

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

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**Minutes of The Meeting of  
Trelawnyd & Gwaenysgor Community Council,  
Held in Trelawnyd Memorial Hall,  
On Thursday 13<sup>th</sup> October, 2016, at 6.45pm.**

## **1(A). 190/16**

### **PRESENT**

Councillor David J. Smith (Trelawnyd Ward) (Chair)  
Councillor Ian Papworth (Trelawnyd Ward) (Vice Chair)  
Councillor David H. Ellis (Trelawnyd Ward)  
Councillor Peter Jones (Gwaenysgor Ward)  
Councillor J. Edward Lloyd-Ellis (Trelawnyd Ward)  
Councillor David W. Paulus (Trelawnyd Ward)  
Councillor John C. Whiteway (Gwaenysgor Ward)

Councillor Nigel Steele-Mortimer (Flintshire County Councillor)

Clerk & Financial Officer R. Phillip Parry

## **1(B). 191/16**

### **APOLOGIES**

Councillor Paul Bartley (Trelawnyd Ward)

## **1(C). 192/16**

### **ABSENT**

Councillor R. Malcolm Roberts (Gwaenysgor Ward)

## **1(D). 193/16**

### **Public Meeting**

#### **Standing Orders were suspended:**

The Chairman Councillor David Smith welcomed one resident in attendance to the meeting, and enquired if the resident wished to address the Council Members.

The resident advised that they wished to observe the meeting process.

Councillors brought the following matters to the attention of the Council Members, on behalf of residents, who were unable to attend the meeting:

- (a) Inconsiderate parking: In the areas of A5151 main road – High Street, right up to Bron Haul – including other side streets – Rhodfa Gop, Byron Street and Maes Offa. A HGV is also parked at the bottom of Byron Street – which restricts the pavement for pedestrians, including traffic in general. The Clerk to request the PCSO to visit the car owners in the first instance, especially during the evening time.
- (b) Concern was expressed that when grass is cut in the Llys Mostyn area – the cuttings are left behind. The Clerk to contact Flintshire Street Scene Supervisor.
- (c) Bron Haul car parking area: A sign indicating ‘Residents Only’ car parking – which apparently disappeared some time ago. The Clerk to contact Flintshire Street Scene Supervisor seeking a new sign.
- (d) St. Michael’s Church, Trelawnyd. Concern was expressed with a tree growing over the wall into Cwm road – the wall may be damaged. The Clerk to contact Flintshire Street Scene Supervisor.
- (e) Councillor David Smith advised that the Trelawnyd Memorial Hall, will in the near future, be applying for grant aid to carry our work in the Hall. Applications have to demonstrate support for the work and the matter would be placed on the November agenda.

#### **1(E). 194/16**

**Standing Orders were restored:**

#### **2. 196/16**

##### **DISCLOSURE OF INTEREST**

There were no Disclosure of Interest Declared.

#### **3. 197/16**

##### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 8<sup>TH</sup> SEPTEMBER, 2016**

Minute number 1(C). 169/16(2) on page 2. Local conservation group, was clarified as Local conservation plan.

**The Minutes were proposed by Councillor David Ellis and seconded by Councillor Ian Papworth as correct and formally agreed by the Members present.**

#### **4. 198/16**

##### **MATTERS ARISING**

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

**Minute no: 1(C). 169/16 (page 2),** in relation to **(iv)** – traffic concerns during events in Prestatyn and Rhyl. The Clerk advised that he had contacted the local PCSO to advise of the residents concerns, which had been past to the relevant department of the North Wales Police. **(vi)** Concerns in relation to water on road in the area of Ffordd Telia. The Clerk advised that the Street Scene Supervisor had arranged for the area, had confirmed the following: the grass verge will be cut out to allow water to run into the field below’

**Minute no: 4(A). 173/16 (page 3),** in relation to the ownership of the play area in Gwaenysgor. The Clerk advised that the information from the County Archives - stated the Bank as the Midland Bank in Prestatyn. The Clerk advised that he had hand delivered a copy of the original letter sent to the

Prestatyn branch, to the HSBC Bank in Mold – with a compliments slip, asking that a search be made to ascertain if the Bank in Prestatyn, or elsewhere held the deeds to the play area.

**Minute no: 4(A). 173/16 (page 3)**, in relation to the removal of white hatched lines in Gwaenysgor Village Centre. The Clerk advised that Mr. Steve Jones (Chief Officer – Street Scene & Transportation) Flintshire County Council, had written seeking to attend the next meeting of the Community Council. Mr. Jones wished to discuss ‘parking and TRO issues in Gwaenysgor’

**The Members agreed the following:** The Clerk to write to Mr. S. Jones, to advise that himself and colleagues would be welcome to attend the November Council meeting, but to confirm that the decision in relation to the removal of white hatched lines would not be re-opened.

**Minute no: 4(A). 173/16 (page 3)**, in relation to the adoption of the Red K6 Giles Scott telephone box in Gwaenysgor. The Clerk advised that he had written to Cadwyn Clwyd seeking their advice in relation to the sequence of events. Cadwyn Clwyd’s advice was that the BT adoption and Peppercorn rent agreements should be dealt with in the first instance. The Clerk advised that he had perused the internet for suitable legal agreements, but to date was unable to find anything suitable. BT Payphones had been further contacted and requested to confirm that a defibrillator would be allowed to be installed in the phone box – and to use the electricity supply. Councillors’ John Whiteway and Peter Jones, agreed to complete the required planning and conservation applications to Flintshire County Council.

**Minute no: 4(A). 173/16 (page 3)**, in relation to a planning application in Gwaenysgor Conservation area. The Clerk advised that Flintshire Planning had advised the following that appears in the Gwaenysgor Conservation Area Appraisal and Management Plan ‘it will be proposed to introduce only ‘light touch’ restrictions to householders rights covering the following changes’ ‘replacement or alteration of windows on the principle elevation facing a road’ ‘removal or alteration of parts of boundary walls facing the highway’

**Minute no: 4(A). 173/16 (page 3)**, in relation to Footpath number 1 in Gwaenysgor. Councillors’ David Ellis, Peter Jones and John Whiteway had met on site with Mr. Steve Bartley – Senior Rights of Way Officer at Flintshire County Council. It was agreed that it will take considerable time and effort to rectify the anomaly with the footpath.

**The Members agreed the following:** to formally lodge a complaint with Flintshire County Council – seeking the footpath to be re-instated to its original route. The Members trust that this decision will assist the required legal process. Councillor Steele-Mortimer asked that a copy of the letter be sent to the following Legal Officer - Matthew Georgiou.

**Minute no: 4(A). 173/16 (page 4)**, in relation to a meeting with an Officer from Flintshire Transportation Department. Councillors’ David Ellis and John Whiteway, whilst meeting with an Officer from the Transportation Department in Gwaenysgor, wished the Officer to attend a full Council meeting. **The Members agreed.** The Clerk advised that he would arrange.

**Minute no: 4(A). 173/16 (page 4)**, in relation to seeking the views of Punch Taverns, to the part removal of a wall at The Crown Inn – which would enable the pavement to be extended. The Clerk advised that eventually the Estates Department of Punch Taverns had replied to his request. The Clerk further advised that Punch Taverns, agree in principle to the part removal of the wall, they would wish to receive plans of the project. Councillor David Ellis advised, that he would now arrange a meeting with Mr. Antony Stanford – (Senior Traffic Engineer) Flintshire County Council, to discuss the matter further.

**Minute no: 4(A). 173/16 (page 4)**, in relation to (a) the completion of the agreed work in the area of Bishopswood Road, by Denbighshire County Council. The Clerk advised that Mr. Marc

Musgrave – Denbighshire County Council Highways, had replied, advising that the Offa’s Dyke signage contract had been issued and the work would be completed in due course. The Araf / Slow road markings had been added to the maintenance programme, and the actual work will be completed when there is enough work for the contractor. **(b)** in relation to a traffic sign near the Gwaenysgor viewing are – which had swung at a 90 degrees angle. Councillor Peter Jones confirmed that the sign had been re-aligned.

**Minute no: 4(A). 173/16 (page 4)**, in relation to the concerns with a decision by Flintshire County Council, and in particular, the process for allocation of funding for play areas. The Clerk read out a reply from Mr. Ian Bamford, which did not answer the original query. Councillor Nigel Steel-Mortimer suggested that he take the matter further.

**The Members agreed the following:** **(a)** Councillor Steele-Mortimer to take forward with the Chief Executive of Flintshire County Council **(b)** the Clerk to place the matter on the agenda for the next County Forum meeting.

**Minute no: 5(B). 176/16 (7), (page 5)**, in relation to a request to Denbighshire County Council, to install a litter bin in the car parking area at the top of Prestatyn Hill. The Clerk advised that he had been contacted by an Officer from Denbighshire County Council Highways – who stated the following: ‘there are no litter bins in the area of the car park. The bins were removed due to a number of issues, including vandalism. Monday to Friday a street cleaner from the Prestatyn area visits the car park to clear away litter. There is no visits on Saturdays and Sundays. From next week, the car park will be visited seven days a week, including being swept once a fortnight’

**Minute no: 12. 186/16 (page 7)**, in relation to the purchase of a new wooden seat in the Marion area. Councillor David Ellis confirmed that the Clerk had ordered a new bench seat, which had been collected and secured on site.

## **5(A). 199/16 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 in relation to the apologies from PCSO Susan Page, who was unable to attend the meeting. PCSO Page wished to be advised in relation to any concerns in the area. **(See Minute number: 1(D). 193/16 (a) on page 2 above).**
- (2)** The Clerk referred to an e-mail forwarded to all Council Members on the 15<sup>th</sup> September, which had been received from OWL / CrimeStoppers. The e-mail advised in relation to an incident in Trelawnyd on the 15<sup>th</sup> September, whereby a male person at 06.45am began banging on an elderly persons window.
- (3)** Information received from Flintshire County Council, in relation to the 2016 Summer Play Scheme programme. The play scheme which run for three weeks, was attended by a total of 93 children during the weekday sessions in Trelawnyd and Gwaenysgor.
- (4)** The Clerk referred to an invitation to attend a Workshop organised by the County Council, in relation to the Flintshire Local Development Plan – which had been cascaded to members by e-mail. Councillors’ David Ellis and Ian Papworth advised in relation to their attendance.
- (5)** Flintshire County Council Winter Maintenance arrangements – Preparations for the coming winter. The Clerk advised in relation to the contents of the letter.

- (6) The Clerk referred to an e-mail forwarded to all Councillors on the 6<sup>th</sup> October, in relation to the Independent Remuneration Panel for Wales – Draft Annual Report
- (7) The Clerk referred to an e-mail forwarded to all Councillors on the 6<sup>th</sup> October, from the Chief Officer (Governance) Flintshire County Council - in relation to the Code of Conduct, which included guidance from the Public Services Ombudsman for Wales.
- (8) The Clerk referred to an e-mail cascaded to Members on the 11<sup>th</sup> October, in relation to an invitation to attend a Flintshire County Council ‘Our Flintshire, Our Future’ public engagement event. The Clerk advised that the event for the Trelawnyd & Gwaenysgor Council area was on the same date as the November Council meeting. However, there were other meetings being held across the County. Councillor Ian Papworth indicated that he would peruse his diary and attend one of the events which had been arranged later in November.
- (9) The Clerk advised in relation to an invitation by Denbighshire County Council – to peruse their consultation on Supplementary Planning Guidance – Planning for Community Safety. The draft documents were available from the 3<sup>rd</sup> to the 28<sup>th</sup> November.

**5(B). 200/16  
CLERK’S REPORT**

The Clerk advised the Members, that the below concerns had been reported to Flintshire County Council Street Scene Supervisor – following information received from Councillor David Ellis:

- (i) Tyres being deposited in lay-by – on A5151 road travelling from Trelawnyd towards Dyserth.
- (ii) Large pot holes on A5151 road – Near the Spar garage / shop and the Marion area.

The Clerk advised that the Street Scene Supervisor had arranged for the tyres to be removed, and the pot holes would be inspected and added to the ‘ongoing’ list of pothole repairs to be carried out in the area.

**5(C). 201/16  
TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30<sup>TH</sup> SEPTEMBER 2016.**

The Clerk and Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, to the end of September, 2016. The Clerk further provided the Members with a breakdown in relation to each budget heading – which included the spend to date, together with the agreed budget totals for the financial year. The Clerk provided further details in relation to Section 137 payments.

**The Members agreed the following:** Approved the Statement of Accounts, with the document being signed by the Chairman, Councillor David Smith.

**5(D). 202/16  
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 – 2016 / 2017 (g) Retention of Documents Etc., Schedule (h) Fixed Asset Register – 2016 / 2017 (i) Retention of Documents Policy Statement (j) Annual Investment Strategy – 2016 / 2017.

**The Members agreed the following:** To further place the item on the November Council meeting Agenda – to provide more time for Council Members to peruse the various policies.

**5(E). 203/16**

**ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2016**

The Clerk advised the Members that the final document from the Welsh Assembly appointed External Auditor – BDO LLP of Southampton, had been received. The Document stated the following (Except for the matters reported below) ‘on the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met’.

The Clerk read out to the Members, addendum reports from the External Auditor in relation to the recording of budget approval, budgetary process, budget and fixed assets.

**5(F). 204/16**

**Notice of Conclusion of Audit**

The Clerk advised that the following notice dated the 26<sup>th</sup> September, 2016, had been displayed on public notice boards – in Trelawnyd by Councillor David Ellis and in Gwaenysgor by Councillor John Whiteway. Both Councillors confirmed the above.

Notice of Conclusion of Audit (Public Audit (Wales) Act 2004) Accounts and Audit (Wales) Regulations 2014. The notice stated that the accounts of the Town Council were available for inspection by local electors in accordance with Section 29 of the Public Audit (Wales) Act 2004.

**6. 205/16**

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

County Councillor Nigel Steel-Mortimer advised the Members in relation to the following:

- (a) Attendance at a Planning Meeting in County Hall, in relation to the Local Development Plan.
- (b) ‘Our Flintshire, Our Future’ public engagement event. Councillor Steele-Mortimer was not able to attend the area meeting for the Trelawnyd & Gwaenysgor – but would be attending one of the other area meetings.
- (c) Land in Bron Haul. Councillor Steele-Mortimer had spoken with an Officer in relation to a Community Asset Transfer application – there appears to be a delay in the Housing Department. Councillor Steele-Mortimer will contact the Head of the Department.
- (d) Civil Defence. Councillor Steele-Mortimer has a meeting arranged with the Officer and will report to the Council at the November meeting.

**7. 206/16**

**REPRESENTATIVES / LIAISON COMMITTEE REPORTS**

Updates to meetings were provided under matters arising (**Minute number: 4. 198/16 on page 3 above**).

**8(A). 207/16**

**PLANNING APPLICATIONS**

**The following planning applications were dealt with by the Members at the meeting:**

The Clerk advised that no planning applications had been received from Flintshire County Council.

#### **8(B). 208/16**

##### **PLANNING DECISIONS**

The Clerk advised that the following planning decision had been received from Flintshire County Council.

- ❖ Planning application number: 055651, for the conversion of a redundant MOT building to 2no holiday units, at Longacres Car Sales and Caravan Park, Marion, Trelawnyd. Approved.

#### **9(A). 209/16**

##### **COMMUNITY LIGHTING**

**The following lamp had been reported out of order since the last meeting:**

- (a) On A5151 – On the corner of The Marion and the junction to Trelogan

#### **9(B). 210/16**

Councillor Ian Papworth advised the Members that he had contacted Mr. Jamie Bennett (Flintshire Street Lighting), in relation to the best use of the street lights that had been replaced by the new LED lights, following the installation of the traffic calming measures in the area of the primary school. Councillor Papworth advised that he had initially received an out of office for Mr. Bennett – but had not been contacted following his return to the office. Councillor Papworth would endeavour to make further contact.

#### **10. 211/16**

##### **TO DISCUSS SETTING UP OF SUB-COMMITTEE RE: TRAFFIC CONCERNS IN GWAENYSGOR**

If necessary, this matter will be further discussed, following the visit to the November Community Council meeting, by Officers from Flintshire County Council Highways.

#### **11. 212/16**

##### **ONE VOICE WALES AREA COMMITTEE MEETINGS (CLLR DAVID SMITH)**

The Clerk advised that this matter was requested to be placed on the agenda, following notification in relation to future area meeting dates of One Voice Wales - which were all due to be held in the Wrexham area – and none in Flintshire. **The Members agreed not to peruse this matter further.**

#### **12. 213/16**

##### **WEB SITE (CLLR IAN PAPWORTH)**

Councillor Ian Papworth discussed the current web site with the Members, including the content, cost of hosting and updating. The Clerk advised that the National Library Archives for Wales had not registered the web site, as it was a Community web site and not a Council web site. Councillor Papworth advised in relation to the hosting cost by other Councils – which was in the region of £100.00 – whereas this Council's web site cost £250.00 – which was payable this evening.

**The Members agreed the following:** the web site to be further reviewed in the new year, and to agree the account pending for payment this evening.

**13. 214/16****INCREASING INCIDENTS OF DOG FAECES IN GWAENYSGOR (CLLR JOHN WHITEWAY)**

Councillor John Whiteway referred to his and residents concerns in relation to dog faeces around the village of Gwaenysgor. There were a number of dog owners who did not clear up after their dogs. The Clerk advised that all instances of dog fouling should be reported to the Flintshire County Council dog warden. Reports can be made by completing a form on the County web site and by telephone call. The Clerk further advised that he would contact the Street Scene Supervisor for his observations and guidance.

**14. 215/16****APPROVAL OF ACCOUNTS FOR PAYMENT**

<b>Cheque Number</b>	<b>Payee</b>	<b>Net £</b>	<b>Vat £</b>	<b>Total £</b>
257	Meifod Timber (purchase of new seat – The Marion, Trelawnyd)	112.50	22.50	135.00
258	Flintshire County Council (Contribution towards Summer Play Scheme)	900.00		900.00
259	Colony of Ants (Web site hosting – 2016 / 2017)	250.00		250.00
260	Crown Estate (Lease of Wasteland in Gwaenysgor)	15.00		15.00
261	HMRC – Via Post Office (Clerk’s PAYE of £187.00 – less credit of £24.65 held by HMRC = £162.35)	162.35		162.35

**15. 216/16****APPLICATIONS FOR FINANCIAL SUPPORT**

<b>Cheque Number</b>	<b>Name of organisation</b>	<b>Amount granted £</b>
	No applications received	

**16. 217/16**

**The Members agreed the payments of the above accounts as listed.**

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

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

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