

**MINUTES OF THE MEETING OF CILCAIN COMMUNITY COUNCIL HELD AT THE VILLAGE HALL, CILCAIN ON 21 JANUARY 2019**

**Present:**           **Chairperson:** Cllr Jean Ramsay  
                          **Councillors:** Cllr Ann Baker           Cllr Janet Butlin  
  Pauline Douglas           Greg Foster  
  Gwen Hardman           Cllr Ian Hughes  
  Gareth W Hughes       Ian Smith  
  John Worthington  
  The Clerk was also in attendance

1.    **CHAIRPERSON'S OPENING REMARKS**

'Croeso i bawb i Gyngor Mis Ionawr '. The Chairman welcomed all to the January Meeting. Two Cilcain residents attended the Council Meeting, together with Mr Neil Hickie from Flintshire Streetscene.

2.    **APOLOGIES** - J Emyr Davies, Cllr W Owen Thomas.

3.    **DECLARATIONS OF INTEREST** - There were no Declarations of Interest.

4.    **MINUTES OF LAST MEETING**

The Minutes of the 17 December 2018 Council Meeting held at the Village Hall, Cilcain were confirmed and signed by the Chairman as being correct.

The Minutes of the additional meeting on 4th December 2018 held at Capel Gad, Cilcain were confirmed and signed by the Chairman as being correct.

5.    **MATTERS ARISING**

(a)   **Highway matters 'action plan'** - Mr Neil Hickie responded to questions raised by Members regarding the items on the action plan.

Cllr Gareth W Hughes referred to the following items which have been missed off the list or need to be added:

- (a)    Item No 12 - Hendre culvert - culvert cleaning done - car park silt removed - but the repair of the footway boundary fence needs discussing at the Quarry Liaison meeting scheduled for the 23 January.
- (b)    Leete Avenue - potholes and drainage need adding to the 'action list'.
- (c)    Item No 17 - pothole by post box now much worse.
- (d)    Llys Alyn play area fence - Item passed on to Mr Richard Roberts - therefore item not included in the Streetscene 'action plan'.
- (e)    Item No 11 - Salt in bin now solid and unusable.
- (f)    Item No 25 - meeting arranged with Cllr Hughes on 23 Jan
- (g)    Llys Alyn Potholes - item to be added to 'action plan'
- (h)    Item No 16 - three gulleys higher up Dolfechlas Rd now blocked solid.
- (i)    Dolfechlas Rd - gulley opposite Church Lane blocked solid
- (j)    Item No 18, The Graig - a number of additional potholes have appeared in this vicinity since the September 2018 list was drawn up.

Cllr Ian Hughes referred to the potholes in the centre of Cilcain village, and the worsening condition of the surfacing down Pantymwyn Road. Mr Hickie reported that a recent inspection had confirmed that a number of the potholes had now exceeded the 40mm depth limit. Consequently, in accordance with Flintshire maintenance policy, the repair works would be undertaken in the next few days.

Cllr Ian Hughes referred to having noted on the website that in a recent study the condition of roads in Flintshire were amongst the best in the Country. Mr Hickie explained that the study was based on category 'A' and 'B' roads. Ffordd y Llan and Pantymwyn Road are inspected once per month, but most of the country roads are inspected twice per year in February and August.

Mr Hickie referred to problems arising between the initial inspection and the work being undertaken. For example, when the surfacing outside the pensioners bungalow was first identified, slurry treatment would have been ideal. Now when the work is about to be done, the potholes have developed to such an extent that slurry treatment is no longer the ideal treatment.

Cllr Mrs Gwen Hardman was concerned that repeated monitoring and measuring seemed to ignore the needs of the people.

Chair noted that Item No 21 can now be deleted.

Mr Hickie had supplied the Community Council with a plan of Waen Field to show which part of the boundary was included in the annual hedge cutting contract.

Mr Hickie had brought with him to the Council meeting a selection of dog fouling signs. The signs were given to Cllr Gwen Hardman and Cllr Ian Smith.

An official A3 Flintshire poster had been supplied by Flintshire's Mr Gerwyn Davies.

Mr Hickie explained that the black litter bins can now be used for the disposal of dog fouling bags. Mr Hickie to arrange to obtain stickers that can be used on the black litter bins to explain the black bins were now dual purpose. Members agreed to give consideration to locating a new black litter bin in the village centre area.

The Chair thanked Mr Neil Hickie for his attendance.

(b) **Matters arising - non highway matters**

p213 **Cilcain Notice Board** - Cllr Gwen Hardman gave an update on the position regarding the new notice board being produced by Mr J Bateson. Cllr Gareth Hughes to be informed when the existing metal frame notice board was ready to be taken to the Football Club premises in Rhydymwyn.

p213 **Pedestrian Crossing, Rhydymwyn** - Clerk reported that written confirmation on Flintshire's position regarding the pedestrian crossing proposals was still awaited.

p214 **Tarmac Quarry Liaison Meeting** - Cllr Gareth W Hughes to attend meeting scheduled for 23 January. Items to be discussed:

- (a) Fence alongside culvert at Hendre - arrangement proposed for renewal / repair.
- (b) White limestone dust on carriageway between quarry exit and Rhydymwyn. A set of recent photographs taken by Cllr Ian Smith made were available at the Council Meeting.

p215 **Ground Work, North Wales** - Invitation for Mr Thomas to be now postponed until March Council meeting. Mr Barry Wilkinson to be invited to the February Meeting.

p215 **North Wales Police, crime reports** - Cllr Ian Hughes reported oil having been stolen from a supply tank on the Parc y Llan estate.

-- **Pen y Cefn Farm, Rhydymwyn** - Clerk indicated that a report had been received from a Rhydymwyn resident regarding the dormer windows having been removed. Clerk had been requested to establish if the removal of the dormer windows had been authorised. Clerk reported that Flintshire's Conservation Officer and a CADW Officer had visited the site and were investigating the position. Historical checks had shown that the dormer windows were not part of the original building.

## 6. PLANNING MATTERS

1. **Community Council observations requested on:** No applications received

### 2. **Planning decisions made by Flintshire County Council:**

(a) Proposal: Application for the approval of details reserved by condition no. 22 (windows, doors, barge boards and fascias) attached to planning permission ref. 057421

Location: Pen Y Cefn Farm, Rhydymwyn, Mold, Flintshire, CH7 5HP

Ref : 059065

Decision: Refused

(b) Proposal: Application for the approval of details reserved by condition no. 23 (floorboards, skirting and architraves) attached to planning permission ref. 057421

Location: Pen Y Cefn Farm, Rhydymwyn, Mold, Flintshire, CH7 5HP

Ref: 059066

Decision: Refused

(c) Proposal: Application for the approval of details reserved by condition no. 16 (method statement for the repair of timber elements) attached to planning permission ref. 057421

Location: Pen Y Cefn Farm, Rhydymwyn, Mold, Flintshire, CH7 5HP

Ref: 059064

Decision: Refused

(d) Location: Land adjacent to Caer Go, Cefn Road, Cilcain

Proposal: Erection of accommodation in connection with gun dog training centre.

Ref No: 058254

Decision: Approved

7. **CORRESPONDENCE / COMMUNICATIONS** Position noted on the following:

- 1) 17/12 **FCC Planning website** - Information regarding accessing Flintshire's Planning applications. This information to be emailed to Councillors to enable Members to access the appropriate website link.
- 2) 19/12 **Flintshire County Forum Meeting** - Forum meeting scheduled for 14 Feb 2019 - Request for Agenda Items. Chairwoman and one other Member to attend.
- 3) 20/12 **Flintshire Play Sufficiency 2019** - Invitation from Flintshire's Play Development Officer to participate in a survey to provide the Welsh Assembly with information regarding the availability of play facilities in the Council's area. Clerk to write to Flintshire to:
- (a) Express concern regarding last year's playscheme.
  - (b) The very low attendance figures in Cilcain was very disappointing.
  - (c) Concern received from a number of parents regarding the lack of engagement by the play leaders.
  - (d) Are the disappointing attendance figures reflected in other parts of Flintshire?
  - (e) Are the weeks chosen too close to the start of the School holidays? Do we have to have these first three weeks of the school holidays?
  - (f) Attendance has been dropping since the start of the playscheme initiative. What improvements are being considered next year by Flintshire to counter this apparent steady decline in attendance.
- 4) 21/12 **Bus Service in Flintshire** - Information from Flintshire County Council. Cllr Gareth Hughes referred to the bus service not going into Llys Alyn any more. Clerk to take the matter up with Flintshire to see if there is any compromise available whereby at least one daily service bus goes into the Llys Alyn estate.
- 5) 21/12 **Village Hall Lease** - Update information from the Council's Solicitor. Cllr Gwen Hardman and Cllr Gareth W Hughes reported on the current position at the Council Meeting. Cllr Gwen Hardman explained that there was now an urgent need for the Council's Solicitor to have discussions with the County Solicitor regarding the extension land. Lack of progress on the extension land was holding up the lease negotiation with the Hall Committee.
- Cllr Hardman felt that the response regarding what activities are acceptable on the village green had not been adequately addressed. Cllr Greg Foster felt it would be appropriate for the Council to put forward certain specific scenario that are of interest to the Council. Cllr Hardman and the Clerk to liaise to prepare a list so that the Solicitors opinion of the specific scenarios could be made available to the Council.
- 6) 05/01 **Clearing tree boughs off cemetery wall** - Information from Cllr John Worthington. Since there were various items dealing with trees in the cemetery, Members agreed for all the cemetery tree items to be dealt with together later in the Council Meeting.
- 7) 10/01 **GDPR in relation to Community Council's** - Information from the Society of Local Council Clerks to indicate that a guide to cover good practice on Information Governance is being prepared. Position noted. Clerk explained that this information from SLCC had now been overtaken by events to some extent. The information directly related to GDPR had now been obtained from another source. A copy of the policy document used by adjoining Community Councils was made available at the Council Meeting. Members also referred to correspondence item No 16 below.

- 8) 10/01 **New Commemorative Seat, Cilcain** - Update provided by Cllr John Worthington regarding the commemorative seat being provided for Rob Taylor (Cilcain Postie). Cllr Worthington reported that the seat was scheduled to be installed in the Bowling Club later this week.
- 9) 11/01 **Visits to Town and Community Councils** - Information from Flintshire regarding the first four visits by Monitoring Officers . Chair read out the salient points made following the four visits:
- (i) **Need for the Notice of the Meeting to be on the Notice Board and the Website.** Clerk confirmed that the Notice of the Meeting is posted up on two Notice Boards on the Tuesday evening prior to the Monday Meeting. Cllr Ian Smith confirmed that the Agenda is posted on the Council Website, together with an annual schedule of meeting dates.
  - (ii) **Need for Internal Notices to direct Members of the public to the Council Meeting room.** Clerk to prepare suitable temporary card signs.
  - (iii) **Need for the Clerk to respond to correspondence as soon as possible**  
Chair explained that a standard reply is normally sent to indicate that the issue will be considered in the next meeting.
  - (iv) **Declaration of Interest** - Need for Members who declare an interest to give the reason for declaring an interest. Clerk reported that Cllr Ian Smith and himself arrange for the Declarations of Interest to be included on the Council website following the Council Meeting.
  - (v) **Make it clear to Members of the public when they are allowed to speak.**  
Members agreed - if a new person was in attendance - it would be appropriate to ask that person at the beginning of the Meeting which item they were interested in.  
Cllr Greg Foster maintained consideration should be given to including an item on the Agenda to inform members of the public whether they are permitted to speak.  
Cllr Ann Baker referred to page 9 of the Council Standing Orders which makes clear the details for participation by members of the public.
  - (vi) **Need to formally agree the Minutes of the previous meeting.**  
Cllr Gareth W Hughes maintained that the Council now regularly proposes, seconds and formally agrees the Minutes.
- 10) 11/01 **Local Council Guide to information governance** - Update information from the Clerks' Society (SLCC). The Clerk explained that the Guide to Information Governance study would cover a number of issues relating to information governance, one of these issues being GDPR. Position noted.
- 11) 12/01 **Trimm rock Quarry** - Information regarding offer of photographic negatives of the Quarry area at Cefn Road. Clerk authorised to purchase the negatives. Once purchased, Members agreed for the negatives to be donated to the Cilcain WI for its 'century of memories' project.
- 12) 14/01 **Engagement Invitation for Local Toilets Strategy** - Invitation from Flintshire to participate in a Strategy for Public Toilets. The Chairwoman explained that
- (i) Flintshire was putting together a draft strategy
  - (ii) Flintshire was engaging individuals and organisations in the community to obtain their views.

- (iii) A previous study had taken place in 2012.
- (iv) The Strategy document was intended to emphasise the strategic approach to aspects of the facility.

The Chairwoman invited Mrs Sue Jones of Clean and Lock to comment on the consultation document. Mrs Jones noted:

- (i) There was no mention at all of any funding being made available for any new provision, in the event of the strategic look concluding that new provision is required.
- (ii) Further approach will probably be made to business premises to make their private facilities available to the public.
- (iii) Mrs Jones indicated she would arrange to leave copies of the questionnaire in the Shop and the Village Hall.

Cllr Gwen Hardman felt that the Public Health aspects of toilets facilities should be given more emphasis. In view of the importance of health issues, Cllr Hardman questioned if it was appropriate to pass the maintenance responsibility on to volunteering groups.

- 13) 14/01 **Tree in cemetery near the Biere House** - Information from Cllr John Worthington. Item including cost options to be discussed at the end of the Council Meeting.
- 14) 15/01 **Village Hall Contents Insurance** - Request for donation to assist with insurance costs. Members considered it appropriate to refer to the Appendix report prepared by the Clerk prior to receipt of the latest cost details being received from the Hall Chairman.
- 15) 17/01 **Excavation in Glas Coed highway service strip** - Concern raised by local Ward Member. A copy of the email sent to the Flintshire Planning Section was attached to the correspondence for Members information. Reminder to be sent to Flintshire.
- 16) 17/01 **Data Protection Registration** - Information regarding the need for the Community Council to register with the Information Commissioner's Office. The Council is requested to authorise the Clerk to register the Community Council. Annual subscription fee involved is currently £35. Members agreed to take away the information distributed at the meeting so the matter can be discussed in a future Council Meeting.
- 17) 17/01 **Cilcain and Rhydymwyn Playscheme 2018** - Attendance figures from Flintshire. Members noted, from the attached spreadsheet produced by a Ward Member that the cost per visit per child has increased substantially since the 2017 playscheme. The total cost of the scheme to the Council was £2,618 in both 2017 and 2018. Clerk to send a letter to express concern. Item discussed earlier.
- 18) 18/01 **Cilcain Show, 26 Aug 2019** - Request for:
  - (a) Permission to use Waen Field for the annual Village Show. Permission given.
  - (b) Request for a donation to assist with the cost of the Show. Matter to be discussed later in the Council Meeting.
  - (c) Request for the boundary hedge to be cut prior to the day of the Show.

Members noted that Flintshire County Council have in the past cut the boundary hedge on a regular basis. Flintshire's hedge cutting is usually undertaken in October / November. It is possible that Flintshire missed the hedge cut in the Autumn of 2017.

Cllr Gareth Hughes maintained that the hedge cannot be cut in the summer prior to the Show because of the bird nesting restrictions. Cllr Hughes maintained that the Show Committee has not had to cut the hedge for the August Show for the last forty years, so it is highly likely that Flintshire missed the Autumn 2017 cut. Clerk to request Flintshire to check their records to establish if the Autumn 2017 cut took place.

Cllr John Worthington reported on the existing condition of the hedge. The hedge looked tidy because it had been cut in August last year.

Clerk to check if Flintshire is prepared to cut the hedge in the Spring, prior to the start of the bird nesting constraint.

- 19) 18/01 **Waen Field, Cilcain** - Information from Flintshire Streetscene to identify the extent of the hedge cutting maintenance undertaken by Flintshire. Members agreed that the information will be useful for record purposes.

## 8. MATTERS RAISED SINCE THE LAST MEETING –

- (i) **Cefn Road, Cilcain** - Mud on road reported near Bryn Sholyn. Also static caravans in place within the curtilage. Road condition reported to Flintshire Streetscene. The static caravans were reported to the Planning Enforcement Section at Flintshire on 19 Dec 2018. Clerk reported on the current position at the Council Meeting. Clerk to write to the Chief Planning Officer to express the Council's concern.
- (ii) **Street Lamp Pentre Road, Cilcain** - Cllr John Worthington had reported on 17 December that the street lamp near the Square in Pentre Road was not working (near Penallt). Fault had been reported to Deeco on 20 Dec. Deeco had reported on the 20 Dec - lamp repaired.
- (iii) **Bryn Alyn bends Rhydymwyn** - Cllr Gareth W Hughes had reported (Sat 29 Dec) discarded litter from a bin bag tipped all over the carriageway. Item reported to Flintshire Streetscene (Mr Andrew Lightfoot) on Mon 30 Dec 2018. Cllr Gareth Hughes subsequently reported the litter along Bryn Alyn bends section of road had been cleared.
- (iv) **Potholes village centre Cilcain** - Cllr Ian Hughes reported (5 Jan) potholes outside Capel Gad and outside School House. Item reported to Mr Neil Hickie. Mr Hickie had reported on the current position earlier in the Council Meeting.
- (v) **Dog Fouling near the Square, Cilcain** - Cllr Gwen Hardman had reported (12 Jan ) on concern received from local residents regarding the increasing problem of dog fouling nuisance in Cilcain. Cllr Hardman and Clerk reported at the Council Meeting. Flintshire Streetscene, (Mr Neil Hickie) had brought with him to the Meeting a supply of dog fouling stickers for use by Community Councillors. Flintshire's Mr Gerwyn Davies had also supplied copies of the official Flintshire dog fouling information posters for use on the Public Notice Boards in Cilcain and Rhydymwyn. Item discussed earlier in the Council Meeting.

## 9. EXCLUSION OF PRESS AND PUBLIC

In Pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the press and public be excluded from the meeting, for the following item of business:

1. **Cilcain cemetery** - Members agreed to accept the quotation from Mr W Topley for the removal of the conifer tree near the Biere House.
2. **Cilcain Village Hall Insurance donation** - Members agreed to donate £600 to the Cilcain Village Hall Management Committee to assist the Committee with its insurance premium for last year and this year.
3. **To receive and approve the quarterly statement of accounts to the 31st Dec 2018.**  
The Clerk and Financial Officer provided the Members with a copy of the Quarterly Statement of Accounts to the end of December 2018. Members examined the payments and income position at the end of December 2018, and compared each item of actual expenditure with the budget heading agreed at the precept time. The Members approved the Statement of Accounts and the document was signed by the Chairwoman, Cllr Jean Ramsay.
4. **Precept requirements for 2019/2020 -**  
Recommended : To raise the precept for the forthcoming financial year to £28,688 - an increase of £562. Since the Tax base for the Community has increased this year from £732.97 for Band 'D' properties to £740.79, this increase is equivalent to a 0.94 % annual increase to the ratepayer.

Cllr Gwen Hardman thanked the Clerk for undertaking the tremendous amount of work required in the preparation of the supporting documentation.

Whist Cllr Greg Foster agreed with list of proposed expenditure items, he felt more of the Council's aspirations should be funded out of the Council balance.

Cllr Gareth W Hughes proposed the Council accepts the recommended increase which was equivalent to a 0.94% increase. The proposal was seconded. A show of hands was taken and the proposal was carried. Cllr Foster objected to the proposal.

**RESOLVED:** that the press and public be re-admitted to the meeting.

10. **PAYMENT OF ACCOUNTS** - Accounts scheduled in Appendix A were approved.
11. **DATE OF NEXT MEETING** - The next meeting of the Council will be held at the Village Hall Cilcain at 7.30 pm on 19 February 2019.

Signed \_\_\_\_\_ (Chairman)

Clerk .....

Date: \_\_\_\_\_



**APPENDIX 'A'****PAYMENT OF ACCOUNTS:**

(i)	Aggregate sal + expenses (Clerk's sal = £360/m) (L.G.A.1972 S112)	501.25
(ii)	HMRC - PAYE Clerk's salary (L.G.A.1972 S112)	72.00
(iii)	Canon photocopying charges (Jan 2019 to April 2019)	127.04
(iv)	A Evans - 2 No brown bin stickers from Flintshire for Cilcain cemetery	60.00
(v)	Office equip - Amazon (L.G.A.1972 S111)	191.00
(vi)	A Evans - office stationery (Asda) (L.G.A.1972 S111)	30.30
(vii)	J Bateson - new notice board Cilcain	550.00
(viii)	W Topley - cut back trees - top of Cilcain cemetery	200.00
(ix)	Zurich annual insurance £2,068.21 (or 3yr long term agreement - £1,980.89 or 5yr long term agreement - £1,893.59)	1,980.89
(x)	Cilcain Clean and lock - annual payment for calendar year ending Dec 2018 towards cleaning maintenance cost.	600.00
(xi)	Cilcain Village Hall - donation to assist with insurance matters 2 x £300	600.00
( xii)	Scottish Power - Street lighting energy (P.C.A. 1957 S3)	251.50