Cyngor Dinas Llanelwy
St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 8th October 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, M J Hogg, K Jones, P G Morton, L Nelson, G W Roberts, J O Roberts, P Scott (Mayor) and R S Williams (Deputy Mayor).

Via Zoom: None.

2025/151 Apologies for Absence

- None.

2025/152 Declarations of Interest

The Mayor advised that confirmation had been received from the Monitoring Officer regarding declaration of interests. He reminded all Councillors they should state whether the interest is personal, or personal and prejudicial. Any Councillor with a personal and prejudicial interest must leave the chamber for the relevant agenda item.

- Cllr Roberts declared a personal and prejudicial interest in item 20 as he is Treasurer and Vice-Chairman of the Football Club.

2025/153 Public Participation

- None.

2025/154 North Wales Police

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

- Updates were given regarding three incidents reported to the Council in September.
- Theft of items at Llys-y-Felin, from scaffolding. Community resolutions issued.

2025/155 Mayor's Report

The Mayor, Cllr Scott gave his report:

- NWIMF concert at the Cathedral;
- Meeting with City, Town and Community Councils Liaison Officer (CT&CC Liaison);
- Civic services at Llangollen, Prestatyn and Holywell;
- Symphonic concert at the Cathedral;
- Welsh Orchestra at the Cathedral;
- Assets Committee.

The City Council has achieved Dementia Friendly Communities status. The Mayor thanked Cllr Hardie for receiving the award on his behalf.

Cllr Morton entered the chamber.

2025/156 County Councillors' Reports

Cllr Hogg

Cllr Hogg gave his report. He attended the following:

- Clwyd Forum, visiting a new water treatment plant at Tremeirchion;
- Sustainable development fund panel;
- Education;

- Democratic services;
- National Park;
- Budget;
- Highway Maintenance;
- Appointed to the recruitment panel for the new CEO;
- Corporate parenting.

Cllr Hogg advised that Castle Green are replacing the boundary sign, and this is in progress.
A question was asked about Denbighshire's use of AI. Cllr Hogg confirmed that research of the possibilities of AI is in the early stages.
A question was raised regarding availability and promotion of courses for adults. Cllr Hogg has written to Community Development and will update the Council at future meetings.

Cllr Scott

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

- Chair and Vice-chair briefing partnership;
- Partnership Scrutiny;
- Scrutiny Planning Group;
- Chairs and Vice Chairs;
- VP School AGM;
- Workshop re: new National Park;
- CT&CC Liaison meeting, including a budget presentation. Just 25% of Denbighshire's income comes from Council Tax.
- Service Challenge Countryside;
- Budget briefing;
- Corporate parenting;
- Green-gates Farm re: beaver project. Consultation closes 14th October;
- Highway Maintenance Workshop;
- Planning.
- Dealt with gullies, which have been cleared.

2025/157 Minutes

The minutes of the previous meeting 10th September 2025 were discussed regarding accuracy (circulated prior to the meeting).
Resolved to approve the minutes of 10th September 2025 as an accurate record.

2025/158 Matters Arising

- **2025/148 c)** – awaiting planning application, following the consultation.
- **2025/143** – The car park has now been marked.

2025/159 Financial management

a) The payment schedule was reviewed:

- £1313-96 Vale of Clwyd Carpet Cleaning includes caretaking, and installation of benches and planters, including concrete bases. The Clerk is making an Open Spaces grant claim for the new street furniture.
- **Resolved to approve the Payments Schedule, total value £7,895-96.**

b) The Finance report was discussed:

- £165 meeting room hire;
- VAT claim £2239 made for quarter three.
- £292 payments cost of repairs following vandalism.
- Costs against budget to date reviewed. For some budgets, income or expenditure does not occur evenly throughout the year.
- Update given re: instructions issued for Remembrance and Christmas lighting.

- Letter from Scottish Power advising increase to standing charge.

Resolved to approve and accept the finance report.

2025/160 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.	e-mail from Cadnant Planning Green-gates Farm Cwttir Lane	Denbighshire Beaver Project Consultation before applying to NRW for a licence	Received
b.	46/2025/0405/PS Former Pilkington Playing Fields New Vision Business Park	Variation of condition number 2 of planning permission code no. 46/2022/0785 to allow a further 3 years to submit a reserved matters application	No objections

2025/161 City Plan Working Group

Cllr J O Roberts, who chaired the meeting, gave an update to Council. The Group met with officers from Denbighshire Sustainable Leisure and Clwydian Range and Dee Valley Natural Landscape to discuss the Community Miles scheme. A map showing the proposed route of the footpath was shared.

The Footpaths Officer walked Mill Race Meadow with the Councillors and Clerk to confirm the mapping for footpath 10, and the route for the two proposed permissive footpaths.

Resolved to receive and accept the minutes of the Group.

2025/162 Footpaths

Denbighshire Sustainable Leisure Officers were partly successful in their application to Open Spaces. They had secured enough funds to improve or replace stiles and signage, but they did not have funding to produce the leaflets to promote the path. The leaflets would be distributed to cafés, hotels and caravan parks, and would include points of interest.

a) An application to Gwynt y Môr was proposed. Denbighshire Sustainable Leisure Officers would work with the Group to complete an application. The style of gate was discussed, with an accessible pedestrian gate being the preferred option.

Resolved to make an application to Gwynt y Môr for funding for the Community Miles Scheme.

Resolved Cllr J O Roberts is to liaise with Denbighshire Sustainable Leisure to make an application to Gwynt y Môr for the project.

b) The cost of the brochures were estimated at about £1500. The brochures would promote the footpath and points of interest in St Asaph.

Resolved to approve a grant of up to £2000 to Denbighshire for the cost of the brochures.

2025/163 Public Toilets

The Council considered an e-mail from Denbighshire, circulated to all councillors prior to the meeting. This identified a proposed annual budget gap of £12,426. Cllr Scott outlined the three options:

1. Denbighshire installs cashless barriers, the City Council takes over the asset and retains all revenue but is responsible for the asset thereafter including running costs. The City Council has the option to enter into a cleaning SLA with Denbighshire.

2. Denbighshire installs cashless barriers, retains the revenue generated from these as well as the asset, but the City Council contributes to the running costs via a long-term agreement or SLA.
3. No agreement is made and in the absence of any budget within Denbighshire, the facilities are closed.

The City Council previously agreed to a one-year agreement, however Denbighshire require a minimum term of two years commitment, so they can restructure staffing.
Resolved to provide revenue funding to Denbighshire of £12,426 per annum for two years to keep the toilets open while a Community Asset Transfer is progressed.
Noted there will be a £1 entry charge, taken via a cashless entry system to be installed by Denbighshire.

2025/164 Environment & Assets Committee

Cllr Gedd gave his report following the meeting of the Committee on 6th October 2025:

a) **Resolved to receive and accept the minutes of the meeting of the Environment & Assets Committee on 6th October 2025.**

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

No:	Resolution:
i.	To approve and accept the quotation of £2970 & VAT from Mick Dodd Electrical to install two additional lighting columns on the northern perimeter of Roe Plas car park.

- It was noted that Cllr Gedd had completed his inspection in September, with the annual RPII inspection due in December. No issues were identified.
- The Committee had approved the following work, within its delegated budget:
  - Work to the threshold at Lower Street Play Area;
  - Work to dig out and prepare holes for new cherry trees on the Common;
  - Replacement of the sleepers on the Mill Race;
  - Paul Liversidge to check planters monthly over winter;
  - Strimming near the new planter on the corner of Cwttir Lane.
- The Committee had approved the flag-flying schedule until May 2026.
- Some projects identified during the assets inspection are to be considered for the 2026/2027 budget.

Resolved to approve the following items:

1.1 Quotation £410 & VAT from Glascoed Timber to level out potholes on Land Behind the Library;

1.2 Quotation £195 from Paul Liversidge to paint the railings and gate at the War Memorial;

1.3 Clerk to issue instructions to Paul Liversidge to install a ramp at the War Memorial to enable access for wheelchairs.

1.4 Quotation from Paul Liversidge £88-44 per bench for six painted benches to be stripped or sanded back to natural wood and varnished or oiled.

1.5 Quotation £374-50 from Paul Liversidge to move the memorial bench from near the meeting room to a more suitable location. This to include a new concrete base. If the bench can be accommodated on an existing concrete base at Roe Plas, this would be preferred.

The Clerk is to obtain a quotation for constructing a bin compound to hold the trade waste containers. Cllr Peter Scott will meet with the contractor to discuss requirements.
Cllr Groves advised the new plants in the planter on the corner of Cwttir Lane had been eaten by deer. She will investigate protective fencing to protect the plants.

The contract procurement was considered in the confidential part of the meeting.

2025/165 Internal Control

Cllr Scott gave his report following his internal control check on 6th October 2025.

Resolved to receive and accept Cllr Scott's internal control report.

2025/166 External Audit Report 2024 - 2025

a) The External Audit for 2024-2025 had now been completed. The Council was pleased to note the unqualified audit result.

Resolved to receive and accept the External Auditor's report for 2024-2025.

b) One comment had been raised regarding approval of the annual return. The Clerk confirmed the correct process had been followed, but the date of approval was not correctly entered. The minute reference correctly referred to the June meeting at which the return was approved.

Resolved to approve the action plan to address issue raised.

2025/167 Correspondence

No.	Details	Response
a.	E-mail from St Asaph Cathedral re: Christmas Fair	**Resolved the Council will provide the grotto at the fair. Arrangements to be discussed at the Events meeting 17th October 2025.**
b.	E-mail from residents re: Withdrawal of daytime buses from The Roe	Cllr Scott has written to Gill German MP, Gareth Davies MS, Ken Skates, Cabinet Secretary for Transport and North Wales, Transport for Wales, and a number of Cabinet Members and Heads of Service at Denbighshire. **Clerk is to write to Transport for Wales to express the City Council's concern and ask them to reconsider.**
c.	E-mail from Denbighshire re: Free Parking Days	**Clerk is to reply requesting the following dates:** **9th November** **28th November** **25th December** **26th December** **31st December**

Cllr Williams left the chamber

2025/168 Exclusion of Press and Public

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

2025/169 Grass-cutting Contract 2026-2029

This item is confidential to ensure the integrity of the procurement process and to protect commercial information.

Following the issue of invitations to tender to four suppliers on 16th July, three tenders had been received as follows:

Supplier	Company A	Company B	Company C
Annual cost – 13 full cuts	£15,015-00	£6,487-00	£8,572-20

Resolved to approve and accept the tender from Company B, Glascoed Timber, for the Council's grass-cutting contract 2026-2029.

Strimming and cut & collect to continue, as at present and are not included in the contract.

2025/170 Litter Bin Contract 2026-2029

This item is confidential to ensure the integrity of the procurement process and to protect commercial information.

Following advertisement of the contract in Rhyl Journal on 23rd July 2025, and publication on the Council's website, one enquiry had been received and tender invitation issued as a result. One tender received.

The annual cost was calculated as £11929-40, based on the collection charge per litter bin. Changes to the number of bins on the servicing round will be reflected in the final costs.

Resolved to approve and accept the tender from Glascoed Timber for the Council's litter bin contract 2026-2029.

Cllr J O Roberts left the chamber for the following item

2025/171 Roe Plas

This item is confidential due to consideration of advice from the Council's Solicitor.

Further to discussions in September, advice had been sought from John Owens, Solicitor regarding Football Club licence terms and charging for spectators.

Resolved to accept the advice from John Owens and make no changes to current practice.

The Football Club is to ensure all stewards on duty are briefed and aware of procedures.

Cllr J O Roberts returned to the chamber and was advised of the decision.

2025/172 Invoice

A confidential report was considered by Council.

Resolved to write-off of invoice number 2024.038 to the value of £10.

Resolved the Clerk is to write to advise the debtor, suggesting they make a donation to St Kentigern Hospice.

The Clerk is to add meeting room terms to the agenda for the next PRF Committee meeting.

The meeting concluded at 8.35 pm

Date of Next Meeting

Meeting in person and with remote attendance held 12th November 2025.

Signed .....

Cllr Peter Scott Chairman of the Full Council 12th November 2025