Cyngor Dinas Llanelwy St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 10th May 2023 at 7.00 pm at the Council & Community Meeting Room and also with remote attendance via Zoom.

Present:

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

Via Zoom: Cllrs L Griffiths, M J Hogg and R Williams.

2023/083 Apologies for Absence

- None

2023/084 Declarations of Interest

- Cllr Roberts declared a personal and prejudicial interest in item 16) as he is the Vice-Chairman and Treasurer of the Football Club.

2023/085 Public Participation

One member of the Public was present who addressed the Council regarding the number of windfarms with substations and infrastructure concentrated in the area around Cefn Meiriadog and their impact on residents and farmers.

The planning applications would not go through the local planning authority and would be dealt with as developments of national significance.

Councillors Scott and Hogg, together with with Cllr Elson are in discussions with Denbighshire regarding this matter to ensure the interests of the community are considered.

2023/086 North Wales Police

PCSO Dave Jones gave his report:

- Increase of cold callers around Trefnant;
- Thefts of Catalytic Converters in St Asaph. On occasion these incidents are connected to break-ins at businesses;
- A number of dangerous dog incidents;
- The building site at Bryn Gobaith has been targeted with break-ins at outbuildings;
- Issues with anti-social behaviour at VP School and the Stanley Hospital;
- Computer crime is still an issue. A reminder to the public re: requests for bank details.

Councillors raised issues about inconsiderate parking, anti-social behaviour at the football dugout, traffic incidents and other matters.

Cllr Hogg thanked the PCSO for helping residents who had reported crimes.

There was a suggestion that, if the dangerous dog incidents continue to be an issue, the City Council should consider a by-law requiring all dogs to be on leads on City Council land.

The PCSO left the meeting.

2023/087 Mayor's Report

The Mayor, Cllr Hardie, gave his report:

- Attended three Mayors' charity events;
- Attended the Coronation service at the Cathedral and gave a reading;
- Met with a number of outside organisations.

The Mayor apologised for not organising charity events over the last year. It had been a very busy year with the Jubilee, Operation London Bridge and plans for the Freedom of

the City. He asked for help with suggestions and arrangements for charity events in the coming year.

2023/088 County Councillors' Reports

Cllr Hogg

- Dealing with issues surrounding wind farms;
- Helped residents with crime reports;
- Attended Strategic Equality & Diversity Group at Denbighshire;
- Attended Elwy MAG. A plan to categorise footpaths and obtain maintenance details was discussed;
- Wildflower meadows – looking into maintenance arrangements with Denbighshire.

Resolved the Clerk is to add Footpaths and Wildflowers to the next Environment & Assets Committee meeting agenda.

Cllr Scott

- Attended a meeting for the Gypsy & Traveller Accommodation Assessment;
- Attended a Scrutiny Workshop;
- Attended a Planning meeting;
- Attended Cabinet where the Shared Prosperity Fund was discussed;
- Attended a Strategic Planning meeting re: the Local Development Plan (LDP). Continuing to flag up anomalies and hopes to get some sites re-allocated;
- Attended a Charity Ball at Beaumaris;
- Attended the Coronation service;
- Attended the litter-pick for the Big Community Help Out;
- Was elected Vice-Chair of Denbighshire.

Cllr Scott confirmed the LDP is still out for consultation.

2023/089 Minutes

The previous minutes of the meeting 12th April 2023 were discussed regarding accuracy (circulated prior to the meeting).

Resolved to approve the minutes of 12th April 2023 as an accurate record.

2023/090 Matters Arising

- None

2023/091 Financial management

a) The payment schedule was reviewed:

- Clerk's wages include 19.5 hours for events preparation and planning;
- Payment to St Asaph Football Club £2520 is the Council's contribution to pitch maintenance as per the licence. This includes 5% index-linking;
- Two invoices to Ash waste to be paid by cheque as the direct debit was not set up correctly. They will claim future invoices by direct debit;
- Vale of Clwyd CC invoice includes a deep clean of the tennis court and MUGA to remove moss.

Resolved to approve the Payments Schedule, total value £9369.44

b) The Finance report was discussed:

- Babi Actif have moved from Roe Plas and are now meeting in Rhuddlan;
- Problems with Scottish Power accounts were reported. The Bowling Club supply is now resolved, however the Council has been billed in error for the supply to Christmas lighting after the motifs have been removed;
- The Clerk has subscribed to The Purple Guide website at a cost of £25 & VAT per annum. This will provide health & safety advice for events planning;
- Cheque no. 4837 £50 payable to Denbighshire for event tickets has been cancelled and retained in the cheque book. The Clerk was unable to get the cheque signed in time for the deadline and so paid for the tickets and will claim in her expenses.

Resolved to approve and accept the finance report.

2023/092 Planning Applications

a) **Application: 46/2023/0284**
Location: 5 Bryn Coed, St Asaph
Proposal: Alterations to external materials, installation of replacement windows and associated works
Resolved that the Clerk should advise Planning Department that the City Council has no objections to this application.

b) **Application: EN010112**
Proposal: Awel y Môr Offshore Wind farm
Notification of completion of examining authority's examination
Received

c) E-mail from Morecambe Offshore Wind re: Statutory Consultation
Received

d) **Application: 46/2022/1002**
Location: Bod Haulog The Roe, St Asaph
Proposal: Details of the appearance, landscaping scale and layout of 25 no. dwellings and use of existing dwelling as a single residential unit (condition no. 1), house sizes and types (condition 7), planting scheme (condition 15) and density (condition 19) submitted in relation to outline planning permission code no. 46/2019/0806 (reserved matters application)

Cllrs Scott and Hogg will confer regarding a proposed new Denbighshire policy for large developments. It was noted that planning permission has already been granted and the applicants want to change the layout of the site. Any concerns re: planning matters are to be referred to Cllr Hogg or Cllr Scott.
Resolved that the Clerk should advise Planning Department that the City Council has no objections to this application.

2023/093 Kinmel Hall

Request received from Kinmel Hall Preservation Trust for a letter of support.
Resolved that the Clerk is to write a letter of support for the Trust's endeavours to restore the building. Cllr Hardie will assist by providing information on the background to the hall.

2023/094 Street Naming - Maes yr Haul

Request received from Castle Green for suggestions for street names for the next phase of the development at Maes yr Haul.
Resolved that Cllrs Roberts and Williams will work with a local resident to put forward suggestions on behalf of the Council. The Clerk is then to respond to Castle Green.

2023/095 Events Committee

a) **Resolved to receive and approve the minutes of the meeting of the Events Committee on 26th April 2023.**

b) Cllr Hardie gave an update to the Council on the Freedom of the City arrangements. The arrangements for Remembrance Sunday are in progress. Correspondence has been received from the Royal Pageantmaster regarding the 80th Anniversary of D-Day in June 2024. Planning to mark this occasion will commence later in the year.

2023/096 Delegated Decisions

This related to a request from Scottish Power's Contractors for permission to carry out work to the trees in Mill race Meadow, this to ensure safety clearance of overhead power lines is maintained.
Resolved to approve and ratify the following decisions made by the Clerk, in consultation with the Mayor, Deputy-Mayor and Chairman of the Environment & Assets Committee:

No.	Decision
2023/001	To give permission to Scottish Power's Contractors to carry out work to the trees at Mill Race Meadow.

2023/097 Policy, Resources & Finance Committee

a) Resolved to receive and approve the minutes of the meeting of the Policy Resources & Finance Committee on 9th May 2023.

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

i.	To approve the Senior Role Payments as indicated in the minutes of the Annual Meeting.
ii.	To approve and adopt the agenda request form for completion by Councillors for proposals which: a. Involve expenditure of over £500 b. Affect the Council's assets, especially land and buildings; c. Amend the Council's Policies. To approve an amendment to the Council's standing orders to reflect this procedure.
iii.	To approve and adopt the new Advertising Signs Policy with an amendment to reflect that sign requests should be dealt with by the Clerk under delegated authority following consultation with the Mayor and Deputy Mayor. The conditions for use of delegated authority need to be set by Council in terms of size, materials, wording, nature of business and locations. The requirement for signs to be maintained is to be stipulated to applicants. Requests which don't meet the criteria are to be referred to Council at the next available council meeting.
iv.	To approve and accept the following quotations: a. KM Construction £1150 for the ramp to the compost bins; b. Brian Jackson £750 for the railings on the Bowling Club wall; c. Brian Jackson £275 for restoration of the kingfisher wood carving. All quotations are net of VAT.
v.	To receive the cash flow forecast. The Clerk is to write to Denbighshire to request that the invoice for the Library is issued in January each year.
vi.	To approve an amendment to the Code of Conduct to require all Councillors to complete Code of Conduct training within six months of taking office, or within six months of the new electoral term. This period to commence from the date that the Clerk sends details of the appropriate courses. To extend the deadline for completion of the training for all existing City Councillors to the end of 2023.
vii.	To approve an amendment to the Council's E-mail Policy to add the requirement for new councillors to set up their e-mail account within six weeks of being notified by the Clerk of their e-mail address and password. Technical advice from Designweb is to be made available to all councillors for this purpose.
viii.	To approve amendments to the Disciplinary, Grievance and Complaints policies to include a deadline of three months after an incident for making

	complaints. In the case of a pattern of behaviour the deadline will run from the most recent incident. Council will respond to complaints within three months of receipt by the Clerk. Where we are unable to fully respond within this timescale, the complainant will be advised of the reason and the expected revised deadline.

The Clerk confirmed that Council e-mails enable the Council to meet its legal obligations as regards the Data Protection Act 2018, Freedom of Information Requests and Subject Data Access Requests. The policy outlines the use of Council e-mails and states that correspondence between residents and councillors are excluded. The Clerk refuted Cllr Morton's claim that she had withheld correspondence from a resident intended for him. She confirmed that no such correspondence had been received for onward transmission to Cllr Morton.
There was a discussion regarding the appointment of a safeguarding officer, with councillors considering the role.

2023/098 Mill Race Meadow

The Football Club are making grant applications for the new pitch and had requested a copy of a lease over part of Mill Race Meadow. The Club have not yet identified the location for the pitch, but hope to do so soon.
It was noted that the Council had only agreed in principle to enter into negotiations with the Club and that no final decision had been made.
There was a discussion surrounding a number of issues, including the Farmer's lease, the public engagement exercise in 2022, environmental considerations including noise and biodiversity and the use of the land.
Cllr Hogg commented that he understood the restrictions on the junior team using the main pitch and would support the Club's with to expand. He recommended a feasibility study, to include consideration of other sites. The Council was supportive of the Club's aims and agreed that a feasibility study was a sensible way forward.

Cllr Hogg is to make enquiries with Denbighshire to explore planning issues and the suitability of the site.

2023/099 Freedom of the City

The Council was keen to offer the Freedom of the City of St Asaph to the Royal Welsh in recognition of its brave and loyal service to the United Kingdom and in view of the regiment's historical connections with St Asaph.
Pursuant to s249 of the Local Government Act 1972 as amended by Local Democracy, Economic Development & Construction Act 2009, resolved to confer upon the 1st battalion of The Royal Welsh the Honorary Freedom of the City of St Asaph and all privileges, honours and distinction of marching through the streets of St Asaph on ceremonial occasions with bayonets fixed, Colours flying and drums beating, in recognition of the long association and cordial relations which have existed between the City and the Regiment, and the work of the British Army in helping to defend the interests of the United Kingdom.

2023/100 Correspondence

a) E-mail from the City Times re: Thanks for sponsorship – received
b) E-mail from NWIMF re: Thanks for grant – received
c) E-mail from Jones & Graham re: charges for payroll service – received
d) E-mail from Cllr Scott re: domestic waste collection – received
e) E-mail from Glascoed Timber re: No-mow May

It was noted that May is the prime growing season for grass and that the Council's contractors had concerns that the longer grass would damage their machines when the next cut is due.

Resolved that the Clerk should advise Glascoed Timber that they can cut the grass now and then delay the following cut for as long as possible.

The meeting concluded at 9.00 pm

Date of Next Meeting

Meeting in person and with remote attendance held 14th June 2023.

Signed ……
Chairman of the Full Council 14th June 2023