

# **CYNGOR CYMUNED TRELAWNYD & GWAENYSGOR COMMUNITY COUNCIL**

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**Minutes of The Meeting of  
Trelawnyd & Gwaenysgor Community Council,  
Held in Gwaenysgor Village Hall,  
On Thursday 13<sup>th</sup> April, 2017, at 7.15pm.**

**1(A). 73/17  
PRESENT**

Councillor David J. Smith (Trelawnyd Ward) (Chair)  
Councillor Paul Bartley (Trelawnyd Ward)  
Councillor David H. Ellis (Trelawnyd Ward)  
Councillor Peter Jones (Gwaenysgor Ward)  
Councillor J. Edward Lloyd-Ellis (Trelawnyd Ward)  
Councillor R. Malcolm Roberts (Gwaenysgor Ward)  
Councillor John C. Whiteway (Gwaenysgor Ward)

Councillor Nigel Steele-Mortimer (Flintshire County Councillor)

Clerk & Financial Officer R. Phillip Parry

**1(B). 74/17  
APOLOGIES**

Councillor Ian Papworth (Trelawnyd Ward) (Vice Chair)  
Councillor David W. Paulus (Trelawnyd Ward)

**1(C). 75/17**

The Chairman Councillor David Smith, referred that this was the last meeting before the Community Council elections in May. Councillor Smith thanked the retiring Members of the Council for their service to the Community. Councillor Smith wished to especially thank Councillor Nigel Steele-Mortimer, for his incredibly long service as County Councillors for the Ward – which has been appreciated.

**2. 76/17**

**DISCLOSURE OF INTEREST**

The following Disclosure of Interest was Declared:

Councillor J. Edward Lloyd-Ellis completed and signed a Declaration of interest form, in relation to Planning Application Number: 056676 - for the use of field as touring caravan site and erection of single storey amenity building, at Pentre Ffyddion Farm, Marian, Trelawnyd. Councillor Lloyd-

Ellis left the room during the Members deliberations. (See Minute number: 8(A). 85/17 on pages 5 and 6 below).

### **3. 77/17**

#### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 16<sup>TH</sup> MARCH, 2017**

Sub Minute number: 9(A). 41/17(c) on page 3, in relation to a solar light in Gwaenysgor. To amend the name of Councillor Peter Jones, to Councillor David Paulus.

The Minutes were proposed by Councillor Peter Jones and seconded by Councillor R. Malcolm Roberts as correct and formally agreed by the Members present.

### **4. 78/17**

#### **MATTERS ARISING**

**Sub Minute number: 10. 44/17 on page 4**, in relation to the transfer of the web site. Councillor Peter Jones suggested that it should be transferred back to the Council, as Councillor Ian Papworth was retiring. The Clerk suggested that the transfer should occur when a new Clerk was in place.

The Clerk referred to the following matters from the previous Minutes;

**Minute no: 1(C). 52/17 (pages 1 and 2)**, in relation to a number of concerns identified in Gwaenysgor and Trelawnyd. The Clerk advised that whilst the majority of concerns were either completed or in the process of being completed by Mr. Nigel Seaburg (Flintshire County Council Street Scene Supervisor) – Mr. Seaburg was requesting further information in relation to the following: Condition of Ffordd Teilia, Gwaenysgor. Mr. Seaburg had visited the area and was unable to identify the concerns and requested further information. Councillor David Ellis advised, that the concern related to the amount of water that was being collected in the dip in the road. The drainage system from the road into the field was partly blocked – which has been caused by heavy usage of the road. The soil from the bank is filling the drainage system, which results in the collection of water. The Clerk advised that he would advise Mr. Seaburg of this further information.

**Minute no: 4. 57/17 sub minute no: 4. 34/17 & 13. 242/16 (page 3)**, in relation to a proposed footpath extension in the area of The Crown Inn. The Clerk advised that following further contact with Punch Taverns, the following was advised to him. ‘The relevant individuals in our Legal & Estates team are aware of the proposals made by yourselves and all details have been forwarded to our Punch Development Manager, Craig Roberts’

**Minute no: 4. 57/17 sub minute no: 4. 34/17 & 10. 22/17 (page 3)**, in relation to a peppercorn rent lease agreement – Red Telephone box in Gwaenysgor. The Clerk advised that the Council’s Legal Representative firm were still awaiting contact with the legal advisors for the home owner where the phone box is sited. The Council were advised that the shelf and a cable were still intact inside the phone box following the removal of the BT equipment.

**Minute no: 4. 57/17 sub minute no: 9(B). 42/17 (page 3)**, in relation to street lighting inspections by Flintshire County Council. The Clerk advised that following a letter sent to Mr. Darell Jones, there had been no reply.

**Members agreed the following: (1) The Clerk to write further to Mr. Darell Jones (2) To withhold payment of the two pending accounts, until such time that a copy of the contract is received. (See Minute number: 12. 91/17 page 7 below (Approval of accounts for payment)).**

**Minute no: 4. 57/17 sub minute no: 9(C). 43/17 (pages 3 and 4)**, in relation to street lighting on London Road, Trelawnyd. The Clerk advised that following a letter sent to Mr. Darell Jones, there had been no reply.

**Members agreed the following:** To place the matter on the Agenda for the next County Forum meeting.

**Minute no: 5(C). 60/17 (pages 4 and 5)**, in relation to the provision of a bus shelter to be sited on London Road, Trelawnyd. The Clerk advised that he had registered an interest with Flintshire County Council Transportation Department – which had been acknowledged. Councillor Ian Papworth had sent to the Clerk, a copy of a consultation document, whereby listed were a number of residents names and addresses, who reside in the immediate area of where the bus shelter is proposed to be sited. The document stated that all residents who were contacted, agreed with the siting of the bus shelter. Councillors' David Ells and John Whiteway, advised that they were still awaiting the survey information from the Community Transport Drop-in sessions. Councillor Ellis further advised that he will contact the Officer again seeking the information.

**Minute no: 6. 61/17 (c) (page 5)**, in relation to the move of the school transport bus stop in Gwaenysgor. The Clerk advised that following the March Council meeting he had, as requested, written to Mr. Steve Jones (Chief Officer – Streetscene & Transportation), referring to the move of the school bus stop. The letter advised that the Community Council were perturbed, as they had not been consulted. The letter sought an explanation as to why County Councillor Nigel Steele-Mortimer had been advised by the Transportation Department, that the Community Council had been consulted – when they had not. A copy of the Risk Assessment was also requested. The Clerk advised that no reply had been received.

County Councillor Steele-Mortimer advised, that he had been sent an e-mail, which provided bullet point details in relation to the outcome of a site visit to Gwaenysgor, whereby a risk assessment had been completed. Councillor Steele-Mortimer had made it clear to Officers in County Hall, that the move of the bus stop was unacceptable. Concern was expressed by Members that the stop is near to the entrance to the garage parking. A petition has commenced by the parents of children.

**Members agreed the following:** The Clerk to write further to Mr. Steve Jones, seeking an explanation as to why the Community Council were not consulted, together with a copy of the Risk Assessment.

**Minute no: 6. 61/17 (d) (page 5)**, in relation to developments at Field Cottage, Gwaenysgor. County Councillor Nigel Steel-Mortimer advised that he had consulted with the County Planning department, and had been provided with the following reply in an e-mail: 'There is no planning application showing on the system. Depending on the nature of demolition and excavation, the works which have been carried out so far may not require planning permission. This would be a priority 3 complaint, we would aim to visit the site within 15 days from the date of receiving the complaint'. However, the County Enforcement Officer has recently visited the Farm, and no breaches were observed. Councillor David Ellis provided the Members with further details in relation to the alleged on-going work at the Farm.

**Minute no: 7. 62/17 (pages 5 and 6)**, in relation to the adoption of the Gwaenysgor Conservation Plan. The Clerk advised that he had received from County Hall, Mold, a copy of a Cabinet Record of Decision, in relation to the Gwaenysgor Conservation Area Appraisal and Management Plan – which was published on the 17<sup>th</sup> June, 2015. The Chairman Councillor David Smith, confirmed that this was the document he was seeking for a period of time from Flintshire County Council.

**5(A). 79/17**

**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 he had received notification from the Flintshire Electoral Returning Officer, that two candidates had been nominated for the Gwaenysgor Ward – with one vacancy and three candidates for the Trelawnyd Ward – with three vacancies.

The Clerk further advised the Members, in relation to the procedure to co-opt four Councillors, following an uncontested election – which followed a different procedure to a Casual Vacancy position.

- (2) The Clerk advised that he had been contacted by an Officer from the Flintshire Transportation Department, who wished to attend the June Council meeting, to provide the Members with the current situation in relation to Community Transport.

**Members agreed the following:** To invite an Officer from the Flintshire Transportation Department to the June Council meeting.

- (3) The Clerk advised in relation to training sessions being organised by One Voice Wales for newly appointed Councillors. The venues were Abergele and Mold, with a fee of £40.00 per Councillor. The Clerk further advised that Flintshire County Council were also providing training for new Councillors – with no fee payable. The Clerk indicated that it would be the June meeting before any new Councillors attended their first meeting – and both training courses were being held in late May.
- (4) The Clerk advised that the Welsh Assembly had produced a further copy of the Good Councillor's Guide'. The Clerk had only received one hard copy, but a pdf version was available.

## **5(B). 80/17**

### **CLERK'S REPORT**

- (i) The Clerk recollects to the Members, that from the 1<sup>st</sup> April, this year, both the Gwaenysgor Village Hall and the Trelawnyd Memorial Hall buildings would be liable to pay 20% of the non-domestic business rates. The Clerk had been in contact with both the Flintshire County Council and Welsh Assembly Government (WAG), to discuss the Welsh Assembly's refund to any non-domestic business premises, with a rateable value under £6,000.00. Both the above Halls are under this amount. The Clerk advised that the present rules state, that a Community Building, such as the Village and Memorial Hall, including Charity shops were not eligible for the WAG refund. The Clerk suggested that this was unfair, as the Community Halls were run by volunteers. The Clerk further advised that this year the Village and Memorial Halls could apply for the 20% to be refunded under the Business Rates Hardship Relief Policy. In the meantime, the Flintshire County Council have written to the WAG, seeking the rules to be changed to allow Community Buildings to be included in the full rate relief grant. The Clerk suggested that the Community Council could also write to the WAG – to support the County Council. The Clerk provided the Community Council representatives for both the above Halls, with copies and application forms in relation to the Flintshire County Council's Hardship Relief Policy.

**Members agreed the following:** The Clerk to write to the Welsh Assembly Government, to support the Flintshire County Council, in persuading the WAG, to allow Community Halls to be included in the full rate relief grant from the Assembly.

#### **5(C). 81/17**

#### **TO RECEIVE AND APPROVE THE END OF YEAR ACCOUNTS FOR 2016 / 2017**

The Clerk provided the Members with a copy of the end of year Statement of Financial Accounts, for the year ending 2016 / 2017. The Clerk, as Responsible Financial Officer, advised the Members further in relation to the accounts and the end of year balance. **The Members agreed the end of year accounts for the financial year 2016 / 2017, with the financial spreadsheet signed by the Chair Councillor David Smith.**

#### **5(D). 82/17**

#### **APPOINTMENT OF CLERK & FINANCIAL OFFICER**

The Chairman Councillor David Smith referred to the resignation of the Clerk & Financial Officer to the Community Council. Councillor Smith thanked the Clerk for offering to continue his duties to complete the end of year accounts, for both the Internal Auditor and the Wales Audit, and until such time a new Clerk is appointed.

Councillor Smith referred to the Clerk's current hours, which were 27 per month. The Clerk advised that these hours were not sufficient for the workload. The Clerk provided details in relation to similar Council budgets and number of Members - and stated that being paid on a monthly total hour basis, rather than on a weekly basis paid monthly, he loses 4 week's pay a year.

**Members agreed the following:** (1) To advertise the Clerk's position as soon as possible (2) the position would be advertised as 8 hours per week – paid monthly – which equates to 35 hours per month.

#### **6. 83/17**

#### **COUNTY COUNCILLOR'S REPORT (CLLR NIGEL STEELE-MORTIMER)**

- (1) Councillor Steele-Mortimer advised that the concerns with the move of the school bus stop in Gwaenysgor had been discussed under Sub Minute no: 6. 61/17 (c) on page 3.
- (2) Councillor David Ellis referred to the suggestion that the speed limit in the area of Jackson's Garden Centre could be amended. Councillor Ellis requested an assessment to how the decision was made. Councillor-Streel Mortimer advised that he would arrange for County Hall to supply the information to Councillor Ellis.

#### **7. 84/17**

#### **REPRESENTATIVES / LIAISON COMMITTEE REPORTS**

Councillor John Whiteway provided a report, in relation to the works to be carried out in the Gwaenysgor Village Hall.

#### **8(A). 85/17**

#### **PLANNING APPLICATIONS**

**The following planning application was dealt with by the Members at the meeting:**

Planning Application Number: 056676 - for the use of field as touring caravan site and erection of single storey amenity building, at Pentre Ffyddion Farm, Marian, Trelawnyd

**Comment by Council:** Providing that the application complies with planning policy, then no objections raised. However, the Community Council would wish the following to be taken into consideration: Should the application be granted, there will be an increase of traffic in the area. It is requested that suitable Highway signage is erected.

**Note:** Councillor J. Edward Lloyd-Ellis, declared an interest in the above application (**See Minute number: 2. 76/17 on pages 1 and 2 above**).

**8(B). 86/17**

**PLANNING DECISIONS**

The Clerk advised the Members, that no planning decisions had been received from Flintshire County Council

**8(C). 87/17**

**PLANNING CONCERNS / OBSERVATIONS**

The Chairman Councillor David Smith, recollected the Members the developments at Ty Isaf Farm, Gwaenysgor. Councillor Smith referred to the numerous occasions that the Planning Department had been asked to provide reports. Councillor Smith requested that the Clerk write to Mr. Andrew Farrow – Chief Officer Planning & Environment, seeking the following information: **(1)** Details in relation to the allegations of historical planning breaches at Ty Isaf **(2)** the current status of new developments at Ty Isaf.

**Members agreed the following:** The Clerk to write to Mr Andrew Farrow – Chief Officer, requesting the above information.

**9. 88/17**

**COMMUNITY LIGHTING**

The Clerk advised the Members, that there had been no reports of faulty street lighting units, received between the March and April Council meetings.

**10. 89/17**

**TO CONSIDER: OUTSIDE SECURE BOX TO HOUSE A DEFIBRILLATOR – AT TRELAWNYD MEMORIAL HALL (CLLR DAVID SMITH)**

Councillor David Smith referred to a defibrillator being secured to the outside wall of the Trelawnyd Memorial Hall. Councillor Smith provided details of costings: at approximately £1,464.00 – to include the defibrillator equipment and secure outside box. To date £420.00 had been raised towards the purchase, with an application for funding in progress. The training cost of using the equipment would be free. Councillor Smith advised that the majority of the cost would eventually be raised - but sought a financial commitment from the Community Council.

**Members agreed the following:** to provide financial assistance towards the cost of secure outside box, to house the defibrillator equipment.

**11. 90/17**

**TO CONSIDER: SPEED BUMP IN BYRON STREET, TRELAWNYD (CLLR DAVID SMITH)**

Councillor David Smith advised that himself, together with residents in Byron Street, Trelawnyd, were increasingly concerned in relation to the speed of traffic along this residential road. The residents are concerned that there will eventually be an accident. Councillor Smith requested that the Members consider requesting County Highways to complete a traffic survey, with a view to introducing traffic calming measures - such as a speed bump.

**Members agreed the following:** The Clerk to write to Flintshire County Council Highways, requesting a traffic survey be carried out, and to suggest that possibly a speed bump could be utilised, which would alleviate the on-going concern.

**12. 91/17**

**APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
	Flintshire County Council (Street lighting – inspection and maintenance – February)	78.75		78.75
	Flintshire County Council (Street lighting – inspection and maintenance – March)	78.75		78.75
	<b>Note:</b> The above two accounts were not authorised for payment. (See Sub Minute number: 4.57/17 / 9(B). 42/17 on page 2 above).			

**13. 92/17**

**APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
282	Wales Air Ambulance (Caernarfon)	50.00
283	Gwaenysgor Village Hall (Application for annual financial assistance)	2,000.00
284	Trelawnyd Memorial Hall (Application for annual financial assistance)	2,000.00

**14. 93/17**

**The Members agreed the payments of the above financial support as listed.**

**There being no further business, the Chairman thanked everyone for attending and closed the meeting.**

**SIGNED BY THE CHAIRMAN.....**

**DATE OF APPROVAL.....**