

**MINUTES OF MEETING OF CILCAIN COMMUNITY COUNCIL HELD AT CAPEL GAD,  
CILCAIN ON THE 20 APRIL 2026**

Present: Chairperson: Karen Parker  
Councillors: J Emyr Davies Pauline Douglas  
Malcolm Down 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 Ebrill. The Chairperson welcomed Members to the April Meeting. The Chair also extended a welcome to the two observers, one of the observers being Mr D Facer, Cilcain resident.

**2. PUBLIC PARTICIPATION SESSION:**

Presentation by a Cilcain resident, Mrs Annette Facer:

- (a) The new Chairperson of the Village Hall Management Committee outlined the composition of the new Committee.  
The new Committee has seven members, with a maximum membership of ten.
- (b) Mrs Facer stated that the new members bring a broad range of experience and share a commitment to managing the Village Hall in order to serve the village community.
- (c) The transfer and handover from the previous Committee is in progress.
- (d) Continuity of bookings is being maintained.
- (e) Mrs Facer assured the Community Council that the new team would use its best endeavours to serve the village community.

Cllr Karen Parker thanked Mrs Annette Facer for her presentation.

**3. APOLOGIES FOR ABSENCE - Cllr Christine Vaughan**

**4. DECLARATIONS OF INTEREST - None received.**

**5. MINUTES OF LAST COUNCIL MEETING - Cllr Gwen Hardman proposed, Cllr Ian Hughes seconded and all Members present agreed to approve the March 2026 Minutes.**

## 6. MATTERS ARISING - HIGHWAY MATTERS

Members discussed the following highway issues:

### Sheet One - Potholes

Item12        A541 Hendre, 100m past former Royal Oak  
- Cllr Tim Mitchell commented that Neil's List indicates the pothole has been done. Cllr Mitchell to check the position.

-- --        Cllr John Doyle referred to a Flintshire Streetscene system where one can report highway issues on-line directly to Streetscene. System needs to be considered further.

Item 14        'Carreg Boeth' instead of 'Garreg Booth' in the second column.

### Sheet Two - (Miscellaneous) -

Item 9 -        Hendre Village - Chair reported that parts of the section had been done and one of the residents was clearing the section fronting his property on a regular basis.

-- --        Cllr Gareth W Hughes reported that Mr Hickie had mentioned in the recent Cilcain site meeting that footway cleaning was scheduled to be undertaken from Hendre as far as the Rhosesmor Junction.

Sheet Three - Drainage - No observations made.

### Additional Items for Neil's Action List:

1.        Cllr Gareth W Hughes reported deterioration at the edge of the carriageway at Tros yr Afon, Rhydymwyn, approximately 30 yards beyond the Tros yr Afon entrance on the left-hand side when leaving the village.
2.        Cllr Michael Parr reported low-hanging branches over the carriageway near the Hesp Alyn entrance on the Bottom Road, which could affect tall vehicles.
3.        Cllr Gareth W Hughes reported the need for road channel sweeping on Bath Hill to aid highway drainage.

## 7.0 MATTERS ARISING – NON-HIGHWAY MATTERS

Mr Barry Wilkinson will be attending the Council meeting on 15 June 2026. Members agreed that a list of concerns should be prepared prior to his attendance. Highway concerns recently discussed by the Community Council include:

- i) The use of a matrix system to determine priorities for pothole and surfacing works.
- ii) The proportion of permanent, high-quality pothole repairs versus temporary repairs.
- iii) Implications of the policy change from 1 April (increasing the repair threshold from 65 mm to 75 mm depth for potholes). A digital copy of the new policy document is required from Neil so that it can be distributed to Council Members.
- iv) Whether Flintshire County Council would allow Mr Neil Hickie to attend meetings on a three-monthly basis.

Any further topics that Members wish to include in the list should be sent to the Clerk.

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#### **p110 – Antelope Industrial Estate, Rhydymwyn**

The last reply from Flintshire’s Enforcement Officer was received on 23 February 2026. The Clerk is to write again to request an update from Flintshire County Council.

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#### **p111 – FCC signs and ongoing damage/vandalism**

The Chair reported that several attempts had been made to contact Mr Kevin Crumplin by telephone and email, but no response has been received. The Chair will forward copies of the emails to Cllr Andrew Parkhurst, who will attempt to make contact.

Cllr John Doyle referred to the signs at the two entrances to the Donkey Field. Although signs are in place, they are not large enough. Reference was made to signs produced by Keep Britain Tidy, which are reportedly 40% more effective than the traditional dog signs issued by Flintshire County Council.

Cllr Doyle indicated that he had recently approached two dog owners in the Donkey Field and has since noticed that they have stopped taking their dogs into the play area.

Cllr Michael Parr stated that the dog fouling issue appears to have worsened in Cilcain’s Millennium Woods area. Dog waste bags are being left on the ground instead of being deposited in the dog bin near the entrance.

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#### **p110 – Annual Governance Group – ‘Village Map Display’**

A meeting of the Governance Sub-Group is to be arranged in due course to discuss the Village Map Display.

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### **p111 – Traffic Speeding**

- i) A541 Rhosesmor junction – The Chair reported that a recent accident had occurred at the junction.
  - ii) Location for speed camera van – Cllr Tim Mitchell enquired whether the use of a hand-held speed camera by a police officer has been considered for Hendre.
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### **p112 – Notice Board at Cilcain Village Car Park**

As tarmac surfacing is expected imminently, Mr Oswyn Roberts has been asked to remove the entrance gate, metal gate pillars, and wooden notice board.

The Clerk is to pursue with Mr Richard L Jones the proposal for the Pedair y Groesffordd notice boards.

A photograph of the lectern-style notice board suggested by Mr Richard Roberts is to be forwarded to Council Members.

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### **p112 – Hendre River Monitoring**

- i) The Chair reported receiving an email from Mr Paul Reaves (Flintshire CC) confirming that approval has been granted by the Welsh Assembly for a consultant to proceed to the detailed design stage for the flood alleviation proposal at Hendre. A copy will be made available to Members.
  - ii) Rhydymwyn – Cllr Gareth Hughes and the Clerk have met to update the names and telephone numbers in the Rhydymwyn Community Flood Plan. The revised plan will be sent to NRW's Bangor office. A Flood Group meeting is to be arranged.
  - iii) Reference was made to a meeting mentioned several months ago between Mr Paul Reaves and Mr Ronnie Kelbrick (Welsh Water) regarding the overloading of the wastewater drainage pump in Hendre.
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### **p112 – Tros yr Afon (Defra Bridge) – Potential Boundary Changes**

The Clerk has re-submitted the Community Council’s proposed boundary changes to Flintshire County Council.

Reference was made to the house-to-house consultation conducted by Cllr Gareth W Hughes. Of the nine properties in the Twmpath area, eight signed to indicate they were in favour of being included in the Rhydymwyn Ward. A copy of the submission was included in the correspondence pack for Members.

The Chair thanked Cllr Gareth W Hughes for his efforts in obtaining the 89% support from residents.

A copy of the submission to Flintshire County Council has been forwarded to Cllr Andrew Parkhurst so that he can support the proposal when it is considered by the appropriate committee.

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### **p113 – Mandatory Training Plans**

All Members have been provided with a copy of the training plans available from One Voice Wales.

Reference was made to a recent online training session, which was attended by 72 councillors. Some Councillors experienced difficulties logging in, and others were unable to join the session.

Members noted that Flintshire County Council has arranged a free mandatory training session for all Community Council Members. Only one session will be available. This updated course follows last year’s session delivered by Gareth Owens. The online session is scheduled for 16 April 2026.

The Chair reminded Members of the need to maintain a training plan to demonstrate participation in a range of training sessions. The training plan will form part of the Chair’s annual report at the May 2026 AGM.

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### **p114 – Cilcain Village Hall Buildings Insurance**

Cllr Gareth W Hughes referred to the description of one of the rooms as being “used as a café”. Members agreed that the minute should be amended to read “used as a community shop”.

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## **8.0 SURFACING OF CILCAIN CAR PARK.**

- 1) Clerk reported having sent an instruction to the Surfacing Contractor.
- 2) Contractor requested to avoid Mondays on account of the Post Office van using the car park on Mondays

- 3) Removal of existing gates, gate pillars and Notice Board to take place prior to the surfacing work proceeding.
- 4) Two weeks' notice requested from surfacing contractor.
- 5) Cllr Ian Hughes to inform Village Hall occupants of the starting date.

## **9.0 PLANNING MATTERS**

1. Ref No: FUL/000210/26  
 Proposal: Retrospective application to regularise the use of an existing timber cabin known as Sunset Cabin as self catering holiday accommodation.  
 Location: Parc Bychan Cottage, Rhydymwyn, Mold, CH7 6PE

Cilcain Community Council has **no objection** to the application subject to the Planning Officer being satisfied that the cabin is fit for human habitation.

The Council is concerned that this is yet another retrospective application.

## **10. CORRESPONDENCE**

- 1) 11/03 Public participation session at CCC meeting 16/3/26 - Notice received from a Cilcain resident (Mr Dave Facer) regarding his intention to address the Council regarding the litter he had recently been collecting in Pen Line Road, Cilcain. Members noted that Mr Facer had made a presentation.
- 2) 11/03 Item 8)18/02 on agenda for CCC meeting on 16th March 2026 - Email from a Cilcain resident (Mr Dave Facer) to request the wording on the published Agenda be changed. A copy of the email had been sent by Mr Facer to all Council Members. Chair indicated that the position had been noted and actioned.
- 3) 11/03 Item 8)18/02 on agenda for CCC meeting on 16th March 2026. Email to a Cilcain resident (Mr Dave Facer) to indicate that following consultation with the Chair, Vice Chair and Cllr Ian Hughes it had been decided not to change the wording on the Agenda. Chair reported that a response had been given to Mr Facer.
- 4) 12/03 Apology update - Email from a Cilcain resident (Mr Dave Facer) to indicate that he was revoking the apology he had made in writing to Cllr Ian Hughes. Position noted.
- 5) 15/03 Freedom of Information request from a Cilcain resident (Mr Dave Facer) for access to Cilcain Community Council Minutes for 2014 and 2015. The Clerk to respond within the prescribed time limit for the request. The Chair thanked the Clerk for doing all the work involved.
- 5b) 17/03 Pothole locations near Hendre - Photos and GPS numbers supplied by Cllr Tim Mitchell - Information forwarded to Mr Hickie. Item already discussed earlier

- 6) 20/03 Accuracy of the February Council Minutes - Email from a Cilcain resident (Mr Dave Facer) regarding his concern about the Council minutes approved in 16 March Council meeting. A copy of the email had been sent by Mr Facer to all Council Members. Since the issue relates to a financial matter, the item will be discussed in the finance section of the Council meeting.
- 7) 23/03 Bin suggestions near the Cowper memorial seat at Pen Line Road - Copy of an email from a Cilcain resident (Mr Dave Facer) to Flintshire Streetscene. A copy of the email had been sent by Mr Facer to all Council Members. Position noted.
- 8) 24/03 Dion Williams' charges for the new Village Hall lease. Contribution received from the Village Hall Ctee Treasurer towards the cost of the new lease. The Chair expressed the Council's thanks.
- 9) 26/03 Flintshire CC Reply - copy of Flintshire CC's response letter regarding the drainage issue at the rear of Capel Gad, Cilcain.

Cllr J V Worthington had noted an item in the Council Minutes for October 2016 referring to an extract from a WI scrap book (dated 1947), the extract detailing the sewer at the side of the chapel being laid by Holywell RDC.

The Clerk felt that since Holywell Rural District Council was the drainage authority at the time, and if the WI Notes are correct, this would suggest that the sewer at the side of the chapel is a public sewer. An extract from the WI typed scrap book supplied by Mrs Sue Jones had been forwarded to all Members prior to the Council meeting.

It would be preferable if the information regarding the historical position had been taken from Holywell RDC Minutes as opposed to the WI scrap book. Mrs Sue Jones had informed the Clerk that the Holywell RDC Minutes are available at the County Records Office at Hawarden.

Cllr J Emyr Davies referred to a copy of the WI scrap book being passed to Mr Ian Williams in October 2016. And it was just after this time, Flintshire CC carried out work to the sewer at the front of Capel Gad. Cllr Davies enquired if there was a record in the Cilcain CC Minutes regarding repair works to a manhole by Flintshire CC at the front of the Chapel.

Information is still being gathered.

- 10) 31/03 Freedom of Information response to a Cilcain resident who made a Freedom of Information request for information on 04/03/2026. Chair reported that a reply had been sent.
- 11) 31/03 Community Review 2025 - Draft proposals information sent to Flintshire CC. Chair thanked Cllr Gareth W Hughes for all the work done on this issue.
- 12) 31/03 Request from a Cilcain resident for an update on the annual YFC bonfire traffic issue. Chair reported that a reply had been sent. The Council will have a plan for the actions

to be put in place by September for the next bonfire event. The list of conditions accompanying the permission given to Cilcain YFC will be reviewed and updated.

- 13) 02/04 Freedom of Information response to a Cilcain resident (Mr Dave Facer) regarding the Freedom of Information request he had made on 08 March 2026. Position noted.
- 14) 02/04 Freedom of Information response from a Cilcain resident (Mr Dave Facer) to a the Freedom of Information response made on 02 April 2026. Position noted.
- 15) 02/04 Report and photo from Cllr J V Worthington regarding dislodged cock and hen coping stones in the top corner of the cemetery. The dislodged stone issue had been reported to Cllr Worthington by a Cilcain resident (Mr Dave Facer). Members agreed to have the wall repaired by Mr O Roberts.
- 16) 02/04 Letter of appreciation from Cilcain Community Council to the former members of the Cilcain Village Hall Committee. The Chair referred to the recent Village Hall Management Committee AGM which had recently taken place. Several Council Members had attended the meeting. A new Village Hall Management Committee is in place. The Chair reported having sent an email to the new Hall Committee.
- 17) 02/04 Free Training Places for Councillors 2026-2027. Schedule with dates forwarded to all Council Members. The Chair explained that a new Training Plan needs to be in place for 2026/27. Members to inform the Chair which training sessions they wish to attend.  
  
The Chair explained that the One Voice Wales on line meeting are on 'Teams'.  
  
Cllr J Worthington reported that Gareth Legal's recent training session was on 'Teams' and there appeared to be problems with the system.  
  
Clerk to resend the training places list which had been sent previously on 2nd April.
- 18) 04/04 Thank you note on behalf of the former Members of the Village Hall Management Ctee from Cllr Mrs Gwen Hardman to the Council Chairperson. Position noted.
- 19) 05/04 Bench in Cilcain bus shelter - Information from a Cilcain resident (Mr Dave Facer). Cllr J V Worthington reported at the Council Meeting. The bench had been moved to the Bier House. There was a plaque on the bench - 'presented to Cilcain by the Silver Jubilee Ctee 1977-78'. Cllr Worthington commented that the bench had been somewhere for 48 years but we do not know where it has been during that time'. Plaque to be removed from the bench. Members agreed that the bench was not in a good enough condition to be kept. Mrs Sue Jones volunteered to check the WI scrap book for the Jubilee year to see if the scrap book can cast any light on the mystery.
- 20) 07/04 Cilcain play area - Information from Flintshire CC regarding starting of the play area refurbishment. Work to be certified as 'completed and safe' prior to payment being made to Flintshire CC by BACS.

The Chair reported that she had recently received an email regarding the site Contractor having obstructed one of the Fire Exits at the Village Hall. The obstruction was removed straightaway by the site Contractor as soon as it was pointed out to the Contractor that the doorway was a Fire Exit.

21) 07/04 Llys Alyn, Rhydymwyn – Potential Re-purposing of the Existing Play Area  
A site meeting was suggested by Mr Richard Roberts of Flintshire CC.

Cllr Tim Mitchell maintained that children in the Llys Alyn area do use the play area, whereas the Donkey Field play area is used by youngsters from other communities.

Cllr Andrew Parkhurst reported that he had received representations from a Llys Alyn resident indicating that parents in the Llys Alyn area are more likely to use the local play area rather than take their children all the way to the Donkey Field.

Cllr John Doyle referred to a site meeting that took place with Mr Richard Roberts two or three years ago. At that time, the impression was that very little use was being made of the play area by local youngsters.

The Chair maintained that the Community Council should engage with local parents prior to arranging a meeting with Mr Richard Roberts.

Cllr Tim Mitchell maintained that the play area land may have been included as a green-space planning requirement when the estate was built in the 1970s.

The Chair concluded that the Council now has a plan and will see what transpires following consultation with residents.

22) 08/04 Email from Cllr Andrew Parkhurst – Site Meeting with Mr Neil Hickie Regarding Potholes and Drainage

Arrangements has been made for a site meeting on 15 April with Mr Neil Hickie to inspect the main areas of concern relating to potholes and drainage, with Mountain Road, Cilcain identified as the current priority drainage issue.

- (i) The meeting with Mr Hickie had been arranged by Cllr Andrew Parkhurst, and discussions mainly focused on the drainage issues on Mountain Road.
- (ii) Cllr J V Worthington, Cllr Ian Hughes, Cllr J Emyr Davies, Cllr Gareth W Hughes, the Council Clerk, Mr N Hickie, and Mr Ben Corran of Flintshire Streetscene attended the meeting.
- (iii) Cllr Parkhurst reported that Mr Hickie indicated Flintshire CC would install a gully on the right-hand side of the road (when facing uphill) adjoining Stac Lee, together with a drain connection from the existing gully to the new gully. This work would address the issue of water discharging across the road and creating a sheet of ice during freezing conditions.

- (iv) Members inspected the gully opposite the Plas yn Llan entrance. The gully connection was not functioning properly. Mr Hickie indicated that the connection could only be rodded for approximately one metre from the gully. Flintshire CC had been unable to establish where the gully was originally intended to drain.
- (v) Cllr J Emyr Davies recalled that there had previously been a pond in the adjoining field, and it was therefore possible that the gully connection originally drained into the pond.

The Clerk distributed a 1900 Ordnance Survey plan showing the existence of a pond in the field. Mr Hickie indicated that he would investigate the gully connection further.

- (vi) A sewer crossing the field above Plas yn Llan was noted, and further investigation was required to determine whether road surface water could be diverted into this sewer.
- (vii) A Flintshire CC map showing the location of the three gullies outside the village car park was available at the meeting. These were not trapped gullies and, therefore, when the silt level reaches the invert level of the outlet pipe, any additional silt carried through the system discharges into the drain crossing the Village Hall land and eventually flowing to the rear of Capel Gad.

The catch pit at the Village Hall vehicular entrance was likely constructed to intercept silt coming from the highway gully system. The catch pit requires inspection for silt accumulation.

- (viii) General pothole repairs – Mr Hickie advised that he undertakes his own inspections to identify potholes requiring attention. He emphasised that the current level of funding allocated to each area of Flintshire is insufficient to address more potholes than are presently being repaired.

- 23) 08/04 Child Burial Grant - Request for Information from Flintshire CC's Bereavement Services Manager. Clerk had responded to the communication.
- 24) 08/04 Cilcain play area - replacing rotten wooden post and rail fence with a new metal post fence - Information from Mr Richard Roberts. The Clerk indicated that the Community Council's match contribution would not be affected by the additional cost of replacing a section of the boundary fence.
- 25) 09/04 Former Gwysaney Arms Hotel, Rhydymwyn. Update from Cllr Andrew Parkhurst. More flood modelling work required by the Developer's Consultant to reflect more accurately the site conditions and proposals for the development.
- 26) 10/04 Cemetery plan to Memorial Mason to identify the location of Plot No 574 in Cilcain's Public cemetery. Position noted.

- 27) 11/04 Donated seat fixed on a concrete paving slab base in Cilcain Public cemetery - Fixing of seat undertaken by Cllr J V Worthington and Cllr Ian Hughes. Chair thanked Cllr Hughes and Cllr Worthington for fixing the seat. Plaque now required.
- 28) 13/04 One Voice Wales, Wrexham and Flintshire area committee - Notice of face to face meeting scheduled for 21 April 2026. Position noted.
- 29) - - Flintshire Streetscene Action Plan had been discussed earlier in the Council Meeting.

11. **TALU CYFRIFON - PAYMENT OF ACCOUNTS** - To approve the accounts in the Appendix.

12. **DYDDIAD Y CYFARFOD NESAF - DATE OF NEXT MEETING** - The next meeting of the Council will be the AGM of the Council and is scheduled for the 18 May 2026. Members agreed the AGM should be held at Capel Gad, Cilcain.  
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 - (March 2026)**

(i)	A E (sal + fixed exp) for February 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)	152.35
(iv)	AE - web fee	18.00
(v)	Scottish Power Street Lighting energy - Additional standing charge of £32/ month is now being made by Scottish Power. £32 / month.	132.11
(vi)	Cilcain Clean and Lock - Annual insurance payment (£134.40) and donation towards the annual services charge (£120.92) Total payment = £134.40 + £120.92 = £255.32	255.32
(vii)	Canon - photocopying (3 months charge)	60.12
(viii)	One Voice Wales (No invoice received to date for training sessions)	0.00
(ix)	Capel Gad room hire for 20 April 2026 Council meeting	30.00
(x)	Ian Hughes - materials for fixing seat in Cilcain Cemetery + attachment for entrance chain wall fittings.	27.30
(xi)	AE - replacement lock for Cilcain car park chain + paint for 750 ml rust proof paint for cem gate	43.99
(xii)	AE - Cilc Cem brown bin - new sticker purchased, but not yet received.	38.00
(xiii)	Flintshire C C - Invoice received for the Cilcain play area. Ground works completed. Payment to be made on completion of work. (£5,500). (Payment required within 7 days to avoid legal action)	5,500
(xiv)	Bloomin Gardens - grass cutting in Cilc and Rhyd Cems	288.00

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

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

**2. CHAIRPERSON'S THANK YOU COMMENTS TO MEMBERS AND CLERK:**

As tonight's Council meeting was to be her last meeting as Chairperson, Cllr Karen Parker took the opportunity to thank the Council Members and Clerk for all the assistance she had received from them during the last 12 months.

**3. CURRENT COUNCIL BANK BALANCE**

Please note that the closing balances in the Council's Bank Accounts on 13 April 2026 were:

Current Account: £374

Deposit Account: £42,054

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