



## *St Asaph City Council Cyngor Dinas Llanellwly*

### **Minutes of the Meeting of St Asaph City Council held on 12<sup>th</sup> June 2019 at 7.00 pm in the Community and Council Meeting Rooms, Roe Plas Meadows.**

#### **Present:**

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

#### **1. Apologies for Absence**

- Cllr P Scott

#### **2. Declarations of Interest**

- Cllr Ellison declared a possible personal interest in item 11 (339) as the applicants are neighbours, although they are not known to her.
- Cllr Rust declared a possible personal interest in item 11(489) as the applicants are neighbours, although they are not known to her.

#### **3. Public Participation**

- None

#### **4. Urgent Matters**

- None

#### **5. North Wales Police Service**

Report provided by PCSO Dave Jones

- A break-in at the cash office at a caravan site.
- Anti-social behaviour at the Stanley Hospital. Five yellow cards were handed out.
- A dispute on the High Street.
- A dangerous dog at Spring Gardens – second offence.
- Anti-social behavior at Holly Court.

The Deputy Mayor invited Councillors to raise concerns or ask questions. No issues were raised.

The Deputy Mayor thanked the PCSO who left the Chamber.

## 6. Mayor's Report

- The Mayor was not present.

## 7. County Councillors' Reports

### CC & Cllr D A Thomas

- There would be no more major roadworks. Denbighshire County Council will finish off the roundabout by the Cathedral and there would be some minor re-surfacing.
- There is a proposal that all Leisure Centres and Sports Centres will go into a separate company.
- As regards the Gypsy and Traveller sites, Denbighshire County Council are now looking for one static site and are proposing to go to planning. There will be a meeting on 1<sup>st</sup> July at Optiq with the businesses on the business park to get their views.

Cllr Cowie mentioned that there was concern from residents that the site has been fenced off. Denbighshire CC have advised that this is so that further surveys can be undertaken and that it still has to go before planning.

- Cllrs Cowie and Roberts had raised the issue of the height barrier at Lower Street car park which was unlocked. This was because there were contractors working there.
- The issue with the double yellow lines is still ongoing.

### End of Cllr Thomas' report.

The Councillors were invited to ask questions or raise any issues.

## 8. Minutes

The previous minutes of the meeting 8<sup>th</sup> May 2019 were discussed regarding accuracy (previously circulated prior to the meeting).

**Resolved to accept the minutes as accurate.**

## 9. Matters Arising

- Item 9 – Cllr Cowie advised that he had received confirmation that a contract had been issued to K & M Construction to resolve the issue with the culvert at the junction of Lower Denbigh Road and Glascoed Road.
- Item 13 - Cllr Roberts confirmed he has applied for a grant and has received confirmation that a grant of £23.5k has been awarded towards the cost of the seated accommodation. Cllr Roberts also clarified that the structure would be approximately 14 yards by 4 yards.
- Item 11 – Cllr Scott had re-visited the site and had concerns about the application. All councillors were contacted and a majority confirmed that the Council should object on the grounds that the fence makes maintenance of the hedge at the adjoining property impossible, blocks off a wayleave, is not in keeping with a grade 2 listed property and was erected without consultation. These objections were advised to Planning Department.

## 10. Financial Management

### a) To approve the schedule of payments .

Cllr Hardie queried the payments to 360 Groundcare. Cllr Roberts confirmed these were for work to the football pitch and that the football club would be donating £1200 towards the cost.

**Resolved to approve the payments schedule total value £ 8059.15.**

### b) To approve the income and expenditure budget.

The Clerk explained that in order to have a GDPR cloud backup system, a direct debit would need to be set up for a small monthly fee (depending on storage required). Also it is likely the Council will have to have an enhanced Adobe package to enable documents exchanged with the accountants (for payroll) to be password protected.

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

**Resolved to approve the software packages and associated costs.**

### c) To approve a Direct Debit Payment to the Information Commissioner's Office.

This is for a mandatory registration fee of £35 per annum.

**Resolved to approve the Direct Debit payment to ICO.**

## 11. Planning Applications

### a) 46/2019/0339

Erection of extension to side of dwelling.  
Location: 20 Ashly Court, St Asaph  
Applicant: Ms Homer  
Consultation Closing Date: 19<sup>th</sup> June 2019

**Resolved that the clerk should advise Planning Department that the Council has no objections.**

### b) 46/2019/0489

Erection of extension to front of dwelling together with ramp to front door and alteration to vehicular access  
Location: 36 Roe Parc, St Asaph  
Applicant: Bryn Davies  
Consultation Closing Date: 1<sup>st</sup> July 2019

**Resolved that the clerk should advise Planning Department that the Council has no objections.**

### c) Consultation before applying for planning permission

Erection of housing on land within the curtilage of the property and to convert the existing house into apartments. (outline planning permission with some matters reserved)

Location: Bod Haulog, The Roe, St Asaph

Applicants: Drs O & R Prys-Jones

Cllr Rust advised that she had met with the applicants and they wished to convert the dwelling into apartments and build a dwelling on the field behind.

Cllr Thomas observed that they would come to a planning application.

- *received*

## 12. Annual Statement

The Clerk advised that the Internal Audit has now been completed and the Annual Statement and Annual Return are presented for approval by Council

**Resolved to approve the Annual Statement and Annual Return and that these documents should be signed by the Chair as confirmation.**

## 13. Internal Audit

The Internal Audit has been completed and the report was presented to Council together with a report of remedial actions taken.

**Cllr Rust observed that the audit had been very detailed.**

**Resolved to accept the Internal Audit with responses as per the report from the Clerk.**

## 14. Dementia Awareness

Cllr Roberts gave a report following his attendance Being at a Dementia Awareness event. Being a Dementia Friendly community is always something we are working towards, rather than something we achieve.

There was a discussion surrounding the role of the City Council and it was agreed that the Council should be involved and should be more proactive. Councillors are aware of the involvement of the Parish Church, the Cathedral and businesses.

**Resolved that as a first stage the Council should be trained as Dementia Friends and that Cllr Williams will liaise with the Clerk to arrange training for the Council. Cllr Winter will also contribute.**

## 15. Environment & Assets Committee

The minutes of the Environment & Assets Committee meeting on 23<sup>rd</sup> May were discussed.

Concerns had been raised about having boulders placed along the left hand side of the driveway.

Cllr Roberts stated that as the driveway was narrow anyway, passing places would be needed.

Cllr Hardie was concerned that the grass had eroded and felt that this measure would preserve the grass. It was agreed that the work on the car park was urgent.

**Resolved that the Clerk should instruct K & M Construction that the work on the Car Park should go ahead but not to continue with the boulders along the driveway. The Council will monitor the situation with the driveway and review.**

*Christmas Lighting* – Cllr Hardie and the Clerk are meeting with a Street-lighting Engineer from Denbighshire County Council to discuss options for Lower Denbigh Road.

*Grass Cutting* – the Clerk has requested tenders from three contractors. Only one quotation has been received from Glascoed Timber at £300 & VAT per cut. Denbighshire County Council no longer have an approved contractor list. The invitation to tender was placed on the City Council website from 1<sup>st</sup> until 30<sup>th</sup> April and there was no response. The contract is for eight cuts per annum, but the number of cuts is dependent on the weather. Height of the grass is confirmed at 6.5 cm.

**Resolved to accept the quotation from Glascoed Timber at £300 & VAT per cut and issue a three year contract from 1<sup>st</sup> April 2020.**

*Contract for emptying Dog & Litter Bins* – The invitation to tender was placed on the City Council website from 1<sup>st</sup> April until 30<sup>th</sup> April 2019 and also sent to two contractors. No response or quotations were received. Denbighshire CC do not have an approved contractor list. The only quotation received was from Glascoed Timber at £150 & VAT per collection. Discussions referred to recent problems with litter and the need to specify the dates during which twice weekly collections are required. Also to specify City Council requires notice if contractors will not be available over Bank Holidays. Options for additional bins at Roe Plas Meadow were discussed.

**Resolved to accept the quotation from Glascoed Timber at £150 & VAT per collection. Twice weekly collections required from the Monday before Easter weekend through until the end of the first week in September. Notice required from the contractors if they are unable to collect over Bank Holidays. The most heavily used bins to be checked over Bank Holiday weekends.**

**Resolved that the Clerk should order one 1280 litre bin from Denbighshire County Council to be supplied from the Monday before Easter until the end of the first week in September and to be emptied once a month. Cost is £24.56 per collection.**

*MUGA Lights* – Four of the lights are no longer working and these have been switched off pending repair or replacement. The Clerk had obtained a list of contractors from Denbighshire County Council. These were reduced to four (due to geographical location and specialisms). The Clerk invited these four contractors to quote. The only response was from Mick Dodd Electrical who quoted £4929.12 & VAT to replace eight units.

**Resolved to accept the quotation from Mick Dodd to replace eight units.**

*Playground Inspections* – playground inspection reports have been received in respect of Andrew Pirie Play Area, Bryn Gobaith Play Area, St Asaph Common Play Area, Common Wheeled Sports Area, Common Trim Trail and Roe Plas Meadow MUGA. The list of remedial work was discussed. The Clerk has ascertained that the rubber surface at the trim trail has sunk in places and needs to be replaced.

**Clerk to purchase replacement matting and have it installed by Glascoed Timber.**

**Clerk to obtain quotations for repairs to wet pour.**

**Glascoed Timber are completing the remaining work to remedy the issues.**

### **Renewal of Insurance Policy and Review of the Asset Register.**

Following the Internal Audit, there was a recommendation that the Council should write off the value of the Bowling Clubhouse following the fire in November 2017 and capitalise the Council's expenditure in rebuilding the clubhouse. The new asset value was calculated as £21310. This figure excludes VAT and also demolition and inspection costs.

**Resolved to write off the existing value for the Bowling Clubhouse and approve a new value of £21310.**

It was agreed at the Environment & Assets meeting that new professional valuations should be sought for the Council's three buildings. These have now been received:

<b>Property</b>	<b>New Insurance Valuation **</b>	<b>Existing Cover</b>
Council Meeting Room	£135,000	£190,962
Football Pavillion	£130,000	£132,612
Bowling Clubhouse	£50,000	£37,131

Resolved to update the insured values of the three properties to the values in column \*\* above.

The insurance company have been advised of all the Council's playgrounds and the number of Pieces of equipment have been updated. The question of whether material damage to play equipment should be covered.

Resolved the Clerk should advise Zurich Insurance to cover play equipment for public liability only. Provision for repairs should be included in the Council's budget.

**Resolved to approve the new total asset value of £759,845, with insured values amended as in column \*\* above.**

Clerk has requested a tree survey from Countryside Services at Denbighshire County Council – awaiting response.

**Fire Safety** - Cllr Cowie gave a report to the Council regarding fire safety at the meeting room following a recent review.

**Signs** - A new Assembly point sign is to be installed and a Fire Exit Keep Clear sign to be applied to the exterior of the Fire Exit (awaiting repainting). Otherwise signs are up to date.

**Hazards** - Obsolete records have been shredded so there is no surplus paper. PAT testing has just been completed on all appliances. The bin outside the building is to be moved to a safer distance.

**Equipment** – extinguishers have just been checked. Three smoke alarms need to be replaced. Emergency lighting needs to be reviewed and replaced.

Cllr Cowie is to meet with a Fire Safety Officer from the Fire Service tomorrow for additional advice. Cllr Cowie suggested that similar reviews are carried out at the football pavilion and Bowling Clubhouse.

Cllr Cowie also advised that the new CCTV system has been installed. Both Cllr Cowie and the Clerk Have had training.

### **NRW Remedial Works**

There was a discussion regarding the use of surplus funds from the NRW remedial works and how this might be used.

Resolved that £500 should be allocated to the floral displays to support St Asaph's entry into "It's Your Neighbourhood" competition. This is in addition to £500 already pledged by the Council, giving a total budget of £1000.

## Assets Inspection

**All Councillors were advised that the annual Assets Inspection has been arranged for Monday 24<sup>th</sup> June at 6pm, meeting at Lower Street car park.**

## 16. Internal Control Procedures

Report and Statement of Internal Control was reviewed by Council. These have been updated to reflect current procedures. The main amendments include introduction of Internal Control checks on

a sample of payments and the reconciliation of accounts to be conducted at half yearly intervals. On completion, the nominated Councillor will report to Council.

**Resolved that Cllr Scott be approved to conduct the Internal Control checks.**

**Recommended that Cllr Scott train another councillor to assist and deputise to ensure continuity.**

The second amendment to procedures is for Council to approve the frequency with which the Laptop PIN and passwords are changed.

**Resolved that the Laptop PIN and passwords are to be changed at quarterly intervals.**

**Resolved to approve the Internal Control Procedures.**

## 17. Correspondence

- a. e-mail from Chris Ruane's office re Business Start-up event – received.
- b. e-mail from Cllr Ellison re newspaper article FFP Solutions – for information only – received.
- c. e-mail from Cllr Williams re: sign – dogs.

Agreed that wording should be added about keeping dogs on a lead in the sheep field, signs should be bi-lingual, and 4 or 5 signs should be ordered. Signs to be sited at Roe Plas Meadow and the Common.

**Resolved that Clerk should research signs and progress.**

- d. e-mail from Caroline Thomas NWIMF re Launch Invitation and funding. Invitation was extended to all councillors.

**Resolved that all Councillors should fund their own tickets.**

**Resolved that a donation of £750 should be made to NWIMF.**

- e. e-mail from Gwyn Moseley NRW enclosing updated St Asaph community flood plan – received.
- f. letter from Dial a Ride re AGM – Cllr Morton will attend – received.
- g. letter from Bobath re Annual review & Fundraising – received.
- h. e-mail from Catrin Hughes re Dementia Services North Wales – referred to discussions in 14. above Consultation open until 26<sup>th</sup> July - received.
- i. e-mail from Denise Dalbertson WI re Wales Natural Heritage Trust. Cllr Rust advised the Environment Group receive trees each year and they can advise the WI when they are planting – Clerk to respond with the Environment Group offer.
- j. e-mail from Catrin Hughes DCC re Press Release – Urdd Success – the Council were pleased to note the achievement of Ysgol Esgob Morgan. Cllr Roberts advised they were very grateful for their cheque.
- k. e-mail from Tracy Gilmartin-Ward, One Voice Wales re On-Line Learning modules – received.
- l. letter from St Kentigern re fundraising – received
- m. e-mail from Cllr Winter re derelict properties.

There was a discussion about derelict properties. A number of these have been reported to Denbighshire CC who can only confirm whether Council Tax is paid.

The meeting concluded at 8.35 pm.

**Date of next meeting**

Wednesday 10<sup>th</sup> July 2019 at 7.00 pm.

Signed .....

**Chairman of the Full Council Meeting held on 10<sup>th</sup> July 2019**