Cyngor Dinas Llanelwy St Asaph City Council

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

Present:

In person: M Gedd, L Groves, C A Hardie (Mayor), G Jones, J O Roberts and P Scott (Deputy Mayor)

Via Zoom: J Ellison, L Griffiths, M Hogg, P G Morton, L Nelson and R S Williams (Cllr Williams later joined in person)

The mayor welcomed Cllr Jones to his first meeting and introduced him to his fellow councillors.

2023/041 Apologies for Absence

- None

2023/042 Declarations of Interest

- Cllr Jones declared an interest in item 16 as he is a Trustee of the Conservative Club, the adjoining property;
- Cllr Gedd declared a personal interest in item 16 as he is a member of the Conservative Club;
- Cllr Williams declared a personal interest in item 10b) as she is a customer of the applicants;
- Cllr Groves declared a personal interest in item 10b) as the neighbour is a personal friend.

2023/043 Public Participation

- One member of the Public was present, although two members of the public joined the meeting later.

2023/044 North Wales Police

PCSO Dave Jones gave his report:

- Theft of timber at Cefn Meiriadog;
- Making off at a petrol station;
- Public order offences on the High Street and at Bryn Rhosyn;
- Dangerous dog incident – warning issued;
- Criminal damage to a vehicle;
- Assault on the High Street – the parties are known to each other;
- Staff member was threatened at a petrol station.

Issues with broadband were reported by those councillors on Zoom.

Two members of the public entered the chamber.
The PCSO left the chamber.

A Member of the Public addressed the meeting re: land on the High Street between the Conservative Club and former HSBC.
The Mayor advised the member of the public that firstly the Council would need to decide whether it wanted to sell the land. If Council did decide to sell the land, it could not necessarily just sell to one interested party but may need to offer the property more widely.
Cllr Williams arrived at the meeting in person.

Resolved to defer the matter to a future meeting, in view of the issues with sound. Two members of the public left the meeting.

2023/045 Mayor's Report

The Mayor, Cllr Hardie, gave his report:

- Attended Rhuddlan Civic Service;
- Met with solicitor re: registration of public land, which confirms the City Council is in possession of the land;
- Attended two charity dinners – at Prestatyn and Mold;
- Attended a St David's day concert at Ruthin;
- Attended committee meetings for the Environment & Assets and Policy Resources & Finance Committees;
- Met with a resident.

Resolved to mute Cllr Morton, due to continuous background noise.

2023/046 County Councillors' Reports

Cllr Scott

- Met with Betsi Cadwaladr University Health Board where the Alexandra Hospital was discussed;
- Attended site visits re: planning;
- Attended Prestatyn mayor's Charity Dinner;
- Attended Council meeting;
- Attended a meeting re: Council Tax. The City Council's precept was accepted;
- Attended a Gypsy & Traveller Accommodation Assessment Task & Finish Group;
- Attended a Senior Leadership Remuneration panel;
- Attended an Elwy MAG meeting – some road re-surfacing work is now underway;
- Asked NRW to cut the bunds outside the growing season;
- Asked for Greengates Farm to be included in the Wildflower Meadow Project;
- Additional sites for St Asaph have gone into the LDP.

Cllr Hogg

- There are two meetings this month to discuss the preliminary results of the candidate sites assessment for the LDP. Cllr Hogg had forwarded an e-mail for all councillors prior to the meeting. If councillors have any questions or comments, they were asked to e-mail them to Cllrs Hogg and Scott.

Questions were raised as to why some sites have been included, as they have already been developed.

2023/047 Minutes

The previous minutes of the meeting 8th February 2023 were discussed regarding accuracy (circulated prior to the meeting).

Resolved to approve the minutes of 8th February 2023 as an accurate record.

2023/048 Matters Arising

2023/034 – **Co-Option** – Cllr Jones has completed his Declaration of Acceptance of Office.

2023/038 – **Ex-Councillor Rust** – awaiting confirmation re: gift.

2023/049 Financial management

a) The payment schedule was reviewed:

- Two invoices for Mick Dodd were for installing and lighting the Christmas trees, and for supply of additional string lights and installation on the trees and at the Parish church;
- The Bowling Club have amended the contact and access details for the utility accounts to the Clerk.

Resolved to approve direct debits to be set up for Welsh Water and Scottish Power re: the Bowling Clubhouse. The Direct Debits may be set up online.

- One Voice Wales £653 re: the annual subscription;
- Royal mail group £378 re: the annual fee for the PO Box;
- Clerk's expenses includes £430 for paperweights (gift for retiring Mayors), £154 for event tickets and £61 for an academic gown;
- Clerk's wages include 8 hours for the governance toolkit and 14.5 hours events preparation and planning.

Resolved to approve the Payments Schedule, total value £13,075.21.

b) The Finance report was discussed:

- £5300 VAT claim for quarter four 2022 – funds received;
- £1000 second instalment of rent received re: Mill Race Meadow;
- Equipment costs are for purchase of the meeting owl and printer;
- IT costs include £475 for one full set of ink and installation of the printer;
- Those Councillors who have not refused their allowance have also not submitted payroll forms and therefore, payment could not be made;
- The contract for Ash waste has been signed.

Resolved to approve a direct debit to be set up in payment for Ash waste.
Resolved to receive and approve the finance report.

c) As the Council has the General Power of Competence, the Power under section 137 of the Local Government Act 1972 is not relevant and the General Power of Competence should be used instead.

Resolved to amend the power used for the following grant payments from S137 to the General Power of Competence under Local Government & Elections (Wales) Act 2021:

i.	**£18.50**	**Royal British Legion;**
ii.	**£230**	**Royal British Legion;**
iii.	**£2200**	**KM Construction – repairs to the riverside path for the benefit of the community.**

2023/050 Planning Applications

a) Application: 46/2023/0105
Location: Springfield Stud, St Asaph
Proposal: Erection of an agricultural building and formation of a manège
Resolved that the Clerk should advise Planning Department that the City Council has no objections to this application.

Councillors on Zoom were experiencing continued sound issues. There was a discussion as to how to continue the meeting. The majority of the Councillors on Zoom were happy for the meeting to continue.
Resolved to continue the meeting.

b) Application: 46/2022/1086
Location: Graianfa The Roe, St Asaph
Proposal: Conversion of dwelling to form veterinary surgery and associated offices (use class D1) including two storey extension, formation of parking, landscaping and associated works
Resolved that the Clerk should advise Planning Department that the City Council objects to this application on the following grounds:

- **Over-intensification;**
- **Increased Traffic on an already busy road;**
- **Note there are facilities for calves and sheep on the plan, and so concerns re: the impact of trailers accessing the property and the resulting noise remain.**

2023/051 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 1st March 2023**

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

i.	Not to approve adding the lighting outside the Cathedral to the asset register and confirming that the Cathedral should take responsibility for the lighting and its maintenance and insurance;
ii.	To approve and accept the quotation of £360 & VAT from Bodfari Environmental for the annual cut & collect to the wildflower areas;
iii.	To approve the list of approved contractors.

2023/052 Assets Register 2022-2023

An addition for previous years was made for the teen shelter near Lower Street play area.

Resolved to approve the amended values for the Assets Register for 2022-2023 and the re-stated value for 2021-2022 as follows:

Total Value of Assets 2021-2022 Annual return	**£806836**
Add adjustments from previous years	£6999
Restated 2021-2022 Value	£813835
Add new purchases 2022-2023	£11476
Less Disposals 2022-2023	£0
Value of Assets 2022-2023 to Annual Return	**£825311**

2023/053 Policy Resources & Finance 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 Policy Resources & Finance Committee of 6th March 2023.**

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

i.	To approve an amendment to the minutes of 11th January 2023 Full Council to confirm the value of the precept approved;
ii.	To approve and adopt the following policies and documents: • Business Continuity Plan • Health & Safety Policy • Personal Data Complaints Policy • Data Security Breach Reporting Form • Councillor & Employee Photography Consent Form • Subject Access request form • Consent to hold contact information • Dignity at Work Policy • Councillor/Officer Protocol • Civic Regalia and Robes Policy • Co-Option Policy
iii.	To amend the Terms of Reference for the Policy resources & Finance Committee to include overall responsibility for Health & Safety;
iv.	To appoint Cllr hardie as the lead for Health & safety for the Council.

2023/054 Awarding Grants

The Policy Resources & Finance Committee had reviewed grant applications and requests for funding received.

Resolved to award a grant of £500 to NWIMF

Resolved to receive the remaining grant applications and requests for funding.

2023/055 City Times

The Council acknowledged the importance of the City Times to the residents of St Asaph and its role in keeping people in touch and reducing social isolation.

Resolved to sponsor an edition of the City Times.

Resolved to make a standing order to sponsor the December issue of the City Times each year.

2023/056 Land on the High Street Adjoining HSBC

Resolved to defer this matter to a future meeting, due to issues with sound.

2023/057 Internal Audit

The proposed scheme of work from JDH Business Services was considered.

Resolved to appoint JDH Business Services as the Council's Internal Auditor for 2022-2023.

2022/058 Members Remuneration

The Clerk outlined changes to Members' Remuneration from the Independent Remuneration panel for Wales report. The Clerk has received advice from One Voice Wales that HMRC has not changed the rules re: Councillor Allowances and that this income remains taxable at source and should be paid through payroll.

Resolved to receive the IRPW report. The matter of Members' Allowances is to be referred to the Policy Resources and Finance Committee before the Annual Meeting.

2023/059 External Audit 2021-2022

Council considered the report from Audit Wales for 2021-2022. The audit is unqualified and shows no issues to be addressed.

Resolved to receive and accept the External Audit Report for 2021-2022.

- It was noted that an action plan is not required as there are no issues raised.

Council thanked the Clerk and Cllr Scott for all their work in continually reviewing and improving the Council's financial systems, resulting in a clear audit.

2023/060 Correspondence

a) E-mail from St Asaph Angling Association re: St Asaph City Beat

Resolved to grant permission for the proposed signs, marking the extent of the fishing rights, to be installed by the Club.

b) E-mail from 20's Plenty re: Thanks for 20 – received.

The meeting concluded at 8.55 pm

Date of Next Meeting

Meeting with remote attendance held 15th March 2023.

Signed ……
Chairman of the Full Council 15th March 2023