



Rhuddlan Town Council Meeting

Dear Councillor

8th February 2021

Your attendance is requested at a virtual meeting of Rhuddlan Town Council Thursday, 11th February at 7 p.m. Members of the public wishing to attend may do so by informing the Town Clerk by the 10th of February so that necessary arrangement can be made.

1. **Apologies.**
2. **Declaration of Interest**
3. **Urgent Matters as Agreed by the Chairperson** – Notice of items which, in the opinion of the Chairperson, should be considered at the meeting as a matter of urgency in accordance with Standing Orders.
4. **Police matters** - to receive a report.
5. **Minutes** – to approve minutes: 1. Town Council held on the 12th January. Pre-circulated. 2. Anti-Speeding Campaign held on the 2nd February.
6. **Correspondence from:**
 - a. The Mayor.
 - b. The Town Clerk.
 - c. DCC – Silent Soldier.
 - d. Group Secretary – Rhuddlan Gwledd-Fest Grant.
 - e. Councillor – Request for Defibrillator in Pentre Lane.
7. **County Council Members Report** – to receive reports.
8. **Welsh Language Policy** – to consider the attached report.
9. **Budget/Finance matters** – to approve the payment listing due.
10. **New Policies** Disciplinary Policy and Grievance Policy. To approve both policies.
11. **Financial Risk Assessment 2021** – to review policy.
12. **Rhuddlan Town Centre Awnings** – to receive an update and agree a way forward
13. **Community Matters**

Part 2 Items

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.

14. **To approve minutes** of the Personnel Committee 08/02/2021
15. **Date of next meeting** – March 11th at 7 p.m.

Sian Mai Jones

Town Clerk - 07775 673706

Police matters

Item 4

A very low level of crime to report for January 2021 for Rhuddlan. No ASB reported for Rhuddlan .

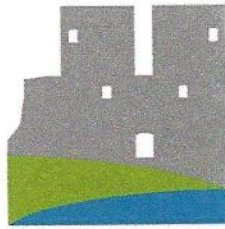
Criminal damage occurred on Abbey St to a resident's vehicle. No suspects found.

Shoplifting offences twice reported from the CO OP. No suspects identified.

Criminal damage to property on Princes Rd. Suspect charged.

Malicious communications – Tan Yr Eglwys- enquiries still ongoing.

There have been 78 calls to North Wales Police for January, ranging from Contact records, Road disruptions, Flood, Suspicious Circumstances, Abandoned calls, Alarm intruders, Concern for safety and Domestic crimes.



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council – Minutes of the meeting on the 14th January 2021

Virtual Meeting during the Covid 19 Restrictions

Item 5

Present:

Cllr Arwel Roberts (Mayor in the Chair)
Cllr Mike Elgin (Deputy Mayor)
Cllr Jackie Burnham
Cllr Ann Davies
Cllr Reg Davies
Cllr Charlotte Frobisher
Cllr Syd Gaskin
Cllr Mike Kermode
Cllr Gareth Rowlands
Cllr Andrew Smith
Cllr Bleddyn Williams
Town Clerk
Clerical Assistant/Minute Clerk
Project Officer

1. Apologies

None

One member of the public was present Mr Brent Vogelsberger

Two observers were present from Denbighshire County Council. Cllr Tony Thomas, Lead Member of Housing & Communities, and Ann Mellor, Independent member of the Standards Committee

Members were informed that the meeting was being recorded for audio only due to technical difficulties during visual recording in December.

2. Declaration of Interest

Cllr Ann Davies - Planning Matters

3. Urgent Matters

None

4. Police Matters - Appendix A

A report had been received and circulated.

Cllr Gareth Rowlands informed Members that a tree in Admiral's Field had been broken, it had been reported to the police and was being replaced.

Cllr Mike Kermode noted that 160 reports to NWP had been received in November & December but there was no summary of what these reports were. He proposed that Council ask for a brief summary in future reports. Seconded by Cllr Gareth Rowlands. **Resolved.**

5. Minutes

Town Council 10th December 2020

Subject to minor amendments the Minutes were proposed by Cllr Andrew Smith, seconded by Cllr Mike Kermode. **Resolved.**

The Minutes were duly signed.

Matters Arising

- a. **Cemetery** - Members were informed by Cllr Ann Davies that the drainage survey will now commence on around 20/1/21, and that a local builder had presented some ideas of remedial works to stop flooding which had been passed on to DCC. Cllr Mike Kermode wished to record thanks to Cllr Davies for her hard work on this subject.
- b. **Webcast** – the December meeting recording had failed visually so tonight's meeting is being trialled audibly.
- c. **Awel y Mor** – A response from DCC Angela Lofthouse was circulated which stated that the parcel of land in question was the only non-operational vacant land owned by DCC in Rhuddlan. The resident who raised the issue with Rhuddlan TC thanked the Town Clerk for investigating this. No further action required.
- d. **Green Flag Community Award** – Unfortunately the Covid pandemic has put a stop to the award. The Town Clerk advised Members that a management plan for Admiral's Field should be considered at a future meeting.
- e. **Welcome Sign** – An updated quote from DCC had been received for installing 5 signs (instead of two) which was £5k to 6K. Cllr Mike Kermode proposed that £5k to £6k be approved and the Town Clerk be authorized to action. Seconded by Cllr Gareth Rowlands. **Resolved**
- f. **Social Media** - The Clerk informed Members that the Council is now on social media.
- g. **iBeacon** – Jo Danson from Cadwyn Clwyd has advised Rhuddlan TC that once she has the details (content of Rhuddlan's iBeacon), she will send through in the hope that the content can be updated once the website is live. **Resolved**
- h. **Admiral's Field Treeline** – Although a site meeting request had been supported to better understand the recommended action, it had proved difficult to arrange due to Covid restrictions. As a consequence, the original proposal by Cllr Gareth

Rowlands, to lay the hedge as recommended, clear the base, and infill with native species was put before Members. This was seconded by Cllr Arwel Roberts. **Resolved**

- i. **Welsh Language Policy** – members were reminded that in December they resolved to investigate details and make recommendations to full Council of such a policy, along with a budget provision of £5,000 for translation services for 2021/2. It is hoped to return to Council in February with recommendations.
- j. **Speed Indicator Devices (SID's)** – Cllr Mike Elgin had chaired a meeting of the working group on January 12th 2021 who had made recommendations for Full Council discussion and approval. These were

- SIDS to be placed on Rhyl Road and Abergele Road initially with a focus on Rhyl Road being the priority if costs budgeted were exceeded.

A lengthy and informative discussion ensued which resulted in a proposal from Cllr Gareth Rowlands, that the recommendation be approved in principle but due to complex issues the working group would meet again before the February Full Council meeting along with Ben Wilcox-Jones from DCC Highways in attendance to resolve the issues. This was seconded by Cllr Mike Kermode with a request that diagrams be provided for the SID site placements. **Resolved**

- Write to NWP asking if any other surveys had been carried out in Rhuddlan since December. Cllr Elgin informed Members he had already taken it upon himself to action this and had been informed that there had been another on Rhyl Road in December and more are planned in the future.

The Mayor thanked all those who had attended the working group for their hard work and reminded Members that the group was open to all Councillors.

- k. **Paint Spill** – reported but not removed yet
- l. **Pedestrian Safety Railings** – reported and DCC responded that due to a busy workload they could not repair them at this moment.
- m. **Coach Park** – The Town Plan Manager had spoken to Aldi about using their car park but they declined stating that car park numbers are already too low for the size of the development and as a result won't be able to accommodate a coach parking bay at this time. When asked if Aldi had been keen to support the electric charging points in Aldi car park, he answered no but that he would go back to them on this matter.

6. Correspondence from:

a. The Mayor – Appendix B

Congratulations to Rejuva Beauty Salon and Clinic in winning the best lit business window.

The report was accepted

b. Town Clerk – Appendix C

Thanks, given to Cllr Syd Gaskin for his checking of the defibrillators, and to Cllr Reg Davies for arranging the purchase, installation and removal of Christmas tree.

Members were informed of a potential financial assistance for defibrillators. An email from a member had highlighted that Pentre Lane and Highlands road may benefit from a defibrillator due to increased physical activity during lockdown restrictions.

The report was accepted

7. County Council Members Reports

Cllr Ann Davies – Appendix D

Wanted confirmation that Appendices to be included in the minutes when placed on website. The Clerk confirmed.

The report was accepted

Cllr Arwel Roberts - Appendix E

Reported several occurrences of potholes in Rhuddlan area and that DCC was having difficulty in obtaining the materials to repair them. Members also heard that DCC Customer Services had given the same answer to pothole reports but that Clwyd Avenue had been repaired today.

Cllr Roberts had been advised of a potential Welsh Government grant of £12,000 for Town Centres Covid Response, and managed by DCC. This was received on 11th December 2020 and had a very tight timescale attached for spend. He had discussed this opportunity with the Deputy Mayor and Project Officer in the first instance and apologised for not involving all Members. The Project Officer was invited to give Members a briefing.

A very thorough and wide ranging discussion then took place, and the following points were made.

- A business directory had been created by the Project Officer.
- All businesses had been contacted about providing canopies outside as a potential grant project but some have still not replied to messages left.
- Members were interested in knowing which businesses would be included: They are Little Cheesemonger, the Little Flowermonger, Farmhouse Kitchen, Head Masters, Morris Evans Opticians, and Williams Estate Agents.
- It may be necessary to phase this provision so as to meet the tight timescale if further responses from businesses are received, and the finance is made available.
- Draft work schedule is to receive formal quotes for 4-6 shop canopies, instruct planning drawings for a planning application by 22nd January, and order (at risk) once quotes received. Any grant has to be spent by March 5th 2021.

- Any application will require approval from the Elwy MAG (Members Area Group) which meets on January 22nd.

Cllr Reg Davies Declared an Interest in a business he owned and abstained from voting.

One Member indicated that he was supportive of the small representation used in this instance due to the tight timescale. If not, the opportunity would have been missed.

The grant available for Rhuddlan is £12,000 and Council will need to find 20% Match funding towards this. Cllr Jackie Burnham proposed, seconded by Cllr Andrew Smith that Council proceed to apply for 6 canopies and set the draft schedule into practice. **Resolved.**

The Mayor thanked the Project Officer for his diligence and hard work.

The report was accepted

8. Parking Matters

The Project Officer had circulated a report. He outlined its content including four options for Members to discuss in delivering free 1 hour parking at Vicarage Lane and Parliament Street car parks.

DCC had insisted that no caveats can be included in a lease for Vicarage Lane car park. Cllr Andrew Smith proposed that Council agree to no caveats being included, seconded by Cllr Mike Elgin. **Resolved**

During the discussion Members highlighted the benefits of all options, their concerns for some of them, the finance return from the library subsidy to come, and how benefits for the local shops and surgery can be monitored once the free parking had been put into operation.

Cllr Jackie Burnham proposed that both car parks offer free 1 hour parking which was seconded by Cllr Mike Kermode. Cllr Andrew Smith adding that the benefits to shops and surgery be monitored after 12 months.

Cllr Ann Davies proposed an amendment that this should be increased to 2 hours free parking. There was no seconder. Cllr Ann Davies abstained from voting

The original proposal was resolved.

9. Budget/Finance Matters

The Town Clerk circulated the list of payments to be approved by Members.

Cllr Ann Davies noted that sometimes we appear not to secure several quotes for certain works and proposed that competitive quotes are sought. Seconded by Cllr Mike Kermode. **Resolved.**

Cllr Gareth Rowlands abstained.

The Clerk informed Members that DCC had been sent Council's agreed Precept, and that a press release had been sent to the Journal and Parish Magazine.

10. Dignity at Work Policy

As agreed at the December Council meeting the Clerk had drafted and circulated a Dignity at Work policy for Members consideration. Note that if the policy is agreed a Grievance Procedure and a Disciplinary Procedure will be submitted to Members for consideration.

Members discussed the difference between a Code of Conduct and a Dignity at Work policy and the need for both. Examples of where they both can be applied were given and as the Town Council personnel adviser, Cllr Mike Kermode, informed Members of the policies importance especially in light of the Equalities Act 2010.

Cllr Mike Kermode proposed that the Dignity at Work policy be approved Seconded by Cllr Gareth Rowlands. **Resolved.**

11. Coed y Brain

The Town Clerk gave a verbal update on progress stating that the completion process was very close. The Clerk proceeded to ask members to discuss and agree the next steps.

- Survey of what works are required
- Draw up a detailed specification
- Go out to tender for works
- Apply for Gwynt y Mor grant by March 8th

The Council had already received a £4.6k grant for the boiler installation.

Cllr Gareth Rowlands proposed that the above next steps be approved. Seconded by Cllr Arwel Roberts. **Resolved.**

12. Community Matters

Cllr Arwel Roberts began with a community matter asked each Member for any matters they need to raise.

- a. A member expressed concern about the state of dying trees behind the "Knights" statues. Town Council do not own this land so asked for Members support to contact the land owners to investigate a solution. **Resolved.**
One member wished to add that any pictures be forwarded to DCC and ask to be cut before the nesting season starts and remove fly tipping in the area.
- b. Cllr Mike Kermode informed Members of the Dementia Groups project for a sensory garden which Council had supported with a grant. He highlighted other grants that had been secured. Cllr Kermode asked permission to use the Town Council's Zoom facility to convene a meeting. **Resolved.**
- c. Enquiries was made about the Town Plan leaflets and concern about Covid restrictions and Councillors delivering them by hand. Members agreed to get the leaflets printed then discuss delivery in the next Full Council meeting to be held in February.
- d. One member highlighted 3 matters. Firstly, a street light not working in Gwindy Street, secondly cars parking on the kerb in Gwindy Street, and

thirdly, an overgrown hedge which was to be seen walking towards the bridge over the river, just before the “Knights” statues.

Cllr Ann Davies will report the street light and kerb parking to DCC, and Cllr Arwel Roberts will report the overgrown hedge. **Resolved**

13. Date of Next Meeting: Full Council Thursday 11th February at 7pm

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

Date.....

DRAFT

Again, a very low report of crime ASB for the Rhuddlan area for November/December 2020.

- There were no reports for the month of November/December that are in the interest of the public. However, there were 9 reports of shoplifting – 1 Aldi and 6 CO OP and 2 Spar for November/December.
- No burglaries / criminal damage or thefts reported.
- There have been 160 reports to NWP for November/December for the Rhuddlan area. Although high, the vast majority are not crime related.

1. Roedd yn bleser cyflwyno £50 i'r tŷ mwyaf disglair yn ystod cyfnod y 'Dolig. Natalie â Mark a'r teulu wrth eu boddau. 19 Rhodfa Harding.

It was a pleasure to present £50 to the best Christmas Lights House. Natalie , Mark and their families were very happy indeed. 19 Harding Avenue.

2. Congratulations also to Rejuva the best lit business window.
3. Arian i achosion da: Lleng Brydeinig - £200 - British Legion Y feddygfa leol - £250 - Local Surgery. Ysgol y Castell - to be decided.
4. Trefnu bore o gasglu sbwriel ar y 7fed o Ionawr 2021. A litter pick organised on the 7th of January 2021.
5. Diolch i'r dirprwy Faer am fy nghyflyru i seiclo at achos da yn y dyfodol, mi ddaw y manylion eto.
Thanks to the deputy Mayor for enticing me to cycle towards a good cause in the future, details to come in the future.
6. A Litter Pick was arranged. Seven volunteers helped collect 15 bags of litter.

1.Meetings / events attended in December:

1st December – Christmas Lights Switch On

7th December – Meet Project Officer

16th December – Arrange for cheques to be signed

2.The following were placed on the Town Council's website in December:

Have your say about Policing in North Wales

Christmas Lights Switched on by Head Girl & Head Boy of Ysgol y Castell

Winners of the Best Dressed Christmas House

Code of Conduct - Updated

3 General

Cllr Syd Gaskin has checked the two defibs and also recorded them on the circuit.uk as asked to do by Tomos Hughes - North Wales Defibrillator Support Officer.

Winners of the best dressed Christmas Window was awarded to:

1st Rejuva Beauty Salon and Clinic - £50 (this is to be donated to St Kentigern)

2nd Sales, Lettings and Property Management made simple - £30

3rd New Inn - £20 (donated to charity)

1. Christmas Cheer Bags

I was delighted to be involved in this Christmas Cheer Bag initiative. St Mary's Church came up with the wonderful idea of knitting angels for all children at Ysgol y Castell. There was an astounding 400 angels knitted by residents. This initiative was then widened to provide these angels to some of the more vulnerable individuals living alone and carers in the community.

An appeal was made for donations which meant we were able to make up gift bags with some lovely items for distribution to over 50 residents.

I would like to thank the local businesses and residents who gave so generously towards this initiative. It was heartening to see the reaction of residents, who were extremely touched by the kind gesture.

My thanks to the Reverend Jayne Coxall for writing all the cards, to those who helped pack and delivery the bags.

I am conscious we were not able to reach everyone we would have liked to, but I am hopeful we can repeat this initiative in the future when we can capture those we did not on this occasion.

It was nice to see such positivity and community spirit during this difficult time.

2. Pentre Lane

Following a road traffic accident in Pentre Lane, I called a meeting with the relevant officers and residents to discuss a way forward. Information received from Officers is that there is currently insufficient evidence, in terms of vehicle speed and collisions, to justify the implementation of any remedial measures from our road safety budgets. An estimated cost for the implementation of speed cushions, signage, carriageway markings and temporary traffic management would be between £6000-£7000.

However, I did request and it was agreed that Pentre Lane be added to the potential future works programme and DCC will continue to monitor the situation.

3. Rhuddlan Cemetery

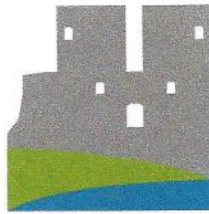
DCC hope to progress the drainage survey on the week beginning 11th January 2021.

End of report.

1. Cyfarfod gyda dau swyddog Cyfoeth Naturiol Cymru wyneb yn wyneb 8fed o Ionawr.
Meeting two officers from National Resources Wales face to face 8th of January.
2. Filling potholes are still being done before and after Christmas. Stryd y Castell, Station Road, and in front of one of the Bus Stops(by the Nature Reserve)
Reported the state of road surface in Clwyd Avenue.

Residents are complaining at the state of the road out of the town towards Abergele.
One particular pothole is causing a problem.

Reported that a light isn't working in Gwindy Street. Also, three lights in Clwyd Avenue. These lights are now working.
3. Instigated the project to use a possible 12k fund from the Welsh Government on our town centre, met the Deputy Mayor and Steve our project officer. More details in the meeting.
4. Was involved in a meeting regarding speeding with Ben Wilcox-Jones, Highways Officer, Cllr Ann Davies and residents of Pentre Lane and Llys Pen y Ffordd.



Cyngor Tref
Rhuddlan
Town Council

Item 5

Minutes of the Anti-Speed Campaign Working Group held on the 2nd February 2021

Virtual Meeting during the Covid 19 Restrictions

Present:

Cllr Mike Elgin (Chair of Working Group)
Cllr Ann Davies
Cllr Charlotte Frobisher
Cllr Syd Gaskin
Cllr Awel Roberts
Cllr Andy Smith
Cllr Bleddyn Williams
Project Officer
Town Clerk
Ben Wilcox Jones - Denbighshire County Council Senior Engineer

1. Apologies:

Cllr Reg Davies

2. Declaration of Interest

None

3. Minutes of last meeting

Minutes were proposed by Cllr Arwel Roberts, seconded by Cllr Ann Davies as a true record, and all voted in favour.

Matters arising

A member had been in contact with North Wales to see if GoSafe have surveyed other roads. They had promised to return to Rhuddlan and have been seen very recently on Rhyl Road between the Kings Head and the Golf Course.

In the last meeting a member of public had asked what had happened to the paperwork that he submitted to become part of the Community Speed Initiative. It was confirmed that the paperwork has been completed but because of Covid 19 the Community Speedwatch Initiative is not currently active.

4. Speed Indicator Devices (SID's)

In the last meeting two possible locations had been identified:

- A525 on Rhyl Road to be placed opposite Highlands Road, near the junction of Pentre Lane.
- A547 on Abergele Road, near the residential property.

The Senior Engineer Ben Wilcox Jones favoured a SID to be located on A547 on Rhyl Road near to the junction with Pentre Lane facing North so as to capture the speeds of vehicles travelling towards Rhuddlan from Rhyl direction, a decision based on information from a survey in October 2020 which recorded speeds at this location as being 35.8 and 36.4 mph- both over the 85th percentile speed limit of 30 mph by 10% or more.

Another location for possible consideration in the future is on Rhyl Road between the petrol station and the roundabout (opposite Springwood / Fairfax properties) as there is good footfall in that location and it would be good for pedestrian safety.

A member asked if the speed limit on Abergele Road can be reduced from 40 mph to 30 mph and extend the speed limit along Abergele Road. There is a potential to do this but the County Council do not currently have the resources as there is a backlog of request from communities. However, it is a discussion to be had.

It is believed that Welsh Government will roll out the 20-mph limit in residential areas within the next 18 months. This will be a monumental exercise for the County Council and communities will need to be patient due to pressure on resources.

The SID's are manufactured by in the UK by Pandora Signs/Radar Speed Signs. There is an officer in County Council overseeing the SID's project who can work with the Town Council on the exact location and work out an accurate costs. Denbighshire County Council will employ a specific contractor to install the sign.

Members **resolved** to work with the County Council get costings for signs on Rhyl Road (near Pentre Lane) and Abergele Road but that priority be given to Rhyl Road.

Denbighshire County Council have two portable SID's which they can install in a certain location, for a limited period of time where residents have concern with speeding vehicles. There is 12 months waiting list for portable signs and Pentre Lane is on the list.

5. Anti-Speeding poster competition

Following a Project Child Speed Sign report that had been submitted by a resident of Rhuddlan, members agreed that this should not be a competition but an exercise that gets the community involved. One member felt that it was important to have parameters in place to control the number of posters that would be displayed. The Head of Education has given his support for this initiative.

Members **resolved** to support the project in principal but that it needs to be deferred for a period of time due to Covid 19. In the meantime, the Town Clerk to make enquiries with Denbighshire County Council regarding permission of placing posters in bus stops, lampposts etc.

1. Dim gwahoddiad gan meiri eraill. No invites from fellow Mayors.
2. As the Mayor can I thank our Project Officer Steven for working brilliantly to support the businesses with the Welsh Government Grants. This is now in the hands of the County Planning Department. I'm sure the Clerk will enhance us further with his assistance in the meeting.
3. I was requested to find a family who would accept an iPad by a very kind family within our community. Mr and Mrs Ward are an example to us all. The local school has found a family to accept this kind gesture.
4. Others including the Mayoress and myself will follow their example.
5. Hopefully by the end of this term we can support the school further by organising a Mayor's raffle .

1.Meetings / events attended in January:

7th January – Precept Virtual Meeting

14th January – Town Council Virtual Meeting

2.The following were placed on the Town Council's website in December:

Flood Alert – River Elwy from Spring Gardens Bridge to Rhuddlan

Welsh Government news release on support to residents whose homes have been flooded.

3 General

Rhuddlan Town Council's Budget & Precept sent to Rhyl Journal

Dear Clerk,

Silent Soldier

I'm emailing you regarding a review that we intend to undertake of Silent Soldier memorials to commemorate the centenary of WW1. We have some concerns about the location of many of these memorials, as they tend to be on roundabouts or at the side of the highway. The main concern is that they may potentially create a distraction for drivers, as they can catch the eye and take your attention away from the road whilst driving. I understand that they were never intended to be permanent fixtures, which is one of the reasons why planning permission wasn't required.

There appear to be two types of memorials that have been (and are still being) erected around Denbighshire. There are the official ones, procured from the Royal British Legion, and unofficial, homemade ones. The official ones all have a plaque stating who has sponsored them, which is often a City, Town or Community Council. Denbighshire County Council obviously gave permission for these to be installed, but (as I said) only as temporary installations. Those without a plaque have presumably been erected without permission, but we are not sure who by.

We would like to have a discussion with you about the long term management of these memorials. Our thinking is that we would initially undertake a piece of work to identify where all the memorials are. After locating them, we are proposing two things. 1) if there is a plaque on the statue, we contact the sponsor and engage with them about whether there is a more appropriate long-term location for them, for example within a memorial garden. 2) if there is no plaque on them, we remove them and store them in case we are contacted by whoever erected them, and they can collect them. At this point, we would have a discussion with them about potential alternative locations where we could allow them to re-erect them temporarily each year to mark Remembrance Day. In such cases, we would use the same guidance as for other events, which are permitted two week prior, and must be removed two weeks after, the event.

As I said, we want to discuss this with you before doing anything, as we don't want you to see this as a confrontational move on our part. We understand the desire to commemorate this important event, and we'd like to work with you to ensure that these memorials can continue to be displayed in the most appropriate way.

If you have any concerns about the general approach suggested in this email, please contact me to discuss this. The next step would be for one of our Streetscene Managers to contact you individually to discuss any memorials that you have sponsored in your area. That would be Jon Chapman for the south of the county, and Mike Bennion for the north of the county. Please be assured that no memorials that you have officially sponsored will be moved without liaising with you first.

I hope that this email is received in the spirit with which it was intended.

Regards

Head of Highways, Facilities and Environmental Services

Grwp Gwledd - Rhuddlan - Fest Group

Item 6d

Chairman - Arwel Roberts

Treasurer - Andrew Smith

Secretary - Mike Kermode

28th January 2021

Dear Sian,

Rhuddlan Gwledd-Fest Grant.

The Town Council gave the Gwledd-Fest Group a grant of £1,000 towards the event that was planned for May 2020. The Covid-19 lockdown meant that we had to postpone the event until 2021 and most of the exhibitors said that they would keep their bookings for then. We were informed me that the grant could be rolled-over to 2021, which was very good news.

The Gwledd-Fest Group has recently had a meeting and we have decided that because of the continuing problems with Covid-19, we cannot safely run the event in May 2021 and it needs to be postponed until May 2022. We anticipate that most of the exhibitors will retain their bookings. Can we roll-over the grant to use for the 2022 event?

Yours sincerely,

Mike Kermode

Group Secretary

Sian Mae Jones,
Town Clerk,
Rhuddlan Town Council.

A request has been made by a member as follows:

Please find information regarding a grant that is available for a defibrillator.

Pentre Lane and Highlands Road area may benefit from a defibrillator as its become very busy with walkers in that area, also there is a large percentage of older people living around there. plus the new housing estate is nearly completed .

The cost to purchase a defibrillator and have it installed is approximately £1750

Message from Welsh Hearts Subject: Saving Lives in Wales

Dear Cllr,

I am Head of Defibrillators at Welsh Hearts, the leading charity in Wales for the procurement and supply of heart defibrillators.

Given the current pandemic we currently are facing it is more imperative than ever than we place more life-saving defibrillators in the community you serve. These devices are essential, even more so bearing in mind the effects of the COVID-19 and how ambulance response times which are normally 8-10 minutes are now unfortunately much longer.

As a Councillor in Wales you have a huge amount of both power to make decisions that support, benefit and safeguard your local community.

I want to make you aware of the statistics relating to cardiac arrest which is currently the biggest killer in Wales;

1. Each minute lost following a cardiac arrest reduces survival chance by 10%
2. Use of a heart Defibrillator within 3-5 minutes of a cardiac arrest increases the chance of survival from 6% to 74%
3. The average ambulance response time in the UK is 8-10 minutes, which is simply too long!

On behalf of Welsh Hearts, I would like to appeal to you directly to use your power and influence to ensure that your local community is safeguarding by the provision and placement of sufficient heart defibrillators. You can never have enough of these life-saving devices.

You can do this by using your annual individual Councillor community grant to provide a heart Defibrillator to your ward. We currently have £200 charity grant to assist you with this project and help you achieve a heart safe ward.

This equipment is sited entirely at your direction and discretion within your ward, the protective cabinet can also be embossed and endorsed with the details of you as the donor. Welsh Hearts will remain on hand throughout the process to not only provide and advise on the equipment but also to assist with all other matters which may arise such as mapping and maintaining the device throughout its life.

Finally, and importantly, with each Defibrillator supplied Welsh Hearts will provide, as part of the package, a free CPR/Defibrillator Awareness Training session at your chosen location. Such training, if sourced through the private sector, usually costs several hundred pounds for only a limited number of attendees.

You can contact me directly kym.lloydowen@welshhearts.org or 02922 402670 or click the button below to apply.

[Apply for a Defibrillator - Cymru Hearts \(http://welshhearts.org\)](http://welshhearts.org)

1. RHUDDLAN CEMETERY

The initial survey of the drainage problem at the cemetery was carried out on the 22nd January by a specialist company from the South of England. I was present to provide general information of the area.

It is worth noting that the survey is only the first stage . Once DCC understand the issue, and the potential solution, they will need to discuss how they might be able to pay for that work to take place .

2. NEW ROAD

Following reports that dogs suffered mild electric shocks whilst walking on the pavement in New Road. Scottish Power responded very quickly and worked tirelessly in poor weather conditions to urgently repair the underground cable.

3. ABBEY ROAD

Further landslides have developed in Abbey Road. I attended a site meeting in this area two months ago and its disturbing to witness how quickly this road is deteriorating.

The head of highways informs me that DCC are currently mapping all locations across the county that were effected by the current flooding. Abbey road will be included in the assessment and beyond that they will decide if any remedial work is required.

4. STATION ROAD

A large tree which was trapped in one of the arches of Rhuddlan bridge has been safely removed.

5. AREA OF LAND - GWINDY STREET.

Officers have asked the land agent acting on behalf of the owners to deal with the tree issue here. Further updates to follow.

End of Report

1. Effaith y storm ddiweddar. The Storm Christoph.

We were fortunate not to be over affected here in Rhuddlan this time. I have been pressing for the Pont Robyn stream to be cleared for many months. During last Autumn Natural Resources Wales worked hard to carry out this work thoroughly.

We had lot of surface water problems and house on Abergele Road again had the manhole over and therefore the toilet facility wasn't available. The couple managed somehow. Gardens, the cemetery, the allotment and Admirals Field was saturated after the storm.

One house on St Asaph Road - Ffordd Llanelwy called Derwen is always flooded during Storms but the residents have my phone number but they seem to be taking flooding for granted .

The strength of the water dislodged trees and the ancient bridge between Trefnant and Tremeirchion was completely washed away and a large tree at its bank. A tree is stuck under our ancient bridge, I reported this Friday the 22nd of January. The Street Team will remove the tree when it's safe to do so.

We must remember that Rhuddlan is situated on the Morfa(swamp) . The river Clwyd tributary the river Fyddion flows through RHUDDLAN and I have never seen it so bad as when this storm came to force on the 21st of January.

I'm concerned about the cycle path on the river bank. Erosion is prevalent, have reported this to Natural Resources Wales and the County.

2. Carthffosiaeth - Sewage.

The new development is affecting the Fairlands estate with regard to Sewage disposal, I have been very busy representing residents in Ffordd yr Ucheldir, Ffordd Ganol and Bryn Hafod trying to have Dŵr Cymru answering my request to explain what is happening. Dŵr Cymru have allowed the new housing development to occur through planning. This a national problem these housing developments are passed by county planning committees with the aid of Dŵr Cymru and Natural Resources Wales. A resident was very keen to have the involvement of our two Senedd Members, Ann Jones and Llyr Huws Gruffydd. They are fully involved and are aware of the situation.

3. Trydan - Electricity

Informed the County that one lamppost was alive on Ffordd Newydd - New Road . Dogs who went too near to it jumped four feet because of the shock. The contactors have been out trying to find a solution, traffic light situated on the Golf Club Roundabout .

Residents in the vicinity including those on Ffordd Rhyl were without electricity for half an hour Saturday night the 23rd and for more than an hour Sunday afternoon the 24th of January.

4. Ysgol y Castell

As Chair of the Governors of the school I'm very sad that it has to close for the week. Covid - 19 has reached the school building. I have requested that the essential workers children should be educated somewhere else. Still waiting for an answer to this request I sent yesterday.

5. Visit to 19 Tan yr Eglwys 10:15 am 2/2/2021.

Accepted the invitation received from the housing officers to inspect this house after modernising. Very impressive, a family will move there soon and the house has facilities for persons with physical disabilities.

6. Westbourne Avenue pumping station.

I have raised concerns with the County and Natural Resources Wales regarding this pumping station. Untreated sewage has been pumped into the sea and the river. Still waiting for an answer. How many times has this happened I wonder? The Clwyd is a tidal river up to our ancient bridge and further.

Welsh Language Policy

The Council has decided to develop a formal Welsh Language policy and to provide the translation services that are needed to deliver it. A Working Group is to be set up to prepare a draft Welsh Language policy for the Council to consider. This report provides background information to prospective members of the Working Group.

The Welsh Language Commissioner provides guidance to local councils about Welsh Language Schemes which provide the basis for their local policies.

The guidance notes say:

- A Welsh Language Scheme is a public document stating what councils will do through the medium of Welsh and/or bilingually.
- When considering which measures are most appropriate, reasonable and proportionate to the circumstances of each individual council, the following should be taken into account:
 - the number and percentage of Welsh speakers within the area,
 - the Welsh community's expectations,
 - the nature and range of public services provided,
 - the council's size and budget.
- In relation to any measures not already implemented by a council; a timetable of future steps is required to achieve the delivery of the policy.
- Once the council has prepared a scheme in draft format, it should be sent to the Welsh Language Commissioner for approval.

As noted above, a Council's Welsh Language Scheme needs to reflect the nature of its population and its culture. Detailed information on Welsh speakers in Rhuddlan is not readily available. The picture for Denbighshire as a whole, from the 2020 Population Survey, shows that 35% have some knowledge of Welsh and 24% can speak Welsh.

The Welsh Language Commissioner provides a detailed framework that the Working Group can use to formulate a draft policy for the Council. The Welsh Language policies of other Town and Community Councils can also be considered.

List of Payments made between 01/02/2021 and 12/02/2021

ITEM 9

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/02/2021	Denbighshire County Council	102540	3,552.00		Xmas light's installation
11/02/2021	Glascoed Timber	102541	1,038.00		Maintenance 2020
11/02/2021	Town Clerk	102542	124.91		Expenses
11/02/2021	Project Officer	102543	18.90		Expenses
11/02/2021	Staples UK Ltd	SO	38.10		Stationery
11/02/2021	Town Clerk	SO	1,200.63		Salary
11/02/2021	Clerical Assist / Minute Clerk	SO	196.27		Salary
11/02/2021	Project Officer	SO	853.08		Salary

Total Payments	7,021.89
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**Rhuddlan Town Council
Risk Assessment 2021**

Item 11

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
Loss or damage of physical assets, furniture, equipment owned by the Council.	Assets unable to be used. Expense of replacing assets.	H	M	An up to date register of assets. Adequate insurance of assets.	Additional assets notified to Insurance company.
The risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public.	Risk of litigation should an individual or third party property become injured or damaged.	H	L	An up to date register of assets. Public liability insurance. Quarterly Inspections of Play Areas.	Essential maintenance work to be carried out in play areas.
Loss of cash through theft or dishonesty.	The Council may be unable to provide its services. Damage to reputation of the Council.	L	L	Quarterly bank reconciliations to be carried out.	Internal & External audit to be carried out annually.

Rhuddlan Town Council

Risk Assessment 2021

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
Banking arrangements	Loss of income through being overdrawn and incurring charges.	L	L	Quarterly bank reconciliations to be carried out. The budget is monitored each month and balances are transferred between the deposit account and current account when required.	Quarterly reconciliation and control of banking.
Keeping proper financial records in accordance with statutory requirements.	Qualification of accounts by external auditor.	L	L	Monthly invoices due are approved by Town Council.	Audit trail kept.
Ensuring all business activities are within legal powers applicable to local councils.	Possible external auditor investigation / public interest report. This would result in increased fees and bad publicity for the Council.	H	L	All payments are authorised by the Council at Council meetings and payments are signed by three approved signatories.	Payments reviewed and authorized by Town Council each month.

Rhuddlan Town Council

Risk Assessment 2021

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
Ensuring that all requirements are met under employment law and Inland Revenue regulations.	Fines for not meeting requirements. Liability for unpaid tax.	H	L	Payroll records are maintained monthly. Employee has contract for employment which is reviewed annually.	Complying with HMRC requirements.
Ensuring that all requirements are met under Customs and Excise regulations.	Entitlement to reclaim of VAT.	L	L	VAT invoices are retained.	VAT to be analysed separately in the cash book. VAT returns are to be submitted annually.
Ensuring the adequacy of the annual precept within sound budgeting arrangements.	The Council would not be able to meet its objectives due to lack of funds.	H	L	The Council set a budget annually in the annual budget meeting. Actual expenditure against budgeted expenditure is reported to Council	This is carried out in the Precept Meeting in January
Income from Charity fund raising events is paid into the current account.	The Charity Income distorts figures of the Town Council.	M	M		A separate account for fund raising events was set up in April 2019.

Rhuddlan Town Council
Risk Assessment 2021

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
Too much money in reserves.	This may detract from future funding /grants	M	M	CIPFA advises between 10/15% in balances.	The Town Council has recognised the level of reserves it was carrying and a step by step approach has been taken to decrease this
Ensuring the proper use of funds granted to local community bodies under specific powers or under s137.	Improper use of public funds.	H	L	Grants are considered and approved at a Town Council meeting. A copy of the most recent accounts is requested.	To consider grant applications on a regular basis rather than once annually.
Proper, timely and accurate reporting of council business in the minutes.	The Council could be open to challenge if they do not have an accurate record of any decisions taken.	M	H	Minutes are taken at each Council meeting by the Clerk, these are properly numbered and are approved at the next Council meeting.	Minutes, once approved to be made available to the public by placing in the library and on the Town Council's website.

Rhuddlan Town Council

Risk Assessment 2021

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
Responding to electors wishing to exercise their rights of inspection.	An elector could complain if they are not able to exercise their right of inspection of accounts.	L	L	A notice is put up on Council notice boards notifying electors of their right to inspection of the accounts during the relevant inspection period.	This is done annually
Proper document control.	Increased fee from the internal auditor or external auditor if there is a poor audit trail.	L	L	All documents are filed. There is an audit trail to support documentation.	This is monitored
Register of members' interests and gifts and hospitality in place, complete, accurate and up to date.	Possible complaint by elector.	L	L	All members have adopted the code of conduct.	This is monitored