



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 October, 2025, at 7.00pm

1(A). 184/25

PRESENT

Councillor Paul Urquhart (Vice Chair)
Councillor Alexander Lamb
Councillor Matthew J. Marshall
Councillor Richard Newsome
Councillor Gareth Sharp
Councillor Melanie Wallis
Councillor Steve Watts
Councillor Joseph Williams

Clerk & Financial Officer R. Phillip Parry

1(B). 185/25

APOLOGIES

Councillor Tim Barks
Councillor Caradoc W. Jones
Councillor Sandra B. Roberts
Councillor Emma Warbrick

1(C). 186/25

ABSENT

None

2. 187/25

PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

- Concerns expressed by a nearby resident to The Bryn in Carmel, and in particular, to further damage allegedly caused by teenagers riding bikes along a self-constructed pathway. The Clerk advised that this has been reported to the County Bio diversity Officer and County Councillor Chris Dolphin.

Whilst there had been no reply from the County Bio-diversity Officer, County Councillor Chris Dolphin had visited the areas and spoken with the nearby resident.

3. 188/25

DECLARATIONS OF INTEREST

There were no Declarations of Interest declared.

4. 189/25

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 11TH SEPTEMBER, 2025

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

5. 190/25

PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) **Carmel Village Hall:** The Clerk recollected to Members the provisional grant funding of £2,000.00 allocated to the Carmel Village Hall – to be released upon completion of the repair / painting to the metal railings surrounding the building. Members were shown photographs on screen of the work in progress that had been supplied by the Hall management committee.
- (2) **Litter Pick and clearance work in Pen Y Gelli Nature Reserve:** Members were shown on screen two quotations received from Treetops Environmental (K Fricker) for the following: (1) Litter pick between the main and lower entrances to the area £35.00 (2) To cut / remove brambles and make pathway wider in area from the top main entrance to bottom gateway at £75.00.

Members agreed the following: Accepted both quotations, the Clerk to issue a Work order for both quotations.

- (3) **No Parking Signage in Pen Y Gelli Nature Reserve:** The Clerk advised that a quotation from Wall Signs in Flint had been received for two bilingual 'No Parking' signs to be erected on the lower gate to the reserve at a cost of £90.00 plus fitting of £35.00 – total £125 plus VAT. The Clerk further advised, that the quotation had been accepted by the Chair and Vice Chair of Council and a Purchase Order issued to Wall Signs.

Members agreed the following: Confirmed the quotation and acceptance by the Chair and Vice Chair.

- (4) **New Village Name Signs:** The Clerk advised that County Councillor Chris Dolphin had forwarded information from a County Highways Officer, which stated that the new village name signs should be installed by the end of October.
- (5) **Condition of Monastery Road in Pantasaph and Carmel Hill:** The Clerk advised that County Councillor Chris Dolphin had forwarded information from the Street Scene Officer, which stated that Monastery Road will be repaired with Carmel Hill being partially resurfaced.
- (6) **Missing Street Lanter on Carmel Road:** The Clerk advised that the electrical company contracted to Scottish Power named Emerald Power Limited, who had removed the LED lantern have agreed to re-imburse the Council for a new LED lantern. The Clerk has asked the Council's street lighting contractor to erect a new lantern, bracket and waterproof box.

- (7) **Pen Y Gelli Woods:** The Clerk advised that following writing to Mostyn Estates in relation to the condition of the adjoining metal fence between the Pen Y Gelli Nature Reserve and the surrounding woodland, the Mostyn Estate had replied to advise, that they had sold the land to a Woodland Company in Shropshire. The Clerk had received a telephone call from the new owner Mr. John Hall (Forestry Contractors) Shrewsbury who advised, that he would make contact before the end of the year and arrange a site visit meeting with the Pen Y Gelli Councillor sub-committee. The Clerk had also requested Mr Hall to make contact with the Street Scene Officer to discuss the overhanging tree branches above the public pavement.
- (8) **Interpretation Board in Whitford:** The Clerk advised that Councillor Emma Warbrick had located the bilingual wording of the damaged signage in a booklet format and would pass on to the Clerk.

Members agreed the following: The Clerk to seek a quotation from Wall Signs in Flint for a new bilingual sign in a similar colour to the damaged one, to include the transcribing of the bilingual wording.

- (9) **Healthy Five Villages:** The Clerk advised in the absence of Councillor Sandra Roberts that the Emergency First Aid and Defibrillator training held in St Paul's Church in Gorsedd on the 25th September had been fully booked and was successful

The next Emergency First Aid and Defibrillator training will be held in Carmel Village Hall on Thursday 13th November at 1.30pm.

- (10) **Ysgol Bro Carmel Road Safety Signage:** The Clerk advised that the primary School Headteacher had received confirmation from County Highways that there was no objection to the safety signage being placed on highway land adjacent to the school.

Members agreed the following: The Clerk to place the following order for delivery to the Community Council, whereafter, the safety signage to be donated to Ysgol Bro Carmel:
SafetySigns4Less - School kid cut out pavement signs x 4 at a cost of £611.84 plus VAT £122.37
total = £734.21

Pending Matters:

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

- (i) Street lighting energy supply – Welsh Government Procurement
- (ii) Carmel Children's play area – upgrade
- (iii) HSBC Bank – Change of mandate

6(A). 191/25 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 Vehicle crime / 2 x Violence

Gorsedd - No crimes reported

Lloc - 1 x Burglary / 1 x other crime / 1 x Violence

Lloc (Services) – 1 x Drugs / 2 x Violence

Pantasaph - No crimes reported

Whitford - 1 x Violence

- (1) Flintshire County Council: Summer Play Scheme report. Members received a copy of the report prior to the meeting, which was also shown on screen.
- (2) Flintshire County Council: Details and costings for the 2026 Summer Pay Scheme. The Clerk recollected to Members that the 2025 scheme was held in Carmel for a period of six weeks – morning and afternoon at a cost of £8,812.80 (£4,406.40am and £4,406.40pm)

The County have written to enquire if the Council wish to hold a similar 2026 Summer Play Scheme at a cost of £5,067.36 (£10,134.72 am and pm). The Clerk advised the increase from the previous year was £1,321.92.

Members agreed the following: To hold the Summer 2026 Play Scheme for a six week period for both am and pm sessions, at a total cost of £10,134.72.

- (3) Flintshire County Council: Removal of two diseased trees within the Whitford Conservation area by Mostyn Estates
- (4) Flintshire County Council: Public Footpath No: 60 in the Community of Whitford. Public Footpath Diversion Order 2025
- (5) Flintshire County Council: The Clerk recollected to Members that this Council had previously agreed with the Flintshire Bio-diversity Officer to work being carried out in the Pen Y Gelli Nature Reserve area that was funded by their department. This Council have received a further request from the County to agree to grassland restoration within the reserve, which would be funded by the Local Places for Nature

Members agreed the following: Confirmed their agreement to the offer by the Flintshire bio diversity team to the grassland restoration.

- (6) The Clerk recollected Members to the efforts by this Council to enter into an agreement with the Welsh Government Procurement Contract in relation to the street lighting electricity supply. There had still been no further response.

The Clerk advised that a letter had been received from Scottish Power – the Council's current provider who advised the following: from the 1st October (letter received on 2nd October) the following increase will take effect: The current standing charge of 12p per day will be increased to £32.0 per month. The kWh unit rate remains the same at 47p.

Members agreed the following: The Clerk to source quotations from other electricity energy suppliers.

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

- ❖ Flintshire County Council: National Residents Survey – Let's talk living in Flintshire

- ❖ Connah's Quay Low Carbon Power: Section 56 consultation notice
Welsh Government: Draft Annual Remuneration Report for 2026 / 2027
- ❖ Flintshire County Council: Digital Support events
- ❖ Flintshire County Council: Consultation and Engagement Strategy
- ❖ One Voice Wales: Written Statement from The Cabinet Secretary for Housing and Local Government

6(B). 192/25 CLERK'S REPORT

(a) Councillor training:

- Councillor Richard Newsome has completed his New Councillor Induction course
- Councillor Richard Newsome has been booked on the Code of Conduct training on Thursday 30th October

- (b)** The Clerk recollected Members to a request received through Councillor Matt Marshall from a local resident who wished the Council to consider accepting a number of conker - horse chestnut trees which could be planted in the Pen Y Gelli Nature Reserve. This type of tree provides food and habitat for certain wildlife in the UK, supporting pollinators, insects, and some mammals. The request was sent to all Council Members to consider in-between meetings.

The Clerk advised that all Council Members has supported the acceptance of the trees, whereby Councillor Matt Marshall was asked to arrange delivery with the resident.

Councillor Marshall provided further information.

Members agreed the following: Confirmed the above decision agreed in-between meetings.

- (c)** The Clerk advised that he had attended a Bio-diversity Course that had been facilitated by One Voice Wales

6(C). 193/25 TO APPOINT A COUNCILLOR TO VERIFY, SIGN AND DATE BANK STATEMENTS

The Clerk recollected to Members that this process is required under the Council's Financial Regulations.

Members agreed the following: **(1)** Councillor Steve Watts appointed to verify, sign and date bank statements for the quarter: July, August and September, 2025 **(2)** Councillor Steve Watts confirmed to Members, that the bank statement reconciliations agreed with the end of quarter - as per below Minute - to receive and approve the quarterly statement of accounts to the 30th September, 2026.

6(D). 194/25 TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30TH SEPTEMBER 2025

The Clerk, as Financial Officer provided Members with a copy of the Quarterly Statement of Accounts, as at the end of September 2025. (Electronic copies sent prior to the meeting to Councillors). The Clerk further provided Members with a breakdown in relation to the budget headings, which included income and expenditure to date. The financial documents were shown on screen together with bank statements.

Members agreed the following: Approved the Statement of Accounts, whereby the document was agreed to be signed by the Vice Chair of Council Councillor Paul Urquhart.

6(E). 195/25

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 – 2025 / 2026 **(g)** Retention Of Documents Etc., Schedule **(h)** Fixed Asset Register - 2025 / 2026 **(i)** Retention of Documents Policy Statement **(j)** Annual Investment Strategy - 2025 / 2026 **(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 – 2025 / 2026 **(r)** Annual Review of Clerk's Contract of Employment

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, following receipt of an e-mailed link provided by the Clerk to the Council 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(F). 196/25

2025 REVIEW: ENVIRONMENT (WALES) ACT 2016 PART 1 – SECTION 6 THE BIODIVERSITY AND RESILIENCE OF ECOSYSTEMS DUTY

The Clerk advised Members that under the above named Wales Act the Council were required to further review their bio diversity policy before the end of 2025. The Clerk further advised, that the policy had been updated each year since the last review in 2022 and had been included in the annual review of policies in October each year. Members had received a copy by e-mail of the updated policy for perusal prior to the meeting.

Members agreed the following: Confirmed the Council's updated bio diversity policy for year 2025.

6(G). 197/25

COUNTY COUNCILLOR CHRIS DOLPHIN

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

- The Bryn, Carmel: Following a complaint from a resident County Councillor Chris Dolphin had visited The Bryn to ascertain the alleged damage. Councillor Dolphin reported new tyre marks but not any substantial damage. Councillor Dolphin complemented the contractor who has completed the yearly cut in the wildflower area

6(H). 198/25

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

- (1) 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. *I Will chase up a bin being sited here with the supervisors.*
- (2) Near entrance to Carmel Cricket Club. A wooden post has become loose and could cause injury. *No post found at this location.*
- (3) Near entrance to Carmel Cricket Club. The area of public footpath is reduced considerably due to mud and undergrowth. *Will discuss with Darell Jones so that a plan can be considered for clearing the footway.*
- (4) Near entrance to Carmel Cricket Club. Trees from Mostyn Estate woodland area hanging low over pavement. Could cause injury to pedestrians. *Require contact details over for new tenants or ask them to cut back branches. 5.00 meter clearance needed for vehicles.*
- (5) Near entrance to Carmel Cricket Club. Footpath sign above wooden pole requires replacing (Reported to Footpath Department). *John Hill (Footpath Officer) to arrange a new post*
- (6) 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). *Dewi Ellis FCC tree officer has work planned here*
- (7) 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). *Will pass to Darell to discuss a plan being drawn up for funding to clear path etc.*
- (8) A5151 Road in area of Flintshire Fabricators in Lloc. The pavement has been engulfed in overgrowth and is difficult to negotiate. *Same as item 2*
- (9) 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. *Pass details over for new tenants or request they arrange cutting back as you have a site meet planned*
- (10) Carmel Hill, Carmel: Numerous pot holes. *All defects are on the system awaiting repairs.*
- (11) A5151 Road: Loose grit - travelling from McDonalds up towards Pen Y Gelli. Could the road be swept. *No issues found, road has been swept recently*
- (12) 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). Area covered by *Neil Hickie (Street Scene)*
- (13) A5151 Road outside Singing Kettle Services: Holes in roadway. *Temporary filling took place last week.*

Members brought the following concern to the meeting:

- Blocked gully on Whitford Road near a property named Werneth. Apparently during rainfall the gully overflows and floods the area.

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

7. 199/25

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.

8(A). 200/25

PLANNING APPLICATIONS

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

- (a) Application number: FUL/000624/25 - Partly in retrospect 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 still continue to share the concerns with the neighbouring property, and in particular, the loss of privacy and footprint of the proposed new conservatory.

- (b) Application number: FUL/000740/25 - Proposal: demolition of an existing bungalow and the erection of a replacement dwelling, at location: Waen y Lloc, Pen Ffordd Llan, Lloc.

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

- (c) Application number: number: FUL/000765/25 – for proposed application to build Farmhouse and landscaping, at The Farm, Groesffordd Bach, Ffordd Gelli, Lloc.

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

8(B). 201/25

PLANNING DECISIONS

The following planning decision has been received from Flintshire County Council:

- Application number: FUL/000562/25 – for 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. Approved.

9. 202/25

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>Payments made – to be confirmed:</u>			
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for September) Payments dated 01/10/2025			

<u>Payments for consideration at meeting to be paid by BACS:</u>				
	H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - July, August September.	1,297.99		1,297.99
	Flintshire County Council (Summer play scheme in Carmel	8,812.80		8,812.80
	Royal British Legion (Local authority poppy wreath)	50.00		50.00
	Treetops Environmental (K Fricker): Litter picking contract	700.00		700.00
	St Paul's Church, Gorsedd (Hire fee for First aid course)	25.00		25.00
	One Voice Wales (New Councillor Induction fee for Cllr Richard Newsome)	21.00		21.00
	Safety Signs 4 Less (Purchase of 4 School safety signs for Ysgol Bro Carmel)	611.84	122.37	734.21
	(All invoices listed have been 'examined, verified and certified' by the Clerk)			

10. 203/25

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<u>Authorised to be paid by BACS:</u>	
	Urdd Gobaith Cymru (Denbighshire & Flintshire Branch) (Section 145 LGA 1972)	£100.00

11. 204/25

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:.....**