



St Asaph City Council
Cyngor Dinas Llanellwy

**Minutes of the Meeting of St Asaph City Council held on Wednesday 15th July
2020 at 10.30 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

Cllr Morton was not present at the commencement of the meeting but joined at a later stage.

2020/80 Apologies for Absence

Apologies were received from Cllr Williams due to illness.

2020/81 Declarations of Interest

See items 2020/87 & 2020/94 j)

2020/82 Public Participation

There were no members of the public present.

2020/83 Urgent Matters

Cllr Roberts had one urgent matter which was discussed at the end of the meeting.

2020/84 Minutes

The previous minutes of the meeting 24th June 2020 were discussed regarding accuracy (previously circulated prior to the meeting).

Resolved to accept the minutes of 24th June 2020 as accurate.

2020/85 Matters Arising

Item 2020/60 H M Stanley – Cllr Roberts has met with the Member of the Public at the sculpture and they viewed the interpretation board. Cllr Roberts has asked the Member

of the Public for any amendments she would like to make to the information board. Cllr Roberts will contact her again for follow-up.

Item 2020/65 – Financial Management – Cllr Rust enquired whether the Clerk had received any response from Nat West. The Clerk will chase for a reply in one month.

Item 2020/78 – Correspondence b) – Cllr Rust enquired whether any response had been received from the Bank of Ireland. The Clerk confirmed she had written again to the Chief Executive, but had not received any response. It was noted that the cash machine is still in place.

2020/86 Financial Management

- a) The Clerk stated that her expenses for this month included reimbursement of £1408.80 for two water bowsers. Open Spaces funding has been agreed for these items.

The payment for materials to secure the Snake of Hope was queried and this project was explained to Council by Cllr Scott. Cllr Scott confirmed that NRW had given permission for the stones to be secured to the flood defence wall using adhesive. This work has been carried out by residents, but the Council has supplied the materials.

Resolved to approve the Payments Schedule, total value £5,441.42.

- b) The Finance report (circulated prior to the meeting) was discussed.

The Clerk explained that one of the grants approved at the June Full Council is included on the payments schedule. However the Clerk has contacted the second organisation, Tarian, for payee and address details in order to issue a cheque. No response has been received to date, so this payment has not been processed.

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

2020/87 Planning Applications

- a) **Application Number:** 46/2020/0457
Proposal: Change of use and alterations to Public House to form one dwelling and associated works
Location: The Bridge, Lower Street, St Asaph
Consultation Closing Date: 17th July 2020

Cllr Thomas declared an interest as the applicants are known to him.

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

2020/88 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 :
DD2020/0023	03/07/2020	To have a sign made for the Snake of Hope and this to be attached to the railings on the Flood Defence wall

Cllr Scott confirmed that NRW had given permission for the sign to be affixed to the railings.

Cllr Roberts requested that the explanatory text at the bottom of the sign should also be in Welsh. The main body of the sign consists of a poem.

Resolved that the Clerk should liaise with Cllr Roberts to have the explanatory text translated into Welsh and included on the sign.

2020/89 Playground Inspection Reports

The Council reviewed the Playground Inspection Reports dated 29th December 2019, previously circulated to all Councillors. The Clerk has drawn up a list of remedial works and repairs to be carried out and these were forwarded to Glascoed Timber 11th June. A progress report has been requested, but not received.

Resolved to receive the Playground Inspection Reports dated 29th December 2019.

Council then discussed whether play areas could be re-opened from Monday 20th July 2020 following the statement from the First Minister on Friday 10th July 2020.

There were concerns that the City Council could not monitor the play areas to ensure that they are COVID secure.

Cllr Roberts raised his urgent matter at this point:

The Welsh Government have confirmed that football is a non-contact sport. As a result, some training will start in accordance with guidelines over the next week. Only Seniors will be training initially in groups of no more than 6, with no more than 30 people on the pitch. Players will have to bring their own hand sanitiser.

Cllr Roberts also wished to thank the City Council for allowing the Football Club to carry out work to secure their place in the Tier Three League.

Resolved that the play areas should remain closed to the public, as repairs still need to be carried out and the City Council lack the resources to provide stewards or the suggested cleaning regime to make the facilities COVID secure.

Resolved that a statement should be issued to this effect.

Cllr Scott will draft notices advising the Public of this decision and that this is taken with the safety of the Public in mind.

Cllr Hardie will laminate the notices and put these in place.

Resolved to reimburse Cllr Hardie for materials in connection with this task.

2020/90 Assets

a) To receive and consider e-mails from residents re: litter

The Clerk has made enquiries with the Council's contractors regarding the sufficiency of bins and collections. Contractors advise that the existing bins are sufficient and, in their view, are in the right places. On occasions, they find that general waste is deposited in the dog waste bins, and also, that bags of household waste are fly-tipped next to some of the bins. Some bins are emptied more frequently as they are more heavily used. They consider that the existing arrangements are adequate.

Cllr Scott noted that one problem area is the riverside behind the allotments and on the sheep field at Roe Plas Meadow. Cllr Scott has conducted a litter pick and advised that most litter was from disposable BBQs and drink cans, bottles and associated litter.

Council also believes that St Asaph is an alcohol-free zone and that it is not permitted for alcohol to be consumed outdoors in public places.

A second problem area which was highlighted is the footpath behind the High School. Cllr Roberts confirmed that this area is not school property and is not accessible, due to the high fence, so it is difficult to see how the litter could have been deposited.

Resolved, once we are COVID clear, to organise a City clean-up in the Spring of next year. Cllr Hardie will include this in his report to the City Times. The Mayor requested that Cllr Hardie also included the City Council's thanks to all the unsung heroes who do litter-pick as a matter of course.

Cllr Roberts advised that the Captain of the Football team will also organise a clean-up at Roe Plas Meadow.

Continued after 2020/91....

11.15 am Cllr Morton joined the meeting. He apologised for not joining earlier, due to technical difficulties.

The PCSO's report had been received and it was agreed that this would be considered next.

2020/91 North Wales Police

PCSO David Jones was unable to attend the meeting, but sent a written report, which was read out by the Clerk.

- There were no incidents of note to cause concern to the General Public.
- With the easing of lockdown, public behaviour has been very good, but there is some confusion about the remaining restrictions.

The Mayor asked the room for comments or questions, to be advised to the PCSO.

Resolved the Clerk should advise the PCSO that the play areas were remaining closed, due to safety concerns.

The Clerk is also to mention that there is evidence of breaches of the No-alcohol Zone – particularly along the riverside at Roe Plas Meadow.

2020/90

Resumed...

b) To consider a quotation for new banners for the High Street

£1500 is provided for in the budget for 2020-2021. At the beginning of the COVID-19 restrictions, it was decided not to have the banners installed as usual, in order to save costs.

Cllr Thomas suggested that the background colour should be lighter so that the banners have more impact.

Cllr Rust pointed out that the City Council is to provide the artwork and suggested that this is reviewed at the meeting in September.

c) Mary Short Fountain

Restoration of the fountain was initially considered as a project for Open Spaces. Unfortunately it did not qualify for this funding and the Clerk did not receive any response from the NHS fund for provision of water fountains.

A quotation of £400 plus VAT was considered to restore the plaque only.

Resolved that the Clerk should accept the quotation from David Kynaston to restore the plaque.

d) Footpath from Pont Dafydd to Chester Street

A request from a resident was considered to have the footpath cleared at the City Council's expense on a monthly basis.

It was stated that this is Denbighshire's responsibility and the City Council should not bear the expense as this would result in double taxation for residents.

Resolved the Clerk should report the footpath to Denbighshire and ask them to ensure the footpath is maintained.

e) Flood Defence Wall adjoining the Bowling Club

Cllr Scott explained there had been problems with members of the public walking and cycling along the wall. NRW have included removing the post & wire fence alongside the wall and clearing the undergrowth in their program of works following their site visit last week.

The Bowling Club are investigating the possibility of having railings added along the wall to deter people climbing on the wall. The Club have safety concerns as there is a steep drop on the Bowling Club side.

f) Procurement

The Clerk and Mayor have had issues with works not being completed in a timely manner, with some jobs over twelve months old. The Clerk would like to change the procurement process, issuing job sheets and giving deadlines for accepting the task and completing the work.

Resolved that the Clerk will now issue job sheets and set deadlines for completion. Any incomplete tasks will be allocated to a new contractor if not completed by the deadline. Any tasks not accepted within five working days will be re-allocated.

g) Local Places for Nature Capital Fund

There was a short discussion and it was agreed that suitable locations will be considered when the Assets Inspection is carried out.

h) Assets Inspection

The Clerk is to write to councillors asking for availability so that a suitable date can be arranged.

2020/92 Open Spaces

Following confirmation of the funds awarded to the City Council, Council considered progressing the projects:

1. Finger Signs

Resolved the Clerk is to order the new signs, accepting the quotation of £5567-09. As this is a specialist company, alternative quotes are not available.

2. Gathering Place

On the Assets Inspection, a more detailed plan will be considered. Cllr Thomas to draw up a detailed plan for the project.

Local Places for Nature Butterfly Garden to be sited here – to be included in the plan.

3. Tennis Courts

Three quotes were considered, the second lowest quote to be accepted as this is from a specialist tennis court company.

Resolved the Clerk is to instruct Ace Court Company to carry out the work to the Tennis Court and accept quotation £3695.

4. Bins

The location for bins to be considered on the Assets Inspection.

11.30 am Cllrs Ellison & Roberts left the meeting due to prior engagements.

2020/93 Events

The Council considered whether it is feasible to hold the following events in view of the COVID-19 restrictions. It was noted that the Cathedral is only open for private prayer at present.

a) Mayor's Civic Service

Usually takes place in September.

Resolved that the Mayor's Civic Service will not take place this year.

b) Remembrance Sunday

There was a discussion as to whether the Cathedral was likely to be able to hold services. A suggestion was made that a short outdoor service could be held at the Cenotaph. Cllr Thomas noted that arrangements could usually be made in a few weeks for Remembrance Sunday. The most time critical task would be to arrange any road closure.

Resolved to review this decision in the Autumn

c) Winter Fair

It was agreed that it was unlikely to be possible to hold the Winter Fair as typically, there were large numbers in attendance and it was difficult to see how social distancing could be achieved.

Resolved not to hold the Winter Fair in 2020.

The Clerk is to write to stallholders to advise them of this decision.

2020/94 Correspondence

a) – e-mail from a resident received after conclusion of the meeting 24th June 2020 – received.

b) – e-mail from a resident re: H M Stanley – letter of thanks – received.

c) – e-mail from a resident re: H M Stanley requesting removal – received.

d) – e-mail from Lucy Dale, Welsh Hearts re: Town Council defibrillator Appeal.

Resolved Clerk should reply advising that the City Council is supporting the Rotary Club in their endeavours to provide a further defibrillator.

e) – e-mail from Tom Yuille, Rotary Club of St Asaph, re: Installation of Defibrillator in St Asaph.

Cllr Thomas explained that the Rotary Club wished to place a defibrillator near the toilets in Lower Street. There was a discussion as to whether this should be locked. It

was agreed that, in view of the central location, the Council would recommend that the defibrillator should be locked.

Cllr Rust explained that the Football Club were raising funds for a defibrillator by the football field.

Resolved to award a Grant of £1000 to the Rotary in order to support their endeavours.

f) – e-mail from Victoria Hardy, Marie Curie re: Emergency Appeal for Funding – received.

g) – letter from Tamsyn Rowe, Awel y Mor re: Awel y Mor Offshore Windfarm – received.

h) – letter from Tamsyn Rowe, Awel y Mor re: RWE (formerly Innogy) – received.

i) – e-mail from Sgt Peter Evans, North Wales Police re: thank you letter – received.

j) – e-mail from Caroline Thomas NWIMF re: Request that grant awarded may be used for 2020 virtual festival.

Cllr Thomas declared an interest as director of NWIMF.

There was a discussion about recision and whether Council should review it's decision of 24th June 2020. It was established that:

i. The Grant of £750 was awarded on the assumption that the 2020 festival would be taking place.

ii. The decision to ask NWIMF to hold the funds over until 2021 was made on the assumption that nothing would go ahead.

The Arts Council have awarded funding for a virtual festival to take place.

It was resolved that as the situation has changed, Council can amend their decision to allow for the grant funding to be used for the virtual festival 2020.

Resolved that the Clerk write to NWIMF to confirm that the grant may be utilised for the 2020 virtual festival.

It was explained that the virtual festival was a free initiative and that you can go online free of charge. The festival would be relying on donations from the audience, but the income would be uncertain.

Resolved that the Clerk should also ask that the City Council receives acknowledgement for the donation on the NWIMF website.

k) Quotations from Bodfari Environmental. The Clerk has approached four other firms for quotations, but only received this response.

Further to the meeting 24th June, quotations were received from Bodfari Environmental for the following work:

- i. **Resurfacing the car park behind the Library.** The options were:
 - 1) Cut out exposed areas and fill in potholes with limestone dust - £442 & VAT;
 - 2) Remove top 50mm material, lay terram membrane and top this with 50mm limestone dust - £3906.25 & VAT;
 - 3) Lift existing surface and lay grid pavers, then fill with existing material - £8261.12 & VAT or £9621.25 & VAT using new material.

It was agreed that limestone was not suitable as it was very messy when wet. There is still £3216 remaining from the NRW funds, which could be utilised towards this cost.

Resolved that the Clerk should ask Bodfari to re-quote option 2, but using slate. The new quotation is to be e-mailed to all councillors for their views and then delegated decision, so that this work can be progressed as soon as possible.

ii. **Roe Plas Meadow.** Quotations received:

- 1) Removal of debris post flooding - £1404 & VAT;
- 2) Control of invasive Himalayan Balsam as well as brambles & nettles - £1872 & VAT;
- 3) Tree work fell any dead or diseased trees - £1326 & VAT.

The Clerk will report the flood clean up costs to NRW once we have a definite contact to progress our request, however, there are no guarantees of support. These costs may initially have to come from reserves as there is insufficient money in the budget as this is not anticipated expenditure.

It was agreed that it is the City Council's responsibility, as landowners, to control the Himalayan Balsam.

The Tree Officer is to arrange a tree inspection at St Asaph once he returns to normal working post restrictions.

Resolved the Clerk is to accept the quotations as follows:

Item 1) Removal of debris post flooding - £1404 plus VAT

Item 2) Control of Himalayan Balsam, brambles and nettles - £1872 & VAT

Tree work is to be considering following the report and inspection from the tree officer.

The meeting concluded at 11.50 am

Date of Next Meeting:

Meeting with remote attendance held 9th September 2020

Signed

Chairman of the Full Council Meeting held 9th September 2020