Cyngor Dinas Llanelwy
St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 11th September 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, C A Hardie (Mayor), P G Morton, G W Roberts, J O Roberts, P Scott and R S Williams

Via Zoom: Cllr L Nelson

2024/137 Apologies for Absence

- Apologies were received from Cllr Groves.

2024/138 Declarations of Interest

- None.

2024/139 Public Participation

- One member of the public was present.

2024/140 North Wales Police

PCSO, Dave Jones, gave his report:

- Public order offence at Roe Plas.
- Verbal abuse of a member of staff at a public house, resulting in a Pubwatch ban.
- Four drive-off incidents at a petrol station.
- Theft of children's toys from a garden.
- Criminal damage to a vehicle in Gemig Street.
- Incidents of anti-social behaviour at Bro Havard.
- Incident at the riverside. An arrest has been made.
- Criminal damage on The Roe.
- Road traffic collision on The Roe. A reminder to drivers to fold wing mirrors in when vehicles are parked.
- Theft of garden ornaments at Bryn Elwy.
- Making off from a taxi.
- Theft of a parcel from a doorstep in Elwy Crescent.
- Criminal damage at the Cathedral.
- Dangerous dog incident at Mill Street.

There has been a reduction in anti-social behaviour and criminal damage, possibly due to poor weather over the summer.

The PCSO left the chamber.

2024/141 Mayor's Report

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

- Annual assets inspection;
- Meeting at County Hall re: Denbighshire's finances;
- Two litter-picks;
- Summer fair at Bryn Derwen Residential Home;
- Two flag-raising ceremonies at Denbighshire;
- Meeting with Library Manager, along with the Deputy Mayor and the Clerk;

- Environment & Assets meeting;
- A charity event for the children of Ukraine;
- Community Fridge sessions;
- Dementia afternoon tea at the Cathedral;
- His civic service. The Mayor thanked those who attended the event.

2024/142 County Councillors' Reports

Cllr Scott

Cllr Scott gave his report. He attended the following:

- The Mayor's civic service;
- Merchant Navy flag-raising;
- Meeting with Library Manager;
- Environment & Assets meeting;
- Group Leaders' full council;
- Flintshire civic service;
- NHS & Emergency Services flag-raising;
- County Council.
- He has also dealt with numerous enquiries re: recycling and waste collections.

Cllr Hogg

Was not present.

2024/143 Minutes

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

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

2024/144 Matters Arising

2024/127 – Legal Matters - Cllr Hardie gave an update regarding correspondence received from the Land Registry.

2024/145 Financial management

a) The payment schedule was reviewed:

- £192-21 Zurich Municipal is the additional premium from items omitted from the renewal schedule;
- Clerk's expenses includes reimbursement for two flags, a full set of printer ink and minute binders;
- £4344-30 Glascoed Timber invoice re: litter bin and grass-cutting services for two months, in addition to Assets inspection tasks, received after publication of the agenda.

Resolved to approve the Payments Schedule, total value £17,504-21.
Resolved the Glascoed Timber invoice, included on the October payments schedule, be paid now.

b) The Finance report was discussed:

- VAT refund £1881 received;
- Second tranche of precept received;
- Energy contracts have been renewed on slightly more favourable terms than those approved at the July meeting;
- Welsh Water bills received for the three buildings. The account for the football pavilion is £67 in credit.
- Internet Banking - pins and card readers were received by Cllr Scott and the Clerk today. The first internet banking payments will be made this month.
- The credit card application has been chased today. Previous correspondence e-mailed to Nat West. Response awaited.

Other matters:

- Quotation for annual flagpole servicing £998 & VAT received from Harrisons.
- Rates relief claim made for the meeting room. Rebate £1168 received.
- Clearance of moss from the MUGA and tennis court was identified by the Play Inspector. This usually costs £500-£600. Concerns were raised that moss would quickly regrow if cleared at this time of year.

Resolved to approve and accept the finance report.
Resolved to approve and accept the quotation of £998 & VAT from Harrisons for the flagpole maintenance.
Resolved to approve moss clearance on the MUGA and tennis court, this to be done in Spring 2025.

2024/146 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.	46/2024/1177/PS Kentigern Hall High Street	Removal of condition 2 of planning permission code no. 2/APH/492/83 which restricts the use of the home to allow the provision of supported semi-independent living for five young citizens	The Council does not object but would like the building to be used for local young people and limited to accommodation for no more than five young persons.
b.	E-mail from a resident	Re: Kentigern Hall application	Received
c.	46/2024/1200/PF Green Gates Cwttir Lane	Demolition of existing buildings, change of use of land from agricultural to a new nature reserve and habitat creation comprising of the restoration of existing ponds, creation of new ponds, the creation of a wetland area adjacent to two small watercourses and creation of woodland and grassland habitat areas, construction of a permissive pathway and engineering works to create a raised viewing area together with associated works	No objections
d.	46/2024/1214/HH 6 Ashly Court	Erection of extensions and alterations to dwelling	No objections
e.	46/2024/1265/TPS Land at North side of Bryn Gobaith	Variation of condition no. 1 of reserved matters application no. 46/2024/1061 to allow a change of house type to plots 9 and 10	The Council has no objections providing the houses are no higher than two storeys

As regards application 46/2024/1177/PS there was a discussion of issues, including the needs of young people leaving care, and the concerns of residents. It was acknowledged that rumours circulating earlier in the year had caused concern.

2024/147 City Plan Working Group

Cllr Hardie gave a report following the Group's meeting with Denbighshire Highways and Streetscene Officers. It was noted that there had been some improvement in the pavement outside the Cathedral as a result. No further reports had been received from Denbighshire following the meeting.

Resolved to receive and approve the minutes of the meeting of the City Plan Working Group on 10th July 2024.

2024/148 Denbighshire County Council

Resolved to receive the e-mail from Denbighshire Finance re: Partnership Working.

2024/149 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
DD2024/010	To add omitted items to the Council's insurance policy and pay the additional premium of £192-21.
DD2024/011	To respond to planning application 46/2024/1122/TP "No objections".
DD2024/012	To respond to planning application 46/2024/1139/HH "No objections".
DD2024/013	To instruct Glascoed Timber to remove tree limb and dispose of it appropriately.

2024/150 Dementia Friendly Walk

The St Asaph Dementia Group would like to hold a dementia walk on 22nd September, starting at the meeting room and including a route around Roe Plas and the Common. Tea and coffee to be served at the meeting room.

Resolved to grant permission for the use of the meeting room, Roe Plas and the Common for this event.

2024/151 Committee Membership

Cllr Cassidy's request that Council considers his membership of a number of its Committees and Working Groups was discussed. It was noted that Cllr Cassidy's qualifications as a Chartered Accountant would be especially relevant and beneficial to the Policy, Resources and Finance Committee.

Resolved to amend the Terms of Reference for the Policy, Resources and Finance Committee to approve membership as Mayor and Deputy Mayor ex-officio plus six members.

Resolved to appoint Cllr Daryl Cassidy as a member of the Environment & Assets Committee, the Policy, Resources & Finance Committee, the City Plan Working Group and the Flood and Community Emergency Working Group.

2024/152 Environment & Assets Committee

Cllr Gedd gave a report following the meeting of the Committee.

a) **Resolved to receive and approve the minutes of the meeting of the Environment & Assets Committee on 5th September 2024.**

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

No.	Minute Reference	Decision
i.	2024/EA30	• Not to replace the Trim Trail.

No.	Minute Reference	Decision
		• To designate the use of the former trim trail area as a seating area.
ii.	2024/EA31	• To grant permission to Denbighshire to develop the land behind the library as a community area. • To support any relevant grant application made by Denbighshire.

The following items, approved by the Committee, were discussed:

- Issues with Trade Waste service. The barrier had repeatedly been left open. Further Ash Waste had refused to service the bins during recent roadworks despite full access to the driveway. The Clerk is to write to Ash Waste regarding these failings. Alternative arrangements to be made with Thorncliffe on termination of the Ash waste agreement.
- During the Assets Inspection it was noted that the paintwork on several of the painted benches had deteriorated. The most expedient and cost-effective solution would be to sand the benches back to their natural wood and oil them.

Resolved to approve the actions of the Environment & Assets Committee as set out above.

2024/153 20 mph

Further to the June meeting, the views of residents of Upper Denbigh Road had been sought via the City Times regarding the appropriate speed limit for this road. It was emphasised that Upper Denbigh Road serves two schools.

Resolved the Clerk is to reply to Denbighshire Highways advising the City Council would like to retain the 20 mph speed limit in St Asaph.

2024/154 External Audit 2022-2023

The External Audit for 2022-2023 had now been completed. The Council was pleased to note the unqualified audit result.

Resolved to receive and accept the External Auditor's report for 2022-2023.

There was a discussion regarding the Auditor's comments:

- Work undertaken by Vale of Clwyd Carpet Cleaning, which comprised of caretaking, watering, and individual small repair jobs. These jobs are not disaggregated to avoid the application of standing orders, but rather the demand occurs on an ad hoc basis e.g. storm damage, vandalism etc. Copy approved jobsheets are attached to the invoices. The Council considers this represents value for money in terms of responsiveness and hourly rate.
- The re-statement of the previous year's return. This was to add the teen shelter to the Assets Register as it had been omitted at date of purchase in 2005, and the value adjusted accordingly. The Council could not reconcile the Auditor's comments as the original 2005 minutes showing the purchase, and the minutes approving the re-statement had been made available to the Audit Team.
- The Clerk's contract of employment had been updated in December 2023.
- The meeting packs accompanying the agenda are between 50 and 100 pages long on average. The Clerk will endeavour to produce a shorter pack for the public, taking into account the following:
    - Minutes are published after approval;
    - Amended policies and documents will be published after approval;
    - A link to Denbighshire's planning portal will be provided, rather than the full planning applications;
    - Confidential information will be redacted.

Resolved to approve the action plan to address issues raised

The 2023-2024 Audit is still awaited.

2024/155 Correspondence

No.	Details	Response
a.	E-mail from a resident: E-mail re: Dogs on Leads.	**Received.** ▪ The Council is sympathetic to the problem but could not enforce the proposed byelaws; ▪ The Council does not manage or own the land north of Pont Begard; ▪ The incident described could be a Police matter.
b.	E-mail from Cllr Nelson and Welsh Water re: water butts	Cllr Nelson is to forward the literature to the Clerk, who will publish it on the website and forward it to the City Times for publication.

The meeting concluded at 8.25 pm

Date of Next Meeting

Meeting in person and with remote attendance held 9th October 2024.

Signed .....
Chairman of the Full Council 9th October 2024