



St Asaph City Council
Cyngor Dinas Llanelwly

Minutes of the Meeting of St Asaph City Council held on Wednesday 11th April 2018 at 7pm in the Community and Council Meeting Rooms, Roe Plas Meadows.

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

Clerk: Clerk S Pierce

1. Apologies for Absence

- None

2. Declarations of Interest

- CC & Cllr P Scott, one item in correspondence relating to the Bowling Club.

3. Public Participation

- None raised

4. Urgent Matters

- Cllr Hardie has topics to be addressed at the end of the meeting.

5 North Wales Police

Report provided by PCSO D Jones.

- Vehicle damage reported, being investigated.
- Criminal damage reported at the VP school. Suspects known, this is work in progress.
- Overnight break in at a local company. Culprits have been caught and this is being dealt with.
- Pub Watch work continues.
- Another CSO will be introduced very shortly who we will see in and around St. Asaph but will be moving to a different area post training.

Cllr Hardie noted we had previously invited the new inspector to a future meeting to meet and greet, the new inspector is asking if he can be advised of any daytime meetings that he could attend, evenings are difficult.

Mayor & Cllr C Hardie invited the room regarding further questions:

- Cllr B Cowie: would PCSO D Jones have the resources to deliver relevant parking leaflets as has been done in the past? PCSO D Jones suggested he did have some leaflets available to use.
- CC & Cllr D A Thomas clarified the legality of parking.
- Cllr B Rust raised the issue of parking on the high street outside the Chinese restaurant, this is an issue.
- Cllr R Williams noted the Gemig street parking and vehicle access issues. You must travel on the pavement to gain access.

- Cllr R Williams suggested regarding a gang of youths that are behaving unruly, is it worth the Police visiting the local schools to raise awareness of these issues. PCSO D Jones stated they currently work closely with all local schools.

6. Mayor's Reports

Report provided by Mayor & Cllr C Hardie:

- Met with our two County Councilors at the official opening of Glan Clwyd School.
- Attended three progress meetings with NRW.
 - DAWNUS are expected to complete May 11th
 - Glascoed and Spring Gardens may go beyond this date due to the weather.
 - Library carpark landscaping is currently being reviewed. Compacted stone will be used as a base.
 - Signs, gates and tarmac is due w/c April 28th.
 - All new dog bins/bins have been installed, Glascoed Timber have re used old ones in other places. There are a lot more dual-purpose bins now in place (Please note every new bin will be an additional charge from Glascoed timber to empty).
 - Planting/Seeding. A landscape contractor has been engaged but issues are being experienced resulting in these plans being put back to possibly the Autumn. Some planting will commence next week. Some tree planting will also take place (Roe Plas, Llys y Felyn, library (PLANT), orchard will be planted up over the next couple of weeks.
 - A bench will be implemented on the bank in front of Llys y Felyn.
 - New height barrier at the surgery car park, Roe Plas will be done w/c April 23rd. library will also be done.

Mayor & Cllr C Hardie invited the room regarding further questions:

- Cllr M Gedd asked about a space by the New Inn. Mayor & Cllr C Hardie clarified the plans regarding a footpath that will be developed.

Nothing further was raised.

7. County Councilors Reports

CC & Cllr P Scott

- Attended the official Glan Clwyd school opening.
- Attended planning meetings.
- Actively working on the Bowling Club, clubhouse replacement.
- The manhole has been reported to DCC, that Cllr P Morton reported recently.
- Bro Havard update is available for circulation (copy provided in the meeting).

Mayor & Cllr C Hardie invited the room regarding further questions:

- Cllr P Morton raised the bowling clubhouse in relation to future fire retention requirements. CC & Cllr P Scott provided a detailed report regarding the replacement of the club house.
 - It was noted the insurance was a like for like so they will not pay for fire retardant as it was not in place previously.
 - **Action:** The Clerk to review the Asset register, the Club House costs need to be increased (advised by the insurance company)
- CC & Cllr P Scott noted the Cathedral planning permission application for the removal of trees has been withdrawn.

End of CC & Cllr P Scott's report.

Mayor & Cllr C Hardie invited the room regarding further questions.

Nothing further was raised.

CC & Cllr D A Thomas

- The dog fouling notices. DCC have stated they have put enough signs up, if we require additional signs then we have the image and can progress with a 3rd party to deliver additional ones.
Action: To review what the cost would be for additional signage.
- Cllr D A Thomas, the green paper is out regarding the councils amalgamating.
- The allowances for councilors has now been agreed, we should expect information regarding this over the coming months.
- The issue with the rubbish left behind HM Stanley/Livingstone place has been noted.
- No date has been set from the new CEO regarding meeting the St. Asaph City Councilors.

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

Nothing further was raised.

8. Minutes

The previous minutes were discussed regarding accuracy (previously circulated prior to the meeting)

- Accuracy:
 - CC & Cllr P Scott proposed and Cllr M Gedd seconded.

No further matters were raised.

9. Matters Arising

- None raised.

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

No further matters were made.

10. Financial Management

- a) To approve the schedule of payments detailed in Appendix A
 - a. Proposed by Cllr P Scott, seconded Cllr M Gedd
- b) To review the budget, income and expenditure – to be provided within the meeting.
 - a. Proposer Cllr J O Roberts, seconded Cllr R Williams

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

No further questions or comments were raised.

11. Planning Applications

- a) **Application Ref:** 46/2018/0202
Proposal: Felling of 9 no. trees and crown lift 1 no. lime tree within St. Asaph conservation area.
Location: St. Asaph Cathedral
Application Name: The Dean, Mr Nigel Williams
Consultation Closing Date: 02/04/18

This has now been withdrawn.

b) **Application Ref:** 46/2018/0171

Proposal: Orangery Extension to rear of dwelling

Location: 45 Ffordd Brenig, Livingstone Place, St. Asaph

Application Name: Mr Matthew Wilson

Consultation Closing Date: 16/04/18

Action: Provide feedback regarding the address, Livingstone place has not been agreed but was going to be used for marketing purposes only.

Additional planning application.

Discussed under urgent issues.

c) **Application Ref:** 46/2018/0290

Proposal: Erection of a detached domestic garage and workshop

Location: 16 Roe Parc, St. Asaph

Application Name: Mr Carl Wood

Consultation Closing Date: 27/04/18

Action: Council wish to object to this application. Access to the site is an issue.

Action: Clerk to provide feedback to DCC

12. ~~Projects Update~~

To receive Project Progress Report circulated with Agenda

- Information has been provided by DCC, it will be open for business on Monday, April 16th

Mayor & Cllr C Hardie invited the 26th of April to raise for the DCC & Cllr C Hardie issues.

No further questions or comments were raised.

13. Committees

To consider the committee structure for 2018 – 2019 (previously circulated)

- Cllr B Rust raised a concern regarding the budget setting meeting, all councilors should be invited to that going forward.
- Mayor & Cllr C Hardie noted the committee structure will remain in place as is.

14. Projects Update

- Projects update and circulated with Agenda
- Mayor & Cllr C Hardie ran through the project providing relevant updates.
- Civic Service is Booked for September 2nd
- Winter Fayre is booked for Friday November 30th
 - **Action: Clerk to email Pam to ensure those dates are in the diary.**
- GSPR Data Protection act May 25th, 2018
 - Mayor & Cllr C Hardie provided an overview of progress to date as covered in the Clerks email previously circulated on April 10th to all councilors.
 - The objective at this full council is to agree the relevant policy and code of practice documents recommended by our "DPO" Officer namely JDH Services (John Henry). These are as follows:
 - a) Data Protection and Information Security Policy
 - b) Internet, Email and Social Media Policy
 - c) Code of Practice for Surveillance Cameras and Personal Information
 - d) Closed Circuit Television (CCTV) Policy and Code of Practice
 - e) Privacy Notice – for staff, councilors and Role holders
 - f) General Privacy Notice
 - g) Information Sharing or Processing Agreement between the Council and Third Party
 - h) Privacy Policy
 - i) A retention schedule

- j) Code of practice for “Privacy Impact Assessments (PIA’s)
 - k) Personal Data Inventory
- Cllr B Cowie proposed we agree and adopt the above documents/reports
- Cllr P Morton seconded
- Resolve: Full Council agreed to adopting the above documents/reports.
- The next step is to review each individual document and align it to be St. Asaph City Council specific. This needs to be done prior to the next Full Council on May 9th.

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

No further questions or comments were raised.

15. Mayor and Deputy Mayor

- Mayor
 - Cllr R Williams noted that due to personal circumstances she will not be able to take nominations of Mayor ship for this next year (as previously planned).
 - Cllr D Hodgkinson Proposed Cllr C Hardie to take on the Mayor ship again.
 - Majority agreed
 - 1 against
- Deputy Mayor
 - Cllr R Williams nominated Cllr J O Roberts as Deputy
 - CC P Scott Seconded the proposal
 - Majority agreed
 - 1 against.
- Mayor & Cllr C Hardie had to stand to call point of order regarding Cllr P Morton’s outburst, Cllr P Morton would not stop being verbal and offending other council members. Mayor & Cllr C Hardie stood and said that if Cllr P Morton did not stop he would have to ask him to leave which Cllr Morton stated he would not.

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

No further questions or comments were raised.

16. Councillor Vacancies

- One was advertised with no applications. A co-option can now take place.
- Cllr C Hardie noted the council is not obligated to fill them (previously discussed this with DCC).
- Cllr P Scott proposed we stay as we are
 - Cllr B Rust we second that.
 - Resolve to continue with 12 councillors.

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

No further questions or comments were raised.

17. Bus Shelters

- Mayor & Cllr C Hardie provided an overview of the DCC requirement/proposal (16 x bus shelters @ £25 per clean). The cost to the City Council is £400 on an annual basis.
- Action: Clerk to add onto the assets register (16 bus shelters, currently only the x5 stone shelters are on there at present).

18. Clerk Recruitment

- Mayor & Cllr C Hardie provided a progress overview.
- The interviews will take place on April 18th 6pm – 8:30pm.
- Cllr P Morton, D Hodgkinson, D A Thomas, B Rust, J O Roberts will attend.

- **Action: Clerk to email CV's to the councillors that are attending the interviews.**

19. Correspondence

- Defibrillators
 - The Rotary would consider some funding for the project to
 - Cllr B Rust suggested the local Co-Op was a good place to have one.
 - Yes, we are interested in progressing, can Rotary progress and present the costs to council for the council to decide.
 - **Action: Clerk to email Rotary to reply.**
- Bowling Club – to stand the cost of fire retardant at the club
 - Council agreed to pay for the necessary fire retardant.
 - Proposed: CC & Cllr D A Thomas
 - Seconded by Cllr J O Roberts
 - Majority agreed
 - CC & Cllr P Scott did not vote
- Cllr B Cowie – Unlawful parking on St. Asaph High Street
 - The chap in charge of parking will progress this within the next two weeks. Two enforcement officers have been on the High Street managing the issue, improvement is already being realized.
- St. Asaph Community Hub Project – Spring Fair.
 - The tug of war competition is now not likely to go ahead.
 - Duck race on the river
 - Cllr B Rust – insurance issues? They need to be considered for health and safety.
 - Cllr C Hardie has spoken to the relevant parties regarding risk assessment and health and safety concerns.
- Consul for Japan in Wales – Letter received dated 6th April 2018.
 - Cllr C Hardie read out the letter received.
 - Ideas for planting areas (we will need to agree to maintain these going forward):
 - Lining the cycle path
 - Cathedral
 - New footpath on lower Denbigh Road
 - Some each side of the river
 - CC & Cllr P Scott proposed we should agree to this.
 - Cllr B Rust seconded
 - **Action: Clerk to write to accept the offer and then worry about where they will be planted later.**

20. Next Meeting Wednesday May 9th, 2018

The Meeting Closed at 20:42

Signed

Chairman of the Full Council Meeting held on 9th May 2018