Cyngor Dinas Llanelwy
St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 14th February 2024 at 7.00 pm at the Council & Community Meeting Room and also with remote attendance via Zoom.

Present:

In person: Cllrs M Gedd, L Groves, C A Hardie (Mayor), M J Hogg, G Jones, P G Morton, L Nelson, J O Roberts, P Scott and Cllr R S Williams

2024/016 Apologies for Absence

- Apologies were received from Cllrs Ellison due to illness.

Resolved to accept Cllr Ellison's apologies.

2024/017 Declarations of Interest

- None.

2024/018 Public Participation

- Six member of the public were present.

2024/019 North Wales Police

- No report.

Resolved the Clerk is to write to the Sergeant at Denbigh to request that an officer attends the next Council meeting to give a report.

2024/020 Mayor's Report

The Mayor, Cllr Hardie, gave his report:

- Dealt with a number of queries re: Kentigern hall, following distribution of an anonymous circular. The Police have not yet identified the author;
- Attended the Environment & Assets Committee meeting;
- Together with Cllr Hogg, Cllr Scott, and the Clerk, attended a Denbighshire meeting regarding the new recycling arrangements. Cllr Hardie briefly outlined the changes. Detailed literature will be sent to all residents shortly, and the new containers will be rolled out before the new arrangements start in June. Denbighshire is introducing the change to improve recycling rates, currently 64%. Welsh Government are introducing a new legal requirement that Councils recycle 70% of all household waste. A new plant has been built in Denbigh to enable Denbighshire to sort its own waste and sell this on. This will create jobs and result in cost savings.

2024/021 County Councillors' Reports

Cllr Scott

Attended a number of meetings and events:

- Strategic Planning;
- Elwy MAG;
- Budget Workshop;
- Denbigh Mayor's charity event;
- Visit to Betsi Cadwalader University Health Board;
- Full Council Budget Meeting – council tax has now been set;
- Chair of Anglesey Civic Service;
- Meeting re: Recycling at Glan Clwyd School, referred to in Mayor's Report;
- Strategic Planning;

- Briefing re: Caledfryn;
- Briefing re: Public Conveniences.

Cllr Hogg

Attended many of the same meetings as Cllr Scott, including the following:

- Denbighshire Community Resource Team at Denbigh. Concerns were raised that if this service was reduced, there would be more delays with discharges from hospital.
- Elwy MAG Flood Risk Strategy. Discussions included provision of sandbags, natural flood management and local action plans.
- Performance Scrutiny Committee, where school attendance was discussed.
- Area of Natural Beauty and National Park status.
- Mobile signal coverage. The Cellmapper app provides good data.
- Community funding fair.

Questions were asked re: toilets. Denbighshire are trying to find alternatives. Concerns were raised re: disabled access. The Denbighshire play scheme at Lower Street relies on access to public toilet facilities.

2024/022 Minutes

The minutes of the previous meeting 10th January 2024 were discussed regarding accuracy (circulated prior to the meeting).

Resolved to approve the minutes of 10th January 2024 as an accurate record.

2024/023 Matters Arising

- None.

It was noted that planning permission for Graianfa on The Roe had been refused.

2024/024 Financial management

a) The payment schedule was reviewed:

- £12,000 Denbighshire County Council is the annual contribution to Library services for 2023-2024. The original invoice was cancelled and re-issued.
- £2841.60 Denbighshire County Council for checking, installing and removing the Christmas lighting lamppost motifs.
- £768 Colwyn Bay Industrial Doors Ltd is for repairs to the shutters at the football stand following Storm Isha. An Insurance claim has been submitted.
- £2,064 Mick Dodd Electrical is the cost of installing and removing bunting for the Coronation and Freedom of the City, together with installation of Christmas tree and additional lighting.

Resolved to approve the Payments Schedule, total value £24,409.94

b) The Finance report was discussed:

- £1358 VAT refund received. Claim to end of January £700 submitted.
- Administration includes the annual SLCC subscription.
- Football Pavilion includes cost of first repairs to the shutters.
- Roe Plas shows the cost of emptying the waste-water tank.

Resolved to approve and accept the finance report.

2024/025 Planning Applications

a) Application: 46/2023/0928
Location: 37 Roe Parc, St Asaph
Proposal: Erection of single storey extension to dwelling
Resolved that the Clerk should advise Planning Department that the City Council has no objections to this application.

b) Application: 46/2023/0858
Location: Garth Cottage Upper Denbigh Road, St Asaph
Proposal: Formation of gated vehicular access and associated parking
Resolved that the Clerk should advise Planning Department that the City Council

has no objections to this application.

c) **Application: 46/2023/0912**
Location: 1 Oak Close, St Asaph
Proposal: Erection of single storey extension to dwelling
Resolved that the Clerk should advise Planning Department that the City Council has no objections to this application.

d) **Project: Former HM Stanley Hospital Upper Denbigh Road**
Letter from Grimster Planning re: Publicity and Consultation before applying for Planning Permission – notice under Articles 2C and 2D
Cllr Hogg has also been notified as Ward Member.
Resolved that Cllr Hogg is to reply, also on behalf of the Council, requesting a meeting re: this proposal.

2024/026 Delegated Decisions

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

Number	Decision
DD2024/001	To instruct Glascoed Timber to install the pheasant woodcarving on the riverside at a cost of £250 & VAT
DD2024/002	To give permission to BT to excavate Common West to conduct essential repairs. Caveat re: ownership of unadopted road and recommend they contact properties it serves.
DD2024/003	To issue instructions to Colwyn Bay Industrial Doors to repair the shutters. Insurance claim to be considered dependent upon cost.
DD2024/004	To issue instructions to Harrisons to repair the flagpole

2024/027 Library

Cllr Scott gave an update to Council. Together with Cllr Hogg and the Clerk, he attended a meeting with the Head of Library Services and a Denbighshire Officer. He had tried to get a further two hours per week, but Denbighshire would have to take these hours from another library. The discussions included:

- 15 hours per week was offered, which was an improvement on the original offer of 12 hours. This means a 33% cut in opening hours, rather than the 50% first proposed.
- Cllr Hogg had asked whether the opening hours were available at the right times.
- St Asaph and Rhuddlan libraries are the best performing libraries. This is attributed to the community councils' financial contribution which is a reflection of the local council's commitment to library services.
- It was noted that, although other councils do not contribute to their library, they do contribute to other services.
- There will be a review of these arrangements in six months time.
- The financial contribution is to be paid in January each year for the current financial year.
- Denbighshire advised that £12,000 now does not have the same buying power as £12,000 when the agreement was first entered into in 2016.
- Everyone should be encouraged to use the library if they want to keep this vital service.
- A three-year Service Level Agreement was requested.
- The current Service Level Agreement states that if the City Council reduces or withdraws its financial contribution, Denbighshire will reduce

staffing levels and opening hours. Requested that a clause is added stating that if Denbighshire withdraws or reduces staffing levels or opening hours, the City Council will reduce or withdraw its financial contribution.

- Community groups can use the library when it is closed. There was a discussion regarding public awareness of this facility. The Youth Club uses the premises. There was a discussion regarding display of banners in the Library car park.

Resolved that display of banners, to publicise library services, in the car park behind the library be added to the next agenda for the Environment & Assets Committee.

Resolved to congratulate Cllr Scott for his success in negotiating an improved settlement for St Asaph Library and thanked him for all his hard work.

Resolved that the City Council will make a financial commitment of £12,000 per annum towards library services, on the following conditions:

i. **The contribution is to be paid in January each year for the current financial year;**
ii. **That a clause is added to the service level agreement stating that if Denbighshire withdraws or reduces staffing levels or opening hours, the City Council will reduce or withdraw its financial contribution.**
iii. **That Denbighshire and the City Council will enter into a three-year service level agreement.**

Resolved that the Clerk is to write to the Head of Library Services to confirm the City Council's agreement on these terms.

2024/028 Environment & Assets Committee

Cllr Gedd gave a report following the meeting of the Committee on 12th February 2024.

a) **To receive and accept the minutes of the meeting of the Environment & Assets Committee on 12th February 2024;**
b) **To approve the recommendations of the Committee, as follows:**

i.	To ratify the donation of 2 no. water bowsers to Denbighshire County Council Biodiversity & Tree Nursery.
ii.	Not to proceed with surveys for RAAC and asbestos in its buildings.
iii.	That the Clerk is to instruct Flintshire fabrications to adjust the gate at Bryn Gobaith Play Area.
iv.	Not to proceed with instructions to Solicitors re: NRW grant
v.	That the Clerk is to write to Denbighshire to confirm its permission to cross-pollinate with the City Council's black poplars.
vi.	Not to replace the vandalised picnic bench at Roe Plas.
vii.	That the Clerk is to write to the City Times to request it includes a notice reminding all dog owners that dogs are not allowed in play areas or on sports pitches. All dogs must be on leads in Mill Race Meadow, which is private property With this notable exception, we will not enforce the issue of leads but would ask dog owners to be considerate to other users as not everyone enjoys loose dogs excitedly approaching them. It is the responsibility of owners to ensure their dogs are under control when they are not on leads. This statement does not affect the powers of the Police or Enforcement Officers with regard to control of dogs on City Council land.
viii.	To leave the following items in abeyance: • Decoration of the meeting room. • New waste water tank at Roe Plas.

ix.	To defer renewal property valuations. The Environment & Assets Committee is to ensure property insurance values reflect inflation.
x.	That the Clerk is to instruct Paul Liversidge to install the donated picnic bench on a concrete base at a cost of £460.
xi.	That the Clerk is to instruct Glascoed Timber to supply a new litter bin to replace that lost in the floods in October 2023.
xii.	That the Clerk is to instruct White Oak Property to strim the grass in the Community Orchard and Jubilee Copse.
xiii.	That the Clerk is to instruct Bodfari Environmental to conduct three cut & collects in the Wildflower Garden in March, June and September.
xiv.	That the Clerk is to cancel two outstanding jobs for PR Signs, due to lack of progress.
xv.	That the Clerk is to contact Tir a Choed to request a maintenance visit before the present NRW arrangements expire at the end of March 2024.

Resolved the Clerk is to have the dog owners signs removed from the entrance to Mill Race Meadow.
It was noted there has been concern nationally regarding dog attacks and the Council was right to consider matters associated with dogs on Council land.
The litter bins at the riverside Mill Race Meadow are to be replaced at Easter.

2024/029 Financial & Management Risk Assessment

The risk assessment was reviewed by Council, with those items deemed to be higher risk discussed. Not all risks can be avoided, but are mitigated or insured against where possible.
Resolved to approve the Financial & Management Risk assessment Scheme for 2023/2024.
Cllr Hardie reminded Councillors that they should be alert to cyber security risks as bogus e-mails, purporting to be from the Mayor, had been sent to Councillors. Need to check the e-mail address and telephone each other to verify. It would be very unusual to ask a Councillor to send money or buy vouchers, as most actions are completed by the Clerk, so Councillors beware.
Flood risk to the Community was highlighted, particularly as some residents have been refused insurance due to flood risk. The Clerk is to endeavour to obtain an up-to-date version of the Community Flood Plan for St Asaph.

2024/030 Assets Register 2023-2024

The Clerk outlined the amendments to the Assets Register, which were reviewed by the Environment & Assets Committee:

- Items such as bins and benches have been itemised to facilitate removal of individual items as they fail.
- The values of play equipment and the MUGA have been corrected to agree with the minutes.
- The Bowling Club toilets and street lighting have been added.

Total Value of Assets 2022-2023 Annual Return	**Deductions**	**Additions**	**Balance £825311**
2 bins lost in floods 2020 @ £275	£550		
Re-stated value of bins – corrected in line with costs	£89		
Re-stated value of MUGA – from minutes	£33530		
Re-stated value of play equipment		£17883	

Re-stated value of Bowling toilets		£15311	
Street Lighting purchased in 2004, 2005 & 2010		£14327	
value of one vandalised noticeboard (Roe Plas)	£605		
Totals	£34774	£47521	
Re-stated Value 2022-2023			**£838058**

a) **Resolved to approve the re-stated Value of the Assets Register for 2022-2023 of £838,058.**

Total Value of Assets 2023 – 2024	**Deductions**	**Additions**	**Re-stated Balance b/fwd £838058**
1 vandalised picnic bench	£112		
1 single litter bin donated to Denbighshire	£327		
Dog waste bins removed	£1955		
1 double litter bin lost in flood Oct 2023	£419		
New litter bin		£628	
2 no. defibrillators		£2596	
2 no. water bowsers donated to Denbighshire tree nursery	£1174		
Totals	£3987	£3224	
Value 2023-2024			**£837295**

b) **Resolved to approve the Assets Register for 2023-2024, value £837295**.

2024/031 Unadopted Road

The Council had requested that this road be adopted, in view of the houses it serves, and especially the car parks for the GP Surgeries and pharmacy. The reply from Denbighshire Highways was considered, together with a report from the Clerk detailing advice from John Owens, Solicitor. The following points were discussed:

- Solicitors' advice is that the unadopted road is not the responsibility of the City Council.
- Denbighshire Highways would not adopt the road unless a third party is willing to bring it up to a standard that wouldn't create a future maintenance problem. Denbighshire wouldn't fund such costs.
- They would not be prepared to do repairs as there would potentially be a liability issue. Use of hardcore would attract greater risks.
- Denbighshire advise, by virtue of it being private land, it really is a private landowner concern.

- The potholes are located within the unadopted road itself, and therefore not on City Council land.
- If Denbighshire are unwilling to take the risks associated with ordering the work, it would be unwise for the City Council to do so.
- Much of the traffic goes to the GP Surgeries. The City Council put the car park in for the surgeries.

Resolved the City Council is not to proceed with repairs to the potholes.

Resolved the Clerk is to contact the Surgeries, Pharmacy and Health Board to express the City Council's grave concerns and to ask that they address the repairs required. A meeting with the same parties to discuss the matter would be beneficial.

2024/032 Correspondence

a) Extract from Audit Wales Fee Scheme 2024-2025 – fees applicable to external audit - **received.**

b) Letter from Core Highways re: JTM Signs.
The Clerk has contacted JTM Signs, using a number from existing invoices and verified by a google search. They confirm the letter is genuine. Just to make Council aware that future invoices and correspondence will be from Core Highways **– received**.
Cllr Hogg has left messages to try to arrange a meeting with the Bowling Club.

The meeting concluded at 8.45 pm

Date of Next Meeting

Meeting in person and with remote attendance held 13th March 2024.

Signed ……
Chairman of the Full Council 13th March 2024