



*St Asaph City Council*  
*Cyngor Dinas Llanellwy*

**Minutes of the Meeting of St Asaph City Council held on Wednesday 9<sup>th</sup>  
September 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

**2020/95**      **Apologies for Absence**

Apologies were received from Cllr Williams due to illness.

**2020/96**      **Declarations of Interest**

Cllrs Roberts and Rust each declared an interest in item 12f) as they are the Chairman and Treasurer of St Asaph Football Club, respectively.

**2020/97**      **Public Participation**

There was one member of the public present. The Mayor asked if she would like to address Council, which she declined as she wished merely to observe. The Mayor explained that the Public Participation session was the only point at which she was permitted to speak under Standing Orders and ensured she understood and was satisfied with this before moving on to the next agenda item.

**2020/98**      **Urgent Matters**

Cllr Ellison had one urgent matter which had been introduced in her e-mail (included in correspondence). This item was brought forward as Cllr Ellison was due to leave the meeting after one hour.

Cllr Ellison was aware that "I'm a Celebrity" is due to be filmed at Gwrych Castle at the end of the year and believed that they would be using Llyn Brenig, so the participants and crew would be passing through St Asaph. Cllr Ellison wondered whether the City Council would like to put up a banner and encourage the shops to decorate, in order to welcome the production team as they were passing through. Abergele are doing something similar.

**Resolved that this item should be discussed by the Events Committee. Clerk to arrange an Events meeting and add this to the agenda.**

2020/99 **North Wales Police**  
PCSO David Jones was unable to attend the meeting. No crime report received.

2020/100 **Minutes**  
The previous minutes of the meeting 15<sup>th</sup> July 2020 were discussed regarding accuracy (previously circulated prior to the meeting).

**Resolved to accept the minutes of 15<sup>th</sup> July 2020 as accurate.**

2020/101 **Matters Arising**  
**Item 2020/85 H M Stanley** – Cllr Roberts confirmed he has not heard further from the Member of the Public regarding amendments to the interpretation board.

**Item 2020/92**

**Finger Signs** – Cllr Scott confirmed that the signs have been ordered.

**Tennis Courts** – Cllrs Scott and Roberts confirmed that the court would be painted starting 10<sup>th</sup> September. This would necessitate the court being closed for a few days to allow the paint to dry. The Clerk is to put this information on the website. Cllr Hardie enquired about a new net for the court. Cllrs Scott and Roberts confirmed that the net would be replaced once painting had been completed.

**Item 2020/94 – Correspondence k (ii)** – Cllr Scott confirmed that he is chasing the flood report from Denbighshire County Council, which they have promised will be forthcoming.

2020/102 **Financial Management**

a) The Clerk confirmed that the payment schedule is for two months. Notable payments are Bodfari Environmental £3931 for clearing the flood debris and also to control the Himalayan Balsam; Glascoed Timber £6891 for the last three months, which also includes flail mowing at Roe Plas Meadow and a repair at the Trim Trail; T G Williams £17288 for the flood restoration work at the football pavilion, which is covered by the insurance claim monies received 20<sup>th</sup> August.

The Clerks expenses cover training costs £426, which is for 2 conferences and CILCA portfolio course.

**Resolved to approve the Payments Schedule, total value £35,441.92.**

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

There was a discussion about the insurance cover at the Football Club. Cllr Roberts stated that the Council would have to wait until the next Policy agreement was due in 2021 to see whether the Council was accepted for insurance and, also, the impact on premium following the flood claim. Cllr Rust suggested that once the increased cost and other implications are known, the Council should write to NRW asking that they cover any additional costs.

Cllrs Rust and Scott confirmed there will be donations from the Environment Group and the Bowling Club towards the cost of their new equipment.

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

**c) Invoice Received re: Christmas Trees**

There was a discussion regarding an invoice received from the supplier of the Council Christmas Trees.

An Invoice for £1560 was submitted for payment at the December 2019 full Council, covering a period of 13 years from 2006 to 2018. Council issued a payment of £720 to cover six years (2013 to 2018) at an annual cost of £120. The amount invoiced for the years prior to this were not approved as it would be statute barred. The Clerk had written a covering letter to accompany the cheque for £720 which clearly stated the Council's position.

Subsequently, a further invoice dated 28<sup>th</sup> July 2020 for £1030 was received. This included the statute barred sum of £840, together with an additional £190 for the 2019 Christmas tree.

**Resolved that the sum of £190 be paid to D M Jones**

2020/103 **Planning Applications**

- a) **Application Number:** 46/2020/0601  
**Proposal:** Application for certificate of lawfulness of existing two storey side extension to dwelling  
**Location:** Coed Seler, Cwttir Lane, St Asaph  
**Consultation Closing Date:** 13<sup>th</sup> September 2020

It was observed that the extension has been in place for a number of years, with no complaints received.

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

- b) **Application Number:** 46/2020/0617  
**Proposal:** Erection of first floor extension to rear of dwelling  
**Location:** 25 Heol Afon, St Asaph

**Consultation Closing Date:** 18<sup>th</sup> September 2020

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

c) [Correspondence from Pegasus Group and Solar Century](#)

**Re: Proposed Elwy Solar Energy Farm – Pre-application consultation**

Cllr Scott had written to express his concerns that such a large parcel of good quality agricultural land was to be used for this proposal. To date he has not received a response. He, and any other interested councillors, will be attending the meetings to gain more information about the proposal.

Cllr Rust observed that, if the development goes ahead, there would be a community fund, which the City Council could apply for to finance projects for the benefit of St Asaph.

[2020/104](#) [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 :
DD2020/0024	05/08/2020	To advise no objections to planning application 46/2020/0450
DD2020/0025	18/07/2020	To re-open play areas with signs advising of the risk re: covid-19. Explains no cleaning – use at own risk.
DD2020/0026	24/07/2020	To accept quote £1150 to deep clean MUGA and clear flood debris and silt.
DD2020/0027	15/08/2020	To advise no objections to planning application 46/2020/0531
DD2020/0028	18/08/2020	To accept quotation £3580 & VAT to have car park rear of Library re-surfaced.
DD2020/0029	13/08/2020	To have riverbank along the Common trimmed between two bridges
DD2020/0030	18/08/2020	To refuse permission for recycling banks to be re-sited onto City Council land.
DD2020/0031	03/09/2020	To advise no objections to planning application 46/2020/0565

[2020/105](#) [City Council Website](#)

The Clerk gave a report to Council regarding the website updates. As part of the exercise to make all documents on the website accessible, the clerk has

been trained to update the website. Designweb offer a website maintenance service for £25 & VAT which includes backing up the website four times a day.

**Resolved that the clerk should now update the website, rather than forward documents to an outside provider.**

**Resolved that the Clerk should arrange for Designweb to take over website maintenance.**

**Resolved that, once the minutes of a meeting are uploaded onto the website, the agenda for the corresponding meeting should be removed, in order to streamline the information available.**

Council were informed that a new City Council Journal had been started, at the suggestion of Cllr Scott, so that residents could be kept informed about the projects the City Council are undertaking.

**Resolved the clerk should update the homepage of the website to clarify that its purpose is to inform residents about City Council services.**

## 2020/106    Assets

- a)            The Council considered a progress report on projects to date, circulated to all councillors prior to the meeting

Notable items were:

- The Dipper wood sculpture is to have a new tail carved. Repairs will be carried out on site, to avoid the risk of further damage.
- The riverbank had been cut back following reports of giant hogweed. No traces of hogweed were found.

**Resolved the clerk should place this report onto the City Council website, for residents' information.**

- b)            New Banners for the High Street

**Resolved that the clerk should order new banners for the High Street. The design should be the City logo on a white background, with "Welcome to St Asaph" "Croeso I Lanelwy"**

**11.30 am – Cllr Ellison left the meeting, due to a prior engagement.**

- c)            Footpath Maintenance

A number of complaints have been received about the condition of the 39 steps footpath from Red Hill to Mill Street. White Oak Property Services have been to assess the work required. There is a lot of mud and undergrowth underfoot, as well as branches forming a thick canopy overhead.

Raised a query with Denbighshire regarding ownership. Denbighshire confirm that this is not a right of way or a public footpath and that the footpath is not in their ownership.

**Resolved that the work to clear the footpath should go ahead at a cost of £360 as this is a safety issue for residents.**

The clerk has written to the occupants of the adjoining properties to ask if they would have any objections to this work.

**Resolved that the clerk and the Mayor should give instructions to John Owens, solicitors to investigate whether the City Council should consider any action regarding this piece of land so that it can be added to the Assets Register and maintained for the benefit of the residents of St Asaph.**

d) **Places for Nature Grant**

The clerk updated Council re: preliminary research for the grant application. Following meetings with a representative of NRW and a gardening contractor, they indicated a reasonable cost assumption of £40-£50 per square metre for planting in addition to labour. Taking the six proposed planting areas into consideration, this would indicate a funding requirement of £64,000 for plants/bulbs/seeds alone. It may be best to reduce the size of the project.

Cllr Rust proposed that a working party should be formed to progress the plans and grant application and further that the Council should concentrate on the area opposite the doctors' surgeries.

**Resolved that a working party of Cllrs Rust, Hardie, and Scott, together with the clerk should be formed and tasked with making final plans and authorised to make a grant application on behalf of the City Council.**

e) **Roe Plas Meadow Signage**

Cllr Roberts raised concerns about the signage at Roe Plas Meadow. The sign on the gate states that Mr Charles Hughes gave this land to the people of St Asaph for recreation. This has caused the misconception that this is common land and belongs to the residents. In fact, the land was given to the Parish Council for the creation of a recreation and pleasure ground and the City Council does have the right to restrict access as it sees fit.

**Resolved the clerk should order a new sign for the gate with amended wording which clarifies that the land is in the ownership of the City Council.**

f) **Mill Race Meadow**

Cllr Roberts addressed Council with regard to Mill Race Meadow:

The junior section of the football club is growing with two under six teams. At present, with the council's permission, they use the area to the south of the main pitch. They have improved this area of land with the assistance of grant funding. As this area is open to the public, including dog-walkers, there are issues with dog mess being left behind.

The football club would ask that the Council consider, over time, allowing the Football Club to purchase or lease part of Mill Race Meadow for use as a football pitch. The football club are clear that they would pay the going rate and would not put floodlights there. There was a discussion about the extent

of the Council's property, which includes an area of woodland to the south of the field. There are issues with the land, such as a public footpath, electric power lines and a water pipe.

If the Council were not amenable to this request, the football club would have to look elsewhere. Suitable land within St Asaph is quite scarce and using another site would split the football club in two.

#### 2020/107 Events

The Mayor advised he had discussed Remembrance Sunday arrangements with the Dean. The Cathedral are also considering their options as there is currently a maximum of 50 people allowed in the cathedral. The City Council will observe Remembrance Sunday, however we will be unable to parade with social distancing under current restrictions. There will be no road closure.

**Resolved the clerk should make enquiries with Rhuddlan and Denbigh as to how they will mark Remembrance Sunday.**

**Resolved the clerk should contact the Royal British Legion to obtain their advice.**

**Resolved that Cllr Hardie should include in his report to the City Times that residents should check the City Council website for information.**

#### 2020/108 Community Emergency Plan

The Community Emergency Plan template, forwarded by Denbighshire County Council was discussed. There was agreement about the need to provide clear information to residents so that they can receive advice and support when major events occur.

**Resolved that this should be referred to the Environment and Assets Committee to progress a plan for St Asaph.**

**Resolved that John Liston, the Chair of the Floodwardens Group should be invited to attend the discussions.**

#### 2020/109 Riverbank

Cllr Hardie raised his concerns about the quantity of tree limbs and branches left along the riverbank. Following the 2012 floods, this is a very sensitive issue. Cllr Hardie has had discussions with an officer from NRW regarding the riverbank maintenance. The NRW officer has looked at the tree limbs etc and considers them to be of no risk. He believes that, as the Spring Gardens bridge has been raised, this debris will not cause a blockage. Further he reports that the Himalayan Balsam is not the responsibility of NRW.

**Resolved the clerk should write to James Davies, MP and also Ann Jones, AM on behalf of the residents of St Asaph asking them to further the cause of the residents, who are obviously concerned.**

**Resolved the clerk should write to NRW, copying in Graham Bowes, Denbighshire expressing disappointment at the lack of progress in resolving concerns following the floods earlier this year.**

Cllr Hardie will meet with the clerk to highlight the problem areas, so that photographs can be taken to document the problems and accompany the correspondence.

#### 2020/110 Correspondence

- a) e-mail from Caroline Thomas, NWIMF re: letter of thanks – received
- b) e-mail from Customer Service, Denbighshire County Council re: footpath Pont Begard to Chester Street – received
- c) Letter from Tom Yuille, Rotary Club of St Asaph re: letter of thanks – received
- d) e-mail from a resident re: starting a tennis club in St Asaph

**Resolved the clerk should write asking the resident to address council with his proposals so that they may be fully considered**

- e) e-mail from a resident re: Roe Plas Meadow – the gates were initially closed to comply with a request from the Police to assist them during the restrictions.

**Resolved the clerk should reply stating that the gates were opened 7<sup>th</sup> September, however the City Council reserve the right to close the gates again, should the situation deteriorate.**

- f) e-mail from Tony Ward, Denbighshire County Council re: Provision of Salt on rural roads – received

Cllr Hardie raised a concern that the flower planter had been moved next to the salt bin at the top of the High Street.

**Resolved the clerk should arrange for the flower planter to be returned to the correct position.**

- g) e-mail from a resident re: LGV traffic St Asaph High Street

It was agreed that this was a matter for Highways, not the City Council

- h) e-mail from Debbie Day, Blood Donation Support, St Asaph – received
- i) letter from NJC for Local Government Services – deferred until end of meeting
- j) e-mail from Cllr Joanne Ellison – already dealt with under 2020/98
- k) Simon Clarke MP, Ministry of Housing & Local Government re: letter of thanks – Received.

#### 2020/111 Exclusion of the Press & Public

**Resolved that pursuant to the Public Bodies (Admission at Meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed.**

11.50 am - The member of the public was thanked for her attendance and she left the meeting.

#### 2020/112 Casual Vacancies

**Resolved that Barry Townsend be co-opted as councillor for East Ward**

**Resolved that Linda Griffiths be co-opted as councillor for West Ward**

**Resolved that Leanne Groves be co-opted as councillor for West Ward**

2020/113

**National Joint Council for Local Government Services**

**Resolved to award the clerk 30 spinal points, salary increase to take effect from 1<sup>st</sup> October 2020.**

**The meeting concluded at 12 mid-day**

**Date of Next Meeting:**

Meeting with remote attendance held 14<sup>th</sup> October 2020

**Signed .....**

**Chairman of the Full Council Meeting held 14<sup>th</sup> October 2020**