



*St Asaph City Council*  
*Cyngor Dinas Llanellwy*

Minutes of the Meeting of St Asaph City Council held on Wednesday 24<sup>th</sup> June  
2020 at 11.30 am with remote attendance via Zoom.

**Present:** Cllrs J Ellison, M Gedd, C A Hardie, P G Morton, J O Roberts (Deputy Mayor), B Rust, P Scott (Mayor) and D A Thomas

Councillor Morton lost connectivity before the meeting commenced.

2020/55 **Voting System for Meetings with Remote Attendance**

As this is the first meeting with remote attendance, Council discussed an appropriate method of voting. There was a proposal that voting should be by the Mayor calling out councillors' names and each would respond with "For", "Against" or "Abstain".

**Resolved that voting for meetings with remote attendance would be carried out via a roll call, with councillors responding "For", "Against" or "Abstain".**

**The Clerk is to keep a tally on a record sheet. Unless there is a request for a recorded vote, the voting record sheets will be disposed of once the minutes of the meeting have been approved.**

2020/56 **Policy for Meetings with Remote Attendance**

Council considered the draft procedures for meetings with remote attendance, which was circulated to all councillors prior to the meeting.

**Resolved to approve and adopt the Procedures for Remote Attendance at Meetings.**

2020/57 **Apologies for Absence**

Apologies were received from Cllr Williams due to illness.

2020/58 **Declarations of Interest**

There were no declarations of interest.

## 2020/59 Public Participation

One member of the public and one member of the press were present.

Cllr Morton re-joined the meeting having re-established connectivity.

## 2020/60 H M Stanley

This agenda item was brought forward as the member of the public wished to address the Council on this issue.

The Mayor informed the Council that the following representations had been received:

- Five letters requesting removal of the sculpture.
- Two petitions asking for removal of the sculpture.
- Nine letters requesting that the Council retain the sculpture.

The member of the public addressed the Council giving her reasons for requesting that the sculpture be removed. She also advised that she had presented one of the petitions received to this effect.

The member of the public went into the waiting room whilst Council debated the issue.

There was a discussion regarding the conflicting nature of the evidence, giving both sides of history. The author, Tim Jeal, had had access to papers from archives, which had not been accessed previously. Overall, a picture of a man with strengths & weaknesses emerged.

There was a proposal that, as there was no weight of evidence one way or the other, the City Council leave the sculpture in place as it is until such time in the future as the evidence supports one view or the other.

There was a second proposal that the Council should consider re-writing the interpretation board to include the conflicting views as to Stanley's character and behaviour.

A draft press statement was read out to Council for approval.

**Resolved to retain the sculpture but re-write the information board to reflect the current climate using Tim Jeal's biography and documents received in the last few weeks.**

**Resolved to approve the press statement presented.**

The member of the public re-joined the meeting and was advised of the Council's decisions.

There was a proposal that a working party should be formed to research the available evidence and to re-write the interpretation board. The member of the public was asked if she would like to join the working party and be part of this work. The member of the public accepted.

**Resolved that a working party should be formed, with the member of the public and Cllrs Roberts, Thomas, Rust and Gedd as its members.**

**The member of the public and the member of the press left the meeting.**

## 2020/61 Urgent Matters

There was one urgent matter which was discussed at the end of the meeting.

## 2020/62 North Wales Police

PCSO Dave Jones was unable to attend, but provided a written report which was read out by the clerk:

- The PCSO praised the community of St Asaph for their diligence in following the guidelines since lockdown began. He was also heartened by the number of residents who reported concerns for vulnerable neighbours and friends. He wished to thank the Community of St Asaph for sticking together and adhering to the lockdown guidelines.
- He stated that the virus isn't going away anytime soon, so we must all keep our vigilance and continue to keep an eye on the elderly or vulnerable. If anyone has concerns, PCSO Jones can be contacted on his mobile and he will visit to see what help can be given, even if it is just for reassurance.
- There had been instances of confusion regarding lifting of certain lockdown measures, but these had been very few.
- There were no instances of anti-social behaviour of any significance, which was a credit to the local youngsters.
- There was a suspicious circumstances in Bishops Walk with cold-calling. Trading Standards are investigating.
- E-mail and telephone scams are still ongoing. Advised residents not to give any bank details or personal details either by phone or e-mail.
- Aware of the potential issues with the sculpture at the bottom of the High Street and asked to be kept informed of any issues or decisions so that the Inspector can be advised.

The Mayor invited questions from the room. There were none.

## 2020/63 Minutes

The previous minutes of the meeting 11<sup>th</sup> March 2020 were discussed regarding accuracy (previously circulated prior to the meeting).

**Resolved to accept the minutes of 11<sup>th</sup> March 2020 as accurate.**

**The Mayor thanked Cllr Roberts for all his work during lockdown when he has given unfailing support to both the Mayor and the Clerk by meeting with contractors, investigating issues, relaying reports and cheques for signature. Both the Mayor and Clerk are very grateful.**

## 2020/64 Matters Arising

There were no matters arising.

## 2020/65 Financial Management

- a) **Resolved to approve the Payments Schedule, total value £27,934-01.**
- b) The Finance report (circulated prior to the meeting) was discussed.

Cllr Rust asked for clarification regarding the Nat West account. The statements now bear a clause stating that the Council's deposit may not be protected under the FSCS scheme. The FSCS website states the deposit should be protected under the scheme as the City Council's annual budget is below EUR 500,000. The Clerk has written a second letter to Nat West pointing this out. A reply is awaited.

Cllr Hardie asked for clarification that the costs of the football stand and tractor would be covered by receipt of grant and insurance claim monies. Cllr Roberts confirmed this was the case.

**Resolved to approve the Income and Expenditure budget and Finance report.**

**Resolved to approve the following training for the clerk:**

- i. to attend the One Voice Wales/SLCC conference in November.
- ii. to attend CILCA portfolio training (For clerk's qualification).

**c) Resolved to approve the Direct Debits schedule for the financial year 2020-2021**

Cllr Roberts queried whether the electricity bill for the football pavilion had been received yet. The pavilion had to be dried out following the flood and Cllr Roberts was concerned about the additional costs. The increased insurance premium as a result of the insurance claim was also raised.

The clerk will include both these costs in correspondence to NRW concerning the City Council's additional costs following the use of Roe Plas Meadow as a flood plain.

## 2020/66 Planning Applications

- a) **Application Number: 46/2020/0407**  
**Proposal:** Removal of hedge and erection of a 1.8m high timber panel and concrete screen fence to front of property  
**Location:** Inglenook, Penrhewl, St Asaph  
**Consultation Closing Date:** 25<sup>th</sup> June 2020

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

- b) **Letter from The Planning Inspectorate Reference EN010122-0023 & EN010122-0020**  
**Re: Application by Awel y Môr Offshore Wind Farm Ltd for an order granting Development Consent for the Awel y Môr Offshore Wind Farm**  
**Consultation Closing Date:** 12<sup>th</sup> July 2020

There followed a discussion regarding the possible availability of grant funds as a result of this proposal.

Cllr Thomas will make enquiries with Denbighshire County Council regarding any available grants to assist businesses in St Asaph to provide safety measures when re-opening after Coronavirus.

Cllr Morton asked that the Council consider health & safety measures for the Clerk when library sessions are resumed.

## 2020/67 Scheme of Delegation

Due to the restrictions imposed due to Coronavirus, the City Council has been unable to hold meetings to transact its business. Emergency procedures and a draft delegation scheme were drafted to enable the Council to continue to operate. As the last meeting of the City Council preceded the lockdown, these draft procedures have not been placed before Council.

**Resolved to ratify and approve the COVID 19 Emergency Procedures Delegation Scheme.**

**DD2020/0001**

## 2020/68 Delegated Decisions

The Council reviewed the schedule of delegated decisions made since the last Full Council.

**Resolved to ratify and approve the following decisions:**

Number	Date	Resolved :
DD2020/0002	31/03/2020	To consent to tree work to be carried out at Roe Plas Meadow re: Power Line Safety
DD2020/0003	1/04/2020	To continue to pay costs litter picker who is on furlough. Co-Options will invoice at end of lockdown.
DD2020/0004	2/04/2020	To have new bin installed to replace one lost in recent floods.
DD2020/0005	10/04/2020	To approve payments on schedule for April, total value £22,368-45.
DD2020/0006	10/04/2020	To approve the April Finance Report.
DD2020/0007	10/04/2020	To receive the loan statement to 31/03/2020
DD2020/0008	10/04/2020	To Receive all correspondence for April – items a-h.
DD2020/0009	17/04/2020	To lock the vehicle gate to Roe Plas Meadow to comply with Police request for the duration of restrictions.
DD2020/0010	4/5/2020	To permit the Allotment Association to allow greenhouses/polytunnels on allotment plots.
DD2020/0011	7/5/2020	To agree to request from NWIMF that they be allowed to retain donation £750.
DD2020/0012	5/5/2020	That the Clerk should send a letter of complaint to Post Office Ltd re: proposed withdrawal of cash machine.
DD2020/0013	12/05/2020	To review the proposal to cancel the Winter Fair in September.

DD2020/0014	7/5/2020	To confirm Cllr P Scott as Mayor and Cllr J Roberts as Deputy Mayor, both for a further period of 12 months.
DD2020/0015	6/5/2020	To accept quotation £550 & VAT from Glascoed Timber to replace rotten stile with kissing gate.
DD2020/0016	15/05/2020	To approve payments on May schedule, total value £2,226-52.
DD2020/0017	15/05/2020	To approve the May Finance Report.
DD2020/0018	15/05/2020	To receive correspondence on May schedule items a-f.
DD2020/0019	28/05/2020	To approve Zoom as the Council's virtual meeting platform.
DD2020/0020	15/05/2020	To approve the final payment of £11520 to NWES re: football stand. (Included on June Payment schedule)
DD2020/0021	8/6/2020	To approve payment of £2999-00 to MGM Ltd re: new tractor for football pitch. (Included on June payments schedule).
DD2020/0022	10/06/2020	To have disused kissing gate moved to replace second stile at Roe Plas Meadow to improve accessibility of entrance.

## 2020/69 Internal Control

The Council reviewed the Internal Control procedures, previously circulated to all Councillors.

**Resolved to approve the Internal Control Procedures for 2020-2021.**

## 2020/70 Internal Audit Report

The Council reviewed the report from JDH Business Services dated 12<sup>th</sup> June 2020, following the Internal Audit of the Council's internal controls specified on the Annual Return for local councils in Wales, together with the action plan to address the issues raised.

**Resolved to receive and accept the Internal Audit Report for 2019-2020.**

**Resolved to approve the action plan to address two issues raised.**

## 2020/71 Annual Statement of Accounts and Annual Governance Statement

Following completion of the Internal Audit:

**a) Resolved to approve the Annual Statement of Accounts and the Bank Reconciliation for 2019-2020.**

**b) Resolved to approve the Annual Governance Statement for 2019-2020.**

**c) Resolved to approve the Annual Statement for 2019-2020.**

**Resolved to approve that the Mayor authorise the documents in a) b) & c).**

## 2020/72 Asset Register

The Football stand has now been completed at a cost of £18,761.47 net of VAT.

**Resolved that the Football stand should be added to the Council's Asset Register at an acquisition cost of £18761, Insured Value is £36050.**

**Resolved to approve the amended Asset Register, Total value £779741.**

## 2020/73 Insurance Policy Renewal

The insurance renewal schedule was circulated to all councillors prior to the meeting.

**Resolved to renew the Insurance with Zurich Municipal, premium £2354-48 to take effect from 10<sup>th</sup> July 2020.**

## 2020/74 Roe Plas Meadow

Cllr Roberts gave a verbal report to Council regarding the condition of Roe Plas Meadow following the floods. There is still quite a lot of flood debris remaining, together with some fallen trees. There is an area which has been left uncut to encourage wildlife. However as the Afon Elwy Group have been unable to carry out their normal activities, some areas are in a worse condition than usual. Pest Control have been called out to deal with reports of rats.

NRW had promised to clear some of the flood debris, but due to staffing problems during the lockdown, they have been unable to carry out the work.

**Resolved the Clerk should obtain quotations to have the area cleared of flood debris and tidied up.**

## 2020/75 Appointment of Mayor for 2020-2021

- a) **Cllr Scott signed the Declaration of Acceptance of Office, which was then shown to Council.**

## 2020/76 Appointment of Deputy Mayor for 2020-2021

- a) **Cllr Roberts signed the Declaration of Acceptance of Office, which was then shown to Council.**

## 2020/77 Flood Report

Cllr Scott gave a report to Council:

Both NRW and Denbighshire County Council have promised an investigation into the flooding which occurred in February, however this has been interrupted by COVID. Cllr Scott continues to raise this subject at every County Council meeting. He is concerned that the issues should be addressed before Autumn.

Cllr Morton raised his concern that the flood defences had resulted in the football pavilion and pitch being flooded.

Cllr Scott had received correspondence from a resident regarding the culvert on Lower Denbigh Road, where the water should have been pumped into an overflow. This needs to be addressed urgently. A lot of people helped to alleviate the problem on the day. Cllr Morton commented that Cllr Scott had taken good video evidence which should help to identify the problems.

## 2020/78 Correspondence

a) – e-mail from Sue License, Denbighshire County Council re: Digital Officer – received.

b) – letter from Stuart Taylor, Post Office Ltd re: Cash machine facility.

The Clerk has written to Bank of Ireland who own the network – awaiting reply.

**Resolved the Clerk should write to Bank of Ireland again requesting a reply.**

c) – letter from Eifiona Williams, Welsh Government re: Sustainable Drainage Systems – received.

d) – e-mail from Sarah Johnson, Tarian Cymru re: request for funding.

**Resolved to approve payment of £50 to Tarian Cymru.**

e) – e-mail from Caroline Thomas, NWIMF – letter of thanks re: retention of donation.

**Resolved the Clerk should reply requesting that they carry the funds over for next year's festival.**

f) – e-mail from IRPW enclosing supplementary report – received.

g) – e-mail from Tracy Gilmartin-Ward, One Voice Wales re: World Environment Day. Cllr Rust suggested that St Asaph could have wildflower verges and meadows and decrease mowing.

**Resolved that the Clerk should apply for this scheme.**

Cllr Hardie stated that Council will need to decide where the seeds should be sown.

h) – e-mail from Julie Starling, BCUHB re: COVID 19 Cardiology Clinics – request for funding.

**Resolved to approve payment of £50 to Awyr Las Keep the Beats.**

i) – e-mail from NSPCC Fundraising Wales, South West & Channel Islands re: NSPCC Childhood Day – received.

j) – e-mail from a resident regarding the condition of the area behind the Library.

Cllr Thomas pointed out that this area is not a designated car park.

Cllr Hardie advised Council that the trees were planted under a Welsh Government scheme and at the moment this area is still under the control of NRW. The City Council is still awaiting the contract paperwork from NRW legal department. Until this contract is signed, we do not have approval for funding to pay for the maintenance programme over the next five years.

Glascoed Timber did some preliminary work to the surface, but the job was interrupted due to COVID.

**Resolved the Clerk should reply to the resident to advise them of the situation.**

2020/79      Urgent Matters

**Councillor Vacancies**

Cllr Rust raised the issue of the resignations of Cllrs Hodgkinson and Cowie, which resulted in a total of five vacancies.

Resolved to place an article in the City Times inviting applications.

**12.55 pm      Cllr Ellison left the meeting.**

Cllr Rust requested that the Clerk minute the City Council's thanks to the Clerk for all her work during lockdown, particularly for researching the events of 2008-2011 regarding the sculpture.

Cllr Rust requested that the Winter Fair be added to the July Agenda, so that Council can consider the likelihood of this event being able to take place.

**The meeting concluded at 1.15 pm**

**Date of Next Meeting:**

Meeting with remote attendance held 15<sup>th</sup> July 2020

**Signed .....**

**Chairman of the Full Council Meeting held 15<sup>th</sup> July 2020**