



# **CYNGOR CYMUNED CHWITFFORDD / WHITFORD COMMUNITY COUNCIL**

## **Minutes of The Meeting of Whitford Community Council**

**Held at St. Paul's Church, Gorsedd,**

**On Thursday the 8<sup>th</sup> January, 2026, at 7.00pm**

### **1(A). 225/25**

#### **PRESENT**

Councillor Caradoc W. Jones (Chair)  
Councillor Paul Urquhart (Vice Chair)  
Councillor Alexander Lamb  
Councillor Matthew J. Marshall  
Councillor Steve Watts  
Councillor Joseph Williams

Clerk & Financial Officer R. Phillip Parry

### **1(B). 226/25**

#### **APOLOGIES**

Councillor Tim Barks  
Councillor Richard Newsome  
Councillor Sandra B. Roberts  
Councillor Gareth Sharp  
Councillor Melanie Wallis  
Councillor Emma Warbrick

### **1(C). 227/25**

#### **ABSENT**

None

### **2. 228/25**

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

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

### **3. 229/25**

#### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest declared.

#### **4. 230/25**

#### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 13<sup>TH</sup> NOVEMBER, 2025**

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

#### **5. 231/25**

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

The Clerk referred to the following matters from previous Minutes:

- (1) Healthy Five Villages:** The Clerk advised that as Councillor Sandra Roberts had sent her apologies for the meeting, there was no report.
- (2) Carmel Play Area:** The Clerk recollected Members to an e-mail forwarded from the Gwella Play Design Officer, which advised the refurbishment to the Carmel children's play area had been ceased due to adverse weather conditions.
- (3) Street Lighting Electricity Supply:** The Clerk advised that several national electricity suppliers had been approached seeking a quotation for supply to this Council's street lighting. Only one Company approached advised a quotation would be sent to the Clerk - which had not been received prior to this meeting. All other energy suppliers advised, that they had ceased providing street lighting supply due to new guidance received from OFGEM (Energy regulator for Great Britain).
- (4) New Village Name Signs:** Members were shown on screen a number of photographs that had been provided by County Councillor Chris Dolphin of the new signage that had been erected in a number of village areas. The remainder of the installation will be completed early in the new year of 2026.
- (5) Interpretation Board in Whitford:** The Clerk advised that the leaflet named Whitford Millennium Heritage Trail that Councillor Emma Warbrick had kindly provided - unfortunately, the information contained in the leaflet, whilst similar, is not of the full wording as contained in the bilingual interpretation board. The Clerk advised that he had taken some photographs of the interpretation boards approximately five to six years ago and would endeavour to trace these.

**Members agreed the following:** Should the Clerk not be able to locate a photograph of the current dilapidated board, then the board to be removed.

- (6) Carmel Papercraft Club:** The Clerk advised that the Papercraft Club had stated on their financial grant application form, that the attendance at their weekly meetings was between 9 and 11.

**Members agreed the following:** There was no requirement to amend the Financial Grant application form.

#### **6(A). 232/25**

#### **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 the following criminal offences had been reported to the North Wales Police, that had occurred within the Whitford Community Council area:

**Carmel** - 1 x Anti social behaviour / 1 x Criminal damage

**Gorsedd** - 1 x Criminal damage / 1 x Public order / 1 x Violence

**Lloc** - No crimes reported

**Lloc (Services)** – 2 x Violence

**Pantasaph** – 1 x Public order

**Whitford** - No crimes reported

**(2)** One Voice Wales: Inviting a nomination to be made to attend a Garden Party in Buckingham Palace in London during May, 2026

**Members agreed the following:** The Chair of Council – Councillor Caradoc Jones was nominated.

**(3)** One Voice Wales: Seeking a nominated Councillor to attend their virtual Annual General Meeting which will be held on Wednesday 21<sup>st</sup> January, 2026 from 6.00pm to 8.00pm. OVW also require a second nominated Councillor to be available should the nominated Councillor be unable to attend

**Members agreed the following:** Councillors' Gareth Sharp (Council's Representative Councillor - One Voice Wales) and Councillor Caradoc Jones as substitute)

**(4)** One Voice Wales: A reminder to Councillors that the OVW web site information pages for members can be accessed by any Councillor using the username and password – the Clerk can provide the access details

**(5)** Flintshire County Council: Climate Toolkit Update and Climate Action Questionnaire. The Clerk advised that the questionnaire had been completed on behalf of the Council. The Clerk has registered to attend the Workshop in late January

**(6)** Welsh Government: Appropriate sum under Section 137 (4) (a) of the Local Government Act 1972 – Limit for 2026 – 2027 – will increase from £11.10 per elector to £11.60 per elector

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

- HyNet (Carbon Dioxide Pipeline): Community Information event to be held at Northop Hall on Wednesday 10<sup>th</sup> December between 4pm and 7pm

## **6(B). 233/25** **CLERK'S REPORT**

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

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

- £250.00 – Emerald Power: Re-imbursement to Council for damaged lantern in Carmel.

**(b)** Councillor Gareth Sharp had advised that the recently purchase school safety signage at Ysgol Bro Carmel had been damaged by a vehicle. The School are in the process of replacing

**(c) Wales Audit 2024 / 2025**

The Clerk advised that the Wales Audit return for year ended 31<sup>st</sup> March 2025 had been received. The Chair and Vice Chair had been sent a copy of the return following receipt in December 2025. Members perused a copy on screen.

Members noted the following Audit Opinion: ‘Unqualified - On the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return’. Members also noted the recommendation together with the comment placed on behalf of the Community Council.

The Clerk further advised that the following Public Notice had been displayed on the Council’s web site and notice board: Notice Of Conclusion Of Audit And Right To Inspect The Annual Return For The Year Ended 31 March 2025. Public Audit (Wales) Act 2004 Section 29 Accounts and Audit (Wales) Regulations 2014.

**Members agreed the following:** Accepted the audit report, noted the recommendation and thanked the Clerk for his financial work.

**6(C). 234/25**

**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: October, November and December, 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 31<sup>st</sup> December, 2026

**6(D). 235/25**

**TO RECEIVE AND APPROVE: QUARTERLY STATEMENT OF ACCOUNTS TO THE 31<sup>ST</sup> DECEMBER, 2025**

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of December 2025, 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 Caradoc Jones.

**6(E). 236/25**

**TO RECEIVE, CONSIDER AND APPROVE: BUDGET FOR THE FINANCIAL YEAR 2026 / 2027**

**Members agreed the following:**

- (1) To increase the current precept for the forthcoming financial year from £62,500.00 to £68,000.00 – an increase of £5,500.00. The Clerk advised that the Band D property charge would be £57.58, an increase of £5.20p a year (9.93% - 44p extra per month).
- (2) The increase is to support the additional costs for the monthly litter picking contract, the children's summer bilingual play scheme (held both am and pm), including general Council increases and towards ear-marked reserves. Over the past three years the Council have provided funding for new children's play equipment in Carmel (£11,000.00) and Whitford (£15,000.00) - total cost £26,000.00 – which has resulted in a decrease in the Council's general and emergency reserves.
- (3) The Chair of Council Caradoc Jones to sign the estimates for the end of the financial year 2025 / 2026, including the precept requirement for 2026 / 2027.
- (4) The Clerk to advise Flintshire County Council, in respect of the Community Council's financial requirements (precept) for 2026 / 2027.
- (5) The following items to remain in the Ear-marked reserves, and to be further reviewed following the commencement of the new financial year 2026 / 2027 – if required:  
Environmental Projects (including Pen Y Gelli Nature Reserve) £5,000.00 / Training budget (Councillors & Clerk) £2,000.00

**6(F). 237/25**

**TO CONSIDER: APPOINTMENT OF INTERNAL AUDITOR – END OF YEAR AUDIT 2025 / 2026**

The Clerk advised that this 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 2025 / 2026 accounts.

**6(G). 238/25**

**TO CONSIDER: (DRAFT) COMMUNITY ENGAGEMENT POLICY**

The Clerk recollected Members to a previous discussion in relation to a Community Engagement Policy. A draft policy was shown on screen that had been sent to all Councillors by e-mail prior to the meeting for perusal.

**Members agreed the following:** Confirmed the draft Community Engagement Policy. The Clerk to upload to the Council's web site.

**6(H). 239/25**

**CLERK'S ANNUAL APPRAISAL – 2025**

The Clerk advised, and the Chair of Council - Councillor Caradoc Jones confirmed, that the Clerk's annual appraisal had been completed for year 2025.

**6(I). 240/25**

**COUNTY COUNCILLOR CHRIS DOLPHIN**

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

- ❖ Carriageway resurfacing works at Carmel Road, Carnel will commence on 27<sup>th</sup> November for approximately one week

- ❖ Village Road signs update (See Minute number: 5. 231/25 (4) on page 2 above.)

#### **6(J). 241/25**

#### **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**

- ❖ Parc Gorsedd: Concerns with inconsiderate parking (Reported to both County Highways and North Wales Police by residents): *Matter for NW Police*
- ❖ Carmel Hill (Carmel side): Overgrown hedge causing concern: *Land opposite houses and below Mwdwl Eithin Farm has recently been cut and I will ask the owners of the property concern to trim back the Laurel hedge*
- ❖ Whitford: Near big trees – pot holes: *These are listed on our system and I will chase up the make safe works*

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

- (1) Flooding: Area of the bend at Maen Achwyfan. Could the area be inspected with a view to a more permanent solution to alleviate the flooding
- (2) Gritting: From area of London Road to Maen Achwyfan the roadway was not gritted. Could this roadway be added to the gritting schedule
- (3) Pot Holes: Whitford Road to Tre Mostyn
- (4) Signage: Tre Eden Owain Junction – Whitford to Mostyn Road. Could the signage in this area be considered for review and renewal

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

#### **7. 242/25**

#### **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). 243/25**

#### **PLANNING APPLICATIONS**

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

- Application number: FUL/000831/25 – for proposed construction of replacement dwelling and associated works in lieu of existing dwelling and ancillary structures, at Ivy House, Tan Y Lloc Lane, Lloc.

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

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

**8(B). 244/25**

**Members formally confirmed the above decision**

**8(C). 245/25**

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

- ❖ Application number: FUL/001082/25 – for proposed Re-Ordering to Downing Cottage to include re-roofing, extension work and the erection of a new garage, at Downing Cottage, Whitford

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

**8(D). 250/25**

**PLANNING DECISIONS**

- No planning decisions received from Flintshire County Council

**9. 251/25**

**APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
<b><u>December 2025 Payments</u></b>				
	<b>Direct Debit:</b> Scottish Power (November - Street Lighting Electricity Account - payment dated: 21/11/2025	680.78	136.16	816.94
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for November) Payments dated: 01/12/2025			
	<b>Direct Debit:</b> Scottish Power (November - Street Lighting Electricity Account - payment dated: 17/12/2025	740.03	148.01	888.04
	Treetops Environmental (K Fricker): Litter picking contract	700.00		700.00
<b><u>(Above payments authorised by two Councillor Bank Signatories)</u></b>				
<b><u>January 2026 Payments</u></b>				
<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 December: (Payments dated 02/01/2026			

	<b>BACS:</b> H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - October, November & December: Payment dated 05/01/2026  <b><u>Payments for consideration at meeting to be paid by BACS:</u></b>  Treetops Environmental (K Fricker): Annual maintenance contract  Treetops Environmental (K Fricker): Grass cutting on area of Council land adjacent to Ysgol Y Llan, Whitford  Society of Local Council Clerks (Clerk's annual subscription renewal)  R. P. Parry (Clerk) Re-imbursement of share of annual bulk purchase of stationery with other Councils (As per Viking Stationery receipt)  <b>(All invoices listed have been 'examined, verified and certified' by the Clerk)</b>	1,259.43		1,259.43
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## 10. 252/25

### APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation  <b><u>Authorised to be paid by BACS:</u></b>	Amount granted £
	Carmel Village Hall (Application for annual grant) (Section 19 LGA 1976)	£2,000.00
	Holywell Leisure Centre (Application for annual grant) (Section 19 – 3 (a) LGA (Miscellaneous Provisions) Act 1976	£1,000.00

## 11. 253/25

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:**.....