Cyngor Dinas Llanelwy
St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 12th June 2024 at 7.00 pm at the Council & Community Meeting Room, and also with remote attendance via Zoom.

Present:

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

The Mayor welcomed new City Councillors Cassidy and Grove to the meeting. He then welcomed Cllr Ellison to the meeting following her leave of absence.

2024/095 Apologies for Absence

- None.

2024/096 Declarations of Interest

- Cllr Roberts declared an interest in item 17) as he is Vice-Chairman and Treasurer of the Football Club,

2024/097 Public Participation

- None.

2024/098 North Wales Police

PCSO, Dave Jones, gave his report after a busy month:

- Gave an update re: theft of a child's scooter, previously reported.
- Financial fraud.
- Hate related crime on Llwyn Elwy.
- Criminal damage at the fire station.
- Possible environmental and wildlife offence – damage to a hedge.
- Anti-social behaviour at a retail shop.
- Assault on Lower Denbigh Road.
- Dangerous dogs near Pont Begard.
- Neighbourhood dispute. Advice re: CCTV is available on a designated website.
- Broken shop window.
- Reports of partially clothed male near the river.
- Neighbourhood dispute Bro Havard.
- Attempted break-in behind the livestock market. Arrests made.
- Aware of the issues on the Council's land re: planters and bench.

The Mayor raised the issues with land on the High Street. Requested a meeting with Police to be attended by the Mayor, Deputy Mayor and the Clerk.

The PCSO left the chamber.

2024/099 Mayor's Report

The Mayor, Cllr Hardie, gave his report:

- Attended civic events at Denbigh and Rhyl;
- Attended Bryn Derwen Residential Home for afternoon Tea;
- Attended a charity event at Rhyl Theatre;

- Attended the Environment & Assets meeting;
- Attended St Asaph dementia Group meeting;
- With the Clerk, met with the new Councillors to complete Declarations of Acceptance of Office;
- Attended a City Plan meeting with Highways;
- Attended the Denbighshire Chairman's charity concert at St Thomas' Church Rhyl;
- Attended a short service at the War Memorial to commemorate the 80th anniversary of D-Day;
- Dealt with numerous phone calls from members of the public and the Council's solicitors re: land on the High Street.

2024/100 County Councillors' Reports

Cllr Scott

Cllr Scott gave his report as follows:

- Attended Civic events at Rhyl and Denbigh;
- Attended the Annual Meeting of Denbighshire where he was elected Chairman;
- Attended the Environment & Assets meeting;
- Attended the funeral of County Councillor Win Mullen-James;
- Attended the City Plan Working Group meeting;
- Attended a flag-flying event at Ruthin;
- Attended the D-day service at the War Memorial;
- Attended the D-Day concert at St Thomas' Church, Rhyl;
- Attended a Highways workshop;
- Attended a VP School Governors' meeting;
- Attended Elwy MAG;
- Due to attend Citizenship ceremonies.

Cllr Scott was congratulated on his election as Chairman of Denbighshire.

Cllr Hogg

Attended the following meetings:

- Elwy MAG where the Economic Development regeneration Plans were discussed. The Clerk is to add this to a future agenda.
- Flood Risk Strategy Task & Finish;
- Meeting with Welsh Water re: Llys-y-Felin;
- Closer to Communities Task & Finish;
- Performance Scrutiny Committee;
- National Landscapes (previously AONB) meeting;
- Meeting with Highways Officers re: gullies at the top of St Asaph;
- Presentation re: curlews and black grouse.

Both Councillors have also dealt with numerous enquiries re: the new Trolleybox waste system.

2024/101 Minutes

The minutes of the previous meeting 29th May 2024 were discussed regarding accuracy (circulated prior to the meeting).

Resolved to approve the minutes of 29th May 2024 as an accurate record.

2024/102 Matters Arising

- None

2024/103 Financial management

a) The payment schedule was reviewed:

- Brian Davies Ltd £2340 re: wetpour repairs;
- JDH Business £607-20 re: internal audit;

- £157 reimbursement to Invasive Plant Group member re: insurance, as agreed 8th May 2024;
- Vale of Clwyd Carpet Cleaning includes digging out and mulching cherry trees on the Common. Additional cherry trees have been ordered and will be planted November 2025;
- Fire equipment safety checks have been completed at all three buildings.

Resolved to approve the Payments Schedule, total value £9,232-38.

b) The Finance report was discussed:

- Wayleave payment from Scottish Power received;
- Football pavilion includes annual contribution to pitch maintenance;
- Bowling Clubhouse includes £750 for railings on the bowling club wall.

Other matters:

- An eighth dead sheep, found in the river without identifying markers, was reported. Spoken to Denbighshire Animal Welfare, who cannot instruct contractors to enter the river to recover the animals. Clerk has requested that Denbighshire check the records of the farms further upstream to ascertain ownership of the sheep. The Council's tenant has confirmed that this year's incidents are unusually frequent.
- Financial regulations, financial risk management and internal control procedures have been amended to provide for internet banking facilities. The Clerk and Cllrs Scott and Williams were approved for full access at the meeting 29th May 2024. The Clerk is to make the application now.
- Update given re: Nat West credit card application. The Clerk confirmed that issue of a credit card is provided for in Model Financial Regulations for Wales 2019, 6.20. The relevant clause has been included in the Council's updated financial regulations.

Resolved to approve and accept the finance report.

Resolved to approve and accept the quotation £85-99 & VAT from Fineline for supply of a banner for the War Memorial enclosure.

2024/104 Planning Applications

Resolved the Clerk is to write to Planning to advise of the Council's response to the following applications as indicated:

No.	Application & Location	Proposal	Response
a.	46/2024/1002/HH Tithe Barn House, Palace Yard, High Street	Erection of first floor extension to side of dwelling, replacement windows and doors and associated works	No objections
b.	46/2024/1003/LBC Tithe Barn House, Palace Yard, High Street	Listed building consent re: a. above	No objections

2024/105 City Plan Working Group

Cllr Hardie gave a report following the meeting between the Group and Denbighshire Highways. Unfortunately, the Traffic Officer did not attend, so many issues could not be resolved. The following items were discussed:

- Volume of traffic and pollution;
- Narrow pavements;
- Condition of bollards and railings;
- Gullies and flooding;
- Floodwardens;
- Weed growth on the pavements;
- Illegal parking;

- Unadopted road;
- Pedestrian crossing Upper Denbigh road;
- By-pass;
- Car-sharing parking facilities.

Resolved to receive and approve the minutes of the meeting of the City Plan Working Group on 4th June 2024

Resolved the Clerk is to write to the surgeries, health board and pharmacy to ask them to write to Denbighshire to put the case for the unadopted road to be brought up to adoption standard using Welsh Government funding.

Resolved the Clerk is to write an article in the City Times asking residents to write to Denbighshire Highways to support the case for the unadopted road to be brought up to standard for adoption using Wales Government funding.

Denbighshire Traffic and Streetscene Officers are to be invited to meet with the City Plan Working Group.

2024/106 Internal Control Procedures 2024-2025

The Internal Control procedures for 2024-2025 were reviewed.

Resolved to approve and adopt the Internal Control procedures for 2024-2025.

2024/107 Internal Audit Report

a) The Internal Auditor had completed her work and her report was reviewed by Council.
Resolved to receive and approve the Internal Auditor's report following the audit for 2023-2024.

b) It was noted that an action plan was not required as no issues had been raised by the Internal Auditor.

2024/108 Annual Statement of Accounts and Annual Governance statement

The annual statement of Accounts for 2023-2024, together with the bank reconciliation and the Annual Governance Statement and Annual return for 2023-2024 had been circulated to all councillors two weeks prior to the meeting.

Following completion of the Internal Audit:

a) Resolved to approve the Annual Statement of Accounts and the Bank Reconciliation for 2023-2024.

b) Resolved to approve the Annual Governance Statement for 2023-2024.

c) Resolved to approve the Annual Statement for 2023-2024.

Resolved to authorise the Mayor authorise the documents in a) b) & c).

2024/109 Committee Membership

Membership of the Council's committees was reviewed. No changes were proposed. A request was made for meetings to be scheduled late afternoon.

2024/110 External Organisations and Outside Bodies

The schedule of Council representatives was reviewed.

Resolved that Cllr Gedd be appointed as the Council's representative on the Bowling Club Committee, in place of Cllr Scott.

2024/111 Football Pavilion

Cllr Roberts reported that, following fires at the dugout and damage to the pitch, the Football Club would like to have CCTV installed at the football pavilion. There was a discussion, which included:

- Funding;
- Council CCTV policy and the ramifications if the Council paid for CCTV to be installed;
- Availability of grant funding.

a) Resolved to grant permission for the Football Club to have CCTV installed in the football pavilion, at its own expense.

The Football Club will seek grant funding to pay for the equipment.

b) No amendments were required to the Council's CCTV policy as the Football Club would be the owner of the equipment.

c) No amendments were required as regards CCTV at the Bowling Club.

2024/112 Code of Conduct

Four Councillors elected in May 2022 have not yet completed their Code of Conduct training. Four new Councillors had been co-opted since 2022, and so eight training places were required. Denbighshire have not responded to enquiries re: their training provision.

Resolved to extend the deadline stipulated in the Code of Conduct for Councillors to complete Code of Conduct training to 31st December 2024.

2024/113 Environment & Assets Committee

a) Resolved to receive and accept the minutes of the meeting of the Environment & Assets Committee on 21st May 2024;

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

i.	Not to proceed with the quotation from Garden & Landscaping Abergele. The Clerk is to write to the contractor to advise them.
ii.	To approve the recommended tree maintenance programme.
iii.	The Clerk is to instruct Paul Liversidge to take delivery of the additional cherry trees and plant them.
iv.	The Clerk is to issue instructions to Flintshire Fabrications to adjust two gates at Lower Street wheeled sports area.
v.	The Clerk is to obtain a new grip for the rocker and have it installed.
vi.	To approve four trade waste containers in summer, and three in winter.
vii.	The Clerk is to instruct Mick Dodd to order a supply of corn lights for future repairs of the lighting columns.
viii.	The Clerk is to instruct Mick Dodd to replace six fluorescent tubes with LED in the meeting room, once the next tube fails.
ix.	To approve and accept a quotation from Fineline of £166-10 for new signs for the overhead barrier.
x.	Not to proceed with additional parking signs.
xi.	To hold the following projects in abeyance pending action by outside bodies: • Inclusive play equipment • Information boards • Flood shutters
xii.	Not to proceed with removal of the silt bank by the football pitch.
xiii.	The Clerk is to issue instructions to TD&C Kelly to lay hardstanding for wheelchair access at the wildflower garden at a cost of £800 & VAT.
xiv.	On completion of the hardstanding, the Clerk is to issue instructions to install the wheelchair access bench on a concrete base.
xv.	The Clerk is to issue instructions to Brian Jackson to restore the otter woodcarving at £275 & VAT.
xvi.	On completion of the otter, the Clerk is to issue instructions to Brian Jackson to restore the salmon woodcarving at a cost of £275 & VAT.
xvii.	The Clerk is to issue instructions to paul Liversidge to paint the dipper woodcarving.
xviii.	The Clerk is to order new signs for the play areas and the meeting room.
xix.	On completion of xviii the Clerk is to order the signs for Roe Plas and Mill race Meadow, followed by the Common.
xx.	The Clerk is to approve and accept the quotation from Meifod to supply one wooden planter at a cost of £105 & VAT.
xxi.	The Clerk is to issue instructions to Paul Liversidge to collect the planter in xx above and install it, transferring the plants from the existing planter.

xxii.	The Clerk is to issue instructions to Paul Liversidge to repair the fencing behind the library and by the Doctors' car park.
xxiii.	The Clerk is to instruct White Oak property to spray for weeds by the War Memorial and to strim the bank behind the Bowling Club.
xxiv.	The Clerk is to request a quotation for repairs required to the Bowling Club toilet block.
xxv.	The Clerk is to write to the Bowling Club re: xxiv and to chase for the risk assessment and insurance values.

It was noted that a Television and some car parts had been fly-tipped into the trade waste containers.

Resolved the Clerk is to write to Ash Waste and Glascoed Timber reminding them that the trade waste containers are to be locked at all times.

c) Details of Flashpark parking enforcement scheme were discussed.

Resolved not to proceed with the Flashpark parking scheme and not to install any additional parking signs.

d) The Clerk advised that the insurance renewal documents had not been received. The policy was with Zurich underwriters re: a claim review. Policy renewal date is 10th July 2024.

Resolved the Clerk is to renew the existing insurance and arrange payment of the premium due, once the documents are received.

Should there be any issues, the Clerk is to investigate whether Floodri can assist.

2024/114 Correspondence

No.	Details	Response
a.	E-mail from a resident re: Mona Windfarm	**Clerk to reply advising that the Council responds through Denbighshire Planning.**
b.	E-mail from Ysgol Esgob Morgan re: Anti-social behaviour	**Received** Cllrs Hardie, Scott and Hogg to attend the school to meet with children.
c.	St Kentigern Letter of Thanks	**Received**
d.	Independent Remuneration Panel for Wales	Clerk to write to all Councillors with Homeworking Declarations re: confirmation that the tax-free allowance is not claimed elsewhere. If a Councillor fails to confirm, the basic allowance will be subject to PAYE.
e.	Ron Bailey UK Parliament re: Lithium Batteries	**Received**
f.	Denbighshire Highways re: 20 mph	**Clerk to write article asking residents of Upper Denbigh Road to give their views**.
g.	Invasive Plant Group re: Himalayan Balsam	**Resolved to give permission for the Group to strim the banks of the river, subject to receipt of their risk assessment.** It was noted the Group has its own insurance.
h.	Paul Liversidge re: Hourly rate increase	**Resolved to receive and approve.**
i.	Ken Skates, Wilding Government re: 20 mph	Discussed under f. above.

2024/115 Public Toilets

Cllr Scott did not take part in discussions as he is Chairman of Denbighshire.

Denbighshire have undertaken a needs strategy, which indicates that there is no defined need for St Asaph to have toilet facilities. Highways will therefore be recommending to Cabinet that the facilities in St Asaph are closed.

Denbighshire requested that the City Council consider accepting responsibility for the toilets. Denbighshire's report indicated an annual cost in St Asaph of £15,000.

Discussions included future use of the building, and power supply for the defibrillator.
Resolved not to accept the transfer of the Public Toilets from Denbighshire.
It was noted that seasonal provision of portaloos could be considered in the budget for 2025-2026.

2024/116 Exclusion of Press and Public

Resolved to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the discussion – consideration of legal advice.

2024/117 Legal Matters

The Mayor gave a confidential report to Council regarding recent incidents which had been notified to Police. Advice from the Council's solicitor was outlined.
Resolved the Mayor, Deputy Mayor and the Clerk are to meet with the Police to discuss the next steps.
Resolved the Council's bench and planters are to remain on the land, pending the outcome of the Council's application to the Land Registry.

The meeting concluded at 8.55 pm

Date of Next Meeting

Meeting in person and with remote attendance held 10th July 2024.

Signed .....
Chairman of the Full Council 10th July 2024