



St Asaph City Council Cyngor Dinas Llanellwy

Minutes of the Meeting of St Asaph City Council held on 9th October 2019 at 7.00 pm in the Community and Council Meeting Rooms, Roe Plas Meadows.

Present:

Cllrs: Bill Cowie, J Ellison, M Gedd, G D Hodgkinson BEM, P G Morton, J O Roberts (Deputy Mayor), B J Rust, P Scott (Mayor), D A Thomas and R Williams.

1. Apologies for Absence

- Cllrs Hardie and Winter.

2. Declarations of Interest

- See Item 18 below.

3. Public Participation

- One member of the Public was present.

Re: Planning Application 46/2019/0516

Alexandra Buildings, The Roe, St Asaph

A revised plan re parking was circulated, showing four additional parking spaces.

Resolved the Council is now satisfied with the parking arrangements.

Resolved to withdraw the previous objections.

The Member of the Public Left the Chamber at 7.05 pm

4. Urgent Matters

- None

5. North Wales Police Service

The meeting was adjourned at 7.10 pm

The meeting was resumed at 7.20 pm

Report provided by PCSO Dave Jones

- Parked vans were broken into and tools were stolen. Rhyl has also been targeted.
- Assault outside a Public House. Arrests were made.
- Public Order offence at a Public House.
- Incident outside a Public House.
- Rogue Traders are operating, targeting older residents, offering to resurface their driveway.

The Mayor invited questions from the room.

The van parked in Lower Street was raised. The Police can do nothing further. The Mayor thanked the PCSO, who left the Chamber.

6. Mayor's Report

Report given by Cllr Scott:

- Busy with Gypsy and Traveller planning application.
- Attended Prestatyn Civic Service.
- Attended SSMG at St Brigids.
- Attended Finance meeting at VP School.

The Mayor invited questions from the room.

7. County Councilors' Reports

CC & Cllr D A Thomas

- Dealing with the issue of the van parked in Lower Street – update already given.
- Regards the small wall in Lower Street car park – the work is commencing in November.
- The car park at Ysgol Glan Clwyd is going ahead.
 - Cllr Cowie enquired about the potholes in Ffordd Siarl.
 - Cllr Williams enquired about expediting the double yellow lines on Lower Street.

End of Cllr Thomas' report.

CC & Cllr P Scott

- Attended several meetings re Planning.

End of Cllr Scott's report.

8. Minutes

The previous minutes of the meeting 11th September were discussed regarding accuracy (previously circulated prior to the meeting).

Resolved to accept the minutes as accurate, with two minor amendments.

9. Matters Arising

Item 11b) – Fencing at April Cottage. Advice received from Planning Officer. The Conservation Officer is satisfied with the new proposed fencing material.

Resolved to withdraw the City Council's previous objections.

Urgent Matters b) – re incident at the Bowling Club. The matter is to be dealt with by the Bowling Club.

10. Financial Management

a. **To approve the schedule of payments .**

Resolved to approve the payments schedule total value £ 10727-85

Under the Bowling Green agreement, the Council should pay for repairs to its equipment. However, the Bowling Club have agreed to contribute to the cost of repairs to the roller.

b. **To approve the income and expenditure budget.**

The Clerk explained that she is receiving numerous Freedom of Information requests due to St Asaph's city status. There is concern this could impact on the costs relating to the Data Control Officer.

Resolved the Clerk should write to Chris Ruane if the problem persists.

Resolved to approve the income and expenditure budget and finance report.

11. Planning Applications

a. **46/2019/0792**

Change of use of land to residential Gypsy and Traveller site to include 3 semi-detached amenity blocks with associated hardstanding access road and landscaping

Location: Land off Cwttir Lane Formerly part of Green Gates Farm, St Asaph

Applicant: Corporate Director: Communities, Denbighshire County Council

Consultation Closing Date: 22nd October 2019

Resolved that the clerk should advise Planning Department that the Council objects for the following reasons:

- **Loss of greenfield site;**
- **No access on footpaths towards amenities in city centre;**
- **This is a single vehicle road with passing places. If there is an emergency, access for Emergency Services would be restricted;**
- **Lack of lighting along Cwttir Lane;**
- **The results of petitions carried out and submitted to Denbighshire County Council last year shows there is a fear of crime.**

It was confirmed the City Council has no further commitment to Lichfields, Planning Consultants.

Resolved to pay for room hire at Oriel House for Public Meeting 14th October.

An Article on the front page of the Journal was discussed. Council were disappointed that the impression had been given that a decision would be made 9th October. There was concern that residents would believe they no longer had the opportunity to have their views considered.

Resolve the Clerk should write to Nicola Stubbins and Planning Department at Denbighshire County Council.

12. Environment & Assets Committee

The Allotment Association have received a donation of sheds which have a pitched roof. They request approval to install the sheds. The lease agreement is silent as to the type of roof.

Resolved to give approval to the Allotment Association to instal sheds with a pitched roof

Resolved to agree a budget of £200 for Winter planting.

Confirmation has been received that the lease for the Allotments is held by John Owens, solicitors. The Clerk is to make enquiries as to the unexpired term of the lease and any costs for varying the existing lease. Council will consider the Allotment agreement once this information is received.

Council reviewed the terms of the agreements with the Bowling Club and Football Club.

Bowling Club

- Minimum opening hours to be replaced with “opening hours by arrangement”;
- Term to be 10 years.

Football Club

- Include “Football Club must insure for £5 million Public Liability.

Resolved to amend the agreements with the Bowling Club and Football Club to reflect these terms.

Cllrs Scott and Roberts extended an invitation for any Council members to attend Committee meetings for the Bowling Club and Football Club respectively.

13. Gypsy & Traveller Site

This had been discussed under Planning 11. a).

14. Website Working Party

The minutes of the first meeting of the Website Working Party had been circulated prior to the meeting.

Cllr Thomas had reviewed the information on the Website which needed to be updated and distributed a list of the headings to Council. It was agreed that any information on the website must be current.

Resolved that, in addition to the mandatory information, there should be a link to the City Times as this would be a good source of local information.

**Resolved the Clerk should continue to have the mandatory information updated on the website.
Resolved the Website Working Party to authorise any additional information or details of events to be posted as required.**

There was a discussion about the installation of Broadband at the Council's Meeting Room. Members would be able to access paperwork electronically during meetings, which would save on printing and paper. It would also make the room more attractive to hirers. The Clerk had obtained costs from BT by telephone. A site survey at a cost of £385 & VAT would be required as the Meeting Room is not on the Royal Mail Postcode register. This would be completed in approximately 3 months. The monthly cost for unlimited Broadband would be £29.99 & VAT.

Resolved the Clerk should give instructions to have Broadband installed at the Meeting Room.

Website Accessibility was discussed. There is a legal requirement that the Council's website should be accessible to disabled users by September 2020. An initial assessment had been carried out by Designweb, which recommended an upgrade to the existing site. An approximate cost of £600 & VAT for this work was given. In view of the amount of work required it was agreed that this should be initiated from this year's Contingency budget, rather than wait until April 2020.

Resolved the Clerk should instruct Designweb to upgrade the City Council's website, indicating approximate costs of £600 & VAT.

15. Budget 2020-21

Council was asked to consider any projects for 2020-21 so that they can be costed before Budget Planning. These included:

- New Banners for the centre of St Asaph;
- New bin by the BT bench;
- Refurbishment of the Tennis Courts;
- Budget for Floral Displays;
- Flagpole.

The state of repair of the Meeting Room car park was raised. Instructions to address this were given to Groves Construction in June. They have advised Cllr Scott this work will be done once the existing work on Lower Denbigh Road is completed.

The possibility of a bandstand was discussed as a future project. This would necessitate applying for grants. Council are keen to progress with a City Plan.

Council considered whether they should continue to award Grants or donations as requests are received, or whether monies should be awarded once or twice a year.

Resolved to allocate Grants twice a year in March and September.

16. External Audit 2018-19

The External Audit certificate and report was received by Council confirming that the audit had been completed and was unqualified.

The certificate, report and action plan had been circulated prior to the meeting and all items had been actioned or noted for next year's return.

Resolved to receive and accept the Auditor's Certificate and Report for 2018-19.

17. Dementia Friends Training

Cllr Williams gave brief details about Dementia Friends Training. Members were asked to e-mail the Clerk by 25th October if they were interested in participating, so that arrangements can be made.

18. Correspondence

- a. e-mail from Vanessa Baldry, Hope House re: funding – hold for March allocation.
- b. e-mail from Debra Holmes, Chris Ruane's office re: Mapping & Community Activity – councillors to advise the Clerk of contact details for any relevant groups.
- c. e-mail from Cllr Rust re: It's Your Neighbourhood Cllr Rust reported that 52 points had been awarded which puts St Asaph in the "Improving" category. St Asaph only needed one more point for the next category. There is an Environment Group meeting to discuss arrangements for next year. Cllr Scott thanked Cllr Rust and her team for all their efforts. The City looked wonderful over the Summer months.
- d. letter from Janet Cameron re: Parish Church re-ordering and funding – hold for March Allocation. Cllr Williams declared an interest as she worships at the Parish Church and is a member of the electoral role of the Elwy Mission Area.
- e. e-mail from Sue Last re Dementia Friendly Communities – if Cllr Hardie is unable to attend meeting on 22nd October, another Member will be asked to represent the Council.
- f. letter from John Owens, Solicitor re: St Asaph Common.

Resolved the Clerk should confirm instructions to register a caution on the Land registry. Council also noted the documents held by John Owens on the City Council's behalf.

The meeting concluded at 8.55 pm.

Date of next meeting

Wednesday 13th November 2019 at 7 pm.

Signed

Chairman of the Full Council Meeting held on 13th November 2019