CYNGOR CYMUNED CHWITFFORDD / WHITFORD COMMUNITY COUNCIL

Minutes of The Meeting of Whitford Community Council

Held at St. Paul's Church, Gorsedd,

On Thursday the 8th October, 2026, at 7.00pm

1(A). 161/26
PRESENT

Councillor Caradoc W. Jones (Chair)
Councillor Paul Urquhart (Vice Chair)
Councillor Matthew J. Marshall
Councillor Richard Newsome
Councillor Gareth Sharp
Councillor Steve Watts

Clerk & Financial Officer R. Phillip Parry

1(B). 162/26
APOLOGIES

Councillor Tim Barks
Councillor Alexander Lamb
Councillor Melanie Wallis
Councillor Emma Warbrick
Councillor Joseph Williams

1(C). 163/26
ABSENT

Councillor Sandra B. Roberts

2. 164/26
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

- The applicant for the following planning application number: FUL/000708/26 – for proposed siting of static mobile home for use by site manager / security guard (retrospective), at Tarth Y Dwr, Lloc – attended the meeting.

  The applicant advised Council Members as to the reasons for the application and provided additional information in relation to security, together with the layout of Tarth Y Dwr. **(Minute number 8(C). 178/26 on page 6 below)**

3. 165/26
DECLARATIONS OF INTEREST

The following Declaration of Interest was declared: Councillor Gareth Sharp **(Minute number 10. 181/26 on page 8 below)**

4. 166/26
TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 10TH SEPTEMBER, 2026

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

5. 167/26
PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

(1) Healthy Five Villages: To be adjourned to the November Council meeting.

(2) Refurbishment of Council Bench Seating: The Clerk advised that the joiner sent their apologies for the delay in producing a quotation for consideration.

(3) Pant Y Wacco Spelling: The Clerk advised that the Flintshire County Council Strategic Policy Officer had written to advise, that the concern with the spelling of Wacco, with either one c or two c's – will not be progressed. Therefore, the current spelling will remain with two c's.

(4) Whitford Car Park: The Clerk advised that the loose ground covering area within the car park had been cleared by this Council's contractor. The Clerk had contacted the Flintshire Access Officer who will visit the site and report to the Community Council.

(5) Pen Y Gelli (Kiln Clearance) The Clerk advised that Councillor Tim Barks had met on site with Ken Fricker (Treetops Environmental) to discuss clearance of the site to expose the kiln. A quotation had been received from Treetops Environmental for £175.00 to complete the work. The quotation was accepted by the Chair and Vice Chair of Council and a Work Order issued. Members viewed on screen photographs taken prior and following the completed work.

Members agreed the following: Confirmed acceptance of the above quotation

(6) Footpath Number: 23b.(Commencement in area of Carmel Cricket Club towards Sion Chapel, Lloc).

Following the reporting of the condition of the footpath the County Access Officer had arranged the pathway to be cleared. Councillor Matt Marshall confirmed the footpath clearance.

<u>Pending Matters:</u>

The Clerk advised, that the following matters remain in the pending file:

(i) Street Lighting Procurement Contract

(ii) Scottish Power not issuing invoices (direct debit cancelled in an attempt to ensure invoices are issued)

(iii) Pen Y Gelli Woods (Meeting with woods owner and Pen Y Gelli Sub-committee)

6(A). 168/26
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 - 2 x Other crime / 1 x Vehicle crime

Gorsedd - 1 x Criminal damage / 1 x Violence

Lloc - No crimes reported

Lloc (Services) – 1 x Anti social behaviour / 1 x Violence

Pantasaph - No crimes reported

Whitford - No crimes reported

(2) Flintshire County Council: Notification in relation to the Annual Town & Community Councils Joint meeting with Flintshire Standards Committee, to be held on Monday 2nd November. Request to submit items on any Code of Conduct or ethical issues. Closing date for items Friday 23rd October.

Members agreed the following: No agenda items from this Council.

(3) Flintshire County Council: Summer Play Scheme Report. Members perused the report on screen which had been forwarded prior to the meeting.

Members agreed the following: Were pleased to receive the report

6(B). 169/26
CLERK'S REPORT

- **Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2026**

  The Clerk advised that the Audit Wales Certificate had been received for the year 2025 / 2026. 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'

  There were no other matters and recommendations:

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 2026. (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: Noted the Audit Wales report and thanked the Clerk for his work during the past financial year.

- **Street Lighting:** The Clerk advised in relation to the following: Councillors' Gareth Sharp and Emma Warbrick reported a number of County Council street lights faulty on the A5026 road at Celyn bends. The Clerk had advised Flintshire County Lighting.

  The following update had been received: Following a road traffic accident which resulted in a number of lanterns becoming faulty. The lanterns when activated during darkness the fuses blow. Once the fault is identified a repair will be carried out.

6(C). 170/26
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 Richard Newsome appointed to verify, sign and date bank statements for the quarter: July, August and September, 2026 **(2)** Councillor Newsome 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 30th September, 2026.

6(D). 171/26
TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30TH SEPTEMBER 2026

The Clerk, as Financial Officer provided Members with a copy of the Quarterly Statement of Accounts, as at the end of September 2026. (Electronic copies sent prior to the meeting to Councillors). The Clerk further provided Members with a breakdown in relation to the budget headings, which included income and expenditure to date. The financial documents were shown on screen together with bank statements.

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). 172/26
TO REVIEW (AMEND / UPDATE) AND APPROVE, THE FOLLOWING POLICIES:

(a) Code of Conduct **(b)** National Standing Orders **(c)** Local Standing Orders **(d)** Financial Regulations **(e)** Internal Financial Controls **(f)** Annual Risk Assessment – 2026 / 2027 **(g)** Retention Of Documents Etc., Schedule **(h)** Fixed Asset Register - 2026 / 2027 **(i)** Retention of Documents Policy Statement **(j)** Annual Investment Strategy - 2026 / 2027 **(k)** Model Local Resolution Protocol **(l)** Model Publication Scheme / General Data Protection Regulation (Notice & Consent) (GDPR) **(m)** Social Media **(n)** Welsh Language Policy (Bilingual) **(o)** Equal Opportunities Policy **(p)** Biodiversity Duty Plan 2026 / 2028 **(q)** Annual Training Plan – 2026 / 2027 **(r)** Annual Review of Clerk's Contract of Employment **(s)** Community Engagement Policy

To Consider approving the following:

(i) New Biodiversity Action Plan 2026 - 2028
(ii) National Standing Orders to 2026 Version

Above policies sent to Council Members prior to the meeting.

Members agreed the following: (1) Approved and updated the above policies, and to be further reviewed, if necessary, before the end of the financial year **(2)** Approved the Bio-diversity Plan (2026 – 2028) **(3)** Approved the National Standing Orders to 2026 Version

6(F). 173/26
COUNTY COUNCILLOR CHRIS DOLPHIN

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

(1) Requested 2 speed surveys (A) the A5151 Lloc to Trelawnyd near The Old Blacksmiths (B) Main village road in Gorsedd near the nursery.
(2) Continuing to lobby for road maintenance in all of the Whitford Council area.
(3) Llyn Helyg (pot holes) southern area are completed
(4) Road towards Cwm not completed; awaiting extensive pot hole / patching work
(5) Full Resurfacing for the main A5026 in Lloc is scheduled.
(6) Weed treatment works have taken place (Weed killer not used. The treatment used is Headland New Way weed spray Acetic Acid).

6(G). 174/26
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 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

(1) Pot Holes: From T junction at the one way street from The former Rock Inn in Pant Y Wacco - travelling towards *Gorsedd. Potholes listed on the system and will be repaired in due course*
(2) Pot holes: Ocean View Estate in Carmel – one in particular, is apparently causing some driveways to collapse. Councillor Richard Newsome provided additional information

Members brought the following concern to the meeting:

- From Mwdwl Eithin Farm to bottom of Carmel Hill – overgrown hedge is scratching vehicles

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

7. 175/26
REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

(i) Councillor Steve Watts (Attendance at Flintshire County Forum). Councillor Watts provided an informative and substantial report following his attendance at the County Forum.

Members agreed the following: The Council were happy with contents of the Charter.

(ii) Councillor Gareth Sharp: To arrange attendance of Ysgol Bro Carmel School Council pupils at a Community Council meeting

8(A). 176/26
PLANNING APPLICATIONS

The following planning application had been received:

- Planning application number: FUL/000655/26 (Re-consultation) - for the erection of a replacement dwelling and detached garage, alterations to existing vehicular access and installation of solar panels and air source heat pump, at Downing Cottage, Whitford.

Comment by Council: Whilst the Community Council, in principle, have no objection to the application, subject to compliance with relevant policies and planning guidance notes. However, the Community Council consider a time limit condition is appropriate to be placed on any successful planning approval.

(The above application was sent to the Chair and Vice Chair for comment in-between meetings, due to statutory time limits for observations from County Planning).

8(B). 177/26
Members formally confirmed the above decision.

8(C). 178/26
The following planning application was considered by Members at the meeting:

- Planning application number: FUL/000708/26 – for proposed siting of static mobile home for use by site manager / security guard (retrospective), at Tarth y Dwr, Lloc

Comment by Council: No objection.

8(D). 179/26
PLANNING DECISIONS

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

- No planning decisions received from Flintshire County Council

9. 180/26
APPROVAL OF ACCOUNTS FOR PAYMENT

Payee **(Authorised to be paid by BACS)** **<u>Payments made – to be confirmed:</u>** **Standing Order:** R. P. Parry - Clerk to Council (Monthly salary & home working allowance for September) Payments dated 01/10/2026	**Net** **£**	**Vat** **£**	**Total** **£**

Payments for consideration at meeting to be paid by BACS:			
H. M. Revenue & Customs. Clerk's PAYE & Clerk & Council NI - July, August & September	1,259.43		1,259.43
Royal British Legion (Remembrance Sunday poppy Wreath	55.00		55.00
Treetops Environmental (K Fricker): Pen Y Geli & Kiln clearance	175.00		175.00
(All invoices listed have been 'examined, verified and certified' by the Clerk)			

10. 181/26
APPLICATIONS FOR FINANCIAL SUPPORT

Name of organisation (Authorised to be paid by BACS)	**Amount granted £**
(1) Carmel & District Cricket Club (Application for funding towards new mower) (Adjourned from September meeting for clarification and documents)	
Members agreed the following: The Council will ear-mark the sum of £2,000.00 towards the purchase of the lawnmower. The funds will be released when either the cost of the lawnmower has been raised, or purchased from the Club's existing funds.	
(2) Ysgol Bro Carmel (Application towards funding for purchase of books) (Section 137 LGA 1972)	£400.00
(3) Urdd Gobaith Cymru (Flintshire) Application for annual grant (Section 137 LGA 1972)	£250.00
(4) Wales Air Ambulance (Application for annual grant) (Section 137 LGA 1972)	£500.00

11. 182/26
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:…….…….…….……..……..