



CYNGOR CYMUNED CHWITFFORDD / WHITFORD COMMUNITY COUNCIL

Minutes of The Meeting of Whitford Community Council

Held at St. Paul's Church, Gorsedd,

On Thursday the 14th May, 2026, at 7.00pm

Annual Council Meeting

1(A). 69/26

APPOINTMENT OF CHAIRPERSON FOR THE PERIOD 2025 / 2026

Councillor Caradoc Jones was proposed and seconded to remain as Chair of Council. There were no further nominations. Councillor Jones accepted the nomination to remain as Chair.

Members agreed the following: Councillor Caradoc Jones be appointed to remain as Chair of Council for the period 2026 / 2027.

1(B). 70/25

SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE (CHAIR OF COUNCIL)

Councillor Caradoc Jones signed the Declaration of Acceptance of Office, which was duly witnessed by the Clerk.

The re-elected Chair of Council Councillor Caradoc Jones advised, that he was grateful and thanked Members for the re-appointment, together with the Clerk for his assistance. Councillor Jones further stated: it was a privilege to be the Chair of Council, in particular, as he had been a Whitford Councillor for over 40 years.

2(A). 71/26

PRESENT

Councillor Caradoc W. Jones (Chair)
Councillor Paul Urquhart (Vice Chair)
Councillor Alexander Lamb
Councillor Matthew J. Marshall
Councillor Richard Newsome
Councillor Gareth Sharp
Councillor Melanie Wallis
Councillor Emma Warbrick
Councillor Steve Watts

Clerk & Financial Officer R. Phillip Parry

2(B). 72/26
APOLOGIES

Councillor Tim Barks
Councillor Sandra B. Roberts
Councillor Joseph Williams

2(C). 73/26
ABSENT

None

3. 74/26
APPOINTMENT OF VICE CHAIRPERSON FOR THE PERIOD 2026 / 2027

Councillor Paul Urquhart was proposed and seconded to remain as Vice Chair of Council. There were no further nominations. Councillor Urquhart accepted the nomination to remain as Vice Chair.

Members agreed the following: Councillor Paul Urquhart be re-appointed to remain as Vice Chair of Council for the period 2026 / 2027.

4. 75/26
MINUTES OF THE ANNUAL MEETING HELD ON THE 8TH MAY, 2025

The Clerk advised Members, that the Minutes of the 2025 Annual Meeting were formally proposed, seconded and agreed at the 12th June, 2025 meeting under Minute number: 4. 118/25.

Members agreed the following: Re-affirmed the above decision.

General Council Meeting

5. 76/26
NOMINATIONS TO SERVE ON LOCAL COMMITTEES AND OUTSIDE BODIES

Members received prior to the meeting a copy of the current list of Liaison, Local Committees and Outside Bodies for year 2026 / 2027.

Members agreed the following: The current list to continue for year 2026 / 2027

6. 77/26
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

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

7. 78/26
DECLARATIONS OF INTEREST

There were no Declarations of Interest declared.

8. 79/26
TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 9TH APRIL 2026

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

9. 80/26

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 an e-mail received from Councillor Sandra Roberts that the project is still in progress, and an article has been submitted to the Five Villages requesting to be included in the next edition.
- (2) Interpretation Board Near Ysgol Y Llan:** The Clerk advised that he had written to the Headteacher enquiring if the support poles holding the dilapidated Interpretation Board could be utilised for the school's new proposed sign. The Headteacher's reply advised that the new board was larger. The Clerk further advised that the joiner has removed both the Interpretation Board and supports.
- (3) Red Phone Box in Whitford:** The Clerk advised that whilst a request had been made for a quotation for the work agreed in the April Minutes, the joiner has been on holiday and will provide for the June meeting.
- (4) Condition of Carmel and Allt Y Golch Roads in Carmel:** Following a request sent to Street Scene in support of County Councillor Chris Dolphin for the aforementioned roads to be fully tarmacked, the following reply had been received from a Senior Highway Officer. 'The County are in the process of planning for the 2026 / 2027 highway improvements across the County. Both Carmel and Allt Y Golch Roads in Carmel will be considered as part of the wider assessment'.
- (5) Street Lighting Electricity Supply:** The Clerk recollects Members to the correspondence sent to both Scottish Power and OFGEM expressing this Council's concern with the excessive increase to the street lighting monthly energy supply cost. Both identities replied advising that the way consumption is now recorded provides a more accurate reading – hence the higher kilowatt usage.

The Clerk further advised that the Clerk to Treuddyn Community Council is in the process of endeavouring to join the Government Procurement Contract for street lighting supply and has completed the first stage. The Treuddyn Clerk will advise a number of Flintshire Councils, including this Council when their application has been successful, whereafter, this Council can then proceed to join the contract. However, the process can take up to six months to progress.

10(A). 81/26

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 Public order / 1 x Violence

Gorsedd - No crimes reported

Lloc - No crimes reported

Lloc (Services) – 1 x Drugs

Pantasaph - 1 x Anti social behaviour / 1 x Violence

Whitford - 2 x Violence

- (2) One Voice Wales: Report from Councillor Gareth Sharp following his recent attendance at an area meeting – which was attended by the Police & Crime Commissioner. Full report provided to Council Members by e-mail. Councillor Sharp advised that an analysis of the benefits had been made by Rossett Community Council in relation to membership of One Voice Wales.

Members agreed the following: Counsellor Gareth Sharp to forward the document to the Clerk, whereafter the Clerk to share with all Council Members.

- (3) One Voice Wales: The Clerk advised in relation to a Civility and Respect Pledge being launched by One Voice Wales who are seeking that all Town & Community Councils in Wales consider agreeing to sign the pledge. Members received a copy of the one page pledge prior to the meeting for perusal and shown on screen at the meeting.

Members agreed the following: Adopted the Civility and Respect Pledge. The Clerk to sign and return to One Voice Wales.

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

- ❖ Flintshire County Council: Repair and Reuse pilot scheme by the County Council

10(B). 82/26

CLERK'S REPORT

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

- £22,66.67 - Flintshire County Council: First precept payment for financial year 2026 / 2027
- £2,252.10 - HM Revenue & Customs: VAT Refund for financial year 2025 / 2026

- (b) Councillor Paul Urquhart has attended the One Voice Wales Chair of Council training.

- (c) Members were shown on screen photographs taken by Councillor Melanie Wallis of all eight concrete and wooden seating in the ownership of this Community Council. Councillor Wallis provided details in relation to each seat that was shown on screen, and suggested to Councillors that almost all required to be refurbished.

Members agreed the following: The Clerk to enquire with Brian Jones (Joiner) of Holywell to inspect each of the bench seats and to provide his professional opinion to the Council as to the refurbishment of the seating.

- (d) Lower gate entrance to Pen Y Gelli Nature Reserve. Councillor Melanie Wallis discussed with Members the possible re-painting of the gateway (photograph shown on screen). Councillor Wallis provided additional information whilst the photographs of the gate were shown on screen.

Members agreed the following: The Clerk to seek a quotation from Brian Jones (Joiner) of Holywell, to repaint the gate and gate posts.

- (e) Trees planted in Pen Y Gelli Nature Reserve: Councillor Melanie Wallis provided photographs of the trees that were donated by a local resident and planted in the nature reserve – which are clearly healthy and growing.

10(C). 83/26

TO RECEIVE: INTERNAL AUDIT REPORT – YEAR ENDED 31ST MARCH 2026

The Clerk advised Members to the recently received Internal Audit report for year ending March 2026 - that had been sent to the Chair and Vice Chair of Council prior to the meeting and shown on screen during the meeting to Members.

The Council noted the following comments in the report: ‘On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the Council’s system of internal controls is in place, adequate for the purpose intended and effective. No internal control issues identified. The council has maintained a robust set of books and records for the financial year’. The recommendation was noted and has been placed on this meeting’s agenda (Minute number: 10(E). 85/26 on page 5).

Members agreed the following: Accepted the Internal Audit report and thanked the Clerk for the financial aspect of his duties over the past year.

10(D). 84/26

COMMUNITY AND TOWN COUNCILS IN WALES: ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2026

The Clerk advised Members that Sections in the above document named: Accounting Statements for 2025-26, Annual Governance Statement and Additional disclosure notes had been completed by the Clerk prior to the return being presented to the Internal Auditor. The Council Approval and Certification Section was now required to be formally approved by Council and thereafter for signature by both the Chair and Clerk. Members perused the document on-screen.

Members confirmed the following: The Council Approval and Certification Section of the Annual Return, to be signed by both the Chair and Clerk.

10(E). 85/26

TO CONSIDER: AMENDING COUNCIL’S FINANCIAL REGULATIONS

The Clerk recollects Members to the recommendation from the Internal Auditor (Minute number 10(C). 83/26 on page 5) in relation to choosing an option from Paragraph 9.4 of the Council’s Financial Regulations. The regulation was shown on screen.

Members agreed the following: Paragraph 9.4 to be amended, as follows: Personal credit or debit cards of members or staff shall not be used except for expenses and or Council purchases and will also be restricted to a single transaction maximum value of £500 incurred in accordance with council policy.

10(F). 86/26

TO CONSIDER: ANNUAL REPORT – YEAR ENDING 2025 / 2026

The Clerk recollects Members to the draft Annual Report for the year ending March 2026, that had been forwarded prior to the meeting for perusal. The Clerk advised that the report had followed the guidance issued by the Welsh Government in relation to the contents.

Members agreed the following: Confirmed the Annual Report for the year ending March 2026. There were no amendments. The Clerk advised that the report would be made available on the Council's web site. The Clerk was thanked for completing the substantial report.

10(G). 87/26

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 6/2026: Costs and Expenses (2026 / 2027) for Town & Community Councillors.

The Clerk provided Members with a claim form.

10(H). 88/26

COUNTY COUNCILLOR CHRIS DOLPHIN

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

- Village Road Signage: Councillor Dolphin provided the following update: Site meeting held with County Highways Officer; The majority of signs have been installed, with a delay in installing the others signs due to being re-positioned and the Pant Y Waco sign under consideration as to the correct spelling for Waco or Wacco.
- The Vehicle Activated Speed Signage replacement is in progress in Wales; the date for the Flintshire completion is not known at this time.
- Tarmacking of Carmel and Allt Y Golch Roads in Carmel: See Minute number: 9. 80/26 (4) on page 3 below.

10(I). 89/26

STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)

The Clerk advised in relation to the following concerns that had been reported to StreetScene, since the last Council meeting:

(Update in italics)

- (1) Public footpath – from Gorsedd main road entering Parc Gorsedd is overgrown and requires cutting back. *Public Footpaths will arrange for the footpath to be cut back.*
- (2) Entrance sign into Parc Gorsedd is not now visible from the road which has resulted in vehicle deliveries being compromised. The sign has been engulfed by the hedge. Could the hedge be cutback or the sign repositioned where it can be seen from the roadway (Photograph provided). *Work order issued for hedge to be cut.*
- (3) Signage on Downing Road is bent and required to be straightened (photograph provided). *New sign been ordered some time ago, will contact the manufacturer.*

The Clerk provided the following update from Mr. Nigel Seaburg (StreetScene) Officer

(Update in italics):

- (1) Gully requires clearing: Road from Saith Ffynnon crossroads to area of Tre Eden Owain Junction. The road floods during rainfall. *This has already been passed to the supervisors who oversee the Gully cleaning.*
- (2) All drains appear to be blocked with silt: Lon Y Waen Road from junction by The Druids Inn to junction with A5026. *Will pass to Supervisors.*
- (3) Culvert blocked: Area of Waen Hill towards crossroads on Old A55 Road in Whitford. *Will inspect but require further information as to the exact locality.*
- (4) Pot holes and road surface crumbling: Pen Ffordd Llan roundabout, Lloc. *Potholes are noted on the system for repair and a chaser has been issued.*
- (5) Pot holes - Large: Llwyn Ifor Lane. *Potholes are noted on the system for repair and a chaser has been issued.*

Members brought the following concerns to the meeting:

- (1) Pot holes: Near Glol Farm, Sarn
- (2) Pot holes: Sarn Crossroads
- (3) Potholes: Whitford to Sarn Road
- (4) Pot holes: by Rock Inn, Lloc
- (5) Parc Gorsedd, Gorsedd: Weeds and long grass along kerbsides
- (6) Faded white lines: By Sarn Crossroads

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

11. 90/26

REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

- (i) **Ysgol Bro Carmel:** Councillor Gareth Sharp advised Members to a recent meeting attended at Ysgol Bro Carmel.
- (ii) **West Flintshire Town & Community Councils:** Councillor Caradoc Jones advised Members to a recent meeting attended of the above Group, held in the Offices of Holywell Town Council.

12(A). 91/26

PLANNING APPLICATIONS

The following planning applications had been received:

- (1) Application number: FUL/000180/26 – for proposed full planning permission for a small-scale equestrian development including two stable units, a field shelter, a mobile welfare unit, access improvements and associated paddock and boundary works, at Land off Dyserth Road, Lloc.

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

- (2) Application number: FUL/000276/26 – to relocate air source heat pump, from the front of the house to the side of the house, at Ty Newydd, Mertyn Lane, Carme

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

(The above two applications were sent to Members for consultation in-between meetings, due to statutory time limits for observations from County Planning).

12(B). 92/26

Members formally confirmed the above decisions.

12(C). 93/26

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

- (1) Application number: FUL000348/26 – for temporary siting of static caravan, at Downing Cottage, Whitford.

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

- (2) Application number: FUL/000090/26 (Mostyn Community Council area) for full - building works, at land adjacent to Llwyn Ifor Bach, Llwyn-Ifor Lane, Whitford, for the erection of four lodges, together with access via the existing field access, internal access road, parking, refuse storage, and associated infrastructure including a septic tank.

Comment by Council: Whilst this planning application is within the area of Mostyn Community Council, the Whitford Community Council objects to the application for the following reasons:

The only roadway leading to the proposed development entry point travels through the area of Whitford Community Council. This roadway named Llwyn Ifor Lane is a single carriageway with limited passing points, no pavements and has restricted visibility.

Whitford Community Council are also concerned, that the proposed area is currently agricultural, whereby, should the development be granted, it would have an impact on landscape and visual amenity, completely change the character of the area, including biodiversity loss.

- (3) Application number: FUL/000374/26 – for proposed construction of replacement dwelling & associated works in lieu of existing dwelling & 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.

12(D). 94/26

PLANNING DECISIONS

The following planning decision(s) have been received from Flintshire County Council:

- No planning decisions received from Flintshire County Council

13. 95/26

TO CONSIDER RESIDENTS REQUEST: TO CREATE ADDITIONAL PARKING AREA IN PARC GORSEDD (CLLR MATT MARSHALL)

Councillor Matt Marshall advised Members that since placing this item on the agenda, he had been approached by other residents who did not wish the area to be changed to parking. The matter is requested to be withdrawn.

The Clerk advised the following. County Highways would be reluctant to remove a green area for

parking on a residential street. Whilst the roadway is highway adopted, the County would require the residents to pay towards the costs, should an application be granted.

Members agreed the following: Confirmed the withdrawal of the agenda item.

14. 96/26

APPROVAL OF ACCOUNTS FOR PAYMENT

Payee (Authorised to be paid by BACS)	Net £	Vat £	Total £
Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for April) Payments dated 01/05/2025)			
Direct Debit: Scottish Power (January - Street Lighting Electricity Account - payment dated 06/05/2026	620.73	124.15	744.88
<u>Payments for consideration at meeting to be paid by BACS:</u>			
Treetops Environmental (K Fricker): Litter picking contract	700.00		700.00
Clear Councils Insurance (Council's annual insurance renewal)	1,247.13		1,247.13
JDH Business Services (Internal Audit)	305.00	61.00	366.00
Brian E. Jones (Joiner) (1) Interpretation board removal £90.00 (2) Pen Y Gelli main gate re-painting £360.00	450.00		450.00
Defib Store (Defibrillator pads for Pantasaph Red Phone Box)	135.00	27.00	162.00
Nine Councillor allowances to Members (As per Independent Remuneration Panel for Wales)	1,872.00		1,872.00
(All invoices listed have been 'examined, verified and certified' by the Clerk)			

15. 97/26

APPLICATIONS FOR FINANCIAL SUPPORT

Name of organisation (Authorised to be paid by BACS)	Amount granted £
Cymdeithas Thomas Pennant (Application for annual grant) (Section 137 LGA 1972)	£500.00

Caerwys Agricultural Show (Application for annual grant) (Section 144 of the LGA 1972)	£250.00
Ysgol Y Llan – Whitford Primary School (Application for funding towards school signage) (Section 137 LGA 1972)	£241.00 *
* To be paid to Ysgol Y Llan upon production of an invoice which includes the signage.	

16. 98/26

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