Cyngor Dinas Llanelwy
St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 9th July 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 A Gedd, J Grove, L Groves, C A Hardie, K Jones, P G Morton, L Nelson, G W Roberts, J O Roberts, P Scott (Mayor) and R S Williams (Deputy Mayor).

Via Zoom: Cllr M J Hogg

2025/119 Apologies for Absence

- None.

2025/120 Declarations of Interest

- None.

2025/121 Public Participation

- One member of the Denbighshire Standards Committee was present.

2025/122 North Wales Police

PCSO, Dave Jones, gave his report:

- Online fraud continues to be an issue.
- Road rage incidents. Advise the public not to get out of their vehicle or follow the other party. Go to the nearest Police station.
- Anti-social behaviour is quite low. Issues with children throwing stones, which will be followed up.
- Two break-ins at business premises. In one incident, cash was taken.

A question was asked re: safe disposal of kitchen knives. There was a follow-up question regarding anti-social behaviour.

- **The PCSO Left the Chamber.**

2025/123 Mayor's Report

The Mayor, Cllr Scott gave his report:

- Attended a finance meeting at VP School;
- Attended civic services at Abergele and Ruthin;
- Attended two flag-flying ceremonies – for the Armed Forces and NHS.

2025/124 County Councillors' Reports

Cllr Hogg

Cllr Hogg gave his report. He attended the following:

- Performance Scrutiny;
- Climate Change. Visited the tree nursery and vehicle depot at Bodelwyddan;
- Elwy MAG;
- Task & Finish Group;
- Scrutiny Chairs and Vice-Chairs;
- Strategic Equality & Diversity Group;
- Corporate Parenting;
- Full Council.

Cllr Scott

Cllr Scott gave his report. He attended many of the same meetings as Cllr Hogg including the following:

- Elwy MAG;
- Climate Change;
- Toilets;
- CCTV – following up the possibility of St Asaph being included in the scheme;
- Gypsy and Traveller Site Accommodation meeting;
- Strategic Planning re: TAN 15 – flooding. Defended zones can now be developed.

There is no update regarding the boundary sign on Upper Denbigh Road.

2025/125 Minutes

The minutes of the previous meeting 11th June 2025 were discussed regarding accuracy (circulated prior to the meeting).

Resolved to approve the minutes of 11th June 2025 as an accurate record.

2025/126 Matters Arising

- **2025/115** – the Clerk has received the new Council laptop.

2025/127 Financial management

a) The payment schedule was reviewed:

- £6230-40 Glascoed Timber is for three months grass-cutting and litter bin services;
- The Thorncliffe direct debits have now been claimed with the fist invoices paid at the end of May.
- **Resolved to approve the Payments Schedule, total value £11,282-95.**

b) The Finance report was discussed:

- £175 meeting room hire.
- Open Spaces £1825 is for the second phase of the tree work.
- £3298 annual insurance premium.
- Cllr Scott has resolved the query re: NS & I statements. A statement with the correct balance has now been received.
- No response from Audit Wales re invoice for 2019/20 received in error. The 2021/2022 invoice is still outstanding.
- The internal audit observation re: financial regulations is being followed up between One Voice Wales and Audit Wales.
- Data has been transferred from the old laptop to the new. The old laptop has been securely destroyed and a certificate received confirming this. Once the invoice for the new laptop is received, the assets register and insurance will be updated.
- Request by the Clerk to attend four SLCC training webinars at a cost of £30 & VAT each.

Resolved to approve the Clerk's attendance on four training webinars at a cost of £120 & VAT.

It was confirmed the old laptop was not in good condition, with many of the keys not working. It was therefore not suitable to donate, but the parts are to be recycled appropriately.

Resolved to approve and accept the finance report.

c) Denbighshire have approved an Open Spaces grant of £2673-74.

Resolved the Clerk is to order the street furniture and arrange installation now.

The wildlife sculptures, including the remaining grant funds, will be referred back to the Environment & Assets Committee.

2025/128 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.	46/2025/0249/PS 1 Oak Close	Variation of condition no. 2 of planning permission code no. 46/2023/0912 to allow for amendments to the proposed extension	No objections
b.	46/2025/0231/HH Bryn Mair Mount Road	Erection of a flat roof dormer to side and rear elevations and associated works	No objections
c.	Bodelwyddan Substation extension	Statutory Pre-app consultation	Received after agenda publication. Consultation closing date 5th August 2025. Plans available online and at the library. Councillors to respond if they wish.

2025/129 Internal Control

Cllr Scott gave his report following his internal control checks on 13th June 2025.

Resolved to receive and accept Cllr Scott's Internal Control report dated 13th June 2025.

2025/130 Environment & Assets Committee

Cllr Gedd gave his report following the meeting of the Committee on 19th June 2025:

a) **Resolved to receive and accept the minutes of the meeting of the Environment & Assets Committee on 19th June 2025.**

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

No:	Resolution:
i.	To receive and accept the Play Inspector's reports for 2024.
ii.	To instruct the Clerk to apply for the National Forest scheme.
iii.	To defer the remaining phase of the tree inspection report work until 2026.

- It was noted that Cllr Gedd had completed his inspections in March and June, with the next inspection due in September. The only observation was that the grass needed cutting.
- The contract procurement was considered in the confidential part of the meeting.
- The annual assets inspection will be on 16th July at 6pm, meeting in Lower Street car park. One of the main issues is the placement of the cherry trees on the common avenue. All councillors are welcome to take part.
- Cllrs Scott and Hogg will arrange to visit the school to discuss the issues raised with the children.

2025/131 Assets Register

The Council reviewed the assets register, which had been considered by the Environment & Assets Committee at its most recent meeting. The register was considered as part of the review of the Council's insurance. The trim trail has been removed as the remaining equipment was removed earlier this year. A donated speaker system at the football pavilion was added with nil value. It forms part of the building's fixtures and fittings and is insured on the Council's policy.

Resolved to approve the amended Assets Register for 2025-2026, value £824,991-71.

2025/132 Speed Indicator Sign

Further to previous discussions, Denbighshire's Community Funded Speed Indicator Policy had been circulated to all councillors prior to the meeting. This document covered issues raised previously re: maintenance and insurance. Cllr Hogg confirmed that other communities have paid for their own devices and that, unless the City Council funded a new sign, the previous 30 mph sign would not be replaced. Provision of a new sign was not covered by Wales Government funding as the old sign was obsolete. Cllr Hogg had researched grant funding, which may be available.

Resolved that Cllr Hogg is to continue discussions with Denbighshire and Castle Green and report back to the Council.

2025/133 Correspondence

No.	Details	Response
a.	E-mail from One Voice Wales re: Area Committees	**Resolved that Cllr Morton will be the City Council's representative.**
b.	E-mail from Denbighshire re: 20 mph.	**Received.**

The member of the Standards Committee left the chamber.

2025/134 Exclusion of Press and Public

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

2025/135 Grass Cutting Contract 2026-2029

This item is confidential to ensure the integrity of the procurement process and ensure that all tenderers receive the same information at the same time.

a) The tender pack previously reviewed by the Environment & Assets Committee was considered. The amendments suggested by the Committee had been made. The value of the contract over a three-year term was estimated at £18,000 & VAT and, as such, financial regulation 5.8 would apply.
Resolved to approve the tender documents for the grass-cutting contract 2026-2029.

b) Resolved that tenders shall be invited from:
- **i. Bodfari Environmental;**
- **ii. Glascoed Timber;**
- **iii. Sherratts Landscaping Ltd; and**
- **iv. White Oak Property.**

2025/136 Litter Bin Contract 2026-2029

This item is confidential to ensure the integrity of the procurement process and ensure that all tenderers receive the same information at the same time.

a) The tender pack previously reviewed by the Environment & Assets Committee was considered. The value of the contract over a three-year term was estimated at £30,000 & VAT and, as such, financial regulation 5.7 would apply.
Resolved to approve the tender documents for the litter bin contract 2026-2029.

b) A draft bilingual advertisement for the local press was considered, together with a quotation from the Rhyl Journal.
Resolved to approve the bilingual advertisement, which is to be published in the Rhyl Journal.
Resolved to approve the quotation of £268-06 & VAT from Newsquest Media Group for the advertisement.

2025/137 Public Toilets

This item is confidential, due to ongoing negotiations with Denbighshire.

Cllr Scott gave his report following further meetings with Denbighshire, Dyserth Community Council, and Rhuddlan Town Council.

Resolved in principle to approve a one-year service level agreement with Denbighshire to service the toilets and to pursue an asset transfer.

2025/138 Legal Matters – Land on High Street

This item is confidential due to ongoing legal proceedings.

Cllr Scott gave an update to Council regarding this matter.

Resolved to approve a budget of £5000 for associated legal costs.

The meeting concluded at 8.00 pm

Date of Next Meeting

Meeting in person and with remote attendance held 10th September 2025.

Signed .....

Cllr Peter Scott Chairman of the Full Council 10th September 2025