Cyngor Dinas Llanelwy
St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 10th September 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, L Groves, C A Hardie, M J Hogg, K Jones, P G Morton, G W Roberts, J O Roberts, P Scott (Mayor) and R S Williams (Deputy Mayor).

Via Zoom: Cllr L Nelson

2025/139 Apologies for Absence

- Apologies were received from Cllr Grove.

2025/140 Declarations of Interest

- Cllr Nelson declared an interest in item 12 c) as the correspondent is a personal friend.
- Cllr Roberts declared an interest in items 12 c) and 12 g) as he is Treasurer and Vice-Chairman of the Football Club.

2025/141 Public Participation

- Fourteen members of the public were present, including one on Zoom. They addressed the Council regarding item 10 c) and voiced their concerns which were noted.

The Mayor stated that the Council must be impartial and consider and listen to all views. The Council will await any planning application before responding.

Fourteen Members of the Public left the meeting.

2025/142 North Wales Police

PCSO, Dave Jones, had sent his apologies. A written report had been received and was read by the Clerk:

- Public order offence at a commercial premises on Chester Street. Two victims were assaulted;
- Numerous members of the public reported an attack on a badger by dogs. The Police Rural Crime team are dealing;
- Three incidents of drain covers being removed from paving. The CCTV footage is to be passed to the PCSO;
- Criminal damage to property at the church on Lower Street. The investigation is ongoing;
- Drink driver arrested on Upper Denbigh Road;
- Vehicle seized on Upper Denbigh Road due to lack of insurance;
- Police attended a fun day at the park by the river.

Cllr Hardie mentioned that he had found large nitrous oxide cylinders while litter-picking at Roe Plas.

The Clerk is to report this to the PCSO on his return.

2025/143 Mayor's Report

The Mayor, Cllr Scott gave his report:

- August had been a quiet month;
- Dealt with a concern re: land on the High Street;
- Attended the VJ Day service on 15th August;

- Attended a civic service at Rhyl;
- Attended a flag-flying ceremony – for the Emergency Services.

The Mayor thanked Cllr Roberts for all his hard work in organising and overseeing the car park improvements. Cllr Roberts confirmed the line marking is still to be completed.
Cllr Williams had attended the following events, representing the Mayor:

- Conwy Quay Day;
- Citizenship Ceremony.

Cllr Hogg thanked the Deputy Mayor for attending the Citizenship Ceremony in his and Cllr Scott's absence. St Asaph has a very good attendance record at these events.

2025/144 County Councillors' Reports

Cllr Hogg

Cllr Hogg gave his report. He attended the following:

- Meetings re: Denbighshire Leisure Ltd;
- Scrutiny;
- Now chairing the Child Poverty Task & Finish Group;
- Budget Workshop;
- Meeting re: Cefndy Healthcare;
- Committee Scrutiny – announced they will be introducing beavers into the nature reserve at St Asaph. The project is funded by grants.
- Continuing to work to promote and install SUDs pods.

Cllr Scott

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

- Planning;
- Meeting with Rhuddlan Town Council re: Toilets;
- Scrutiny meeting where Gypsy and Traveller site assessments were discussed;
- Has a partnership meeting tomorrow;
- Dealing with housing issues;
- Dealing with issues re: household bins.

Cllr Scott thanked Cllr Jones for organising the Dementia Friends training, which is also available online. If Councillors would like to attend this training they should contact Cllr Jones.
A reminder that the Memory Walk is this Sunday and all Councillors are welcome to attend. The City Council is to be awarded Dementia Friendly status.
Resolved that Cllr Hardie is to accept the award of Dementia Friendly status on behalf of the Mayor, who is unable to attend.

2025/145 Minutes

The minutes of the previous meeting 9th July 2025 were discussed regarding accuracy (circulated prior to the meeting).
Resolved to approve the minutes of 9th July 2025 as an accurate record.

2025/146 Matters Arising

- **2025/124** – Cllr Scott confirmed Denbighshire will keep the toilets open until the end of the financial year on 31st March 2026. The Clerk has written to Denbighshire confirming the City Council is interested in a 12-month service level agreement. A response is awaited.

2025/147 Financial management

a) The payment schedule was reviewed:

- The schedule includes payments which were paid from the Council's bank account in July and August. Payments to a value of £6510.43 are to be paid in September;
- £975.60 for the new Council laptop, paid in August;

- £200 Audit Wales invoice for 2021/2022, paid in August. Audit Wales invoices are now up to date;
- £900 Bodfari Environmental Ltd for the cut & collect to the wildflower garden in 2024. This land is being managed in accordance with advice from Denbighshire Biodiversity team;
- Payments to Fineline for the play area signs and defibrillator signs;
- Thorncliffe invoices listed were collected by direct debit at the beginning of September;
- Nat West Card statement includes training costs of £164;
- £622-65 Vale of Clwyd CC includes assets inspection remedial work;
- £410 Lightbown Environmental Ltd for emptying the septic tank at Roe Plas;
- £180 St Asaph FC reimbursement for emergency drainage work to address blocked toilets at the football pavilion;
- £733-24 Vale of Clwyd CC includes weeding and applying new compost to the cherry trees on the Common;
- Octopus have applied a credit note re: the Meeting Room following the engineer's visit at the end of July, resulting in a net cost of £4-44 to the beginning of September. However, the Clerk has just received another estimated bill. The situation will be kept under review.
- £864 Cambrian Woodland Services is for the work to the ash tree on the common which was obstructing the telephone lines. This work was detailed in the tree inspection report and was approved by the Environment & Assets Committee in June.
- **Resolved to approve the Payments Schedule, total value £15,662.36.**

Queries were raised about the pile of woodchip on the Common following the tree work. The tree surgeon's pricing included cut lengths of wood being piled and the remainder chipped and left. The Clerk will follow up re: appropriate disposal of the woodchip and obtain any additional costs.

b) The Finance report was discussed:

- Covers July and August;
- £56647 second tranche of precept received;
- £ 210 meeting room hire.
- £2529 VAT refund received re: claim to end of June;
- Budget report updated to show budget for year to date and cost as percentage of this figure;
- Meeting room booking for Book of You, a charity which teaches carers the value of storytelling for people with dementia, was given free of charge after consultation with the Mayor.
- Training booked as per the previous meeting with an additional training session on use of ChatGPT to save time, at a cost of £15 & VAT.
- Energy contracts for the football pavilion and meeting room renewed.
- Vandalism incidents include damaged fence to Lower Street play area, stolen or missing padlock for overhead barrier at Roe Plas, stolen drainage channel grids at Roe Plas. The grids were reported to the Police as there were three incidents and the Council is mindful of the health & safety risks.
- Additional padlocks purchased, one of which will be welded to the barrier so it cannot be removed.
- One "No parking sign" was believed to be lost or stolen, however it had been removed by an official of the Football Club, who has kindly repaired and reinstated it.

- Japanese Knotweed was reported on the riverbank at Roe Plas. The correct way to control this is by spraying. Clerk and contractor are applying for permission from NRW to spray near a watercourse.
- Denbighshire are no longer the registrars for .gov.uk domains. Enquiries made with Designweb who confirm they can offer this service.
- The fourteenth edition of Local Council Administration by Charles Arnold-Baker is due to be published. One Voice Wales can obtain a 20% discount on this publication.
- One Voice Wales/SLCC training event to be held on 12th November at a cost of £65 & VAT.

Resolved to approve the following items:

i. **The Clerk is to arrange for Designweb to register the Council's .gov.uk domain for the website;**
ii. **Purchase of 14th Edition of Charles Arnold-Baker Local Council Administration at a discounted price of £176 & postage & packing & VAT;**
iii. **The Clerk's attendance at the One Voice Wales Training Event at a cost of £65 & VAT;**
iv. **Ordering two "No parking signs" to replace the faded ones at Mill Street.**

Resolved to approve and accept the finance report.

2025/148 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.	46/2025/0359/TP Talardy The Roe	Felling of 1 no. lime tree subject to a Tree Preservation Order	No objections, but would request that replacement planting for this, and previous applications be completed.
b.	46/2025/0357/PF Land adjacent to Cornel Lower Denbigh Road	Construction of a new vehicular access	No objections
c.	Spring Gardens Holiday Park	Statutory Pre-app consultation	Consultation closing date 10th September 2025. Plans available online and at the library. The Clerk to respond "Members of the Public attended the meeting and voiced their concerns, which were noted".
d.	Mona Offshore Wind Farm EN010137	Development consent	Received

2025/149 Delegated Decisions

Resolved to approve and ratify the following delegated decisions made by the Clerk, following consultation with the Mayor and Deputy Mayor:

Number	Decision
DD2025/006	To instruct Brian Jackson to repair damaged railing at Lower Street Play Area.
DD2025/007	It was noted the Football Club carried out repairs to the shutters themselves.

2025/150 Correspondence

No.	Details	Response
a.	E-mail from St Asaph Library re: Community Garden Progress	**Received.**
b.	E-mail from St Asaph Allotments Association re: Letter of Thanks	**Received.**
c.	E-mail from a resident re: grants	**Clerk is to reply correcting remarks about ownership of the property and referring to Cllr Hogg's earlier response re: High Street.**
d.	E-mail from North Wales Fire Service re: Notification of Proposed Training Centre	**Received.**
e.	Letter from National Council for Local Government Services re: Pay Agreement 2025	**Noted and accepted with effect from 1st April 2025.**
f.	E-mail from a resident re: High Street	**The Clerk is to forward this to Cllr Hogg for response.**
g.	E-mail from Cllr Hardie re: Football Club	**The Clerk is to seek a legal opinion from John Owens Solicitor re: licence terms. In the meantime the Football Club can continue to charge.**
h.	E-mail from a resident re: Petition to re-build Llanerch Bridge	**The Councillors to respond as they wish.**

The meeting concluded at 8.35 pm

Date of Next Meeting

Meeting in person and with remote attendance held 8th October 2025.

Signed .....
Cllr Peter Scott Chairman of the Full Council 8th October 2025