Cyngor Dinas Llanelwy
St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 13th May 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 (Deputy Mayor), L Nelson, G W Roberts, J O Roberts, P Scott and R Williams (Mayor).

Via Zoom: None.

2026/088 Apologies for Absence

- Apologies were received from Cllr Morton.

2026/089 Declarations of Interest

Councillor	Item Number	Personal or Prejudicial	Reason
K Jones	18 c)	Personal	She is the correspondent.

2026/090 Public Participation

- None.

2026/091 North Wales Police

PCSO David Jones had sent his apologies and a written report, which was read by the Clerk:

- Assault at Roe Plas. Enquiries are ongoing.
- Two assaults at an educational establishment. Enquiries are ongoing.
- Two shoplifting incidents. Enquiries are ongoing.
- Break-in at an empty commercial premises. No damage caused. Reprimands given.
- Dispersal order for the riverside area over the weekend. Meeting with Councillors offered to discuss ongoing issues.
- Removal of manhole cover Roe Plas. Enquiries to follow.

Questions raised re: debris following tree work, causing an obstruction. Cllr Scott will follow up.

A house was vandalised and burgled on Cwttir Lane.

The pheasant woodcarving has been vandalised. The family are dealing with repairs.

Resolved the Clerk is to reply to the PCSO requesting notification of future dispersal orders.

Resolved the Clerk is to request dispersal orders for all bank holiday weekends over the Spring and Summer months.

2026/092 Mayor's Report

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

- Civic service at Rhuddlan;
- Abseiling charity event at the Cathedral;
- Online meeting with Denbighshire re: Community Asset Transfers;
- Meet and greet with the CEO at Ruthin where community council chairs and clerks discussed issues affecting their councils.

- Additional meeting re: finance.

2026/093 County Councillors' Reports

Cllr Hogg

Cllr Hogg gave an update on the following:

- Data received from traffic speed monitors which have been in place on Mount Road. The Go safe team have been involved.
- Denbighshire funding from Ambition North Wales for LoraWan. The technology could be used for a number of purposes.

Resolved the Clerk is to add this to the next Environment & Assets Committee to explore whether the Council could use this technology.

Cllr Scott

Cllr Scott had attended the following:

- Strategic planning;
- Council workshop on transformation;
- Task and Finish Group re: waste;
- Information day re: Community Asset Transfers;
- Small Business Workshop;
- Meeting re: Awel y Môr;
- Meeting in Council chambers with pupils from Ysgol Esgob Morgan;
- Meeting re: Wales & West;
- County Council meeting;
- Planning Committee.

Cllr Scott has been elected as Vice-Chair of Denbighshire for 2026-2027.

In response to questions, Cllrs Scott and Hogg confirmed they are arranging a meeting with Transport for Wales to discuss bus routes.
Arrangements for polling stations were discussed.
Cllr Groves advised she had reported five potholes, which had been filled within three days.

2026/094 Minutes

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

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

2026/095 Matters Arising

- It was confirmed the reduced charge for the public toilets is now in effect.
- Two of the wooden planters removed by Denbighshire have not been replaced. Cllr Williams will attend Denbighshire's depot to inspect the planters as they were purchased eight months ago.

2026/096 Financial management

a) The payment schedule was reviewed:

- Items 1 to 8 and 10 to 13 were paid in April and are reflected in the bank balances to the end of April.
- St Asaph FC is the annual pitch maintenance contribution, as per the licence.
- £1575-84 is the cost of the new defibrillator for Heol Esgob. Payment was required before dispatch. The device has been received by Mick Dodd and the location for installation has been agreed with Londis.
- £4406-94 Glascoed Timber is for litter bin servicing and grass cutting for March and April. Also includes a new locking bollard to replace one removed from the Common and the work to the surgery sign, including post.

Resolved to approve the Payments Schedule, total value £18459.78

b) The Finance report was discussed. The costs against budgets for April were considered with explanations for variances in excess of 15% included in the report. For a number of budgets, expenditure is not distributed equally.

- £1929 VAT refund received.
- £61,787 precept received. This is the first tranche of three.
- Audit Wales (AW) have chased an invoice £200 re: audit work for 2019-2020. They initially wrote twelve months ago and the Clerk replied that we had paid £385-63 for this work in 2021. Queried the second invoice raised. No response but further chasers received.
- Queried Scottish Power bill re: unmetered supply. Raised complaint to be able to speak to the relevant department.
- Manhole cover removed from Roe Plas, near football pavilion. Reported to Police due to public safety issues. Paul Liversidge and Lightbown Environmental were very helpful with a rapid response and advice. CCTV checked. Discussed coverage for CCTV.
- Octopus energy bill received £68.24 & VAT for meeting room. The account is £120.31 in credit.
- Football pavilion energy bill shows usage of 3 to 4 times the usual amount. Confirmed with Club there has been no unusual usage. Asked Mick Dodd to check the electrical installations and locate possible fault.

Resolved to approve and accept the finance report.

c) Account set up with Sell 2 Wales for publicising procurements, which is linked to the English Find a Tender service with UK Government. As part of the account opening, a joint data controller memorandum of understanding must be signed by the Council.
Resolved to agree to enter into the Joint Data Controller Memorandum of Understanding, and that the Clerk should sign the agreement for the Council.

d) Loan account statement to 31st March 2026 from Denbighshire County Council was considered **– received**

e) Requests for additional bookings by two community organisations were considered.
Resolved to approve free hire for the following bookings:

i. **The Allotment Group, one half day for a fund-raising event, and three one hour evening sessions to plan and prepare.**
The Group is for mental health support and was previously organised by Vale of Clwyd Mind (VOCM). VOCM cancelled the sessions and have not funded them for the last two years. The group has no funding, apart from occasional fund-raising events.

ii. **Dementia related activities – one story-telling session and six morning sessions over June and July for dementia and age-friendly exercise sessions.**
The Council has committed to offered to providing its facilities for dementia-related activities when it became a dementia-friendly council.

The Council will monitor free sessions offered.

2026/097 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.	**46/2025/0186/PF** Live Life Light Hair Studio, Hairdressing Salon, County	Change of use from a hairdressing salon to a dog grooming salon	No objections

No.	Application & Location	Proposal	Response
	Court Buildings, Chester Street		
b.	**DNS CAS-01392-D2T3F3** St Asaph Solar Farm	e-mail re: consultation on proposed amendments	Cllr Hogg is to make enquiries re: use of the land under the panels.

2026/098 Civility & Respect Pledge

The Council took the Civility and respect Pledge, put forward by NALC and the SLCC, in 2022. One Voice Wales has now asked Councils in Wales to take a Wales specific pledge, which includes support for One Voice Wales' work with Welsh Government to improve the effectiveness of the ethical framework in Wales.

Resolved to take the Civility and Respect Pledge to treat all councillors, clerks, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role. The Clerk is to sign the pledge for the Council.

2026/099 Christmas Lighting

a) A quotation of £2143-98 & VAT from Denbighshire was considered for supply of a power supply and groundwork to supply a sleeve for the Christmas tree on Upper Denbigh Road. The revised quotation includes the groundwork.

Resolved to approve and accept the quotation of £2143-98 & VAT from Denbighshire County Council. The Clerk is to issue instructions.

b) A quotation of £1793 & VAT from Lite Ltd for the supply of new Christmas lighting for the tree on Upper Denbigh Road was considered. The lights are of the same type as those on the High Street tree, which have met expectations.

Resolved to approve and accept the quotation of £1793 & VAT from Lite Ltd. The Clerk is to issue instructions.

2026/100 CCTV

A report and quotation from Denbighshire County Council for installation of CCTV for the city centre was considered. The quotation is for supply and installation of four cameras. The Council would then need to join the scheme for monitoring.

Resolved Cllr Hogg is to follow up with Denbighshire to ascertain whether more cost-effective options are available.

Resolved the Clerk is to refer the report to the City Plan Group to research potential grants and funding.

2026/101 Hearing Loop

A report from Contacta for installation of a hearing loop system for the meeting room was considered.

Resolved the Clerk is to make enquiries with RNID re: potential grants.

Resolved the Clerk is to add the report to the City Plan Group to research potential grants and funding. A recommendation for consideration for the 2027-2028 precept could then be made.

2026/102 Delegated Decisions

Resolved to approve and ratify the following delegated decisions made by the Clerk, following consultation with the Mayor and Deputy Mayor:

Number	Decision
DD2026/001	To purchase two no. Meifod planters at a cost of £175 & VAT.

Number	Decision
DD2026/002	To instruct John Owens to prepare an amended grazing lease for Mill Race Meadow.

2026/103 Draft Annual Report 2025-2026

The draft annual report was considered.

Resolved to approve the annual report, including its publication on the Council's website.

2026/104 Memorial Bench Application

The Council considered an application for a new memorial bench on the east Common, riverside area. Risk of flooding and potential vacant concrete bases were discussed.

Resolved to approve the application for a memorial bench on the east Common riverside area, subject to agreement of exact location.

Resolved Cllrs Williams and Gedd will meet with the family to agree the location and discuss any queries.

2026/105 Correspondence

No.	Details	Response
a.	E-mail from Elwy Invasive Plants Group re: Insurance	**Resolved to approve a grant of £156-99 to Elwy Invasive Plants Group. Reimbursement to be made to the member of the group who has paid the premium.**
b.	E-mail from Afon Elwy Environment Group re: Insurance	**Resolved to approve a grant of £100-00 to Afon Elwy Environment Group.**
c.	E-mail from St Asaph Choral Society re: grant	Copy programme including acknowledgement of the Council's grant attached. **Received.**
d.	E-mail from a resident re: River Elwy	Discussed the issue raised re: single use plastic pollution. The Council is very grateful to the resident for his efforts to reduce pollution. **Received.**

2026/106 Exclusion of Press and Public

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

2026/107 Legal Matters

This item is confidential due to the Council's participation in an imminent legal hearing.

The Mayor and the Clerk gave an update to Council.

2026/108 Re-admittance of Press and Public

Resolved to re-admit the Press and Public.

2026/109 Legal Matters

The Council meeting on 11th May was called at short notice to consider urgent matters related to the imminent land tribunal on 20th May, as Counsel needed instructions as soon as possible. The Council is therefore ratifying the decisions made.

Resolved to approve and ratify the following decisions:

Minute Reference	Ratified Decision
2026/081	• To approve the minutes of the meeting 20th April 2026 as an accurate record.
2026/083	• To exclude the press and public.

Minute Reference	Ratified Decision
2026/084	• To approve payment of £6000 & VAT to John Owens Solicitors Clients Account.
2026/085	• To suspend Financial regulations.
2026/086	• To instruct the Clerk to make payment of £7200 to John Owens Solicitor Clients Account via online banking. • Payment to be made as soon as possible after the meeting on 11th May 2026.
2026/087	• To reinstate financial regulations.

The Council discussed delegations and reviewed the arrangements to make urgent decisions. Delegation to the Clerk was insufficient, hence the meeting of 11th May 2026 was called**.**

Resolved to amend the Licensing Committee title to Legal Committee. This is to deal with urgent items between Council meetings. The Terms of reference are to include an expenditure limit of £10,000 per item, limited to emergency situations only. Where deadlines allow for discussion at Council meetings, this will be the preferred route. Resolved to appoint Cllrs Williams, Scott, Hardie, Hogg and Grove as members of the Legal Committee.

The Clerk is to amend the terms of reference for the committee.

The meeting concluded at 8.25 pm

Date of Next Meeting

Meeting in person and with remote attendance held 10th June 2026.

Signed .....
Cllr Rosalind Williams, Chairman of the Full Council 10th June 2026