Cyngor Dinas Llanelwy St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 9th March 2022 at 7.00 pm 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, B Townsend and R Williams.

Cllr Hardie made a statement conveying a message of thanks for the Council's good wishes from a resident.

2022/052 Apologies for Absence

- Apologies were received from Cllr Ellison.

2022/053 Declarations of Interest

- Cllr Scott declared an interest in item 18i) as he is Treasurer of the Bowling Club;
- Cllr Hardie declared an interest in item 16 as he is Chairman of the Allotments Association.

2022/054 Public Participation

- One member of the public was present.

2022/055 North Wales Police

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

- A member of the public was clipped by a vehicle near VP School which failed to stop;
- Incidents of shoplifting at a retailer. The Pubwatch group have agreed to include shops, especially those selling alcohol, in the scheme. This means that those caught shoplifting will also receive a Pubwatch ban.

Other points raised by Councillors:

- Following an incident at the Council's meeting room, the Clerk is to request an update from the PCSO;
- Cllr Scott has made a report to Denbighshire that the flashing lights at the crossing on Upper Denbigh Road may need repair;
- Denbighshire advise that the unauthorised camp on the Business Park will be vacated tomorrow.

2022/056 Mayor's Report

The Mayor, Cllr Scott, gave his report:

- Planted a tree at the Parish Church, organised by the North Wales Livery Company;
- Attended the Environment & Assets meeting;
- Planted a tree at Jubilee Copse;
- Attended the first Meet the Councillors session at the Community Hub. The response from the members of the public attending was very positive;
- Helped to dig up Denbigh plum trees for re-planting in the copse.

2022/057 County Councillors' Reports

Cllr Andrew Thomas

- Issue with a SORN vehicle in Lothian Park;
- Denbighshire are dealing with parking problems at the junction of Bron Wylfa;
- A van parking outside Fountains Garage has been issued with a ticket;
- Dealing with parking issues on the High Street.

Cllr Peter Scott

- Attended the Elwy MAG meeting re: the Local Development Plan (LDP);
- Attended the County Council meeting at which the precept was accepted;
- Attended Licensing meeting re: taxis;
- Attended a site visit for Planning;
- Attended Planning meeting;
- Dealing with issues with trees at Ashly Court;
- Dealing with a sign at VP School;
- Dealing with a van parking at the cricket club;
- The LDP is not yet set – this is likely to happen in 2023, following the new Welsh Government Technical Advisory Note re: flooding.

2022/058 Minutes

a) The previous minutes of the meeting 9th February 2022 were discussed regarding accuracy (circulated prior to the meeting).

Resolved to approve the minutes of 9th February 2022 as an accurate record.

b) The previous minutes of the meeting 16th February 2022 were discussed regarding accuracy (circulated prior to the meeting).

Resolved to approve the minutes of 16th February 2022 as an accurate record.

2022/059 Matters Arising

a) **2022/039b) – Finance Report –** electricity bill for the Christmas Lights. A credit note has been received to reverse the incorrect bill. The amended bill is still awaited.

b) There were no matters arising from the minutes of the meeting of 16th February 2022.

2022/060 Financial Management

a) The payment schedule was reviewed:

- The invoices for Jubilee Copse are included on the schedule;
- The invoice from Denbighshire is the annual loan repayment for Mill Race Meadow;
- Clerk's expenses include Crowdfunding donation authorised in January, purchase of the St David's flag, bunting for the jubilee and materials for Meet the Councillors.

Resolved to approve the Payments Schedule, total value £15,357.62.

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

- VAT claim £3,577 for the fourth quarter of 2021 – refund received.
- Welsh Water bills have been queried, as no allowances have been made for the leak at Roe Plas in 2021. The response from Welsh Water will take 8 weeks.

- Councillor allowances have been paid to those who are on payroll and have not refused payment. If any further payroll forms are received, the Clerk will arrange payment and report in April.

Resolved to approve the income and expenditure budget and finance report.

c) **Resolved to authorise the Clerk to obtain access to the HM Revenue & Customs PAYE account.**

2022/061 Planning Applications

a) **Application: 46/2022/0180**
Location: Land at Roe Plas High Street, St Asaph
Proposal: Erection of 1 no. 8 metre flagpole.
The application was noted as the Council is unable to comment on its own application.

2022/062 Appointment of Internal Auditor 2021-2022

The Council reviewed the scheme submitted by JDH Business Services Ltd.
Resolved to appoint JDH Business Services Ltd as the Council's Internal Auditor for 2021-2022.

2022/063 City Plan Working Group

Cllr Rust read out a list of issues and questions compiled by the working group to be discussed with external partners. The pollution survey from Denbighshire is still awaited.
Resolved that the Clerk should research costs for an independent pollution survey to be conducted.

2022/064 Events Committee

Cllr Hardie gave a summary of the planned events over the weekend and advised Council that help will be needed with tasks such as stewarding and erecting marquees. Free parking has been arranged for Lower Street over the weekend. The City Times will publish details in the April edition of the City times, to include a call for volunteers.
As regards Freedom of the City, the Clerk is liaising with the Adjutant for the Royal Welsh. The Clerk is researching the costs for Civic Robes and hiring a City Crier. Cllr Thomas thanked Cllr Hardie and the Committee for arranging a good weekend.

a) **Resolved to receive and approve the minutes of the Events Committee meeting on 23rd February 2022.**
b) **Resolved that the existing Events Committee will continue to stand until after the Jubilee and Tenth Anniversary of City status celebrations, this to ensure continuity for the planned events.**

2022/065 Environment & Assets Committee

Cllr Gedd gave a report following the recent Environment & Assets Committee meeting:

- For the summer months, the wildflower garden and re-wilding area by the trim trail will be left uncut, apart from mown paths, with an annual cut & collect in late summer.
- The two raised beds at the wildlower garden will be made bigger, using sleepers or similar.
- The new shed will be located near the meeting room, which would be more secure.

a) **Resolved to receive and approve the minutes of the Environment & Assets Committee meeting on 2nd March 2022.**

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

I. **That the Clerk should instruct the Council's contractors to bring the new bin by the BT bench into storage over the winter months, to avoid flood loss;**

II. **To approve a new Christmas Lights Working Group to provide recommendations to the Environment & Assets Committee for purchase of new Christmas Lights;**

III. **To appoint Cllrs Scott, Roberts, Rust and Townsend as members of the Christmas Lights Working Group;**

IV. **To approve and adopt the new Procurement Policy as recommended by the Committee, with a requirement for contractors to hold £5 million Public Liability insurance (clause 4.3);**

V. **To re-open the meeting room on Saturday 4th June 2022 as a tearoom for the Jubilee Fair, and that the building should remain closed in the meantime;**

VI. **Not to proceed with the purchase of an Armed Forces flag.** The Clerk will write to the Royal British Legion to request a flag from the local branch.

c) Cllr Gedd explained that some members of the public are confused about the location of properties referred to. These were clarified as follows:

I. **Mill Race Meadow –** the grazing field adjacent to Roe Plas;

II. **The Common –** the area between the roadbridge and Pont Begard, which includes the land on the east and west sides of the river.

III. There was a discussion about the parkland gifted to the Council by Charles Hughes. The charity set up in 1964 refers to this as "Roe Plas Meadow", whereas the deeds and historical maps of the parish refer to "Roe Plas".

Resolved that this parcel of land should now be referred to as "Roe Plas".

The Clerk has sent jubilee correspondence referring to "Roe Plas Meadow" and this will be allowed to stand.

2022/066 Asset Register 2021-2022

The Asset Register had been reviewed by the Environment & Assets Committee. The purchases of existing Christmas Lights and wood carvings from previous years were added. The purchase of new litter bins and benches, as well as replacement of the Council's laptop were reflected in the 2021-2022 values.

Total Value of Assets 2020-21 Annual return	**£791898**
Add adjustments from previous years	£8150
Restated 2020-21 Value	£800048
Add new purchases 2021-22	£7279
Less Disposals 2021-22	£491
Value of Assets 2021-22 to Annual Return	**£806836**

Resolved to approve the re-stated Asset value of £800,048 for 2020-2021.

Resolved to approve the updated Asset Register for 2021-2022, total value £806,836.

2022/067 Allotments

Cllr Hardie reported that there were problems with vermin on the allotments. One of the allotment-holders has asked if he can use a firearm for pest control, as he has all the necessary licences. Clause 27.5 of the Allotment Association's lease prohibits the use of firearms on the property.

Resolved to refuse the request from an allotment-holder to use a firearm for pest control. The Clerk is to ask the Council's contractor to visit the allotments site.

2022/068 Open Spaces 2022

Denbighshire have applied for funding for the Cae Winifred play area.

2022/069 Correspondence

a) E-mail from a resident re: Heavy Traffic on the High Street or S Bends.

Resolved the Clerk is to reply, thanking the resident and noting that these concerns have been raised previously.

b) E-mail from a resident re: 31 Steps. It was agreed that the Clerk's reply confirming that the City Council does not own the land will suffice – received.

c) Letter from Llangollen International Music Festival re: funding – received.

d) E-mail from Ty Gobaith re: Letter of Thanks – received.

e) Letter from Welsh Water re: Pre-consultation for Welsh Water's Draft Water Resources Management Plan 2024 – received.

f) E-mail from North Wales Police re: Parking. It was noted that Denbighshire had ticketed the van on The Roe – received.

g) E-mail from One Voice Wales re: News Bulletin – Pre-election Period – received.

h) Letter from The Independent Remuneration Panel for Wales re: Annual Report – received.

i) E-mail from St Asaph Bowling Club re: Fencing

Cllr Scott left the meeting and entered the waiting room as he had declared an interest in this item. Cllr Roberts took over the chair.

The Bowling Club had requested that Council revisit its decision taken last October to refuse their request to be permitted to remove 6 metres of hedge and the wooden fence adjacent to the War Memorial and replace these with green weld-mesh fencing. Concerns were raised that the area by the War Memorial is a sensitive site and the proposed fencing would not be sympathetic or appropriate. Further, the Council objected to the removal of hedges as this is against the Council's Environment Policy.

Resolved to confirm Council's original decision (Minute 2021/164 13/10/2021):

- **to grant permission for the Bowling Club to replace the rotten wooden fencing, like for like at the Bowling Club's own cost.**
- **to refuse permission to remove the hedges**.
- **to refuse permission for the green weld-mesh fencing.**

The Clerk had already addressed the query re: the Winter Maintenance payments

Cllr Scott re-joined the meeting and resumed the chair.

j) E-mail from Co-Options re: Litterpicking.

Resolved to pay the operative's wages during his period of absence due to self-isolation.

2022/070 Urgent Matter - Ukraine

Cllr Roberts raised the issue of the tragic situation facing the Ukrainian people, which has worsened in recent days. There was a discussion about the restrictions on the Council's powers to award grants for the benefits of non-UK residents. It was suggested that the British Red Cross is UK-based and supports many people in difficult circumstances.

Resolved to approve a payment of £200 to the British Red Cross under Local Government Act, section 137.

The meeting concluded at 8.35 pm

Date of Next Meeting

Meeting with remote attendance held 13th April 2022.

Signed ……
Chairman of the Full Council Meeting held 13th April 2022