



*St Asaph City Council*  
*Cyngor Dinas Llanelwly*

Minutes of the Meeting of St Asaph City Council held on Wednesday 9th December 2020 at 7.00 pm 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

The Mayor, Cllr Peter Scott, had advised the Deputy Mayor that he would be late arriving at the meeting. In his absence, the Deputy Mayor chaired the meeting.

**2020/147** **Apologies for Absence**

Apologies were received from Cllr Williams

**2020/148** **Declarations of Interest**

Cllr Thomas declared an interest in Planning Application 46/2020/0944 as Denbighshire own the land.  
Please see also item 2020/156 below.

**2020/149** **Public Participation**

None

**2020/150** **North Wales Police**

PCSO David Jones was unable to attend the meeting, but had submitted a crime report which was read by the Clerk.

- Crime figures were low overall for the month;
- Report of sign damage at Roe Plas Meadow;
- Theft of plants from planters on the High Street. The Police are able to access good CCTV coverage from a business on the High Street;
- An incident of shoplifting;
- An incident of making off from a business on the Roe;
- Theft of a mail item;
- Possible theft of an item outside a shed on Bishops Walk;
- There was a reminder to all residents to be vigilant and to lock all doors and windows, both at home and vehicles, and to keep presents out of sight;

- The PCSO makes visits to elderly or disabled residents who are alone at this time of year and would encourage residents to do the same;
- North Wales Police are currently conducting their drink drive campaign in the run up to the festive season;
- The PCSO wished everyone a Merry Christmas but reminded all residents to take care in relation to Covid-19 and adhere to the guidelines;

The Deputy Mayor invited questions from councillors. There was a discussion about investigating the possibility of an additional CCTV camera being installed from the Bowling Club's system. Cllr Hardie is monitoring the planters, so that the timescale for any further incidents can be narrowed. This will make it easier for the Police to obtain footage from businesses on the High Street.

**Resolved to place a sign by the flower planters warning that the area is covered by CCTV.**

If there are further incidents, the option of an additional camera at the Bowling Club will be investigated.

#### 2020/151 Mayor's Report

The Mayor was not present.

#### 2020/152 County Councillors' Reports

Cllr Andrew Thomas

Cllr Thomas reported that it had been a quiet month. Denbighshire have had issues with their Webex system and are considering alternative virtual platforms.

- There had been a complaint about the condition of the toilets on Lower Street which has now been resolved.
- Cllr Thomas will follow up the fence to be erected, in place of the wall, at Lower Street car park. The wall could not be replaced due to service pipes underground.
- There is free parking in all car parks.

#### 2020/153 Minutes

The previous minutes of the meeting 18<sup>th</sup> November 2020 were discussed regarding accuracy (previously circulated prior to the meeting).

**Resolved to accept the minutes of 18<sup>th</sup> November 2020 as accurate.**

#### 2020/154 Matters Arising

**Item 2020/140** – a query was raised whether a reply had been received about the contribution to the Library. This is to be discussed under budget.

7.15 pm Cllr Scott arrived and took over the Chair

### **Cllr Scott signed his Declaration of Acceptance of Office.**

**Item 2020/143 Relief Road** – Cllr Scott had received an e-mail from a member of the public expressing concerns about the route for HGVs and LGVs along Lower Denbigh Road being made mandatory.

Cllr Scott had made enquiries with Denbighshire and spoken to Highways about this suggestion. There is very little chance of the route being made mandatory. There were no suggestions for improvement.

There was a discussion about other options which had been previously considered by Denbighshire and the Police. These included a one way system and priority traffic up and down the High Street. There was mention of the new traffic system on Rhuddlan bridge, although Rhuddlan does have a by-pass.

Cllr Scott has replied to the member of the public advising that the suggestion about Lower Denbigh Road had been part of a wider discussion and that there would be no change to the legislation. There had been no further contact from the correspondent.

**Item 2020/145e)** – Cllr Scott has requested that Denbighshire provide an additional bin to alleviate the problem and is awaiting a response.

### **2020/155 Financial Management**

- a) The payment schedule was reviewed.
- This includes a payment of £4680 to Tir a Choed for cherry tree planting. £6600 had been received from NRW to cover this work. The cherry tree planting was to be included in the delayed Plant! contract. Tir a Choed had been offered the contract after tenders were invited in early 2019 and Tir a Choed were the only contractors who responded. The grant paperwork is still awaited from NRW and until this is all completed and signed, we are unable to enter into a formal contract without the reassurance of the agreement from NRW. The NRW funds have been credited to the Community Account, so the cheque to Tir a Choed has been drawn on the same account.
  - Payment to JDH is the annual payment for Data Protection Officer services.
  - Payment to Phil Morris re Roe Plas Meadow and the Common.
  - Clerk's expenses includes reimbursement for purchase of spring bulbs to be planted with the cherry trees; two text books authorised at the last meeting and a silent soldier for the War Memorial enclosure.
  - Clerk's salary is for hours worked in November which include preparations for budget and Annual Meeting of council, which would not coincide in a normal year.

**Resolved to approve the Payments Schedule, total value £9,853.03**

- b) The Finance report (circulated prior to the meeting) was discussed.
- Grant monies £4529 received from Open Spaces re: finger posts; awaiting licence for post at Elwy crescent and permission from Denbighshire to replace the existing City Council sign in Lower Street car park.
  - Next precept instalment £30900 due end of December.

The Clerk advised the Council that 18 signed cheques to the value of £17,204 were lost in the post. The other contents of the envelope were intact, but there was a slit in the side of the envelope and the cheques were missing. Payment of all cheques was stopped and there was no loss to the Council. The incident was also reported to the Police and Royal Mail. Replacement cheques had been issued. The Mayor, Cllr Scott confirmed that he had now received the cheques back from Nat West with a note saying they had been found on the floor of Bangor sorting office.

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

## 2020/156 Planning Applications

- a) **Application Number:** 46/2020/0944  
**Proposal:** Formation of a temporary tree nursery including the erection of 2 no. polytunnels, siting of storage container, access track and associated works  
**Location:** Green Gates, Cwttir Lane, St Asaph  
**Consultation Closing Date:** 18<sup>th</sup> December 2020

Earlier in the meeting, Cllr Thomas had declared an interest in this application as Denbighshire own the land.

Cllr Scott declared an interest in the application due to Denbighshire's ownership of the land.

It was observed that the active travel route is to be re-routed through Green Gates.

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

- b) E-mail from Denise Shaw, Denbighshire Planning Officer re: Application 46/2020/0816 Springfield Stud

e-mail clarifies that the application is to remove the legal agreement so that the fields can be legally separated from the house. The fields can still only be used for agricultural purposes or the keeping of horses, just that they can be leased or sold. The occupancy restriction on the house would remain so that it can only be occupied by an agricultural worker (or retired agricultural worker).

**Resolved the Clerk should advise Planning Department that the City Council withdraws its objections providing that the restrictions on both the land and the house remain.**

Councillor Gedd confirmed his visit to assess the chestnut tree at the Old Palace. This had been previously dealt with under delegated decisions.

#### 2020/157 [Flood and Community Emergency Working Group](#)

The minutes of the meeting 4<sup>th</sup> December 2020 had been circulated to all councillors prior to the meeting.

Cllr Scott advised Council of the outcome of the meeting. He is to attend a Community Scrutiny meeting at Denbighshire on 10<sup>th</sup> December 2020. The next meeting of the Working Group will take place on 16<sup>th</sup> December.

Cllr Roberts requested that the responsibility to protect the sports pavilion should also be addressed.

#### 2020/158 [Budget 2021-2022](#)

- a) The Council considered the draft budget which was recommended by the Policy Resources and Finance Committee (PRF) following their meeting 7<sup>th</sup> December 2020. The minutes of the PRF meeting and the draft budget reports had been circulated to all councillors prior to the meeting.

Cllr Scott gave a summary of the main points:

- Clerk's salary and hours. This is calculated on the basis of working 24 hours a week;
- The contribution to the Library was included at £12,000, with additional budget for other grants of £2000;
- Play areas included £10350 to repair the surfacing in the three play areas;
- Roe Plas Meadow includes the cost of work to control Himalayan Balsam;
- Christmas lighting includes provision equivalent to the annual rental of £6800 so that a new scheme can be purchased once enough funds are accumulated;
- Project budget of £20,000 provided to fund new schemes approved by Council.
- Contingency budget of £10,500 was included;
- Cllr Thomas had suggested an event for the community once Covid-19 is clear. There is some money in the budget to cover when the time is right;

- Cllr Rust had requested that the Council start planning for community events for 2022 to celebrate the Queen's Platinum Jubilee.

**Resolved to approve the Budget for 2021-2022.**

- c) E-mail from Liz Grieve, Denbighshire, re: Library contribution was discussed. If the City Council would agree to continue the present £12,000 per annum contribution for a further three years, commencing 2021-2022, Denbighshire will offer a 50% refund on this year's invoice. This is due to the Library being closed for a number of months.

**Resolved the clerk should reply to Denbighshire confirming the City Council's agreement to commit to a further three yearly contribution of £12,000 on the condition that we receive a reduction of 50% (£6000) on this year's contribution.**

2020/159

#### CCTV

Following the damage to the sign at Roe Plas Meadow, the Police had advised that another camera be considered at Roe Plas Meadow. There is no capacity for an additional camera on the existing system, which was installed in June 2019. Quotation from Hamilton Security for £595 & VAT to upgrade the system and install an additional camera was considered.

**Resolved not to accept the quote as the cost was disproportionate to the cost of the damage. The situation will be monitored and if there are further incidents, Council will re-consider.**

2020/160

#### Correspondence

- a) e-mail from Hannah Jones, Refill Wales re: Refill Wales scheme – received
- b) e-mail from Ross George, Innovision Media, re: Digitalising St Asaph City Council sign

**Resolved the Clerk is to invite Mr George to address Council and make a presentation**

- c) e-mail from Nest Jones, Urdd, re: Urdd Eisteddfod – received
- d) e-mail from Cllr Townsend forwarding an e-mail from a resident re: dog-fouling

Cllr Scott advised that the City Council do not have the resources to provide dog wardens and that this is the responsibility of Denbighshire.

Cllr Townsend suggested that the City Council could put an additional camera onto his household system – this to cover the pavement area. There was a suggestion that a sign could be put on the telegraph pole to warn that the area is being monitored for dog-fouling. There was concern that this would set a precedent.

**Resolved the Clerk is to reply to the resident advising that the City Council are looking into the options available.**

**The Clerk is to research the legality of options discussed.**

**The Clerk is to write to Denbighshire requesting that Civil Enforcement Officers patrol the area, particularly in the morning and after dark.**

Cllr Griffiths advised she has received correspondence from a resident regarding access at his property. Cllrs Scott and Thomas have both given advice.

**Resolved that Cllr Griffiths should forward the e-mail to the Clerk  
Resolved the Clerk should reply to the resident to advise the City Council do not have the powers to deal with the issue, but sign-posting another appropriate service.**

Cllr Groves reported that a footpath had been blocked behind Tan y Bryn.

**Resolved the Clerk should write to the Footpaths Officer at Denbighshire to advise of the issue.**

**The meeting concluded at 8.15 pm**

[Date of Next Meeting](#)

Meeting with remote attendance held 13<sup>th</sup> January 2021

**Signed .....**

**Chairman of the Full Council Meeting held 13<sup>th</sup> January 2021**