Cyngor Dinas Llanelwy
St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 11th June 2025 at 7.00 pm at the Council & Community Meeting Room and, also with remote attendance via Zoom.

Present:

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

Via Zoom: Cllrs M J Hogg and L Nelson

2025/100 Apologies for Absence

- Apologies were received from Cllr Ellison.

2025/101 Declarations of Interest

- None.

2025/102 Public Participation

- None.

2025/103 North Wales Police

PCSO, Dave Jones, gave his report:

- Several incidents of driving off at a filling station;
- Attempted break-in at a retailers;
- Attempted break-in at a commercial garage;
- Seven incidents of interfering with a motor vehicle;
- Attempted theft of a mobility scooter.

Suspects have been apprehended re: the break-ins and vehicle incidents.

There were no major incidents, although online fraud continues to increase. Advice to the public not to leave vehicles unlocked and to be aware when online. If suspicious vehicles are sighted, please take a note of the registration number and report it.

- **The PCSO Left the Chamber.**

2025/104 Mayor's Report

The Mayor, Cllr Scott gave his report:

- No events since the last meeting, although there are some civic events in the diary.

2025/105 County Councillors' Reports

Cllr Scott

Cllr Scott gave his report. He attended the following:

- A meeting at Cefn Meiriadog re: solar farm;
- Gypsy and Traveller Site Accommodation meeting;
- Meetings re: Public Toilets. There is a further meeting this week;
- Meeting re: School Transport.

Cllr Hogg

Cllr Hogg gave his report. He attended the following:

- Denbighshire Economic Strategy meeting, representing Elwy MAG ;
- Capital Scrutiny meeting;
- Strategic Equality & Diversity Group;
- Clwydian Range Dee Valley Natural Landscape meeting;
- School Transport meeting;

- Workshop on homelessness and log-term empty properties.

Cllr Scott confirmed he had received an e-mail from Denbighshire and there will be no change to the 20 mph limits in St Asaph.

2025/106 Minutes

The minutes of the previous meeting 14th May 2025 were discussed regarding accuracy (circulated prior to the meeting).

Resolved to approve the minutes of 14th May 2025 as an accurate record, with one minor amendment.

2025/107 Matters Arising

- None.

2025/108 Financial management

a) The payment schedule was reviewed:

- £2190 Cambrian Woodland for the work to the Priority 2 trees. The report will be discussed by the Environment & Assets Committee to decide appropriate action for the lower priority trees and those requiring summer inspection;
- £230-09 Octopus Energy re: meeting room. Estimated bills have been received since last Summer. Engineers are due to examine the meter as attempts to re-establish connection have been unsuccessful. Energy costs have doubled in the last year, although room usage has increased;
- £3298-02 Zurich Insurance is the annual renewal premium. Fixed five-year deal applies;
- £640-80 JDH Business Services re: Internal Audit fee.
- **Resolved to approve the Payments Schedule, total value £12,421-18.**

b) The Finance report was discussed:

- Wayleave payment £71 received re: Land behind the Library.
- £4809 for the first phase of the tree surgery work. This included work to one of the black poplars added to the scheme. The black poplars are 200 years old and are the only ones in the UK of the St Asaph variety.
- £2776 to the Football Club re: pitch maintenance is the annual contribution as per the licence.
- £970 Audit Wales re: external audit fee for 2022/2023 (full audit).
- No response from Audit Wales re invoice for 2019/20 received in error. The 2021/2022 invoice is still outstanding.
- Energy contracts are due for renewal for the football pavilion and meeting room. Will review in July, when energy prices are expected to fall.

Resolved the Clerk is to instruct Core Highways re: Remembrance Sunday road closure.

Resolved to approve and accept the finance report.

2025/109 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.	46/2025/0202/PF Long View Upper Denbigh Road	Change of use of existing garage and store to form a two bedroomed annexe to be used ancillary to the main dwelling (Long View) and associated works	No objections
b.	46/2025/0217/PF Talardy The Roe	Installation of solar panels to roof and associated works	No objections, however it should be noted there are outstanding

No.	Application & Location	Proposal	Response
			planning issues re: previous applications (TPOs)

2025/110 Internal Control

In response to the Internal Auditor's observation re: budget monitoring, a new internal control policy and procedures was considered. The recommendations re: budgetary control have been included in the document, which incorporates and replaces the former "Internal Control Procedures" and "Internal Control Statement" documents.

Resolved to approve and adopt the Internal Control Policy and Procedures for 2025-2026, which replaces the Internal Control Procedures and Internal Control Statement.

2025/111 Internal Audit 2024-2025

a) The Internal Auditor's report was considered. The only recommendation highlighted a perceived shortfall in the new model Financial Regulations. The suggested requirements re: budgetary control have been included in the Internal Control Policy and Procedures, rather than by amendment to the Financial Regulations, which could be overlooked in future updates to the model document. The Clerk has written to the Internal Auditor, who confirmed she believed the updated model regulations fell short. The Clerk has written to One Voice Wales to report this finding and ask for their comments.

Resolved to receive and accept the Internal Auditor's Report for 2024-2025.

b) Resolved to approve the Internal Audit Action Plan.

2025/112 Annual statement of Accounts and Annual Governance Statement

The Council reviewed the annual statement of accounts and Annual Governance Statement, which had been circulated to all Councillors on 28th May. Additional disclosure note made re: Vision and Purpose for the Council, which is in progress.

a) Resolved to approve the Annual Statement of Accounts and the Bank Reconciliation for 2024-2025.

b) Resolved to approve the Annual Governance Statement for 2024-2025.

c) Resolved to approve the Annual Statement for 2024-2025.

d) Resolved to authorise the Mayor to sign the documents in a) b) & c).

2025/113 Speed Indicator Sign

Further to previous discussions, Cllr Hogg reported on replies received from Denbighshire Highways. Highways advised the old speed indicator sign could not be re-programmed for 20 mph, so a new indicator sign would be required. Denbighshire doesn't have the funds to replace the sign and enquired whether the City Council would be willing to fund the new sign, the cost of which would be £3865 plus £200 for installation. Further information requested re: administration and maintenance had not been received. Discussions included:

- Welsh Government stated the change to 20 mph would be fully funded;
- Provision of the sign is a Highways Authority responsibility;
- Some other communities have a new Speed Indicator Sign (SIDS);

Resolved that Cllr Hogg is to raise these points with Denbighshire Highways, emphasising the presence of two schools on Upper Denbigh Road, and the old sign was by the entrance to a new estate and a bus-stop.

2025/114 Council Insurance

Renewal of the Council's insurance falls due on 10th July 2025. The Clerk has reviewed the cover and removed the lawn mower which has been disposed of. The schedule and Assets Register are to be reviewed by the Environment & Assets Committee next week.

Resolved to approve renewal of the Council's insurance following a review of the cover by the Environment & Assets Committee at its meeting on 19th June.

It was noted payment of the premium was approved under Finance.

2025/115 Council Laptop

Quotations from CATalyst Systems Ltd for a replacement laptop for the Clerk were considered:

- Touch screen models had been discussed. Due to the cost of initial sourcing, and replacement screens, these were not included in the quotations.
- All three laptops quoted are HP models.
- The recommendation was for the second option, as the Ryzen 7 processor is superior to the other two options and processing would be much quicker.
- Labour costs £136 & VAT is additional and includes configuration, updates and transfer.

Option No	Processor	Price
1	Intel core i5 12th Generation	£565 & VAT
2	AMD Ryzen 7	£677 & VAT
3	Intel core i7 12th Generation	£556 & VAT

Resolved to approve the quotation of £677 & VAT for laptop option 2, plus £136 & VAT for labour. The Clerk is to issue instructions to CATalyst Systems Ltd.

2025/116 Correspondence

No.	Details	Response
a.	E-mail from Corwen against Battery Storage re: Why we Oppose	**Received.**
b.	E-mail from St Kentigern Hospice re: It's a Knockout	**Received.**
c.	Letter from Nat West re: Charges	**Received.**
d.	E-mail from Afon Elwy Environment Group and Elwy Invasive Plants Group re: Letter of Thanks	**Received.**

2025/117 Exclusion of Press and Public

Resolved to exclude the press and public, due to the confidential nature of the following item.

2025/118 Urgent Matter

Cllr Scott raised an urgent matter re: correspondence received since issue of the agenda.
Resolved, due to legal process and the Council's duty as an employer, the Clerk is to write to John Owens solicitor to express the Council's concern and seek advice. Resolved the Clerk is to block the e-mail address of the correspondent. Future correspondence is to be via John Owens Solicitor or the Legal Establishment only.

The meeting concluded at 7.55 pm

Date of Next Meeting

Meeting in person and with remote attendance held 9th July 2025.

Signed .....
Cllr Peter Scott Chairman of the Full Council 9th July 2025