Cyngor Dinas Llanelwy
St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 12th November 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, K Jones, G W Roberts, J O Roberts, P Scott (Mayor) and R S Williams (Deputy Mayor).

Via Zoom: Cllrs J J Grove, M J Hogg and P G Morton.

2025/173 Apologies for Absence

- Apologies were received from Cllr Nelson.

2025/174 Declarations of Interest

- Cllr Grove declared a personal interest in item 10 a) as he had conducted a valuation at the site;
- Cllr Cassidy declared a personal interest in item 10 a) due to proximity to his property;
- Cllr Scott declared a personal interest in item 18 as he is in a relevant role;
- Cllr Gedd declared a personal interest in item 18 as he is in a relevant role;
- Cllr Hardie declared a personal interest in item 18 as he is in a relevant role.

2025/175 Public Participation

- None.

2025/176 North Wales Police

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

- One acquisitive crime, suspects identified;
- Reported burglary at a dwelling. The property had been unoccupied for some time, so it was unclear whether a burglary had occurred.

2025/177 Mayor's Report

The Mayor, Cllr Scott gave his report. He attended the following:

- Events Committee meeting;
- St John's service at the Cathedral;
- Meeting with grant funder for the city plan;
- Installed the poppy curtain, with Cllrs Hardie, Roberts, Groves, Ellison and Williams;
- Civic service at Caerwys;
- Policy Resources and Finance Committee meeting;
- Remembrance Sunday;
- Armistice Day wreath laying.

2025/178 County Councillors' Reports

Cllr Hogg

Cllr Hogg gave his report. He attended the following:

- Recruitment of new Chief Executive Officer of Denbighshire;
- Meetings re: service challenges HR;
- Strategic Partnership;
- Clwydian Range Forum;

- Meetings re: Cefndy Healthcare;
- Budget Workshop.

There were further discussions regarding the outcomes for Cefndy Healthcare employees.

Cllr Scott

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

- Prestatyn MAG;
- Dinner with the Chair;
- Community Scrutiny;
- Chairs and Vice-Chairs meetings;
- Partnership Scrutiny;
- Meetings re: Gypsy & Travellers Accommodation;
- Site visit Prestatyn;
- National Parks meeting;
- Planning & Budget meetings;
- Working on the T51 bus route to try to get the service along The Roe restored.

2025/179 Minutes

The minutes of the previous meeting 8th October 2025 were discussed regarding accuracy (circulated prior to the meeting).

Resolved to approve the minutes of 8th October 2025 as an accurate record.

2025/180 Matters Arising

- **2025/156 – County Councillor Reports –** Cllrs Ellison & Hogg will discuss adult education classes further and follow up with Community Development.

2025/181 Financial management

a) The payment schedule was reviewed:

- £5382-67 Glascoed Timber for grass-cutting & Litter Bins July to September. This was paid in October.
- £936 Core Highways for Remembrance Sunday road closure and signage. This was paid in advance of the event, as required by the supplier.
- £5250 Glass Act for the football flood shutters for seven doors, including two double doors and five singles, which was in excess of the budget of £5000 agreed. The supplier advised costs had increased for materials and carriage. Alternative quote considered in February was £11,621 & VAT. Third supplier, Floodshield, could only supply for the standard width doors. The shutters were a bespoke product, to fit the doors.
- £900 Bodfari Environmental for 2025 cut & collect.

Resolved to approve payment £5250 to Glass Act.

Resolved to approve the Payments Schedule, total value £19,301-75.

b) The Finance report was discussed:

- Income and payments summarised, as detailed in the report.
- Costs against budget to date reviewed with variances over 15% highlighted. For some budgets, income or expenditure does not occur evenly throughout the year.
- G O Hughes has reduced his quotation for preparation for the cherry trees to £1641-60 & VAT.
- White Oak Property have had to apply for a further permit from NRW as the Japanese knotweed has been cut without permission. Unfortunately, although probably well-intentioned, cutting the knotweed could cause it to spread.
- The Council printer has stopped working. CATalyst have been unable to repair it. They have offered the loan printer as an alternative, free of charge, although the original printer was out of guarantee when it developed issues.

- CANVA subscription, costing £13 per month after the initial 30 day trial period. This will facilitate producing reports and event notices.
- Square payments app downloaded to the Council phone.
- The gifts for the grotto – Councillors suggested that purchasing advent calendars for all children would be much easier to administer. Options for children with allergies or where chocolate was not appropriate were included. Any gifts remaining could be donated to the Denbighshire and Flintshire Gift Appeal. The Mayor, Deputy Mayor and the Clerk approved costs of £228-50 for the gifts under delegated authority.
- £22-70 to be reimbursed to Cllr Groves for bedding plants for a floral planter.
- Complaint received re: new surgery and pharmacy signs, erected on City Council and Denbighshire land, without the Council's permission. They are obscuring the view of drivers when turning onto the A525. No response to initial enquiries at both businesses. Solicitor's advice was outlined.

i. **Resolved to approve and accept exchange of the printer, Clerk to update the assets register.**
ii. **Resolved to approve the subscription to CANVA.**
iii. **Resolved to approve and ratify the delegated decision to approve costs of £228-50 for gifts for the grotto.**
iv. **Resolved the Clerk is to write to the surgery and pharmacy indicating the City Council would be willing to grant permission for the signs, provided they are moved to a safer position, and copying in Denbighshire. The Clerk is to ascertain where the signs should be moved to before writing.**

Resolved to approve and accept the finance report.

c) Resolved to approve quotations from Fineline Printers, as follows:

i. **Resolved to approve quotation £150-39 & VAT for new fire assembly sign at Roe Plas.**
ii. **Resolved to approve quotation £240-30 & VAT for two "No parking" signs.**
iii. **Resolved to approve quotation £178-20 & VAT for meeting room sign.**
iv. **Resolved to approve quotation £132-39 & VAT for two "No dogs signs" for the MUGA.**
v. **Resolved to approve quotations £85-99 & VAT and £84-19 & VAT for banner and stickers, respectively, for the grotto.**

2025/182 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.	46/2024/0155 HM Stanley Hospital, Upper Denbigh Road	Development of 51 no. apartments for occupancy as key worker accommodation, and b) 5 no. townhouses for general occupancy and associated infrastructure	No objections
b.	46/2025/0399/HH Bryn, Chester Street 46/2025/0400/LBC	Creation of a private tennis court and associated works Listed Building application for the above.	No objections
c.	46/2025/0401/HH	Demolition of glass house and erection of a private swimming pool with viewing platform	No objections

No.	Application & Location	Proposal	Response
	Bryn, Chester Street 46/2025/0402/LBC	Listed Building application for the above	

2025/183 Council Representatives on Outside Bodies

At the Annual Meeting in May, Cllr Cassidy was appointed as the Council's representative for Ysgol Esgob Morgan, as per the schedule of representatives on outside bodies. The Chair of the Board of Governors had e-mailed requesting a specific resolution by Council for this appointment.

Resolved to confirm, approve and appoint Cllr Cassidy as the Council's representative for Ysgol Esgob Morgan.

It was acknowledged the School would conduct due diligence.

2025/184 Council Meetings

The Mayor explained the Full Council meeting in January is on the same day as a legal hearing, which some Councillors and the Clerk would attend.

Resolved to amend the Full Council meeting from 14th to the 21st January 2025.

2025/185 Deputy Mayor 2026-2027

The Deputy Mayor, Cllr Williams, asked any Councillors, who are interested in being considered for Deputy Mayor for 2026-2027, to contact her to discuss the role. Nominations will be discussed at the April meeting, as usual.

2025/186 Events Committee

Cllr Hardie gave his report following the recent Events Committee meeting:

- Cllr Hardie was elected as Chairman of the Committee for 2025/2026.
- Arrangements for Remembrance Sunday and the Christmas Grotto were discussed.
- Christmas lighting was considered, including ways to extend the scheme along Upper Denbigh Road, in view of the new housing. Denbighshire (DCC) would not extend the scheme as the columns would not bear the additional weight of the motifs. The Clerk made enquiries with DCC re: installation of a Christmas tree opposite the entrance to HM Stanley. DCC's initial response was quite positive and they may be able to do the groundwork imminently. Solar lights could be used this year, with an electrical connection progressed in time for next year. Quotation for groundworks and details of next steps awaited.
- Permission has been given by the landowner for the High Street Christmas tree. The Clerk has written letters asking drivers not to park on the land, to enable installation of the tree. Cllr Roberts will distribute the notices.
- Commemoration of HM Stanley's anniversary next year were discussed. The Clerk contacted Denbigh Town Council re: budget, and they will consider this at their next meeting. A small budget should be added to the Events budget for next year.

a) **Resolved to receive and accept the minutes of the meeting of the Events Committee on 17th October.**

b) A member of the public had suggested that the names and dates of the fallen of St Asaph be added to the lamppost poppies. The existing poppies will be enough for the names on the War Memorial. A small budget to purchase additional poppies would enable those who died in more recent conflicts to be included.

Resolved to approve the scheme, with an annual budget of £50 to purchase additional poppies as required.

The WI are to be commended for the beautiful poppy curtain they created in the Parish Church.

The Council thanked the Councillors who had been involved with the Grotto for all their hard work.
It was suggested that Council purchase its own gazebo for the grotto, at a cost of £85 & delivery.
Resolved the Clerk is to purchase the gazebo and have it delivered to Cllr Groves.

2025/187 Policy Resources and Finance Committee

Cllr Gedd gave his report following the meeting of the Committee on 3rd November:

a) **Resolved to receive and accept the minutes of the meeting of the Policy Resources and Finance Committee on 3rd November 2025.**

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

No:	Resolution:
i.	To approve and adopt the Complaints Policy for Subject Access Requests, as recommended by the Data Protection Officer.

- The Committee reviewed the health & safety risk assessments and associated safety plans of the Council for the current year.
- The FFCS guarantee limit of £85,000 was highlighted. Cllr Scott and the Clerk will consider alternative bank accounts as the limit applies to each institution.

2025/188 Awarding Grants

i. **Following the recommendations of the Policy Resources & Finance Committee, resolved to award the following grant:**

Amount £	**Awarded to:**
50-00	Wales Air Ambulance

ii. **Resolved to receive the grant application from Jewish History Association of Wales.**

iii. **Resolved to receive the following e-mails:**

- **Kids Cancer Charity;**
- **Cerebral Palsy Cymru;**
- **Urdd National Eisteddfod;**
- **Theatr Bara Caws.**

8pm It was noted that Cllr Morton was no longer in the meeting.

2025/189 Committee Membership

Membership of the Events Committee was reviewed to include Cllr Jones' appointment as a member.
Resolved to approve the amended schedule of Committee Membership for 2025-2026.

2025/190 Councillor Allowances

Cllr Williams took over the chair for the following item.
As the Committee Chairmen had been appointed for 2025/2026, the Council considered approval of senior roles payments. The roles identified as having particular responsibilities include chairmen of Environment & Assets, Events, and Policy, Resources and Finance Committees, Tree Officer, Health & Safety lead, and Finance lead. Three councillors are in these roles.
Resolved to approve the following senior roles payments for 2025/2026:

i. **£500 to Cllr Gedd, as Chairman of Environment & Assets, and Policy Resources && Finance Committees, and Tree Officer;**
ii. **£500 to Cllr Hardie, as Chairman of the Events Committee, and Health & Safety lead;**
iii. **£500 to Cllr Scott, as Finance lead.**

The Clerk is to process the payments for approval in December.

Cllr Scott resumed the chair

2025/191 Correspondence

No.	Details	Response
a.	Letter from North Wales Fire Service re: Proposed Training Centre Development	**Received.**
b.	E-mail from Traws Cymru re: 1942 T51	Cllr Scott read the reply received from Transport for Wales, advising they needed three months data before reconsidering. Cllr Scott has received a similar reply in response to his own correspondence. He has involved the MP, MS and Denbighshire (DCC) Lead Member for Transport. Cllr Scott and the DCC Lead Member for Transport are due to have further meetings later this month. **Received.** Concern was expressed that vulnerable people have been excluded from the service.

2025/192 Exclusion of Press and Public

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

2025/193 Legal Matters

This item is confidential due to consideration of advice from the Council's solicitor.
The Council considered, and decided to follow advice received from the Council's solicitor as regards appointment of counsel.

2025/194 Re-admittance of Press and Public

Resolved to re-admit the press and public.

2025/195 Reports to Council

It was suggested that the Mayor's and County Councillors' reports could be submitted to the Clerk by e-mail and circulated to Councillors before the meeting. Council could just receive the report, and ask relevant questions at the meeting.
Resolved that these reports can be e-mailed and circulated prior to the meeting in future.

The meeting concluded at 8.20 pm

Date of Next Meeting

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

Signed .....
Cllr Peter Scott Chairman of the Full Council 10th December 2025