



# **CYNGOR CYMUNED DYSERTH COMMUNITY COUNCIL**

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**Minutes of the Meeting of Dyserth Community Council,  
Held in The Sports Pavilion, Thomas Avenue, Dyserth,  
On Monday, 14<sup>th</sup> October, 2019, at 7.00pm.**

**1(A). 155/19  
PRESENT**

Councillor John Glover (Chair)  
Councillor Trebor E. Evans (Vice Chair)  
Councillor H. Andrew Hughes  
Councillor David G. Jones  
Councillor Edgar H. Jones  
Councillor Peter Newell  
Councillor Mrs. Julie M. Peters  
Councillor James K. Williams  
Councillor Mrs. Margaret G. Williams

Councillor David G. Williams (Denbighshire County Council)

Clerk & Financial Officer R. Phillip Parry

**1(B). 156/19  
APOLOGIES**

Councillor Emrys W. Morris  
Councillor David H. Parry

**1(C). 157/19  
Standing Orders were suspended:**

- (a) The Chair of Council Councillor John Glover, welcomed Mrs. Cathy Jackson (Project Lead – Play & Stay at Dyserth) to the meeting.

Mrs. Jackson advised, that the organisation for the Christmas Carol Service to take place on the evening of the Christmas lights switch-on was going well. The work in relation to the installation of Phase 1 in the toddler play area had commenced to-day.

- (b) Two residents in attendance referred to the removal of a hedge at the site of the new housing development adjacent to Maes Esgob, Dyserth. County Councillor David Williams advised, that a site meeting had taken place with himself, Officers from Denbighshire County

Council and Macbryde homes. Councillor Williams further advised, that it had been established that the hedge was on the deeds sold to Macbryde Homes and therefore they were entitled to remove it. However, Macbryde's had agreed to plant a new hedge along the entire length of the retaining wall once it (the wall) had been built.

**Members agreed the following:** The Clerk to write to Denbighshire County Council, to advise that there would be no objection to a new hedge being planted along the entire length of the site, once the wall had been built. However, the Community Council wish to receive assurance, that once the three year period of establishment by Macbryde's has ended, that the County Council will take responsibility to maintain the hedge from this time.

**1(D). 158/19**

**Standing Orders were restored:**

**2. 159/19**

**DISCLOSURE OF INTEREST**

There were no Disclosure of Interest Declared

**3. 160/19**

**TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 9<sup>TH</sup> SEPTEMBER, 2019**

The Minutes were proposed by Councillor David Jones and seconded by Councillor Andrew Hughes as correct and formally agreed by the Members present.

**4. 161/19**

**MATTERS ARISING**

The Clerk referred to the following matters from the previous Minutes;

**Minute no: 1(c).132/19 (ii) (page 2)** - in relation to Dyserth Junior Football Club. The Clerk advised that the Junior Footall Club Secretary – Sion Winter was seeking an electrical contractor to ascertain if an electricity supply could be gained to power a refreshments vehicle.

**Minute no: 1(E).134/19 (pages 2 And 3)** - in relation to the renewal of The Pavilion Lease with Dyserth Bowling Club. The Clerk advised that the new five year lease had been signed by Officials of the Dyserth Bowling Club Committee, in relation to the Pavilion Building and Bowling Green area land.

**Members agreed the following:** The Lease was authorised to be signed by the following: Chairman of Dyserth Community Council - John Glover, Vice Chair Trebor E. Evans , together with Clerk to the Council R. Phillip Parry.

**Minute no: 4.137/19 sub minute numbers: 4.116/19 & 4.96/19 & 9.62/19 (page 3)** - in relation to the installation of new Dyserth signage. The Clerk advised that whilst the order had been placed with Denbighshire County Council, which included photographs of the areas of installation – and despite a reminder, there had been no further contact received from Denbighshire County Council.

**Members agreed the following:** County Councillor David Williams to contact the County to enquire as to the reason for delay. The Clerk to forward to Councillor Williams, the order, together with photographs supplied to the County.

**Minute no: 4.137/19 sub minute numbers: 4.116/19 & 4.96/19 & 11(B). 78/19 Page 4**) - in relation to the purchase of Dyserth Lime Kilns. The Clerk advised that there had been a request for a further fee of £76.00 – to be paid to the Council's legal representative firm and to date, the completion of the purchase had not taken place.

**Minute no: 4.137/19 sub minute number: 6(D).121/19 (page 4)** - in relation to additional Councillor signatories on the Nat West Bank Account. The Clerk advised that the additional bank signatories had been completed with the Nat West Bank. The following Councillors' are authorised to sign cheques: Trebor Evans, Andrew Hughes, Edgar Jones, David Jones, David Parry, Mrs. Margaret Williams, together with Clerk R. Phillip Parry.

**Minute no: 4.137/19 – Minute pending from June 2019 minutes (page 4)** - in relation to a formal complaint to Mrs. Judith Greenhalgh (Chief Executive of Denbighshire County Council). The Clerk recollects to Council Members the e-mailed reply received from Ms. Greenhalgh, together with a colleague.

**Members agreed the following:** As the reply did not particularly cover all the points raised in the original letter to Ms Greenhalgh, the Clerk to write further in relation to the following: The making safe of a number of Pot Holes, together with the installation of a number of handrails. The Clerk to also enquire in relation to a timescale for the provision of a new bridge.

**Minute no: 5.138/19 (1) (page 4)** - in relation to seeking the views of Denbighshire County council, to the provision of a flashing light system, including rumble strips on Waterfall Road. The Clerk recollects to Members the reply received from the County Council – which had been sent by e-mail to Members. The e-mail from Mr. Ben Wilcox-Jones (Senior Engineer – Road Safety and Sustainable Transportation Planning & Public Protection Services) – advised that the County to not install rumble strips for a number of reasons. Mr. Wilcox-Jones offered to attend a site meeting.

**Members agreed the following:** Councillors' David Jones and Andrew Hughes to meet on site with Mr. Wilcox-Jones. The Clerk to make the arrangements.

**Minute no: 6(B).140/19 (i) (page 5)** - in relation to criminal damage caused to the gate lock between the play area and playing field. The Clerk advised that he has sought an update from PCSO Alex Jones, but there had been no response.

**Members agreed the following:** The Clerk to endeavour to make further contact with PCSO Jones.

**Minute no: 6(E).143/19 (page 7)** - in relation to the damaged car park barrier at the Dyserth Waterfall parking area. The Clerk advised that Councillor Mrs. Margaret Williams had arranged a quotation with the Company previously used by the Council for repairs. The quotation from MJW Welding & Fabrication was £190.00 plus VAT for repairs to the Waterfall car park barrier.

**Members agreed the following:** Agreed the above quotation for the sum of £190.00 plus VAT. The Clerk to advise the Company.

**Minute no: 6(F).144/19 (page 7)** - in relation to Christmas lights and trees for the festive period. The Clerk advised that Denbighshire County Council lighting had confirmed, that the switch-on of the Dyserth Christmas Lights, had been booked for Thursday 28<sup>th</sup> November, at 6.00pm.

Councillor Mrs. Margaret Williams advised, that she had arranged the electrical connection to the main Christmas tree from a resident's home. Councillor Andrew Hughes confirmed, that he had ordered the usual Christmas trees from a local company.

**Members agreed the following:** (1) To utilise the service of the previous year's contractor to connect the electricity supply to the various Christmas trees (2) To provide a financial donation to the resident whose home will supply the electricity to the Christmas tree in the High Street (where the Carol Service will be held). Councillor Mrs. Margaret Williams to arrange the above.

## **5. 162/19**

### **COUNTY COUNCILLOR'S REPORT (CLLR DAVID G. WILLIAMS)**

County Councillor David Williams advised Members in relation to the following:

- (i) Concerns in relation to the removal of a hedge in the new housing development by Macbryde Homes. This matter had been discussed under **Minute number: 1(C). 157/19 (b) on pages 1 and 2 above.**
- (ii) Concerns with the bollards which had been placed on the corner of Thomas Avenue & High Street. Denbighshire have been requested to inspect with a view to increasing the number of bollards.
- (iii) Pandy Lane, Dyserth. Denbighshire are proposing to carry out repairs to the tarmac but a road closure will have to take place.
- (iv) Bus service travelling through Dyserth High Street. This service replaces a Coastline route which operates between Prestatyn, Meliden and Dyserth. The service may not continue due to the lack of passenger usage.
- (v) Dyserth High Street – Road improvement scheme: Councillor Williams advised, that the matter is still in progress, whereby the County have a number of legal issues to address. The work will be completed in due course.
- (vi) Councillor Williams advised in relation to the following: Provided statistical figures in relation to the sale of a number of the properties being built by Macbryde Homes

#### **The following was reported:**

**Councillor Mrs. Margaret Williams:** A hedge has engulfed a hand rail on a steep hill - which is used by pedestrians, including children attending Ysgol Hiraddug Primary School in Dyserth. The offending hedge – sited at the far end of Thomas Avenue, Dyserth, travelling past Ysgol Hiraddug School - left hand turn in road into a steep hill to the junction with Foel Road. The Community Council understand that the County have cut this hedge on previous occasions. The Clerk advised that he would report this concern to Denbighshire County Council.

## **6(A). 163/19**

### **CORRESPONDENCE**

**The following correspondence had been received, that was required to be either advised to, or dealt with by the Members:**

- (1) Denbighshire County Council – Land next to Maes Esgob, Dyserth. The Clerk recollected to Members an e-mail sent to Councillors, which included a request and copy plan from the County Council – which seeked the Community Council's observations to the sale of land next to Maes Esgob, Dyserth – which is currently held on the Counties Landlord Portfolio as being surplus.

**Members agreed the following:** No adverse comment in relation to the sale of the above land. However, the Members trust that the public footpath in the area will be taken into consideration and also that the County will endeavour to agree an above average sale price.

- (2) Denbighshire County Council – Planning Compliance Charter. Information forwarded to Council members by e-mail.
- (3) Natural Resources Wales – Hiraddug Site of Special Scientific Interest. Information forwarded to Council members by e-mail.
- (4) Flintshire County Council – Notification of consultation period for their Local Development Plan.

**6(B). 164/19**  
**CLERK'S REPORT**

- (i) **Council e-mail address:** The Clerk advised that the Council e-mail address which was held with BT was causing concerns once again. Councillor James Williams was able to set up a new Council e-mail address from the Council's web site. Councillor Williams will visit the Clerk's home to make the changes, whereby the new e-mail address will be advised to Members thereafter.
- (ii) **Remembrance Sunday:** The Clerk referred to the arrangements for the Service at the Dyserth War Memorial. Unfortunately, bugler player was unable to attend. The Clerk referred to the ordering of the wreath to be laid by the Chair of Council. The Clerk confirmed that a request had been made to the North Wales Police for assistance in ceasing the traffic flow outside the War Memorial during the two minute silence. The request had been acknowledged.

**Members agreed the following:** (1) Councillor David Jones to endeavour to obtain the services of a bugler (1) Councillor James Williams to order the wreath.

- (iii) The Clerk advised in relation to a complaint received from a resident in relation to a hedge in the Bryniau area of Graig Fawr (car park) – which is overgrown and requires cutting back. The Clerk had sent the request to Denbighshire County Council.
- (iv) The Clerk advised that during a recent inspection of the play area by Aura Leisure, a weed named Mares Tail was found to be growing on the perimeter of the area. The weed would have to be treated on a number of occasions to ensure eradication.

**Members agreed the following:** Aura Leisure be authorised to eradicate the weed, whereby the Community Council will pay their reasonable cost.

- (v) **Aura Leisure Service Level Agreement – Dyserth Play Area & MUGA:** The Clerk advised that the current Service Level Agreement with Aura Leisure, for the inspections, minor work and liaison aspects – was due to cease. The Clerk advised that the hourly rate had increased from £40.00 to £50.00.

**Members agreed the following:** To renew the Service Level Agreement with Aura Leisure for another year. The Clerk to sign the appropriate documents on behalf of the Council.

**6(C). 165/19**  
**TO RECEIVE AND APPROVE THE QUARTERLY STATEMENT OF ACCOUNTS TO THE 30<sup>TH</sup> SEPTEMBER 2019**

The Clerk, as Financial Officer, provided Members with a copy of the Quarterly Statement of Accounts, as at the end of September 2019, together with copies of the two Council Bank account statements. The Clerk further provided Members, with a breakdown in relation to the budget headings, which included income and expenditure to-date.

**Members agreed the following:** Approved the Statement of Accounts, whereby the document was signed by the Chair of Council – Councillor John Glover.

**6(D). 166/19**

**TO REVIEW (AMEND / UPDATE) AND APPROVE, THE FOLLOWING POLICIES: (A) CODE OF CONDUCT (B) NATIONAL STANDING ORDERS (C) LOCAL STANDING ORDERS (D) FINANCIAL REGULATIONS (E) INTERNAL FINANCIAL CONTROLS (F) ANNUAL RISK ASSESSMENT – 2019/20 (G) RETENTION OF DOCUMENTS ETC., SCHEDULE (H) FIXED ASSET REGISTER – 2019/20 (I) RETENTION OF DOCUMENTS POLICY STATEMENT (J) ANNUAL INVESTMENT STRATEGY – 2019/20 (K) MODEL LOCAL RESOLUTION PROTOCOL (L) GENERAL DATA PROTECTION REGULATION POLICIES**

**Members agreed the following:** Approved and updated the above policies, and to be further reviewed, if necessary, before the end of the financial year.

**6(E). 167/19**

**TO CONSIDER: NEW SOCIAL MEDIA POLICY**

The Clerk recollected to Members a copy of a document named: ‘Social Media – A Guide for Councillors’ which had been sent to all Members prior to the meeting by e-mail. The Guide had been produced by Welsh Assembly Government.

**Members agreed the following:** Whilst the Community Council are not presently linked to any Social Media sites, the Members confirmed, their commitment to adhere to the guidelines contained in the Guide.

**6(F). 168/19**

**WALES AUDIT REPORT: TO UPDATE ASSET REGISTER WITH LOCATION OF COUNCIL ASSETS**

The Clerk recollected to Members the External Audit Report (Wales Audit) - which referred to the Council’s Asset Register – which should record the purchase date, asset holder details, together with the location of the asset. The Clerk advised that whilst this information is available since his appointment as Clerk, the asset register requires updating prior to his appointment. Members were provided with a copy of the current asset register.

**Members agreed the following:** To set up a Sub-Committee of the following Council Members: Councillors’ Andrew Hughes and David Jones – to update the asset register.

**7. 169/19**

**REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)**

- (i) Councillor Andrew Hughes advised (a) the Christmas Fair in the Community Hall was being arranged and will be advertised soon (b) There had been no further contact from Denbighshire in relation to the re-commencement of the youth club – which was disappointing.

- (ii) Councillor Mrs. Margaret Williams advised, that work had commenced in the Waterfall Garden area.
- (iii) Councillor John Glover advised, that the installation of CCTV in Ysgol Hiraddug was in the process of being installed, including work on the disabled access.

#### **8(A). 170/19**

#### **PLANNING**

**There were no planning applications received from Denbighshire County Council**

#### **8(B). 171/19**

#### **PLANNING DECISIONS**

**The following planning decision had been received from Denbighshire County Council:**

- Application number: 42/2019/0659 – Land off Meliden Road, Dyserth - for variation of condition 2 of planning permission code no: 42/2018/0923 – to allow amendments / additional landscaping at the site entrance and substitution of house type ‘Chatsworth House’ for the ‘Mayfair’ at plots 37 and 40. **Granted.**

#### **9. 172/19**

#### **TO DISCUSS: ARRANGEMENTS FOR WINTER FLOWER PLANTING (CLLR JOHN GLOVER)**

Councillor John Glover discussed with Members the provision for the removal of the summer flowers and installation of winter plants in the various Dyserth planters. Councillor Peter Newell advised, that he would be pleased to make arrangements with the current plant sponsors North Wales Garden World. Councillor Trebor Evans was thanked for the watering of the planters.

**Members agreed the following:** Councillor Peter Newell to contact North Wales Garden World – and to endeavour to obtain a similar agreement to last year. The Chair and Vice Chair to agree any quotation in-between meetings.

#### **10. 173/19**

#### **APPROVAL OF ACCOUNTS FOR PAYMENT**

| <b>Cheque Number</b> | <b>Payee</b>   | <b>Net £</b> | <b>Vat £</b> | <b>Total £</b> |
|----------------------|--|--------------|--------------|----------------|
|                      | <u><b>Payment to be confirmed made in between meetings:</b></u><br><br><b>BACS Payment</b> – dated 3 <sup>rd</sup> October, 2019: Mackenzie Jones (Solicitors) Re; Purchase of Dyserth Lime Kilns<br><br><u><b>Payments for consideration at October meeting</b></u><br><br><b>Standing Order:</b> H. M. Revenue & Customs. Clerk’s PAYE & Clerk & Council NI - July, August & September 2019 – payment dated 14/10/2019) ( <b>See November Minutes – Approval of Accounts</b> ) | 76.00        |              | 76.00          |
| 723                  | Wales Audit Office (Annual External Audit)   | 226.25       |              | 226.25         |

|     |  |        |        |        |
|-----|--|--------|--------|--------|
| 724 | Aura Leisure & Libraries Ltd (Quarterly inspection £80.00 / Meeting contractors & arranging quotations £200.00)        | 280.00 | 56.00  | 336.00 |
| 725 | Aura Leisure & Libraries Ltd (Quarterly inspections and ad hoc visits)   | 280.00 | 56.00  | 336.00 |
| 726 | Brian Davies Ltd., (Removal of disc roundabout etc., - as agreed quotation)  | 730.00 | 146.00 | 876.00 |
| 727 | Louise Walsh (Environmental Services & Inspections of Play Area for September  | 50.00  |        | 50.00  |
| 728 | R. P. Parry – Clerk. Travelling expenses from October 2018 to October 2019 – as per detailed auditors information list | 139.50 |        | 139.50 |

**11. 174/19  
APPLICATIONS FOR FINANCIAL SUPPORT**

| Cheque Number | Name of organisation   | Amount granted £ |
|---------------|--|------------------|
| 729           | Whitford Young Farmers Club (adjourned application from September meeting)<br>(Section 19 LGA (Miscellaneous Provisions) Act 1976) | 100.00           |
| 730           | Play & Stay at Dyserth (Application towards Halloween Night event)<br>(Section 137 LGA 1972)                                       | 200.00           |
|               | Shelter Cymru (Cardiff)  | No grant         |

**12. 175/19  
The Members agreed the payments of the above accounts and financial support as listed.**

**There being no further business, the Chairman thanked everyone for attending and closed the meeting.**

**SIGNED BY CHAIR OF COUNCIL .....**

**DATE OF APPROVAL.....**