St Asaph City Council
Cyngor Dinas Llanelwy

Minutes of the Meeting of St Asaph City Council held on Wednesday 13th September 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, B J Rust, J O Roberts, D.A. Thomas, M Gedd,

Clerk: Clerk S Pierce

1. Library Update

Liz Grieve (DCC Head of Customers, Communications & Marketing) and Ffion attended the meeting and provided an update regarding the library project.

- The Library is closing in 3 weeks' time – a notice has gone up today.
- The overall building project plan is much longer than anticipated.
- A large part of the building is about the vestibule area, windows and cladding which is significant.
- Packing up books on 6th October and the builders will move in on the 9th.
- Looking at re-opening in January 2018.
- The designs came in massively over what could be afforded so the plans had to be consolidated. These were sent out to tender but again significant costs were received. Re-planning was done again and further tendering initiated resulting in six contractors participating and submitting proposals and costs.
- Through this extended period, Ffion has been reviewing possible options for the service to continue locally. Unfortunately, no property within the area could be found therefore the library in Rhuddlan will be utilized in the interim.
    - Opening hours in St. Asaph are better than the current service at Rhuddlan so the St. Asaph times will be adopted.
- The work regarding community events have also been put back due to the timeframes, this will be driven forward when the Library re-opens.
- There will be a tourist information area within the foyer.
- Wi-Fi will be available and offered to customers.

3.

- Signage is on the building, signage on the main road is being discussed with street scene, due to the main street already being so busy regarding signage, this will be reviewed later.
- Pictures have been put up in the existing library for the next couple of weeks to show customers what the new design will look like. Once the library is closed, they will be taken to Rhuddlan to be put on display there.
- A "launch event" is being discussed and planned.
- **A130917 001:** Liz to send Clerk SP the pictures and SP to send on to Cllr D Hodgkinson for the City Times edition.
- There will be a consultation area for one to ones.
- A kitchenette area for refreshments

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

Cllr M Gedd asked if the one stop shop was going to continue. Yes, was the answer.
Cllr C Hardie, if the building work is going to start October, had consideration been made regarding the flood works which is happening at the same time? Yes, discussions had been taking place between the two parties and appropriate complimenting plans are in place.
Cllr J O Roberts asked who the contract had been awarded to – NWPS
Cllr C Hardie asked what are the alterations from the original plans? The changes had been in the makeup of the building, so the building products that were initially proposed has been changed i.e. the fabric of the building, the windows etc.
Cllr C Hardie noted the work on the carpark will enhance the whole area which will be done during the next few

months, the work being carried out by NRW.
Liz requested a couple of volunteers to participate on the working party to plan the "re-launch". Cllr C Hardie volunteered for this and stated he was already on the working party so will continue with this.
Cllr P Morton asked Liz "If any person joining or using the free bus that Denbighshire were providing require ID. In what method, would it form? Just the carrying of library books or presenting of library ID plastic card?" Liz responded that DCC would be closely monitoring the DCC arranged free shuttle service when evaluating the whole ongoing project up to completion.

Cllr P Morton has since sought further clarification from Liz following the meeting which is detailed below:

"Denbighshire County Council and Arriva bus company have arranged for St. Asaph library customers to travel free of charge, using the usual bus service operating at the usual timetables, between St. Asaph and Rhuddlan in order to access a library service during the temporary closure of St. Asaph library.

This is not a separate shuttle service and no separate contract has been drawn.

Those customers who already have bus passes allowing free travel, will continue to be able to use this for trips to Rhuddlan library as well as their other usual travel destinations.

Those customers who do not currently have a free travel bus pass, yet wish to visit Rhuddlan library, can present their library membership card in order to travel free. (the cost of the travel will be passed om to Denbighshire for payment). The free travel o presentation of their library membership card only applies to this journey i.e. St. Asaph to Rhuddlan library and back.

A130917 002: Clerk SP to provide Ffion with the list of future meetings so they can provide updates going forward.

2. Apologies for Absence

Cllr P Scott: Holiday
Cllr C OShea: No apologies given
Cllr J Ellison: Holiday
Cllr B Williams: Holiday

3. Declarations of Interest

No declarations made.

4. Public Participation

There were no applications to address the Council.

5. Urgent Matters

Move to the end of the meeting – No urgent matters raised.

6. North Wales Police

Report provided by PCSO D Jones.

- Reported a busy couple of months.
- 11/08 a collection box forced open and money stolen, thankfully they had recently been emptied.
- The Kentigern, many incidents and issues had been experienced which are currently being investigated.
- The Co-op ATM early morning, a man had withdrawn cash and an individual came in behind and took the money.
- The issue relating to an individual on Tan Y Bryn is ongoing, a mediator needs to be introduced to manage these issues ongoing.
- There were 10 ASB's reported this summer but only one was raised as a nuisance.
- Camping issues on the river bank have improved this year, somewhat reduced hopefully because of the new signs being introduced.
- Regarding the funding that was reported at the last meeting, the gardening had to be withdrawn due to lack of interest. The bowls event was successful and hopefully being planned for next year.

- A picnic bench had been damaged by youths – this is being looked in to.

No further incidents reported.

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

Cllr J O Roberts asked if the Kentigern still trades as a public house. Yes.
Cllr R Williams, we understand there is a time limit stipulated if enough complaints are received within a certain amount of time, we could do something about it but no one is making complaints. We understand this property is being used as a half-way house, is it the council that organize this facility? As this could have a detrimental effect to the area, we are led to believe this is council organized along with probation. We also have issues with the bins / skips behind the premises.
It was noted that if it was a "half-way house" then this should only be for a specific a time limit.
Cllr C Hardie, could we ask our county councilor to check internally? potentially the Denbighshire housing scheme?
Cllr P Morten asked "was there someone responsible in charge on the ground at the Kentigern? The answer was no. As noted below, occupants had to leave early morning (were locked out) by the owner and could only return at the beginning of the evening of each day, which in turn revealed other concerns about that view raised as to "what they would do with the spare time on their hands and where they may turn up with no money in and around the City streets".
A130917 003: Liz Grieve picked up the action and would review what the process is and will report back.
It was noted these individuals leave the premises at 8am and should not return until 6pm each day (B&B Service).

Cllr C Hardie noted a couple of residents have pointed out illegal parking opposite the Roe which they would like raising at this meeting, specifically the large tow truck which is regularly parked half and half on the pavement / road for lengthy periods of time.

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

7. Mayor's Reports

Report provided by Mayor and Cllr C Hardie:

- Cllr C Hardie attended many meeting during the summer period.
- Denbighshire cluster meeting was attended along with Clerk SP.
- Demolition ceremony at Ysgol Glan Clwyd.
- 3 Civic Services.
- A Bishops Concert at the Cathedral.
- The local Gala was attended.
- The Rotary Fayre was attended.
- The final IBeacon project meeting.
- Attended a "Freedom March" in Ruthin, the Royal Welsh Regiment were awarded freedom of the County. They paraded through Ruthin and it was a very enjoyable day.
- St. Asaph Mayor Civic Service. Mayor & Cllr C Hardie would like to thank everyone for their support and help regarding the civic service which was deemed very successful.

An update regarding the Flood Works.

- Several meetings have been held with Dawnus and this afternoon myself and Clerk SP walked around with NRW to review the planned planting Scheme.
- 28th of September, the access to Spring Gardens will be restricted for a period of three weeks. I Have spoken to NRW about providing notice to the Mount Road residents and NRW will be sending letters to all houses.
- Llys Afelyn area, there will be a wall about half a meter high (not raised banks) which will give sufficient flood defences going forward. All other defences are complete and they are now progressing the tidying up phase, seeding the banks, doing the footpaths on the tops of the banks etc.
- Cllr M Gedd raised the green bridge area, this is being left for as long as possible so it causes the least impact to bridge users.

Cllr C Hardie invited the room regarding further questions

- Cllr D A Thomas asked what will the footpaths be made up of? Cllr C Hardie stated this will be concrete edges

and tarmac.

- The entrance gate to Roe Plas, the plan is to install the flood defence gate here in October.
- At lower Denbigh road, they have finished the concrete wall which is currently being faced up. Work to services and the Glas coed stream is work in progress and the wall be completed following this.
- A serious enquiry enquiry regarding the gradient of the slopes up to the paths was logged, it was stated they are too steep for wheel chair users and children on bikes. Following a review, it was found that except for two, they are all within the guidelines of the legislation, which is one in twelve. They should be a better gradient than they were.
    - The two in question are the one behind the surgery and the one behind the play area. The surgery one will be resolved shortly which is the simpler one to resolve. The bowling green/play area is currently being redesigned completely as the required gradient could not be achieved. A plan to remove the side fencing around the skate board park (which will be moved in by one length of fencing) further in, into the skate board park. This will enable the gradient of the path to be within the legislation.
- It was noted that everything that has been removed, will be replaced. Everything will be made good and mostly improved on what was there before.
- Regarding the car park at the back of the Surgery, due to the necessary work, spaces have been lost but when the work is complete the plan is no paces will be lost. Also, the entrance will be widened benefitting all. All these areas are discussed regularly and are work in progress.
- The Welsh Minister will unveil a ceremonial plaque, we have been asked to consider where this can be placed.
    - Cllr R Williams suggested a possible site on the river side, by the information board. Everyone agreed.

8. County Councilors Reports

Cllr P Scott

- Cllr P Scott was absent from the meeting (apologies sent) but had provided a brief update which had been circulated 10/09/17.
- It was noted that Cllr P Scott also attended the Freedom March in Ruthin.

End of Cllr P Scott's report.

Cllr C Hardie invited the room regarding further questions.

Cllr D A Thomas

- Police Grants
- Consultation of the Cycle Track is work in progress and all feedback to be in by Oct 20th
- Grants – "community facilities" but require match funding.
- The high-street bollards, DCC will paint the rest of the bollards and the cost will be picked up by DCC.
- Regarding the litter bins that have been removed on the high street, they have been removed because traders were dumping their litter and litter was building up.
- Glan Clwyd school, the plan is to be complete by November 10th.
- Regarding the Nat West Bank cash point, it was removed due to the lack of transactions measured over a period. However, we were promised that if it was going to go then we could have it relocated. Now they have stated they are not intending to replace it as there are other areas to obtain cash from around the city.
- Restricted parking by the Parish Church.
- A55 brown signage, the welsh government have agreed to this request however the costs for manufacturing and installing are enormous so this is likely not to happen.
- It was noted that Huw Evans is keen to promote St. Asaph as a City, he is quite willing to meet us to promote this but we should have ideas on how we believe we can promote the City.
- It was noted regarding the Bro Havard estate and the 1.2m work being initiated for the area.

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

No further questions or comments were raised.

9. Minutes

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

- Accuracy amendments:
  - **A130917 004:** Projects Metal Signs "c" spell check.
- Matters Arising:
  - Section 13 – Projects – Clerk SP has provided a "Projects Update" document that can be updated with progress and published going forward.
  - Cllr D A Thomas proposed with Cllr R Williams seconding

- The minutes were signed by Cllr & Mayor C Hardie.

No further matters were raised.

10. Matters Arising

- None raised.

11. Events Committee

- Cllr C Hardie has spoken to B Knightly regarding fun rides at the Winter fayre, if we are holding food outside, he is prepared to bring a couple of children's rides else he does not see it financially viable.
- The children's school choirs were discussed in that they were not elevated at last year's event which resulted in the performance being lost in with the hustle and bustle of the general fayre traffic. Stages were discussed as an option.
  - It was noted that the VP school do not have a stage that could be utilized.
- Next Events Meeting is October 2nd at 7pm.
- Cllr P Morton – could the staging be provided from Amnesty International?
- Cllr R Williams suggesting holding the choir outside?
- Cllr B Rust, when we held the "Party in the street", staging was used which we may be able to organize again.
- We are hoping to hear from the "Light Up Local Food" people very soon, they did state they would inform us at the end of the month as that was when the decision would be made (September).
- Cllr D A Thomas asked had anyone had any success in contacting Simon who now owns the property and land at the old National Westminster bank? No, no one had to date. We need to understand if we can use the space outside the Nat west bank for the stand-alone Christmas tree.

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

No further questions or comments were raised.

Financial Management

a) To approve the schedule of payments detailed in Appendix A
   a. Resolved: Schedule of payments approved and signed.

b) To review the income and expenditure - to be provided at the meeting
   a. A Financial pack was provided and reviewed.

c) Internal Audit done and circulated – Action plan to be established
   a. **A130917 005:** Clerk SP will provide a plan at the September meeting – final pack not yet received back from the external auditors. As soon as Clerk SP has the final report from the auditors, a plan of actions will be produced.

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

No further questions or comments were raised.

12. Planning Applications

Application: 46/2017/0831

Proposal: Erection of an extension to the dwelling
Location: 50 Roe Parc, St. Asaph
Application Name: Mr & Mrs Bickley
Consultation End Date: 26/09/17
Observations apply, proximity line is right to the boundary.

Application: 46/2017/0807
Proposal: Erection of an extension and alterations to dwelling
Location: 1 Bronwylfa Cottages Bryn Gobaith, St. Asaph
Application Name: Mr Martyn Hogg
Consultation End Date: 02/10/17
Resolve: No Objections Made
No objections made.

A130917 006: Clerk SP inform Planning

14. Projects

Projects Update Circulated Monday 11th September.
The Project update report was discussed briefly with the following noted:

- **Project Update Item 4**: **"Meeting Room Maintenance"**. Quotes had been provided from Denbigh Building plastics for white and brown options, TG Williams had not responded and an additional quote had been provided by R. J. Pierce.
    - Resolved: Denbigh Building Plastics would be utilised, brown option at a cost of £4,854.00
- **Project Update Item 16: "Christmas Lighting 2017"**. Clerk SP provided Update regarding the Blachere arrangements. Clerk SP also provided update regarding the stand-alone Christmas tree arrangements with Mick Dodd and that the tree would require additional lights purchasing this year.
    - Resolved: Clerk SP could purchase the necessary lights for the Christmas tree.
- This document could be posted on the website. Clerk SP will provide a header and smarten it up if this is the case and will publish on the website.
    - **A130917 007:** Clerk SP publish on the website
- Cllr B Rust, Flower Tubs, they require maintenance and planting up with winter plants. Can we please set the budget for what we can spend for winter flowering?
    - Resolved: A Budget of £200 for the two tubs was discussed and approved.
    - Planting up will take place in the middle of October. Cllr D Hodgkinson and Cllr B Rust will plan and carry out this work.
    - **A130917 008:** Cllr B Rust & Cllr D Hodgkinson to make arrangements to replant the flower tubs.
    - Regarding the watering rota, this can now stop due to the recent heavy rain and the replanting taking place in October.

15. Councillor Vacancies

Re: x2 Seat Co-Option Vacancies.

- Advice sought from DCC ensuring Clerk SP is following the correct process regarding advertising, interviewing and filling the vacancies. DCC confirmed approval.
- All absent councilors had received an email prior to the full council detailing a vacancy update and the "voting process" that will be followed during the full council.
- All absent councilors had the option to vote prior to the full council.
- Voting slips (envelopes) were provided and a secret voting took place.
- One applicant was successful and the other was not successful.
- **A130917 008:** Clerk SP to inform the applicants.
- As a result, we still have one co-option vacancy.

16. Correspondence

a. Reminder about the Fergus Murray event taking place on Sunday 21st January.

b. Letter from One Voice Wales requesting is to consider joining
c. Denbighshire notification of the "Consultation on Local Development Plan Review Report and Draft Delivery Agreement for the Replacement LDP 21st August 2017 – 20th October 2017.

17. Clerk Formal Progress

- Noted: Attended course "Understanding the Law" – Tuesday September 5th
  - Certificate received.

18. Date of the next meeting

Wednesday October 11th 2017

Cllr B Rust suggested we haven't performed any Community Awards for a long time, can we add this on the agenda for next year. **A130917 009:** SP Clerk to add into the future plans.

The Meeting Closed at 21:00

Signed 11.10.17
Chairman of the Full Council Meeting held on 11th October 2017

APPENDIX A

BILLS TO BE APPROVED - SEPTEMBER 2017

Date received:	Payee:	Services:	Invoice No:	Invoice Date:	Net:	Vat:	Gross	Cheque:	Comments:
04/09/17	Bowling Club	Floodlight to Bridge 11/05/17 - 04/09/17		9/4/2017	£0.00	£0.00	£95.18	3766	
01/09/17	Co - Options	Litter Picking - August	WP60/2667	8/31/2017	£0.00	£0.00	£50.00	3767	
01/09/17	Gail Pendleton	Meeting Room Management for August	08/17	8/31/2017	£0.00	£0.00	£122.00	3768	
25/08/17	Scottish Power	Acct: 409767074 Sports Pavilion 03/07/17 - 04/08/17	105039226	8/21/2017	£23.18	£1.16	£24.34	3769	
28/08/17	Welsh Water	Sports Pavilion 23/02/17 - 19/08/17	3336742401	8/21/2017	£0.00	£0.00	£216.17	3771	
07/09/17	Play & Leisure	To FIX the Wet Pour issues at Lower Park	13841/PLH.3369	9/4/2017	£680.00	£136.00	£816.00	3772	Risk Mitigation
05/09/17	Welsh Water	Meeting Room/Tennis Club 23/02/17 - 19/08/17	3890354401	9/1/2017	£0.00	£0.00	£108.10	3773	
20/08/17	Denbighshire CC	Costs of uncontested election for west ward Thursday 7th September	800580005	8/14/2017	£0.00	£0.00	£153.01	3774	
07/09/17	Glascoed Timber	Service litter bins 10/07/17 - 29/08/17: 8 @£44.80 = £358.40	044	9/2/2017	£3,323.40	£664.68	£3,988.08	3777	
		Service Dog Bins 10/07/17 - 29/08/17: 8 @ £107.50 = £860							
		Extra Litter Bin service due to summer: Roe Plas & Lower Street PA: 03/08/17 - 01/09/17: 5 @£30 = £150							
		Cuts to grass areas 19/07/17, 03/08/17, 15/08/17, 30/08/17: 4 @£309 = £1,236							
		Supply & Fit x2 new litter bins as requested = £719							
09/09/17	Sandra Pierce	Clerk salary	SP_CC014	9/9/2017	£0.00	£0.00	£699.32	3775	
09/09/17	Sandra Pierce	Stationary	CP_CC015	9/9/2017	£0.00	£0.00	£87.71	3776	
12/09/17	Jones & Graham	Accountants - deal with the Clerk Salary	14287	7/28/2017	£55.25	£11.05	£66.30		
		TOTALS:			£4,081.83	£812.89	£6,426.21		

Reviewed by Mayor & Councillor Colin Hardie

Date: 13.09.2017.