St Asaph City Council Full Council Meeting 11th March 2026

Please note:

1. All Full Council and Committee minutes are published on the City Council website once they have been approved by the Council or relevant committee. A summary of decisions will be published on the website within seven working days of the meeting.
2. For planning applications, please visit the Denbighshire County Council planning portal to view the application and documents. https://developments.denbighshire.gov.uk/planning/index.html?fa=search&language=en
3. Papers will be redacted to ensure that personal or confidential items are not disclosed.

Agenda Items:

9.

a. Payments Schedule:

CATalyst Systems Ltd	Data services	£ 13.69	
Natwest Bank Plc	Banking services	£ 14.00	
Jones & Graham	Payroll services	£ 58.80	
Octopus Energy	Electricity supply	£ 86.78	Re: meeting room
CATalyst Systems Ltd	Software supply	£ 9.48	Microsoft Office 365
Designweb DMA Ltd	Website services	£ 90.00	
Thorncliffe Bld Svs Ltd	Trade Waste Services	£ 78.72	
Thorncliffe Bld Svs Ltd	Trade Waste Services	£ 59.04	
Thorncliffe Bld Svs Ltd	Trade Waste Services	£ 59.04	
Thorncliffe Bld Svs Ltd	Trade Waste Services	£ 39.36	
Hamilton Sec Syst Ltd	CCTV services	£ 84.00	Annual service CCTV
Royal Mail Group Ltd	Postal services	£ 445.80	Annual fee for PO Box
Welsh Water	Water supply	£ 144.12	Re: meeting room
Welsh Water	Water supply	£ 138.61	Re: Football Pavilion
Co-Options Ltd	Litter-picking services	£ 40.00	
Co-Options Ltd	Floral services	£ 40.00	
Welsh Water Ltd	Water supply	£ 168.85	Re: Bowling Green
One Voice Wales	Membership services	£ 782.00	Annual subscription
Prestatyn Town Cncl	Events tickets	£ 36.00	Mayor

Vale of Clwyd CC	Groundwork services	£ 607.32	Includes clearing moss; benches maintenance
Octopus Energy	Electricity supply	£ 34.14	Re: Bowling Clubhouse
Octopus Energy	Electricity supply	£ 69.39	Re: Football Pavilion
Natwest Bank Plc	Banking services	£ 10.30	
Natwest Card Svs	Clerk's expenses	£ 451.97	Includes defib pads £300; First Aid Box £62 & Donation DPJ £56
CATalyst Systems Ltd	Data services	£ 13.67	

b.

Budget Report – February Accounts

Receipts

- £185 meeting room hire.
- £110 compensation re: vandalism.

Payments

- £12,000 Library service level agreement for 2025-2026.
- £2690 Christmas lighting re: Denbighshire's installation fee and Christmas tree.
- £246 for shop window competition.

Payments List

- Thorncliffe direct debits claimed at the beginning of March as the last day of February fell on a weekend.
- £445-80 Royal Mail Group is for the PO Box.
- £782 One Voice Wales is for the annual subscription. Member services include access to model policies and documents, advice and support.
- Vale of Clwyd CC includes work to benches, moss clearance on MUGA and tennis court and planting daffodil bulbs.

Budget

- Income – precept received in three tranches, rather than evenly throughout the year.
- Civic costs – Councillor allowances paid in March each year. Civic service not held this year.
- Community – Christmas lighting – Christmas tree installation invoice (Mick Dodd) not yet received. Grants paid out in November and March.
- Outdoor costs – expenditure is weighted over Spring/Summer/Autumn (grass cutting, groundwork, litter bin usage).
- Property costs – No electricity costs re: football pavilion year to date – see February minutes.

- Projects – street furniture, flood shutters, City Council signs and cherry trees. Funds were provided in the budget re: toilets.

Cashflow

- The Clerk is maintaining the cashflow for information purposes. This is reported to Policy, Resources & Finance Committee for budgeting purposes.

Other

- Thorncliffe advised price increase of 60 pence per week per container. Potential additional cost of £187. In practice, they don't charge for empty containers, so the impact will be less. Costs for trade waste are down £2000, as compared to 2024-2025.

Vehicle Activated Sign on Upper Denbigh Road – Report for St Asaph City Council.

Summary: Why the sign was removed, why it hasn't been replaced, and how/when it might be

1. Why the electronic speed sign was removed

- The original **Vehicle Activated Sign (VAS)** — a **30mph unit** — had to be **taken down during construction** of the Maes yr Haul (Castle Green) development because of road layout works.
- As part of the planning process, the requirement was only to **relocate the existing sign further south** (towards the Oriel Hotel), not replace it with a new one.
- By the time the post and wiring were finally relocated, **Wales' default speed limit had changed to 20mph**.
- The sign was an **older fixed-face unit** with LEDs drilled specifically for 30mph, meaning **it was impossible to reprogram to 20mph** — effectively making it obsolete.

2. Why it has not yet been replaced

Several factors combined:

a. Missed during the 20mph rollout

- If the sign had still been in place when the 20mph changeover happened, it would have been **upgraded using Welsh Government 20mph programme funding**.
- But because it was removed during construction, the upgrade was **overlooked**, leaving St Asaph without a replacement sign and without automatic funding.

b. Developer will not fund a replacement

- Castle Green **only paid to relocate the post and wiring**, which was their obligation.
- A new 20mph VAS face is **outside their S278 scope**, and DCC officers have confirmed the developer will **not fund a new unit**.

c. Local authority funding pressures

- Denbighshire's VAS programme is **currently over-allocated**, and any spare funds in the 20mph project must be returned.
- Therefore, **no funding is available this financial year** to install a new sign.

d. City Council policy

- DCC policy states that **if a community wants a new VAS**, its **town or city council must cover** purchase, installation, insurance, and ongoing maintenance.
- St Asaph City Council has discussed this but has **held off pending clarity** on whether Castle Green or DCC might provide support.

3. How and when the sign might be replaced

- DCC's Traffic Department has **formally logged this location as a priority** for their next VAS programme.

- They will consider installing a new 20mph VAS **in the new financial year, subject to funding being approved.**
- Both Castle Green and DCC have committed to **providing updates** once budget allocations are confirmed.
- Cllr Hogg and SACC are continuing to push for a replacement, and Castle Green has agreed to liaise with DCC and keep the community updated.

Overall situation in one sentence

The sign was removed during estate construction, became obsolete due to the 20mph change before it could be reinstated, missed the funded upgrade window, and now must wait for the next DCC funding round unless the City Council chooses to purchase one sooner.

Standards Committee Recommendations

Please see below for responses to the recommendations from the Standards Committee member.

1. Bilingual Agenda

The Council adopted the model Welsh language scheme from One Voice Wales, with the version recommended relevant to the proportion of Welsh Speakers (less than 25%) in the community. The following is an extract from the Council's Welsh Language policy:

Council Meetings

Namely the Council's regular meetings, which are open to the public, but where the public are not part of the meeting.

4.4.1. The Council's meetings are conducted in English.

4.4.2. The notice and agenda for the Council's meetings will be in English, however a bilingual agenda will be made available upon request.

4.4.3. The minutes will be in English.

No request was received for a bilingual agenda.

2. Decisions

Standing orders (3. q) state:

Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

Does Council wish to amend this, or comment?

3. Confidential Items

Part one and part two relate to Principal Councils. Community Councils exclude the press and public for confidential items under Public Bodies (Admissions to Meetings) Act 1960. The decision is made by Council at the meeting, as stated by our Standing Orders (10 a. xi), see below:

MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

The Council's standing orders are based on the Model standing Orders issued by NALC/ One Voice Wales and this clause is unchanged from the model document. I would not state in advance that any item is confidential as this would pre-empt any decision of Council.

Recommend:

A statement could be added to the head of the agendas and minutes page to notify the public that they may be excluded, should Council pass a resolution to require this.

4. Hybrid Meetings

Local Government & Elections (Wales) Act 2021section 47 (2) states:

The conditions are that the equipment or other facility enables persons—

(a)in the case of local authority meetings that do not fall within paragraph (b), to speak to and be heard by each other (whether or not the equipment or facility enables those persons to see and be seen by each other), and

(b)in the case of meetings of a principal council required to be broadcast under section 46 (electronic broadcasts), or any other local authority meetings required to be broadcast by regulations made under that section, to speak to and be heard by each other and to see and be seen by each other.

The City Council therefore meets the legal requirements for the act as attendees can hear and be heard.

Since 1st April 2025, one member of the public has joined a council meeting remotely on one occasion. At one meeting there were three councillors on Zoom, at another there were two, and at 6 meetings there was just one councillor in attendance remotely.

The Council has taken this level of attendance into account when considering whether expenditure on a sound and visual system would be appropriate. It decided that spending public money in this way would be disproportionate.

The Council will, no doubt, revisit this decision should the level of remote attendance increase sufficiently to justify the expenditure.

Dvddiad/Date: 19th February 2026

Rhif Uniongyrchol/Direct dial: 01824 712521

Cyngor sir ddinbych denbighshire County Council

Clerk of City, Town & Community Council

Via email: clerk@stasaphcitycouncil.gov.uk

Annwyl/Dear Mrs. Ellison,

RE: Ymweliad Arsylwi'r Pwyllgor Safonau /Standards Committee Observation Visit

Un o ddyletswyddau'r Pwyllgor Safonau yw hyrwyddo a chynnal safonau ymddygiad uchel gan Gynghorwyr ac Aelodau cyfetholedig cynghorau sir, dinas, tref a chymuned. Rydym yn awyddus i gefnogi cynghorau lleol a'u haelodau i'w galluogi i ddeall eu rhwymedigaethau o dan y Cod a gwella safonau.	A key part of the Standards Committee's duties is to promote and maintain high standards of conduct by Councillors and co-opted Members of the county, city, town and community councils. We are keen to support local councils and their members to enable them to understand their obligations under the Code and improve standards.
Fel rhan o'r ddyletswydd hon, bydd ein haelodau annibynnol yn mynychu cyfarfodydd cyngor lleol o bryd i'w gilydd i arsylwi pa mor dda y maen nhw yn cael eu trefnu a'u cynnal gyda'r bwriad o roi sicrwydd i'r Pwyllgor Safonau ac adborth adeiladol i'r cynghorau ar sut y gellid gwella'r cyfarfodydd.	As part of this duty, our independent members will periodically attend local council meetings to observe how well they are arranged and conducted with a view to providing reassurance to the Standards Committee and constructive feedback to the councils on how the meetings could be improved.
Mynychodd Aelod Annibynnol o'r Pwyllgor Safonau gyfarfod ar gyfer eich cyngor ar 2il Hydref 2025. I baratoi ar gyfer y cyfarfod, ymwelasant hefyd â'ch gwefan i gael mynediad at wybodaeth y cyfarfod, ac asesu ansawdd y wybodaeth sydd ynddo .	An Independent Member of the Standards Committee attended a meeting for your council on the 9th July 2025. In readiness for the meeting, they also visited your website to access the meeting information, and the assess the quality of the information contained therein.

Mae copi o'r ffurflenni adborth wedi'i atodi i chi eu hystyried. Adroddwyd ar hyn a'i drafod yng nghyfarfod y Pwyllgor Safonau ar 12fed Rhagfyr 2025. Ar y cyfan, roedd y Pwyllgor yn fodlon â safon y trefniadau cyn y cyfarfodydd a'r ymddygiad yn ystod y cyfarfod. Mae rhai argymhellion i chi eu hystyried ac mae'r rhain wedi'u cynnwys yn y ffurflen adborth. Os hoffech drafod unrhyw agwedd ar yr adborth hwn, rhowch wybod i mi.	A copy of the feedback forms is attached for your consideration. This was reported and discussed at the Standards Committee meeting on the 12th December 2025. Overall, the Committee were satisfied with standard of arrangements prior to the meetings and conduct during the meeting. There are some recommendations for you to consider and these are included within the feedback form. If you would like to discuss any aspect of this feedback, please let me know.

Yn gywir/Yours sincerely

Catrin Roberts

Catrin Roberts
Pennaeth Gwasanaeth Cymorth Corfforaethol: Pobl
Head of Corporate Support Services – People

Standards Committee Members Feedback Form

Name of Member in attendance:	Samuel Jones
Council name:	St Asaph City Council
Date of attendance:	9th July 2025

Pre meeting observations

Council website check	Y
Clerk contact details up to date?	Y
Public Notice visible	Y
Accessibility/ease of finding meeting venue	Y
Councillor contact details	Y
Bilingual	N – English Only

Meeting Observations

Standing item on Declarations of Interest: This item was included on the published agenda and the Chair asked those present to declare any personal or personal and prejudicial interests in relation to any item on the agenda. There were no declarations of interest.
Chairing: The Chair (and the Clerk, where appropriate) maintained effective control of the meeting and ensured progress through the agenda was made, whilst allowing sufficient discussion time for each item.
General observations on conduct at the meeting: I had no concerns with regards to member's conduct at the meeting. Some Councillors contributed to discussion, and those who did, did so courteously and conducted themselves in a manner which I believe would be in line with the Code of Conduct. Challenge by Councillors was constructive.
Any recommendations in respect of training and skills: • Potentially look to provide either a bilingual agenda (currently English-only), or offer the option of having a Welsh agenda on request. • Some decisions were proposed, seconded and voted upon by show of hands, where appropriate. However, the council may consider making this process clearer on every occasion e.g. when being asked to approve or agree items, to avoid the impression that a few muffled 'murmurs' equate to the council unanimously agreeing. • The Chair and Clerk appeared to agree which agenda items would be classed as Part 2 (Confidential) items, immediately prior to the meeting (the agenda did not specify a Part 1 or Part 2). It may be clearer for a member of the public if the agenda specified these Part 2 items, to make it clear in advance that they would be excluded from these agenda items.

Good practice observations:
• Declarations of interest (including specifying both personal & personal and prejudicial interests) sought at the start of the meeting. • The website was comprehensive with regards to information and was clearly updated regularly. • The clerk was extremely professional and friendly, and was responsive to my communications with them, before the meeting.
Any other comments: 14 Councillors (out of a possible 14) attended the meeting, plus the clerk. There were no apologies. There were 0 members of the public in attendance, although the PCSO was in attendance to provide a report under an agenda item, before leaving the meeting. The meeting was offered as hybrid, and although this was effectively audio-only (laptop only), and there was 1 person attending online (a Cllr). It was pleasing to see the City Council are looking at ways to better engage with the public with regards to the work of the City Council.

Feedback to Clerk

Letter to be sent	YES/ NO

Standards Members - Please email or hand in this form to the Monitoring Officer to retain and keep a central record of attendances across the County. Guidance on the completion of this form is available from the Monitoring Officer, in particular the use of anonymised personal information.

20) Correspondence

a)

Hello,

I hope this email finds you well.

I am writing to express the sadness and neglect members of The Roe, St Asaph, LL17 0LU are feeling toward the treatment of the back road leading past Pen Y Bont Surgery.

This has been an ongoing issue for many years now however, despite best efforts from those of us who live here, the problem is only getting worse due to 1) the unfit state of the road to be driven on and 2) the amount of cars using driveways to turn round.

Residents vehicles are taking that much damage that we are having to pay for regular repairs to fix breakages caused by the above factors.

Just shy of two years ago, certain residents including myself arranged to try and level out the road with the limited resources we have. This includes giving up our own time and money to fix damage caused by others.

I'm sure you'll agree that the saddest part is that despite our best efforts, the work we achieved was literally undone by the sheer volume of traffic turning round and driving carelessly within the space of around 3 months.

I feel that it is unfair that myself and others have to strategize around if and when we can go out because of the sheer amount of cars parked on said road as well as factoring in that our cars will be potentially be damaged further when attempting to do so.

I'm aware that the road is a bit of a grey area with the council as it is not technically 'owned' and is therefore no one's responsibility. However I'm hoping to raise some awareness so that after many years of repairs, money and damage some sort of resolution can be found - Firstly by making it known to the public that residents are asking all people who are using the road for surgery access or simply want to park to walk their dogs on the field to be more considerate when turning and parking. Secondly, by bringing this case forward in order to be under consideration for the road adoption scheme so that it can be fixed.

I'd like to add that on top the many damages caused to vehicles and residents having to pay out because of others carelessness being a major factor here, the road is extremely dangerous and unfit to be walked on let alone be driven on. Many patrons of the pharmacy and surgery who are using the road to park on are elderly and undergo the risk of slips, trips and falls each time they visit. I'm sure you will agree, that damage to cars and unfair payouts is one thing, but serious health hazards are another. The designated parking area for the surgery is not big enough and is forcing

people to spill out and use this road for parking and turning - thus having an effect on residents of The Roe as a whole.

I hope I've raised some important topics here and I would encourage you to share this information to those who can help find a resolution for this ongoing and worsening situation. I will also be following up on this email regularly to check on progress as well as to send pictures to show you the severity of the situation.

Thank you for reading and I look forward to hearing from you.

b)

Morning,

We are a charity based in St Asaph who are celebrating our 35th year this year.

We are exploring options for celebrating the event by installing a bench locally that the people we support and wider community can make use of.

Would you be able to provide with me details of locations that we may be able to install a bench and the cost if it would need to be purchased through yourselves or any specifications if we were to purchase our own.

Many Thanks

c)

Dear All,

I hope you are all well and looking forward to spring!

Just a quick one for you to consider as I would very much like your opinion on this.

I am fully aware that we, as schools, need to sell ourselves in the best way possible. When I started I was surprised to see that public opinion of XXX school was quite negative. I have made it my priority to create an environment here at the school which every child in St Asaph could enjoy a rich and varied education. Our latest Estyn inspection was a shining example of what our small but wonderful city an produce. This, naturally, cannot happen without the very strong foundation provided by St Asaph VP Infant School. We have an excellent working relationship to provide the very best for the children of St Asaph and the surrounding areas.

So, I feel we “sell” ourselves through reputation and word of mouth – and I feel that we have a very positive name in our community.

It is such a kick when, upon entering St Asaph, one sees a banner promoting a private school in Denbigh. I feel this sends out a message that the schools in the city are not good enough or that in some way Myddleton is better.

Could I please ask what are the views of the city council on this banner? Is it on land owned by a private company or land owned by the City council or Denbighshire? Is

the city council in favour of this large banner at one of the main entrances off the A55 to our city?

Many thanks for your consideration in this matter.

d)

For some time I have monitored driving and parking issues in St Asaph which are causing daily chaos and inconvenience as well as placing pedestrians in danger. Vehicles parked freely on the double yellow lines on the High Street are regularly causing traffic proceeding down the hill to move over the central line and I have witnessed occasions where mirrors have made contact with each other or drivers proceeding up the hill have to swerve to their left thus striking the kerb in an attempt to avoid a collision.
The Gemig parking is a joke with a horsebox trailer currently parked outside a house and with a Range Rover parked behind it causing vehicles progressing downhill to use the pavement by the former chapel in order to pass by these obstacles..As for the vehicles and trailer parked on the pavement adjacent to the former Midland Bank it is a travesty and it is a national offence to be parked within 10-metres of an A-road junction.
Vans frequently parked by the LMS garage at the entrance to the South Common entrance are often blocking vision for drivers exiting the common and also vision upon the pedestrian crossing by the entrance to the Former Bishop's Palace.
Speeding vehicles upon Mount Road are unfortunately noticed very frequently and this is especially noticeable when Fairholme School parents are delivering or collecting children. Sadly, numerous courier delivery vans are also frequently moving at an excessive speed upon Mount Road on a daily basis.
I would please urge St Asaph City Councillors to liase with North Wales Police upon these and other safety matters in regard to vehicle driving behaviour in St Asaph.
Thank you.

e)

To the City council:

We live in XXXXXX and have a question for the council:

I have grown 3 trees (1x chest nut, 2x Acers) from seeds from the commons. They are only one year old and between 1 and 1.5m high.

I was wondering if it would be ok to plant them back into the commons? More specifically on that little bank by the council office car park... they could enhance that area and provide shade in summer.

They won't need a big hole dug to be planted, just a spade and I would do that myself. Preferably in the next 4 weeks.