



*St Asaph City Council*  
*Cyngor Dinas Llanellwy*

Minutes of the Meeting of St Asaph City Council held on Wednesday 14<sup>th</sup> October  
2020 at 10.30 am with remote attendance via Zoom.

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

2020/114 **Apologies for Absence**

Apologies were received from Cllrs Ellison and Cllr Williams

**Resolved to accept apologies given due to illness from Cllr Williams.**

2020/115 **Declarations of Interest**

Cllrs Roberts and Rust each declared an interest in item 17 as they are the  
Chairman and Treasurer of St Asaph Football Club, respectively.

2020/116 **Public Participation**

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

2020/117 **Urgent Matters**

None.

2020/118 **North Wales Police**

PCSO David Jones was unable to attend the meeting, but had submitted a  
crime report which was read by the Clerk. The report covered the period  
from mid-August to 13<sup>th</sup> October.

- An increase in public order offences, notably several in Heol Afon, one  
in Glascoed Road, Deans Walk, Mill Street and Bro Havard.
- A resident was allegedly assaulted by a motorist on the High Street.
- A couple of disorder offences at a public house.
- Properties on Heol Clwyd and Lower Street were entered through  
unlocked doors. Items taken include a phone and a TV. An unlocked  
van was entered on Llwyn Elwy and items were taken. It is suspected  
these incidents could be linked. The message to the community is to  
make sure all doors and windows are locked.

- Two males on bikes were observed trying to enter a derelict business site on Holywell Road. A door was damaged in the attempt.
- A resident on Deans Walk disturbed a male attempting to steal his landrover. The male ran off over the bridge.
- Police were called to an incident whereby a male was refusing to get off a bus. The male was arrested.
- Drug warrants were carried out at properties on Gemig Street and Caradoc Terrace. Both were positive and enquiries are ongoing.
- There has been an increase in online frauds. The message is not to give out personal details and certainly not bank details. Best to report these incidents online to Trading Standards/Action Fraud.

#### 2020/119 Minutes

The previous minutes of the meeting 9<sup>th</sup> September 2020 were discussed regarding accuracy (previously circulated prior to the meeting).

**Resolved to accept the minutes of 9<sup>th</sup> September 2020 as accurate.**

#### 2020/120 Matters Arising

**Item 2020/101 Tennis Courts** – Cllr Scott confirmed the tennis courts and MUGA have been cleaned. The Tennis Court has been repainted and the net replaced.

**Item 2020/101 Correspondence k(ii)** – Cllr Scott advised Council he had received the flood report from Denbighshire. This was a summary of events and did not include any proposed remedial works. Cllr Scott had attended a meeting with Keith Ivens, NRW and James Davies MP. Cllr Scott outlined his concerns:

- a) The culvert on Lower Denbigh Road did not stop the flood water.
- b) The river overtopped the banks on the East side at the sewerage farm.
- c) The river nearly came over the banks at Roe Parc.

Black & Vetch are due to send their report, which was expected in September.

Keith Ivens will investigate a way to alleviate the pump at the culvert.

Cllr Scott has a further meeting next week with Ann Jones AM and NRW.

**Item 2020/103c)** – Cllr Scott attended a meeting re the solar farm. They do look quite neat and surrounding hedges are proposed. Cllr Scott had expressed his regret that good agricultural land was to be utilised. There should be funds available for the community.

**Item 2020/107** – Cllr Scott has been in a meeting with the Cathedral with regard to Remembrance Sunday.

**Item 2020/109** – Cllr Hardie advised that NRW had cut the grass on the west side of the river, but left the east side. Cllr Rust confirmed that the banks are cut alternate years.

**Item 2020/110 – Correspondence g)** – Cllr Townsend asked about the LGVs using the High Street. Cllr Scott advised this was previously raised with Highways.

## 2020/121 Financial Management

- a) The Clerk confirmed the payment to Ace Court Company was for the restoration work to the tennis court and also the clean-up on the adjoining MUGA, which was cleared of silt left after the floods. Grant monies from Open Spaces £3695 are due for the tennis courts and the claim has been made. There was a brief discussion about printing costs and the Clerk clarified that the Council's printer was on a five-year lease, which expires in September 2022 and which cannot be cancelled, even with penalties. In the budget planning for 2022/2023, the Council can consider more cost-effective and appropriate arrangements.

**Resolved to approve the Payments Schedule, total value £8724.59**

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

The Clerk clarified that the income for the Meeting Room was in respect of an invoice due from March. Rent income has not been paid as usually the Clerk meets with the tenant to receive a cheque payment. Due to Covid-19 this has not yet taken place. The tenant is aware.

Outdoor costs include payment for three months grass cutting and bin service, also payments for the maintenance for the play areas. Roe Plas Meadow costs include two new kissing gates, removal of the Himalayan Balsam and Flood clean-up costs.

The Clerk explained that the Welsh Government are providing bursaries for Welsh Clerks to register for CILCA. The Clerk will register at the appropriate time as advised by her trainer.

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

## 2020/122 Planning Applications

- a) Application Number: 46/2020/0732  
**Proposal:** Works to trees covered by the Former Rhuddlan Borough Council 2/5/1975 – Talardy Hotel Tree preservation Order  
**Location:** Talardy Park Hotel The Roe, St Asaph  
**Consultation Closing Date:** 24<sup>th</sup> October 2020

Cllr Gedd advised he had been to assess the tree in question and confirmed that it does appear to be diseased and is close to the road. He could see that water has got in and would agree that it is probably unsafe.

There was a request that the owners should plant a tree to replace the unsafe tree somewhere within the grounds of the hotel.

**Resolved the clerk should advise Planning Department that the City Council has no objections but would request a condition that a replacement tree is planted within the grounds.**

## 2020/123 Delegated Decisions

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

There was a discussion about the Council's plans for a nature garden. The first part of the garden is to be installed 16<sup>th</sup> October. Cllrs Hardie, Townsend, Groves and Roberts will attend with the Keep Wales Tidy Representative to carry this out. The Clerk is processing a grant application for a larger garden on the same site.

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

Number	Date	Resolved :
DD2020/0032	21/09/2020	To accept additional quotation of £280 & VAT for extra surfacing of the car park behind the Library
DD2020/0033	22/09/2020	To grant permission for the AEEG to have a wildlife garden on City Council land.
DD2020/0034	02/10/2020	To advise Planning at Denbighshire of the following objections re application 46/2020/0618: - Object on grounds of over-intensification. - Object as view to the very steep road would be obscured.

## 2020/124 39 Steps

The City Council had received responses from residents with regard to the 39 steps which is used as a footpath and revisited this issue in the light of this new information. Cllr Hardie observed that the 39 Steps is not a recognised or official footpath. He commented that it would be an expensive commitment to adopt and maintain this "footpath". Further, a member of the public was seeking damages for the cost of repairing his wall. Cllr Roberts suggested that there should be a notice to warn the public the path is hazardous and to proceed with care at their own risk. Cllr Thomas remarked that it would be very unwise for the City Council to get involved. There was a brief discussion regarding a warning sign.

**Resolved the City Council should not take responsibility for the 39 Steps.**

**Resolved the Clerk should obtain legal advice from John Owens to clarify whether placing warning signs at each end of the path would imply responsibility for the path and its condition.**

**2020/125**      **Brown Tourism Sign Junction 27 A55**

Cllr Scott explained this is a longstanding project to promote the Vale of Clwyd and Rhuddlan. The Council has received confirmation that the sign is to be erected later this year. The cost of the project was to be shared between Cadw, St Asaph Cathedral, Denbigh Town Council, Rhuddlan Town Council and St Asaph City Council with Denbighshire funding the difference. The City Council's contribution to the sign is £10,000.

The Clerk explained that £10,000 for this project had been provided for in the budgets for 2018/2019 & 2019/2020, as follows:

	<b>2018/2019</b>	<b>2019/2020</b>	<b>Total</b>
Provision in budget	£5000	£5000	£10000
Adjusted surplus	£7000	£4900	£11900

1

**Resolved to approve payment of a cheque for £10,000.00, payable to Denbighshire County Council. These funds are to be paid from Reserves.**

**2020/126**      **Budget Planning**

Councillors were asked to put forward any items they would like included in the budget for the next financial year, so that the clerk can research and obtain quotations as appropriate.

Cllr Hardie proposed the Council consider two flagpoles. This has been put forward for the last two years, but has not been approved for inclusion in the final budget. He stated that, as a City, St Asaph should have flagpoles to mark special occasions.

Cllr Rust noted that a neighbouring council have advertised for a project officer in the local press. The role advertised is to progress their Town Plan. She proposed the Council should consider the same arrangement for St Asaph.

**2020/127**      **Events**

Cllr Scott has had discussions with Rex Matthias from the Cathedral regarding Remembrance Sunday. The Cathedral will be recording a virtual service and

are hoping to arrange a bugler to play the Last Post from the tower. Councillors discussed arrangements in other local councils.

**Resolved the following arrangements for Remembrance:**

- **On Sunday 8<sup>th</sup> November, there will be a short Act of Remembrance, led by Rex, at the War Memorial. This will be followed by wreath laying, by invitation only, limited to thirty attendees.**
- **The wreath layers will assemble in Lower Street car park and also on the Bowling Green, if necessary. There will be markers to ensure that 2 metre social distancing is observed.**
- **Other residents who wish to lay wreaths, may do so privately later in the day.**
- **There will be a small gathering for the Act of Remembrance on Wednesday 11<sup>th</sup> November.**

There was a brief discussion regarding the arrangements for the Christmas Window competition, which is to go ahead this year.

Agreed not to go ahead with the “I’m a Celebrity” window competition.

2020/128

**Internal Control**

Cllr Scott explained that, due to local lockdown, he had not met with the Clerk to carry out the Internal Control check, but carried this out remotely. The Clerk e-mailed copies of all bank statements and cash book entries to Cllr Scott. Cllr Scott selected the transactions to be checked. Copy invoices and supporting documentation was posted to Cllr Scott and he verified and initialled all entries. His report was circulated to all councillors prior to the meeting.

**Resolved to accept the Internal Control Report dated 9<sup>th</sup> October 2020.**

2020/129

**H M Stanley**

Further to previous discussions, Cllr Roberts had now received suggestions from the member of the public with regard to the interpretation board accompanying the H M Stanley obelisk. A brief report was circulated to all councillors prior to the meeting.

Resolved the working party will review the suggestions made and revisit this in the New Year.

**Resolved the Clerk should write to the Member of the Public and thank her for the first draft, confirming the working group will take her proposals into account at the appropriate time.**

2020/130

**Football Club**

Cllr Roberts requested Council approval to some works at the Football Pavillion:

- To have a soak away made for the football stand to improve drainage. A soak away is already in place in front of the pavilion.

- To extend the width of the path alongside the store-room to approximately 140cm. This is to enable wheelchair access from the stand to the disabled toilets. At present wheelchair users have to take a more circuitous route.

Cllr Roberts confirmed that these alterations will be fully grant-funded.

**Resolved to approve the installation of a soak away in front of the new stand.**

**Resolved to approve work to widen the footpath alongside the store-room to 140 cm to enable wheelchair access.**

2020/131 Correspondence

- a) e-mail from a resident re: letter of thanks – received
  - b) letter from Independent Remuneration Panel for Wales re: Draft Annual Report 2021/2022 – received
- There was a brief discussion re: Councillor Allowances. The Clerk confirmed that arrangements would be agreed at the AGM, which would take place before the end of the year. As for last year, councillors will automatically received their allowances, unless they refuse it. Clarified that this is an individual decision for each councillor. However, payroll forms will need to be completed if the councillor is not already on the payroll system. This is to comply with HMRC requirements re: taxable income.
- c) e-mail from a resident regarding the parking area behind the Library expressing appreciation – received
  - d) letter from Awyr Las expressing thanks for donation - received
  - e) letter from Relate re: request for funding – forward to November meeting for consideration
  - f) e-mail from Community Development, Denbighshire County Council re: Charter between City, Town and Community Councils and Denbighshire - received

**The meeting concluded at 11.50 am**

**Date of Next Meeting:**

Meeting with remote attendance held 18<sup>th</sup> November 2020

**Signed .....**

**Chairman of the Full Council Meeting held 18<sup>th</sup> November 2020**