

**MINUTES OF MEETING OF CILCAIN COMMUNITY COUNCIL HELD AT CAPEL GAD,  
CILCAIN ON 16 FEBRUARY 2026**

Present: Chairperson: Karen Parker  
Councillors: J Emyr Davies John Doyle  
Gwen Hardman Gareth W Hughes  
Ian Hughes Tim Mitchell  
Michael Parr J V Worthington  
The Clerk was also in attendance

**1. CHAIRPERSON'S OPENING REMARKS**

Croeso i bawb i Gyngor Mis Chwefror. The Chairperson welcomed Members to the February Meeting. The Chair also extended a welcome to two observers (SJ - Cilcain Clean and Lock) and (Mr David Facer, Cilcain resident). An apology had been received from County Councillor Andrew Parkhurst.

**2. APOLOGIES FOR ABSENCE** - Cllr Pauline Douglas, Cllr Malcolm Down, Cllr Christine Vaughan.

**3. DECLARATIONS OF INTEREST** -

None received.

**4. MINUTES OF LAST COUNCIL MEETING** - Cllr Gareth W Hughes proposed, Cllr Gwen Hardman seconded and all Members present agreed to approve the January 2026 Minutes.

**5. MATTERS ARISING - HIGHWAY MATTERS**

Members discussed the following highway issues:

- (i) Poor quality of pothole repairs. Cllr Parr maintained the Council should request Mr Hickie to supply a copy of the procedures Flintshire follows for repairing potholes.
- (ii) Use of maps to report various highway concerns.
- (iii) Cllr J V Worthington questioned why more machine repair of potholes is not being done.
- (iv) Cllr Ian Hughes noted that since Mr Hickie is not allowed to attend Community Council Meetings any more, the Council should request another Officer to attend.
- (v) The Chairperson referred to an item being discussed last year where the Head of Streetscene (Kate Wilby) had promised to produce a report to identify where the additional road repair money given by the Welsh Assembly was going to be spent. Item to be discussed when Cllr Parkhurst is in attendance.
- (vi) Cllr J Emyr Davies agreed that if the Council is concerned about the standard of work, we have the right to express our concern.

**Sheet Two (Miscellaneous)**

Item 3 - Hendre village - Protruding hedge by Mill Terrace - still there.

Additional item, Pantymwyn Road, Cilcain. 50 yds on the Bron y Graig side of Item No 10. Large crack in road surfacing. Cllr Parr was not convinced that the name of the property was spelt correctly. Clerk to check on the Electoral Register and Flintshire's mapping system.

### **Sheet Three - Drainage**

Item 3- Dolfechlas Road - a number of gulleys are blocked in the section of road between the Llys Alyn junction and Winwood. The soakaway near the sandpit in the Donkey field needs checking. It probably needs de-silting.

### **Site Meeting with Mr Hickie at the Institute in Rhydymwyn**

The Chairperson reported on the items discussed:

- (i) Mountain Road, Cilcain - Mr Hickie promised to re-visit the idea of removing the manhole / catch pit located near the middle of the road. Such a proposal would at least go some way to eliminate the ice patch which normally occurs as a result of water surcharging from the gulley opposite Greystones.
- (ii) Whether or not to take salt bags away after the winter was discussed. Neil maintained if the salt bags were left in place there was a chance they would be stolen. A salt heaps list for next year was discussed.
- (iii) Gritting and snow clearance had been discussed:
  - (a) The landowner has a duty of care to protect persons using the land.
  - (b) Persons coming on to the land also have a duty of care to themselves. They have to make sure that they take precautions to protect themselves in adverse weather
  - (c) To protect ourselves as a landowner, we need to have a policy.
  - (d) To have a policy the Council will need to have a baseline to work to
  - (e) The base line is a risk assessment to identify what the risks are
  - (f) Whatever mitigation issues that the landowner includes in the policy have to be reasonable and practicable
  - (g) In considering the above, one has to take cost implications into account; since it is public money we are looking after.
  - (h) The Chair noted that a salt bin has been provided by Flintshire CC in the car park for public use.

Cllr Michael Parr enquired if other Car parks owned by Community Councils have been looked at.

The Clerk reported on enquiries made regarding a similar sized car park in a nearby local village:

- (i) The Community Council as owner of the car park did not salt the car park.
- (ii) A salt bin was provided, but was rarely used by users of the car park.

Cllr John Doyle maintained that:

- (a) Any policy needs to reflect what you can actually do. If you are not able to spread the salt before the arrival of snow and during the snowfall there is no point in including it in the policy.
- (b) If you have not got the labour facility to close the car park at the recommended time there is no point in including a closure action in a policy.
- (c) In conclusion, if you have not got the facility to act on policy content, the Council would be making a rod for its own back.

### **Site Meeting with Mr Neil Hickie (Continued)**

Chair reported that the request for a litter bin by Cowper's memorial seat had been discussed.

- (i) A check had been made by Mr Hickie with the area cleansing team for the area.
- (ii) Rare for litter to be reported in the location.
- (iii) It has been two years since the last fly tip was reported at this location.
- (iv) Walkers tend to leave their litter in the View Point parking area litter bin.
- (v) Neil only has 6 litter bins yearly and they are usually taken up by bin damage replacement.
- (vi) Bins located in remote areas tend to be filled with household rubbish.

Cllr Parr considered the position should be monitored to assess if litter at this location becomes a problem in the future. Since the local resident who reported the recent incident was prepared to monitor the position, the Council agreed the local resident could continue to undertake the monitoring.

Cllr Gareth W Hughes referred to a remote bin located outside the village in Dolfechlas Road. According to Mr Hickie this bin is regularly filled with household rubbish.

Cllr J V Worthington maintained that the provision of litter bins are not encouraged in National Park areas. When the bins get filled, people tend to leave their rubbish at the side of the litter bin.

### **Additional items for the Action List**

- (i) Cllr Gareth W Hughes reported a blocked gulley outside Nant Alyn Mill, Nant Alyn Rd
- (ii) Cllr Hughes reported overgrown hedge at Nant Alyn Rd, Church Meadow junction.
- (iii) Cllr Gareth W Hughes reported potholes on the Defra bridge, and on either side of the bridge.
- (iv) Cllr J Emyr Davies reported standing water on the roadside below Tyn y Caeau, Star Crossing Road. Dangerous if it freezes

## **6.0 MATTERS ARISING NON HIGHWAY MATTERS**

- p83 Antelope Industrial Estate, Rhydymwyn. Members noted that the large shed was still in place. Clerk had written requesting an update.
- p83 Footway near the War Memorial Institute, Rhydymwyn. Cllr Andrew Parkhurst had indicated in the January 2026 Council Meeting that he would be pursuing the matter with Mr Neil Hickie. Cllr Parkhurst to report at the March 2026 Council Meeting.
- p83 Concern from a resident regarding the height of the roadside hedge in a section of road between Cilcain Church and the Pump House. Clerk to update the local resident with the latest position.
- p84 Mountain Road, Cilcain - drainage and slippery road condition in freezing conditions. There was no update on the proposed petition. Item discussed earlier.
- p87 Rhydymwyn automatic trash grille. Another update had been received from Defra regarding scheduled repair date. Repairs are now scheduled to be completed by the 17<sup>th</sup> March 2026.
- p87 Section 6 - Biodiversity Action Plan. Moles on Waen Field - A site meeting with Mr Sam Langdon had been arranged.
- p87 Railing damaged at Trial Hill, Cilcain. Report from Cllr Michael Parr forwarded to Mr Neil Hickie at Flintshire CC. Clerk reported that the item is on the current Action Plan. Neil's comment was - Works Order issued 15 Jan 2026.
- p87 Donated bench from a Pantymwyn Rd resident for locating in Cilcain cemetery. Seat currently stored in the Bier House. Fixing the seat to a slab base will be undertaken when the weather improves.
- p87 FCC signs and ongoing damage / vandalism. Chair reported having sent another email to Mr Kevin Crumplin and included Sian Jones in on the correspondence. Sian was not scheduled to be back in the Office until the 23 Feb 2026.
- p87 Bonfire Traffic. Concern email from Cilcain resident. Cllr Gareth W Hughes referred to an email received from a Cilcain resident questioning why consultation with the Cilcain Young Farmers (CYF) should wait until September 2026. Cllr Hughes explained that CYF have their AGM in September. New officers for the year are elected at the AGM, so it would be more appropriate to discuss the arrangement after the AGM.
- p87 Identification of author of correspondence in CCC's Agendas and Minutes. Chair explained that the Council had agreed in the 15 December 2025 Council meeting to set up a subgroup to look at the various written policies the Council needed to have in place.
- p88 Annual Governance Statement. Matter ongoing.

Cllr Worthington referred to a practice, whereby a meeting had been arranged in the Village Hall when the Village Map was put on display and the Council and Church cemetery records were available for inspection. Members felt it generated a lot of interest at the time and the event should be repeated.

The Chair maintained that consultation with the public does not have to be formal.

Members agreed that a date should be decided.

Cllr Michael Parr referred to practice in England whereby the Council arranged an annual Parish Meeting, whereby all the key individual bodies were given the opportunity of giving an annual statement about their individual organisations.

Cllr Gareth Hughes was not aware of such meetings being held at Community Councils in Wales. Clerk to check on the practice in Wales.

p90 Traffic Speeding Hendre. Chair reported that she is going to participate in an on line discussion with Mr Lee Shone of Flintshire CC's Traffic Section.

p91 Cilcain cemetery gate. Cllr Ian Hughes reported having met with a local metal fabricator at the cemetery gate.

(i) Cllr J V Worthington had ground the gate latch and the latch was now working well.

(ii) The estimate received was over four times the amount included in the precept.

(iii) Members therefore agreed for the existing gate to be painted on site.

(iv) Clerk to arrange for the purchase of materials (smooth black Hammerite), so the work can be undertaken by Mr O Roberts.

p92 Notice Board at Cilcain village car park. Clerk to request another update from Mr Richard Jones.

p93 River monitoring - Hendre and Rhydymwyn.

Cllr Gareth W Hughes and Clerk to meet to update the Rhydymwyn Community Flood Plan's names and telephone numbers.

p93 Policy regarding snow/icy conditions in Cilcain village car park.

Discussion had taken place in the 19 Jan 2026 Council meeting about whether a 'parking at owners risk' sign in a parking area had any legal standing. The Chair had made checks into the position and indicated that such a sign is not legally binding.

## 7. **PLANNING MATTERS** -

Ref: FUL/000709/25 Appeal Reference Number: CAS-04691- N6F1R6  
Proposal: Construction of single storey extension, refurbishment & Improvements  
Location: Bryn Alyn Cottage, Rhydymwyn, Mold, CH7 5HE

Cilcain CC has no objection to the application.

**8.0** **TROS YR AFON SIDE OF THE DEFRA BRIDGE** - Potential boundary changes.  
Cllr Gareth W Hughes reported having spoken to most of the residents involved in the possible change in the boundary. Cllr Gareth Hughes and Clerk to arrange to prepare a map showing the properties involved and a standard form / letter so the resident can sign.

**9.0** **CORRESPONDENCE**

1) 15/01 A541 Litter along the section of road between Rhydymwyn village and the Rhosesmor junction. Issue reported to Mr Andrew Lightfoot.  
Cllr Hughes had reported a few hours later that the litter had been collected. Position noted

2) 14/01 Venue for the 19 January 2026 Community Council Meeting. Email from a resident (Mr Facer) regarding the venue for the 19 January 2026 Council meeting. Clerk had responded to Mr Facer to indicate that the meeting was being held at Capel Gad Cilcain (Cilcain Chapel Cilcain) as indicated on the 16th January Council meeting Agenda.

Cllr Gareth W Hughes reported that:

- (i) He had been a Member of the Community Council for nearly 47 years.
- (ii) During the 46 plus years he has not witnessed the Council having ten emails on the Agenda from one resident, usually to express his concern about different things.
- (iii) There are six Cilcain Ward members on the Council. Surely the resident could approach and talk to one of the six Councillors to express his concerns.
- (iv) Cllr Hughes referred to one email in particular where he thought the resident was being quite vindictive about Cllr Ian Hughes.
- (v) The Council Clerk is only part time, and he has to deal with these emails.

The Chair referred to a procedure starting next month whereby residents wishing to participate will be given a block time allocated at the start of the meeting whereby each Member of the public would be given two or three minutes to make representations.

3) 15/01 Request from a resident (Mr Facer) for his name to be shown in Council Agenda and Minutes.

The Chair referred to an email received from the County Solicitor to advise the Council that the content and format of the Council Minutes was entirely a decision for the Council to make.

4) 17/01 Date of the scheduled Feb 2026 Community Council meeting. Email from a resident (Mr Facer). Position noted.

5) 17/01 Email from a Cilcain resident (Mr Facer) regarding the email he had sent earlier. Position noted.

- 6) 20/10 Road condition in Cilcain. Request from Cllr Ian Hughes to add several potholes / defects by the Cilcain car park on to Flintshire Streetscene's Action List. Cllr Hughes reported that the potholes had subsequently been filled by Flintshire CC. Position noted.
- 7) 20/01 Funding donation to Capel Gad for a warm hub - Thank you email from Capel Gad's Secretary for the Cilcain CC's donation. Position noted.
- 8) 21/01 Anonymisation of correspondents to CCC - FOI request from a resident (Mr Facer). The Chair or Clerk will be replying to Mr Facer within the prescribed time associated with the Freedom of Information legislation. Position noted.
- 9) 21/01 Cilcain Community Council Tax Base 2026-27. Information sent to Flintshire CC regarding Cilcain CC's precept requirement for the April 2026 / 2027. financial year. Members noted that the most significant item in the precept was for the resurfacing of Cilcain car park.
- 10) 21/01 Biodiversity 'Marvellous Meadows'. Notification re. Biodiversity Conference scheduled for Llandudno on 5 Feb 2026. Position noted.
- 10b) 21/01 Highway ice complaint, Mountain Road Cilcain. Letter from a Penline Road resident. Letter forwarded to Flintshire Streetscene. Position noted.
- 11) 22/01 Cilcain YFC bonfire Nov 2025, Traffic management - Concern from a local resident. Item discussed earlier. Clerk to write to the resident to explain that the YFC AGM takes place in September when new officials are appointed for the year. Clerk to respond to the Cilcain resident.
- 12) 23/01 Cilcain Community Council Tax Base 2026-27. Confirmation received from Flintshire CC - Precept is £32,400. Position noted.
- 13) 23/01 Cilcain Cemetery. Email from a resident (Mr Facer) regarding discussion that took place in 19 Jan 2026 Council meeting. Position noted.
- 14) 24/01 Damage to FCC's dog signs in Cilcain. Email from a resident (Mr Facer) to express concern regarding observations made in the 19 January 2026 Council meeting.
- Cllr Ian Hughes referred to the contents of the resident's email and expressed concern that he had been accused of carrying a bladed instrument in the village. Cllr Hughes explained that he had removed vegetation that was obstructing a sign in the Waen Field with his hands. In the circumstances, Cllr Hughes felt it would be appropriate to request the resident to apologise for making his unsubstantiated allegation. The apology needed to be writing.
- 15) 23/01 New National Park Proposal. Email from Karen Weaver. Cllr J V Worthington explained that the NRW had forwarded the results of the recent consultation exercise on the Welsh Assembly. It will now be up to the Welsh Assembly to decide.

- 16) 24/01 Litter bin request near Plas Newydd, Cilcain. Email from a resident (Mr Facer) to express concern regarding observations made in the 19 January 2026 Council meeting. Item already discussed earlier.
- 17) 25/01 Cilcain village car park - Email from a resident (Mr Facer) to express concern regarding the 19 January 2026 Council meeting discussion. Item discussed earlier. Position noted.
- 18) 26/01 December CCC meeting agenda item 2) 11/12. Email from a resident (Mr Facer). Chair making progress with preparing a report. Position noted.
- 19) 26/01 Highway culvert, Trelan, Cilcain. Report from Cllr J Emyr Davies - Flintshire CC mini excavator clearing entrance culvert. Position noted.
- 20) 03/02 Mountain Road, Cilcain. Copy of email from Cllr Andrew Parkhurst to Flintshire Street Scene to seek an update on any available accident figures.
- (i) Clerk reported that Cllr Parkhurst had received the accident results from FCC
  - (ii) The Chair felt that near misses should be recorded.
  - (ii) The item was discussed earlier in the Council Meeting.
  - (iii) The item will also be discussed further when Cllr Parkhurst is in attendance
- 21) 05/05 Cilcain cemetery gate, Scheduled site meeting - Item discussed earlier.
- 22) 05/02 Loggerheads Road, Cilcain. Verbal report received from Cllr J V Worthington. Flintshire CC undertaking pothole repair work on Loggerheads Road near Rhyd y Fenni. Cllr Worthington reported that the work was currently ongoing. Cllr Michael Parr wanted the poor quality of the repairs on Loggerheads Road to be minuted and put on the Action List.
- 23) 05/02 Wrexham Flint Area Meeting. Chair attended the One Voice Wales meeting via zoom. Chair reported at the Council meeting. Minutes of the meeting had been sent to all Council Members.
- 24) 05/02 Site meeting held with Flintshire Streetscene at the Rhydymwyn Institute. Chair and Cllr Gareth W Hughes reported at the Council Meeting. Item discussed earlier.
- 25) 05/02 Mandatory training plans. The Council discussed the need to have a training plan in place, whereby the Council is able to demonstrate that members have participated in a range of the training sessions available. Three members had in the last two months attended on-line training sessions on Biodiversity and other topics.
- The training plan will need to demonstrate widening such an arrangement so as to include other Council members undertaking training in various topics.

Members will recall that Flintshire CC arranged a mandatory training session for all Community Council Members recently. Clerk to make further enquiries to establish if Flintshire CC is likely to be arranging any further on-line training sessions.

Clerk to apply for a bursary for the sessions already attended by the Chair before the end of Feb 2026.

- 26) 06/02 Cilcain Village Hall buildings insurance. Email from Cilcain Shop Treasurer. Clerk reported on the telephone discussion he had with Zurich. Written response was awaited.
- 27) 08/02 Blocked gulleys, Dolfechlas Rd, Rhydymwyn. Report from Cllr G W Hughes. Report had been forwarded to Mr Neil Hickie. Position noted
- 28) 09/02 Community Review 2025 - Draft Proposals - Information from Flintshire CC. Item discussed earlier.
- 29) 09/02 Consultation on draft planning enforcement policy 2026. Members noted that the closing date for the response is on 09 March 2026. Position noted.
- 30) 12/02 Flintshire Streetscene Action Plan. Item discussed earlier.

9. **PAYMENT OF ACCOUNTS** - The accounts scheduled in the appendix were approved.

10. **DATE OF NEXT MEETING** - The next meeting of the Council will be held at Cilcain on Monday 16 March 2026. However, the Chair and Vice Chair reserve the right to change the date, having regard to the three clear working days statutory notice being given for any new date.

**Appendix - Payment section not for publication until approved at the Council Meeting**

1. **Payment of Accounts** - February 2026

(i)	A E (sal + fixed exp) for January 2026	745.85
(ii)	HMRC - PAYE (L.G.A.1972 S112) confirmation of the BACS payment made	118.45
(iii)	Office equipment and stationery - (L.G.A.1972 S111)	148.35
(iv)	AE - web fee	18.00
(v)	Scottish Power Street Lighting energy - Additional standing charge of £32/ month is now being required by Scottish Power.	132.11
(vi)	Canon UK - 3 months printing £50.93 + VAT	61.12
(vii)	Canon UK - photo copying machine - 3 month rent £97.65 +VAT	117.18
(viii)	Cllr allowance (Chair + V Ch + Members 250+200+208/member = £458 + £408 + 11 x £208.	2,738.00
(ix)*	Cilcain Clean and Lock - Annual donation for toilet maintenance.	600.00
(x)	One Voice Wales - Two training sessions - attendance of Council Chairperson at on-line sessions £42 x 2 = £84	84.00
(xi)	Capel Gad - room hire - three meetings - 3 x £30	90.00

\* Members noted that:

- (i) The Welsh Assembly makes a £500 per year contribution towards the Cilcain public convenience.
- (ii) The payment is made via the Flintshire CC and Flintshire CC forward the money to Cilcain CC.
- (iii) Cilcain CC forward the Welsh Assembly payment on to Cilcain Clean and Lock.
- (iv) Unfortunately, Flintshire CC has to be chased every year for the payment that is usually due on the 1st April every year.
- (v) Members noted that it was costing Flintshire CC £7,000 per year to run the Cilcain Toilets, approximately ten years ago.
- (vi) All Flintshire CC has to do now is to pay Cilcain CC £500 per year and claim this expenditure back from the Senedd.

Please Note: Payment for the above items being made by BACS - authorised by the following two signatories.

Chairman ..... Vice Chair (or 2nd Councillor) .....

2. **Current Council Bank Balance.**

Member noted that the closing balances in the Council's Bank Accounts on 09 February 2026 were:

Current Account: £226

Deposit Account: £46,704

Chair ..... Clerk ..... Date .....