Cyngor Dinas Llanelwy
St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 11th March 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, M J Hogg, K Jones, G W Roberts, J O Roberts, P Scott (Mayor) and R S Williams (Deputy Mayor).

Via Zoom: None.

2026/032 Apologies for Absence

- Apologies were received from Cllrs Nelson and Morton.
- Cllr Jones sent apologies as she would be arriving late to the meeting, due to a prior commitment.

2026/033 Declarations of Interest

Councillor	Item Number	Personal or Prejudicial	Reason
K Jones	14	Prejudicial	Applicant for grant on behalf of St Asaph Choral Society
J Ellison	20 e)	Personal	Correspondent is known to her
C A Hardie	20 e)	Personal	Correspondent is known to him

2026/034 Public Participation

- One member of the public was present.

2026/035 North Wales Police

The PCSO was unable to attend, but had sent his written report:

- Alleged assault on lower High Street. The parties are known to each other and there is no risk to the wider community;
- Possible break-in shed at Rhodfa Glenys. Forensics team attending.

The PCSO gave advice re: keeping an eye on elderly neighbours and reporting potential rogue traders to the Police.

The PCSO responded to Council concerns about parking around Gemig Street. The public should report regular vehicles to the Police so they can follow up.

The PCSO requested details of events in St Asaph so he can arrange Police cover where possible.

Resolved the Clerk is to e-mail the PCSO to advise of a football tournament in July. Cllr J O Roberts is to confirm the dates.

Cllr Jones arrived during the above item and confirmed she had a declaration of interest, see 2026/033 above.

2026/036 Mayor's Report

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

- Civic service at Towyn;
- Chairman of Denbighshire Civic Service;
- Presented flowers to a resident who celebrated her 100th birthday;
- Online meeting with the Cathedral;
- Policy, Resources and Finance Committee meeting.

The Deputy Mayor, Cllr Williams, reported she had judged the St David's Day shop window competition with Menter Iaith and had awarded the prizes.

2026/037 County Councillors' Reports

Cllr Scott

Cllr Scott had attended the following:

- Strategic Planning Group;
- Wrap waste recycling;
- Meeting with the CEO;
- Green-gates update and viewing;
- Future Model Leisure services;
- Elwy MAG;
- Online Transport for Wales Franchising;
- Joint Scrutiny re: Youth Justice;
- Workshop on member/officer relations;
- Planning.

Cllr Hardie reported he has spoken to people waiting at bus stops on The Roe on four occasions, following changes to the T51 bus service. The passengers were not aware that buses no longer serviced this route and there were no signs in the bus shelters.

Cllr Hogg

Cllr Hogg had sent his written report, which was circulated to Councillors prior to the meeting. He had attended many of the same meetings as Cllr Scott, in addition to the following:

- Climate Change and Ecological Working Group;
- He highlighted recycling statistics following the Wrap meeting;
- Welsh Language Steering Committee.

Enquiries were raised re: availability of compost for Denbighshire residents, and the damaged verge on Upper Denbigh Road. Denbighshire Officers had attended the address to try to ascertain the details of the contractors.

2026/038 Minutes

The minutes of the previous meeting 11th February 2026 were discussed regarding accuracy (circulated prior to the meeting).

Resolved to approve the minutes of 11th February 2026 as an accurate record.

2026/039 Matters Arising

2026/025 Environment & Assets Committee – the enclosure for the trade waste containers has been completed.

2026/040 Financial management

a) The payment schedule was reviewed:

- £445-80 Royal Mail Group is the annual fee for the PO Box.
- £782 One Voice Wales is the annual subscription. The benefits of membership were discussed.
- Thorncliffe direct debits paid beginning of March as the last day of February was on a weekend.
- Vale of Clwyd CC includes work to benches, moss clearance on MUGA and tennis court and planting daffodil bulbs.

Resolved to approve the Payments Schedule, total value £8,592-41.

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.
- Thorncliffe have advised prices are increasing by 60 pence per container per lift. The additional cost is estimated at £187 per annum. Trade waste costs are projected to be approximately £2000 less in 2025/26, as compared to 2024/25.
- Permission granted to S4C Heno to film at Roe Plas. The subject is a nominee from St Asaph for the Tir na n-Og children's book awards.

- Further to recent quotes approved:
    - The badger is beyond repair. A replacement in metal was suggested and a quotation requested. There is approximately £550 from the Open Spaces funding 2025 to claim and wildlife sculptures were one of the projects approved. Funds to be claimed by July.
    - The bat's feet are cracked. Quote requested for repairs.
    - The door at the football pavilion is rotten, so costs will be higher than anticipated as the rotten timber will need to be addressed, in addition to the metal cladding is repaired and a lip to improve drainage.
- The push button on the flush for the disabled toilet at the meeting room was missing. Instructed Paul Liversidge to install a replacement.
- The paintwork on the yellow and orange benches by the football pitch is flaking. Cllr J O Roberts will try to contact the families to ascertain their preference as to paint or natural finish.
- Further to query raised with Octopus Energy re: meeting room, the SMART meter is not yet reporting usage, however bills have been corrected from August 2025 to date. Deposit paid on transfer to Octopus has been refunded. The following bills and credits have been received:

Details	Invoice	Credit Note
Energy use 1/08/2025 to 10/02/2026	£431-27 incl VAT	
Reversed account charges 01/08/2025 to 31/01/2026		£385-64 incl VAT
Energy use 11/02/26 to 28/02/26	£51-20incl VAT	
Credit note – returned Business advance payment		£369-50 incl VAT

The account is £272-67 credit, so there are no charges to the bank account.

- The first aid kit has been installed. Hirers are to be advised.
- The following invoices have been received since the agenda was issued:
    - £2363-40 Glascoed Timber for litter bins December to February
    - £50 K E Jordan for100th birthday flowers
    - £104-40 Mick Dodd Electrical for PAT testing two buildings
    - £96-54 Mick Dodd Electrical for replacing lamps Roe Plas lighting
    - £1168-80 Mick Dodd Electrical for Christmas tree & lights installation
    - £240 Mick Dodd Electrical for installing bunting VE day and VJ day
    - £3308 Denbighshire for loan instalment
- An invoice from Phil Morris Pest Control is awaited for approximately £600 re: work since last September.

i. **Resolved the Clerk is to write congratulating the nominee for the Tir na n-Og book award, should details become available;**

ii. **Resolved the Clerk is to instruct Brian Jackson to remove the bat for repair and restoration immediately. As the feet are the anchor point, this is a priority to ensure public safety.**

iii. **Resolved, once the families' preferences are known, the Clerk is to write to the volunteer asking her to address the paintwork on the benches by 31st May 2026. If the work is not completed by then, the Clerk is to advise the Council's contractor will take over the maintenance.**

iv. **Resolved the Clerk is to pay the invoices received since the meeting pack was issued, together with the invoice for pest control services, once received.**

Resolved to approve and accept the finance report.

c) The Clerk gave an update on the Council's grant application to Open Spaces:

- Quotations for the noticeboard and installation have been received;

- Quotations for wetpour at Lower Street are still outstanding. Chased the contractor and requested two alternative quotes.
- The Council previously requested quotes for DDA access at the wildflower garden and trim trail area. These totalled £6600**.**

Resolved the Clerk is to include the DDA access projects in the Council's application, together with the wetpour and noticeboard.

2026/041 Planning Applications

No applications received.

2026/042 Vehicle Activated Sign

Cllr Hogg discussed his report, which was circulated with the meeting papers. The sign was removed during construction of the new estate and subsequently became obsolete due to the 20 mph change before reinstatement. Therefore, it missed the funded upgrade window and must now wait for the next Denbighshire funding round.

2026/043 Internal Audit 2025/2026

The internal audit plan from JDH Business Services Ltd was considered.

Resolved to appoint JDH Business Services Ltd as the Council's Internal Auditor for 2025/2026.The Clerk is to complete the engagement letter on behalf of the Council.

2026/044 Policy Resources and Finance Committee

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

a) **Resolved to receive and accept the minutes of the meeting of the Policy Resources and Finance Committee on 9th March 2026.**

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

No:	Resolution:
i.	• To approve the protocol for planning. • To instruct the Clerk to publish the protocol on the website.
ii.	• To approve and adopt the Safeguarding Policy. • That all children attending the grotto must be accompanied by a responsible adult. • To instruct the Clerk to obtain signs for the grotto stating that all children must be accompanied. • To instruct the Clerk to obtain a DBS check for the volunteer. It was noted that Cllr Hardie will contact the volunteer to facilitate the process.

2026/045 Awarding Grants

Further to the recommendations of the Policy Resources and Finance Committee, resolved to award the following grants:

Received from	Amount Requested & Purpose	Grant Awarded
St Asaph Choral Society	£500 towards £1700 cost of hiring the cathedral	To award grant of £500
NWIMF	£1500 towards £160,000 artistic costs of NWIMF 2026	To award grant of £1000
St Asaph Library	Contribution towards Easter egg hunt	To award grant of £100

These awards will result in a small overspend on the grants budget. It was noted grants expenditure to date included £150 for poppy wreaths due to the power used to spend.

Resolved to approve a small excess to the grants budget for 2025/2026 to enable payment of these awards.

2026/046 Licensing Committee

The draft terms of reference for the Committee were considered. As there are just three members of the committee, members are to nominate a sitting City Councillor as a substitute, should they be unable to attend to ensure the meetings are quorate.

Resolved to approve the Terms of Reference for the Licensing Committee.

2026/047 Annual Remuneration Report 2026-2027

The report from the Democratic and Boundary Commission Cymru was considered. The only change regarding Community Councils is an option to pay members financial loss compensation for attending approved duties.

Resolved to receive the Annual Remuneration Report for 2026-2027

2026/048 Denbighshire County Council Standards Committee

The report and recommendations of the Standards Committee Member were discussed. Cllr Scott was pleased with the report which was very positive. The Council's response to the recommendations were as follows:

Recommendation	Council response
a. That the agenda should be available bilingually	i. The Council's Welsh language scheme states a bilingual agenda will be made available on request.
b. Council should consider making the decision process clearer – proposed, seconded, show of hands	i. Noted.
c. Confidential items	i. A motion to exclude press and public does not require written notice for community councils. ii. Council will update the agendas and minutes page on the website to inform the public they may be excluded from the meeting for items deemed confidential.
d. Hybrid Meetings	i. The Council's procedure meets the requirement of Local Government & Elections (Wales) Act 2021 s47. ii. Those attending remotely can see those present in the room. iii. The Council does not consider it proportionate to spend on a large screen due to limited remote attendance. A maximum of three councillors has attended any meeting in the last year, and just one member of the public has attended one meeting. This decision will be re-visited should remote attendance increase.

The Council discussed translation services, should this be required.

Resolved to receive the report.

2026/049 Trees

Quotation and recommendations from Cambrian Woodland were considered to address issues with trees at Roe Plas following recent winds. Work to seven trees was recommended. Two options were given for two trees, however the Council preferred to have the whole tree removed in both instances, as one tree was infected, and the second would fall into the river over time, which was deemed to be unacceptable.

Resolved to approve the quotation of £1707 & VAT from Cambrian Woodland Services.

2026/050 Defibrillators

A report on defibrillator availability was circulated prior to the meeting. Save a Life Cymru had made the following recommendations and requests.

i. That guardians can update the Circuit directly following a defibrillator check. This would involve setting up an individual account on the Circuit, but the devices would remain the responsibility of the Council. Each guardian can decide how to update.

ii. That the City Council takes over guardianship of two devices in the City which had not been checked for years.

Resolved not to take over guardianship for these devices. The Councillor guardians and the clerk can give some support to new guardians.

iii. That the device outside the Diocesan Office could be transferred to Heol Esgob.
Resolved the device at the Diocesan Office is to be left in place, in view of the steep hill.
Resolved to install a device in Heol Esgob, subject to permission from the owner of the building.

iv. That a new device could be added to the layby opposite HM Stanley where the City Council is having a power supply installed for a Christmas tree. This would give coverage to residents on Upper Denbigh Road, Bishops Walk, HM Stanley and the Pure estate.
Resolved the Clerk is to progress this with Denbighshire so it could be co-ordinated with the power supply.

v. That the Talardy would also be a good location for a device. This can be reviewed once the devices in ii above are available once again.

vi. Planning comments could include provision of defibrillators for new developments.

2026/051 Correspondence

No.	Details	Response
a.	Letter from a resident re: St Asaph Health & Safety Road Damages	The Clerk is to reply explaining that Council has previously explored getting the road adopted by Denbighshire. The resident could write to Highways to support adoption of the road.
b.	E-mail from Cartref Ni Ltd re: installing a bench in St Asaph	Resolved to grant permission for a bench at Roe Plas on an existing base, in accordance with the Memorial Bench policy.
c.	E-mail from Ysgol Esgob Morgan re: Myddleton College Banner	The Clerk is to reply advising this is on private land. Should they have concerns, they should contact Denbighshire.
d.	E-mail from a resident re: City Parking Management	The Clerk is to reply stating the City Council does not have powers to address parking. Incidents should be reported to the Police.
e.	E-mail from a resident re: Trees	Resolved to grant permission for the trees to be planted at Roe Plas. Cllr Gedd is to meet with the resident to agree the location. The Clerk is to order stakes, tree straps and tree guards.

2026/052 Exclusion of Press and Public

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

2026/053 Mayor's Update

The Mayor gave a confidential report to Council, details of which can be published next month.

Resolved to proceed as recommended in the confidential report, including associated costs.

The meeting concluded at 8.45 pm

Date of Next Meeting

Meeting in person and with remote attendance held 8th April 2026.

Signed .....
Cllr Peter Scott Chairman of the Full Council 8th April 2026