Cyngor Dinas Llanelwy
St Asaph City Council

**Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 10th June 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, M J Hogg, K Jones (Deputy Mayor), L Nelson, G W Roberts, J O Roberts, P Scott and R Williams (Mayor).

**Via Zoom:** None.

## 2026/110 Apologies for Absence

- Apologies were received from Cllrs Hardie and Morton.

## 2026/111 Declarations of Interest

- None

## 2026/112 Public Participation

- One member of the public was present.

## 2026/113 North Wales Police

PCSO David Jones gave his report:

- A spate of broken windows on motor vehicles in the area, two of which were in St Asaph;
- Unauthorised taking of a motor vehicle;
- Common assault at an educational establishment;
- Common assault on Mount Road;
- Theft of a cycle on Heol Clwyd, which was returned.

He is aware of the theft of the manhole cover and the theft of flowers from one of the Council's planters and is following up.

Dispersal orders have been in place for St Asaph in recent weeks.

Cllr Hogg raised fly-tipping issues and misuse of the Council's litter bins, which the PCSO will follow up. Denbighshire Enforcement are also involved.

Cllr J O Roberts advised the PCSO of the walking football event at the Football Club.

## 2026/114 Mayor's Report

The Mayor, Cllr Williams gave her report. She had attended the following:

- Meeting with Denbighshire Streetscene Officers. The City Council's planters have been returned to the High Street, and the offer of an additional two planters was accepted.
- Elwy Invasive Plants Group Himalayan balsam picking.
- Dementia Friends coffee morning, including judging the Brownies' art competition.
- Plant sale for the Elwy Invasive Plants Group (EIPG).
- Meeting with the headteacher at Ysgol Esgob Morgan.
- Friends of the Allotments plants sale.
- Rhyl civic service.
- Football Club presentation.
- Environment & Assets Committee meeting.

The Mayor is happy to support local volunteer groups.
Himalayan Balsam clearance was discussed. A co-ordinated effort along the river will produce better results. Cllr Hogg will put the EIPG in touch with Friends of the Earth, Ruthin.

## 2026/115 County Councillors' Reports

### Cllr Scott

Cllr Scott had attended the following:

- Scrutiny Chairs and Vice Chairs.
- Workshop re: Child Protection.
- Meeting, together with Cllr Hogg, with the head of Environmental Services.
- Partnership Scrutiny.

A question was raised regarding fallen trees at a property on The Roe. Cllr Scott will report this to Customer Services.

### Cllr Hogg

Cllr Hogg had attended the following:

- Scrutiny Chairs and Vice Chairs.
- Capital Scrutiny.
- Meeting with the head of Environmental Services.
- Meeting with the Tree Officer, discussing a review of tree preservation orders.

Enforcement of planning conditions to replace trees was raised. Cllr Hogg is following these up. Retaining trees within St Asaph and recording notable trees were discussed.

- Equality and Diversity meeting.
- Clwydian Range meeting.
- Meeting at Loggerheads.
- Community Cohesion meeting.

He also highlighted the following:

- Traffic Monitoring – the initial improvement, following the Go Safe Team's attendance, was not sustained.
- Road closure at Bryn Gobaith. Residents will be able to access their homes.
- NRW leaflets re: flood preparedness are available in the Library. St Asaph Floodwardens group are meeting with the Dyserth flood team to share best practices.
- Local showings of the National Emergency Briefing re: Climate Change.

Cllr Scott will make enquiries with Elwy MAG regarding Open Spaces funding.

## 2026/116 Minutes

The minutes of the previous meeting 13th May 2026 were discussed regarding accuracy (circulated prior to the meeting).

**Resolved to approve the minutes of 13th May 2026 as an accurate record.**

## 2026/117 Matters Arising

**2026/099** – the Christmas lights have been received by the Council's contractor, and Denbighshire are proceeding with the preparatory work for the additional Christmas tree.

## 2026/118 Financial management

**a)** The payment schedule was reviewed:

- Items 1 to 6 and 10 to 11 were paid in May and are reflected in the bank balances to the end of May. Payment for the Christmas lights was required before dispatch.
- John Owens Solicitors £7200 was approved at the May Council meeting.
- JDH Business Services £673-20 is the internal audit fee.
- Vale of Clwyd CC includes £291 for planting up the floral planters.

**Resolved to approve the Payments Schedule, total value £15,865-73.**

**b)** The Mayor proposed that blank cards, with an image of St Asaph, be considered to send greetings to members of the community marking significant events.

**Resolved the Clerk is to seek proofs and costs from Fineline. Images could be sought from a local artist or photographer.**

The finance report was discussed. The costs against budgets for May were considered with explanations for variances in excess of 15% included in the report. For a number of budgets, expenditure is not distributed equally throughout the year.

- Donation received for a memorial bench. Funds for a second bench were received at the beginning of June. The benches have been ordered and instructions issued for the groundwork.
- Community budget – most expenditure occurs in the last quarter of the financial year.
- Property budget – football pitch maintenance £2928 is paid in May, to coincide with the Club's expenditure.
- Projects are to be discussed and agreed by the Environment & Assets Committee and the City Plan group.
- Reserves £6000 to pay legal costs agreed by Council in May.
- The increased HMRC tax-free mileage rate was highlighted.
- Cllr Scott has had discussions with a sculptor regarding the wildlife sculptures project. £554 from the Open Spaces 2025 funding for the project is due to be claimed by 1st July 2026.

**Resolved the Clerk is to write to Denbighshire requesting an extension to the deadline.**

**Resolved to approve and accept the finance report.**

## 2026/119 Planning Applications

None received.

## 2026/120 Assets Register 2025-2026

The Assets register was reviewed.

The value of the Councils signs had been corrected as the value of two signs had not been included in the total.

**Resolved to approve the Assets Register 2024/2025 with a re-stated value of £840836.**

The value of the flood shutters purchased in 2025/2026, £5250, was added to the register

**Resolved to approve the 2025/2026 Assets Register, value £835620.**

## 2026/121 Internal Control Policy and Procedures

The Council reviewed its internal control policy and procedures.

**Resolved to approve and adopt the Internal Control Policy and Procedures for 2026-2027.**

## 2026/122 Internal Audit Report 2025-2026

a) The Internal Auditor's report was considered. The Council is aware of the need to obtain VAT invoices from solicitors, minute reference 2026/063 b). The Assets register has been updated.

**Resolved to receive and accept the Internal Auditor's Report for 2025-2026.**

**b) Resolved to approve the Internal Audit Action Plan.**

## 2026/123 Annual statement of Accounts and Annual Governance Statement

The Council reviewed the annual statement of accounts and Annual Governance Statement, which had been circulated to all Councillors on 28th May. Additional disclosure note made re: Vision and Purpose for the Council, which is in progress and General Power of Competence

**a) Resolved to approve the Annual Statement of Accounts and the Bank Reconciliation for 2025-2026.**

**b) Resolved to approve the Annual Governance Statement for 2025-2026.**

**c) Resolved to approve the Annual Statement for 2025-2026.**

**d) Resolved to authorise the Mayor to sign the documents in a) b) & c).**

## 2026/124 Environment & Assets Committee

a) Cllr Gedd gave his report following the meeting of the Committee on 9th June 2026.
**Resolved to receive and accept the minutes of the meeting of the Environment & Assets Committee on 9th June 2026.**

b) There were no recommendations from the Committee, except for insurance, see below.

## 2026/125 Council's Insurance Policy

The Environment & Assets Committee had considered the quotations received. Five quotations had been requested, and two were received:

i. Zurich Insurance £3,319-70 per annum for a three-year deal.
ii. Clear Insurance £2,728-16 for a one year agreement.

Clear insurance had requested three years' claims details, and so were not aware of the previous history of flooding at Roe Plas. Zurich, as the Council's existing insurers, were aware of the Council's claims history. For this reason, the committee recommended the Council approves the Zurich quotation.
**Resolved to approve and accept the quotation of £3,319-70 per annum from Zurich Insurance for a three-year deal.**

## 2026/126 Internal Control

Cllr Scott gave his report following his internal control check on 9th June.
**Resolved to approve and accept Cllr Scott's Internal Control report.**
Cllr Scott and the Clerk had also checked and verified the Council's value items. These include 52 City status commemorative coins, which are not routinely awarded.
**Resolved twenty coins be given to Ysgol Esgob Morgan, and twenty coins to St Asaph Infants**.

## 2026/127 Delegations

Further to the discussions at the May meeting, Council considered the terms of reference for the Legal Committee, formerly the Licensing Committee. Responding to planning applications, where the deadline for response expires before the next Council meeting, was included.

**a) Resolved to approve the terms of reference for the Legal Committee.**

b) The delegation scheme for 2026-2027 was updated to reflect delegation to the Legal Committee. It was confirmed the preferred forum for consideration of response to planning and licensing applications is full Council.
**Resolved to approve the delegation scheme for 2026-2027.**

## 2026/128 Defibrillators

The new defibrillator on Heol Esgob has been installed and now needs to be registered on the Circuit. Appointment of a guardian for the device was considered.
**Resolved to appoint Cllr Hogg as guardian for the defibrillator on Heol Esgob.**
There was a suggestion that photos of a representative of the host business or organisation, the guardian and the Mayor for each device could be published in the annual report.
**Resolved that photos be arranged for the relevant businesses, the defibrillator guardians and the Mayor be taken and published in the annual report. The pictures could also be sent to the Rhyl Journal.**

## 2026/129 Correspondence

| No. | Details | Response |
|---|---|---|
| a. | Activity report from St Asaph Library | **Received.**<br>The Councillors were pleased to see the impact the Library has on the community. |
| b. | E-mail from Afon Elwy Environment Group re: Letter of thanks | **Received.** |

| No. | Details | Response |
|---|---|---|
| c. | E-mail from Elwy Invasive Plants Group re: Letter of Thanks | **Received.** |

## 2026/130 Exclusion of Press and Public

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

## 2026/131 Legal Matters

**This item is confidential as it includes advice from the Council's solicitor.**

The Mayor, Cllr Williams, gave an update to Council.

**The meeting concluded at 8.40 pm**

## Date of Next Meeting

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

**Signed .....**

**Cllr Rosalind Williams, Chairman of the Full Council 8th July 2026**