Cyngor Dinas Llanelwy St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 8th February 2023 at 7.00 pm at the Council & Community Meeting Room and also with remote attendance via Zoom.

Present:

In person: M Gedd, L Griffiths, L Groves, C A Hardie (Mayor), J O Roberts, P Scott (Deputy Mayor) and R S Williams.

Via Zoom: P G Morton and L Nelson

6.45 pm Rotary Club of St Asaph

The Rotary Club had closed at the and of 2022 after 39 years of service to St Asaph, during which time they had raised over £250,000 for the benefit of the city and surrounding communities. The Rotarians addressed the Council and thanked it for accepting the club regalia and taking on the task of providing defibrillators for the city using £2382 donated by the club. The club are very proud that they can be remembered for providing defibrillators throughout the city. The Mayor responded thanking the Rotarians on behalf of the people of St Asaph, who are very grateful for the outstanding contribution the club has made to the community over the years. The Rotarians and Council hope that in the future a new club will be formed.

The Rotarians left the chamber.

2023/022 Apologies for Absence

Apologies were received from Cllrs Ellison and Hogg

2023/023 Declarations of Interest

- None.

2023/024 Public Participation

- None

2023/025 North Wales Police

PCSO Dave Jones gave his report:

- 18 reports of theft from a motor vehicle. The person responsible has been apprehended. A reminder to all residents to lock their vehicle when unattended;
- Road rage incident on the A525. Police advice to residents is to keep driving and go to the nearest Police station, in the event of a similar incident. Alternatively, telephone 999;
- Trespass at the Bowling Club. The damage caused to the green is not believed to be permanent. Suspects have been identified on CCTV;
- Dangerous dogs incident at Roe Plas. A second warning letter has been issued.
- The PCSO had attended the Ukrainian cultural event, which was exceptional and very moving.

On further questioning about incidents where bags of dog waste had been thrown at cars, the PCSO confirmed he has spoken to the person responsible and there have been no further occurrences. The Mayor advised the PCSO about the Freedom of the City parade on 8th July.

2023/026 Mayor's Report

The Mayor, Cllr Hardie, gave his report:

- It has been a busy month, although most meetings have been informal;
- Met with the organiser of the Ukrainian Cultural event;
- Attended the wonderful and very moving Ukrainian concert, which was to raise funds for medical supplies for Ukraine. The Lord Lieutenant and other Mayors

also attended. The event was very well-attended and the cathedral was full to capacity;
- Met with residents re: the meeting room;
- Met the gardener to discuss arrangements for the city council's flower planters;
- Attended an event at the library where a new book for babies was launched.

2023/027 County Councillors' Reports

In Cllr Hogg's absence, Cllr Scott gave a report for both County Councillors:

- Reviewed the LDP, especially the Gypsy & Traveller Accommodation Assessment. A transit site is not required, but there is still a requirement for a permanent site. A Task & Finish group has been set up and Cllr Scott will put his name forward;
- Attended a virtual meeting re: Mona Wind Turbines. Further updates to follow. Awaiting a Preliminary Environmental Information Report. There will be a community benefit fund;
- All 30 mph zones in Wales will become 20 mph from September 2023, with only six exceptions in Denbighshire. The only one in St Asaph is a short stretch of Glascoed Road. Councillors wishing to put forward other exceptions should e-mail Cllr Scott. Cost of changing all signs will be funded by Welsh Government. The Ward Councillors have asked again for a crossing by the schools on Upper Denbigh Road to be considered;
- Attended a Well Being Impact Assessments meeting for Rhyl and Prestatyn Sea Defence Projects;
- The Brown Tourism signs are now in place;
- Attended a budget workshop;
- Attended Caledfryn Group meeting;
- Attended Cabinet where levelling up was discussed.

2023/028 Minutes

The previous minutes of the meeting 11th January 2023 were discussed regarding accuracy (circulated prior to the meeting).

Resolved to approve the minutes of 11th January 2023 as an accurate record.

2023/029 Matters Arising

2023/006 – Mayor's Report – the Community Fridge is thriving.

2023/030 Financial management

a) The payment schedule was reviewed:

- Scottish Power – two bills to be paid for 2021 and 2022 power supply to the Christmas lights. The bill received last year was incorrect (consumption billed was ten times the actual) and was cancelled.
- Denbighshire £2841-60 for installation of the Christmas lighting lamppost motifs;
- Purple Cat £947-99 for purchase of the meeting owl, which will be added to the assets register;
- Catalyst Systems £1410 for the new printer and a full set of ink (cost £475 & VAT).

Resolved to approve the Payments Schedule, total value £10,196.19

b) The Finance report was discussed:

- £5300 VAT claim for quarter four 2022 – funds awaited;
- £1172 donations for defibrillators received from Rotary – total received £2382 for this project;
- £1701 Denbighshire Open Spaces fund received;
- IT costs include quarterly invoice from Apogee. There may be a small invoice to follow covering about a week's usage.

Two cheques have been stopped and replacement cheques issued as the payees reported they had not received them.

Chq No	Payee	Amount £	Comments
004767	JTM Signs	£816-00	• Replaced by chq 004794 • Subsequently found at JTM Signs and destroyed (e-mail confirms)
004768	Mold TC	£70-00	• Replaced by chq 004795

- Small increase in Zoom costs £1 per month;
- Letter received from a firm of solicitors about a vehicle claim. Damage caused by loose chippings on the A543. Advised them Denbighshire is the Highways authority and the road lies outside the city council boundary, so this is not a City Council liability.

Resolved to receive and approve the finance report.

2023/031 Planning Applications

a) Application: 46/2022/1078
Location: The Deans Library Upper Denbigh Road, St Asaph
Proposal: Conversion of building to form 3 self-contained flats, including the formation of access and parking, erection of bin store, landscaping and associated works
Resolved that the Clerk should advise Planning Department that the City Council would like to know whether a highways assessment will be conducted and will there be sufficient parking spaces for cars?

b) Application: 46/2022/1086
Location: 18 Bro Havard, St Asaph
Proposal: Erection of two-storey side extension and associated works
Received

c) Application: 46/2023/0037
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 and associated works (Resubmission)
Application: 46/2023/0038
Location: Red Lion House Gemig Street, St Asaph
Proposal: Listed Building Consent for the above
Resolved that the Clerk should advise Planning Department that the City Council objects to this application on the grounds of over-intensification and is disappointed with the alterations to a listed building.

2023/032 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 3rd February 2023

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

i.	To approve the trade waste contract with Ash waste for 4 no. 1100 litre waste containers;
ii.	To approve the amendments to the Council's signs as detailed in the Committee minutes ref 2023/EA13;
iii.	To instruct the Clerk to invite an Ex-Councillor to future meetings of the Environment & Assets Committee in an advisory capacity;
iv.	To approve and accept the quotation of £130 from Chloe Dymond for the use of 2 no. drawings on the HM Stanley sign;
v.	That Council does not proceed with the "Happy to Chat" signs;
vi.	To instruct the Clerk to write to Denbighshire to advise that the land behind the Library is in the ownership of the City Council and that there are plans to develop this area as part of the Plant! scheme;

vii.	To instruct the Clerk to purchase academic robes, which could be altered to incorporate the civic colours as a more cost-effective option than bespoke robes.

It was noted that Cllr Roberts is to research grants for the following projects:

A. New surfacing on the MUGA;
B. New outdoor gym equipment on the Trim Trail to replace the existing timber equipment.

2023/033 Events Committee

Cllr Hardie 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 Events Committee of 6th February 2023**

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

i.	To authorise the Clerk to make a grant application for £1000 from the National Lottery Awards for All Scheme.

There was a discussion surrounding the siting of the new beacon. The options considered were:

A. The Common, which was seen as a community space. The installation would be a permitted development as this is Council land, and so formal planning permission would not be required. Concerns were raised about potential misuse;
B. In the grounds of the Cathedral. This would require formal planning permission.

2023/034 Casual vacancy

One application for co-option was received as a result of advertisement of the vacancy on East ward, following a councillor resignation in October.

In accordance with The Local Elections (Parishes and Communities) (England and Wales) Rules 2006 rule 5, resolved that Graham Jones is co-opted as a member of St Asaph City Council

The Mayor and the Clerk will meet with the new councillor to complete the declaration of acceptance of office and other formalities.

Democratic Services had not received any requests for an election for the new vacancy on West ward, so this will be advertised together with the existing vacancy on East ward, and placed on the agenda in April. As a result of the City Times article on the Council, the Clerk has received two applications which will be included in those considered in April for the remaining two vacancies.

2023/035 Financial & Management Risk Assessment

The risk assessment scheme was reviewed by Council. The Clerk read the last two pages, which were not received by all councillors. The Council's procedures for internal control and flood risk were discussed.

Resolved to approve the Financial & Management Risk Assessment.

2023/036 City Council website

Designweb have advised that the website hosting package we currently use is no longer available. They recommend we change to the WP Essential package which includes up to one hour per month support time. The revised costs represent a saving on the arrangements with a previous provider.

Resolved to approve and accept the quotation of £75 & VAT per month for the WP Essential website package from Designweb.

2023/037 Internal Control

Cllr Scott gave a report to Council following his recent internal control check. He confirmed that he inspects the financial records and checks a number of transactions, which are not identified to the Clerk prior to the meeting.

Resolved to approve and accept the internal control report.

2023/038 Ex-Councillor Rust

a) The Council reviewed its delegations, representations and bank signatories following the resignation of Cllr Rust.
As the Council is likely to be gaining new members in the coming months committee membership and representatives on outside bodies can be considered in May at the Annual meeting. Cllr Nelson would like to be a member of some committees and will contact the Clerk in this respect.

Resolved to appoint Cllr Williams as a signatory on the Council's main accounts with Nat West.

Resolved to appoint Cllr Scott as a signatory on the Council's National Savings account. Further Cllr Scott is to be the first-named signatory on this account so that he will receive the bank statement.

These amendments will make the Council's banking arrangements consistent across all accounts and ensure that the Internal Control Councillor has sight of all statements.

b) Cllr Hardie highlighted Ex-Cllr Rust's long service of 25 years and her contribution to the city council. The councillors wished to give a suitable gift for her outstanding contribution and long service.

Resolved that a gift should be purchased to a value of £125, this to be paid from the Mayor's civic budget.

2022/039 Delegated Decisions

This related to the kitchen floor at the meeting room, which had suddenly raised. It was addressed quickly as the uneven floor was a health & safety risk to users, and was suspected to be a potential plumbing leak.

Resolved to approve and ratify the following decisions made by the Clerk, in consultation with the Mayor and Deputy-Mayor:

No.	Decision
0010	To confirm instructions to KM Construction to resolve the issues with the kitchen floor at the meeting room.

2023/040 Correspondence

a) E-mail from One Voice Wales re: Technical Advice Note 15 – received;
b) E-mail from Denbighshire re: Let's Play Out

Resolved to grant permission for Denbighshire to use the Common and Lower Street Play Area on the same terms and conditions as before.

Resolved to grant permission for Denbighshire to use the Common in the future on the same terms and conditions, subject to advising the Clerk of the dates.

The meeting concluded at 8.30 pm

Date of Next Meeting

Meeting in person and with remote attendance held 8th March 2023.

Signed ……
Chairman of the Full Council 8th March 2023