Cyngor Dinas Llanelwy St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 13th July 2022 at 6.45 pm with remote attendance via Zoom.

Present: Cllrs J Ellison, M Gedd, L Griffiths, L Groves, C A Hardie (Mayor), M J Hogg, P G Morton, L Nelson, J O Roberts, B Rust, P Scott (Deputy Mayor), B Townsend and R Williams.

6.45 pm Dementia Friendly St Asaph Steering Group

A member of the public gave a presentation to Councillors on the activities of the Group and their progress to date.

- The dementia friendly mats supplied by the City Council have been distributed to all businesses and are useful as a talking point and to raise awareness of the needs of people with dementia;
- The Group is working to raise awareness and have a Facebook page with 70-80 members. They organised dementia-friendly training and St Asaph was visited by the dementia bus, which was very effective;
- The Cathedral are hosting a memory day later this year. NWIMF are working with the Group on an inter-generational project for pupils at Ysgol Esgob Morgan and people with dementia and a dementia friendly concert;
- The layout of St Asaph is challenging with the steep hill being an issue for those with dementia.
- The Group is now seeking to look after carers and set up a carers group. The Library is keen to be involved in this project.

Councillors were invited to ask questions:

- Cllrs Scott and Hogg will take any requests for help or information forward to Denbighshire;
- Cllr Hardie will speak to the organiser of the St Asaph Walking Football group re: setting up a similar team for people with dementia;

7.05pm The Mayor thanked the member of the public for attending and giving an informative presentation to Councillors.

2022/128 Apologies for Absence

- None.

2022/129 Declarations of Interest

- Cllr Gedd declared an interest in item 16 b) as he is a member of the Cricket Club;
- Cllr Groves declared an interest in item 13 as her partner's business is KM Construction Ltd.

2022/130 Public Participation

- Two members of the public were present.

2022/131 North Wales Police

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

- Public order incident at Bro Havard;
- Shop-lifting at a retailer;

- Alleged assault at an address in Bishops Walk;
- Amazon voucher fraud;
- Theft of a delivered parcel at Cae Gwyn;
- A fight between family members exiting from vehicles on the A525;
- Attempted theft of a CAT converter at Lower Street car park;
- Graffiti, including swastika signs, enquiries are ongoing;
- Two incidents of boisterous dogs off their leads – the owner has been warned;
- Local young female assaulted by other females from her school. Enquiries are ongoing and the school is aware;
- A known male has been encouraging youngsters to visit his flat in Llys Esgob. An arrest has been made for breaching a previous injunction.

A plea was made to all parents to ensure they know where their children are and to report any suspicious incidents immediately.
There was a discussion about security matters following the recent fraud.

2022/132 Mayor's Report

The Mayor, Cllr Hardie, gave his report following a busy month:

- Attended a social event held by Designweb – also attended by the Clerk;
- Attended a ceremony at Rhyl to commemorate the end of the Falklands War;
- Presented a trophy to Brownies for the excellent work they did to help host the Jubilee afternoon tea;
- Attended the Mayor of Buckley's civic ceremony;
- Attended the Mayor of Ruthin's civic ceremony;
- Attended a flag-raising ceremony at County Hall for Armed Forces Day, which was also attended by Cllr Scott;
- With the Mayoress, presented a cheque for £300 to St Kentigerns in respect of half the donations for the flower show. The remainder was donated to the Parish Church;
- Attended several site meetings, along with other councillors, to obtain quotations for Christmas Lighting.

2022/133 County Councillors' Reports

Cllr Martyn Hogg

- Attended several training sessions;
- Attended Denbighshire Corporate Plan Strategy meeting;
- The Castle Green development had been approved at planning;
- Open Reach Fibre Broadband – has obtained further information and has contacted the owners of the eligible properties;
- Denbighshire are working to reduce the use of single-use plastics on schools;
- Addressing issues with eligibility for school transport.

Cllr Peter Scott

- Interviews for Governance & Business Economy & Environment Corporate Directors;
- Partnership Meeting;
- Site Visits – flood conditions at Rosehill – this is to be re-surfaced;
- Planning Briefing;
- Corporate Plan Meeting;
- Code of Conduct Training;

- Planning at Ruthin – the new development was passed with all mitigations requested;
- Flag-raising ceremony to commemorate the end of the Falklands war;
- Dealing with issues re: bee-friendly area at Roe Parc;
- Dealing with issues at Bro Havard.

2022/134 Minutes

The previous minutes of the meeting 8th June 2022 were discussed regarding accuracy (circulated prior to the meeting).

Resolved to approve the minutes of 8th June 2022 as an accurate record.

2022/135 Matters Arising

2022/124 xiii – The Mayor thanked Cllr Townsend for repairing the Bowling Club gate.

2022/136 Financial management

a) The payment schedule was reviewed:

- Cheques to be issued are those from cheque number 4677 – those listed above this have already been paid as they relate to the Jubilee or have been previously approved;
- Payment £150 to I & E Stopes – this was still charged despite the event being cancelled;
- Scottish Power £1920.92 – the meter at the Football Pavilion has not been read since the start of Covid. The additional power relates to operating the de-humidifiers throughout the building 24 hours a day for 3-4 weeks – post flood (2020.

The Clerk is to make enquiries with Zurich whether we can add this item and the remedial electrical work to the claim.

- Vale of Clwyd Carpet Cleaning includes caretaking fees for the meeting room, watering and the play area works following the inspection;
- DH Electrical £5000 – see c) below;
- Clerk's hours include 34 hours worked re: Jubilee, training and catching up with routine tasks post-jubilee.

Resolved to approve the Payments Schedule, total value £18,488.72

b) The Finance report for June, which was circulated after last month's meeting was presented to Council.

Resolved to approve the Finance Report, giving the financial position to the end of May.

The Finance report giving the position to the end of June was not available due to non-receipt of bank statements. The Clerk will circulate the report as soon as it is written and bring it to Council for approval in September.

- It was noted that the new Bowling Club agreement has been signed.
- One of the showers in the football pavilion is faulty and needs replacement.

Resolved to authorise the Clerk to issue instructions for a replacement shower to be installed at the football pavilion.

c) The invoice had been received for the new lighting to the Cathedral. This enables the Cathedral to be lit up to make special occasions and the project was initiated for the beacon lighting as part of the Jubilee celebrations.

- Grant funding from the National Lottery had been obtained, of which £4000 was earmarked for the lighting;
- More powerful lighting was required to have the desired impact;

- As the Council's plans were for the lighting to be part of the Jubilee celebrations, the timescales did not allow for three quotations to be obtained, for this specialist lighting;
- This was previously discussed at the May Council meeting – minute reference 2022/097 d)

Resolved to suspend Financial Regulations for the reasons stated above for Council to consider the payment of the invoice of £5000 to DH Electrical.

Resolved to authorise payment of £5000 to DH Electrical for the provision of coloured lighting at the Cathedral.

2022/137 Planning Applications

a) Application: 46/2022/0511

Location: 14 Bryn Elwy, St Asaph

Proposal: Erection of a two-storey flat-roofed extension to rear of dwelling

Resolved that the Clerk should advise Planning Department that the Council has no objections to this application.

b) Application: 46/2022/0556

Location: The Old Palace High Street, St Asaph

Proposal: Re-pollard 8 mature lime trees and crown thin 8 semi mature lime trees, the subject of a tree preservation order

Resolved that the Clerk should advise Planning Department that the Council has no objections to this application.

c) Application: 46/2022/0552

Location: Red Lion House Gemig Street, St Asaph

Proposal: Demolition of existing single storey extension and first floor balcony to rear and erection of replacement single storey extension. Formation of first floor Juliette balcony.

Resolved that the Clerk should advise Planning Department that the Council has no objections to this application.

d) Application: 46/2022/0576

Location: Telephone Exchange Lower Denbigh Road, St Asaph

Proposal: Siting of 2 no. storage containers to house materials and equipment in support of the local telecoms infrastructure network

Resolved that the Clerk should advise Planning Department that the Council has concerns about the siting of the containers, particularly that they are not visible from the bridge (a listed building and the gateway to the City). We will be asking that they are placed on the hardstanding at the rear of the building.

e) Application: 46/2022/0605

Location: 16 Roe Parc, St Asaph

Proposal: Retention of pitched roof over existing flat roof dormers; construction of 1 additional pitched roof dormer to front elevation and construction of pitched roof open porch to front elevation (retrospective application)

Resolved that the Clerk should advise Planning Department that the Council has no objections to this application.

2022/138 St Asaph City Flag

a) The Bishop had offered a third design for the flag, including the Diocesan keys, which was considered by Council.

Resolved to approve and adopt the design for the flag, chosen by Council at the May Full Council meeting, as the official flag of the City of St Asaph.

b) The matter of registration of the flag's design was considered. This would entail a letter from Council explaining the significance of the various elements of the flag and confirming that it is to be freely available for use by the public.
Resolved that the Clerk is to write to the Flag Institute to register the design of the flag of the City of St Asaph and confirming that it is to be freely available for use by the public.

2022/139 Christmas Lighting

Cllr Hardie outlined the progress of the Christmas Lighting Working Group to date. The total budget allowed for Christmas lighting included the installation costs and the purchase of a real Christmas tree.

- The Group were particularly keen to include Lower Denbigh Road and Chester Street in the lighting scheme.
- The considerations of the Group were summarised in the report circulated to Councillors.
- Only one full quotation had been received from Lite UK.

Resolved that the Clerk should proceed as follows:

Purchase Diamond Banners from Lite UK for the High Street	**14 units @ £325**	**£4550**
Purchase new lighting for the Christmas Tree from Lite UK		**£1165**
Hire 14 solar Christmas Trees from Plantscape for Lower Denbigh Road & Chester Street	**12 units @ £105**	**£1260**
Total Cost		**£6975**

- The existing lighting is to be used on Upper Denbigh Road and The Roe;
- The fittings designed by children are to be retained until they are no longer in working order;
- Surplus budget to be used towards lighting other trees e.g. by the Bowling Club and on Lower Denbigh Road;
- To consider purchasing further lighting next year to supplement the scheme.

2022/140 Environment & Assets Committee

Cllr Gedd gave a report to the Council following the recent meeting of the Environment & Assets Committee.

a) Resolved to receive and approve the minutes of the meeting of the Environment & Assets Committee on 11th July 2022;

b) Resolved to approve the recommendations of the Committee as follows:

i.	To receive and accept the Play Area Inspection Reports
ii.	To instruct the Clerk to write to the resident about the gate confirming that the Council's safety advisor had inspected the gate, found it to be working correctly and there were no issues
iii.	To approve the amendment to the Council's maintenance plan to include an annual clearance of the undergrowth between the football pitch and the entrance to Roe Plas

iv.	To approve the amendment to the licence to the Football Club to include a 25 year term
v.	To approve and accept the quotation of £150 for cleaning the carpets and chairs at the meeting room from Vale of Clwyd Carpet Cleaning
vi.	To approve payment to Cllr Townsend for reimbursement for materials for the repairs to the door and the plaster inside the entrance door at the meeting room
vii.	To approve and accept the quotation of £975 & VAT from Tir a Choed for the annual cut & collect of the wildflower areas and that the arisings may be scattered as agreed with Cllr Hardie and the Clerk at the site meeting

- Cllr Gedd advised that the main area of concern following the Play Area inspections was the Trim Trail and the clerk was to arrange for Andrew Groves to meet with Cllr Hardie to discuss the necessary repairs and disposal of the rotten timbers.

c) **Resolved to receive and approve the Assets Inspection Report and to approve the actions outlined in the report.**
Cllr Hogg raised concerns as to whether one item of play equipment was age-appropriate for a play area for primary school children.

2022/141 Bowling Club

Cllr Hardie explained that concerns had been raised again by the Bowling Club about the security risk posed by the flood wall adjoining the Bowling Club. Cllr Hardie and the Clerk will raise this matter in the forthcoming meetings with NRW.

2022/142 Internal Control

Resolved to receive and approve Cllr Scott's report following his recent Internal Control checks,

2022/143 Correspondence

a) Letter of thanks from Bruno Peak re: Jubilee – received.
b) Letter of thanks from St Asaph Cricket Club – received.
c) Letter of thanks from Ex-Councillor Andrew Thomas – received.
d) E-mail from NWIMF re: Funding

Resolved to award a grant of £500 to NWIMF

e) E-mail from a resident re: Fitness Sessions at St Asaph FC

Resolved to approve the use of the football pitch for fitness classes for a further five week period on the same terms and conditions as previously. No loud music or microphones to be used in view of the early morning sessions.

f) E-mail from Denbighshire re: Let's Play Out Sessions

Resolved to approve the use of Lower Street Play Area and the adjoining land for the sessions throughout the summer holidays.

The meeting concluded at 8.50 pm

Date of Next Meeting

Meeting with remote attendance held 14th September 2022.

Signed ……
Chairman of the Full Council Meeting held 14th September 2022