St Asaph City Council
Cyngor Dinas Llanelwy

Minutes of the Meeting of St Asaph City Council held on Wednesday 8th November 2017 at 7pm in the Community and Council Meeting Rooms, Roe Plas Meadows.

Present: Cllrs: C Hardie (City Mayor), R. Williams (Deputy Mayor), G. D. Hodgkinson BEM, P.G. Morton, J O Roberts, J Ellison, M Gedd, B Williams, P Scott, B Rust, D A Thomas

Clerk: Clerk S Pierce

DRAFT

1. Apologies for Absence

- Cllr E Winter

2. Declarations of Interest

- None

3. Public Participation

There were no applications to address the Council.

4. Urgent Matters

- None

5. North Wales Police

Report provided by PCSO D Jones.

- No issues reported regarding the Halloween or Bonfire events.
- Several domestic related incidents reported within the area.
- Roe Park, an elderly lady was potentially targeted by a rogue Tradesman, this is being reviewed.
- Break in at Spring Gardens, the DAWNUS office, this is being investigated
- Police Drink Drive campaign will kick in shortly

Mayor & Cllr invited the room regarding further questions.
Cllr P Morton raised an issue Clerk SP had mentioned earlier regarding youths on Roe Plas using lasers during the evening. PCSO D Jones will watch out for them
Mayor & Cllr C Hardie also mentioned how these youths had been banging on the meeting room doors the previous evening whilst a meeting was taking place. PCSO D Jones will keep a watchful eye on the area.
Nothing further was raised.

6. Mayor's Reports

Report provided by Mayor & Cllr C Hardie:

- Local Hero's Charity dinner attended.
- Delivered a presentation to St. Kentigern Guild regarding the flood works.
- Attended Civic Service for the Mayor of Caerwys.
- Met with DAWNUS as and when required to obtain flood work updates.
    - The current plan is all "defence" work will be complete by the middle of December. There are some gaps which people have noticed and raised which are a result of the inclines of the new paths implemented. This issue with the library area will be resolved by a wall being built, which means they don't have to

change the decline of the path. Similarly, by the bowling green, this requires further work. They are planning for all paths to be open by the middle of December, once open, they will move onto the gate at the entrance of Roe Plas. Regarding gaps within the walling at lower Denbigh road, DCC are working on the covert area and once done, Dawnus will continue. All copings to walls will be complete prior to Dec 25th. Post that, the clean-up work will commence. Mayor & Cllr C Hardie has requested that the quarry waste potentially be used on the Meeting room car park but this is still being discussed.

- It was noted by a number of Councillors the doctor's surgery area is scruffy but it will be part of the clean-up operation, it has been agreed to widen the entrance and re-surface the area.
- The plaque will be managed in the new year, dependent on the welsh minister's diary.

Mayor & Cllr C Hardie invited the room regarding further questions:
Nothing further was raised.

7. County Councilors Reports

Cllr P Scott

- Dawnus report, Cllr P Scott circulated flyers.
- Cae Winefred Play area – all the weeds have been attended to and once clear, it will be levelled and the grass reinstated.
- Resident visited and reported an issue of water travelling down his drive.
- Attended the bus shelter meeting with Martin Griffiths from DCC. There are 16 bus shelters within St. Asaph which we are requested to manage and maintain going forward. We did agree tentatively with Martin that we would participate in an agreement of a 50/50 deal. Martin is to provide further information before an agreement can be made.
- Seaways Service Station having English signage only, it is too late to change.
- Attended the Fairholme School open day where they opened a new sports area. CC and Cllr P Scott opened this event on behalf of DCC.
- Delivered questionnaires on behalf of the Parish Church.
- Assisted in the planting of the flower tubs.
- CC & Cllr P Scott noted there is a BT box which is always left ajar (there is nothing in it) but requires fixing, he is endeavoring to get hold of someone to fix it.

End of Cllr P Scott's report.
Cllr C Hardie invited the room regarding further questions.

Cllr B Rust would like a progress report regarding City Skips and what's happening at their site.
Cllr P Morton, the two bus shelters that were affected by the recent roadworks require cleaning, will this be taken care of within the Martin Griffiths arrangements.
Mayor & Cllr C Hardie noted that a small portion of the bus shelters are simply stop signs and asked Cllr B Rust to confirm if the shelters opposite Roe Park are in use, Cllr B Rust confirmed she believed they are.
Cllr D A Thomas, it was his understanding that the City Council only owned the stone shelters, which Mayor & Cllr C Hardie agreed was the case but the new ruling being established is that town/city councils will have the responsibility of all bus shelters within their area going forward. The management and maintenance of them. Therefore an "SLA" (Service Level Agreement) will be established with DCC in due course.

Cllr D A Thomas

- The High-Street bollard painting is now complete.
  - Not done at other areas i.e. Chester street
- DCC has agreed a corporate plan going forward which will impact St. Asaph, they wish to build additional houses but cannot currently find an area within St. Asaph. They will also be considering road improvements in the new year.
- DCC will also be reviewing footpaths, looking for ownership of the footpaths and who has the obligation to manage the maintenance of them going forward.
- Livingstone place is a promotional name which cannot change.
- For information, there is a discussion document on councillors pay with the intention that councillors will be paid expenses going forward and must accept them.
  - Cllr P G Morton has further information regarding this which can be brought to the table when discussed at a later date.

Mayor & Cllr C Hardie invited the room to raise further questions or issues.

No further questions or comments were raised.

8. Minutes

The previous minutes were discussed regarding accuracy (and previously Circulated)

- **081117 A024 – SP** Accuracy amendments:
  - Page 4 item 12 – application, change to say that we Object.
  - Page 5 item Gala venue – the statement itself is inaccurate where it states the venue is close to Cllr G D Hodgkinson's home when it is not.
  - Page 2 amend spell check
- The minutes were proposed by Cllr P G Morton and seconded by Cllr J Ellison
- The minutes were signed by Cllr & Mayor C Hardie.
- GALA
  - The requirement is no longer to be an alcoholic event.
  - It will be fully family and child friendly.
  - The event will close at 8pn, not 9pm as previously requested.
  - The intention is for bands/music to be played between 5pm – 8pm.
  - The intention is to continue to have a small security team in place to manage the event.
  - Cllr B Williams would like to seek approval in principal.
  - Cllr J O Roberts would like to see a plan closer to the time regarding how the day is mapped out, however the revised plan discussed today is acceptable.
  - Cllr R Williams proposed an agreement in principal and all other Councillors agreed. Resolved this was agreed in principal.

No further matters were raised.

9. Matters Arising

- None raised.

10. Events Committee

- Mayor & Cllr C Hardie provided and update following the Events Committee from last night meeting.
- Cllr R Williams provided an update regarding the Cathedral arrangements and agreements.
- The banners will be done and up tomorrow morning. Cllr B Rust has already done hers.
- Cllr J O Roberts, the silver band will be on at 5pm, the youth section of the silver band will be attending. They will play as people will come in, also when Father Christmas comes in.
- Mayor & Cllr C Hardie, we will need to make sure we have enough people to assist in moving the chairs on the day, it is tentative that John Liston will be in attendance and have helpers but we need to be on standby.
- Mayor & Cllr C Hardie noted the current plan was to put Father Christmas within the main doors.
- Cllr B Rust suggested doing at "reckie" on how we can utilize this space and decorate it, specifically the glass doors.
- **081117 A025 -** Mayor & Cllr Hardie and Deputy Mayor & Cllr R Williams and Cllr B Rust will meet with John Liston to understand the plan regarding the cathedral for the day, when will it be available, when do we need to move the chairs etc....
- **081117 A026** – Clerk SP to ask Mick Dodd to give us back the old lights no longer being used on the tree as Cllr B Rust and Cllr G D Hodgkinson can utilize them within the cathedral.
- Judging the windows, Cllr P Scott will be a judge if someone can let him know when and where.

No further questions or comments were raised.

11. Financial Management

a) To approve the schedule of payments detailed in Appendix A
   a. Resolved: Schedule of payments approved and signed.
   b. Cllr P Scott Proposed and Cllr B Rust seconds

b) To review the Budget, income and expenditure - to be provided at the meeting

a. A Financial pack was provided and reviewed. Clerk SP had updated what she could in this month's pack but due to unavailability of bank statements this was not a fully cross checked pack.

Cllr C Hardie invited the room to raise further questions or issues.

No further questions or comments were raised.

12. Planning Applications

Application: 46/2017/0973
Proposal: Erection of x1 detached dormer bungalow and associated works.
Location: 1 Heol Esgob, St. Asaph.
Application Name: Mr Martin Goodall
Consultation End Date: No Date?
No Objections Made

Application: 46/2017/1015
Proposal: Erection of a pitched roof over existing flat roof and alterations to dwelling.
Location: Threeways Mount Road, St. Asaph
Application Name: Mr & Mrs Alex & Sue Wilson
Consultation End Date: No Date?
No Objections Made.

081117 A027 – Clerk SP provide to DCC

13. Projects

Projects Update previously circulated and provided within this meeting.
The Project update report was discussed briefly with the following noted:

- Cllr J O Roberts, can we agree that we can pass the iBeacon work over to the translator in Glan Clwyd. Cllr J O Roberts to arrange a meeting with the translator to progress the welsh.
- Cllr B Williams, has the "Light Up Local Food" people been in touch regarding the Facebook page. Clerk SP is waiting for Shelley to get in contact.
- Cllr vacancies will be reviewed in the new year.
- Clerk SP failed to get all the letters out due to not knowing all the individuals and contact details. Plan to obtain all relevant names and addresses so we have them for future reference.
- New bridge, access to spring gardens. John Owens Solicitors are reviewing and will provide feedback.

14. Remembrance Day

- Mayor & Cllr C Hardie, noted a reminder that we have two days of remembrance services to cover, just before 11am on the Saturday and Sunday we are meeting at the Cathedral at 09:45am.
- Mayor & Cllr C Hardie has booked the bugler, Cllr P Scott suggested we need him to do the Saturday as well as the Sunday if possible but we could use prerecorded music if necessary.
- Cllr B Williams asked what is the process regarding laying a wreath. Mayor & Cllr C Hardie and Deputy Mayor & Cllr R Williams provided an overview of the official order. Cllr P Morton also raised the request to lay a wreath on behalf of an "anonymous" resident. It was noted that anyone has the right to lay a wreath providing it follows the "Official Order", an order which is documented prior to the event.
- Mayor & Cllr C Hardie requested it was minuted that he had to stand and call "Point of Order" a number of times to bring order back to the meeting as Cllr P Morton was venting frustrations regarding the wreath laying order process.

15. Football Club Update (Cllr J O Roberts)

- Cllr J O Roberts provided an update regarding the St. Asaph City Football Club.
- They had recently won an award and received a trophy.
- Cllr J O Roberts asked the Council to consider contributing to the implementation of showers (there needs to be 4 showers to comply with the requirements) additional toilets also needs to be considered.
- Now the work is complete at the leisure centre, there's a fabulous 3G pitch in place to be utilised, but, last year we were paying £18 per hour which now costs a staggering £29 per hour and may go up to £33 pound per hour

in the near future. It is very disappointing to local users that there was no previous consultation regarding the cost increases post implementation.

- Cllr B Rust has spoken to DCC who are working with us regarding these hefty costs. It has resulted in an increase to the club of £1200 year on year. Also, Cllr G D Hodgkinson said the Hockey Team have had to move due to the thickness of the pitch, they can no longer use the facility.

16. The Urdd Eisteddfod 2020 (Cllr J O Roberts)

- Cllr J O Roberts provided an overview of the following:
- The Urdd Eisteddfod is coming to Denbigh in 2020, the cricket club has agreed the usage of their facility for a meeting on November 21st free of charge. Cllr J O Roberts suggested we will need to raise money to enable the Urdd to be held.
- Cllr J O Roberts noted "Thanks" to the Cricket Club for the free of charge usage of the facility for the meeting.

17. Boundary Commission for Wales / Revised Proposals Report – Feedback to be provided prior to December 18th (CC & Cllr D A Thomas)

- CC & Cllr D A Thomas provided an overview of the above.
- As we are aware, parliamentary work and discussions are in progress regarding the boundaries.
- Cllr P G Morton noted he had also attended a recent meeting on the subject and provided a brief update. Cllr P G Morton said that he will bring the maps to the next meeting.
- CC & Cllr D A Thomas confirmed the plan is for St. Asaph to remain as two wards.

18. Councillor Vacancies

Two vacancies (both in the east) to be considered for either Co-Option or election process.
Mayor & Cllr C Hardie, maybe in the new year we will consider co-options.
081117 A028 –Clerk SP to find out if we need to advertise OShea's vacancy?

19. Correspondence

a) Cllr P Scott propose we decline with Cllr R Williams seconded. This is difficult to manage, management can be achieved during the day but evenings cannot.
b) Agreed this can go ahead.
c) Marie Curie – Cllr R Williams suggested we could invite them to hold an event in the City and then we would be able to support them.
d) Cllr J O Roberts suggested a projector, Cllr B Rust thought there would be tables and chairs provided in any case
    a. Cllr P G Morton noted should we consider what's going on in the Parish Church together with the Library, Cllr J O Roberts suggested that the Parish Church plan is going to take a few years to come to fruition but the library will be open in January so we should consider our requirements now for the Library.
    b. Mayor & Cllr C Hardie said he will be meeting with Liz in the future so could everyone please email him with their thoughts regarding requirements and he will liaise with Liz.
    081117 A029 – ALL to email Mayor & Cllr C Hardie with their thoughts regarding the library requirements.
e) Fairtrade. Cllr R Williams proposed the Clerk SP picks this up and Cllr P Scott has seconded this.
081117 A030 – Clerk SP to pick up the Fairtrade requirements.

Mayor & Cllr C Hardie invited the room to raise further questions or issues.

- Cllr G D Hodgkinson would like to propose that all administration of letters on behalf of the City Council should formally go through the Clerk going forward and Councillors should not be sending letters on behalf of the Council without going through the Clerk going forward.
- It has been noted on the minutes that only the Clerk can correspond formally to outside parties on behalf of the Council.

Urgent Matters

Cllr P Morton noted that he was aware of the current debate relating to councillor allowances and that councillors will be paid an allowance and must receive it going forward. He noted that the St. Asaph councilors will need to take a vote on the matter when the time comes and we will need to be ready.
Cllr B Rust raised that we have not received any reports following any regional meetings that Cllr P Morton had attended and perhaps he could report on these going forward.

20. Date of the next meeting

Wednesday December 13th 2017

The Meeting Closed at 20:59

Signed .....
Chairman of the Full Council Meeting held on 13th December 2017

APPENDIX A

BILLS TO BE APPROVED - NOVEMBER 2017

Date received:	Payee:	Services:	Invoice No:	Invoice Date:	Net:	Vat:	Gross	Cheque:	Comments:
21/10/17	Johnes & Graham	Clerks Salary Management	14472	19/10/2017	£35.25	£7.05	£42.30	3803	
15/10/17	Wales Audit Office	External Audit Fees	00006859	13/10/2017	£0.00	£0.00	£274.95	3788	
29/10/17	DCC	Removal of the Banners	800628284	26/10/2017	£420.00	£84.00	£504.00	3789	
27/10/17	Cllr Rust - Silver Birch	Planing of the Flower Tubs		27/10/2017	£0.00	£0.00	£130.29	3790	
19/10/17	Cyd Printing	2000 Winter Fair Leaflets	00064902	17/10/2017	£0.00	£0.00	£106.00	3791	
08/10/17	Royal British Legion	Wreaths for Remembrance Day	KBA07/01	06/10/2017	£0.00	£0.00	£60.00	3793	
11/10/17	MJ Graphics	Date stickers for the winter fair banners	9224	09/10/2017	£40.00	£8.00	£48.00	3794	
31/10/17	Gail Pendleton	Meeting Room Management Services Oct	10/17	31/10/2017	£0.00	£0.00	£108.00	3795	
04/11/17	Sandra Pierce	Clerks Salary -provided by Jones & Graham Accountants	SP_CC019	04/11/2017	£0.00	£0.00	£750.04	3800	Awaiting information from Jones & Graham Accountants
04/11/17	Sandra Pierce	Stationary, Meeting room Management	SP_CC018	04/11/2017	£0.00	£0.00	£75.70	3797	
05/11/17	Sandra Pierce	Mayors Chain, paper & envelopes	SP_CC020	05/11/2017	£0.00	£0.00	£23.50	3799	
04/11/17	Ace Court Company	Management of the Tennis Court - October	963	01/11/2017	£0.00	£0.00	£150.00	3801	
07/11/17	Glascoed Timber	Service Dog Bins 04/09/17 - 06/11/17: 10 @ £107.50 = £1,075.00 Litter Bin service: Roe Plas & Lower Street PA: 04/09/17 - 06/11/17: 10 @£44.80 = £448 Cuts to grass areas 14/09/17 - 24/10/17: 4 @£309 = £1,236 Flymow rough area between football pitch and river @ £85	061	06/11/2017	£2,844.00	£568.80	£3,412.80	3798	
08/11/17	DBP	To supply and fit UPV roofline products	T009351	26/09/2017	£4,045.00	£809.00	£4,854.00	3804	
08/11/17	Blahere Illuminations	Christmas Tree Lights x2	35364	06/11/2017	£667.50	£133.50	£801.00	3805	
08/11/17	Colin Hardie	Mayors Allowance, second installment			£0.00	£0.00	£750.00	3802	
		TOTALS:			£8,051.75	£1,610.35	£12,090.58		

Reviewed by Mayor & Councillor Colin Hardie

Date: 8.11.2017