Cyngor Dinas Llanelwy
St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 12th March 2025 at 7.00 pm at the Council & Community Meeting Room and, also with remote attendance via Zoom.

Present:

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

Via Zoom: Cllrs Hogg and R S Williams.

2025/031 Apologies for Absence

- None.

2025/032 Declarations of Interest

- Cllr Hardie declared an interest in item 11 as the applicant is known to him.
- Cllr Hardie declared an interest in item 21 b) as the correspondent is known to him.
- Cllr Groves declared an interest in item 11 as the applicant is known to her.

2025/033 Public Participation

- None.

2025/034 North Wales Police

PCSO, Dave Jones, had sent apologies.

2025/035 Mayor's Report

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

- City Plan meeting with the Denbighshire Footpaths Officers;
- St David's day concert at the Cathedral;
- Together with the Clerk, met with Officers from Wales Government and the Forestry Commission re: National Forest. They will arrange a remote meeting to discuss the project further;
- Charity Event at Rhyl;
- Flag-raising for Commonwealth Day;
- Policy, Resources and Finance Committee meeting;
- Had a photo taken with Chloe Dymond and a representative of Salisburys to celebrate the new decorative bench opposite the Cathedral. Salisburys were the sponsors for the project.

2025/036 County Councillors' Reports

Cllr Scott

Cllr Scott gave his report. He attended the following:

- Citizenship Ceremony at Ruthin;
- Gypsy & Traveller Accommodation Group;
- Full Council;
- Confidential Council Briefing;
- Elwy MAG re: 20 mph;
- Confidential Council Workshop;
- Commonwealth Flag-raising;

- Workshop on the Corporate Joint Committee;
- Ruthin Gaol opening;
- Scrutiny Meeting;
- Resolved an issue with a manhole cover near the High Street.

Cllr Hogg

Cllr Hogg gave his report. He updated the Council re: the boundary sign at Upper Denbigh Road, which will be replaced by Castle Green at the final stage of the development.
He attended the following:

- Clwydian Range National Park meeting;
- Clwyd Forum;
- St David's day parade at Denbigh;
- Meeting re: School Transport Eligibility Criteria;
- Closer to Communities Task & Finish Group.
- Flooding – funding has been agreed to investigate the reasons for surface water flooding at Llys-y-Felin and Ashly Court. The following year there will be match funding from Wales Government to address the issues.
- He has ordered three Suds pots to slow the flow of water during heavy rainfall. Two will be installed at schools.

Cllr Hardie will mention the project to the Parish Church stewards and ask whether they would like to have the third Suds pot installed at the church.
A crack in the old railway embankment at Chester Street was raised. Cllr Hogg has raised this issue previously but will ask Denbighshire engineers to review it.

2025/037 Minutes

The minutes of the previous meeting 12th February 2025 were discussed regarding accuracy (circulated prior to the meeting).
Resolved to approve the minutes of 12th February 2025 as an accurate record.

2025/038 Matters Arising

2025/021 Defibrillators – Cllr Roberts confirmed the new defibrillator is now operational.

2025/039 Financial management

a) The payment schedule was reviewed:

- Councillors' Allowances for 2024-25 are included on the schedule.
- £2841-60 Denbighshire County Council for installing and taking down the Christmas Lamppost Lighting Motifs.
- Costs for Christmas trees are included. The only invoice outstanding re: Christmas Lighting is for the electricity supply.
- £1920-02 Vale of Clwyd CC includes repainting the skate ramp with specialist paint, safety railings at the Bowling Club and repairs to fencing behind the library.
- The Clerk Confirmed the City Council's land ends at the bottom of the bank and the fence near Pont Begard is the responsibility of NRW or Denbighshire. The fence has been reported to both organisations.
- Clerk's expenses includes £200 for a new silent soldier to replace the one damaged in recent storms.

Resolved to approve the Payments Schedule, total value £13,955-79.

b) The Finance report was discussed:

- Rent received from the Bowling Club;
- Donations include £540 from the Football Club.
- £1150 is for installation of the Christmas trees and lighting.

Resolved to approve and accept the finance report.

2025/040 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.	46/2025/0047/PR Bod Haulog The Roe	Details of the appearance, landscaping, scale and layout of 28 no. affordable dwellings and use of existing dwelling as a single residential unit submitted in accordance with condition no. 1 of outline planning permission code no. 46/2019/0806	No objections, however the Council has concerns re: the impact of 28 additional dwellings on local infrastructure. St Asaph has one dentist, and two GP surgeries accessed via an unadopted road, which is in poor condition. The Council would request that sound barriers along the A55 are also considered.

2025/041 Casual Vacancy

There was one application for the vacancy on East Ward.

Resolved to co-opt Katie Jones as Councillor for East ward.

2025/042 HM Stanley

Cllr Hardie gave a report following his meeting with representatives from SHEPA, which included a Ugandan and a Congolese delegate. Both nations regard Stanley as a hero and refute all allegations that he was involved in the slave trade. The Group would like to hold commemorative celebrations over the next year. SHEPA were also meeting with Denbigh and Colwyn Bay Town Councils where Stanley had links.

The Council was tentatively in favour of joining with Denbigh Town Council to take part in a commemorative event.

Resolved the Clerk is to write to Denbigh Town Council regarding participation in a commemorative event.

Resolved the Clerk is to reply to SHEPA, indicating the Council has tentatively agreed to take part.

2025/043 City Plan Working Group

Cllr Hardie gave a report following the Group's meeting with Denbighshire Footpaths officers. St Asaph has one of the lowest representations of Public Rights of Way in the County.

Resolved to receive and approve the minutes of the meeting of the City Plan Working Group on 25th February 2025.

2025/044 Policy Resources and Finance Committee

Cllr Gedd gave a report following the meeting of the Policy Resources & Finance Committee on 10th March 2025.

a) **Resolved to receive and approve the minutes of the meeting of the Policy Resources & Finance Committee on 10th March 2025.**

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

No.	Recommendation
i.	To approve and adopt the procedures for online banking as per Committee minute 2025/F05.
ii.	To approve and adopt the new Financial Regulations, as amended.
iii.	To approve amendments to the following documents to reflect the online banking procedures: • Internal Control Procedures; • Financial and Management Risk Assessment.
iv.	Not to amend the CCTV policy and procedures.
v.	To approve and adopt the IT Access Control Policy.
vi.	Not to amend its current procedures for Remembrance Sunday wreath laying.

2025/045 Awarding Grants

Following the recommendations of the Policy, Resources & Finance Committee, resolved to award the following grants:

Amount £	Awarded to:
750-00	North Wales International Music Festival (NWIMF)
100-00	Dementia Friendly St Asaph Steering Group

Resolved to receive the following e-mails:

- **St Asaph Cathedral**
- **Theatr Bara Caws**
- **Marie Curie Cymru.**

It was noted that following these awards, grant expenditure for 2024-2025 would be £2762 against a budget of £2000. £750 grant to the Cathedral was allocated in 2023-2024, but paid out after completion of work to the clock in the current financial year.

Resolved to approve total grants expenditure of £2762 for 2024-2025 in excess of the budget of £2000. The excess to be offset against reserves.

2025/046 Independent Remuneration Panel for Wales

The final report of the panel was considered. There are no changes to allowances for Community Councils.

Resolved to receive the report.

2025/047 Assets Register 2024-2025

The Council reviewed the assets register for 2024-2025.

No.	Comments	Additions £	Disposals £	Balance £
	Brought forward as at 01/04/2024			839210
13	1 no. litter bin purchased to replace bin lost in flood	567-00		
16	Remove 1 no. bench vandalised beyond repair		99-00	
31	Lawn mower tractor		2499-00	
39	Remove dipper woodcarving vandalised beyond repair		313-00	
	Totals	*567-00*	*2911-00*	
	Carried forward as at 31/03/2025			**836866**

Cllr Roberts confirmed the lawn mower/tractor has been replaced by the Football Club at its own cost.

Resolved to approve deleting the lawn mower tractor from the Council's assets register, value £2499.

Resolved to approve the Assets Register for 2024/2025, value £836866

2025/048 Internal Audit

The Council reviewed the internal audit scheme for 2024/2025 and terms of business submitted by JDH Business Services Ltd.

Resolved to appoint JDH Business Services Ltd as the Council's Internal Auditor for 2024/2025.

2025/049 20mph

The Council reviewed documents from Denbighshire Traffic including a list of roads in St Asaph suggested by members of the public to be considered by the 20mph consultation. The roads listed were considered unsuitable for an increased speed limit, particularly Upper Denbigh Road which passes two schools.

Resolved the Clerk is to reply confirming that the City Council does not consider any of the roads listed are suitable for amendment from 20mph.

2025/050 Internal Control

Cllr Scott gave a report to council confirming his recent internal control check on 10th March 2025.

Resolved to receive and accept Cllr Scott's Internal Control report dated 10th March 2025.

2025/051 Correspondence

No.	Details	Response
a.	E-mail from Elwy Invasive Plants Group re: Letter of thanks	**Received.**
b.	E-mail from a resident re: CCTV	**Resolved the Clerk is to reply to the resident to advise the Council considers installation of CCTV would not be an effective alternative or addition to the existing app.**
	Request from a resident re: Easter Egg hunt	**Resolved to grant permission for the event on Council land on 19th April 2025, providing all children taking part are accompanied by an adult.**
	E-mail from Tourism Office re: Belgian graves	The Mayor is to meet with the group.

The meeting concluded at 8.15 pm

Date of Next Meeting

Meeting in person and with remote attendance held 25th March 2025.

Signed .....
Chairman of the Full Council 25th March 2025