

# **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 9<sup>th</sup> June, 2016, at 7.15pm.**

## **1(A). 119/16**

### **PRESENT**

Councillor David J. Smith (Trelawnyd Ward) (Chair)  
Councillor Ian Papworth (Trelawnyd Ward) (Vice Chair)  
Councillor Paul Bartley (Trelawnyd Ward)  
Councillor David H. Ellis (Trelawnyd Ward)  
Councillor Peter Jones (Gwaenysgor Ward)  
Councillor John C. Whiteway (Gwaenysgor Ward)

Clerk & Financial Officer R. Phillip Parry

## **1(B). 120/16**

### **APOLOGIES**

Councillor J. Edward Lloyd-Ellis (Trelawnyd Ward)  
Councillor David W. Paulus (Trelawnyd Ward)

Councillor Nigel Steele-Mortimer (Flintshire County Councillor)

## **1(C). 121/16**

### **ABSENT**

Councillor R. Malcolm Roberts (Gwaenysgor Ward)

## **1(D). 122/16**

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

#### **(A)**

The Chairman Councillor David Smith welcomed PCSO Dan Dumbarton to the meeting.

PCSO Dumbarton advised the Members that there had been one reported house burglary in Trelawnyd since the May Council meeting.

The Council Members discussed the following with PCSO Dumbarton (a) the continuous traffic concerns in Trelawnyd, in particular, the area of the main road and High Street, together with Chapel Street. The Clerk advised that this concern had been discussed with other PCSO's who had

attended the Council meeting, and letters were going to be hand delivered to car owners. PCSO Dumbarton advised that he would consult with his colleagues (b) the PCSO was asked to arrange for the Go Safe camera vehicle to visit Trelawnyd on more regular occasions (c) concerns in relation to parking near the School – at the junction of Erw Wen, whereby cars are parking half on the pavement and half on the road. Councillor David Ellis advised that the School had sent letters to parents asking not to park in this area (d) concerns in relation to speeding vehicles in Gwaenysgor. PCSO Dumbarton would consult with the Go Safe Camera Team.

The Chairman Councillor David Smith thanked PCSO Dumbarton for attending the meeting.

**(B)**

The Chairman Councillor David Smith welcomed Nigel Seaburg – Flintshire County Council Street Scene Supervisor for the Council area.

An environmental Audit was arranged for the villages of Trelawnyd and Gwaenysgor for Tuesday 21<sup>st</sup> June. Mr. Seaburg would contact the Clerk to confirm times and meeting places. The following Councillors agreed to meet with Mr. Seaburg – Councillor David Ellis in Trelawnyd and Councillor Peter Jones in Gwaenysgor.

The following concerns were brought to the attention of Mr. Seaburg (1) General discussion in relation to the areas between the Flintshire and Denbighshire borders (2) lack of litter bins (3) various road signs, including a sign for cattle crossing – which Mr. Seaburg advised was in progress (4) collection of litter – Mr. Seaburg advised that this should be completed when the general emptying of the general and dog bins are undertaken (5) Fly tipping and concerns to litter being thrown from cars, in particular in laybys – Mr. Seaburg advised that the County employ a private company who issue fixed penalties

The Chairman Councillor David Smith thanked Mr. Seaburg for attending the meeting.

**1(E). 123/16**

**Standing Orders were restored:**

**1(F). 124/16**

**ELECTION OF VICE CHAIRPERSON FOR THE PERIOD 2016 / 2017**

The Clerk recollects to the Members – Minute number: 3. 96/16 from the May, 2016 Council meeting, whereby Councillor Ian Papworth was proposed and seconded as Vice Chair of the Community Council for 2016 / 2017. As Councillor Papworth was not present at the meeting to accept the proposal, the Chairman Councillor David Smith enquired with Councillor Papworth, if he accepted. Councillor Papworth advised that he was pleased to accept the nomination.

**The Members agreed the following:** To appoint Councillor Ian Papworth, as Vice Chair of the Council for 2016 / 2017.

**1(G). 125/16**

**APPOINTMENT OF CLERK & RESPONSIBLE FINANCIAL OFFICER**

The Immediate Past Chair of the Council – Councillor David H. Ellis advised the Councillors that two references had been received from the Chairs of two Councils whereby the Acting Clerk is employed – which had been forwarded to all Councillors for consideration.

**The Members agreed the following:** To appoint the Acting Clerk as Clerk to the Trelawnyd and Gwaenysgor Community Council.

## **2. 126/16**

### **DISCLOSURE OF INTEREST**

There were no Disclosure of Interest Declared.

## **3. 127/16**

### **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 12<sup>TH</sup> MAY, 2016**

The following was confirmed: (a) Minute number: 20. 117/16. Councillor D. Ellis proposed. (b) Minute number 1(D). 93/16 (c). Councillor John Whiteway wished to clarify his comments. Whilst the dogs were loose, they were accompanied but not on leads.

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

## **4. 128/16**

### **MATTERS ARISING**

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

**Minute no: 9. 102/16 sub minute numbers; 4.77/16 / 4. 56/16 (pages 3 and 4)**, in relation to the visit by Councillors' Peter Jones and John Whiteway, to the County Archives Office. Councillor Peter Jones advised the Members, that both himself and Councillor Whiteway had further visited the County Archives Office in Hawarden. The Councillors' were able to peruse the Minutes requested from the previous Gwaenysgor Parish Council. Councillor Jones advised the Members in relation to a number of entries within the minutes, which referred to the play area (field) from 1948 to 1955. Councillor Jones advised 'page 172 Minute book 10<sup>th</sup> June 1948 Purchase of small playing field (the play area) completed and land certificate P177972 received. A new lease for the larger field had completed its documentation. All deposited at the Midland Ban, Prestatyn'

**The Members agreed the following:** (a) The Clerk to write to the HSBC Bank in Prestatyn, seeking confirmation that the Bank continues to hold the deeds to the play area field (b) The Clerk to ascertain from the Land Registry, if the area of land is registered – and if registered, the Clerk to obtain details as to ownership (c) The Clerk to enquire with Flintshire County Council, as to the year the play area equipment was installed.

Councillor Peter Jones referred to the Expression of Interest made to Flintshire County Council (FCC), in relation to the Gwaenysgor Play Area. Councillor Jones brought to the attention of the Council Members, the following contents which were received in a letter from FCC dated the 23<sup>rd</sup> May, 2016: 'at a panel meeting on the 18<sup>th</sup> May, 2016, it was agreed that as the land is not owned by Flintshire County Council, but is in fact owned by the Parish Council of Gwaenysgor, the application should only look at the transfer of play equipment. Before this transfer can be supported it was felt that you should discuss this further with Alan Roberts – who will contact you in due course' Councillor Jones confirmed that he had not been contacted to date, and that the Community Council had previously agreed to suspend the Expression of Interest.

**Minute no: 9. 102/16 sub minute numbers; 4.77/16 / 4. 4.56/16 (page 4)**, in relation to traffic calming measures in Gwaenysgor. Councillor Steele-Mortimer had provided Councillor David Ellis with an e-mail which provided updates to various outstanding matters, but did not refer to the traffic calming measures. This matter to be discussed with Councillor Steele-Mortimer at the July Council meeting. Councillor Peter Jones brought to the attention of the Members a section in relation to the Draft Wales Bill – Section 10 Speed limits sub section (3), in relation to regulating the speed of vehicles on special roads in Wales.

**Minute no: 9. 102/16 sub minute numbers; 5(A). 78/16 (page 4),** in relation to the removal of hatched white lines in Gwaenysgor. Councillor Nigel Steele-Mortimer provided the following details in an e-mail, as follows: Councillor Steele-Mortimer had attended a meeting with Mr. Steve Jones, who agreed that the white lines could be removed. The Community Council would be required to pay a cost of £100.00, together with a further letter requesting the removal of the white lines.

**The Members agreed the following:** (a) Whilst the Council Members were astounded to be asked to pay a fee towards the removal of the white lines, the Members asked the Clerk to write to Mr. Steve Jones, to advise, that the Council wish the white lines removed, and under the circumstances, will agree to pay a fee of £100.00 (b) Upon application by Councillor John Whiteway, the Members agreed to disband the Gwaenysgor White Line Sub Committee.

**Minute no: 9. 102/16 sub minute number 5(B). 79/16 (pages 4 and 5),** in relation to the web site. Councillor Peter Jones advised that the resident who assisted with placing items on the web site in Gwaenysgor, did not wish to assist in the future. The Clerk advised that following his 'on-line training' he could assist with keeping the web site up to date. The Clerk asked that any items to be removed, updated or other – to be sent to him. Councillor Ian Papworth suggested that the web site be placed as an agenda item.

**The Members agreed the following:** The Clerk to place the web site as an agenda item for July. (Note: following the meeting, Councillor Ian Papworth asked that the matter be placed on the September meeting agenda).

**Minute no: 9. 102/16 sub minute number; 6. 81/16 (page 5),** in relation to footpath number 1 in Gwaenysgor. The Clerk advised the Members in relation to an e-mail forwarded from Councillor John Whiteway. The e-mail provided further details in relation to the concerns to the diversion of the footpath – prior to 2004. As the matter was being dealt with by the legal department of Flintshire County Council, there was no further action the Community Council could take at this time.

**Minute no: 12. 108/16 (b) (page 7),** in relation to Flintshire County Council's Local Development Plan, and in particular, to representation on the Stakeholder Group from Town & Community Councils. The Clerk advised the Members in relation to a two- page reply from Mr. Andy Roberts (Planning & Environment), following the letter from the Clerk, which sought the agreement of Town & Community Council representation on the Key Stakeholder Forum. The letter stated that One Voice were invited to become a member of the Key Stakeholder Forum. Councillor David Smith re-iterated his comments in the May Council meeting, that the Chief Executive of One Voice Wales (OVW) has advised to him in a meeting in Mold, that OVW had never been invited.

**The Members agreed the following:** The Clerk to write to the Chief Executive of One Voice Wales, advising in relation to the comments contained in the letter from Flintshire County Council seeking their (OVW) observations.

**Minute no: 16. 113/16 (page 8)** in relation to adoption of the Red K6 Giles Scott telephone box in Gwaenysgor. The Clerk advised that he had written to BT enquiring in relation to the number of calls made from the telephone. BT had replied to advise that there had been 9 free-phone calls in the past 12 months, no chargeable calls and no emergency calls. However, BT further advised that the telephone box is sited on private land, and should the Community Council decide to adopt, they would require the consent of the landowner.

Councillor John Whiteway advised that the property owner had been approached and stated that they would have no objection to the adoption by the Community Council. The owner of the

property wished to examine the deeds to the property, and will contact Councillor Whiteway further in due course.

## **5(A). 129/16 CORRESPONDENCE**

**The following correspondence had been received, that was required to be either advised to, or dealt with by the Members:**

- (1) Notification received from the Clerk to the School Governors at Trelawnyd V. A. School, advising that the term of office for Councillor David H. Ellis, as the Community Council Representative Governor, was to expire at the end of June, 2016.

**The Members agreed the following:** Councillor David H. Ellis was proposed, seconded and agreed by the Members to be elected as the Council's representative on the School Governors at Trelawnyd V. A. School.

- (2) The Clerk referred to an e-mail sent to all Members in relation to a complaint made to the Flintshire County Council, suggesting that the Community Council web site was not displaying the Council Minutes. The Clerk advised that he had placed copies of all Minutes from January, 2016 on the web site during week commencing 9<sup>th</sup> May.
- (3) The Clerk brought to the attention of the Members the following document: Flintshire County Council – Revised Supplementary Planning Guidance Note Consultation No 23. Development Contributions to Education. The Members asked the Clerk to forward a copy of the information to all Councillors by e-mail.
- (4) The Clerk advised the Members that each year the Independent Remuneration Panel for Wales, wish to receive information in relation to any expenses and or payments made to Councillors. The Members confirmed to the Clerk that no members received an allowance.

## **5(B). 130/16 CLERK'S REPORT**

- (a) The Clerk advised of the deposit into the Council's bank account, the sum of £202.27, in relation to a VAT refund from HM Revenue & Customs for the period 2015 / 2016. The previous Clerk has made a claim in September, 2015 for the sum of £121.15, for the period April to September, 2015.
- (b) The Clerk advised that the following public notice had been displayed in both Trelawnyd & Gwaenysgor: Notice of Appointment of Date for the Exercise of Electors' Rights Accounts for the Year Ended 31<sup>st</sup> March, 2016. The notice was to be displayed from 30<sup>th</sup> May to the 12<sup>th</sup> June, 2016.
- (c) The Clerk provided the Councillors with a draft list of Council Members who represent the Community Council on various Committees and Group.

**Members agreed the following:** The Members confirmed the list for the year 2016 / 2017.  
**Note:** See list of Councillors' names, who serve on Liaison, Local Committees and Outside Bodies - as appendix to the end of these Minutes (Page 9 below).

- (d) The Clerk referred to his appointment as Clerk to the Community Council, and enquired if the Council would agree the following. To join the other three Councils that the Clerk is employed by, to purchase bulk stationery, to pay a quarter of the photocopier rental and Microsoft software fees (the Clerk advised that the Community Council were purchasing a

considerable amount of ink for copying, and the quarter fee would be a saving). Councillor Peter Jones advised that he could purchase paper for the Clerk to write letters, rather than use noted stationery.

**The Members agreed the following:** To join with the Clerk's other Councils in the purchase of stationery, including the quarter fees for the photocopier and Microsoft software, including the offer from Councillor Jones in relation to writing paper.

#### **5(C). 131/16**

#### **TO AGREE DATES FOR FUTURE COUNCIL MEETINGS**

**The Members agreed the following:** Future Community Council meetings will be held on the 2<sup>nd</sup> Thursday of the month, apart from August and December, when there will be no meeting. The meetings to continue as present – alternating between Trelawnyd and Gwaenysgor and to commence at 7.15pm. The Clerk to provide the Members with the meeting dates for the remainder of the year.

#### **5(D). 132/16**

#### **WELSH GOVERNMENT – THE GOOD COUNCILLOR'S GUIDE 2012**

The Clerk provided the Members with a copy of page 26 of the Welsh Assembly's 'The Good Councillor's Guide 2012' The Clerk referred to the following sections: 'It is actually unlawful to make a decision, especially a decision to spend money or a recommendation related to a planning application, without sufficient (three clear days) warning. Vague agenda items that don't specify exact business (such as Matters Arising, Correspondence and Any Other Business) can be dangerous and it is good practice to avoid them – etc.,

The Clerk advised that following publication of the booklet, Town & Community Councils were surprised by the rather 'ambiguous wording' – as stated above. The Clerk further advised that he had attended a recent meeting of Clerks to Councils, whereby a County Solicitor and Monitoring Officer provided a presentation. The Clerk referred to the above wording in the question and answer time following the presentation. The County Solicitor confirmed that his County Council have agenda items named Matters Arising and Correspondence – as did all the other Clerk's in attendance. The County Solicitor confirmed that as the Council would have set their budget amounts during the precept setting, to authorise accounts for payments and donations under an agenda heading named 'payment of accounts and applications for financial assistance' was quite acceptable. To authorise other payments not included in the budget would require an agenda item. The County Solicitor referred to planning applications, and stated the following 'Town and Community Councils are consultees – they do not make planning decisions – so how can there be a requirement for a three days-notice period' The final comments from the County Solicitor were 'The Guide is as the title says – a Guide. The Clerk also referred to the 'Access to Information on Community Councils' This now limits as to what can be sent to Councillors with their agenda.

The Clerk suggested that he notify all Councillors by e-mail following receipt of a planning application – and provide a link to the Flintshire County Council Planning Portal, whereby the Council Members will be able to view the application, together with the associated documents and plans. **The Members agreed.**

#### **6. 133/16**

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

In Councillor Nigel Steele-Mortimer's absence, the Clerk advised that one matter had been discussed under matters arising. Councillor Steele-Mortimer had advised in an e-mail that the

proposed site in Bron Haul, Trelawnyd, to be included as land suitable for further car parking, will be discussed by a County Council Committee in late June.

## **7. 134/16**

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

There were no reports.

## **8(A). 135/16**

### **PLANNING APPLICATIONS**

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

## **8(B). 136/16**

### **PLANNING DECISIONS**

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

Application number: 055106, for the erection of replacement porch and conservatory at, Eirianfa, Well Lane, Gwaenysgor. Approved.

The Clerk recollects to the Members that he had written to the County Council, seeking confirmation that the use of Pvc in a conservation area is acceptable. The Clerk advised that no reply had been received to the request.

**The Members agreed the following:** The Clerk to further contact the planning officer dealing with the application. Councillor John Whiteway to confirm to the Clerk that the property is sited within the Gwaenysgor conservation area.

## **8(C). 137/16**

### **CORRESPONDENCE TO FLINTSHIRE COUNTY COUNCIL – ALLEGED PLANNING BREACHES IN GWAENYSGOR**

The Members discussed a number of requests to Flintshire County Council Planning Department, sent by the previous Clerk over the period of approximately 18 months - seeking confirmation that no breaches of planning had occurred at a premises named Ty Isaf Farm, Rectory Lane, Gwaenysgor.

**The Members agreed the following:** The Clerk to write to the Planning Enforcement Team at Flintshire County Council, seeking confirmation that the above premises had been visited, and to confirm whether or not there were any breaches of planning noted.

## **9. 138/16**

### **COMMUNITY LIGHTING**

The Clerk advised that Councillor David Ellis had confirmed the following lights out of order:

- (1) Near to 'Cwm Helyg' – just outside the School entrance on London Road.
- (2) At the entrance to Erw Wen on London Road.
- (3) Min Y Ffordd – East side of the Village (first lamp travelling to Trelawnyd from Lloc – before Jackson's nurseries).

The following lights have been reported out of order in Trelawnyd – which belong to Flintshire County Council.

- (a) Light on the Pelican crossing near to the School on London Road.
- (b) 30 mph sign - West side of the Village on London Road.
- (c) One way-sign - bottom of Byron Street.

#### 10. 139/16

#### COUNCILLOR’S POLICY INFORMATION FOLDER (CLLR DAVID H. ELLIS)

Councillor David Ellis advised the Members in relation to a Councillors’ folder he had been shown during a visit to the Clerk’s home. The Clerk produced to the Members a copy of a folder, which contained a copy of the Councillor’s Declaration of Acceptance of Office, various Council policies, together with a copy of the Clerk’s contract of employment. Councillor Ellis proposed that the Trelawnyd & Gwaenysgor Council Members receive a similar folder. The Clerk advised that there were a number of policies in the folders that the Community Council did not presently hold.

**The Members agreed the following:** To appoint a small sub-committee to consider the adoption of the policies referred to by the Clerk. Councillors’ Paul Bartley, David Ellis, Peter Jones and Ian Papworth were appointed to the sub-committee.

#### 11. 140/16

#### APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
246	R. Phillip Parry – Clerk (reimbursement of book of 100 postage stamps – as per receipt.	64.00		64.00

#### 12. 141/16

#### APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	Name of organisation	Amount granted £
	There were no applications received	

#### 13. 142/16

**The Members agreed the payment of the above account as listed.**

#### 14(A). 143/16

#### Standing Orders were suspended

- (a) Councillor John Whiteway asked that the Clerk contact the Welsh Border Transport Charity in Buckley, to confirm the following: the cost of a journey is £1.00 each way, and if so, what is the distance that can be travelled.
- (b) Councillor John Whiteway advised that the Gwaenysgor Village Hall are applying for a grant to complete work in the premises. The Chairman of the Hall Committee wishes to receive from the Community Council, a letter of support to accompany the application. **The**

**Members agreed that the Clerk to write a letter.** The Clerk advised that he would wish to firstly contact the Chair of the Committee, to enquire as to the basis of the wording to be used. Councillor Whiteway to provide the Clerk with contact details.

- (c) Councillor Ian Papworth advised the Members in relation to his appointment to the Clwydian Range & Dee Valley Area of Outstanding Natural Beauty Partnership. The Members congratulated Councillor Papworth.

**14(B). 144/16**

**Standing Orders were restored**

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

**SIGNED BY THE**

**CHAIRMAN.....**

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

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**LIST OF LIAISON, LOCAL COMMITTEES AND OUTSIDE**

**BODIES FOR YEAR 2016 / 2017**

NAME OF ORGANISATION	COUNCIL REPRESENTATIVE(S)
Flintshire County Council – Forum	Councillors’ David Ellis, Ian Papworth and David Smith
Gwaenysgor Conservation Group	Councillors’ Peter Jones and John Whiteway
Gwaenysgor Village Hall Management Committee	Councillor John Whiteway
Lighting Sub-Committee	(All Councillors)
North Wales Police (Flintshire - Police and Community Consultative Group / Neighbourhood Watch)	Councillor David Ellis
One Voice Wales (Local Committee)	Councillor David Smith
Planning Sub-Committee	(All Councillors)
Trelawnyd Conservation Group	Councillors’ David Ellis and David Smith
Trelawnyd Memorial Hall Management Committee	Councillors’ David Ellis and David Smith
Trelawnyd V. P. Primary School (Governor)	Councillor David Ellis