



*St Asaph City Council*  
*Cyngor Dinas Llanellwy*

Minutes of the Meeting of St Asaph City Council held on  
Wednesday 18th November 2020 at 10.30 am with remote  
attendance via Zoom.

**Present:** Cllrs J Ellison, 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

2020/132 **Apologies for Absence**  
Apologies were received from Cllr Williams

2020/133 **Declarations of Interest**  
None.

2020/134 **Public Participation**  
There was one member of the public present. The Mayor read out a question, which had been forwarded in advance, by the Member of the Public. The question was regarding waste being burned on land near the riverside at Spring Gardens. The Mayor had contacted the landowner who confirmed that he had all the necessary permissions and was burning waste on his own land. The landowner had confirmed that he checked the wind direction and advised the Fire Officer before lighting the fire. The Member of the Public was given the opportunity to reply.

2020/135 **Urgent Matters**  
Two urgent matters had been raised with the Mayor, which were dealt with at the end of the meeting.

2020/136 **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 14th October until 11<sup>th</sup> November.

- There were few incidents of note. The only incidents were domestic or repeat issues, with no threat to the wider community.
- The City Council had reported two incidents – criminal damage at Roe Plas Meadow and youths playing football at the Bowling Green. PCSO

to meet representatives of the City Council and also the Bowling Club to view the CCTV footage.

- The PCSO complimented the City Council on a well-organised and implemented Remembrance Day event.

The Mayor invited questions from councillors. Cllr Gedd queried contact details for the PCSO.

**The Clerk is to obtain contact details for PCSO Dave Jones and advise all councillors.**

#### 2020/137 Minutes

The previous minutes of the meeting 14<sup>th</sup> October 2020 were discussed regarding accuracy (previously circulated prior to the meeting).

**Resolved to accept the minutes of 14<sup>th</sup> October 2020 as accurate.**

#### 2020/138 Matters Arising

**Item 2020/122 Planning Application 46/2020/0732** – Cllr Rust enquired whether the application had been granted and the nature of planning conditions attached.

**The Clerk is to make enquiries and advise all councillors of the status of this application.**

**Item 2020/124 39 Steps** – a query was raised as to whether any response had been received from John Owens, Solicitor regarding warning signs.

**The Clerk is to chase John Owens Solicitor for a reply.**

**Item 2020/126** – Cllr Hardie suggested that a project officer could also act as an Administration Assistant. The Clerk was asked for her views. The Clerk recommended that first stages would include:

- public participation to ensure that large projects had the support of the residents;
- formulating the City Plan so that projects are clearly identified;
- including plans in the budget, so that financial planning is in place;
- once projects are known, identifying the skills and resources required to achieve these schemes;

She added that:

- a City Plan is a good idea so that the Council can plan its activities and ambitions;
- a self-employed consultant may be a better option as the City Council would not have the costs and responsibilities associated with employment. This would also be more versatile in terms of the working hours required;
- specialist consultants such as an ecologist or architect may be more advantageous. This would depend on the scale and nature of the projects.

## 2020/139 Flood Mitigation

Cllr Scott reported to Council that he had met with Keith Ivens of NRW and James Davies MP. They discussed the outstanding items:

- overtopping on the east side near the sewerage farm;
- the footpath at Roe Parc where the flood water flowed around the flood defences;
- the culvert at Lower Denbigh Road.

Keith Ivens proposed to increase the length of the wall at Roe Parc and that a pump is to be installed at the culvert in Lower Denbigh Road. Surface water mitigation was also discussed.

Cllr Scott was due to meet with Ann Jones AM, however the meeting was cancelled due to bereavement.

Cllr Scott has progressed a number of actions with Denbighshire and NRW. He has requested that they clear all the leaves and ensure that the gullies have been cleaned. Tony Ward has confirmed that Denbighshire have a pump on standby. NRW have sandbags on standby at their offices at Rhuddlan. The issue of flooding will be discussed at the Elwy MAG meeting and there is a Scrutiny meeting 10<sup>th</sup> December, where they will discuss reducing the risk of flooding and climate change. There were issues recently where flood warnings were notified, but not the all clear. There is a project to improve the flood warning system and the intention is that flood management should be proactive, rather than reactive. Repairs to flood defences are the first issue to be addressed.

Cllr Scott invited questions and comments from councillors.

- Cllr Ellison advised Council that during the recent heavy rainfall, flood warnings were raised when the river reached 1.63 metres, rather than the usual 2 metres. This caused concern amongst residents.
- There was a discussion regarding maintenance of the riverbank. Following the floods of 2012 and the building of new flood defences, there was a commitment from NRW to maintain the riverbank. This has not been adhered to. Council are aware there are issues surrounding Covid-19, budgets and staffing. NRW only cut back foliage and undergrowth if they consider it poses a risk.
- Cllr Hardie reported that some of the gullies around the mini roundabout near the Co-op had not been cleaned all summer and they are still solid.
- The subject of portable flood defences was also raised.

Cllr Thomas thanked Cllr Scott for all his hard work to raise these issues both at Denbighshire and NRW. In order to support Cllr Scott in his endeavours, there was a proposal to form a new flood working party.

**Resolved to form a Flood Working Party, with Cllrs Scott, Hardie, Ellison, Rust and Groves as members.**

## 2020/140 Financial Management

- a) The payment schedule was reviewed. This includes Signs of the Times – payment for new finger-post signs, Bodfari Environmental – payment for the work to the Library car park, Glascoed Timber – invoice for bins and grass cutting for the last two months, bowling club winter dressing payment in accordance with the licence agreement and clerk’s salary which reflects increase in job grading and new payscales. The clerk worked full time the week commencing 12<sup>th</sup> October to attend the SLCC conference and also cover the Full Council meeting. The payment of £10,000 to Denbighshire for the Brown Tourism sign was approved 14<sup>th</sup> October minute reference 2020/125.

**Resolved to pay Bodfari Environmental £4536 from Reserves. The monies from NRW held in the community account were based on a quote from another contractor for a more basic job.**

**Resolved the Clerk should write to DCC Head of Library Services regarding the annual contribution of £12000 as the library had been closed for five months. The Clerk is to enquire whether a pro rata payment would be appropriate.**

**Resolved to approve the Payments Schedule, total value £40,540.32**

- b) The Finance report (circulated prior to the meeting) was discussed.
- VAT refund £5454 received; next claim due end of December.
  - Grant monies £3695 received from Open Spaces re: tennis court; claim £4529 made re: finger posts; balance of £2182 to claim re: benches, bins and installation costs.
  - £50 compensation received from Nat west re cheque returned for spurious technical reason.
  - NRW have agreed to remit funds to cover the cost of having the cherry trees planted. Community Account details given to ringfence these funds.

The Clerk requested Council approval to purchase the following text books:

- 12<sup>th</sup> Edition of Charles Arnold baker on Local Council Administration – cost £120;
- Knowles on Local Authority Meetings – cost £80.

**Resolved to approve purchase of two text books, total cost £200**

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

2020/141 Planning Applications

- a) Application Number: 46/2020/0665  
**Proposal:** Erection of two-storey side extension  
**Location:** 83 Bro Havard, St Asaph  
**Consultation Closing Date:** 18<sup>th</sup> November 2020

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

- b) Application Number 46/2020/0816  
**Proposal:** Discharge of Planning Obligation relating to planning permission code No. 2/APH/30/91  
**Location:** Springfield Stud, St Asaph  
**Consultation Closing Date:** 25<sup>th</sup> November 2020

**Resolved the Clerk should advise Planning Department that the City Council objects on the grounds that this is a change of use on agricultural land.**

11.30 am Cllr Ellison left the meeting due to a prior commitment.

- c) Application Number 46/2020/0871  
**Proposal:** Erection of first floor pitched roof extensions to front and side of dwelling  
**Location:** 17 Llys Idris, St Asaph  
**Consultation Closing date:** 1<sup>st</sup> December 2020

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

- d) e-mail from Awel y Môr re: Awel y Môr Offshore Windfarm Exhibition

**Resolved to mark as received**

- e) Application Number 46/2020/0886  
**Proposal:** Works to 2 no. lime trees subject to Tree Preservation Order  
**Location:** 2 Hen Wallau, St Asaph  
**Consultation Closing Date:** 2<sup>nd</sup> December 2020

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

## 2020/142 SLCC Conference

The Clerk had written a report to Council following her attendance at SLCC conference in October. With regard to insurance, the following was noted:

- Risk Assessments should be carried out for all events in order for insurance cover to be effective;
- Playground measures re: covid were deemed to be effective. Not many councils could put stewards or cleaning in place. Risk assessments are in place;
- For councillors to be insured whilst carrying out council activities, Council has to approve the activity and a minute recorded;
- Likewise for volunteer groups, council has to actively approve their activities. They should also record names of volunteers in attendance.

**Resolved to receive the report.**

## 2020/143 Relief Road

Cllr Townsend had requested that this issue be placed on the agenda. A report summarising the campaign for a relief road from 1974 to 2009 was circulated prior to the meeting. Cllr Thomas summarised the main obstacles to progressing this campaign:

Councillors had worked really hard on this campaign over a number of years and had got nowhere due to:

- a) A north/south relief road connecting the A55 with Denbigh would cost tens of millions. It was difficult to persuade the county councils that this cost would be justified;
- b) There was no support from a senior politician who was prepared to really put their weight behind this campaign;
- c) The issue as to which side of the river (east or west) any new road would run.

There was a discussion regarding the traffic and pollution levels along the High Street, particularly when the school buses are queuing. The monitoring station for pollution levels is on the A55, not the centre of St Asaph.

**Cllr Scott will make enquiries with James Davies MP and Denbighshire regarding changing the advisory status of Lower Denbigh Road as a route for HGVs and LGVs to mandatory.**

## 2020/144 Grants

a)

- Request from Cerebral Palsy Cymru was considered. As this is not a local charity, Council resolved not to progress this request.

### **Letter from Cerebral Palsy Cymru – received**

- Letter from Relate Cymru requesting £200 towards purchase of a webcam licence. As this is not a local charity, Council resolved not to agree to this request.

### **Letter from Relate Cymru – received**

#### **b) City Times**

The next issue of the City Times will be the birthday edition, so quite special.

**Resolved to approve sponsorship of £200 to the City Times.**

2020/145

#### **Correspondence**

a) e-mail from Adam Turner, Denbighshire County Council re: Planning Compliance Charter – received

b) e-mail from a resident regarding noise from the A55.

There was a brief discussion regarding this issue. The expansion joints are being replaced currently and 400 metres of low noise asphalt to be laid.

**Resolved to support the residents in their endeavours. The Clerk is to reply confirming that the City Council are happy to support them. The Clerk will also put a notice to this effect on the website.**

c) e-mail from Cerys Jones, Repair Café Wales – received

d) e-mail from Audit Wales re: Future Audit Arrangements for Community and Town Councils in Wales

The Clerk had attended a webinar the previous day and explained that Audit Wales currently appoint BDO and Grant Thornton to carry out the external audits. With effect from 2020/2021, external audit will be conducted by Audit Wales in-house. All councils will be placed into group a, b or c and will have a full transaction audit in every third year. Costs for this transactional audit will be higher to reflect the additional work. The changes have been put in place to improve standards and take a more pro-active approach to audit issues.

Received

e) e-mail from H D Jones, Glascoed Timber re: Dog Bins

There was a discussion regarding the misuse of the dog waste bin at Stanley Park, which had been reported by our contractors. Cllr Hardie queried why the City Council had responsibility for this dog waste bin as it is not on City Council land. It was confirmed that all dog waste bins in the City are the responsibility of the City Council. Agreed to monitor the situation.

Cllr Scott will ask Denbighshire to put a normal waste bin at the same site to alleviate the problem. He will also request that Civil Enforcement Officers attend.

**Meeting Times** – since meetings with remote attendance had commenced in June, the City Council have been meeting in the morning. This caused problems for some councillors due to work commitments.

**Resolved to alternate Full Council meetings between morning and evening.**

**Next Meeting will be in the evening on Wednesday 9<sup>th</sup> December 2020.**

**Green-gate Farm, Cwttir Lane** – the active travel route will be re-routed through land at Green-gate farm, which is considered to be much safer than the existing route along the A55.

Denbighshire also have plans to have a nursery for trees and flowers at Green-gates farm. They will have a seed bank for wildflowers native to Denbighshire and also propagate native trees.

**Agenda** – there was a discussion about the agenda for meetings. The routine agenda items for Mayor’s Report and County Councillor reports had been omitted when meetings with remote attendance commenced. As the County Councillors have resumed their normal meetings and to reduce the Urgent Matters, it was agreed these items should be re-instated.

**Resolved to re-instate “Mayor’s Report” and “County Councillors’ Reports” onto the agenda.**

**The meeting concluded at 12.10 pm**

**Date of Next Meeting**

Meeting with remote attendance held 9<sup>th</sup> December 2020

**Signed .....**

**Chairman of the Full Council Meeting held 9<sup>th</sup> December 2020**