Cyngor Dinas Llanelwy
St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 10th July 2024 at 6.45 pm at the Council & Community Meeting Room and, also with remote attendance via Zoom.

Present:

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

6.45 pm **Dementia Friendly St Asaph**

A representative of DVSC and the Chairman of Dementia Friendly St Asaph gave a presentation to the Council re: how to become a Dementia Friendly Council. The steps were explained, and information provided, which will be reviewed by the Clerk. The Group are holding a coffee morning at the Cathedral on 28th July, more details to follow.

Two members of the public left the meeting.

2024/118 **Apologies for Absence**

- Apologies were received from Cllrs Cassidy, Hogg, Nelson, J O Roberts and Williams.

2024/119 **Declarations of Interest**

- None.

2024/120 **Public Participation**

- Seven members of the public were present. Four attended via Zoom.

2024/121 **North Wales Police**

PCSO, Dave Jones, gave his report:

- Incidents of bus passengers being abused.
- Criminal damage on Ashly Court.
- Neighbourhood dispute Bryn Rhosyn.
- Cooking oil theft.
- Possible attempted break-in at a garage.
- Anti-social behaviour in the Cathedral grounds.
- Incidents of dangerous dogs.
- Theft of a pushbike from the High Street. A reminder to all to lock bikes and vehicles.
- Several incidents of drive-offs at a petrol station.
- Broken vehicle windows.

Mentioned process for reporting crime.

The Mayor advised that he had met with the new Police Inspector and had given a glowing report of the PCSO.

The PCSO left the chamber.

2024/122 **St Asaph High Street**

A representative of Wales & West Utilities gave a brief presentation to Council regarding works to update gas pipework on the High Street. This will necessitate closing the High Street from the 2nd to 5th August 2024. Their Customer Service Officer will visit businesses

to address any concerns. The weight limit on the bridge from the A55 to Chester Street was noted. Pedestrian access will be maintained throughout.

The Wales & West representative left the meeting.

2024/123 Kentigern Hall

Three Denbighshire County Council Officers attended the meeting to address the Council regarding their plans for Kentigern Hall. The property had been made available for sale the previous week and Denbighshire wished to start a dialogue with the City Council at the earliest opportunity.

They would like to house five young people, aged 16-25, at the property. There are six studio flats, one of which will be occupied by a staff member, who will live there 24/7. The aim is to support young people to transition to a permanent tenancy and thus avoid homelessness. Denbighshire will make a planning application for change of use to accommodate young people. The benefits of the scheme are:

- Prevent homelessness for young people in the care of Denbighshire County Council.
- Keep young people in the community, so their education and friendship groups are not disrupted. Maintaining their links to a Welsh-speaking community is an important factor.

The problems arising from rumours circulating in the City earlier this year, and the resulting misinformation, were discussed. In response to questions from Councillors, the following information was confirmed:

- The young people will continue to be supported by social workers, youth officers etc. They are not delinquents and will be carefully matched.
- They will be free to move about the City during the day, in the same way as other young people, although there will be appropriate rules and curfews.
- The property is small and will only house five young people. Accommodating large numbers together would be detrimental to the welfare of the young people.
- A planning application for the change of use will be submitted, which will take 8-12 weeks.
- There will be no major property alterations as the building has already been converted into studio flats.

The Denbighshire Officers left the meeting.

2024/124 Mayor's Report

The Mayor, Cllr Hardie, gave his report. He attended the following:

- A charity event for the children of Ukraine;
- Dementia Group meeting;
- Ysgol Esgob Morgan, together with Cllrs Scott and Hogg;
- Two civic services at Kinmel Bay and Conwy;
- Mayor-making at Denbigh;
- A meeting with the new Police Inspector, with the Clerk;
- A City Plan meeting where the Group met with Traffic and Streetscene Officers.

2024/125 County Councillors' Reports

Cllr Scott

Cllr Scott gave his report. He attended the following:

- Chaired four briefings re: Waste Management;
- Met with the CEO re: Waste Management. They are adding more wagons to the routes and doing "mopping up" rounds on Saturdays. Green bins have not been emptied;
- Denbigh Mayor-making;
- Two school visits;
- Two flag-raising events for the armed forces and the NHS;

- Llangollen Eisteddfod;
- Meeting re: Kentigern Hall;
- County Council meeting;
- City Plan meeting;
- Climate Change meeting. The second phase of the Nature Reserve at Green-gates farm was discussed.

In answer to questions from Councillors, Cllr Scott confirmed the following:

- Both phases of the new nature reserve project are funded by Wales Government;
- The new waste processing plant at Denbigh was funded by Wales Government;
- The quality of recycling being collected is better, and therefore is raising more revenue;
- Denbighshire are awaiting the delivery of the remaining new refuse wagons. In the meantime, they are hiring wagons to provide the capacity.

Cllr Hogg

Had sent his apologies.

2024/126 Minutes

The minutes of the previous meeting 12th June 2024 were discussed regarding accuracy (circulated prior to the meeting).

Resolved to approve the minutes of 12th June 2024 as an accurate record.

2024/127 Matters Arising

2024/117 – Legal Matters - Cllr Hardie gave an update regarding further information received from the Land Registry.

2024/128 Financial management

a) The payment schedule was reviewed:

- £3047-71 Zurich Municipal re: renewal premium;
- £780-34 Octopus Energy re: meeting room covers a period of seven months;
- £4350 Glascoed Timber re: litter bin and grass-cutting services for two months.

Resolved to approve the Payments Schedule, total value £14,870-71.

b) The Finance report was discussed:

- Chased installation of a smart meter at the football pavilion.
- Following installation of the smart meter at the meeting room at the end of November 2023, no bills had been received. A bill covering a seven month period was received after contacting Octopus. Billing is now up to date.
- Insurance values not received from the Bowling Club for the additional structures and so these items are not insured.

Other matters:

- Vandalism was reported at Roe Plas over the last two weekends. Benches are being moved about and damage has resulted. Reported to Police. A surplus bench has been left at Roe Plas. The owners have been identified and we will notify them their bench is at Roe Plas.
- Issues with fly-tipping, including a children's slide dumped by the waste containers and household waste dumped in and around the litter bins. The Clerk has footage of the person dumping the slide and this will be followed up with relevant authorities. The Clerk is to research the legal position re: request from Glascoed for warning stickers to be applied to the litter bins.

Resolved to approve and accept the finance report.

c) **Resolved to approve the following items:**

- **Purchase of new Union and Wales flags at £135 & VAT each;**
- **The Clerk is to instruct electricians to conduct PAT testing at the three buildings;**

- **Quotation of £175 for replacement of four rotten fence posts behind the Library;**
- **Cheque to be issued now re: new interpretation board, this to be included on the September schedule of payments.**

d) The energy contracts for the three buildings are due for renewal. The Council considered a summary detailing three quotes for each building.

Resolved the Clerk is to accept the following quotations:

Building	Supplier	Contract
Bowling Clubhouse	Octopus Energy	Green Octopus 24 month fixed
Meeting Room	Octopus Energy	Green Octopus no service charge 12 month fixed
Football Pavilion	Octopus Energy	Green Octopus no service charge 12 month fixed

2024/129 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.	46/2024/1068/HH The Deanery, Upper Denbigh Road	Replacement of boundary wall with a new fence	No objections
b.	46/2024/1084/MD Green Gates Cwttir Lane	Change of use of land from agricultural to form a nature reserve, erection of associated wildlife barn, reconfiguration of access and associated works	No objections
c.	Green Gates Farm, Abergele Road	Creation of nature reserve and habitat, including construction of permissive pathway and engineering works to create a raised viewing area	Received It was noted that this notice relates to the second phase.
d.	46/2024/1109/TP Bod Erw Hotel, The Roe	Felling of 1 no. weeping ash and prune and canopy reduction of 1 no. Copper Beech subject to Tree Preservation Order No. RHU/2/31/1988	No objections

2024/130 Internal Control

Cllr Scott gave a report following his internal control checks on 4th and 12th June 2024.

Resolved to receive and approve the Internal Control report dated 12th June 2024.

2024/131 Delegations

a) **Resolved to appoint Cllr James Grove as a member of the Environment & Assets Committee and the Policy, Resources & Finance Committee.**

b) The Terms of Reference for the Environment & Assets Committee were reviewed. The Committee has a wide area of responsibility and the Council considered whether to delegate expenditure within the Outdoor Costs and Property budgets. This would save some time at full Council. The Clerk's delegation is for expenditure up to £1000, so it would be appropriate for the Committee to have a higher limit, as the agendas are published and meetings are open to the public.
Resolved to delegate expenditure of up to £2000 per item to the Environment & Assets Committee, provided that:
   i. **Expenditure is to be paid from the Outdoor Costs or Property budgets.**
   ii. **The budget will not be exceeded.**

If the budget is to be exceeded, the proposed expenditure is to be referred to full Council.

c) The process for approving requests for advertising signs was reviewed. At present requests for new signs within certain criteria are approved by the Clerk under the delegation scheme, after consultation with the Mayor and Deputy Mayor. This can cause delays where the Mayor, Deputy Mayor or the Clerk are on leave.
Resolved to grant permission for the Football Club and Bowling Club to install new sponsorship or advertising signs provided they meet the following criteria:
   i. **The size is no more than 200cm by 100cm;**
   ii. **The sign is made of metal, plastic or dibond;**
   iii. **The sign is to be located within the area used by the club (to include the pavilion, clubhouse, stand, pitch, green). Not to face outwards, but to be visible to users of the sports facilities;**
   iv. **Not a digital sign;**
   v. **The signs are not to overlap;**
   vi. **Nature of business or organisation – not to be one of the following:**
      - **Political;**
      - **Selling or promoting smoking or nicotine products;**
      - **Selling or promoting gambling;**
      - **Selling or promoting adult entertainment services;**
      - **Selling or promoting alcohol.**
   vii. **The Councillor, who is the Council's representative on the Club committee, must confirm they are satisfied with the sign, thus ensuring it is not offensive or likely to cause embarrassment to the Council.**

Requests for signs which don't meet these criteria are to be referred to the Council for consideration. It was noted that signs advertising businesses selling or promoting alcohol would be referred to Council as this would include restaurants, family pubs etc.
Resolved to grant retrospective permission for all existing signs on display on Council's land in the areas used by the football club and bowling club.

2024/132 Policy Review

The Press Media and Communications Policy was reviewed. The policy has been updated to state instances where a response will not necessarily be made.
Resolved to approve the Press, Media & Communications policy.

2024/133 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
DD2024/006	To grant permission to S4C for filming on River Elwy and to fly a drone for additional footage of the river.
DD/2024/007	To instruct Paul Liversidge to replace the arms on the poppy bench, as required.

Number	Decision
DD2024/008	To instruct Glascoed Timber to add additional litter bins to the Friday collection.

2024/134 Data Protection Officer

A new engagement letter from JDH Business Services Ltd was considered.

Resolved to approve the engagement letter from JDH Business Services Ltd. The Clerk is to sign the agreement on behalf of the Council.

2024/135 Correspondence

No.	Details	Response
a.	E-mail from Elwy Invasive Plant Group: Letter of thanks re: insurance.	**Received.**
b.	E-mail from Chloe Dymond Design re: Bus Shelter Mural	Cllrs are to e-mail any ideas to the Clerk, who will pass them to Chloe. Cricket to be added to the mural.
c.	Twenty five letters from Year 3 pupils from Ysgol Esgob Morgan re: Letter of thanks for birdboxes	**Received**
d.	E-mail from Afon Elwy Environment Group re: bulbs	**Resolved to approve a budget of £100 for the group to purchase the bulbs.**

2024/136 Mayor's Civic Service

The Mayor advised all Councillors that his civic service will be held on 1st September 2024 at the Parish Church.

The meeting concluded at 8.55 pm

Date of Next Meeting

Meeting in person and with remote attendance held 11th September 2024.

Signed .....
Chairman of the Full Council 11th September 2024