Cyngor Dinas Llanelwy St Asaph City Council

**Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 9th November 2022 at 7.00 pm at the Council & Community Meeting Room and also 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) and R Williams.

## 2022/182 Apologies for Absence

- None

## 2022/183 Declarations of Interest

- Cllr Scott declared a personal and prejudicial interest in item 10 c) due to the proximity of the site to his property;
- Cllr Scott advised the meeting that he had declared an interest for the Public Participation session at the previous meeting, due to his previous involvement with the planning matter. His written confirmation of this declaration has been received by the Clerk.

## 2022/184 Public Participation

- One member of the public was present.

## 2022/185 North Wales Police

PCSO Dave Jones was present and was welcomed to the meeting by the Mayor. The PCSO gave his verbal report:

- A number of online fraud attempts, particularly involving Facebook sales;
- Theft of heating oil from on Glascoed Road;
- Incidents of anti-social behaviour and assaults on Gemig Street;
- Anti-social behaviour on Caradoc Terrace.

The Summer months have been better this year, although it was noted the Council had sustained a lot of damage and financial costs.

The Mayor asked the Councillors for any queries or concerns:

- Travellers are camping on Welsh Government land on the Business Park. There have been no issues at present and Welsh Government allow travellers to camp on their land.
- Cllr Scott reported a problem with cars parking on pavements, which makes it difficult for wheelchair users to pass. The PCSO is aware and will contact drivers to warn them.
- The Mayor reported a repeated problem where the boundary fence is being removed at the south end of Mill Race Meadow, where the public right of way ends. The PCSO will discuss with his Inspector so they can consider surveillance options. It is not believed that youths are responsible, but rather it is someone objecting to the fence. The neighbouring landowner is suffering trespass onto their private land. There are safety concerns re: the gas main which lies beneath the fence.

## 2022/186 Mayor's Report

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

- Attended the investiture of the Knights of St John;
- Held his civic service at the cathedral;
- Attended three other civic services;

- With the Clerk, attended a meeting with NRW to discuss Plant! grant funding;
- Attended a dementia Group meeting;
- With Cllr Scott and the Clerk, met with Denbighshire to discuss litter bins;
- With the Clerk, met with the Dean to discuss the Winter Fair.

## 2022/187 County Councillors' Reports

### Cllr Peter Scott

- Attended the Partnership Scrutiny meeting re: enforcement. The Elwy area has received 51% of enforcement officer visits;
- Attended a site meeting for a development site in Denbigh;
- Attended Planning Committee;
- Met with Denbighshire about litter bins on the river, together with the Mayor and the Clerk;
- Attended Liaison meeting re: Gypsies & Travellers;
- Dealing with NRW re: the footpath behind Roe Parc;
- Dealing with issues at the livestock market;
- Dealing with extending the 30 mph zone on Upper Denbigh Road.

### Cllr Martyn Hogg

- Attended the meeting re: enforcement. There may be a reduction in service due to pressure on budgets;
- Dealing with residents' concerns about windmills and sub-stations;
- The Denbighshire strategic plan is currently going through;
- The local development plan update is long overdue. Candidate sites are on the LDP.

A question was raised about the windfarm consultation. Cllr Hogg confirmed he is in contact with the resident concerned.

## 2022/188 Minutes

The previous minutes of the meeting 12th October 2022 were discussed regarding accuracy (circulated prior to the meeting).

**Resolved to approve the minutes of 12th October 2022 as an accurate record.**

## 2022/189 Matters Arising

2022/176 – Cllr Scott asked that thanks to Cllr Williams be minuted in respect of her work on the street-naming proposals at Ty Tyn farm. It was pleasing to see the history of the site being reflected in the street names.

## 2022/190 Financial management

**a)** The payment schedule was reviewed:

- Clerk's salary includes processing for two full council meetings due to the late September meeting and 21 hours for Events.

**Resolved to approve the Payments Schedule, total value £9,189.53.**

**b)** The Finance report was discussed:

- Grants costs are offset by £5104 donation from the Tennis Club;
- Events costs are offset by the grant of £9000 received from the National Lottery towards the Jubilee.
- The budget approved for 2022-23 depends upon the use of reserves to fund the planned spending for this year. The Clerk recommended that £20,000 was transferred from reserves, in accordance with the budget, to ease cashflow pending the receipt of the December precept.
- **Clerk's recommendations**:
    - that the Policy Resources and Finance Committee is asked to produce a cashflow for future years;
    - that additional reserves are provided for in the 2023-24 budget, in view of the Council's landholding and buildings;
    - that projects are scheduled over a number of years, rather than in one year.

- that non-urgent expenditure is delayed until after receipt of the December precept;

It was noted that the large land holdings, events and buildings made large financial demands on the precept and cashflow, in comparison to other councils.

**Resolved to receive and approve the finance report.**

**Resolved to authorise and approve the transfer of £20,000 from the National Savings Account.**

## 2022/191 Planning Applications

**a) Application: 46/2021/1069**

**Location:** Ty Tyn Farm, St Asaph

**Proposal:** Erection of first floor side extension, ground floor front porch, alterations to fenestrations and associated works.

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

**b) Application: 46/2022/0431**

**Location:** Land to the rear of Kentigern Arms fronting Gemig Street, St Asaph

**Proposal:** Erection of 9 dwellings, including access, internal estate roads, landscaping and associated works.

The formation of a planning committee was discussed. This did not progress as the Council does not have powers to deal with planning matters and only makes observations.

**Resolved that the Clerk should advise Planning Department that the City Council request a traffic assessment, both pre-construction and post-construction and a site visit.**

***Cllr Scott left the meeting for the following item.***

**c) Application: 46/2022/0694**

**Location:** Land to the rear of The Paddock, St Asaph

**Proposal:** Erection of 8 no. Dwellings, construction of new vehicular access and associated works.

**Resolved that the Clerk should advise Planning Department that the City Council objects to this application and comments as follows:**

In response to Castle Green's comments:

| | |
|---|---|
| i | Denbighshire's Highways officer wasn't aware of the discussion mentioned but we are seeking to consult with them ourselves about the access to this site and the road layout.<br>The road layout design looks poor and is compromised by the neighbouring properties' boundary walls which require the turning to be very tight with poor visibility for vehicles turning into and out of the site. The response to this - that the traffic volume will be low - does not take into account the increase in pedestrian and cycle traffic anticipated, and the possibility of a car meeting a cyclist, pedestrian or mobility scooter user is not considered.<br>The document SCP/220432/D02 does not show a safe crossing point that is mentioned in your response. Which safe crossing are you referring to? How will pedestrians cross from the existing footpaths onto the new footpath that runs along the North side of the proposed entrance road (and vice-versa)? It looks like pedestrians will cross in the blind spot behind the wall that protrudes from the property to the South of the access road.<br>We have concerns about the width of the road and the impact that construction will have on the two neighbouring properties. There is an approximate 1.5m drop into the garden to the North and a similar step up into the garden to the South of the access road. The design appears to require that the full width of the current space is used. How will you guarantee that there is no risk to the properties and their occupants if you have to construct right up to the boundary fences? The occupants of these |

| | |
|---|---|
| | properties are right to be concerned for their property and themselves if construction work involving heavy plant and equipment is to be brought on site. The access is inarguably tight (the site was previously rejected from the LDP due to access) and we are seeking an explanation (rather than just your opinion) that will reassure us that there is no risk to the properties and their occupants either side of the proposed access. |
| ii | Please provide more details. What specification? |
| iii | The swept path analysis for a bin lorry is very tight. Can you show a swept path analysis for a flat bed trailer that would typically be used to transport a large excavator to the site? |
| iv | Thanks. |
| v | OK, we will seek clarification with the highways officer because the gradient across the width of the road looks very unusual. |
| vi | OK, noted. |
| vii | OK, noted. |
| viii | Thank you for clarifying. |
| ix | Can you explain how this is taken into account? The public sewer/rising main/disposal main is not shown on the plans. Are you planning to maintain a 3m clearance or build over? |
| x | Can you commit to using either Air Source or Ground Source heat pumps? When you say either A+ rated Gas Boilers or Air Source, what influences this decision? Under what circumstances would you choose Gas Boiler over Air Source for example? |
| xi | Section 6.31 mentions "…no more than 2 storeys in height…" yet the properties are all 3 storeys in height at the rear so will be quite prominent when viewed from the river as all the other properties are single storey. The riverside area and adjoining parkland is in the ownership of the City Council and is a popular amenity, which lies within an Area of Outstanding natural Beauty. |
| xii | This is more comment about the way in which these sections are written, than question but we did ask for more detail about the "other measures" mentioned in section 7.5.<br>"The Applicant recognises that the proposed development presents the opportunity for an overall positive community and linguistic impact. To this end, and if deemed necessary, they are agreeable to the provision of bilingual signage within the proposed development amongst ***other measures*** such that the proposed development has the potential for a positive community and linguistic impact;" |
| xiii | OK, thank you for clarifying. |
| xiv | Is there a SUDs application that details the drainage? |
| xv | The main difference is most surrounding houses are single storey with dormer loft conversions and the new designs are 2 storey at the front and 3 storey at the rear. The comments were highlighting this rather than the plan area envelopes. |

In addition we note the large quantity of residents objections logged on the DCC planning portal and look forward to considered responses to these valid concerns.

***Cllr Scott re-joined the meeting.***

**d) Application: 46/2022/0881**

**Location:** Swn y Gwynt Upper Denbigh Road, St Asaph

**Proposal:** Conservation Area Consent for the demolition of existing detached garage, single storey extensions to dwelling and external structure.

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

e) **Application: 46/2022/0918**
**Location:** 8 Bryn Coed, St Asaph
**Proposal:** Erection of extension and alterations to dwelling.
**Resolved that the Clerk should advise Planning Department that the City Council has no objections to this application.**

## 2022/192 Environment & Assets Committee

Cllr Gedd gave a report to the Council following the most recent meeting of the Committee.

a) **Resolved to receive and approve the minutes of the meeting of the Environment & Assets Committee of 8th November 2022.**

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

| | |
|---|---|
| i. | To approve the installation of a new sign (on a post to make removal more difficult) informing the public that the public footpath ends at the boundary; |
| ii. | To approve and accept the quotation for £195 & VAT from Hamilton Security for the replacement of the damaged CCTV camera; |
| iii. | • To refuse permission for Babi Actif to install a rope and/or tarpaulin between two trees at Roe Plas;<br>• To inform the group that they are not permitted to block the footpaths through the park;<br>• To inform the group that they are not permitted to park on the grass, but should park on the hardstanding areas provided for parking;<br>• To rescind permission for the group to use Roe Plas if there are any further breaches of the above points;<br>• To charge the group £35 per session with effect from 1st April 2023;<br>• To instruct the Clerk to write to Babi Actif to confirm the Council's decisions above. |
| iv. | To approve the following course of action:<br>• The Clerk is to instruct Paul Liversidge to remove the garden waste behind the Bowling Clubhouse;<br>• The Clerk is to instruct paul Liversidge to check weed sweep and tidy the War Memorial enclosure on a monthly basis;<br>• The Clerk is to instruct White Oak Property to strim the area behind the Bowling Club two or three times a year;<br>• Cllr Hardie is to meet with KM Construction to discuss a quotation for a ramp to the compost bins for consideration in the 2023-24 budget;<br>• The Clerk is to advise the Bowling Club that the area behind the Bowling Clubhouse will be managed by the Council;<br>• The Clerk is to advise the Football Club that grass cuttings should not be left elsewhere on site, but should be added to the compost bins or removed from site;<br>• To give permission for the floral planters at the Parish Church to be managed by the churchwardens. |

## 2022/193 Litter Bins and Dog Waste Bins

a) Cllr Hardie outlined the discussions about the provision of dog waste bins at a site meeting with Denbighshire Officers and also at the Environment & Assets Committee meeting:

- St Asaph is one of just two local councils in Denbighshire that still provides and services dog waste bins throughout their community. We are aware that the other council is also reviewing its provision of these bins;
- Provision of the bins dates back to a Tidy Towns initiative in 2009 and the Council has spent thousands each year servicing these bins. The recent tender for the litter bin contract confirms an annual cost to the Council of £3700 for servicing these bins. This is a duplication of costs for the council tax-payer as they already pay Denbighshire for collection of this waste;

- Responsibility for litter bins lies with Denbighshire. The City Council is only responsible for servicing bins on its own land. Denbighshire confirm that bagged dog waste can be disposed of in their litter bins, or in a domestic black bin;
- Cllr Hardie and the Clerk conducted a survey of all 13 dog waste bins and drew up a schedule showing the nearest litter bin to each red bin. Denbighshire will review and consider providing additional bins where this is needed. They will also collect any additional waste/litter as required.

**Resolved to remove the red dog waste bins throughout the city during March 2023. The Clerk is to request a quotation from Glascoed Timber for the removal and disposal of the bins.**

b) **Resolved the Clerk is to obtain a revised tender for the servicing of litter bins due to the decision to remove the red dog waste bins, and to reflect the reduced number of bins serviced in the winter months.**

## 2022/194 Grass-cutting

Four invitations to tender for this service had been issued. The responses were as follows:

| Tenderer | Cost per cut £ | Annual Cost (13 cuts p.a) |
|---|---|---|
| Company 1 | £373 | £4849 |
| Company 2 | £635 | £8255 |
| Company 3 | £1377 | £17901 |
| Company 4 | Did not tender | |

**Resolved to award the City Council's contract for grass-cutting service to Company 1, Glascoed Timber from 1st April 2023 to 31st March 2026 at a cost of £373 per cut or £4849 per annum. These prices are to remain for the duration of the contract.**

## 2022/195 Civility & Respect Pledge

The Clerk explained the background to the Civility & Respect project which aims to improve standards in behaviour in local councils. Councils with high standards of behaviour are taking the pledge to set an example to other councils and to support efforts to drive up standards across the sector. The details of the project and the commitment being considered were circulated to all councillors prior to the meeting.

**Resolved to take the Civility & Respect Pledge to treat other councillors, clerks, all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles.**

**The Clerk is to register the Council's decision on the Civility & Respect web page.**

## 2022/196 Casual Vacancy

Following publication of the statutory notice, Denbighshire have confirmed they have received no requests for an election, following Cllr Townsend's resignation.

**Resolved the Clerk is to advertise the vacancy and Councillors may approach people they think might be interested in the role.**

## 2022/197 NRW Plant! Scheme

Cllr Hardie outlined the background to the scheme, whereby a tree was planted for every baby born or child adopted in St Asaph. The trees were to be maintained over a five-year period using the Plant! grant funding, which never materialised. Cllr Hardie and the Clerk have been negotiating with NRW for over three years to resolve this and NRW have now advised the City Council can apply for these funds direct, after all.

The Mayor and the Clerk had attended a meeting with officers from NRW to discuss how the scheme would work. The Clerk had consulted Cllr Williams, in view of her legal background, to review the grant paperwork before replying to NRW. Cllr Hardie and the Clerk will meet with landscapers to discuss plans for the land behind the library and, also hedging along the Bowling Club wall to improve security and safety.

**2022/198 Correspondence**

a) E-mail from the Independent Remuneration Panel for Wales re: Draft Annual Report
**The Clerk is to respond to the consultation with the points discussed:**
- **Councillors would like to retain the right to refuse the allowance;**
- **The position on taxation has still not been resolved with HMRC;**
- **The "working from home allowance" is the same for all local councillors in Wales, despite the very different responsibilities, and therefore workloads. This does not seem to be equitable and does not recompense councillors for the true costs of being a local councillor unless they serve on a very small council with few responsibilities.**

b) E-mail from Boundary Commission for Wales re: Revised Proposals - received

c) Letter from Welsh Government re: Electoral Reform Consultation - received

d) E-mail from a resident re: Land for Sale Behind Kentigern Arms
**The Clerk is to reply thanking the resident and advising that the land is now subject to a planning application and we await the outcome of this proposal.**

e) E-mail from NRW re: Footpath at the South end of Roe Parc
Cllr Scott advised that NRW have not addressed the issues with the top of the path at Roe Parc, although they think the work is adequate. He will continue to work to have this addressed.
**Cllr Rust thanked Cllr Scott, on behalf of the residents of Roe Parc, for his continued work to resolve this concern.**

f) Letter from NALC re: National Salary Award.
**Resolved to note and accept the notification of the national Salary Award for the Clerk, which is contractual.**

**2022/199 St Asaph Rotary Club**

The Mayor informed the Council that St Asaph Rotary Club will be closing at the end of this year. They have requested that the Council accepts the following items:

a) The regalia of the Rotary Club, to be displayed at the meeting room;
b) The existing defibrillators installed by the Rotary Club;
c) Donation of funds for the purpose of installing new defibrillators for St Asaph.

**Resolved to accept the regalia, defibrillators and donation for additional defibrillators in principle.**
**Resolved the Clerk is to write to the Rotary Club thanking its members for forty years of hard work and contribution for the benefit of St Asaph and its residents.**

**The meeting concluded at 8.50 pm**

**Date of Next Meeting**

Meeting in person and with remote attendance held 14th December 2022.

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