



St Asaph City Council
Cyngor Dinas Llanellwly

Minutes of the Meeting of St Asaph City Council held on Wednesday 12th April 2017 at 7.00pm in the Community and Council Meeting Rooms, Roe Plas Meadows.

Present: Cllrs: C Hardie (City Mayor), R. Williams (Deputy Mayor), J.O. Roberts, P Scott, D.A. Thomas, G. D. Hodgkinson BEM, P.G. Morton, M Gedd, B J Rust, D Owens and B Cowie (part)

Clerk: S Pierce

1. Apologies for Absence

Cllr J Ellison (sickness)
Cllr P Mitchell

2. Declarations of Interest

No declarations made.

3. Public Participation

There were no applications to address the Council.

4. Urgent Matters

None raised.

5. North Wales Police

Report provided by PCSO Dave Jones.

- 10th March, a theft from the Co-Op which is being dealt with.
- 16th March, a hate related incident occurred outside the Indian take away which had been dealt with.
- 25th March, a local run-away fare from a taxi which is being dealt with.
- Theft of a motor home, enquiries are ongoing.
- Continual Issue and incidents with a specific individual that was living locally, this individual has now left.

No further incidents reported.

Cllr C Hardie invited the room to raise further questions or incidents.

Cllr D Owens thanked PCSO Dave for his assistance in a matter.

6. Mayor's Reports

- Cllr C Hardie reported the following:
- Last month was very active, x6 charity events were attended for the different Mayors charities along with 6 general meetings. One specific meeting attended was the "Flood Conference". The conference was attended by 150 delegates, starting at 08:30 and finishing at 5pm. Representatives from all emergency services were in attendance along with all representatives from relevant councils.
- Cllr Hardie reported that since he took office, he has taken part in over 100 meetings on behalf of the council and has attended over 95% of the meetings he had been invited to.

7. County Councilors Reports

Cllr B Cowie report.

- Cllr B Cowie reported he had received an email from county regarding the BT land. BT have finally given permission to DCC enabling them to work on their land to resolve the surface water issue. However, DCC are saying due to the work being carried out by NRW, it has been delayed but it has been agreed a new pipe is being laid over the coming week to help resolve the issue.
- Cllr B Cowie provided a St. Winefride's update. The DCC legal team have decided they are going to take formal proceedings against the builders as they are in breach of the 106 agreement. The site is now fully occupied and the money should have been paid.

End of Cllr B Cowie's report.

Cllr C Hardie invited the room to raise further questions or issues.
Nothing further reported or raised.

Cllr D Owens report.

- Cllr D Owens had nothing to report.
- Cllr D Owens asked if this is his last meeting? Which was correct.

Cllr C Hardie thanked both Cllr D Owens and Cllr B Cowie for all their help and assistance over the years.
Cllr B Cowie & Cllr D Owens wished everyone the very best for the future.

Cllr C Hardie invited the room to raise further questions or issues.
No further questions or comments were raised.

8. Minutes

The previous minutes were discussed regarding accuracy.

- No issues/changes reported.
- Cllr D Owens asked what was being decided about an existing ditch – Cllr Hardie provided an update and said that NRW are going to deal with it within the flood defences plan and resolve it.

9. Matters Arising

- No further matters were raised.

10. Events Committee

- The Minutes from the last "5th Anniversary Celebrations" meeting of April 5th was attached to the Agenda of this meeting.
- Cllr Hardie passed around a design of the celebrations advertisement banner for approval/comments. Feedback was as follows:
 - Nowhere does it say 5th Anniversary Celebrations.
 - It's not bilingual (Cllr J O Roberts will alter the banner and email the updated copy to Cllr C Hardie)
 - Posters and leaflets are currently outstanding (to be designed & produced) along with where tickets might potentially be sold etc.
 - The fussy bits in the background makes it difficult to read, it would be better on a blank/white background.
 - It was discussed and debated that the city "brand" had been decided some time ago which needs to be incorporated, i.e. the St. Asaph logo, the colours within the logo etc.
 - It was suggested a white background, with purple and green lettering and the St. Asaph logo
 - It is a requirement to so banners in Welsh and banners in English
 - Each banner costs £40 each therefore there will be x2 in Welsh and x2 in English.
- Planters are now in place as requested.
 - Cllr B Rust & Cllr D Hodgkinson will organize the planters with Cllr M Gedd's assistance
 - They need to be planted appropriately, a budget of £100 per planter was agreed
- Cllr C Hardie has received an offer from Dawnus for a financial donation towards the event.

Cllr C Hardie invited the room to raise further questions or issues.

No further questions or comments were raised.

11. Financial Management

- a) To review the income and expenditure budget
 - a. Clerk SP provided a brief overview of the current financial situation
 - b. Clerk SP provided an overview of the existing electricity accounts
- b) To approve the schedule of payments detailed in appendix A
 - a. Clerk SP provided the schedule of payments – all agreed apart from the annual “One Voice Wales” subscription.
- c) Clerk Salary Management
 - a. Clerk SP provided an overview of the local Jones & Graham company regarding the ongoing management of the Clerks salary. This will ensure that all legal compliance is adhered to going forward. All agreed, Clerk SP will progress.

Cllr C Hardie invited the room to raise further questions or issues.
No further questions or comments were raised.

12. Planning Applications

a) **Application Ref: 46/2017/0117**

Proposal: Crown reduction of 2 ash trees and coppicing weak/damaged trees within wooded area – St. Asaph Rural District Council Tree Preservation Order 1965

Location: 8 Bryn Coed, St. Asaph
Applicant: Mr Richard Owen
Consultation Closing Date: Granted 03/04/17

b) **Application Ref: 46/2017/0098**

Proposal: Works to 3 trees within the St. Asaph Conservation Area

Location: The Deanery Upper Denbigh Road, St. Asaph
Applicant: Mrs Rachel Cutler
Consultation Closing Date: Granted 02/03/17

c) **Application Ref: 46/2017/0128**

Proposal: Change of use of agricultural land to equestrian use

Location: Land at Ty Fferm Pentre Uchaf Farm Mount Road, St. Asaph
Applicant: Mrs Sadie Beech
Consultation Closing Date: 25/04/17

d) **Application Ref: 46/2017/0221**

Proposal: Erection of a single story flat roof extension to rear of dwelling and construction of raised decking area

Location: Llys Awel Mount Road, St. Asaph
Applicant: Mr & Mrs Lee Parkes
Consultation Closing Date: 26/04/17

e) **Application Ref: 46/2017/0270**

Proposal: Erection of 1 detached dwelling and construction of a new vehicular access

Location: Land at (part of garden of) Perth Y Terfyn Mount Road, St. Asaph
Applicant: Mr Christopher Groves
Consultation Closing Date: 20/04/17

No issues raised regarding applications

13. Community Hub

Cllr C Hardie provided an update, as follows:

- The Library
 - There is little progress to report however, a stakeholder meeting was held on March 31st at the Library.
 - When the work starts, the library will be closed between 16 to 18 weeks.
 - No decision has been made yet regarding where the library will move to, no alternatives have been identified to date. Possibly a communal room at Llys Y Felyn, the last resort would be mobile.
 - Cllr R Williams suggested the council meeting room. There is no IT but that could be resolved/installed. Cllr Hardie will take that back to the meeting to discuss further
 - Asbestos tiles need to be removed (the old marley tiles).
 - All existing shelving will be utilized, they will be adapted for future use.
 - A small kitchen area will be installed
 - Additional lighting will be implemented
 - A new entrance
 - Relocate the lamppost to another position
 - New road signage will be installed on the road (this may will incorporate additional information on the signs)
 - A community information board will be implemented
 - IT for up to x8 computers will be installed
- Cllr C Hardie and Clerk SP met with a National Westminster Bank representative to review the council room facility with the intention of using it as a community base going forward. Clerk SP met again on 12th April.

Cllr C Hardie invited the room to raise further questions or issues.
No further questions or comments were raised.

14. Committees

Cllr C Hardie provided an overview of the current number of different committees and committee meetings that had been established over the last 2 years and require attending by Councillors and the Clerk, this had resulted in the Clerk having to attend every one. Each one incorporates the need to prepare agendas, prepare for the meeting, provide relevant documentation and take and type up the minutes. This takes a long time and eats into the 12 hours a week the Clerk is contracted for. The question is "Are all these committee meetings necessary or do we have an opportunity to consolidate and better manage all of our time going forward?". The question is open to the room for discussion.

- Cllr D A Thomas provided a paper detailing the current council proceedings and agreed and supported a review of the current structure was required. There are now too many separate meetings outside of full council which all take up time and effort, most topics could be covered within the full meeting and small "break out" groups could be established to progress matters outside of full council and provide updates where necessary. Cllr D A Thomas supported the opportunity to change the structure going forward.
- The necessary documentation would remain in place, i.e. Standing Orders, code of conduct and relevant Terms of Reference etc.
 - All councillors will/do have access to.
- Cllr D A Thomas proposed the following:
 - To work within the existing structures of the Standing Orders, Code of Conduct and relevant Terms of Reference
 - As a general principle, all items to be presented to full council for consideration. If an item needs detailed consideration refer that item to a committee for a specific task.
 - All financial items to be considered by Full Council
 - The four committees to remain in place but do not fix dates – committees decide time and date of meetings. Committees report back to Full Council.
 - Other committees and advisory committees/working groups (involving Councillors and non Councillors) may be formed to tackle specific issues/topics, these would report to Full Council.
 - Do not have sub committees reporting into committees.
 - All maintenance, repair and general running administered by the Clerk. Councillors have areas to report items for attention.

Cllr C Hardie put it out to the room for any further comment.

- Cllr D Owens was in support of Cllr D A Thomas's proposal.
- Cllr B Rust made the comment that in the past we had working groups which didn't need the Clerk to attend but over the last two years a more formal structure was implemented and it is felt that it is not required.
- It was agreed by all to change the structure
- It was agreed by all the relevant documentation would remain in force i.e. Standing Orders, Code of Conduct and relevant Terms of Reference
- Full Meetings would continue as normal
- At the Full Meeting, we can delegate a committee to meet in-between and report back at the next full meeting
- Other meetings will be established as required, each will be decided at the full meeting
 - Clerk SP to add onto the full meeting agenda – for consideration
 - Clerk SP to update the meetings calendar and send out a new list
- Progress can be reviewed in six months to ensure the process is working efficiently and effectively

Cllr C Hardie invited the room to raise further questions or issues.
No further questions or comments were raised.

15. iBeacons – Project Update

- Cllr J O Roberts provided an overview of the IBeacon meeting.
- Relevant areas within St. Asaph were identified
- The next meeting will take place on April 27th where the project team will walk St. Asaph, identifying areas of interest that we would like to incorporate. (looking to identify 10 or 12 iBeacon areas).
- Jackie from the Cathedral will be attending.
- The intention is to link with Denbighshire tourist board going forward.

Cllr C Hardie invited the room to raise further questions or issues.
No further questions or comments were raised.

16. Correspondence

- Open spaces.
 - Cllr C Hardie provided an overview of the information provided, specifically the items stating the rules around "keeping dogs on a leash" where previously this was not a requirement.
 - Cllr P G Morton asked Cllr D Owens whether they can restrict a specific area – this is not known,
 - It was noted that only if the area is registered
 - Cllr J O Roberts raised his concerns regarding the football pitch relating to health and safety issues, it was noted that dog muck had to be regularly removed off the football pitch.
 - General dog walkers are
 - Cllr R Williams – would it be possible to invite Tim Wynne Evans (the author of the review) attends a future meeting to explain the issues and potential proposals to ensure we understand the facts.
 - Clerk SP to invite Mr. Evans to a future meeting.
- River Bank erosion – Concern received via email from Mr. E Winters.
 - It was noted that the land owner is responsible for the river banks
 - The flood defence group/NRW will only provide a solution if they believe it proves a risk to future flooding
 - This would be the responsibility of the city council, Clerk SP and Cllr C Hardie to prepare a response to Mr. E Winters.
- Data Protection Act – Local Council Registration is Compulsory by May 2018.
 - Clerk SP provided an overview of the correspondence and the requirement to adhere to the rule. Agreed by all. Clerk SP to progress and ensure we are compliant going forward.
- DCC Learner Transport Policy Consultation.
 - Clerk SP had provided the report as part of the correspondence for review.
- Pre-Election Protocol for Employees and Elected Members.
 - Clerk SP had provided the documentation as part of the correspondence for information.
- Support of North Wales International Music Festival 2017.
 - Agreed by all. Clerk SP to provide feedback and plan the spend in the budget.

- g) Battle's Over – A Nations Tribute 11th November 2018.
 - a. Clerk SP carry forward and plan in future calendar, will require the beacons lighting.

Cllr C Hardie invited the room to raise further questions or issues.
No further questions or comments were raised.

17. Mayor and Deputy Mayor – To receive nominations for 2017 – 2018

- Cllr P Scott Nominated Cllr C Hardie to remain as Mayor for another year.
 - This was seconded by Cllr B Rust, Cllr D Hodgkinson BEM and Cllr J O Roberts
 - Cllr P G Morton nominated Cllr J O Roberts as Mayor and Cllr M Gedd as his Deputy to assist him.
 - The majority voted for Cllr C Hardie
 - Cllr C Hardie was voted and agreed by the majority to be Mayor for 2017 – 2018
- Cllr P Scott Nominated Cllr R Williams to remain as Deputy Mayor for another year.
 - This was seconded by Cllr B Rust, Cllr D Hodgkinson BEM and Cllr J O Roberts
 - The majority voted for Cllr R Williams to remain as Deputy Mayor
 - Cllr R Williams was voted and agreed by the majority to Deputy Mayor for another year.

Cllr C Hardie invited the room to raise further questions or issues.
No further questions or comments were raised.

18. Date of the next meeting:

Wednesday May 10th 2017

19. Matters raised at the end of the meeting

- None raised
- The Meeting Closed at 20:40

Signed
Chairman of the Full Council Meeting held on 10th May 2017