDonalds up towards Pen Y Gelli. Could the road be swept

- (7) Babell Road, Pantasaph: Area of Pickpocket Hall / Racecourse – there appears to be subsidence in the road, possibly due to heavy machinery use in the area (This may be in the area of Ysceifiog Council)
- (8) A5151 Road outside Singing Kettle Services: Holes in roadway
- (9) The concerns included in the Pen Y Gelli report on page 6 above under Minute number 6(C). 172/25 (7) have also been included in the Street Scene report

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

7. 176/25

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.

Councillor Joe Williams arrived at the meeting

8(A). 177/25

PLANNING APPLICATIONS

The following planning applications had been received:

- (1) FUL/000624/25 – for proposed demolition of existing sun room and erection of new single storey rear extension, at 10, Park Avenue, Carmel.

Comment by Council: Whilst the Community Council have no objections, in principle, subject to compliance with relevant policies and planning guidance notes. However, the Council do share the concerns with the neighbouring property, that the existing conservatory has already been demolished with footings for a replacement in place. The possible loss of privacy - with no screening proposed. The footprint and size of the proposed new conservatory appears to be an overdevelopment, which could set a precedent and risk changing the character of the neighbourhood, in general.

- (2) Application number: FUL/000562/25 – for the proposed erection of a two-storey extension to rear of the existing dwelling, incorporating a balcony area to the rear, and associated works, at 1, Llys Yr Orsedd, Gorsedd.

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

(The above two applications were sent to Members for consultation in-between meetings, due to statutory time limits for observations from County Planning).

8(B). 178/25

Members formally confirmed the above decisions.

8(C). 179/25

The following planning application was considered by Members at the meeting:

- Application number: FUL/000678/25 - Proposed change of use of agricultural land to domestic and the erection of a new garage barn for the storage of vehicles, at Gorsedd House, Gorsedd.

Comment by Council: Subject to compliance with relevant policies and planning guidance notes, then no objections raised. However, the Council are concerned with the change of use from agricultural land to domestic.

Note: Application made to Planning Officer for extension of time for the full Council to consider the above planning application, which was granted.

8(D). 180/25

PLANNING DECISIONS

No planning decisions have been received from Flintshire County Council

9. 181/25

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>AUGUST</u>			
	<u>Payments made – to be confirmed:</u>			
	Direct Debit: HSBC Bank (charges) Payment dated: 31/07/2025	5.00		5.00
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for July) Payments dated: 01/08/2025			
	Deeco Lighting (Street light call out to Park Crescent, Carmel (Underground fault – Scottish Power to repair	180.00	36.00	216.00
	Treetops Environmental (K Fricker): Litter picking contract	700.00		700.00
	Davies, Land & Sea (Lloc) Felling Ash dieback trees and other work in Pen Y Gelli – as agreed Work Order	1,400.00	280.00	1,680.00
	Information Commissioner's Office (Annual registration renewal)	52.00		52.00
	Direct Debit: Scottish Power (July - Street Lighting Electricity Account - payment due: 18/08/2025	552.65	110.53	663.18
	<u>(Above payments authorised by two Councillor Bank signatories and paid by BACS)</u>			
	<u>SEPTEMBER</u>			
	<u>Payments made – to be confirmed:</u>			
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for July) Payments dated: 01/09/20			

	BACS: Angus Business Ltd (The Hardware Stores): Crystal vase for Community Award: (Payment authorised by two Councillor bank signatories) Payment dated: 05/09/2025	105.75	21.15	126.90
	Payments for consideration at meeting to be paid by BACS:			
	Brian E Jones (Joiner) Wooden shelving & perspex door in Whitford Red Phone Box – as agreed Work Order	360.00		360.00
	Treetops Environmental (K Fricker): Litter picking contract	700.00		700.00
	R P Parry (Clerk) Re-imbursement for Community Award: Max Spielmann Certificate presentation frame £15.00 plus VAT £3.00 = £18.00 / Flowers by Anne £41.67 plus VAT £8.33 = £50.00 / High Street Voucher (Boots) = £50.00 (as per receipts)	106.67	11.33	118.00
	R P Parry (Clerk) Back pay – following HMRC deduction)	150.56		150.56
	Direct Debit: Scottish Power (August - Street Lighting Electricity Account - payment due: 17/09/2025 (All invoices listed have been ‘examined, verified and certified’ by the Clerk)	552.65	110.53	663.18

10. 182/25

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	No applications received	

11. 183/25

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:.....**