



CYNGOR CYMUNED CHWITFFORDD / WHITFORD COMMUNITY COUNCIL

Minutes of The Meeting of Whitford Community Council

Held at St. Paul's Church, Gorsedd,

On Thursday the 13th February, 2025, at 7.00pm

The Clerk was asked to send the Councillors best wishes to the Chair of Council Councillor Billy Glynn, to wish him a speedy recovery and look forward to his presence in a future Council meeting.

1(A). 27/25

SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (ALEXANDER LAMB)

Co-opted Councillor Alexander Lamb signed their Declaration of Acceptance of Office, following being co-opted to the Council at the January, 2025 Council meeting. The Declaration was witnessed and signed by the Clerk.

The Acting Chair of Council Councillor Caradoc Jones welcomed Councillor Lamb to the meeting.

1(B). 28/25

PRESENT

Councillor Caradoc W. Jones (Vice 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 Joseph Williams

Clerk & Financial Officer R. Phillip Parry

1(C). 29/25

APOLOGIES

Councillor Billy Glynn (Chair)
Councillor Emma Warbrick
Councillor Steve Watts

1(D). 30/25

ABSENT

None

2. 31/25

PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

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

3. 32/25

DECLARATIONS OF INTEREST

The following Declaration of Interest was declared: Councillor Gareth Sharp (**Minute number: 10. 47/25 on page 9 below**)

4. 33/25

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 9TH JANUARY, 2025

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

5. 34/25

PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

- (1) Pavement Extension in Gorsedd:** Councillor Matt Marshall advised Members that it appeared the work was progressing well.
- (2) Council Notice Boards:** The Clerk advised that the Chair of Council had spoken with the contractor, who is in the process of sourcing a more robust backing for the notice boards.
- (3) Pen Y Geli Nature Reserve:** The Clerk advised that two quotations had been received from Davies Land & Sea of Lloc, as follows and were shown on screen to Members:
 - (i)** Medium priority work within the reserve, at a cost of £1,510.00
 - (ii)** To fell group of tall ash trees left exposed following previous felling works, plus to tidy down the quarry side of the hedge, at a cost of £1,400.00

Members agreed the following: **(1)** The Council were aware of the medium priority work, including the cost as this was included in a report received during 2024 **(2)** Following an inspection of the nature reserve by both the County Tree Surgeon and members of this Council's Pen Y Gelli Sub-committee the work was identified **(3)** The contractor has completed work in the reserve for the Council previously, whereby quotations have been reasonable and at a lower cost than others received.

Members further agreed: The Clerk to issue the following Work Orders as referred to above in **(i)** at a cost of £1,510.00 (VAT £302.00 = Total £1,812.00) and **(ii)** at a cost of £1,400.00 (VAT £280.00 = Total £1,680.00) to Davies Land & Sea in Lloc – as specifications received in e-mail dated 10th February, 2025.

- (4) Notice Board (Ysgol Bro Carmel Perimeter Wall):** The Clerk advised that a quotation had been received dated the 1st February, 2025 from Brian Jones (Joiner) for the sum of £780.00 – to supply and fit 4' wide x 3' foot high oak notice board utilising current posts

comprising of 2 toughened glass doors with bolt fastener; current posts to receive a coat of preservative and made secure.

Members agreed the following: Accepted the above quotation for £780.00 from Brian Jones (Joiner). The Clerk advised that he would inform the School Headteacher as the board is adjacent to the school grounds.

Pending Matters:

The Clerk advised, that the following matter remains in the pending file:

- **Street Lighting Electricity Supply:** The Clerk advised that despite reminders there had still been no response from the Welsh Government Procurement Office. The Clerk has written to Hannah Blythyn MS on behalf of five Councils seeking her assistance in ascertaining the reasons for the delay.

6(A). 35/25

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 Anti social behaviour

Gorsedd - No crimes reported

Lloc - No crimes reported

Lloc (Services) - 2 x Violence

Pantasaph - No crimes reported

Whitford - No crimes reported

- (2) One Voice Wales: Area Committee Survey.

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

- ❖ Regional Transport for Wales - Public consultation: Members to complete on a personal basis
- ❖ Democracy and Boundary Commission for Wales: Policy and Practice document in preparation for the 2025 Electoral Review programme. Members to complete on a personal basis

6(B). 36/25

CLERK'S REPORT

- (a) The Clerk recollects Members to the five year maintenance guarantee that this Council entered with Flintshire County Council following the installation of Speed Information Signage in Carmel, Gorsedd and Pantasaph. The Clerk had consulted with County Highways as the signage has been covered up since the introduction of the 20mph reduction

in September 2023. The County had confirmed, that a financial bid has been made to the Welsh Government for funding to either re-calibrate or purchase new signage across the County, whereby the three units in the Whitford Council area were included. The County will extend the maintenance agreement contract to cover the length of time the units have not been in use.

- (b) The Clerk advised that the Council's contracted grass cutter had advised that the lower side Pen Y Gelli information sign – the wooden posts appeared to be damaged. Members were show a photograph on screen of the sign.

Members agreed the following: The Clerk to source two quotations from two contractors who are known to this Council, with the following specifications:

- (i) To either repair / replace the wooden post legs and thereafter concrete into the ground
- (ii) To remove existing wooden support legs and replace with metal supports and thereafter concrete into the ground.

(c) Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2024

The Clerk advised that the Audit Wales Certificate had been received for the year 2023 / 2024. The report had been forwarded to the Chair and Vice Chair of Council. Members were shown the report on screen. The Clerk further advised that the Community Council had received an unqualified report, as detailed below:

‘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’

Other matters and recommendations: There was one comment made in relation to a minor error in the accounting statement. The Clerk advised that the annual return was amended prior to being submitted to the Wales Audit and agreed with the bank balance for the end of year. This had occurred due to the HSBC Bank producing their statements up to Thursday the 28th March and not the 31st March as the Friday was Good Friday and Monday the 1st April was a Bank holiday. The end of year accounts were balanced from the bank statement dated 28th March, however, the account was a £5.00 difference when the April statement arrived – which related to a bank charge.

The Clerk confirmed that the Audit Wales Report had been uploaded to the Council's web site, together with the following Public Notice: Notice of conclusion of audit and right to inspect the annual return for the year ended 31 March 2024. (Public Audit (Wales) Act 2004 Section 29 Accounts and Audit (Wales) Regulations 2014. This public notice was also displayed on the Council's public notice board.

Members agreed the following: Were pleased to receive the Audit Wales Unqualified Certificate. The Council noted the amendment to the accounting statements was made prior to being submitted to Wales Audit. The Clerk to place a note on the annual return advising in relation to the HSBC Bank statements being dated three days prior to the end of the Council's financial year, which resulted in the Wales Audit comment.

- (d) **Street Lighting:** The Clerk advised in relation to the following street lights that had been reported as faulty:

- (1) Near to 1 and 2 Garreg Cottages, Gelli Road, Pen yr Allt, Trelogan
- (2) Monastery Road, Pantasaph
- (3) Village Road, Whitford. This lamp was reported to Flintshire County Council by a number of residents as the lamp wiring was sparking. As this required an urgent repair, Flintshire Street lighting visited and made safe. The County Council will invoice for this service.

6(C). 37/25

TO CONSIDER: APPOINTMENT OF A COMMUNITY GOVERNOR AT YSGOL BRO CARMEL PRIMARY SCHOOL (ADJ ITEM)

The Clerk recollects to Members that this item had been adjourned to this evening's meeting for further discussion. The Clerk read out the contents from an e-mail received from the Chair of School Governors, which included the criteria and person specification for the position.

Members agreed the following: To further adjourn the appointment to the May Council meeting which will be held on Thursday 15th - for the following reason: During the May meeting all the various sub-committees and outside bodies Councillor representatives are either re-appointed or changed.

6(D). 38/25

TO CONSIDER: THE FOLLOWING MAINTENANCE CONTRACTS:

The Clerk discussed with Members the three below annual contracts and reflected, in particular, to the annual litter picking contract that was agreed for the current budget together with the difficulty in obtaining quotations last year. There were no companies identified within the County of Flintshire that provide a specific litter picking service. Three environmental companies together with Flintshire County Council Highways were approached seeking quotations for the litter picking contract, with two quotations being received from Treetops Environmental and Flintshire County Council, one company declined with the fourth advised a quotation would be sent prior to the closing date, but was not received.

Members were shown on screen copies of the three Work Orders that were issued last year.

The Vice Chair of Council Councillor Caradoc Jones confirmed, that the current contractor – Treetops Environmental of Ysceifiog, who was awarded the below three contracts had verbally advised the Chair of Council Councillor Billy Glynn that last year's costs would not be increased.

(I) ANNUAL MAINTENANCE (BENCH SEATS, PEN Y GELLI, RED PHONE BOXES & THE BRYN)

Members agreed the following: To award Treetops Environmental the annual maintenance contract, at a cost of £650.00 (As specification).

(II) ANNUAL GRASS CUTTING IN WHITFORD CAR PARK

Members agreed the following: To award Treetops Environmental the annual grass cutting contact adjacent to Whitford school, at a cost of £150.00 (As specification).

(III) ANNUAL LITTER PICKING

Members agreed the following: (1) The current cost for this service by Treetops Environmental had been held for the 2025 / 2026 financial year at £350.00 per day (2) The second quotation received last year was for between £600.00 to £650.00 per day – depending on which option chosen (3) Difficulty in obtaining quotations during last year, in particular, there were no companies identified within the County of Flintshire that provided a specific litter picking service. Enquiries made by searching Google and perusing local Environmental Companies web sites (4) Complimentary comments received from residents as to the difference made to the highway grass embankments and hedge rows during both summer and winter periods, including the visibility of the contractor.

Members further agreed: To award Treetops Environmental Services, Ysceifiog, the Annual Litter Picking Contract for a 12 month period, as follows: from April, 2025 to March, 2026 – total of 24 days (2 days each month) - at a cost of: £8,400.00 (£350.00 per day) (As specification).

Members also further agreed: Prior to the issuing of Work Orders for the above three contracts the Clerk to receive in writing from the company proprietor, confirmation, that the costs of £650.00 (Annual Maintenance) / £150.00 (Grass cutting adjacent to Whitford School) / £350.00 per day (Annual litter picking) - are held for year commencing April 2025 to March 2026.

6(E). 39/25

COUNTY COUNCILLOR CHRIS DOLPHIN

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

- A number of discussions with Flintshire Street Scene in relation to the numerous pot holes within the Whitford Council area, including blocked gullies.

6(F). 40/25

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
(Update in italics):

- (1) Salt bin: Near Mertyn Uchaf Farm, Llwyn Ifor Lane. The salt has been removed from this bin by a vehicle with trailer. Could the bin please be refilled. *Will request refill*
- (2) Request for additional salt: In area of entrance to Pennant Park Golf Club. *Refused as will not meet score on matrix form*
- (3) Request for additional salt bin: Area of junction of Llwyn Ifor Lane and Mertyn Lane. *Refused as will not meet score on matrix form*
- (4) Between the Nook and Penpalment – the road has subsided. *Area already noted for repair*
- (5) Blocked gullies: The blocked gullies reported in December, whilst some have been cleared, the vehicle apparently did not visit the gullies in the area of the bottom of Mertyn Lane and Llwyn Ifor Lane. *Will request lorry returns*
- (6) Blocked gullies in are area of Isglan Road. *Will request area has gullies cleaned*

- (7) Collapsed gullies: The blocked gullies reported in December in the area of Waen Hill have apparently collapsed. *Can you please provide more info, location or photos.* **Councillor Sandra Roberts offered to provide photographs, but would await a rainy day**

Members brought the following concerns to the meeting:

- (1) Carmel Road, Carmel: Pot holes have been repaired but require repairing further
- (2) Gorsedd Crossroads (Turning into Parc Gorsedd). Many potholes / road possibly requires re-surfacing
- (3) Penfforddylan Crossroads: Pot holes and road surface broken-up
- (4) Llwyn Ifor Lane: Pot holes

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

7. 41/25

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). 42/25

PLANNING APPLICATIONS

The following planning application had been received:

- Application number: application number: COU/001095/24 – for proposed change of use of former commercial land to domestic and the erection of a new oak framed utility barn for the storage of vehicles, at Holliberry House, Babell Road, Gorsedd.

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). 43/25

Members formally confirmed the above decision.

8(C). 44/25

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

- (1) Application number: COU/000080/25 – for change of use of agricultural land to provide a dog walking trail and all associated works, at Mynydd Mostyn, Berthengam.

Comment by Council: Subject to compliance with relevant policies and planning guidance notes, then no objections raised. However, the Community Council raise concerns in relation to the public footpaths within the area of the application and would request, should the application be granted, that a condition is imposed to ensure that the footpaths are not blocked, or other, by the walking trail.

- (2) Application number: FUL/001114/24 – for amendments to submitted proposal – for proposed new silage clamp, at Ty Newydd Farm, Whitford.

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

8(D). 45/25

PLANNING DECISIONS

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

- (i) Application number: FUL/001026/24 – for proposed single storey garden room extension to the rear of Pen y Parc Farm, Pen Y Parc, Lloc. Approved
- (ii) Application number: FUL/000699/24 for proposed extension and alterations to existing holiday let at Y Bwthyn, Pen Ffordd Llan, Lloc. Refused

9. 46/25

APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	<u>Payments made – to be confirmed:</u>			
	Direct Debit: Scottish Power (December - Street Lighting Electricity Account) - payment dated: 17/01/2025	552.65	110.53	663.18
	Direct Debit: HSBC Bank (charges) Payment dated: 31/01/2025	5.00		5.00
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for January) Payments dated: 03/02/2025			
	<u>Payments consideration at meeting to be paid by BACS:</u>			
	Caerwys Computer Clinic (Annual hosting and Council’s domain / web site)	250.00		250.00
	Deeco lighting: Street light repair (Near Garreg Cottages)	180.00	36.00	216.00
	Direct Debit: Scottish Power (January - Street Lighting Electricity Account) - payment due: 17/02/2025	552.65	110.53	663.18
	(All invoices listed have been ‘examined, verified and certified’ by the Clerk)			

10. 47/25

APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	<p><u>Authorised to be paid by BACS:</u></p> <p>Rotary Club of Flint & Holywell (Application for funding towards the Christmas float that visits the Villages within this Council area) (Section 137 LGA 1972)</p> <p>Carmel Village Hall (Application for annual grant) (Section 19 LGA 1976)</p> <p>Note: Councillor Gareth Sharp Declared an Interest in the above application (Minute number: 3. 32/25 on page 2 above)</p> <p>Cymdeithas Thomas Pennant (Application for annual grant) (Section 137 LGA 1972)</p>	<p>£250.00</p> <p>£2,000.00</p> <p>£500.00</p>

11. 38/25

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:.....