Cyngor Dinas Llanelwy
St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 11th February 2026 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 J Grove, L Groves, C A Hardie, L Nelson, J O Roberts, P Scott (Mayor) and R S Williams (Deputy Mayor).

Via Zoom: None.

2026/014 Apologies for Absence

- Apologies were received from Cllrs Hogg, Jones, Morton and G W Roberts.

2026/015 Declarations of Interest

Councillor	Item Number	Personal or Prejudicial	Reason
J O Roberts	10 c)	Personal	Applicant has previous connection to football club
P Scott	10c)	Personal	Applicant has previously supported Bowling Club
P Scott	12	Personal	Applicant for memorial bench is known to him
M Gedd	12	Personal	Applicant for memorial bench is known to him
L Nelson	18 a)	Personal	Correspondent is known to her
C A Hardie	18 a)	Personal	Correspondent is known to him

2026/016 Public Participation

- One member of the public was present, who addressed the Council regarding a planning application item 10 a) on the agenda.

The Mayor stated that the Council must be objective and listen to both sides. The City Council is not the planning authority. The City Council's response will be considered under planning.

The Member of the Public left the chamber.

2026/017 North Wales Police

The PCSO was unable to attend, but had sent his written report, which was read by the Clerk:

- Arson – attempt made to set fire to a salt bin behind the Fire Station;
- Criminal damage at Lower Street;
- Theft of a motor vehicle on Mount Road. Suspects have been arrested and charged.
- Fraud relating to bank details being hacked.

The report also contained advice on securing motor vehicles and keys, and IT security.

Resolved the Clerk is to e-mail the PCSO regarding issues with parking around Gemig Street and Lower Street, especially concerns re: access for emergency vehicles and pavement parking.

2026/018 Mayor's Report

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

- Spring Gardens site visit;

- Environment & Assets Committee meeting;
- Meeting with the Clerk re: Internal Control, Bank Accounts, and to review the City Plan.

2026/019 County Councillors' Reports

Cllr Scott

Cllr Scott had attended the following:

- County Council meeting;
- People in Places briefing;
- Task & Finish re: Waste department;
- Budget briefing;
- County Council meeting to consider budget;
- Partnership Scrutiny re: Foster Carers and Contaminated Land;
- Planning site visit;
- Task & Finish Group re: ICT;
- Flood Committee meeting.

Denbighshire's performance against recycling targets was raised. Cllr Scott explained that a full year's figures were not yet available.

Cllr Hogg

Cllr Hogg had sent apologies and his written report, which was read out by Cllr Scott. Cllr Hogg had attended the following:

- Meeting with new Flood Alleviation Engineer and Drainage Risk Management Officer;
- Full Council meeting;
- Performance Scrutiny;
- Climate Conversations;
- Children's Services Challenge;
- Spring Gardens Site Visit;
- Meeting with resident re: Spring Gardens;
- Partnership Scrutiny;
- Training on Disinformation, Information Threats and Responses;
- Operation Ford Security Briefing.

2026/020 Minutes

The minutes of the previous meeting 21st January 2026 were discussed regarding accuracy (circulated prior to the meeting).

Resolved to approve the minutes of 21st January 2026 as an accurate record.

2026/021 Matters Arising

2026/012 H M Stanley – Denbigh Town Council has approved a £250 contribution to the event. They are contacting the Congolese group regarding dates.

2026/022 Financial management

a) The payment schedule was reviewed:

- Items 1 to 9 have been paid and debited to the bank account in January.
- £2841-60 to Denbighshire CC for Christmas lighting lamppost motifs installation.
- Thorncliffe direct debits paid beginning of February as the last day of January was on a weekend.
- £12,000 Denbighshire CC for contribution to the library under the SLA.
- Nat West Card Services includes text-book, SLCC subscription, Bench plaques and tribunal travel and refreshments.

Resolved to approve the Payments Schedule, total value £22,074-48.

b) The Finance report was discussed:

- Income and payments as detailed in the report.

- Costs against budget to date reviewed with variances over 15% highlighted.
- Donation to DPJ Foundation – Just Giving charged a fee of £6-25, so the total cost was £56-25.
- Query raised with Octopus Energy re: meeting room and football pavilion.

  Meeting Room

  Estimated bills have been received for two years, due to a problem with the meter. Previous engineer visits and telephone triage have not resolved the problem. Clerk is to send photos of the meter to Octopus and await next steps.

  Football Pavilion

  No bills received since 1st July 2025. A new SMART meter was installed later in July. The old meter had not been removed from the Council's account, and this had resulted in the oversight. Credit notes have been applied as a goodwill gesture. The following bills and credit notes have been received:

Details	Invoice	Credit Note
Energy use 1/07/2025 to 31/07/2025	£58.20 incl VAT	
Credit note – service gesture		£60.00 incl VAT
Energy use August 25 to January 26	£386.73 incl VAT	
Credit note – returned Business advance payment		£385.71 incl VAT

  The account is £0.81 credit, so there are no charges to the bank account. It was noted that the energy bill was reduced by £25-£30 per month since six of the street lights had stopped working.
- The Clerk reported continuing issues with the meeting room to Councillors.
  - Items of left property disposed of. Hirers were previously advised and a deadline for removal set.
  - The caretaker has reported missing cleaning supplies on a number of occasions.
  - Issues with damage to first aid kit and anomalies re: contents.
- A wall-mounted first aid kit, with contents has been ordered.
- Two sets of defibrillator pads have been ordered to replace those due to expire.
- Defibrillator training is booked for later this month. The Clerk will make enquiries and seek advice about bleed kits.
- £110 compensation received re: vandalism complaint to the Police. USBs containing CCTV footage have been returned, and the contents deleted to comply with Data Protection rules.

Resolved to approve and accept the finance report.

2026/023 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.	46/2025/0593/HH 7 Oak Place	Erection of a single storey rear extension and associated works	No objections Extension to deadline for response agreed.
b.	E-mail from National Grid	Bodelwyddan substation extension – survey work and resident letter	Received
c.	46/2025/0557/MD Spring Gardens Holiday Park The Roe	Extension to existing caravan site and creation of 68 additional bases for static caravans, extension to	The Council would raise the following points: • The final ecology report should be made available; • The size and type of property:

No.	Application & Location	Proposal	Response
		internal access road including installation of lockable bollards to prevent access to Mount Road, upgrade of surface water and foul drainage system and associated landscaping and biodiversity enhancement	○ Does the proposal comply with planning policy PSE 12? ○ Is there a demand for a further 68 caravans? ○ Are these the type of properties St Asaph needs? • The impact on local infrastructure in terms of capacity at GP Surgeries and the poor condition of the unadopted road giving access to both surgeries. • A feasibility study should be conducted on the Spring Gardens bridge to ascertain whether it is able to sustain the additional traffic to the site. Extension to deadline for response agreed.

2026/024 Street Naming and Numbering

Letter from Denbighshire with proposed street names for the new development at the rear of Bod Haulog, The Roe was considered. The Council was pleased to note the proposed street names have historic links to the site.

Resolved the Clerk is to write to Denbighshire to confirm the Council approves of the proposed street names.

2026/025 Environment & Assets Committee

Cllr Gedd gave his report following the meeting of the Committee on 9th February 2026:

a) Resolved to receive and accept the minutes of the meeting of the Environment & Assets Committee on 9th February 2026.

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

No:	Resolution:
i.	• To continue to use Paul Liversidge, Vale of Clwyd Carpet Cleaning, to do groundwork and caretaking for the Council. Considerations included cost, quality of work and responsiveness. • To continue to use Peter Spencer, Cambrian Woodland as its tree surgeon and inspector. Considerations included cost, quality of work, experience and thoroughness of reports • To use Sell2Wales to supplement local press advertisement, where advertisement is required by financial regulations.
ii.	To approve the quotation of £1285-80 from Paul Liversidge for construction of an enclosure for the trade waste containers.
iii.	To install new benches on concrete bases, but not to have bases made for existing benches.
iv.	To approve the request for a new memorial bench, subject to the conditions stated in the minutes of the Committee.
v.	To instruct the Clerk to make an application for Open Spaces grant funding for the following items: ○ Noticeboard at Salisburys ○ Extension to wetpour surfacing at Lower Street play area
vi.	To approve the wording and proposed design for the Roe Plas sign.
vii.	To approve the wording, design, number, and locations for the Common signs.
viii.	The Clerk is to add Christmas lighting to the next City Plan agenda.

No:	Resolution:
ix.	The Clerk is to instruct Paul Liversidge to conduct monthly checks, and maintenance, as detailed in the minutes for the Committee.
x.	To refuse the application for the Council's approved contractor scheme, as the Council already has an experienced tree surgeon for this work.

- The Committee had approved the following work, within its delegated budget:
  - Paul Liversidge to carry out the repairs to the benches, as stated in the bench maintenance report.
  - Fineline to provide new signs for Mill Race Meadow, £150-39 & VAT and £267-76 & VAT.
  - Brian Jackson to restore the salmon and bat woodcarvings at a cost of £275 each.
  - Brian Jackson to repair the metal cladding to the Gents toilet door at the football pavilion.
  - Brian Jackson to repair the overhead barrier at the entrance to the land behind the library.
  - Mick Dodd to conduct the Electrical Installation Condition Report for all three buildings.
  - Bodfari Environment to conduct the cut and collect for the wildflower garden.
  - Paul Liversidge to water the new cherry trees weekly from May to September.
  - Paul Liversidge to plant the daffodil bulbs.

It was noted the salmon woodcarving had been restored in situ previously, however the paint has deteriorated again. The restorations conducted in the workshop have been more successful as the carving is able to dry out. The salmon is invariably underwater when the river rises, so it is particularly important that the paint is resistant to weather conditions. The condition of the badger was also discussed.

Resolved the Clerk is to instruct Brian Jackson to restore the badger at a cost of £275.

2026/026 Assets Register 2025/2026

The Assets register and the report detailing purchases and disposals, were reviewed. The value of the Councils signs had been corrected, and the floral planters had been added.

Resolved to approve the Assets Register 2024/2025 with a re-stated value of £840598.

The most notable entry was removal of the trim trail, which had deteriorated, valued at £11874.

Resolved to approve the 2025/2026 Assets Register, value £830132.

2026/027 Biodiversity Report and Action Plan

a) The Council has previously resolved to combine the Biodiversity Report with the Annual Report. One Voice Wales is overseeing the publication of the reports on behalf of Wales Government, and has provided a template. A separate biodiversity report has been produced.

Resolved to approve the Biodiversity Report for 2023-2025.

b) The Biodiversity Action Plan was considered. The action plan is similar to that on the Biodiversity Report, as many of the actions are for ongoing maintenance.

Resolved to approve the Biodiversity Action Plan for 2026-2028.

Resolved to approve publication of both documents on the website.

2026/028 Financial & Management Risk Assessment 2025/2026

The Financial & Management Risk Assessment report was considered, including the scoring matrix. The items assessed as high risk were discussed, together with management actions.

The Clerk will update the report to reflect the following points:

- To include the monthly checks of the play areas, authorised at this meeting.
- To include the new Flood Committee, which includes the Denbighshire and St Asaph Floodwardens group.

Resolved to approve the Financial & Management Risk Assessment 2025/2026

Cllr Scott outlined the recommendations he had discussed with the Clerk regarding the Council's bank accounts.

Resolved:

i. **That the second Nat West current account should be used for small projects.**
ii. **That the Clerk should send instructions to Nat West to ask them to amend the account title for this account to Projects Account.**
iii. **That £5000 should be transferred from the main current account to the Projects account in April 2026.**
iv. **That the NS&I account should be used for reserves, and approximately 50% of the recommended minimum Reserves should be held in the account. This can be built up over a number of years.**
v. **That £10,000 should be transferred from the main current account to the NS&I account in April 2026.**

2026/029 Internal Control

Cllr Scott gave his report following his internal control checks on 9th February.

Resolved to receive and accept Cllr Scott's Internal Control report.

2026/030 Vehicle Activated Sign

This was deferred until March, so Cllr Hogg can give his report.

2026/031 Correspondence

Two items had been received following publication of the agenda.

No.	Details	Response
a.	Letter from a resident re: The Float for St Kentigern Hospice	The Clerk is to reply explaining that Council cannot make retrospective awards, nor award grants to individuals.
b.	E-mail from Licensing re: Licensing Information	**Received.**
c.	E-mail from Co-Options re: Update	**Resolved to approve a voucher of £30 to the operative. The Mayor is to award the voucher and a certificate to the operative.**

Denbighshire County Council is now notifying community councils of licensing applications in their area. The timescale for response is approximately two weeks, which is insufficient to allow publication on the agenda, for Council to respond.

Resolved to form a Licensing Committee, to consider responses to licensing applications.

Resolved that Cllrs Scott, Williams and Hogg be appointed to the licensing committee.

The meeting concluded at 8.35 pm

Date of Next Meeting

Meeting in person and with remote attendance held 11th March 2026.

Signed .....
Cllr Peter Scott Chairman of the Full Council 11th March 2026