



Rhuddlan Town Council Meeting

Dear Councillor

10th December 2018

Your attendance is requested at a meeting of Rhuddlan Town Council at the Community Centre, Rhuddlan on Thursday, 13 December 2018 at 6.00 p.m. Any planning applications can be viewed at 5.30 p.m. Members of the public are welcome to attend.

AGENDA

1. Apologies.
2. Declaration of Interest.
3. Police matters – to receive a report.
4. Minutes – to approve minutes of the meetings on the 8th of November 2018 – pre-circulated.
5. Correspondence from:
 - a. The Mayor.
 - b. The Town Clerk.
 - c. Natural Resources Wales – Flood Plan – pre-circulated.
 - d. Mr Edge – Request for Memorial Plaque.
 - e. Rhuddlan Library Assistant Manager – Quarterly Report – pre-circulated.
 - f. J Fray & R Smith – Disabled Access in Vicarage Lane.
6. County Council Members Report.
7. Blodeuo - to receive an update.
8. Castle Lights – to consider the attached report.
9. Welcome signs for Rhuddlan – to receive an update.
10. Tarmac Footpath at Vicarage Lane Car Park – to consider the attached report.
11. New Policies - to consider: a. Privacy Statement, b. Retention & Disposal.
12. Planning Applications for comment:
 - a. Application 44/2018/1115 – Erection of single storey pitched roof extension to front of dwelling – Bryntirion, 11 Llys Pen y Bont.
 - b. Application 44/2018/1112 – Erection of extension to dwelling – 14 Lon Cwybr.
13. Budget/Finance matters
 - a. To approve the attached accounts due.
 - b. 2019/20 Precept Meeting – to consider new ideas for new projects.
14. Urgent Community matters – having been advised to the Mayor 24 hrs in advance.

15. 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.

- a. Request for financial Assistance – Home Start
- b. Welsh Hearts Charity – Light Up a Heart Christmas Appeal 2018

16. Date of next meeting

Next meeting scheduled for January 10th 2019.

Sian Mai Jones – Town Clerk -07775 673 706



Rhuddlan Town Council – Minutes of the meeting held on the 8th November 2018

Present

Cllr Gareth Rowlands
Cllr Arwel Roberts
Cllr Reg Davies
Cllr Mike Elgin
Cllr Mike Kermode
Cllr Ann Davies
Cllr Gareth Smith
Cllr Syd Gaskin
Cllr Heather Ellis
Cllr Andy Smith

There were 6 members of the public present.

1. Apologies

Cllr Jackie Burnham

2. Declaration of Interest

Cllr Reg Davies: Item 17b - Request for financial assistance – Rhuddlan Bell Ringers Group

Cllr Mike Kermode: Item 17b - Request for financial assistance – Rhuddlan Bell Ringers Group

Cllr Mike Kermode: Item 15 – Budget & Finance matters.

Cllr Ann Davies: Item 14 – Member of Denbighshire County Council Planning Committee

Cllr Arwel Roberts: Item 5c - Cylch Meithrin

Application 44/2018/0855. Land East of Tirionfa

Details of access, appearance, landscaping, layout and scale of 100 dwellings submitted in accordance with condition number 1 of outline permission code 44/2015/1075 (reserved matters application).

The Mayor gave Mrs Summers, a resident of Rhuddlan and other residents' permission to give feedback on the above application. The following are the observations of the residents and members of the Town Council:

- When looking at the aerial shot of the proposed site on Google Maps, the development is out of all proportion in comparison to the rest of the area. There is a long running objection to the development on these fields which will severely affect the character of the town and all its facilities. The development of this scale is simply not appropriate for the town.
- The junior school and GP Surgery are already over-subscribed and cannot cope with increased numbers coming to Rhuddlan. As the school is located on Cadw land there is no scope of extending classrooms or having new accommodation.
- The development does not cater for local people and there are concerns about provision of affordable housing and how they will be developed as this aspect will be given to another agency to develop which may result in delays.
- We need to protect our green space from large scale developments as they are eroding precious green open space and the environment
- There has been no consideration of including sheltered housing provision for older people.
- What effect will this development have on the 30 mph limit on the golf course, Meliden Road. The proposed Tirionfa Development will inevitably be increased traffic along this road.
- There has been no river survey. The fields are extremely wet fields and the current system of drains is not able to cope with leaves and detritus from years of neglect.
- The sewer works in Rhuddlan requires major upgrading; the current system is not capable of taking new effluent and the proposed Tirionfa Development could overload what is already an ailing system and this could lead to pollution.
- No archaeological survey has been carried out.
- The proposed children's play area which will be situated near the entrance where there will be cars continually passing by which is a safety concern.
- Questions were asked from concerned residents about space between houses and bungalows on Pentre Lane. There needs to be a buffer parcel of land, which will protect and preserve the integrity of the existing properties to the rear of Pentre Lane.

- The Town Council and residents require finer details. There are no measurements of proposed properties, reference to scale on the plan or specific distance of garden sizes to the existing rear boundary of properties on Pentre Lance, which makes it difficult to assess the real impact of the proposed development to the existing Pentre Lane properties.

It was unanimously resolved to oppose the Tirionfa development. The Mayor will attend the Planning Committee in Denbighshire County Council when Tirionfa is being discussed. Mrs Summers will also be attending.

3. Police matters

North Wales Police will be running a public awareness campaign to raise awareness of the annual spike in daytime domestic burglaries. The message North Wales Police want to deliver is simple and straightforward - asking people to reflect on how their home looks "right now" whilst they're out shopping, picking up the children from school etc. Does their home look unoccupied? It's going dark but there are no lights on, no car in the driveway. In comparison to neighbouring houses it might be obvious that no one is in. We need people to think about changing the APPEARANCE of their home.

A poster on this campaign has been pre-circulated to members.

List of Incidents for October and November 2018

06/10/18	Criminal damage – Damage to golf buggy. Suspects identified and enquiries ongoing
10/10/18	Shoplifting Coop – No suspect identified
12/10/18	Arson St Mary's Church – Small burn to carpet. No suspect identified
14/10/18	Burglary Nant Close – Enquiries ongoing
15/10/18	Shoplifting Coop – Suspect identified, enquiries ongoing
19/10/18	Shoplifting Aldi – Incident filed, no further details provided from store
21/10/18	Criminal damage to gate at rear of Rhuddlan Castle – No suspect identified
21/10/18	Shoplifting Coop – Suspect identified, enquiries ongoing
24/10/18	Anti-Social Behaviour High Street – Several persons spoken to and issued yellow cards
28/10/18	Burglary Sun Valley – Items taken from within caravan. No suspects identified
01/11/18	Shoplifting Coop – Enquiries ongoing
01/11/18	Shoplifting Coop – Enquiries ongoing
01/11/18	Burglary Ffordd Ganol – Enquiries ongoing
02/11/18	Assault Bryn Hafod – Enquiries ongoing

4. Minutes

The minutes of 11th October 2018 were accepted subject to a minor amendment.

Matters arising:

- **Police Report**

It was noted that there was an inaccuracy reported under the last Police report. Members were informed by PCSO Williams that a dog attacking another dog is not a criminal offence as it does not come under the Dangerous Dog Act. A member of the Town Council had made enquiries with North Wales Police and it was stated that this is a criminal offence.

- **Cold Calling**

Cllr Mike Kermode has spoken to Ian Millington, Public Protection Business Manager in Denbighshire County Council who is responsible for the Cold Calling Control Zone. Parts of Rhuddlan are already zoned because of vulnerable neighbourhoods in the town. Denbighshire County Council have carried out a survey throughout all of Denbighshire and the feedback has indicated that Cold Calling Zones need to be household led and done on an individual basis. This means a change to the existing County Council Policy and will need to be approved by Denbighshire County Council. Ian Millington has said that he is happy to provide stickers to residents and that he is willing to come and talk to the Town Council on Cold Calling Zones. **It was resolved** that Ian Millington be invited to a future meeting.

- **Heavy Farm Machinery**

A member of the Town Council asked North Wales Police what could be done about heavy machinery going through Rhuddlan. North Wales Police stated that there is nothing illegal about heavy machinery going through Rhuddlan. It is totally permitted.

5. Correspondence from:

5a. The Mayor.

This report was accepted

5b. The Town Clerk.

This report was accepted.

It was also reported that the two defibrillators supplied by the Town Council are in good working order.

5c. Cylch Meithrin

Correspondence received promoting the forthcoming event: Llangwm Male Voice Choir which will be held at Ebenezer Chapel, Rhuddlan, 7 p.m. on Friday 7th December 2018. It will also feature Côr Clwyd and local singing talent Bethan Tomkins.

5d. Abergele Dementia Friendly Group

Correspondence received thanking the Town Council for its financial assistance towards the Virtual Dementia Tour Bus that came to Abergele in October and to confirm that there are 10 spaces available to the Town Council when the bus returns in Spring / Early Summer 2019.

5e. Rhuddlan Community Group

Correspondence received thanking the Town Council for financial assistance towards the translation of the 8 Rhuddlan Walks into Welsh.

5f. Mr & Mrs Evans

Correspondence received praising Cllr Arwel Roberts for his efforts in the community. Members said that it was a very positive letter to receive and **it was resolved** that a reply be sent to Mr and Mrs Evans thanking them.

5g. Mr Bob Paterson

Correspondence received opposing the planning application with regards to the building of 133 houses in Meliden. There have been 2 meetings held locally and the overall reaction is opposition to the application for the following reasons:

- Meliden would lose its village identity.
- The School and GP are currently over subscribed.
- The main road through the village is already extremely busy.
- The new development will suffer from surface water run-off.
- There will not be affordable housing to the local population.

Anyone wanting to make comments on these applications, they are available on Denbighshire County Council website, planning application 43/2018/0750 and 43/2018/0751

6. County Council Members Report

Cllr Ann Davies

- *Roadworks -Abergele Straits*
Denbighshire County Council will be closing the stretch of A547 from Borth Crossroad's roundabout to the County Boundary on the 12th November between 7pm and 6am for four consecutive nights in order to carry out the following Carriageway Patching, cleaning gullies, cutting back of overgrown vegetation including trees and shrubs, sweeping of carriageway.
Diversion route will be via the A55.
- *Library Survey*
Library customers across Denbighshire are being invited to say what they think about their local library. The survey can be completed online-

awb:/www.denbighshire.gov.uk/libraries. Paper copies are also available at the library. Closing date 17th November.

Libraries in Wales are required to conduct the survey every three years to gather feedback on the range, quality and impact of their services.

- **Rhuddlan Anti-Social Behaviour Meeting.**

This follow on meeting was attended by - Lead Officer for Community Well-being, Youth Workers, Community Housing Officers, North Wales Police and County Councillors. It was reported that Anti-social behaviour was low in Rhuddlan.

Continue to deliver Youth Sessions weekly in Rhuddlan. Catching young people at 11 years and developing relationships to maintain contact through the teenage years. Developing ideas for projects to link in with the library - this will be dependent on funding. Volunteering opportunities raised. Dyserth model of Youth Services could be considered as an example of joint working. Possible venues suggested - community Centre or Chapel.

This was a very positive meeting regarding the young people of Rhuddlan.

- **Carers Rights Day- Rhuddlan Library. 30th November 2018. 10am - 12md.**

Following a Carers Survey, it has been noted that many Carers feel they are needing more support and information, we also have many who are not identified. I suggested Rhuddlan Library would be an ideal venue to hold a coffee morning with complimentary hand massage from a local Beauty Therapist. Carers Wales will also be attending with lots of information regarding Carers rights.

- **Rhuddlan Library 10th December 2pm - 4pm.**

Christmas Afternoon Tea and card making for Hafal Carers. A festive afternoon tea with some therapeutic card making just in time for the Christmas rush. For more information please phone Cllr Ann Davies 591247.

Cllr Arwel Roberts

- As Deputy Mayor it has been a pleasure to work with the Clerk and the Mayor with regarding the placing of the metal poppies on the roundabout near the golf club and the high street. It was a by chance that I met Brian the smithy and I was very happy to accept his offer of these free poppies.
- More flowers on the way for Rhuddlan. Again, many thanks to our mayor. Very satisfying to arrange a meeting for him with the Street Team.
- What an experience entering the Dementia bus in Abergele Tesco car park. Cllrs Mike Elgin and Mike Kermode plus our Clerk were present. Very grateful for the support given to the coffee morning arranged on the 13th of October despite the weather.

- *Also, my wife and I enjoyed representing the town in the Little Theatre Rhyl - show presented "Dirty Rotten Scoundrels. "*
- *During this week it was a pleasure to be involved in the appraisal process of our Clerk.*
- *As chair of the i beacons project I must thank our Mayor and Cllr Syd Gaskin for their work and enthusiasm - the work continues. The two of them and myself have been present in two meetings lately in Mold and Rhuddlan.*
- *As chair of the Rhuddlan Flood Wardens I arranged for Andrew Basford - National Resources of Wales and the representative from Forkers Contractors Mr John Allen to explain the modernisation of the Pont Robyn Sluice Gates in the Community Centre.*
- *The Management Group for the Rhuddlan Reserve met on the 26th of October. The entrance to the Reserve will soon be changing to a colourful and a delightful doorway. Sad to report that the wooden fencing near the pond has been damaged, now repaired by the diligent officers.*
- *I organised a meeting in the library regarding the opportunities in Rhuddlan for the youth in the town. They do meet in the all-purpose pitch on Thursday nights but the youth team are keen to enhance further opportunities for the youngsters. The police are also working to enhance provision in tandem with the youth team in the area.*
- *Attended two meetings regarding the North Wales Growth Deal. One was a full County Council meeting and the other was a meeting organised for representatives throughout North Wales in the Venue Llandudno.*
- *You may be aware that the road leading to the all-purpose pitch has now been adopted by the County.*

7. Blodeuo.

- *The highlight of the month was the visit to Belfast on the 18th of October for the Britain in Bloom results where Blodeuo Rhuddlan was awarded a Gold Award in Britain in Bloom, one of only 4 golds in the small towns' category. Wales in Bloom were thanked for having the courage to nominate Blodeuo Rhuddlan for the Britain in Bloom competition. The Mayor thanked the whole community for their support and also the Street Scene staff. Also, thanks to Jim Goodwin Wales in Bloom Chair and Peter Barton Price, Vice Chair of Wales in Boom.*

- Planting of 2000 crocuses will go ahead on the 17th of November in the library at 10 a.m. All welcome. Street Scene have given permission.
- Daffodils are to be planted in the triangular patch of grass by the bridge. Some are to be planted in Nant Close. Street Scene have given permission.
- A letter to go to Morwen Blythin and Brian Jackson thanking them for their kind donation of poppies for Remembrance Sunday.
- The Mayor has spoken to the owners of Blooming Gorgeous Flowers on the High Street with regards to their kind offer of providing a Christmas tree for the community. It has been agreed that they will contact the Rhuddlan Community Town Association with a view to having a Christmas tree in the community Centre.

8. Woodland Bench

A request has been received from Mr McKormick to install a woodland bench in Twtil. The owner of the land, Lord Langford, has given his consent and support for a bench on the proviso that it must be stoutly constructed and concreted into the ground to prevent them being vandalised. The cost of purchasing the bench and to have it installed is approximately £1000. **It was resolved** that the Town Clerk make enquires with Cadw as they are custodians of the land to ask for their view and consent; the same enquiry to be made to Countryside Section of Denbighshire County council. The Town Clerk to reply to Mr McKormick that this matter is being looked into.

9. Memorial Bench

A request has been received from Mr David Williams to have a memorial seating bench to be located outside the Community Centre in memory of his late brother Richard Williams who sadly passed on the 22nd October 2018. The bench David Williams and his family have in mind is a military bench which would be sufficient enough in size for two people. David would be responsible for purchasing and maintaining the bench. The Town Council would install the bench in place.

It was resolved unanimously to agree to this request subject to securing permission from the Rhuddlan Town Community Association and also Denbighshire County Council. The proposed location for the seating bench would be outside the Community Centre near the cenotaph.

10. Fresh Air Gym

A request has been received from users of the Fresh Air Gym asking if the area can be fenced off like the children's playground. The reason for this is that there is often dog mess on the lower part of the apparatus, right against the machines which create a problem of removing the mess before they even start exercising.

It was resolved to get costings to have the pitch marked which should act as a deterrent. Also, a letter to be sent to Denbighshire County Council to make sure that they monitor the area and carry out fines when necessary.

11. Welcome signs for Rhuddlan.

Residents of Abergele Road feel that they don't actually live in Rhuddlan as there is no specific "Welcome to Rhuddlan" sign near the Industrial Estate. Would the Town Council consider installing a sign to include the achievements of Wales / Britain in Bloom? The Town Clerk to make enquiries with Denbighshire County council with regards to costings.

12. Personnel Committee

A new Chairman, Cllr Andy Smith was elected at the Personnel Committee on the 5th of November 2018. Cllr Mike Kermode (adviser to the Committee) pre-circulated minutes of the meeting to members. The minutes were accepted.

13. North & Mid Wales Local Councils Association

A meeting of the Association was held on 26th October in Welshpool; attended by Cllr. Kermode. The main points of interest to the Town Council are:

- **Local Government Reorganisation** – The Boundary Commission's report has now been formally submitted to the Welsh Government.
- **Asset Recording and Asset Transfers** – The Secretary published a very informative paper regarding a number of issues relating to Council's assets which will be very useful should the Town Council ever have to take over responsibility for any of Denbighshire County Council's services and associated assets.
- **Royal Alexandra Hospital** – Betsi Cadwalader Hospital Trust clarified that the Trust has plans for a significant remodelling of the site that will provide 28 beds and a daytime Minor Injuries Unit schedules to be completed by 2022. This requires funding from the Welsh Government.
- **Minimum Price for Alcohol** – The Welsh Government has approved a Bill that allows them to set a minimum price for alcohol, similar to the arrangements in Scotland. The meeting discussed the issue and it was decided, for a variety of reasons, that the Association is opposed to the setting of any minimum price for alcohol in Wales.

The next meeting will be on 18th January 2019 in Llandudno.

14. Planning Applications for comment:

14a. Application 40/2018/0976 – Erection of replacement front porch at 1 Fairlands Crescent. **No objection.**

14b. Application 44/2018/0855 – Details of access, appearance, landscaping, layout and scale of 100 dwellings submitted in accordance with condition number 1 of outline permission code 44/2015/1075 (reserved matters application). Land east of Tirionfa. **Objections.** The reason for objections are listed on the first page.

15. Budget/Finance matters

- **Accounts due.**

Members approved the list of accounts due for November 2018.

- **Debit Card**

The Town Clerk reported that she had spoken to a member of staff in HSBC Bank in Rhyl with regards to having a debit card. The lady at the bank explained that only one signatory can sign the debit card which would mean that the Town Council would need to change the Standing Orders to reflect the change. This is not an option for the Town Council. **It was resolved** not to pursue having a debit card.

- **Remuneration – Members Annual Allowance**

At its meeting on the 11th October it was resolved that Members should be able to have their position on remuneration recorded:

Cllr Arwel Roberts has donated his £150 Members Annual Allowance to the National Eisteddfod.

Cllr Mike Kermode decided not to receive the Members Annual Allowance.

Cllr Jackie Burnham decided not to receive the Members Annual Allowance

16. Urgent Community matters

- **Vandalised Planters**

Planters outside the Odyn have been vandalised.

- **The Battle's Over**

This event is on in the evening on Sunday 11th November at 6.30 p.m. There is a possibility that the BBC might be interested. Dafydd Evans from the BBC may contact the Town Clerk.

- **Castle Lights**

The lights have been programmed to come on between 6.30 p.m. and 11 p.m. The reason why it is switched on later in the evening is because youths are often on site until it is dark and there is a risk of vandalism. A quote has been received to replace the lights at the back of the castle which will be submitted to the next meeting.

- **Dates for the diary:**

December 4th Xmas Lights Switch On at 3.45 p.m.

December 18th Carols around the Xmas Tree at 6.30 p.m.

Rhyl Marching Band have very kindly offered to come and support this event. The Town Clerk needs to submit an official request through the Rhyl Marching Band website. The Town Clerk needs to remind Rev. Brian Huw Jones to confirm details of the event.

February 9th Mayor's Charity Event - Cor Llansilyn in St Marys Church.

April 7th Civic Sunday in Ebeneser in the morning.

- **Late night shopping**

The Town Clerk to write a letter to all businesses informing them of the Carol's Around the Tree service on the 18th of December and ask them if they would consider extending their hours for late night shopping. Also, there will be free parking in the car park.

Part 2 Business. 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.

17a. Staffing Matters

The Town Clerk was asked to leave the meeting while this item was being discussed.

Cllr. A. Smith, Chairman of Personnel Committee, provided further information in connection with the meeting of the Committee on 5th November, the minutes of which had been approved earlier in the Council meeting. The Personnel Committee was making a number of recommendations to the Council to address the issues that had been identified as part of the Town Clerk's Annual Appraisal; these being:

- Reviewing the clerical aspects of the Town Clerk's role,
- Reviewing the operation of the Council's website,
- Upgrading the Council's photocopier,
- Providing support for the financial year-end in 2019, in connection with the operation of the Rialtas computer package,
- Providing appropriate time for continued training and development,
- Reviewing the 2017-18 leave arrangements.

Members discussed the recommendations in some detail and it was **resolved**:

- (a) To provide Minute Clerk support to the Town Clerk, thus allowing her to focus her time on the implementation and support aspects of her role.
- (b) To review the operation of the Council's website in six months' time, with a focus on the Town Clerk's role of updating and editing the information on the website.

- (c) To upgrade the photocopier, so as to meet the increased demands for hard-copy materials required for public information purposes.
- (d) To provide external professional support for the use of the Rialtas accounting software at the 2018-19 year-end, at a cost of £540 plus travelling.
- (e) To support the Town Clerk in respect of her continued training and development by authorising the Mayor and Chairman of Personnel Committee to approve such additional hours of work that might be necessary from time to time.
- (f) To address the fact that the Town Clerk had not been able to take her full leave entitlement in 2017-18 because of the pressures of work; by making a payment in respect of the 52 hours of leave that had not been taken.

The Town Clerk then re-joined the meeting.

17b. Request for Financial Assistance – Rhuddlan Bell Ringers Group

It was resolved to contribute £1200 as match funding towards the cost of repair work. The money will be held by the Town Council until the project comes to fruition. The Group will also be sourcing other funding towards this project.

17c. Request for Financial Assistance – Denbighshire County Council Youth Services

It was resolved to award £504 towards the project so that the Youth Services can deliver a six-week programme in the local library for young people to participate in a community citizenship project. This will enable work to go ahead with the group of young people to engage them in sharing their views and ideas about their community and to help them find ways that they can work to improve their own local area.

18. Date of next meeting

December 13th at 6 p.m.

Town Clerk's Report – December 2018

Meetings attended:

November 13th – Barclays Bank to open bank account for Dementia Steering Group.

November 22nd – Dementia Steering Group meeting.

November 26th – Went with Mayor to meet Chris Rimmer from DCC regarding signage.

November 28th – Meeting with new Town Clerk of St Asaph to go over website etc.

December 3rd – Christmas Lights Switch On which was well attended.

December 6th – Catalyst Computers service the laptop and check security.

Press releases:

Remembrance Day Service.

Battle's Over evening event.

Coffee Morning – December 15th

Item 5c

Rhuddlan Community Flood Plan

This Community Flood Plan has been developed for the benefit of the whole community, and is managed by the volunteer Flood Warden Group.

Senior Flood Warden	Arwel Roberts	Home: 01745 590 869	Mobile: 07813 550 998
Assistant Flood Warden	William Reginald Davies	Home: 01745 590 283	Mobile: 07831 361 226
Number of additional Volunteer Flood Wardens	4		
Community Flood Plan Owner	Rhuddlan Flood Warden Group c/o Senior Flood Warden It is the responsibility of the Community Flood Plan Owner to review this plan as necessary, and to inform Natural Resources Wales of any changes made; please email North.FIM@cyfoethnaturiolcymru.gov.uk		
Flood Warning information for your community	<u>River Elwy A55 to Rhuddlan Fluvial Flood Warning Service:</u> - 164 properties within the Flood Warning Area - Of which 100 properties are covered by the Community Flood Plan - The Flood Warning service constitutes three levels of warning: Flood Alert, Flood Warning, Severe Flood Warning (as well as the Warning no longer in force)		
	<u>Ciwyd Left Bank Coastal Flood Warning Service:</u> - 5394 properties within the Flood Warning Area - Of which 96 properties are covered by the Community Flood Plan - The Flood Warning service constitutes two levels of warning: Flood Warning, Severe Flood Warning (as well as the Warning no longer in force)		
	<u>Ciwyd Right Bank Coastal Flood Warning Service:</u> - 3060 properties within the Flood Warning Area - Of which 16 properties are covered by the Community Flood Plan - The Flood Warning service constitutes two levels of warning: Flood Warning, Severe Flood Warning (as well as the Warning no longer in force)		

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Amendment Record

It is intended that any amendments made to the Community Flood Plan should be agreed by all involved, and then recorded in the following table;

[illegible]

2. Distribution List

Community Representatives

- Flood Warden Group
- Local County Councillors
- Rhuddlan Town Council Clerk

The Community Flood Plan will be provided as a hard copy to all Flood Wardens, and via email to the Local County Councillors and the Rhuddlan Town Council Clerk.

Responding Organisations

- Natural Resources Wales
- Denbighshire County Council (via North Wales Councils Regional Emergency Planning Service)
- North Wales Police
- Abergele Police Station
- North Wales Fire and Rescue Service

The Community Flood Plan will be placed on Resilience Direct and organisations will be informed via email. It is the responsibility of each separate responding organisation to distribute copies to all relevant individuals / teams as required.

3. Flood Wardens' Contact Details

Name	Address	Telephone	Mobile	Email	Registered to receive
Senior Flood Warden Arwel Roberts	Fachwen, Rhyf Road, Rhuddlan, LL18 2TP	01745 590 869 (H)	07813 550 998	arwellroberts@tiscali.co.uk arwel.roberts@denbighshire.gov.uk	River Elwy A55 to Rhuddlan Ciwyd Left Bank Ciwyd Right Bank
Assistant Flood Warden William Reginald Davies	Cotswold, Gwindy Street, Rhuddlan, LL18 2US	01745 590 283 (H)	07831 361 226	N/A	River Elwy A55 to Rhuddlan Ciwyd Left Bank Ciwyd Right Bank
Edward Graham Ashton	2 Vicarage Lane, Rhuddlan, LL18 2UE	01745 590 233 (H)	07527 860 381	jane_ashton@ymail.com	
Andrew Thomas Smith	43 Vicarage Lane, Rhuddlan, LL18 2SF	01745 591 121 (H) 01745 588 183 (W)	07752 164 874	smith160162@btopenworld.com	
Gareth Smith	5 Maes Alaw, Rhuddlan, LL18 2YU	N/A	07398 840 205	cllgarethsmith@gmail.com	River Elwy A55 to Rhuddlan Ciwyd Left Bank Ciwyd Right Bank
Malcolm Boyton	46 Kerfoot Avenue, Rhuddlan, LL18 2UR	01745 591 702 (H)	07951 663 977	malcolmboyton2@gmail.com	

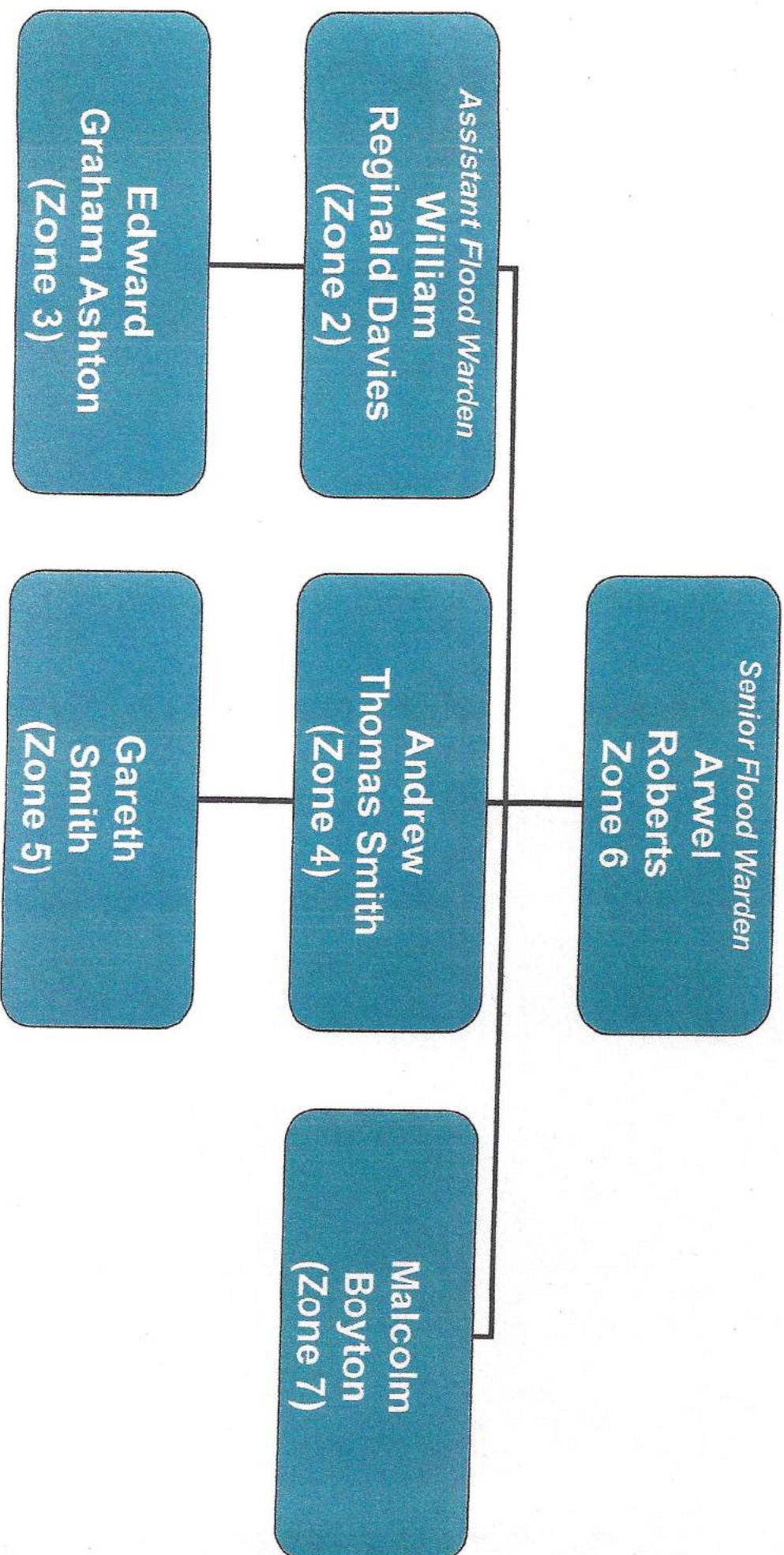
All contact details shown above have been registered onto Natural Resources Wales' Flood Warning System.

(H) – Home
(W) – Work

4. Cascade List

Please use the below cascade list when disseminating information to all Flood Wardens.

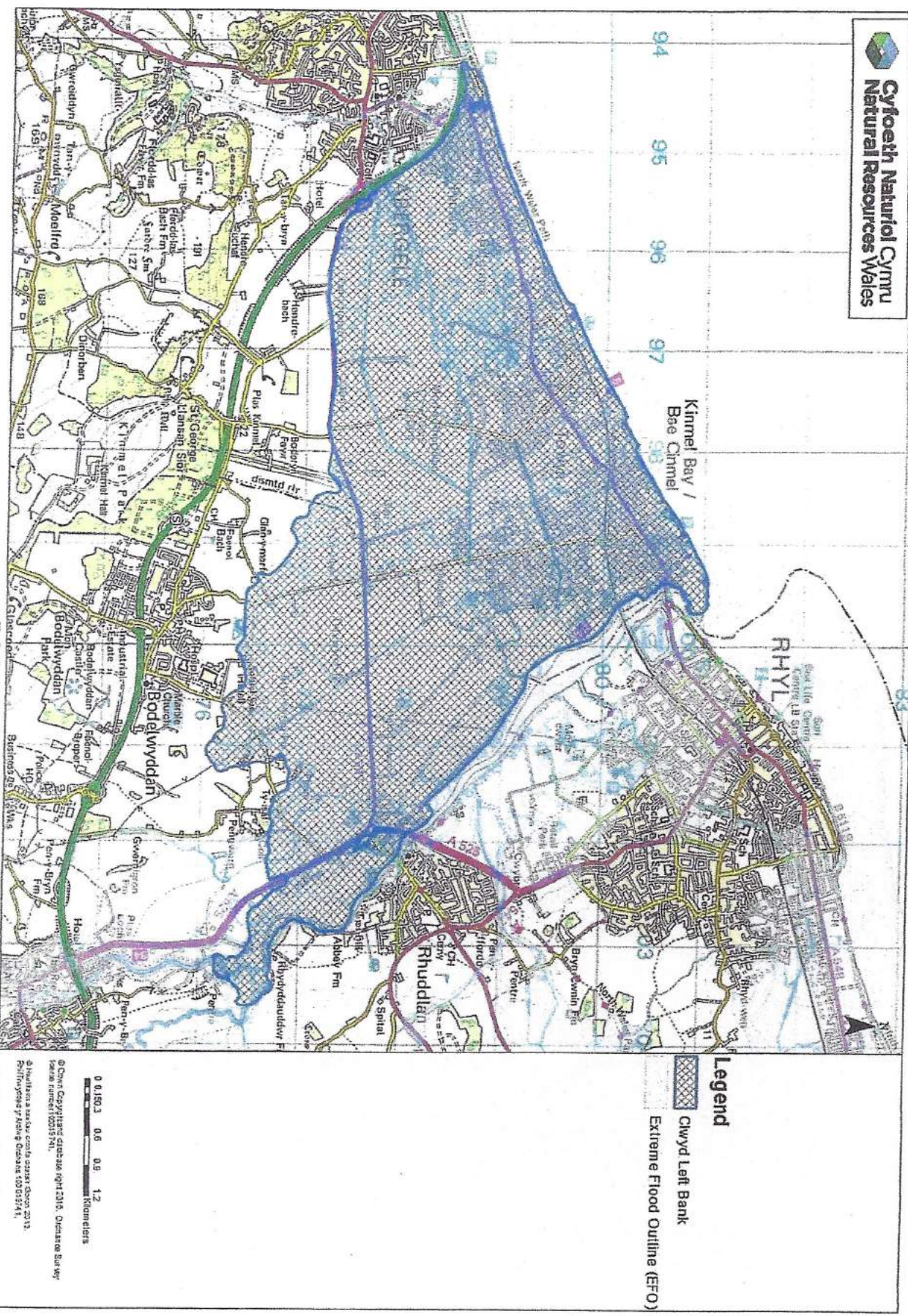
Flood Wardens should contact the Senior Flood Warden directly to report any issues in their allocated area.



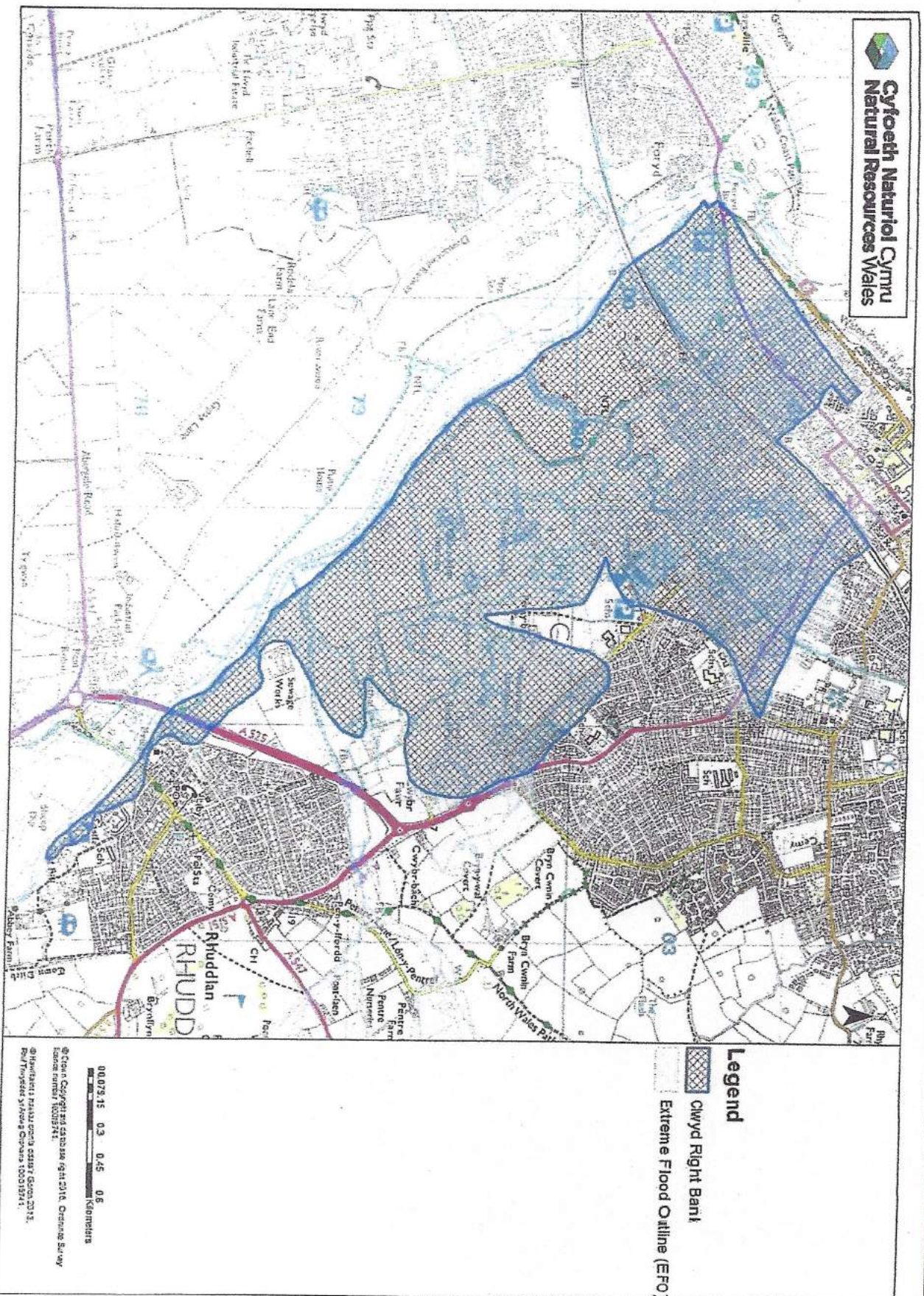
5. Flood Warning Area Information

Flood Warning Area	Levels of Warning	Source	Location	Quickdial Number
River Elwy A55 to Rhuddlan	Flood Alert Flood Warning Severe Flood Warning	Fluvial	Roe Park, Hen Waliau, Spring Gardens and HTM Business Park	191702
Clwyd Left Bank	Flood Warning Severe Flood Warning	Coastal	Communities to the west of the River Clwyd, including Kimmel Bay, Towyn, Belgrano and Pensarn	192211
Clwyd Right Bank	Flood Warning Severe Flood Warning	Coastal	Communities to the East of the River Clwyd, downstream of Rhuddlan, including farmhouses and parts of Rhyl	192210

7. Map showing the Clwyd Left Bank Flood Warning Area



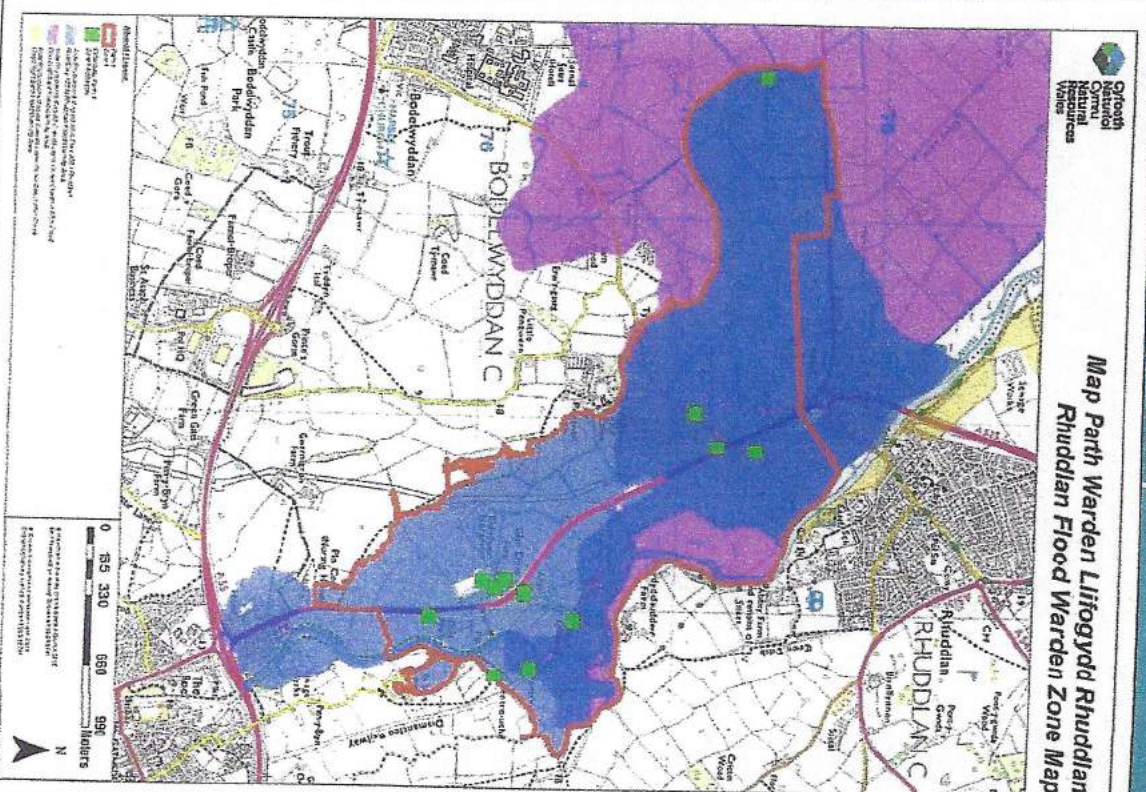
8. Map showing the Clwyd Right Bank Flood Warning Area



9. Locations at Risk – Zone 1

Zone 1 Details	
Source of flooding	- Fluvial (River Elwy) - Coastal (Clwyd Left Bank)
Flood Warning Area	- River Elwy A55 to Rhuddlan - Clwyd Left Bank
Areas at risk (by priority)	- Rhyl Road (1 property) - St. Asaph Road (8 properties) - Abergele Road (1 property) - Bodelwyddan Road (1 property)
Flood Warden(s) responsible for the zone	11 PROPERTIES IN TOTAL TBC

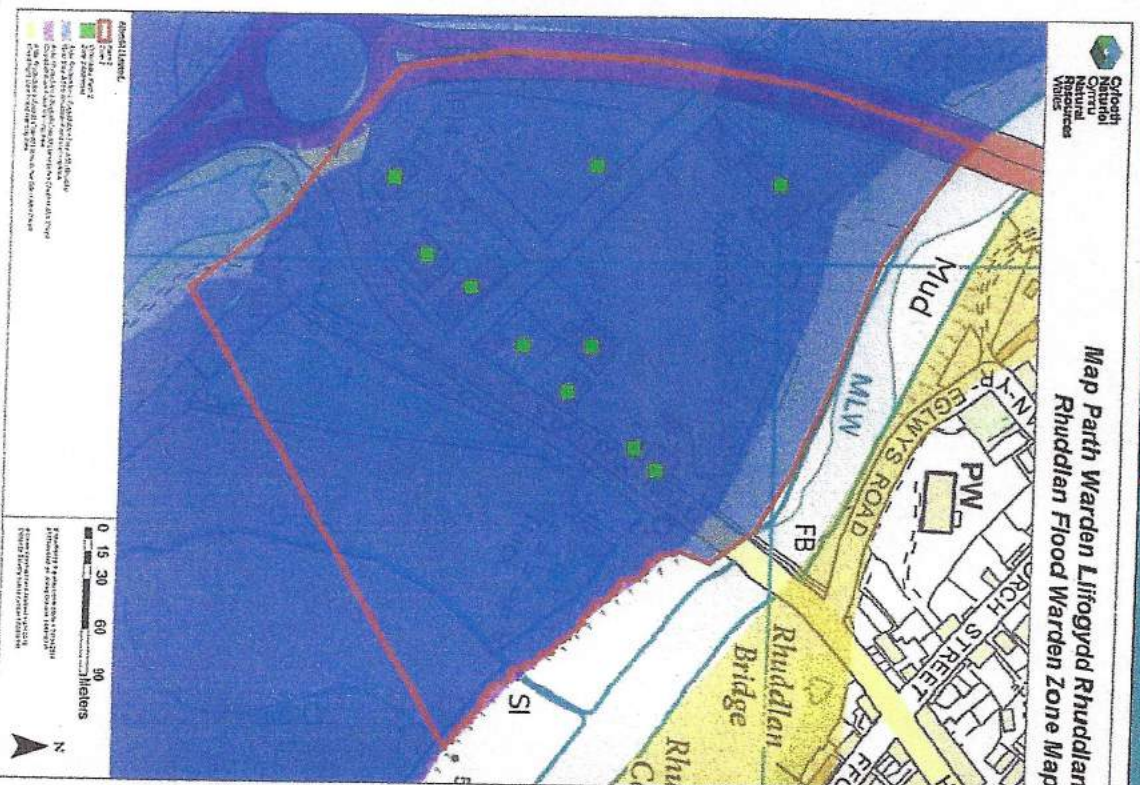
Zone Map



9. Locations at Risk – Zone 2

Zone 2 Details	
Source of flooding	- Fluvial (River Elwy) - Coastal (Clwyd Left Bank)
Flood Warning Area	- River Elwy A55 to Rhuddlan - Clwyd Left Bank
Areas at risk (by priority)	- Castle View (2 properties) - Station Road (4 properties) - Marsh Road (6 properties)
Flood Warden(s) responsible for the zone	12 PROPERTIES IN TOTAL William Reginald Davies

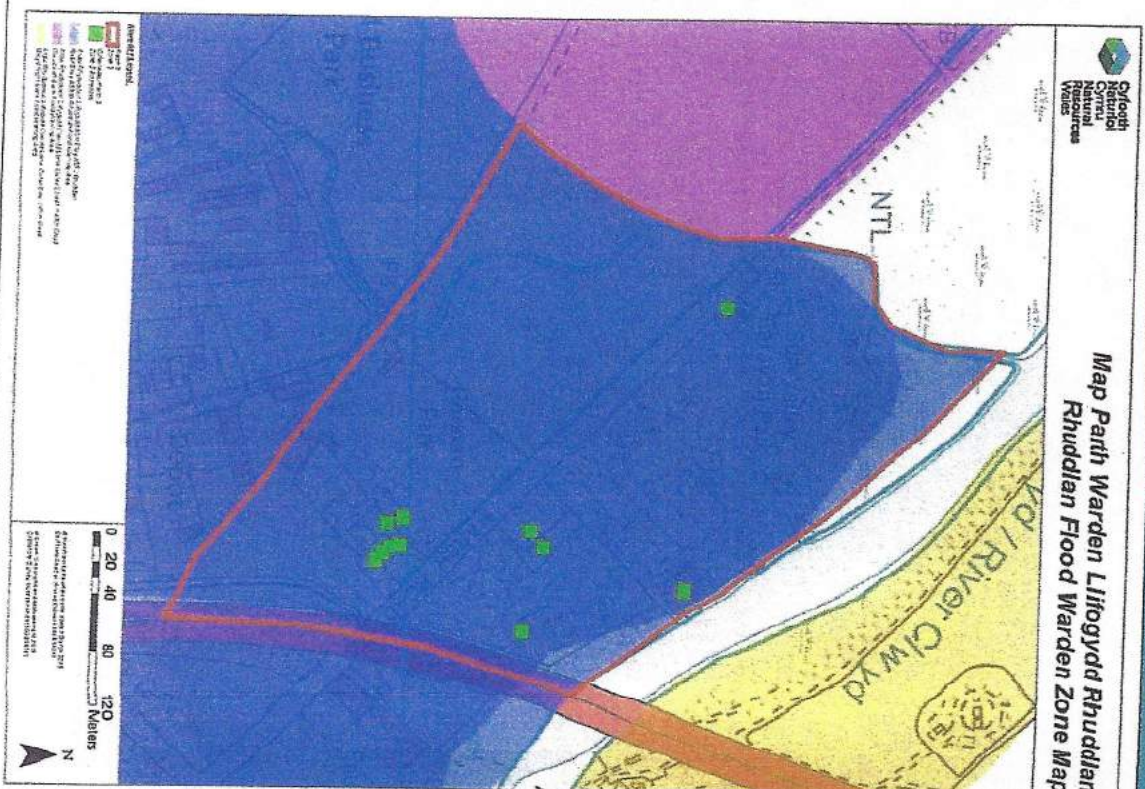
Zone Map



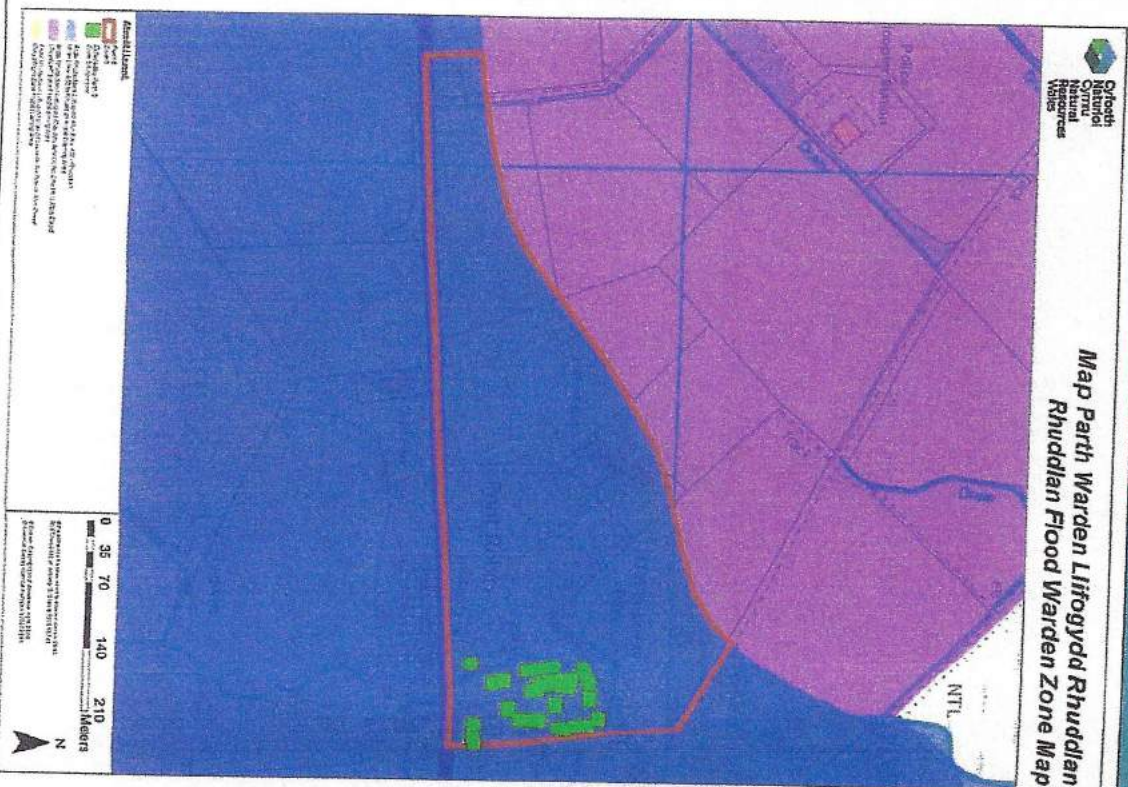
9. Locations at Risk – Zone 3

Zone 3 Details	
Source of flooding	- Fluvial (River Elwy) - Coastal (Clwyd Left Bank)
Flood Warning Area	- River Elwy A55 to Rhuddlan - Clwyd Left Bank
Areas at risk (by priority)	- Marsh Road (11 properties)
Flood Warden(s) responsible for the zone	11 PROPERTIES IN TOTAL Edward Graham Ashton

Zone Map



9. Locations at Risk – Zone 5

Zone 5 Details		Zone Map
Source of flooding	- Fluvial (River Elwy) - Coastal (Clwyd Left Bank)	
Flood Warning Area	- River Elwy A55 to Rhuddlan - Clwyd Left Bank	
Areas at risk (by priority)	- Abergele Road (4 properties) - HTM Business Park (31 properties)	
Flood Warden(s) responsible for the zone	35 PROPERTIES IN TOTAL Gareth Smith	

9. Locations at Risk – Zone 6

Zone 6 Details	
Source of flooding	- Fluvial (River Elwy) - Coastal (Clwyd Left Bank)
Flood Warning Area	- River Elwy A55 to Rhuddlan - Clwyd Left Bank
Areas at risk (by priority)	- Abergele Road (14 properties) - Coed Park (6 properties)
Flood Warden(s) responsible for the zone	20 PROPERTIES IN TOTAL Anwel Roberts

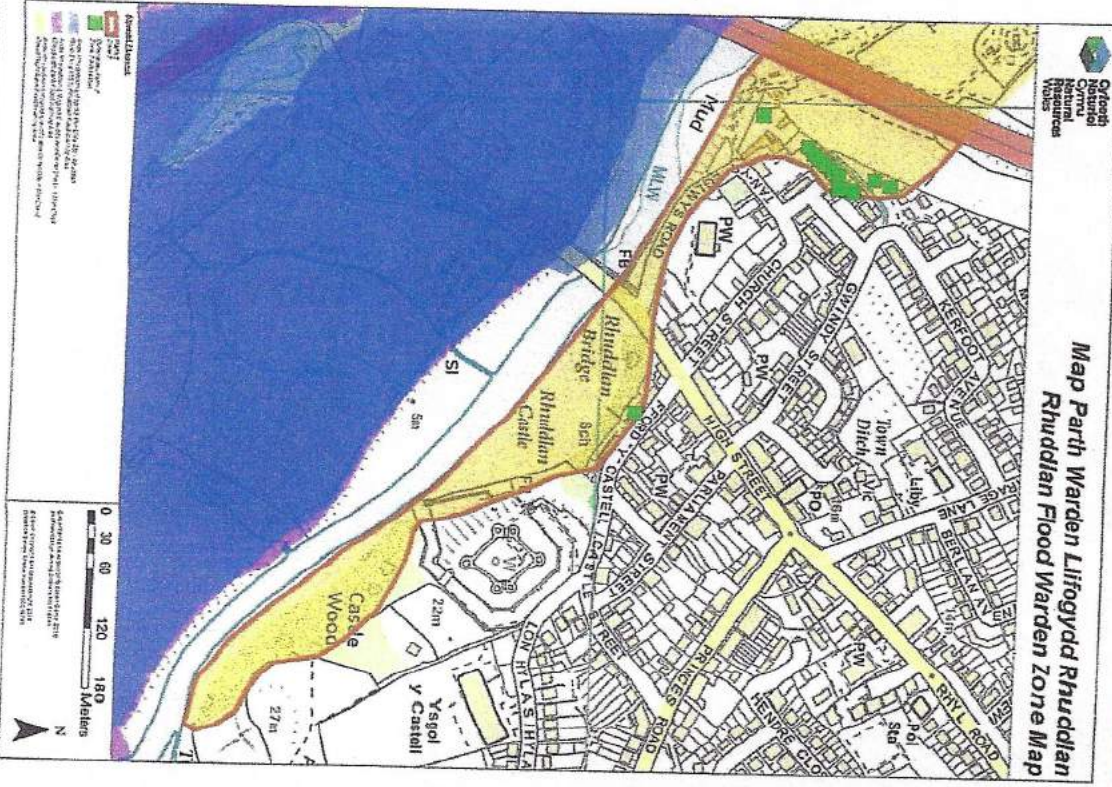
Zone Map



Map Parth Warden Llifogydd Rhuddlan
Rhuddlan Flood Warden Zone Map



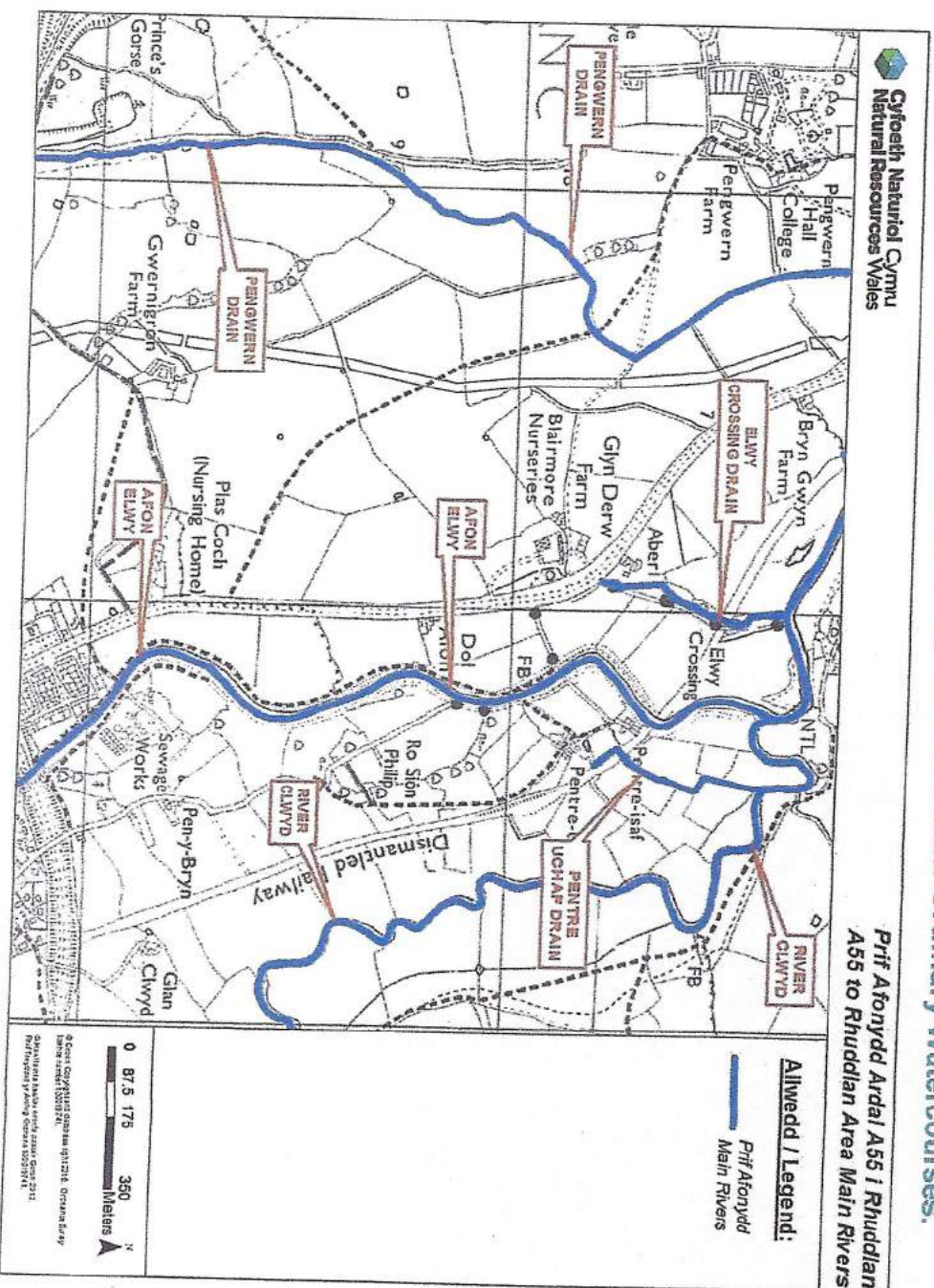
9. Locations at Risk – Zone 7

Zone 7 Details		Zone Map	
Source of flooding	- Coastal (Clwyd Right Bank)	 Map Parth Warden Llifogydd Rhuddlan Rhuddlan Flood Warden Zone Map	
Flood Warning Area	- Clwyd Right Bank		
Areas at risk (by priority)	- Kerfoot Avenue (2 properties) - Tan Yr Eglwys Road (13 properties) - Castle Street (1 property)		
Flood Warden(s) responsible for the zone	16 PROPERTIES IN TOTAL Malcolm Boyton		

10. Watercourse Designation – A55 to Rhuddlan Area

The following map shows which watercourses in the A55 to Rhuddlan area are designated as Main Rivers (in blue). Natural Resources Wales are the risk management authority for matters relating to flooding from main rivers. Natural Resources Wales has powers to work on Main Rivers to manage flood risk.

All other watercourses are designated as Ordinary Watercourses. It is the Local Authority that is the risk management authority for Ordinary Watercourses. The Local Authority has powers to manage flood risk from Ordinary Watercourses.

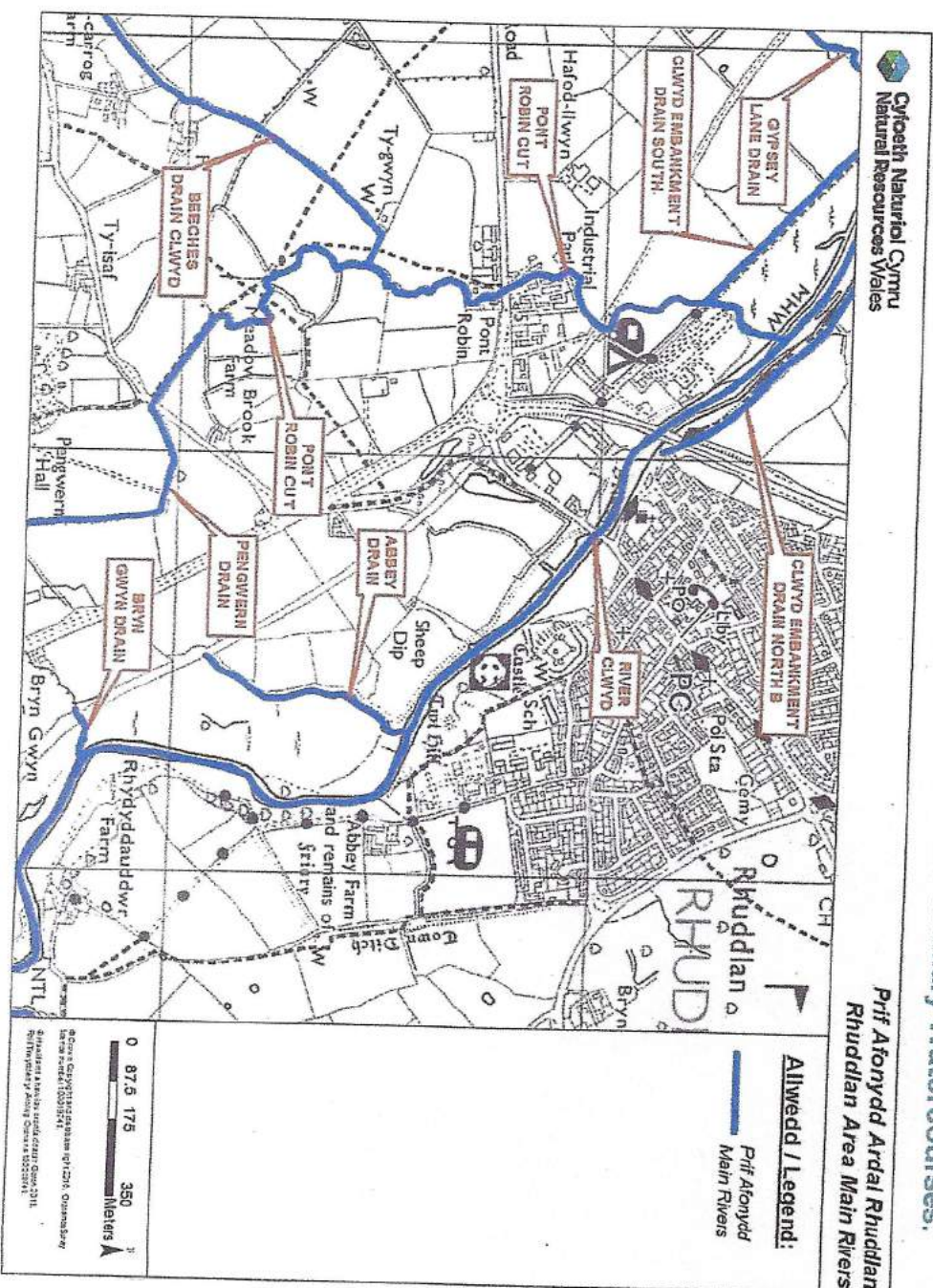


10. Watercourse Designation – Rhuddlan Area

The following map shows which watercourses in the Rhuddlan area are designated as Main Rivers (in blue).

Natural Resources Wales are the risk management authority for matters relating to flooding from main rivers. Natural Resources Wales has powers to work on Main Rivers to manage flood risk.

All other watercourses are designated as Ordinary Watercourses. It is the Local Authority that is the risk management authority for Ordinary Watercourses. The Local Authority has powers to manage flood risk from Ordinary Watercourses.



11. Roles, Responsibilities and Actions for Flood Wardens

Actions	Notes
Register to receive Flood Warnings	All Flood Wardens to register on the Floodline Warning Direct service to receive all warnings associated with this plan.
Appoint Senior and Assistant Flood Wardens	- A Senior and Assistant Flood Warden should be appointed. - The Senior Flood Warden will be the main point of contact as stated in this plan. - The Assistant Flood Warden will deputise if the Senior Flood Warden is unavailable.
Allocated Areas	Consider how a flood warning area should be split up into sections and shared between all wardens.
Attend meetings and maintain the Community Flood Plan	- Senior Flood Warden to arrange meetings as appropriate with all wardens named in this plan. - This is an opportunity for all wardens to report any issues raised in the community and ensure that the plan is up to date. - If amendments are required inform Natural Resources Wales who will amend and re-distribute the plan on your behalf. - Ensure that residents within their allocated areas are aware of the Community Flood Plan and its content. - Encourage residents to register to receive the free Flood Warning Service. This can be done by:- ▪ providing contact details to the Flood Warden ▪ contacting Natural Resources Wales' Bangor office on 0300 065 3738 ▪ visiting Natural Resources Wales' website: www.naturalresources.wales ▪ contacting Floodline on 0345 988 1188
Engage with residents	- Inform residents of their Quickdial Number, as well as Natural Resources Wales' website for further information following the issue of Flood Warning messages. - Explain to residents the meaning of the Flood Warning codes. - Encourage property owners to take own responsibility to protect their properties by providing them with relevant information.
Communication	Communicate with relevant organisations as indicated in this plan.
Assist all responding organisations	- Flooding information may need to be distributed to the community by organisations. - The Flood Wardens should arrange the distribution of these materials as a group, and to confirm with the relevant organisation when all materials have been distributed.
Flooding Exercises	If an exercise is organised for your community you will be invited to attend and participate.
Reporting flood risk issues	- If any issues arise prior to a flood, report to the relevant organisation via the Senior Flood Warden. - This can include issues such as blockages to rivers or drains, damage to any flood defence structure, or any queries that have been raised by individual residents.
Respond to warnings as necessary	If you are unavailable to cascade further information to other Flood Wardens during a flooding event, for example working away, holiday, sickness etc. once an alert or warning has been received contact the Senior Flood Warden to inform of your unavailability.
Forward Command Post	The Senior Flood Warden will be invited to attend the Forward Command Post.
Keep a log of events	Flood Wardens should keep a log of all correspondence between residents and organisations, prior, during and after a flooding event. This log can then be used during de-briefs.
Sandbags	- It is the property owner's responsibility to instigate any actions, such as obtaining sandbags, to defend against occurrences of flooding to their property. - It is highly recommended that sandbags are sourced by property owners prior to an event and stored in a dry place.
Flood Wardens must not put their own lives at risk	- Flood Wardens should consider their own health and safety at all times, and should not take any actions that may compromise their own or other safety. - Flood Wardens should not enter floodwater; only trained professionals are fully aware of the dangers of floodwater, and are able to minimise the risks involved.

12. Useful Telephone Numbers

Organisation	Reason for contacting	Contact number	Availability
Floodline:			
Floodline	- Register to receive the Flood Warning Service - Receive advice on flood risk in your area - Up to date information following the issue of Flood Warnings	0345 988 1188	24/7
Natural Resources Wales:			
Report it	Report environmental incidents, which includes blocked main watercourses or other blockages that might pose a risk of flooding, and collapsed or badly damaged river or canal banks	0300 065 3000	24/7
Denbighshire County Council:			
Customer Services			
Out of Hours			
Emergency Services:	Report issues in regards to assets, request information during incidents, report flooding incidents	01284 706 000 0300 123 30 68	08:30-17:00 17:00-08:30
North Wales Police			
North Wales Fire and Rescue Service			
Wales Ambulance Service			
Dwr Cymru / Welsh Water:			
Emergency		999	24/7
Report			
SP Energy Networks (Electrical Emergencies):	Report a leak, wastewater problem, sewer pollution or odour	0800 052 0130	24/7
National Freephone Number			
Wales & West Utilities (Gas Emergencies):	Report an electrical emergency or power outage	105	24/7
National Gas Emergency Service	Report if you smell gas, think you have a gas leak, or are worried that fumes containing Carbon Monoxide are escaping from a gas appliance	0800 111 999	24/7
National Flood Forum:			
Contact	- Independent charity - Support individuals and communities at risk of flooding - Independent directory of flood protection products and services	01299 403 055 www.nationalfloodforum.org.uk www.bluepages.org.uk	Office Hours

13. Responsibilities of Responding Organisations

Organisation	Responsibility
Natural Resources Wales	- Monitor river levels and coastal conditions. - Issue Flood Alerts, Flood Warnings and Severe Flood Warnings as appropriate. - Inspect own Flood Defences, Embankments and Assets. - Arrange Flood Advisory Service Teleconference between all organisations as appropriate
Denbighshire County Council	Depending on the time and nature of the incident and available resources some or all of the following may take place; - Support the emergency services and those engaged in emergency response. - Liaise with essential service providers. - Liaise with central and regional government departments. - Manage the local transport and traffic networks. - Assist with evacuation by arranging transportation. - Set up and manage rest centre arrangements. - Co-ordinate emergency support from the voluntary organisations. - Attend any breaches in existing assets on ordinary watercourses. - Respond to environmental health issues, such as contamination and pollution. - Provide support and advice to individuals. - Provide advice / guidance with business continuity. - Investigate the recovery of affected communities. - Carry out clean-up work in affected communities following flooding. - Carry out investigations into flooding incidents.
Dŵr Cymru / Welsh Water	- Ensure pumping stations and treatment works are operational. - Endeavour to maintain water supply, and to attend customers experiencing internal flooding as soon as it is safe to do so.
North Wales Police	- General control and coordination of responses. - Set up cordons around flood area. - Evacuation.
North Wales Fire and Rescue Service	- Rescue operations. - Use of high volume pump(s) if requested and available for deployment.
Wales Ambulance Service	- Alert initial responses. - Transport of vulnerable.
Coastguard	- Rescue operations.
All	- Provide officer presence at Forward Command Post, Bronze (Operational level), Silver (Tactical Level) and the Gold (Strategic Level) if established.

14. Flood Alert – Definition and Actions

Information below covers the River Elwy A55 to Rhuddlan Flood Alert only

Level of warning	Definition	Action	Notes
Flood Alert 	Flooding is possible. Be prepared. Low lying land and roads will be affected first. Farmers should consider moving livestock and equipment away from areas likely to flood.	All Flood Wardens should look on the Natural Resources Wales website www.naturalresources.wales for further information. Alternatively, call Floodline on 0345 988 1188 and key in quickdial number 191702 for further information.	Flood Wardens to remain vigilant of local conditions and report any issues to the Senior Flood Warden. Please note: There will not be an automated message to inform members of the public when a Flood Alert is removed. This information will only be available on the internet and on Floodline.

15. Flood Warning – Definition and Actions

Information below covers the River Elwy A55 to Rhuddlan, Clwyd Left Bank and Clwyd Right Bank Flood Warning

Level of warning	Definition	Action	Notes
Flood Warning 	Flooding is expected. Immediate Action Required. Take action now to prevent water getting into your home, move family pets and valuables to a safe place. If caught in a flash flood, get to high ground. Stay away from flood water and don't take risks.	The Senior Flood Warden can contact Natural Resources Wales for further information on the Flood Warning issued. The Senior Flood Warden should cascade all relevant information to the Flood Wardens as necessary. Flood Wardens to remain vigilant of local conditions and report any issues to the Senior Flood Warden. The Senior Flood Warden should then report these issues to the relevant organisation as necessary. Natural Resources Wales' Flood Incident Duty Officer (East) will contact the Senior Flood Warden to notify if the Forward Command Post (FCP) has been opened. The Senior Flood Warden can attend, or pass information to the Forward Command Post on conditions in Rhuddlan.	All Flood Wardens should look on the Natural Resources Wales website www.naturalresources.wales for further information. Alternatively, call Floodline on 0345 988 1188 and key in the relevant quiddial number (see Section 5, Page 7) for further information. Flood Wardens should consider their own health and safety at all times, and to not take any actions that may compromise their own or others safety. Decisions in regards to resources available, evacuation, rest centre and transport arrangements will be discussed at the Forward Command Post (FCP). A short term local Evacuation Point could be opened for the residents of Rhuddlan (possibly Rhuddlan Community Centre). However, a large-scale rest centre, for example Rhyll or St Asaph Leisure Centre may be opened. Denbighshire County Council would not be in a position to provide staff to run the short term local Evacuation Point, as all resources would be concentrated at the large-scale rest centre. Flood Wardens' contact details can be found in Section 3, Page 5, and contact details for all relevant organisations can be found in Section 12, Page 21. Contact the Emergency Services if required.

Forward Command Post (FCP)

A Forward Command Post (FCP) is a site or building where the operational level of response will take place.

During flooding incidents FCP's may be established to ensure multi-agency co-ordination of response at or near the scene. Numerous organisations will be involved. The Senior Flood Warden will be invited to attend, but the decision will be made on the day by the Senior / other Wardens of who attends or not.

16. Severe Flood Warning – Definition and Actions

Information below covers the River Elwy A55 to Rhuddlan, Clwyd Left Bank and Clwyd Right Bank Severe Flood Warning

Level of warning	Definition	Action	Notes
Severe Flood Warning 	Severe Flooding. Danger to Life. You may be evacuated from your property. Co-operate with the emergency services. Call 999 if you are in immediate danger.	Senior Flood Warden to continue liaison with all relevant organisations at the Forward Command Post (FCP). Senior Flood Warden to cascade information to all Flood Wardens as necessary.	If not done so already, North Wales Police in collaboration with all relevant organisations will set up the Silver (Tactical) Command to deal with the flood event. Evacuation will be coordinated from the Silver (Tactical) Command by North Wales Police and other relevant organisations. If necessary, the Gold (Strategic) Command at Police Headquarters, Colwyn Bay will also be set up.

17. Warning no longer in force – Definition and Actions

Information below covers the River Elwy A55 to Rhuddlan, Clwyd Left Bank and Clwyd Right Bank Warning no longer in force

Level of warning	Definition	Action	Notes
Warning no longer in force	No further flooding is currently expected for your area. Flood Warnings and Alerts may still be in force for surrounding areas. Flood water may still be around for several days.	Natural Resources Wales will be in contact following a flood event to gain feedback on what happened; did you receive the Flood Warning messages, did you activate the plan etc. The Senior Flood Warden should arrange a meeting with all other Flood Wardens to review this plan. Contact Natural Resources Wales on 0300 065 3738 to discuss amendments.	The Flood Wardens can provide assistance to residents in the community following a flood event. Further information can be found on the Natural Resources Wales website:- www.naturalresources.wales Click on Flooding>What to do before, during and after a flood>what to do during and after a flood. Flood Wardens have been provided with a 35 point list written by an individual affected by flooding, which gives a list of things to do and not to do once flooding has occurred in a property.

From: J. Edge
Sent: 06 November 2018 11:48
To: clerk@rhuddlantowncouncil.gov.uk
Subject: Memorial Plaque

Good Morning

I have had permission from Mrs B Taylor, to adopt a tree on the corner of Highlands Road and Rhyl Road. I would like permission for a 6" x 4" memorial plaque by the tree in memory of my late husband, John Edge, as Mrs W Williams has done in memory of her late husband Mr Gwilym Williams.

We have lived in Rhuddlan many years and John started his company here which unfortunately had to move to Rhyl for larger premises. However, John donated time, materials and workshop facilities to support many projects in Rhuddlan and was well known in the town.

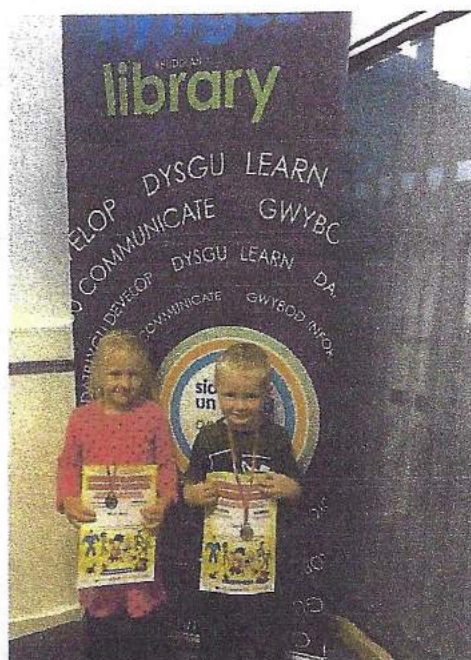
I hope you will be able to support my request as it would mean a great deal to our family and friends to have a small memorial here in our home town of Rhuddlan.

Kind Regards
Olwen Edge

Rhuddlan Library and One Stop Shop

This quarter, following the annual pattern nationwide, was an extremely busy period for Denbighshire Libraries with the launch of the Summer Reading Challenge. The scheme launched in July when the schools and various groups were visited by library staff to promote the scheme which encouraged children to continue with their reading by visiting our libraries to enjoy choosing and sharing books in any format over the summer period. The challenge continued until the end of September where participants will have visited their library at least three times following registration and read at least six or more books. This excellent project is now well established and the benefits to young readers are recognised nationally by schools and parents. The librarian had a very warm welcome promoting the challenge at Ysgol y Castell, Castle Day Nursery and Cylch Meithrin Rhuddlan.

This year's theme was 'Mischief Makers' celebrating the 80th anniversary of the much-loved comic, Beano. Library staff organised a 'Mischief Makers treasure hunt' at the library over the summer and 61 young readers were awarded medals at Rhuddlan Library.



Library & One Stop Shop Performance – Q2

Period	Visitors	Issues (Items borrowed)	*Simple Enquiries	**Full Enquiries	Icam PC Sessions
Jul 18	1001	1534	127	24	202
Aug 18	1802	1782	95	28	211
Sep 18	1547	1321	98	32	167

*Simple Enquiries – Customer enquiries resolved at the One Stop Shop

**Full Enquiries – Customer enquiries referred to other D.C.C. departments.

Working With Partnerships Data – Q2

Partnership / Agent	Sessions	Children	Adults
Dechrau Da (Medi 18) Bookstart (Sep 18)	3	40	38
Cyngor ar Bopeth / CAD & OPUS (1:1)	22	-	32
Cymraeg i Blant (Gor/Jul 18)	3	38	38
Pwyntiau Siarad / Talking Points	14	-	16
Grŵp Darllen / Reading Group	3	-	14
Grŵp Llandrillo Menai – Gwersi cyfrifiaduron / Computer classes (Med/Sep 18)	2	-	4

Bookstart / Cymraeg i Blant

The Bookstart and Cymraeg i Blant sessions are held for a period of half a term at a time alternating between Rhuddlan and St Asaph Libraries. The sessions are extremely popular and this ensures a weekly term-time provision at both libraries. 'Cymraeg i Blant' attended the library on Wednesday mornings up to the end of the summer term then Bookstart started Monday afternoon sessions during the new term in September.

During July the Rhuddlan Bookstart families joined families across Denbighshire for an event at the Marine Lake, Rhyl where 200 children and their families enjoyed a fun activity day.

Rhuddlan in Bloom 2018

Rhuddlan Library were invited by the Rhuddlan in Bloom group to organise a display at the community centre during the judging event in July. The National adjudicators were welcomed into the library as part of the Rhuddlan community assessment, when we had an opportunity to showcase our offer to our customers including the popular Summer Reading Challenge for the children and the new Reading Well /Dementia scheme, we were proud to be part of this exciting day,

Huge congratulations to the Rhuddlan in Bloom team on gaining their third successive gold award in the Wales in Bloom competition. The presentation evening to acknowledge the efforts of all involved was held at the library in September where over fifty people attended. We wish them the best of luck in the Britain in Bloom event which will be announced in Belfast in October.



Library update/events

- BorrowBox – Borrow eBooks and eAudiobooks online using the BorrowBox app, all you need is your library card and PIN numbers. Call in for more information.



Borrow, download
and enjoy here
Your library, anytime, anywhere

- We welcome Colin Dyer as a permanent member of the staff at Rhuddlan Library since July, working alternate Mondays and Thursdays. Colin is well-known in the Rhuddlan community as an excellent Library and One Stop Shop customer services assistant and previously a member of the police force in the local area.
- Debbie Owen has been appointed Library and Customer Services Manager at Rhyl and Prestatyn Libraries and One Stop Shops.
- Denbighshire County Council held a waste consultation in the library recently to explain the forthcoming changes to collections.
- Rhuddlan Town Council conducted a dementia awareness questionnaire during August with the forms deposited at the library.

Item 5f

From: jacky fray

Date: 4 December 2018 at 11:20:13 GMT

To: townclerk@rhuddlantowncouncil.gov.uk

Subject: Re: Disabled access

Dear Sian,

My partner and I were thrilled to find that we now have disabled access to the library garden/picnic area. Many thanks to the council.

Unfortunately with the damp weather we have been having lately it is not possible to access the site from the car park without one of the other of us having to risk slipping on the grass. Would it be at all possible to consider putting a wider edge of concrete or paving stones on the other side of the access? It would be such a treat to be able to enjoy this spot at all times.

Many thanks.

Sincerely,

Jacky Fray and Roy Smith

Castle Lights

Rhuddlan Town Council have worked in partnership with Cadw to have effective lighting to light the Castle. The lights are on a timer from 6.30 p.m. until 11 p.m. The reason it is switched on later in the evening due to security reasons because of youths are often on site until it is dark and there is a risk of vandalism. A request has come in to consider changing the timer so that the lights come on earlier in the evening.

Some members have expressed an interest in having the South corner of the castle lit. There is already a light in place but it is totally ineffective and throws hardly any light. A quote has been received from an electrical contractor to replace the existing floodlight with a higher lux output for £2199.33 + VAT.

Members to give consideration to:

- a. Changing the timer so that the lights are on earlier in the evening
- b. To replacing the current floodlight with a higher lux.

Item 10

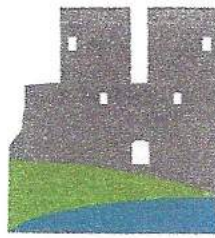
Tarmac Footpath in Vicarage Lane Playing Fields

At the Town Council meeting on the 12th July 2018, it was reported that the playing field at Vicarage lane gets extremely wet and boggy and it is proposed that a 55 metres long path is laid down. A quote has been received from a local contractor to supply a path with compacted sub-base, and finish with dust limestone for £1,940 plus VAT. Members were concerned that the path substance would be problematic and pose a safety issue. **It was resolved** that the Town Clerk seek tenders to have tarmac on the path.

Three contractors have submitted quotes as follows:

Contractor A	£3,750 + VAT
Contractor B	£5,925 + VAT
Contractor C	£4,980 + VAT

Members need to decide which contractor to appoint to carry out the work of laying a tarmac path in Vicarage Lane playing fields.



Cyngor Tref
Rhuddlan
Town Council

Item 11

Rhuddlan Town Council Privacy Statement

Rhuddlan Town Council respects confidentiality of any personal data shared with the Town Council and will make every effort to protect your privacy. This Privacy Statement explains how Rhuddlan Town Council will use any personal information that is collected, received both online and offline, as well as any electronic, written or oral communication.

“Personal Data” is any information about an individual, which allows them to be identified from that data, for example a name, photographs, email address, or address.

What information will Rhuddlan Town Council collect?

- Names, titles and aliases and photographs
- Contact details such as telephone numbers, addresses and email addresses.

The Council will comply with data protection law. This says that personal data the Town Council holds must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that has been explained to you.
- Relevant to the purposes that you have been told about and limited only to those purposes.
- Kept only as long as necessary.
- Kept and stored securely.

Rhuddlan Town Council will use your personal data for:

- To deliver public services including to understand your needs to provide the services that you request.
- To confirm your identity to provide some services.
- To contact you by post, email or telephone.
- To promote the interests of the council.

- To maintain our own records and accounts.
- To seek views and opinions.
- To notify you of changes to our facilities, services, events etc.
- To send you communication which you have requested that that may be of interest to you e.g. initiatives, campaigns, new projects.
- To process relevant financial transactions including grants and payment for goods supplied to the council.
- Photographs of individuals will be used for announcements of events, news purposes on the Town Council website. Parental / Guardian Consent must be obtained for under 16's.

Measures in place to keep data secure:

- Files to be backed up.
- Ensure that up to date anti-virus is in place.
- Authorised personnel only to access Rhuddlan Town Council business i.e. passwords access only.
- Log off after use.
- Safe file storage.

Accountability

Rhuddlan Town Council shall be responsible for, and be able to demonstrate compliance with the Data Protection Principles. The Privacy Statement will be reviewed annually.

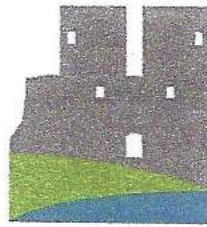
How to contact Rhuddlan Town Council

Please contact the Town Clerk if you have any questions about the privacy Statement or information the Town Council holds about you.

clerk@rhuddlantownconcil.gov.uk

07775 673706

PO Box 224, Royal Mail, Maesdu Road, Llandudno, LL30 1QX



Cyngor Tref
Rhuddlan
Town Council

Item 11

Rhuddlan Town Council Document retention and disposal policy

In the course of carrying out its various functions and activities, the Town Council collects information from individuals and external organisations and generates a wide range of data/information which is recorded. These records can be retained as hard paper records or in electronic form take many different forms.

Letter received from third parties:

- Invoices
- Completed application forms
- Planning Applications
- Financial Records
- Registers
- Contract / Deeds
- e-mail communications
- Photographs

Retention of specific documents may be necessary to:

- Fulfil statutory or other regulatory requirement
- Evidence events/agreements in case of disputes
- Meet operational needs
- Ensure the preservation of documents of historic or other value.

The permanent retention of all documents is undesirable, and the appropriate disposal is to be encouraged for the following reasons:

- There is shortage of new storage space.
- Disposal of existing documents can free up space for more productive activities.
- Indefinite retention of personal data may be unlawful
- Reduction of fire risk – in the case of paper records

It is important that the Town Council has a system in place for the timely disposal of documents / records that are no longer required. Additionally the GDPR will make it important that the Town Council has clearly defined policy in place for disposing of records, and that these are documented. The purpose of this policy is to provide a framework to govern management decision on whether a particular document (or set of documents) should either be:

- Retained – and if so, in what format and for what period?
- Disposed of – and if so, when and by what method?

Disposal can be achieved by a range of processes:

- Most of the Town Councils documents are public documents and can be disposed of in a recycling bin.
- Confidential information can be done on site by shredding
- Deletion – where computer files are concerned
- Migration of documents to an external body e.g. archives of the County Council.

TYPE OF RECORD	MINIMUM RETENTION PERIOD	REASON
FINANCIAL RECORDS		
List of payments made	6 Years	Reference
Paid Invoices	6 years	Reference
Bank Reconciliation	Quarterly statement	Filed within minutes
Bank Statements	Last completed audit year	Audit
Bank paying – in books	Last completed audit year	Audit
Cheque book Stubs	Last completed audit year	Audit
VAT records	6 years	VAT
Budget	6 years	Reference Filed within minutes
Quotations and Tenders	6 years	Reference
Audited Annual return	Indefinitely	Archive with County Council
INSURANCE RECORDS		
Certificate of Employers Liability Insurance	40 years from date on which insurance commenced or was renewed	Although no longer a legal requirement the insurers / legal advisers say 40 years is still advisable.
Insurance Documentation including policies	3 years	To cover any claims under Public Liability Insurance as per insurers.
Insurance Claims	6 years	Recorded Information

PAYROLL RECORDS		
Payslips / expenses	6 years	Tax
Tax and NI Records	4 years	Tax claims
PERSONNEL ADMINISTRATION		
Employee Letter of appointment	6 years after departure from employment	Consistency
Employee Contract	6 years after departure from employment	Consistency
All other records	6 years after departure from employment	Consistency
RECRUITMENT		
Selection of an individual / interview record	1 year	Reference
Unsuccessful Applicants' Employment Application forms/references	1 year	Reference
PLANNING DOCUMENTS		
Planning Applications	After the County Council decision made	Reference
Planning Decisions	Indefinitely	Included in minutes
LEGAL DOCUMENTS		
Deeds, conveyances and other legal documentation relating to ownership i.e. Title Deeds and leases	Indefinitely	Audit, Management
Contracts not executed as a Deed	6 years	Audit, Management
ADMINISTRATION RECORDS		
Approved Minutes	Indefinitely	Archive
Asset Register	Current and last completed audit version	Audit and managements
e-mails	Delete routine / trivial e-mails	Management
Historical Records	Indefinitely	Public Records Act 1958 Archive
Personal data	Kept for no longer than is necessary for the purpose for which it is held	Data Protection Act
Register of Members	Whilst a Member	Publication Scheme

Interest		
Complaints	3 years	Reference
Freedom of Information Disclosure Log	Destroy each record 5 years after record is opened	Management

Eich cyf / Your ref

Ein cyf / Our ref : 44/2018/1115

Dyddiad / Date : 23/11/18

Rhif union / Direct dial : 01824 706727



Item 12a

Rhuddlan Town Council

Mrs Sian Mai Jones Clerk

PO Box 224
Royal Mail
Maesdu Road
Llandudno
LL30 1QX

Annwyl Syr / Fadam

Dear Sir / Madam

CAIS / APPLICATION: 44/2018/1115

CYNNIG / PROPOSAL: Codi estyniad unllawr tŷ brig i flaen yr annedd / Erection of single storey pitched roof extension to front of dwelling

LLEOLIAD / LOCATION: Bryntirion 11 Llys Pen Y Ffordd, Rhuddlan, Rhyl

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

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.

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.

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 ymgynghorol hwn, ac oherwydd mae'n bosibl nad ystyrir unrhyw sylwadau a gyflwynir ar ôl y dyddiad cau gan y Cyngor.

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

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

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.

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.

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.

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, objections on moral grounds, unfair competition



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 rhyngwyd.

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 Cyt

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



Eich cyf / Your ref

Elin cyf / Our ref : 44/2018/1112

Dyddiad / Date : 23/11/18

Rhif union / Direct dial : 01824 706727

Rhuddlan Town Council
Mrs Sian Mai Jones Clerk

PO Box 224
Royal Mail
Maesdu Road
Llandudno
LL30 1QX

Annwyl Syr / Fadam

Dear Sir / Madam

CAIS / APPLICATION: 44/2018/1112

CYNNIG / PROPOSAL: Codi estyniad i'r annedd / Erection of extension to dwelling

LLEOLIAD / LOCATION: 14 Lon Cwybr, 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 ymgynghorol hwn, ac oherwydd mae'n bosibl nad ystyrir unrhyw sylwadau a gyflwynir ar ôl y dyddiad cau gan y Cyngor.

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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, objections on moral grounds, unfair competition and private legal disputes, for example, are not



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www.sirddinbych.gov.uk/cynllunio

Edrychaf ymlaen at glywed gennych.

Yr eiddoch yn gywir

EMLYN JONES

Pennaeth Gwasanaethau Cynllunio a
Gwarchod y Cyhoedd

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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



Date: 08/12/2018

Rhuddlan Town Council

Item 13a

Page 1

Time: 12:55

Current Bank A/c

List of Payments made between 01/12/2018 and 13/12/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/12/2018	K. ATKINSON	102079	7.43		REIMBURSEMENT FOR ADMIN
13/12/2018	BLOOMING GORGEOUS	102080	75.00		PRIZE FOR XMAS GNOME HUNT
13/12/2018	G. ROWLANDS	102081	500.00		REMAINDER OF MAYORS ALLOWANCE
13/12/2018	A. ROBERTS	102082	250.00		REMAINDER OF D.M ALLOWANCE
13/12/2018	WELSH AUDIT OFFICE	102083	395.40		2018-19 EXTERNAL AUDIT
13/12/2018	COR CLWYD	102084	25.00		ACCOMPANISTS FEE
13/12/2018	FRED WESTON	102085	355.25		FRED WESTON
13/12/2018	FRED WESTON	102086	314.98		TO SUPPLY TIME LOCK
13/12/2018	Denbighshire County Council	102087	504.00		Denbighshire County Council
13/12/2018	RHUDDLAN TOWN COMMUNITY	102088	10.00		FACILITY HIRE CHARGE
13/12/2018	HMRC	102089	195.60		PAYE & NI ENDING DEC
13/12/2018	Sage & Co	102090	78.00		PAYROLL ADMINISTRATION
13/12/2018	Goodsigns & Print	102091	84.50		BLODEUO FOAMEX
13/12/2018	Town Clerk	102092	135.87		EXPENSES - NOVEMBER
13/12/2018	NEST Pension	DD	104.89		FOR PERIOD 18 NOV - 17 DEC
13/12/2018	NEST Pension	DD	104.89		FOR PERIOD 18 OCT - 17 NOV
13/12/2018	Vodafone	DD	25.00	PHONE - NOVEMBER	Vodafone
Total Payments			3,165.81		