



# **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> April, 2025, at 7.00pm**

### **1(A). 60/25**

#### **PRESENT**

Councillor Caradoc W. Jones (Acting Chair)  
Councillor Tim Barks  
Councillor Alexander Lamb  
Councillor Matthew J. Marshall  
Councillor Sandra B. Roberts  
Councillor Gareth Sharp  
Councillor Paul Urquhart  
Councillor Melanie Wallis  
Councillor Steve Watts

Clerk & Financial Officer R. Phillip Parry

### **1(B). 61/25**

#### **APOLOGIES**

Councillor Emma Warbrick  
Councillor Joseph Williams

### **1(C). 62/25**

#### **ABSENT**

None

### **2. 63/25**

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

- Complaint received from resident in relation to the overgrowth on a public footpath adjacent to the A5026 road in Carmel with the Whitford Road junction. The resident provided a number of photographs – which were shown on screen to Members. The Clerk advised that this payment was reported last year seeking the overgrowth be removed, in particular, due to a safety risk as the road is narrow and especially with vehicles turning from the Lloc side of the A5026 into Whitford Road.

The Clerk had forwarded the concern together with photographs to County Councillor Chris Dolphin who had advised, he will take the concern forward and seek a site meeting. The resident has been advised.

### **3. 64/25**

#### **DECLARATIONS OF INTEREST**

There were no Declarations of Interest declared.

### **4. 65/25**

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

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

### **5. 66/25**

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

The Clerk referred to the following matters from previous Minutes:

- (1) Interpretation Board in Pen Y Gelli Nature Reserve:** The Clerk advised that following the decision by Council at the March meeting, two further quotations had been received from two local companies for replacement concrete legs – with reinforced steel and to be concreted into the ground.

**Members agreed the following:** Accepted the quotation from Brian Jones (Joiner) at a cost of £220.00

- (2) Council Notice Boards:** The Clerk advised that following the decision by Council at the March meeting the following quotation had been received for the replacement backing on five Council notice boards, at a cost of £1,200.00.

**Members agreed the following:** Accepted the above referred to quotation and took into consideration the cost of the self-healing rubber pinboard backing per square meter which the Council had been shown on screen from a company named Greenbarnes, including delivery cost. Members also took into consideration previous reasonable quotations and work completed by Mr. Brian Jones.

- (3) Council's HSBC Bank account:** The Clerk advised that HSBC Bank had confirmed the deletion of two Councillors from the bank mandate, together with the addition of Councillors' Gareth Sharp and Paul Urquhart as bank signatories, had been completed.

- (4) Street Lighting Electricity Supply:** The Clerk advised that following the request to Hannah Blythyn MS for assistance in relation to receiving a reply from the Welsh Government Procurement Office, there had been no contact received from Mark Drakeford (Cabinet Secretary) at the Welsh Government.

### **6(A). 67/25**

#### **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 Other theft / 1 x Vehicle crime / 1 x Violence

**Gorsedd** - 2 x Anti social behaviour / 1 x Burglary / 1 x Other theft

**Lloc** - 1 x Anti social behaviour

**Lloc (Services)** – No crimes reported

**Pantasaph** - No crimes reported

**Whitford** - No crimes reported

- (2) Flintshire County Council (Gwella Leisure). Notification of annual match-funding scheme for 2025 / 2026 for children's play areas within the County. The correspondence advised in relation to the Carmel play area that could possibly require upgrading. Members were shown the correspondence on screen with the Clerk providing further information.

**Members agreed the following:** The Clerk to seek information as to the required upgrade together with costings from Richard Roberts (Gwella Play Design Officer), whereafter, the Council will consider further.

- (3) One Voice Wales: Seeking if this Council wished to place any agenda items for their 2025 Annual General Meeting. The Clerk advised that motions must reflect a national issue or problem.

**Members agreed the following:** To place the following motion for consideration:

‘Should Welsh names be allowed to be anglicised’

The Community Councillors are concerned that Welsh wording / place names for local areas, including house names that are associated with an area are needlessly disappearing. This results in areas losing their local histories, legends, landscape and cultural significance.

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

- ❖ Groundworks: Notification in relation to Tesco financial grants to local groups and others seeking funds up to £1,500.00
- ❖ Wales Audit: Financial Management & Governance – Lessons from Audit for Community and Town Councils in Wales
- ❖ Welsh Government: Wales Transport Plans consultation. Members to complete on a personal basis

**6(B). 68/25**

## **CLERK'S REPORT**

(1) The Clerk advised the following Councillor training:

- ❖ Councillor Caradoc Jones has completed the Chaining Skills course facilitated by One Voice Wales
- ❖ Councillor Alex Lamb has been booked on a New Councillor Induction Course on the 24<sup>th</sup> April.

- (2) The Clerk advised that the Council had been approached to seek the views of Members if the concrete bench seat sited in Pantasaph could be used to place a memorial plaque in the name of the late Chair of Council Councillor Billy Glynn. If agreeable, the current five wooden painted slats would be removed and replaced with new wooden slats with a memorial plaque placed.

**Members agreed the following:** Were pleased to agree with the request, however, the Clerk to discuss with the applicant if they had any objection to the Council covering the refurbishment cost of the seat, together with the purchase of an appropriate brass plaque. Should the applicant be agreeable, then the Clerk to seek a quotation for the work and purchase a suitable brass plaque.

**6(C). 69/25**

**TO RECEIVE AND APPROVE THE END OF YEAR ACCOUNTS FOR 2024 / 2025**

The Clerk, as Financial Officer had provided Members by e-mail prior to the meeting with copies of the end of year Statement of Financial Accounts - for the year ending 2024 / 2025. The Clerk advised Members further, in relation to the budget analysis, together with the end of year balances.

**Members agreed the following:** Approved the end of year accounts for the financial year 2024 / 2025, with the financial spreadsheet signed by the Chair of Meeting – Councillor Caradoc Jones.

**6(D). 70/25**

**TO APPOINT A COUNCILLOR TO VERIFY, SIGN AND DATE BANK STATEMENTS**

The Clerk recollected Members that this procedure was contained in the draft 2024 Financial Regulations that the Council had discussed at last month's meeting and was also an agenda item for this evening's meeting. The previous 2019 Financial Regulations stated: that a Council bank signatory should initial all bank statements, whereby the 2024 Financial Regulations state: At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

**Members agreed the following:** (1) Councillor Paul Urquhart appointed to verify, sign and date bank statements (2) Councillor Paul Urquhart confirmed to Members, that the bank statement reconciliations agreed with the end of year accounts as per above minute - to receive and approve the end of year accounts for 2024 / 2025.

**6(E). 71/25**

**TO DISCUSS: ADDITIONAL BUDGET PROJECTS – 2025 / 2026:**

**(i) Footpath in Area of Top of the Hill, Gorsedd:**

The Clerk advised that this item had been placed by the late Councillor Billy Glynn following the request by Councillor Melanie Wallis at a previous meeting.

The Clerk recollected to Members that the area of the requested footpath had been included in the Active Travel project which also contained the footpath in Babell Road Gorsedd, the village signs and bicycle racks. However, the County Council had not included the footpath at the top of the hill in Gorsedd due to insufficient adopted highway, and in particular, the purchase of the adjoining land would be cost prohibitive.

**Members agreed the following:** By majority, not to proceed with this project.

**(ii) Speed Indicator Signage, Gorsedd:**

The Clerk advised Members that all speed indicator signage in the County of Flintshire remains covered over since the introduction of the Welsh Government's 20mph speed restriction. Flintshire County Council have applied to the Welsh Government for funding to either recalibrate or new signage which is pending a decision. During this period the County are not installing new signage.

**Members agreed the following:** This project to remain in the pending file.

**(iii) Healthy Five Villages: (Cllr Sandra Roberts)**

Councillor Sandra Roberts discussed with Members the Welsh Government's recommendations that local committees take control of the health of their residents. Councillor Roberts wished this Council to take the lead in a healthy five villages theme within the Council area of Whitford.

Councillor Roberts provided details of various health related public bodies that had been approached, which included a health visitor, community dietician and paramedic attendance to be held at either the Carmel Village Hall and or St Paul's Church in Gorsedd. The Holywell Leisure Centre were also amicable in providing a staff member to attend.

Members discussed the timeline for the event, refreshments, including hire and other costs and or donations to the attendees.

**Members agreed the following:** (1) To promote healthy living in this Council area of Whitford and surrounding villages within the Council area and thanked Councillor Roberts for the research completed (2) Councillor Roberts to forward to Council Members further information (3) To provisionally agree the month of September to hold an event (4) The Clerk to place on the May agenda for further discussion and to receive an update from Councillor Roberts.

**6(F). 72/25**

**TO RECEIVE SUB-COMMITTEE REPORT: MODEL FINANCIAL REGULATIONS FOR COMMUNITY AND TOWN COUNCILS IN WALES – 2024 VERSION (ADJ FROM MARCH MEETING)**

The Clerk recollects Members that Council agreed at last month's meeting that the Council's four bank signatories (Caradoc Jones, Paul Urquhart, Gareth Sharp and Joe Williams) be appointed to peruse the 2024 Financial Regulations, and in particular, the financial limits and amendments agreed during the March meeting.

Councillor Paul Urquhart provided a report on behalf of the sub-committee and confirmed to Members the amendments to the 2024 Financial Regulations as correct.

**Members agreed the following:** (1) To formally adopt the 2024 Financial Regulations which have been tailored to fit the Council's needs (2) The above named four Councillor bank signatories to be provided with read access to the Council's two HSBC bank accounts.

**6(G). 73/25**

**COMMUNITY COUNCILLOR VACANCY**

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

The Clerk further advised that the closing date for a call for an election was Friday 4<sup>th</sup> April but to date there had been no notification from the Office of the Returning Officer.

**Members agreed the following:** Should the County Returning Officer advise that there had been no call for an election and the Community Council were authorised to commence the co-option procedure, the Clerk was authorised to advertise the vacancy including a Public Notice in the next edition of the Five Villages Chronicle.

**6(H). 74/25**

**PAYMENT TO MEMBERS: INDEPENDENT REMUNERATION PANEL FOR WALES RECOMMENDATION**

The Clerk recollects Members to a previous communication received from the Independent Remuneration Panel for Wales, and in particular, the Mandatory Payments: Determination 7: Costs and Expenses (2025 / 2026) for Town & Community Councillors.

The Clerk provided Members with a claim form.

**6(I). 75/25**

**COUNTY COUNCILLOR CHRIS DOLPHIN**

The following information has been received from County Councillor Chris Dolphin:

- (1) The County Council have applied for funding from the Welsh Government for road repairs and the County confirm, that Monastery Road has been placed on the re-surfacing programme for 2025 / 2026. However, should sufficient funds be received from the Welsh Government the County will prioritise sites for surface treatment.
- (2) Members were shown on screen illustrations of various Town & Village road signs that had been received from the County via Councillor Dolphin, with a request for this Council to choose new signage for the five villages. The Clerk recollects to Members that the signage was part of the funding that was included in the Active Travel project.

**Members agreed the following:** The signage to be similar to the Pen Y Ffordd / Connah's Quay signs - with the Village names and to include Gwrrwch yn Araf / Please Drive Slowly and to also include the Whitford Community Council logo on the top of the signs.

**6(J). 76/25**

**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:**

- ❖ Overgrown pathway in Gorsedd: Reported by Councillor Matt Marshall who provided photographic information as to the path area and number. Concern reported to the County Footpath Officer.

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

- (1) Pot holes: Monastery Road, Pantasaph. Whilst repairs have taken place it is reported to the Council that further repairs are required: *Potholes were filled on Wednesday 12.3.25 The area is noted for further repairs when funds allow the works to take place*
- (2) Pot holes: In area of the hill – from Sarn to Whitford: *Potholes here are noted for repair*
- (3) Pot holes: In area of entrance to Parc Gorsedd, Gorsedd: *Minor Potholes noted for repair*

- (4) Fy tipping: in area of the top end of Fachallt Road. (More information has been requested as web site questions): *Will ask cleansers to call and remove any items found in the layby etc*

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

- (1) Carmel Hill: Pot holes on both sides of the road
- (2) Sarn to Whitford Road: Pot holes on edge of road – in hill area
- (3) Sarn: Pot holes at T junction by Gelli Farm
- (4) Gorsedd Village Road: Pot holes in hill area (near eggs for sale sign)
- (5) Saithffynnon Cross Roads to Old A55 Junction: 19 pot holes
- (6) A5151 Road, Lloc: Pot holes from area of Penffordd Llan Cross Roads and near to Ghia
- (7) A5026 Road, Lloc: The road surface is poor in general – in area of Pen Y Gelli

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

**7. 77/25**

**REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)**

- Councillor Caradoc Jones advised of his attendance at a meeting of the West Flintshire Group of Councillors which is facilitated by Holywell Town Council. During the meeting Councillor Jones had referred to the new extended pavement from Holway to the Fire Station which is a cause of concern with the reduced carriageway and further exasperated with parked cars.

**8(A). 78/25**

**PLANNING APPLICATIONS**

No planning applications received from Flintshire County Council.

**8(B). 79/25**

**PLANNING DECISIONS**

**The following planning decisions have been received from Flintshire County Council:**

- (i) Application number: AGN/000198/25 -Proposed building for the storage of hay, straw and feed, at Groesffordd Bach, Whitford. Refused
- (ii) Application number: LDP/000031/25 - Proposed Lawful use C3 (Residential ) to C2 (Children's Home), at Westcroft, Babell Road, Gorsedd. Approved
- (iii) Application number: FUL/000697/24 - Proposed extension and internal alterations, at Pant Glas Farm, Pen Ffordd Llan, Lloc. Approved
- (iv) Application number: LBC/000698/24 - Listed Building Consent for proposed extension and internal alterations, at Pant Glas Farm, Pen Ffordd Llan, Lloc. Approved
- (v) Application number: COU/000696/23 - Conversion of redundant chapel to single dwelling The Seion Chapel, Allt Y Golch, Carmel. Approved

**8(C). 80/25**

**TO DISCUSS: POTENTIAL PLANNING BREACH IN LLOC AREA**

Council Members discussed a potential number of planning breaches at a property in the Lloc area. Photographs were shown on screen to Members that were taken from a public highway by

concerned residents. During the discussion Members were made aware of a current planning enforcement investigation in the Lloc area.

**Members agreed the following:** (1) The Clerk to write to the County Planning Enforcement Officer with details of the alleged planning breaches and to provide copies of the photographs. To seek that the alleged planning breaches are investigated including an inspection of the property curtilage which the Council believe is generally carried out following a complaint (2) County Councillor Chris Dolphin to be copied into the correspondence to take forward with the Planning Enforcement Officer.

## 9. 81/25

### APPROVAL OF ACCOUNTS FOR PAYMENT

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
	<b><u>Payments made – to be confirmed:</u></b>			
	<b>BACS:</b> Davies Land & Sea: Medium priority tree work in Pen Y Gelli Nature Reserve – as per agreed Work Order: Payment dated: 28/03/2024 and authorised by two Councillor bank signatories	1,510.00	302.00	1,812.00
	<b>Direct Debit:</b> HSBC Bank (charges) Payment dated: 31/03/2025	5.00		5.00
	<b>Standing Order:</b> R. P. Parry - Clerk to Council (Monthly salary & home working allowance for March) Payments dated 01/04/2025			
	<b><u>Payments for consideration at meeting to be paid by BACS:</u></b>			
	One Voice Wales (Councillor Caradoc Jones – Chairing Skills)	40.00		40.00
	Treetops Environmental (K Fricker): Litter picking contract	700.00		700.00
	Treetops Environmental (K Fricker): Disposal of fly tipping at Pen Y Gelli Nature Reserve (Professional disposal cost at Thorncliffe's £36.00 & £25.00 transportation fee)	61.00		61.00
	Councillor Allowance – 2025 / 2026			
	Councillor Tim Barks	208.00		208.00
	Councillor Caradoc Jones	208.00		208.00
	Councillor Alex Lamb	208.00		208.00
	Councillor Matt Marshall	208.00		208.00
	Councillor Paul Urquhart	208.00		208.00

	Councillor Gareth Sharp	208.00		208.00
	Councillor Melanie Wallis	208.00		208.00
	Councillor Emma Warbrick	208.00		208.00
	Councillor Steve Watts	208.00		208.00
	<b>(All invoices listed have been 'examined, verified and certified' by the Clerk)</b>			

**10. 82/25**

**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>	
	Five Villages Gardening Club (Application for annual grant) (Section 137 LGA 1972)	£250.00
	Llangollen International Eisteddfod (Application for annual grant) (Section 145 LGA 1972)	No grant
	Caerwys Agricultural Show (Application for annual grant)	*
	* Above application adjourned to the May Council meeting for production of a copy of audited accounts and bank statement	

**11. 83/25**

**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:.....**