St Asaph City Council

Summary of Meeting

Date of meeting;	10th November 2021
Meeting:	Full Council Meeting of St Asaph City Council
Members Present:	Cllr Peter Scott (Mayor) Cllr John Roberts (Deputy Mayor) Cllr Joanne Ellison Cllr Michael Gedd Cllr Leanne Groves Cllr Linda Griffiths Cllr Colin Hardie Cllr Peter Morton Cllr Barbara Rust Cllr D Andrew Thomas Cllr Barry Townsend Cllr Rosalind Williams
Apologies for Absence:	None
Declarations of Interest	Cllr Scott declared an interest in item 9a) as he is the Treasurer of the Bowling Club. Cllr Groves declared an interest in item 13 as her partner has a business interest in KM Construction.

Resolutions (Decisions) Made

Agenda Item	Subject	Resolution:
7.	Minutes	To receive and approve as a correct record the Minutes of the meeting held on 13th October 2021.
8.	Matters Arising	That the Clerk should write to the Cathedral to ask them to arrange for the display of the Letters Patent for St Asaph's city status.
9.	Finance	a) To approve the payments schedule, total value £10,915.64, this to include outstanding PAYE in respect of the former clerk. b) To receive and approve the finance report.

Agenda Item	Subject	Resolution:
9.	Finance	To approve the Clerk's request to attend SLCC Practitioners' Conference.
10.	Planning	a) **Application 46/2021/1033** **Re: Demolition of existing Conservatory and erection of a single storey extension.** **56 Roe Parc, St Asaph** That the Clerk is to advise Planning Department the City Council has no objections to this application.
11.	City Plan Working Group	a) To receive and approve the minutes of the City Plan Working Group meeting of 26th October 2021. b) To approve and adopt the Terms of Reference of the City Plan Working Group. c) That the following projects should be costed for inclusion in the 2022/2023 budget: • New boundary signs; • Information signs at Roe Plas Meadow and on The Common; • Solar Panels for the three Council buildings; • Wood carvings at the riverside; • Events – such as a farmers' market or car boot sale; • The HM Stanley information board to be amended as previously discussed.
12.	Policy, Resources & Finance Committee	a) To receive and approve the minutes of the Policy, resources & Finance Committee meeting of 4th November 2021. b) To approve and confirm the recommendations of the Policy Resources & Finance Committee as follows: **2021/F09** – to approve and ratify Cllr Townsend's appointment as a member of the Policy, Resources and Finance Committee with effect from 4th November 2021.

Agenda Item	Subject	Resolution:
12.	Policy, Resources & Finance Committee	**2021/F13** 1. to approve and adopt the Flag Flying Protocol; 2. That Council does not approve flying of flags of outside bodies, with the exception of the green flag awarded to the Afon Elwy Environment Group; 3. To approve the purchase of the Armed Forces flag and St David's flag; 4. To commission the design of a St Asaph city flag. - That the Clerk should write to the Bishop to ask for his advice in this regard. 5. To appoint Cllrs Gedd and Hardie as flag officers. 6. That the Clerk should arrange for flagpole keys to be issued to the flag officers, the Mayor and Deputy Mayor. **2021/F14 -** To approve and adopt the Welsh Language Policy. **2021/F15** – To approve and adopt the Personal Safety & Zero-Tolerance Policy. **2021/F16** – That £1000 provision for training is included in the 2022/2023 budget. **2021/F17** – That Council should publish one combined annual report, to include Biodiversity. **2021/F18 -** To approve and adopt the meeting room and Roe Plas Meadow hire forms, to include the requirement for hirers to abide by the Council's Environment Policy. That the Clerk should investigate how to grant the Royal Welch Fusiliers the freedom of the city.
13.	Environment & Assets Committee	a) To receive and approve the minutes of the Assets & Environment Committee meeting of 4th November 2021. b) To approve and confirm the recommendations of the Assets & Environment Committee as follows: **2021/EA72** 1. That the Clerk should write to Gareth Davies MS to enlist his help to access

Agenda Item	Subject	Resolution:
13.	Environment & Assets Committee	the Plant! funding direct, rather than through NRW; and to access advice and funding from Welsh Government to address the flood risk to the football pavilion. 2. That the Clerk should report the bench on Red Hill to Denbighshire, rather than trying to trace the donors. **2021/EA73** **a)** To accept the quotation for £1865 & VAT from KM Construction for the wheelchair access path to the wildflower area; **b)** That the Clerk is to order three new benches for the wildflower area and three new litter bins. **2021/EA74** – To accept a quotation of £350 & VAT from KM Construction to install the fingerpost sign at Roe Plas Meadow, with a further two posts to be installed. **2021/EA75** – to approve and adopt the amendments to the Environment Policy. **2021/EA76** – to approve the following course of action for the cherry trees: I. The Common avenue to be kept purely Sakura. Sakura trees to be transplanted to replace the dead trees; II. The Roe Plas Meadow avenue to be kept purely Sakura – the dead tree is to be removed, but not replaced. III. Two Douglas fir trees to be removed from the Roe Plas Meadow avenue and re-planted in Jubilee Copse; IV. The dead cherry trees in the wildflower garden to be removed and not replaced; V. Three dead cherry trees at the Trim Trail to be replaced with ornamental cherries. **2021/EA78** – to accept the quotation of £2,200 & VAT from KM Construction for the riverside path.

Agenda Item	Subject	Resolution:
14.	Correspondence: a) E-mail from Denbighshire Enforcement re: Roe Plas Meadow b) E-mail from Denbighshire re: Electric Vehicle Charging points c) E-mail from One Voice Wales re: Political Affiliation d) E-mail from NWIMF re: Letter of Thanks e) Report from One Voice Wales re: Model Local Resolution Protocol f) E-mail from History Points re: Elwy Bank & St Asaph g) E-mail from One Voice Wales re: Welsh Government Defibrillator Fund	Received; Received Received Noted that published Councillor details comply with legal requirements. Received Received Cllr Roberts is to make enquiries. Received
15.	**Exclusion of the Press & Public** Employment Matters	**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.** a) To approve & ratify the following: I. Appointment of Mrs Jill Ellison as Clerk & 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 employment contract dated 13/08/2018; SCP 23;

Agenda Item	Subject	Resolution:
15.	Employment Matters	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, previously collected in 2017 & 2018 approved under 9a) payments.