Cyngor Dinas Llanelwy
St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 9th September 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, K Jones (Deputy Mayor), L Nelson, G W Roberts, J O Roberts, P Scott and R Williams (Mayor).

Via Zoom: None.

2026/168 Apologies for Absence

- Apologies were received from Cllrs Hardie, Hogg and Morton.

2026/169 Declarations of Interest

- Cllr Williams declared an interest in item 13 due to proximity to her property.

2026/170 Public Participation

- None.

2026/171 North Wales Police

PCSO David Jones gave his report:

- Four shoplifting incidents;
- Dangerous dogs incident on the High Street;
- Five anti-social behaviour incidents;
- Two common assaults;
- Fraud;
- Graffiti;
- Break-in at Oriel House. Arrests made and goods recovered;
- Damage to a vehicle;
- Threats made to an individual;
- Criminal damage complaint.

The clerk is to report the vandalism to the council's property as one incident and the PCSO will follow up.

The PCSO left the meeting.

2026/172 Mayor's Report

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

- Fairholme end of term service;
- Elwy Invasive Plants Group Himalayan Balsam picking;
- Denbigh civic service;
- Football Club International Juniors tournament;
- Assets Inspection;
- Cricket match;
- St Kentigerns tour;
- Forget me not concert;
- Deputy Mayor attended Rhyl Mayor's charity event;
- Deputy Mayor attended Connah's Quay civic service;
- Ruthin Civic service;

- Netball club practice;
- Full Council meeting;
- Council social;
- Deputy Mayor attended christadelphians;
- City Striders Race the Train;
- Meeting with clerk and cathedral;
- Meeting with clerk and a resident.

The Mayor had sent a sympathy card from the council, following the sad death of John Liston, who had served St Asaph in a number of roles over so many years.

2026/173 County Councillors' Reports

Cllr Hogg

Cllr Hogg had sent his apologies. His report will be e-mailed to councillors.

Cllr Scott

Cllr Scott had attended the following, along with Cllr Hogg:

- Workshop re: electric vehicles;
- Planning;
- Flag-raising for the Merchant Navy;
- Chairs and Vice-Chairs;
- Full Council;
- Flag-raising for the Emergency Services;
- Denbigh Civic Service;

Due to recent changes to the leadership and cabinet, Cllr Scott will become Chair of Denbighshire later this month.

He has also dealt with the following issues:

- School transport for a pupil;
- Missing street sign;
- Availability of toilets for Remembrance Sunday;
- Highways have confirmed they will be cleaning the gullies;
- Following up abuse of Denbighshire litter bins near Ashly Court.

2026/174 Minutes

The minutes of the previous meeting 20th August 2026 were discussed regarding accuracy (circulated prior to the meeting).

Resolved to approve the minutes of 20th August 2026 as an accurate record.

2026/175 Matters Arising

2026/165 – Cambrian Woodland have started work to the priority one trees. The dead tree behind the goalposts has been removed. A licence will be required from Scottish Power for one tree as it is near a high voltage power line.

Resolved the clerk is to ask Cambrian Woodland to apply for a licence to complete the work.

2026/176 Financial management

a) The payment schedule was reviewed:

- Items to the value of £6631-46 were paid in July. Items to the value of £7135-03 were paid in August. The remaining items, value £7039-63 are to be paid.
- £4427-88 Glascoed Timber is for service in May and June.
- £950 J G Sculpture is for the woodpecker sculpture. Payment was required in advance.
- £1374-42 Vale of Clwyd CC includes tasks from the Play inspections, Assets inspection and watering the young trees and floral displays.

Resolved to approve the Payments Schedule, total value £20,806-12.

b) The finance report was discussed. The costs against budgets for June 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.

- The cherry trees on the common were starting to suffer in the heat. Watering frequency increased to daily until the surrounding grass recovers. Slow-release feed and mulch has been added. At a site visit last week, the trees all appeared healthy.
- Complaint raised with Octopus as the smart meter at the meeting room has never worked properly since its installation three years ago. The meter may need to be replaced.
- Vandalism has been an issue over the summer, with damage to a picnic bench at Roe Plas, damage to signs and theft of a no parking signs and post. These have been reported to the PCSO.

Invoices received since issue of the payments schedule:

- Glascoed Timber £2947-08 for services in July and August. This includes £150 for repairs to the picnic bench and £60 for repairs to the kissing gate. The grass has not been cut in July and August due to the hot weather.
- Blachere have sent sales acknowledgements for Christmas Lighting, to be discussed under "Christmas 2026"
- Vaughtons £624-71 for engraving the Mayor's chain. £342 & VAT is for secure courier costs.

The clerk would like to attend One Voice Wales Training in November at a cost of £75 & VAT.

Last year the council approved a donation of £50 plus costs to DPJ Foundation Tractor Run. The council was asked to consider whether to make the same donation this year.

Welsh Water bills for the three buildings received. The bills for the meeting room and football pavilion show an increase of 67% and 371% respectively, year on year. Contacted Welsh Water. The clerk and Cllr J O Roberts will conduct leak tests before the Assets meeting.

A request has been received for a city status presentation coin be awarded to a resident on his 90th birthday.

Need to continue to monitor balances at Nat West in view of the FFCS limit.-

Resolved to approve the additional payments listed above.
Resolved to approve training costs of £75 & VAT.
Resolved to approve a donation of £50 plus costs to DPJ Foundation.
Resolved to approve presentation of one city status coin to the resident. The Mayor will make the presentation.
Resolved to approve and accept the finance report.

c) Council greetings cards to be considered under Christmas 2026.

2026/177 Planning Applications

None received.

Cllr Ellison raised the importance of considering environmental factors when considering planning applications.

2026/178 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
DD2026/004	To instruct Vaughtons to instruct a courier to collect and return the Mayor's chain.
DD2026/005	To grant permission to Mountaintop Media to film in the river, St Asaph Common.

Number	Decision
DD2026/006	To approve a quotation of £90 & VAT from Hamilton Security to replace the CCTV sign.

For item DD2026/005, Cllr Hardie's views had also been sought as the council's Health & Safety Officer.

2026/179 City Plan Working Group

a) Cllr Scott and Cllr Williams gave their report following the meeting of the group on 27th July 2026.

Resolved to receive and accept the minutes of the meeting of the City Plan Working Group on 27th July 2026.

b) Further to the previous meeting, Cllr Grove had conducted an assessment of the High Street to identify properties in need of improvement. He has discussed the results with Denbighshire Economic Development and the way forward.

Projects in hand include wildlife sculpture, bus shelter murals, country miles scheme and the noticeboard. The clerk has written to a potential sponsor for the noticeboard and provided costs.

CCTV funding was discussed. Gwynt y Môr require three quotations, however Denbighshire's system is only compatible with one supplier. The clerk is liaising with Denbighshire for proof of this requirement.

c) The city plan is now complete and the action plan has been recommended by the working group.

Resolved to approve the action plan to be incorporated into the plan.

Resolved the clerk is to publish the plan on the website and distribute it to Denbighshire.

2026/180 Civic Regalia

Further to the July meeting, the Mayor's chain has been assessed and a report and quotation received from Vaughtons. The following points were made:

- There are no blank medallions to add the names of the present and future mayors.
- The latest evidence of any work to the chain is the addition of a second chain twenty years ago.
- The chain needs re-plating.
- The medallion needs repair and partial replacement.
- The velvet collar is important to prevent slippage and hold the chain in place.
- The case for the chain is important to protect the gold plating. This should be done once all other work is complete.
- The work will take eight to ten weeks, so the chain could be serviced from beginning of March until mid May.
- Any surplus from this year's civic budget could be saved towards the restoration work, with the balance added to the budget for 2027-2028.
- An updated valuation for insurance purposes would be prudent.

Resolved to proceed with the work, as detailed above. Instructions to be sent at the beginning of March 2027. The clerk is to put the quotation to the budget and precept meeting for inclusion with the budget for 2027-2028.

2026/181 Christmas 2026

Further to the July meeting, quotations were accepted from Blachere and the three-year hire agreement has been received for signature. Since acceptance was made, Blachere has made the clerk aware of the following:

- The hire price does not include installation and de-rigging.
- They do not offer the option to replace the motifs each year.

It was confirmed the option to purchase the decorations in the fourth year at the same cost as one year's hire is included in the agreement.
Resolved that Denbighshire should install and take down the decorations.
Resolved to approve the three-year hire agreement with Blachere.
The following were noted:

- Permission had been received from Denbighshire for the tree wraps at Ashly Court.
- Denbighshire has approved the lamppost motifs and issued the licence for the Christmas tree.
- Denbighshire has also approved the defibrillator for Upper Denbigh Road, so the clerk is progressing this.

2026/182 Suspension of Financial Regulations

Resolved to suspend Financial Regulations for the following item.

2026/183 Payments for Christmas Lighting

Blachere has sent sales acknowledgements for the Christmas lighting, as follows:

i. £3388-10, including VAT for hire of the lamppost motifs.
ii. £8141-10, including VAT, for purchase and installation of the tree wraps.

The invoices will be received once the hire agreement is returned. Payment of these invoices by internet banking is recommended to ensure deadlines are met for delivery and installation of the lighting.
Resolved to approve both payments are made on receipt of the invoices, by internet banking.

2026/184 Re-instatement of Financial Regulations

Resolved to re-instate financial regulations.

2026/185 Christmas 2026

With agreement from the Christmas Lighting Group members, the Mayor had issued a resident poll on Facebook asking for preferences as to Christmas lighting motifs. First choice was Christmas trees, followed by reindeers. The original hire quotation offering a mix of these motifs was therefore accepted.
The Mayor gave an update following a meeting with the clerk and an officer from the cathedral to discuss the winter fair. Awaiting confirmation from the cathedral as to whether the fair will go ahead. Another option would be to support St Kentigern with their events. Once this is known the Events Committee can plan the grotto and lights switch on.
The Mayor and the clerk had met with a resident regarding photographs for greetings cards. Costs would be similar to those approved for general greetings cards.
Resolved the clerk is to order Christmas cards for the council, using appropriate local photographs.

2026/186 Correspondence

No.	Details	Response
a.	E-mail from Ysgol Esgob Morgan re: invitation to support St Asaph's first St David's Day Community Parade	**Resolved the clerk is to write to the school requesting further information.** The Mayor will discuss with the school at an upcoming visit.
b.	E-mail from Mona Offshore Wind Project re: Mona Project Newsletter	**Received.**
c.	E-mail from a resident re: Elizabeth Williams Charities	**Resolved to appoint Cllr Jones as a trustee for the charity.** **Resolved the clerk is to write to the outgoing trustee to thank them.**

No.	Details	Response
	E-mail from St Asaph Library re: Commuted Sums Work	**Resolved the clerk is to write to the Library Manager to thank them for doing this work and congratulating them on the result.**
	E-mail from the Circuit re: defibrillator at Ysgol Glan Clwyd	**Resolved the clerk is to write to the school to advise the council is unable to take on this role.**

2026/187 Exclusion of Press and Public

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

2026/188 Local Government Pay Agreement

Letter received from National Joint Council for Local Government Services re: Pay Agreement 2026.

Resolved to note and approve the pay award.

Resolved the clerk should add Clerk's pay to the budget discussions for December.

2026/189 St Asaph Common

Cllr Williams left the chamber as she had declared a personal and prejudicial interest in this item.

Cllr Jones took the chair.

Cllr Gedd gave his report following a site meeting, together with the clerk, with Denbighshire and Water Aid. Denbighshire requested permission to remove some of the city council's trees to enable them to build a flood wall on the common to protect Llys-y-Felin against future flooding events. Denbighshire advised they would not be applying for planning permission as they believed it would be permitted development.

The clerk had obtained legal advice from the council's solicitor surrounding permission for the work and liability for any detriment arising from the work. Plans showing flood risk and impact on neighbouring properties had not been received from Denbighshire.

Discussions included concerns re:

- Potential adverse affects on other properties as a result of the scheme.
- Need for public consultation, and direct consultation with owners of affected properties.
- Need for a full indemnity and assurance there would be no adverse impact on other properties.
- Preference would be for a bund in this natural environment.
- Removal of mature trees, albeit replaced by young trees.
- Environmental impact of removing mature trees.

Resolved not to grant permission for the city council's trees to be removed. The clerk is to write to Denbighshire asking them to find another option, and advising of the concerns highlighted above.

Cllr Williams returned to the chamber and resumed the chair.

2026/190 Legal Matters

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

The clerk had obtained advice from the council's solicitor as to the next steps.

Resolved the Clerk is to issue instructions to John Owens to proceed in accordance with his advice. It was noted an estimate of costs would be received in due course.

2026/191 Re-admittance of the Public

Resolved to re-admit the public and press to the meeting.

2026/192 Civic Matters

The Mayor issued notices for charity events in October, asking the council to support them. Arrangements for a forthcoming celebration were discussed.

Resolved the Clerk is to purchase an appropriate gift from the Mayor's allowance, in consultation with the Mayor.

The meeting concluded at 9.00 pm

Date of Next Meeting

Meeting in person and with remote attendance held 14th October 2026.

Signed .....
Cllr Rosalind Williams, Chairman of the Full Council 14th October 2026