



Rhuddlan Town Council Meeting

Dear Councillor

7th October 2019

Your attendance is requested at a meeting of Rhuddlan Town Council at the Community Centre, Rhuddlan on Thursday, 10th October 2019 at 7.00 p.m. Any planning applications can be viewed at 6.30 p.m. Members of the public are welcome to attend.

AGENDA

1. Apologies.
2. Declaration of Interest
3. Invited guest: Nicola Williams, Tourism, Marketing & Events Officer DCC to give an overview of the Tourism Ambassadors Scheme.
4. Urgent Items - having been advised to the Mayor 24 hrs in advance.
5. Police matters —to receive a report.
6. Minutes – approve minutes of the 12th September 2019 – pre-circulated.
7. Correspondence from:
 - a. The Mayor.
 - b. The Deputy Mayor.
 - c. The Town Clerk.
 - d. Chairman of Dragons F.C.
8. County Council Members Report.
9. Budget/Finance matters
 - a. To approve the payments listing due.
 - b. External Audit Conclusion Report
 - c. Six Month Report
10. Planning Applications for comment:
 - (i) 44/2019/0684 Display of Large V Board, flag poles and signage. Amended plans. Land east of Tirionfa, Rhuddlan.
 - (ii) 44/2019/0810 Crown reduction / pruning by up to 1 metre of horse chestnut covered by TPO to allow large vehicle access. Abbey Court, Rhuddlan.
11. **Community Matters**
12. **Part 2. Exclusion of press and public.**

By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Admirals Field – Coed y Brain

 - a. To receive correspondence from Jones & Redfern Estate Agents
 - b. To receive a Condition Report from Prys Jones & Booth Chartered Surveyors

13. Date of next meeting

Sian Mai Jones

Town Clerk - 07775 673706



Cyngor Tref
Rhuddlan
Town Council

Item 6

Rhuddlan Town Council – DRAFT Minutes of the meeting on the 12th September 2019

Present:

Cllr Arwel Roberts (Mayor in the Chair)
Cllr Gareth Smith (Deputy Mayor) (late arrival)
Cllr Gareth Rowlands
Cllr Mike Elgin
Cllr Reg Davies
Cllr Syd Gaskin
Cllr Mike Kermode
Cllr Andrew Smith
Cllr Charlotte Frobisher
Town Clerk
Clerical Assistant/Minute Clerk

1. Apologies

Cllr Ann Davies

Fourteen members of public were present including Mr Darryn Thomas BCHUB

2. Declaration of Interest

Cllr Mike Kermode reference item 8k on Dementia Steering Group
Cllr Gareth Rowlands may occur later on item 15a, Admirals Field

3. Aelwyn Morgan Award Presentation

The Mayor, Cllr Arwel Roberts presented the award to Gill & Roy Price along with a bouquet of flowers adding his personal thanks and those of the town council for their work with the community. Mrs Price responded by thanking all those who supported them in their work.

4. Invited Guest

The Mayor, Cllr Arwel Roberts welcomed Mr Darryn Thomas from BCHUB who is going to inform the meeting about the connections between Rhuddlan Iach & Prestatyn Iach and progress being made.

- a. Mr Thomas thanked the Council for the invitation and gave a short resume of his working in the health industry as a Senior health Care Manager now overseeing 4 GP Surgeries. All over the UK there is an issue with arranging GP coverage and whilst the Rhuddlan GP was on maternity leave it proved difficult to find cover. However, there

are 2 new GP's working in Prestatyn lach. One has already started and the other will commence duty in November which should have a positive effect on Rhuddlan lach by reducing the wait for same day appointments. Mr Thomas stated that Rhuddlan lach only has a small number of rooms available and not all are suitable for certain health appointments but the residents should see a much better service by the end of the year.

- b. The Mayor then opened up the meeting to questions from Councillors and those present.
- c. The members requested that due to the confidential nature of health issues the minutes should not record personal details and only reflect a summary of issues raised.
- d. The Rhuddlan Dementia Friendly Group are already in touch with BCHUB staff and wished to create better contact with Prestatyn lach. Mr Thomas was sure this can be achieved and would provide an email contact for this item.
- e. There then followed several comments about the repeat prescription service that is operating in Rhuddlan. Such prescriptions require forwarding to Prestatyn from Rhuddlan chemist for signing by a GP. This causes delays which can prove unsettling and provide anxious moments for patients. Mr Thomas promised to look into the process and see if improvements can be made.
- f. A comment was made about receiving treatment for specialist care in other health board's jurisdiction and the IT systems between them and BCHUB not being compatible. This causes patients having to receive extra test appointments on other occasions wasting valuable resources in doing so. Mr Thomas was aware of IT issues between health boards and stated that these types of issues are being investigated.
- g. One resident described how tests had resulted in requiring a consultation with a doctor which they wanted that to be held in Rhuddlan. They were told this would take a 7 week wait, yet if consultation was in Prestatyn it would have been 1 week. How can this be fair? The person also added that a very elderly Rhuddlan resident was told to book an appointment in Prestatyn lach and travel by taxi or bus. The commentator reiterated the need for a Rhuddlan based GP and hoped that what Mr Thomas has said will happen will transpire soon.
- h. Lastly, an issue with Abergele Eye Hospital was raised whereby a regular 6 weekly appointment for necessary treatment was delayed and informed it would 8 weeks instead. They had taken the issue up with the BCHUB Concerns Team and got placed on cancellation list, which proved successful. The commentator felt lucky and wanted to congratulate the Concerns Team for their response.
- i. There being no more comments or observations Cllr Arwel Roberts thanked Mr Thomas for attending the meeting and facing the public on the issues raised and gave his appreciation for his candid responses.

5. Urgent Items – having been advised to the Mayor 24hrs in advance

- a. Cllr Elgin wished to bring to the Council's attention an article in County Voice issue 4 reference Tourism Ambassadors. It informs of short clip videos on each town in Denbighshire and some of these are good but some are lacking in content. Rhuddlan has so much going on and so much to see that members should resolve to meet with the DCC Tourism Department to inform them.

Cllr Kermode agreed and informed members that the Scala Cinema plays a Prestatyn Town Council video to help market the town.

Cllr Gareth Rowlands reminded members about the iBeacons system on people's phones and that this should be included in any meeting.

Members resolved to meet with DCC Tourism Department.

- b. Cllr Gareth Rowlands remarked that a resident had enquired as to why the Marsh Road works had not included pavements, no waiting signs, and longer length of yellow lines as originally stated. **Resolved to ask why pavement were not included as part of the scheme.**

6. Police Matters

The Town Clerk had not received a report. **The Council agreed to send a letter stating that a report should be provided even if PCSO in on leave.**

7. Minutes – 11th, 29th July & 23rd August

11th July - Cllr Mike Elgin wanted to amend the Minutes to show that the advice given by the solicitor was good. (P33 para3).

Cllr Mike Kermode had an amendment to Item 14c in Part 2 (P38 Informing the members that shortlisting would be difficult bearing in mind the information we had).

Subject to the amendments the minutes were accepted as true record and signed.

Matters Arising

- a. **Fresh Air Gym sessions** - Cllr Syd Gaskin stated that more people need to be encouraged to attend the sessions please.
- b. **Fence around Fresh Air Gym area** - Cllr Syd Gaskin related an incident whereby people had been walking their dogs on the area of Admiral's Field where dogs are prohibited. In speaking politely to dog walkers about the restriction on dogs being on marked areas; all appeared ok in their response but lately a letter has been sent to the Mayor on the issue. Further discussion on the issue and the letter in item 8i.
- c. **Benches** - It was reported that the Admiral's Field bench and the Odyn bench have now been installed.
- d. **CCTV Partnership** - Cllr Gareth Rowlands added that the CCTV had not focused on the Fresh Air Gym area but it is now. There is a procedure for the Town Clerk to formally request CCTV movements in the future and he felt confident it would be enacted.

Cllr Mike Kermode wondered about CCTV effectiveness and it was resolved that Cllrs Rowlands and Gaskin should meet on site with Town Clerk to supply times and targets for CCTV to follow.

e. Deputy Mayor's Chain – Awaiting arrival

f. Dates of Various meetings – Dates were circulated by e-mail as requested. The Mayor had also got leaflets for members to distribute.

g. Local Development Plan – The Mayor wished to thank those people who attended the meeting and made their views known.

July 29th – It was moved by Cllr Gareth Rowlands that the **minutes be accepted without any amendments and there were no matters arising.**

August 23rd – Cllr Gareth Smith needs to be included under those present. Under item No 3, there is a need to include after the "An amendment was proposed by Cllr Ann Davies for the minimum bid to be 98K", "this was seconded by Cllr Charlotte Frobisher and supported by Cllr Reg Davies". **The Council resolved to accept the minutes subject to the above amendments.**

8. Correspondence from:

8a. The Mayor.

Cllr Arwel Roberts presented his report of events attended

23rd of August - Both the Mayoress and myself were invited to open a new shop in Gwindy Street called Beauty Spot.

29th of August- meeting with Mrs Tracey Kerfoot and the Clerk to discuss the organisation of a Scarecrow Festival in Town. Mrs Kerfoot to contact the Parent Association of Ysgol y Castell. The Clerk and myself agreed that flyers should be printed through Good Signs to advertise events during the coming months. Very grateful to the town councillors that have assisted in delivering them, there are some streets which still need them.

31st of August - The Mayoress and myself were invited to a Vintage Tea occasion in the Community Centre. Event organised by the Town Woman's Guild very satisfying well organised by Mrs Gill Price and friends.

1st of September - Present in the Mayor's Civic Sunday in the Cathedral City of Llanelwy.

6th of September - Mayor's Concert in Ebeneser Chapel Rhuddlan in the company of Côr y Porthmyn. Diolch/thanks to those who supported, hopefully we could reach £800 profit. This to be shared between Clic Sargant and the Urdd Eisteddfod Appeal Committee.

8th of September - The Mayoress and myself were present in the Mayor of Kinnel Bay and Towyn Civic Sunday.

My other commitments include supporting the Rhuddlan Dementia Group. I was invited to visit Ysgol y Castell on the 11th of September to congratulate the school for collecting over £500 for the Alzheimer's Society. Luckily the Dementia Group Secretary Cllr Mike Kermode

could attend. The Music Memories sessions have restarted there were 32 of us present in the library on the 10th of September.

Through the assistance of our Clerk and others especially Cllr Kermode this group is going from strength to strength - note the Dementia Mats and also coming soon "Sit and be Fit" where Rhuddlan Community Centre when Mondays 1.00 p.m. to 2:30 p.m. First session 23rd of September.

The report was accepted.

8b. The Deputy Mayor's Report

20th July – Afternoon Tea

On behalf of the Mayor I attended a Charity event hosted by Cllr. Morris Jones of Towyn and Kinmel Bay. Funds were raised to support the mayor's charities in respect of Dementia and Children with Additional Learning Needs,

12th August Uku a Bay Weekend

At Theatre Colwyn, in support of the Mayor of Colwyn Bay and raising funds for his chosen charity; Shelter Cymru

17th August – Rhuddlan Allotment Society Open Day

An enjoyable day, I learned a lot on my tour of the allotments about the variety of fruit, vegetables and flowers grown on the site. I was pleased to be the judge for the mini garden completion! A Great event and good to see the waiting life for the allotment society grow. It was also pleasing to learn of the grants the society have recently secured for their improvement plans.

The report was accepted

8c. The Town Clerk

Cllr Syd Gaskin was thanked for checking the defibrillators. Tomos from Achub Calon Conwy will also check the battery life of the defibrillators over the next few days.

The report was accepted.

8d. DCC Water leak in Vicarage Lane

The Town Clerk had received a letter from the Head of Highways & Environmental Services stating that they cannot see any viable conclusion to the issue. Cllr Gareth Rowlands proposed that we accept the conclusion and this Council keeps the situation monitored. Cllr Mike Kermode seconded the proposal and **Council voted in agreement.**

8e. DCC Library Quarterly Report

Cllr Mike Kermode said it was good to see that the library was well used and valued by the residents of Rhuddlan. The librarians had been very supportive of the Music Memories group.

Cllr Gareth Rowlands adding that all members should encourage more use of the library by residents even though it was expensive to hire rooms for meetings. **He proposed the Council ask DCC to look at ways of reducing costs and the Council so resolved.**

8f. Willow Tree, Admiral's Field

The Town Clerk reported that there was concern over the willow trees in Admirals Field which are located by the bowling club boundary fence. Perhaps they should be removed and ground out. Following a discussion about the injury of a local child by debris from a willow tree in Admiral's Field, Cllr Gareth Rowlands believed that it was last trimmed about 5 years ago and that he thought it was becoming dangerous without being pruned or topped in the near future. **The Council resolved for the Town Clerk to find a contractor to investigate and provide a cost for the works required.** Proposed by Cllr Gareth Rowlands and seconded by Cllr Syd Gaskin

8g. Ysgol y Castell

A letter for information thanking the Town Council for the grant towards football goals

8h. DCC Public Footpath 8

A letter has been received informing the Town Council of a proposal to divert the above footpath. It points out why the diversion is necessary and the rationale behind an alternative route which has been subject to consultation with the local Ramblers Cymru volunteers and the 2 landowners. The letter asks for the members to consider the diversion and make any observations they may wish.

There were no objections.

8i. Letter reference Dogs on Admiral's Field

This letter is relative to item 7b under Matters Arising of the Council Meeting on 11th July.

Lt Col (retired) David Roberts & Mrs Dina Roberts wrote to the Mayor on 31st July 2019 about dog fouling on Admiral's Field. It points to a Councillor approaching a companion of theirs who were dog walking on the field and a feeling of being targeted as dog owners when most are responsible and conform to the laws with regards to going on marked areas. Cllr Gareth Rowlands commented that the law is the law and dogs cannot walk on marked playing fields. It was suggested that DCC be pressed to enforce the law.

Cllr Arwel Roberts is to meet DCC Officer Tim Evans (Public Protection) to discuss.

Cllr Arwel Roberts & the Town Clerk will meet with Mrs Dina Roberts in response to the letter.

8j. DCC Policy on Ragworts

An e-mail has been received from DCC reporting that they do not have a ragworts policy but will deal with sites with ragworts when informed.

Cllr Gareth Rowlands informed the meeting that ragworts are classed as a noxious weed and as such farmers must clear it from their land so why don't DCC remove it.

The Council resolved that any residents complaining of ragworts should be encouraged to email DCC Customer Services or officers Tim Towers or Michael Bennion as suggested in DCC's e-mail

8k. Dementia Friendly Group

Letter of thanks received for the services of the Town Clerk for the initial 12 months of the Dementia Group and the financial help of the Council.

8l. Rhuddlan Community Partnership

An e-mail has been received informing the Town Council that the Rhuddlan Community Group will not be proceeding with some of their proposed projects. With Sadness of the news, Rhuddlan Town Council accepted the information.

9. County Council Members Report

Cllr Arwel Roberts

a. Vicarage Car Park.

The land is owned by the Town Council, County Council and Betsi Cadwaladr Health. Organised a meeting with Mike Jones Highways, 5th of September. The Health Board have agreed in principle to allow their land to be leased to the County Council. Mike Jones agreed that the facility is for general use of the public. He has agreed to send me a report soon and to copy Cllr Ann Davies and the Clerk.

b. Parliament Street Car Park.

Good steps taken here according to Mike. A new ticket is about to be arranged; one with a counterfoil which can be taken to the shops for a discount. There is a need for businesses to join the scheme. There is a need for a sign advertising the fact that the scheme is in existence. He will be asking for a contribution from the Town Council to purchase the sign. Again, we await his report, Clerk and Cllr Ann Davies to be included.

c. The new welcome sign to be placed in Abergele Road.

You may recall that the past Mayor, the Clerk and myself had a meeting with an officer to broadcast the fact that people are entering Rhuddlan and are Wales and Britain in Bloom winners. He has promised again to send a report to me.

d. An extra Dropped Kerb in front of the Community Centre.

I have requested this now over three months. It's not in Mike Jones remit but he will follow it up with his co officers.

e. Dropped Kerbs near the Disabled Parking Areas.

Again, he has promised to have these done. Cllr Gareth Smith has asked for this for more than eight months.

f. A Crossing for the busy Ffordd Rhyl, Rhuddlan.

He is now aware that the Town Council support for such a crossing of some sort. Cllr Mike Elgin brought it to our attention. Mike Jones has promised to complete a survey of the road during busy traffic times. Again, we await his report.

g. Railings in front of the New Inn Hotel Rhuddlan.

These were supposed to be placed in front of the Hotel by the 9th of September. I have now been informed that they will be in place by the 17th at the latest.

h. Meeting in the library with the manager and his line officer.

Also present were two other officers. Liam, the county Biodiversity Officer and Joel county Ecologist Officer. Main purpose was the fact that the Library Managers would like the area of grass owned by the County to be developed for Biodiversity, in other words they would enhance new growth of local species, I informed them where the crocus and daffodils bulbs have been planted.

i. Unruly behaviour during school holidays.

Unfortunately, when school summer holidays start a small amount of youth cause trouble around and in the Castle. I felt very sorry for the Custodian of the Castle and a teacher from Ysgol Glan Clwyd who lives nearby when the Mayoress and I visited them.

The police were involved I'm sure PCSO can report further on this. I also informed the youth liaison officer. Since then I have had a meeting with the Youth Officer Claire Cunnah, the Clerk was also present. Mrs Cunnah informed me that the youth reaching officer would be active in Rhuddlan especially in Ysgol y Castell September onwards (year 6 only).

j. Meeting with David Mathews in the library.

Two issues I raised with him.

The development of the rest of the Rhuddlan Triangle.

He agrees that as a Building Officer that this area is really hundred per cent not viable for housing. The idea of a parking area for coaches and a riverside walk and a tree planting project really struck a chord with him. I liked his idea also of a Garden Centre.

The enhancement of Rhuddlan for businesses he has promised to contact Mike Horrocks - business officer to help a business who wants to find new site for themselves.

Cllr Mike Kermode enquired if the Rhuddlan Triangle can be developed he would like to see a reminiscence garden. The members agreed and it was so resolved.

10. Budget/Finance matters

a. The Town Clerk presented the latest list of payments due and by means of explanation explained that the Vodafone invoice was more than usual due to photos of the Town Council assets being taken and being downloaded to be printed for the file.

It was resolved to approve the listing for payment

11. Planning Applications for comment:

Cllr Mike Kermode abstained from commenting.

Application 44/2019/0755. Erection of extension to existing garage (Resubmission).

Rose Cottage Church Street, Rhuddlan. **No objection.**

12. Quotes to carry out work in Rhuddlan:

a. **Power Washing** – 3 contractors were invited to tender but only 1 was received on time. The contractor Greengrass Service Ltd had been recommended by a neighbouring Town Council and the tender was for £3115 + VAT. It was noted that the Town Council has funds to meet this cost and it was **resolved to go ahead with this scheme.**

b. **Fresh Air Gym fence** – The Town Council agreed on 11th June 2019 to investigate the installation of a fence around the fresh air gym to deter dog fouling. & 7 contractors were invited to tender but only 2 responded with tenders.

They were North Wales fencing at £5235 + VAT & S&P Fencing at £8260 + VAT. Cllr Syd Gaskin questioned the need for the fence given the lack of users for the fresh air gym, and its high cost.

Cllr Andrew Smith had concerns about resident feeling fenced in on what is an open recreation area.

Cllr Gareth Rowlands noted that it was actually the users of the fresh air gym who initially suggested a fence.

Cllr Mike Elgin proposed and Cllr Gareth Rowlands seconded that the cheapest tender option, with the bow top, should be engaged. On a vote there was 1 abstention, 3 against, and 5 for the proposal. **Resolved**

c. **Cleaning of Edward 1st Inscription** – Council had agreed a budget of £3k in the 2019/20 budget for this project. 5 contractors were invited to tender but only 1 responded. This was from Independent Memorial Inspection (IMI) at £1900+ VAT. The owners of the property 1 Parliament Street where the inscription is mounted have given permission for this work.

Cllr Reg Davies had concerns that the inscription would not paint successfully after cleaning.

Cllr Mike Kermode mentioned using a plaque below the wall mounted inscription to record the wording in a better format.

The Council resolved to do both the cleaning & painting as per the tender received and investigate an additional plaque as suggested by Cllr Kermode.

d. **Supplier of Christmas Lights on High Street** – The current Christmas lights contract has ended and 5 contractors were invited to tender. 3 contractors responded they were:

Blachere at £4430 (year1), £5355 (year2), £5355 (year3).

Lite-Ltd at £5920 (option A), £5735 (option B), £6290 (option C).

Festive Lighting £5800 per annum for 3 years.

Festive Lighting had given the Town Council excellent service over the years and it was resolved to continue with Festive Lighting but to seek different design with costs.

13. Personnel Committee – Terms of Reference

The Town Clerk tabled the document which sets out the purpose, membership, quorum & voting, and remit of the personnel committee for members to agree.

Resolved to agree the terms of reference.

14 Community Matters

- a. Cllr Arwel Roberts informed the meeting that Transport for Wales are due to take over the management of the bus pass scheme across Wales. He described how the passes are transferred and new ones applied for. Unfortunately, the web-based system has crashed when it opened due to large amounts of hits. It is necessary therefore to be patient. However, any current bus pass can still be used as before up to December 2019.

Cllr Mike Kermode asked that this information be placed on Rhuddlan Town Council website

Cllr Syd Gaskin mentioned that he had tried to update his current bus pass with no success for a while but eventually it did work.

Resolved to place information about bus pass on website.

- b. Cllr Gareth Smith noted that the weeds growing within the crazy paving around Parliament Street car park were now dead and needed clearing.
- c. In a discussion that followed mention was made of bushes in the far-left hand corner being cut back or not. Some members believed it had.
- d. Cllr Reg Davies wished the Council to be aware at this early stage that in May 2020 we should be celebrating VE Day 75th anniversary. **Council resolved to discuss this at the Remembrance Day meeting.**

15. Part 2 Exclusion of Press & Public

By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press & public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

John Owens the solicitor and the Chairman & Secretary of Dragon's Football Club remained in the meeting.

- a. **Admiral's Field** – Cllr Arwel Roberts. Mayor introduced the Council's solicitor Mr John Owens who is present to offer legal advice on matters pertaining to the access road and rights of way issues, and the purchase

of Coed y Brain. There were two representatives of the Dragons F.C. who could offer information on the club's development plans.

Access Lane – Cllrs Gareth Rowlands, Arwel Roberts, and Reg Davies all declared an interest and offered to leave the chamber. Cllr Mike Kermode stated that we would deal with information only matters at this point and can therefore remain for now. There then followed a discussion regarding conveyance issues of the lane and responsibilities associated with the town Council and the various home owners who surround the lane. In summary there was an obligation for both the Council and the house owners to maintain the lane.

Cllr Gareth Rowlands felt that there was an unquestionable responsibility on the Council to make good any holes in the lane.

Cllr Mike Elgin queried that the Council should formally agree responsibility for the lane with the house owners for the long-term future. John Owen advised that repairs to the lane could be made by quarry waste and not full tarmac. Use of voluntary labour would help reduce costs and at the same time be inclusive to the approach of this issue.

Cllr Mike Kermode said it might be better to agree that the Council be responsible for all costs as negotiation may prove difficult as some house owners would be happy to share the costs, and others not.

John Owens advised that a document could be drawn up stating that Council would meet 50% of the costs if the house owners accepted the remainder. This could be written into the Land Registry documentation. Cllr Mike Kermode wanted the standard of the lane maintenance written into any such document.

John Owens is able to prepare a single document to consult with all concerned.

Cllr Syd Gaskin voiced concern that there might be a situation whereby there is no agreement with all house owners and delay the issue further. Cllr Kermode wanted to make a point that the Dragons F.C. are granted use of the field in the future but not vehicular access via the lane.

Cllrs Arwel Roberts, Gareth Rowlands, and Reg Davies then leave the chamber. The Deputy Mayor Cllr Gareth Smith takes the Chair.

Cllr Mike Elgin suggested that the Council increases their contribution from 50% due to the potential purchase of Coed Brain.

Cllr Mike Kermode believed that the Council should maintain the lane with quarry waste at their expense only and not charge residents.

Cllr Syd Gaskin again was concerned that the Council would find it difficult to reach an agreement with the house owners.

Cllr Charlotte Frobisher remained committed to seeking a share of the costs with the house owners.

John Owens suggested an amendment that a Bye law could be passed through the Council for specific purposes.

Cllr Andrew Smith seconded the proposal with the amendment suggested by John Owens.

It was so resolved

Those Council Members who had left the chamber resumed their places and the Mayor returned to the Chair

Coed y Brain – The estate agents Jones & Redfearn correspondence was read out regarding the Council's offer for the purchase and including two conditions one on right of way and the other a shared boundary fence.

The vendor had agreed an offer of £125. However, this is subject to a receipt of a satisfactory House Buyers survey.

With regards to access, the Council do not agree to the seller retaining walking right of way along the right-hand pathway from the front flat let property along the right-hand side of Coed y Brain and to the Admirals Playing Fields.

Also, the Council will not agree contributing £500 towards the costs of erecting a fence. The council are willing to employ a contractor who will erect a fence at a lower cost. The Council is requesting a 50% contribution from the seller towards this.

Cllr Gareth Rowlands proposed that Council should stick to its offer accepted by the vendor with a condition to discuss the access, boundary fence, and subject to a receipt of a satisfactory House Buyers survey.

Cllr Andrew Smith seconded this proposal and everyone present except one voted in favour. **Resolved**

The Town Clerk informed the Council that Cllr Ann Davies had e-mailed asking that everything on this subject be put to writing. The members stated that the Council will record in writing the decisions taken at the meeting.

b. Request for Financial Assistance

- **Menter Iaith** – Application for £500 towards St David's Day event which was proposed for acceptance by Cllr Gareth Rowlands, seconded by Cllr Gareth Smith. **Approved**
- **St Mary's Church Council** – Cllr Reg Davies declared an interest and left the chamber. The Church Council have in the past had a volunteer who maintains the graveyard but unfortunately this person can no longer offer this service. The application is for £1000 towards the cost of a professional maintenance company. Cllr Andrew Smith proposed to approve, Cllr Mike Kermode seconded and the application was accepted. **Approved**

c. Town Council Vacancy – For information the Town Clerk stated that 3 nominees had been received and the election date is to be October 3rd

d. Aelwyn Morgan Award – The Council had received a letter from a resident disappointed that the award had not been given to a nominee but to people who are paid for their community work.

Cllr Andrew Smith said that the letter seems to imply that the Council decision was wrong. It is clearly chosen democratically by the Town Council. The recipients do get paid for some of their community service but do a lot of voluntary work too that is unpaid, and that is why they were nominated and why the vote proved in their favour.

Cllr Mike Kermode proposed that the Council should write back and state that the e-mail had been read out in the Town Council meeting and noted.

Cllr Gareth Rowlands seconded. **Resolved**

13. Date of Next Meeting – October 10th 2019

Signed.....Cllr Arwel Roberts (Mayor)

Date.....

Town Clerk's Report – October 2019

Meetings / events attended:

September

- 1st Distribute agendas for 5th Sept & distribute posters – High Street & HTM Park
- 5th LDP meeting in community centre.
- 6th Youth Services meeting
- 12th Town Council meeting
- 26th Meet with Mayor

Forthcoming Events:

- Oct 12th Rhuddlan Business Breakfast Meeting @ 8.30 a.m. in the Community Centre.
- Oct 22nd Defibrillator Training in the Community Centre @ 7 p.m.
- Nov 10th Remembrance Sunday. Procession to start from Rhuddlan Community Centre @ 10.30 a.m.
- Dec 2nd Christmas Lights Switch On
- Dec 17th Christmas Carols Around the Tree

Subject:

FW: Access rd

Sent: 21 September 2019 15:38

To: Rhuddlan Town Council <clerk@rhuddlantowncouncil.gov.uk>

Subject: Access rd

Hello Sian

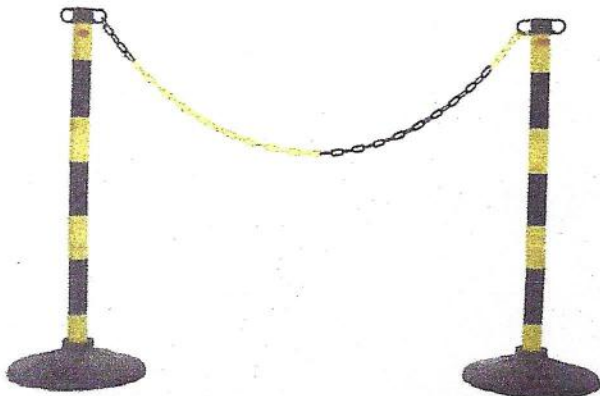
This morning at a football match on admirals field we had a issue with the away team parents. One parent blocked the access rd with his van ,which caused problems for the local residents. Our chairman Dave Edwards approach the gentleman and asked him to move explaining that the road is used also by the residence. Dave was met with abuse and was almost hit by the van as he moved .

Rhuddlan dragons football club does not except this behaviour and a complaint has been put into the north wales league . Going forward the club would like to purchase some barriers (see picture) and set them up on game days controlling the access, we would also like to send a letter to the residence who use the access road informing them of are intensions but more importantly asking them if they go through the barrier to put the chain back afterwards as we can't police it for the entire time of the games/ training.

If the council is happy for the club to do this we will implement it as soon as possible.

Kind regards

Lee Hall



List of Payments made between 01/10/2019 and 12/10/2019

Item 9a

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/10/2019	Goodsigns & Print	102289	6.36		Update Honours Board
10/10/2019	Goodsigns & Print	102290	135.60		Rhuddlan in Bloom Board
10/10/2019	Goodsigns & Print	102291	23.04		Defib Waterproof Poster
10/10/2019	Denbighshire County Council	202292	48.00		Domain Name for RTC
10/10/2019	ROYAL MAIL GROUP LTD	102293	270.00		Renewal for Royal Mail Box
10/10/2019	HMRC	102294	244.98		HMRC - November
10/10/2019	Town Clerk	102295	266.19		Expenses
10/10/2019	NEST Pension	DD	112.28		Period 18th August - 17th Sept
10/10/2019	Staples UK Ltd	DD	117.44		Cartridges
10/10/2019	Staples UK Ltd	DD	11.58		2020 Diary
10/10/2019	Staples UK Ltd	DD	27.34		Assorted stationery
10/10/2019	Scottish Power	DD	51.00		Electricity
10/10/2019	Town Clerk	SO	1,150.00		Salary
10/10/2019	Clerical Assist / Minute Clerk	SO	175.00		Salary
10/10/2019	G. Smith	102296	250.00		Deputy Mayor Allowance 50%
10/10/2019	A. Roberts	102297	750.00		Mayors Allowance 50%
10/10/2019	Menter Iaith Sir Ddinbych	102298	500.00		Grant
10/10/2019	St Mary's Church Rhuddlan	102299	1,000.00		Grant
Total Payments			5,138.81		

ISSUES ARISING REPORT FOR
Rhuddlan Town Council
Audit for the year ended 31 March 2019

Introduction

The following matters have been raised to draw items to the attention of Rhuddlan Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2019.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

Issues Raised

- Accounting Statements - Trust Funds Disclosure Note
 - Assets
 - Terms of Reference
 - Internal auditor's recommendation
 - Minor issues
-

The following issue(s) have been raised to assist the readers of the annual return. They require no action to be taken by the body.

Assets

What is the issue?

The council previously included assets at a valuation amount for the fixed assets in the prior year on its annual return.

All historically held assets have been reviewed during the year and those held have now been valued at purchase cost to the council or where cost was not known included at a proxy cost.

Why has this issue been raised?

The value of fixed assets as recorded on the annual return was overstated in the prior year.

What do we recommend you do?

The council should ensure both years are presented on the same basis in accordance with the Practitioners guide.

Further guidance on this matter can be obtained from the following source(s):

Not applicable

The following issue(s) have been raised as there are minor errors on the annual return which we wish to draw to the attention of the body so they do not occur again in future years.

Accounting Statements - Trust Funds Disclosure Note

What is the issue?

The council has not answered box 14 in error in the Accounting Statements of the annual return. We believe based on prior years information that the council should have answered 'N/a' for both years.

Why has this issue been raised?

The disclosure on the annual return has not been completed, as we believe that the council is not the sole trustee of any charities.

What do we recommend you do?

The council should ensure in future years that it answers 'No', that the council does not act as the sole trustee for and is not responsible for managing trust funds or assets.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in Wales - A Practitioners' Guide, OVW/SLCC

Minor issues

What is the issue?

The following issues have been raised as minor issues or omissions have been identified in the current year's Annual Return:

There are empty boxes in the Accounting Statements of the annual return. We do not believe there should be any figures in these boxes but they should include a nil or zero to confirm this.

Why has this issue been raised?

This is to draw these minor errors to the attention of the council.

What do we recommend you do?

The council should ensure in future years that the above minor errors or omissions are not included in the Accounting Statements.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability for Local Councils in Wales - A Practitioners' Guide, OVW/SLCC

The following issue(s) have been raised to assist the body. The body is recommended to take action on the following issue(s) to ensure that the body acts within its statutory and regulatory framework.

Terms of Reference

What is the issue?

The council have other committees in place but have not set any terms of reference including any delegation of authority for those committees.

Why has this issue been raised?

The council is at risk of not conducting their business legally, efficiently and effectively.

What do we recommend you do?

The council should setup the terms of reference including any delegation of authority for any other committee as soon as possible or in any event before the end of the current financial year.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability for Local Councils in Wales, A Practitioners' Guide - OVW/SLCC

Internal auditor's recommendation

What is the issue?

The internal auditor has made a recommendation to the council.

Why has this issue been raised?

The council is exposed to the risks associated with this weakness.

What do we recommend you do?

The council must implement the recommendation made by the internal auditor to improve the financial systems of the council as soon as possible or in any event before the end of the current financial year.

If the council addresses the issues raised by the internal auditor the council should improve internal controls which will help to prevent and detect error and fraud and assist the council to operate in an effective and efficient manner.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in Wales - A Practitioners' Guide, OVW/SLCC

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 16 September 2019

Detailed Receipts & Payments by Budget Heading

Item 9c

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1076 Precept	61,433	92,150	30,717			66.7%	
1090 Interest Received	77	0	(77)			0.0%	
1100 Grants & Donation Received	20	0	(20)			0.0%	
1200 Other Income	10,337	0	(10,337)			0.0%	
Income :- Receipts	71,868	92,150	20,282			78.0%	0
Net Receipts	71,868	92,150	20,282				
110 Administration							
4000 Staff Salary	8,282	19,600	11,318		11,318	42.3%	
4010 PAYE & NI	1,817	4,000	2,183		2,183	45.4%	
30 Pension	804	1,500	696		696	53.6%	
4060 Payroll Admin	160	350	190		190	45.7%	
4070 Staff Expenses	209	500	291		291	41.8%	
4080 Training	0	350	350		350	0.0%	
4090 Mayors Allowance	750	1,500	750		750	50.0%	
4100 Deputy Mayors Allowance	250	500	250		250	50.0%	
4110 Councillors Allowance	0	1,650	1,650		1,650	0.0%	
4120 Extra Responsibility Allowance	250	500	250		250	50.0%	
4130 Bank Charges	10	0	(10)		(10)	0.0%	
4140 Audit Fees	250	650	400		400	38.5%	
4150 Professional Fees	0	250	250		250	0.0%	
4160 Subscriptions & Memberships	0	170	170		170	0.0%	
4170 Insurance	202	4,500	4,298		4,298	4.5%	
4180 Stationery & Postage	381	1,500	1,119		1,119	25.4%	
4190 Civic Duties	220	1,000	780		780	22.0%	
4200 Telephone & Broadband	164	430	266		266	38.2%	
210 Website & Photography	135	350	215		215	38.6%	
4220 Financial Software	1,030	1,000	(30)		(30)	103.0%	
4230 Hire Of Facilities	36	300	264		264	12.0%	
4250 Section 137 Other Expenditure	565	0	(565)		(565)	0.0%	
4260 Bus Shelters	26	1,500	1,474		1,474	1.7%	
4270 Elections	0	4,500	4,500		4,500	0.0%	
4275 Travel Expenses	590	1,500	910		910	39.3%	
4290 Sundries	1,228	2,500	1,272		1,272	49.1%	
Administration :- Indirect Payments	17,360	50,600	33,240	0	33,240	34.3%	0
Net Payments	(17,360)	(50,600)	(33,240)				

Detailed Receipts & Payments by Budget Heading

Cost Centre Report

Item 9c

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Community Projects							
4290 Sundries	2,653	2,500	(153)		(153)	106.1%	
4400 Christmas Street Lights	0	11,000	11,000		11,000	0.0%	
4410 Remembrance Day	0	1,000	1,000		1,000	0.0%	
4420 CCTV - Crime & Disorder	3,500	3,500	0		0	100.0%	
4430 Grant - Town Council	2,100	6,000	3,900		3,900	35.0%	
4440 Grant - Community Events	1,000	3,000	2,000		2,000	33.3%	
4441 Grant - Youth Project Fund	0	3,000	3,000		3,000	0.0%	
4450 Blodeuo	0	3,000	3,000		3,000	0.0%	
4460 Library - Running Costs	12,000	12,000	0		0	100.0%	
4490 DDA Compliance	0	1,000	1,000		1,000	0.0%	
4622 Vicarage Lane Tarmac Path	3,840	3,750	(90)		(90)	102.4%	
23 Renovate Plaque	0	3,000	3,000		3,000	0.0%	
4624 Fresh Air Gym Session	0	400	400		400	0.0%	
4625 Cemetery	0	5,000	5,000		5,000	0.0%	
4626 Business Group	0	2,000	2,000		2,000	0.0%	
4627 Events Calendar	0	2,000	2,000		2,000	0.0%	
4628 Pressure Wash High Street	0	2,000	2,000		2,000	0.0%	
Community Projects :- Indirect Payments	25,093	64,150	39,057	0	39,057	39.1%	0
Net Payments	(25,093)	(64,150)	(39,057)				
130 Playing Fields							
4290 Sundries	0	2,500	2,500		2,500	0.0%	
4600 Repairs & Maintenance	1,020	5,000	3,980		3,980	20.4%	
4610 Electricity MUGA	207	600	393		393	34.5%	
4620 Grass Cutting	750	2,000	1,250		1,250	37.5%	
4621 Vicarage Lane Boundary	0	300	300		300	0.0%	
130 Litter Collection	456	2,000	1,544		1,544	22.8%	
Playing Fields :- Indirect Payments	2,433	12,400	9,967	0	9,967	19.6%	0
Net Payments	(2,433)	(12,400)	(9,967)				
999 VAT Data							
515 VAT on Payments	2,408	0	(2,408)		(2,408)	0.0%	
VAT Data :- Indirect Payments	2,408	0	(2,408)	0	(2,408)		0
Net Payments	(2,408)	0	2,408				

Detailed Receipts & Payments by Budget Heading

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMF
Grand Totals:- Receipts	71,868	92,150	20,282			78.0%	
Payments	47,294	127,150	79,856	0	79,856	37.2%	
Net Receipts over Payments	<u>24,574</u>	<u>(35,000)</u>	<u>(59,574)</u>				
Movement to/(from) Gen Reserve	<u>24,574</u>						

Eich cyf / Your ref

Ein cyf / Our ref : 44/2019/0684

Dyddiad / Date : 24/09/19

Rhif union / Direct dial : 01824 706727

Cyngor
sir ddinbych
denbighshire
County Council



Item 10 (i)

Rhuddlan Town Council
Mrs Sian Mai Jones Clerk
c/o Rhuddlan Library
Vicarage Lane
Rhuddlan
LL18 2UE

Annwyl Syr / Fadam

Dear Sir / Madam

CAIS / APPLICATION: 44/2019/0684

CYNNIG / PROPOSAL: Arddangos Bwrdd V mawr, pholion baneri ac arwyddion / Display of large V Board, flag poles and signage

LLEOLIAD / LOCATION: Land east of Tirionfa, Rhuddlan, Rhyl

Ysgrifennais atoch yn flaenorol ynglyn â'r cais uchod sydd wedi'i gyflwyno i'r Cyngor Sir.

Rwyf erbyn hyn wedi derbyn cynlluniau diwygedig a/neu wybodaeth ychwanegol ac mae copi ohono wedi'i hamgáu.

Os hoffech gyflwyno unrhyw sylwadau am y cynlluniau diwygiedig, yna byddwn yn ddiolchgar o'u derbyn o fewn yr 14 diwrnod nesaf

Os na chlywaf gennych o fewn yr amser hwn byddaf yn cymryd nad oes gennych unrhyw sylwadau i'w gwneud ar y cynlluniau, neu nad ydych yn dymuno ailystyried unrhyw sylwadau a anfonwyd atom eisioes.

Mae'r cyngor a roddwyd yn fy llythyr blaenorol am y nifer o gynrychiolwyr a ganiateir ar ein gwefan a phroses y Pwyllgorau Cynllunio yn dal yn berthnasol.

I wrote to you previously in connection with the above application which has been submitted to the County Council.

I have now received amended plans and/or additional information, a copy of which is enclosed.

Should you wish to make any representations on the amended plans, then I would be grateful to receive them within the next 14 days.

If I do not hear from you within this period I shall assume you have no representations to make on the amended plans, and that you do not wish to revise any observations which may already have been forwarded.

Advice in my previous letter relating to the availability of representations on our website, and the Planning Committee process, remain relevant.

Yr eiddoch yn gywir

Yours faithfully

Gwasanaethau Cynllunio, Caledfryn, Ffordd y Ffair, Dinbych, Sir Ddinbych LL16 3RJ Ffôn: 01824 706727
e-bost: cynllunio@sirddinbych.gov.uk Gwefan: www.sirddinbych.gov.uk

Planning and Public Protection, Caledfryn, Smithfield Road, Denbigh, Denbighshire, LL16 3RJ Phone: 01824 706727
e-mail: planning@denbighshire.gov.uk Website: www.denbighshire.gov.uk



Eich cyf / Your ref

Ein cyf / Our ref : 44/2019/0810

Dyddiad / Date : 25/09/19

Rhif union / Direct dial : 01824 706727

Cyngor
sir ddinbych
denbighshire
County Council



Item 10 (ii)

Rhuddlan Town Council
Mrs Sian Mai Jones Clerk
c/o Rhuddlan Library
Vicarage Lane
Rhuddlan
LL18 2UE

Annwyl Syr / Fadam

Dear Sir / Madam

CAIS / APPLICATION: 44/2019/0810

CYNNIG / PROPOSAL: Gostyngiad / tocio coron gan hyd at 1 Mesurydd o Coeden Castanwydden wedi'i orchuddio gan TPO i ganiatáu mynediad i gerbydau mawr / Crown reduction / pruning by up to 1 Metre of horse chestnut covered by TPO to allow large vehicle access

LLEOLIAD / LOCATION: Abbey Court Rhyl Road, Rhuddlan, Rhyl

Amgaeaf gopi o'r cais a ddisgrifir uchod sydd wedi'i dderbyn gan y Cyngor Sir.

I enclose a copy of the above-described application which has been received by the County Council.

Os oes gennych unrhyw sylwadau yr hoffech i'r Cyngor eu hystyried pan fyddant yn ymdrin â'r cais, anfonwch nhw ar bapur o fewn 21 diwrnod o ddyddiad y llythyr hwn.

If you have any observations which you would like the Council to consider when they deal with the application, I would ask you to forward them in writing within 21 days of the date of this letter.

Byddwn yn gwerthfawrogi'n fawr iawn pe gallech nodi ein cyfeirnod a chynnwys disgrifiad byr o'r cynnig ar eich ymateb os yw hynny'n bosibl.

It would be very much appreciated if you could quote our reference number and include a brief description of the proposal in your response if at all possible.

Byddaf yn cymryd nad oes gennych unrhyw sylwadau os na chlywaf gennych o fewn y cyfnod o 21 diwrnod. Mae'n bosibl y gwneir penderfyniad ar y cais ar ddiwedd y cyfnod ymghynghorol hwn, ac oherwydd mae'n bosibl nad ystyri'r unrhyw sylwadau a gyflwynir ar ôl y dyddiad cau gan y Cyngor.

I will assume that you have no observations if I do not hear from you within the 21-day period. The application may be determined at the end of this consultation period, hence any representations received after the expiry date may not be taken into account by the Council.

Yn y fan hyn dylwn ddweud na all y Cyngor Sir ond pendefynnu ar geisiadau cynllunio ond ar sail ystyriaethau cynllunio dilys. Fel arfer ni chymerir bod pethau fel colli golygfa,

I should respectfully advise at this stage that the County Council can only determine planning applications on the basis of valid planning considerations. Matters such as loss of view,



gwrthwynebiad ar sail foesol, cystadleuaeth
annheg ac anghydfod cyfreithiol preifat, er
enghraifft, yn berthnasol i deilyngdod cais
cynllunio, a dylech wybod na all y Cyngor Sir roi
unrhyw bwys arwyddocaol ar faterion o'r fath
wrth wneud penderfyniad.

Sylwch os gwelwch yn dda bod raid i'r Cyngor
Sir, o dan Ddeddf Llywodraeth Leol (Hawl i
Wybodaeth) 1985, sicrhau bod unrhyw lythyr a
dderbyniwyd fel papurau cefndir i'r cynnig ar
gael i'w archwilio gan y cyhoedd.

Fe all y cais uchod gael ei ystyried gan aelodau'r
Pwyllgor Cynllunio, ac os felly bydd eich ymateb
yn cael ei gyhoeddi yn adroddiad y pwyllgor, a
fydd ar gael i'w archwilio gan y cyhoedd yn
Swyddfeydd y Cyngor ac ar y rhynggrwyd.

Sylwch y gallwch weld manylion am y cais
cynllunio ar-lein:
www.sirddinbych.gov.uk/cynllunio

Edrychaf ymlaen at glywed gennych.

Yr eiddoch yn gywir

EMLYN JONES

Pennaeth Gwasanaethau Cynllunio a
Gwarchod y Cyhoedd

objections on moral grounds, unfair competition
and private legal disputes, for example, are not
normally accepted as material to the planning
merits of an application, and you should be aware
that the County Council would not be able to
attach any significant weight to such matters in
making a decision.

Please note that under the provisions of the Local
Government (Access to Information) Act 1985, the
County Council is obliged to make available for
public inspection any letter received as
background papers on the proposal.

The above application may be considered by
members of the Planning Committee, in which
case your response will be published in the
committee report which will be available for
inspection by the public at the Council Offices and
on the internet.

Please note that application details can be viewed
on-line: www.denbighshire.gov.uk/planning

I look forward to hearing from you.

Yours faithfully

EMLYN JONES

Head of Planning and Public Protection

