St Asaph City Council
Cyngor Dinas Llanelwy

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 10th November 2021 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, B Townsend and R Williams.

2021/167 Apologies for Absence

- None.

2021/168 Declarations of Interest

- Cllr Scott declared an interest in item 9a) as he is Treasurer of the Bowling Club;
- Cllr Groves declared an interest in item 13) as her partner has a business interest in KM Construction.

2021/169 Public Participation

- None.

2021/170 North Wales Police

PCSO Dave Jones was unable to attend the meeting. The Clerk read out his written report:

- Robbery at a petrol station – a male was arrested;
- Two incidents of disorder at a public house;
- A window was broken at a bar on the High Street;
- An incident of driving licence fraud was reported – advice to the public to take care to ascertain websites are genuine and report suspicions;
- An incident of anti-social behaviour on Hallowe'en;
- An unknown vehicle caused damage to a parked car on Mount Road and has driven away without leaving details;
- There were no incidents on Bonfire night, which was pleasing.

A reminder to the public to take care to lock doors and windows and secure sheds and garages, and to keep purchases out of sight until you get them home in the run up to Christmas.

2021/171 Mayor's Report

The Mayor, Cllr Scott, gave a report to Council:

- Attended the City Plan Working Group meeting;
- Has not attended any civic events.

2021/172 County Councillors' Reports

Cllr Andrew Thomas

- Pollution on the High Street – Denbighshire will measure the pollution levels over a period of time, starting in January.

Resolved the Clerk should write to Peter Daniels expressing concern re: pollution caused by buses.

- Attended the music festival;
- Attended the County Council meeting.

Cllr Peter Scott

- Attended the Elwy MAG meeting;
- Attended County Council re: Section 19 flood reports;
- Attended Performance Scrutiny – Meifod is to re-open very shortly;
- Attended Strategic Planning;
- Attended Task & Finish, discussed natural flood management;
- Attended Planning;
- Gypsy & Traveller Accommodation meeting is due next week;
- Objections have been sent re: new housing at Stanley.

Questions were invited from the room. There were none.

2021/173 Minutes

The previous minutes of the meeting 13th October 2021 were discussed regarding accuracy (circulated prior to the meeting).

Resolved to approve the minutes of 13th October 2021 as an accurate record.

2021/174 Matters Arising

2021/152 – North Wales Police – the Clerk has made enquiries about prosecution. She will arrange for the rubbish to be removed now that evidence has been gathered from the waste;

2021/156 – Matters Arising - Events Committee – the car show is in abeyance until a suitable venue has been identified. Another location was suggested by Cllr Griffiths. Cllrs Scott & Townsend will visit the potential site to assess.

2021/159 c) – Events Committee – City Status – Cllr Thomas raised the issue of the letters patent.

Resolved the Clerk is to write to the Cathedral and ask that they make arrangements for the letters patent to be displayed.

2021/175 Financial Management

a) The payment schedule was reviewed:

- Payment to Tir a Choed £840.00 – for the guards for the cherry trees – this to be paid from the NRW funds in the Community account;
- Payment to St Asaph Bowling Club - £600 for winter green maintenance in accordance with the rental agreement;
- Payment to Millennium Mats £427.61 – for the dementia friendly mats for the shops – to be paid in advance;
- Payment to Tir a Choed £480 for the annual cut & collect at the wildflower area – this was half the cost of the quotation from another contractor;
- Payment to HMRC was made for the PAYE collected in 2017 & 2018 relating to a previous clerk.

Resolved to approve the Payments Schedule, total value £10,915.64.

b) The Finance report (circulated prior to the meeting) was discussed. The next instalment of precept is due end of December, when the next VAT claim will also be made. The Clerk is making enquiries with the Council's solicitor about the Roe Plas Meadows charity – a previous clerk tried to close the charity in 2010 as there appears to be no purpose or assets for the charity.

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

Resolved to approve training costs for the Clerk to attend the SLCC Practitioners Conference remotely.

2021/176 Planning Applications

a) Application: 46/2021/1033
Location: 56 Roe Parc, St Asaph
Proposal: Demolition of existing conservatory and erection of a single storey extension to dwelling
Resolved the Clerk should advise Planning at Denbighshire the City Council has no objections to the application.

b) Application: DNS/3247619
Location: Land at Gwernigron Farm, The Roe, St Asaph
Re: Elwy Solar Energy
Cllr Scott outlined the amendments to the original proposal, made as a result of the concerns raised.

2021/177 City Plan Working Group

Cllr Scott gave a report on the first meeting of the City Plan Working Group.

a) The minutes of the meeting of the City Plan Working Group of 26th October 2021 were discussed (circulated prior to the meeting).
Resolved to receive and approve the minutes of the meeting of the City Plan Working Group on 26th October 2021.

b) Resolved to approve the Terms of Reference of the City Plan Working Group;

c) The following items are to be costed for the 2022/2023 budget:

I. New boundary signs;
II. Information signs at Roe Plas Meadow and on the Common;
III. Solar panels for the three City Council buildings;
IV. Wood carvings at the riverside;
V. Events – such as a farmers' market;
VI. HM Stanley information board to be amended as previously discussed by Council.

Cllr Scott thanked Cllr Townsend for installing the lamppost poppies.

2021/178 Policy, Resources & Finance Committee

Cllr Gedd gave a report following the meeting of the Policy, Resources & Finance Committee.

a) The minutes of the meeting of the Policy, Resources & Finance Committee of 4th November 2021 were discussed (circulated prior to the meeting).
Resolved to receive and approve the minutes of the meeting of the Policy, Resources & Finance Committee on 4th November 2021.

b) To approve the recommendations of the Policy, Resources & Finance Committee:

I. To approve and ratify with effect from 4th November 2021 that Cllr Townsend be appointed as a member of the Policy, Resources & Finance Committee;
II. To approve and adopt the Flag Flying Protocol;
III. Not to approve the flying of flags for outside bodies, except for the green flag awarded to the Afon Elwy Environment Group;
IV. That the Clerk should arrange the purchase of the following flags:

- **Armed Forces flag;**
- **St David's flag.**

V. **That the Council should commission the design of a St Asaph city flag.**
The Clerk is to write to the Bishop to seek his advice.

VI. **That Cllrs Gedd and Hardie are to be appointed as Flag Officers;**

VII. **That flagpole keys are to be issued to the flag officers, the Mayor and Deputy Mayor;**

VIII. **To approve and adopt the Welsh Language Policy;**

IX. **To approve and adopt the Personal Safety and Zero-Tolerance Policy;**

X. **To include £1000 provision for training in the 2022/2023 budget;**

XI. **That one combined statutory report be written annually, to include the Annual Report and Biodiversity Report in one publication;**

XII. **To approve the meeting room and Roe Plas Meadow hire forms;**

XIII. **That the hire charges, caretaker's fees and deposits are to be considered in the 2022/2023 budget discussions.**

Cllr Thomas suggested that the Royal Welch Fusiliers could be granted the freedom of the City.

Resolved that the Clerk should investigate how the Royal Welch Fusiliers may be granted the freedom of the city to the Royal Welch Fusiliers.

2021/179 Environment & Assets Committee

a) The minutes of the meeting of the Environment & Assets Committee of 4th November 2021 were discussed (circulated prior to the meeting).

Resolved to accept and approve the minutes of the 4th November 2021 meeting of the Environment & Assets Committee.

b) Resolved to accept and approve the recommendations of the Environment & Assets Committee as follows:

I. **That the Clerk should write to Gareth Davies MS to enlist his help to access the Plant! funding directly, rather than through NRW; and also, to access advice and funding from Welsh Government to address the flood risk to the football pavilion;**

II. **That the Clerk should report the bench on Red Hill to Denbighshire as it is unclear whether there is any City Council involvement in its installation;**

III. **To accept the quotation for £1865 & VAT from KM Construction for the wheelchair access path to the wildflower area.**
This could be an Open Spaces Project.

IV. **That the Clerk should order three new benches and three new litter bins without delay, these costs to be re-claimed from the Open Spaces Grant from 2019;**

V. **To approve and accept the quotation for £350 & VAT from KM Construction to install a new fingerpost sign at Roe Plas Meadow, with a further two posts to be installed on receipt of permission from Denbighshire;**

VI. **To approve and adopt the amended Environment Policy;**

VII. **To approve the following course of action for management of the cherry trees:**

- **The Common avenue is to be kept purely Sakura. Sakura trees are to be transplanted to replace the dead trees;**
- **The Roe Plas Meadow to be kept purely Sakura. The dead tree is to be removed and not replaced;**
- **Two Douglas fir trees are to be removed from the Roe Plas meadow avenue and re-planted at Jubilee Copse;**
- **Dead cherry trees in the wildflower garden to be removed and not replaced;**
- **Three cherry trees at the Trim Trail to be replaced with ornamental cherries.**

VIII. The riverside path is deemed unsafe as there are large exposed tree roots. Although this is not the responsibility of the City Council, addressing the safety issues would be in the interest of the residents of St Asaph.
To approve and accept the quotation for £2200 & VAT from KM Construction for the riverside path.

2021/180 Correspondence

a) E-mail from Denbighshire re: Public Space Protection Order – received;
b) E-mail from Denbighshire re: Electric Vehicle Charging Points – received;
c) E-mail from One Voice Wales re: Political Affiliation of Councillors
The Clerk confirmed that the City council's published records of Councillors' political affiliation is in accordance with the legal definition under the Local Government Democracy Wales Act 2013 section 55.
d) E-mail from NWIMF re: letter of thanks for donation - received;
e) Report from One Voice Wales re: Model Local Resolution Protocol for Community & Town Councils – received;
f) E-mail from History Points re: Elwy Bank & St Asaph QR Codes
Cllr Roberts will make enquiries about blue plaques.
g) E-mail from NHS Wales Health Collaborative re: Welsh Government Defibrillator fund - received

2021/181 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.

2021/182 Employment Matters

a) Resolved to approve and ratify the following:
I. Appointment of Mrs Jill Ellison as Clerk and Responsible Finance Officer to St Asaph City Council with effect from 13th August 2018, and her employment on NALC model contract/green book terms, as amended by her employment contract dated 13/08/2018; SCP 23;
II. 30 SCP (Role: 29 + 1 personal) awarded as per minute 2020/113 with effect 1/10/2020;
III. Contract dated 12/03/2021 amended to reflect existing annual leave and pension; and increase weekly hours to 24, as per minute ref 2021/036.
b) To award additional 1 SCP to SCP 31 to reflect completion of CILCA qualification;
c) Payment of PAYE collected in 2017 and 2018 for previous clerk, approved under 9a) Payments.

The meeting concluded at 8.00 pm

Date of Next Meeting

Meeting with remote attendance held 8th December 2021.

Signed ……
Chairman of the Full Council Meeting held 8th December 2021