



CYNGOR CYMUNED CHWITFFORDD / WHITFORD COMMUNITY COUNCIL

Minutes of The Meeting of Whitford Community Council

Held Virtually by Video and Telephone Conference,

On Thursday 9th April, 2026, at 7.00pm

1(A). 47/26 PRESENT

Councillor Caradoc W. Jones (Chair)
Councillor Tim Barks
Councillor Alexander Lamb
Councillor Richard Newsome
Councillor Sandra B. Roberts
Councillor Gareth Sharp
Councillor Melanie Wallis
Councillor Emma Warbrick

Clerk & Financial Officer R. Phillip Parry

1(B). 48/26 APOLOGIES

Councillor Matthew J. Marshall
Councillor Paul Urquhart
Councillor Steve Watts
Councillor Joseph Williams

1(C). 49/26 ABSENT

None

2. 50/26 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

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

3. 51/26 DECLARATIONS OF INTEREST

There were no Declarations of Interest declared.

4. 52/26

TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 12TH MARCH, 2026

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

5. 53/26

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 advised that the next phase is progressing, whereby the Council would be advised in due course
- (2) **Red Phone Box in Whitford:** The Thomas Pennant Society have advised that they will not be utilising the Phone Box in Whitford for their promotional literature
- (3) **Interpretation Board adjacent to Ysgol Y Llan in Whitford:** (1) The Clerk advised that the Headteacher at Ysgol Y Llan had advised, the School did not wish to utilise the two support posts holding the interpretation board (2) A quotation of £90.00 had been received for the removal of the interpretation board and supports, including disposal

Members agreed the following: Accepted the quotation of £90.00 received from Brian E. Jones, (Holywell) to remove and dispose of the interpretation board and supports adjacent to Ysgol Y Llan.

Pending Matter(s):

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

- Street Lighting Electricity Supply

6(A). 54/26

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

Gorsedd - No crimes reported

Lloc - 1 x Public order

Lloc (Services) – No crimes reported

Pantasaph - 2 x Criminal damage

Whitford - No crimes reported

- (2) Flintshire County Council: Match funding 2026 / 2027 for Children's Play Areas. Request for match funding for the Whitford Children's Play Area – between £1,000.00 to

£10,000.00. The Clerk provided details of match funding previously granted by this Council.

Members agreed the following: Not to match-fund any improvements to the Whitford Children's Play Area this financial year, for the following reasons: Over the past three years the Council have spent in the Carmel and Whitford Play Areas – Carmel £11,000.00 and Whitford £15,000.00 - total of £26,000.00. In reaching their decision Members also took into consideration, that currently, there was no identified need for additional equipment in the Whitford play area.

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

- ❖ North Wales Police: Police cadet and leader recruitment posters. Councillors asked to upload to the various Village Facebook pages

6(B). 55/26

CLERK'S REPORT

- (i) The Clerk recollected to Members the Memorial Seat to Councillor Billy Glynn that is sited in Pantasaph, that was discussed at the March Council meeting that this Council had no objection to the removal of the tanalised wooden seating slabs to be replaced by an eco-friendly material. This changeover was at no cost to this Council. Members were shown on screen before and after photographs of the bench seat – which includes a memorial plaque placed by this Council
- (ii) The Clerk advised that the VAT reclaim of £2,252.10 - for financial year 2025 / 2026 had been completed and sent to HMRC (VAT)

6(C). 56/26

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 Sandra Roberts appointed to verify, sign and date bank statements for the quarter: January, February & March, 2026 (2) Councillor Sandra Roberts confirmed to Members, that the bank statement reconciliations agreed with the end of year accounts as below Minute - to receive and approve the end of year accounts for 2025 / 2026.

6(D). 57/26

TO RECEIVE AND APPROVE THE END OF YEAR ACCOUNTS FOR 2025 / 2026

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 2025 / 2026. 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 2025 / 2026, with the financial spreadsheet to be signed by the Chair of Meeting – Councillor Caradoc Jones.

6(E). 58/26

TO CONSIDER: AMENDING COUNCIL'S FINANCIAL REGULATIONS

The Clerk recollected Members to the Council's Financial Regulations, and in particular, to Paragraph 5.9 which states the following: 'Where the value is between £1,000 and £5,000 excluding VAT, the Clerk shall try to obtain 3 estimates (which might include evidence of online prices, or

recent prices from regular suppliers)’. The Financial Regulations were shown on screen to Members.

The Clerk provided Members with a scenario that another local Council had encountered which had received a recommendation from Audit Wales. Members perused the Financial Regulations and noted that the figures in other sections, such as Paragraph 5.8 stated greater than £5,000.00. In Paragraph 5.15 two sections stated under £5,000.00 and over £5,000.00.

Members agreed the following: Paragraph 5.9 to be amended to state: ‘Where the value is greater than £5,000.00 excluding VAT’. This Amendment will align with other paragraphs of the Council’s Financial Regulations.

6(F). 59/26

COMMUNITY AWARD: TO ARRANGE PROCESS TIMELINE

Members agreed the following: Not to organise a Community Award during 2026. The Clerk to place on the April Agenda 2027 for further consideration by Council.

6(G). 60/26

TO CONSIDER QUOTATIONS FOR THE FOLLOWING ANNUAL MAINTENANCE CONTRACTS:

- (i) Annual Maintenance (Bench Seats, Pen Y Gelli, Red Phone Boxes in Pantasaph & Whitford)
- (ii) The Bryn, Carmel (Wildflower area - One cut after summer period)
- (iii) Summer Grass cutting in Whitford car park area
- (iv) Yearly Litter Pick in Pen Y Gelli Nature Reserve
- (v) Yearly Path Clearance (Between the Top and Lower Entrances – Runs alongside A5151) at Pen Y Gelli Nature Reserve
- (vi) Annual Grass Cutting on Public Footpaths (Flintshire County Council)
- (vii) Annual Litter Picking Contract

To Consider Quotations: (Not annual contracts):

- (viii) Painting of Pen Y Gelli Gateway Entrance Railings & Kissing Gate
- (ix) Painting of Red Phone Boxes in Pantasaph & Whitford

Members were shown on screen a quotation received for (i) to (v) which totalled £790.00; quotation (vi) at £875.00 for five days, with additional agreed days at £175.00; (vii) The Clerk had sought three quotations, with one received, one declined due to staff resources available, with the third requested Company not replying, despite a reminder.

To consider quotations not annual contracts: (viii) and (ix). Councillors agreed that the Pen Y Gelli Gateway Entrance Railings & Kissing Gate required re-painting. Councillor Emma Warbrick had kindly taken photographs of the Red Phone Box in Pantasaph and recommended that the Phone Box did not require re-painting. Councillor Caradoc Jones had kindly taken photographs of the Red Phone Box in Whitford and recommended that the Phone Box be re-painted. Photographs of both Red Phone Boxes were shown on screen to Members.

Members agreed the following: (1) To accept the quotation for (i) to (v) at a cost of £790 from Treetops Environmental, Ysceifiog (2) To accept the quotation for (vi) at £875.00 for five days, with additional agreed days at £175.00 from Flintshire County Council (3) To accept the quotation for £8,640.00 (£360.00 per day for 24 days – 2 days a month) from Treetops Environmental, Ysceifiog. In reaching their decision to accept the one quotation, Council Members took into consideration the increase from the previous year was £240.00. Following a Google search there were no companies who offered a litter picking contract in the area of the Community Council or within the County of Flintshire.

Members further agreed the following: (4) (viii) Accepted a quotation received for £360.00 for the re-painting of Pen Y Gelli Gateway Entrance Railings & Kissing Gate from Brian E. Jones, Holywell (5) (ix) The Clerk to seek a quotation for the re-painting of the Red Phone Box in Whitford, to include replacing the broken glass panes.

6(H). 61/26

COUNTY COUNCILLOR CHRIS DOLPHIN

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

- (a) Pot hole repairs in area of Carmel Hill. Whilst a substantial number of pot holes have been repaired by the Counties new JCB Pot Hole Pro machinery, Councillor Dolphin has requested additional repairs to be completed in the area of Carmel Village Hall.
- (b) E-mail received from County Councillor Chris Dolphin advising the following:
 - (i) Village signs: Site meeting to be held with the Highway Officer to discuss the identified locations which may have to be changed – as the new signs are significantly larger
 - (ii) Concerns raised about tree removal to the rear of Creclas Lane – has been resolved
 - (iii) Resurfacing of Allt y Golch and Carmel Road, Carmel. Both roads are acknowledged to be in poor condition. The ongoing utility work is not yet completed on Carmel Road. Could the Community Council consider writing to the Chief Officer for Streetscene and Transportation seeking that these two roads are considered urgently for retarmacking early in this new financial year

Members agreed the following: The Clerk to write to Katie Wilby (Chief Officer for Streetscene and Transportation) requesting the above roads be considered for retarmacking early in this financial year, due to the condition of the roads.

6(I). 62/26

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 concerns reported since the previous Council meeting.

Street Scene Update Report (*Update in italics*):

- (1) Shrubbery: In area of Junction from Pantasaph and Gorsedd / Babell Road – from junction on left and immediately towards the bridge the shrubbery requires cutting back, as it scratches vehicles - *Neil Hickie covers this location (Neil was copied into the original e-mail)*

- (2) Road surface crumbling: Area of road from Lloc Garage traveling to the top entrance to Pant Y Wacco (past former Police Station). Could the road sweeper visit to clear the stones – *Request for the area to be swept. I have also recommended this section for surface treatment*
- (3) Pot Holes: Area of road from Lloc Garage travelling to the top entrance to Pant Y Wacco (past former Police Station) – *Defects are noted for repair and as above. The area has also been brought to the attention of the Technical Team for surface dressing to be considered*
- (4) Pot Holes: Whitford to Sarn Hill – *Defects are noted and await repair*
- (5) Pot Holes: Whitford to big tree – *Several areas recently made safe and more defects added to system recently now waiting for repair*
- (6) 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. It was previously stated that a manager would consider increasing the current soakaway capacity. *I can advise that the system here has recently been cleaned and I will bring this to my line manager's attention to consider options*

Members brought the following concerns to the attention of the meeting:

- (1) Gully requires clearing: Road from Saith Ffynnon crossroads to area of Tre Eden Owain Junction. The road floods during rainfall
- (2) All drains appear to be blocked with silt: Lon Y Waen Road from junction by The Druids Inn to junction with A5026
- (3) Culvert blocked: Area of Waen Hill towards crossroads on Old A55 Road in Whitford
- (4) Pot holes and road surface crumbling: Pen Ffordd Llan roundabout, Lloc
- (5) Pot holes - Large: Llwyn Ifor Lane

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

7. 63/26

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

Councillor Gareth Sharp advised in relation to the following:

- (i) Attended the Annual General Meeting of the Carmel Village Hall Committee
- (ii) Will be attending a School Governors meeting of Ysgol Bro Carmel in the near future

8(A). 64/26

PLANNING APPLICATIONS

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

- (1) Application number: FUL/000238/26 for proposed application for a new 3-bedroom detached dwelling, forming a change of use from a former builders yard at Bedw Cottage, Whitford Road, Whitford.

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

- (2) Application number: FUL/000284/26 for proposed demolition of a previous two-storey extension connecting two parts of a single dwelling and proposed replacement with a new two-storey extension along with associated internal layout alterations, a new first floor extension to the rear, varying the main driveway entrance to an existing alternative access and construction of a detached, single-storey pitched roof garage., at Pickpocket Hall, Babel Road, Pantasaph.

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

8(B). 65/26

PLANNING DECISIONS

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

- Application number: FUL/000119/26 – for the erection of pitched roof garden room at front of dwelling, at Highfield House, Gorsedd. Approved.

9. 66/26

APPROVAL OF ACCOUNTS FOR PAYMENT

| Payee (Authorised to be paid by BACS) | Net £ | Vat £ | Total £ |
|-------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|--------------------|
| <u>Payments made – to be confirmed:</u> | | | |
| Direct Debit: Scottish Power (February - Street Lighting Electricity Account - payment 01/04/2026 | 644.32 | 128.86 | 773.18 |
| Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for March) Payments dated 01/04/2026 | | | |
| (All invoices listed have been 'examined, verified and certified' by the Clerk) | | | |

10. 67/26

APPLICATIONS FOR FINANCIAL SUPPORT

| Name of organisation (Authorised to be paid by BACS) | Amount granted £ |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Five Villages Gardening Club (Application for annual grant) (Section 19 - 3 LGA (Miscellaneous Provisions) Act 1976) | £250.00 |
| Llangollen Eisteddfod (Application for annual grant) (Section 145 LGA 1972) | £200.00 |

11. 68/26

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:.....

DRAFT