



## Rhuddlan Town Council Meeting

Dear Councillor

8<sup>th</sup> March 2021

Your attendance is requested at a virtual meeting of Rhuddlan Town Council Thursday, 11<sup>th</sup> March at 7 p.m. Members of the public wishing to attend may do so by informing the Town Clerk by the 10<sup>th</sup> of March 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 of the:
  - a. Town Council held on the 11<sup>th</sup> February.
  - b. Personnel Committee on the 23<sup>rd</sup> February.
  - c. Welsh Language Scheme on the 2<sup>nd</sup> March.**Correspondence from:**
  - a. The Mayor.
  - b. The Town Clerk.
  - c. Rhuddlan Resident – Town Issues
  - d. DCC – Active Travel in Denbighshire
  - e. Ombudsman – Review of Code of Conduct by PSOW. Pre-circulated.
6. **County Council Members Report** – to receive reports.
7. **Planning Applications:**
  - a. **44/2021/0141** – Work to trees – Rhuddlan Castle, Castle Street, Rhuddlan
  - b. **44/2021/0121** – Erection of single storey extension – 2 Llys Pen Y Ffordd, Rhuddlan
8. **Budget/Finance matters**
  - a. To approve the payment listing due.
  - b. To approve External Auditor Report.
  - c. To review Financial Regulations. Pre-circulated.
9. **Coed y Brain** – to receive an update and agree a way forward.
10. **Vicarage Lane Car Parking** – to receive an update and agree a way forward.
11. **Community Matters**

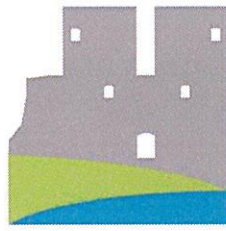
## **Part 2 Items**

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.

12. **Grant Application** – Menter Iaith Sir Ddinbych
13. **Date of next meeting** – April 8th at 7 p.m.

*Sian Mai Jones*

Town Clerk - 07775 673706



Cyngor Tref  
**Rhuddlan**  
Town Council

Item 5a

## **Rhuddlan Town Council – Minutes of the meeting on the 11<sup>th</sup> February 2021**

### **Virtual Meeting during the Covid 19 Restrictions**

#### **Present:**

Cllr Arwel Roberts (Mayor in the Chair)  
Cllr Mike Elgin (Deputy Mayor)  
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**

Cllr Jackie Burnham, Cllr Ann Davies

Members were informed that the meeting was being recorded, audio only.  
The Mayor thanked Cllr Gareth Rowlands for organising the virtual meeting

#### **2. Declaration of Interest**

The Town Clerk reminded councillors that no councillor should prompt another councillor to declare an interest in an agenda item. The advice from Society of Local Council Clerks guidance is that it is the responsibility for each councillor themselves to declare any interest. Cllrs Arwel Roberts, Andy Smith, and Mike Kermode declared an interest in the Rhuddlan Gwledd Fest.

Cllr Reg Davies declared an interest in the DCC Town Centre Covid Response grant for shop awnings.

#### **3. Urgent Matters**

None

#### 4. Police Matters – Appendix A

A report had been received and circulated. The Town Clerk highlighted that a brief summary of calls was included in a response to Members resolution.

Cllr Arwel Roberts added that North Wales Police had been delivering leaflets on crime prevention which are now posted on the Council's website.

#### 5. Minutes

##### Town Council 14<sup>th</sup> January 2021

The Minutes were proposed by Cllr Gareth Rowlands, seconded by Cllr Syd Gaskin.

**Resolved.**

The Minutes were duly signed.

##### Matters Arising

- a. **Cemetery** - Members were informed by Cllr Arwel Roberts that he had information from DCC Head of Highways, Facilities & Environmental Services that after a survey is completed, the cemetery might be eligible for support from the Significant Investment Group (SIG).
- b. **Webcast** – a successful audio recording had been made of the January meeting.
- c. **Welcome Sign** – The Town Clerk updated Members that DCC had appointed Rhys Eden to this project who is investigating Members request for more signs, and asked that Town Council be patient for this work due to Covid restrictions affecting staff and resource shortages.
- d. **Admiral's Field Treeline** – The Town Clerk reported that a tender invitation for the clearing of dead wood, hedge laying, and shredding of brash had resulted in 2 contractors responding. One had only quoted for the clearing out and hedge laying at approximately £1210. The other contractor was interested in shredding of brash but wished to wait until the hedges have been cut back.  
Denbighshire County Council Countryside Services Team have very kindly offered to help with the planting if the Town Council could supply.  
Cllr Rowlands proposed that the quote be accepted with a condition that the contractor is instructed to leave the brash in an orderly and tidy manner. Cllr Mike Kermode seconded. **Resolved**
- e. **Visit Wales Marketing Event** – The Town Clerk had received information that Visit Wales were seeking short video clips to showcase Wales to the world and Cllr Mike Elgin had suggested the Council's tourism video. Web Studio has a suitable short clip but does not currently include the castle being illuminated and the captions being bi-lingual.  
Cllr Arwel Roberts proposed that the short clip be forwarded to Visit Wales, seconded by Cllr Mike Elgin. **Resolved**
- f. **Menter Iaith** – The Mayor at this point wished to inform Members that he had been approached by Menter Iaith Sir Ddinbych for financial assistance of £100 from Town Council for a St David's Day celebration which he was paying from his Council allowance. He added that in the near future there would be financial

assistance request for a children's workshop on a buildings video similar to Minecraft.

- g. **Precept** – The Mayor asked why the precept information was not in the Parish Magazine. The Town Clerk answered that she did not know why not, but it had been sent in on time to Rhyl Journal and Parish Mag.
- h. **Dementia Group** – Members were given an update that the group had now all the finance required to complete the sensory garden and that DCC Countryside Services would act as agent for the project. In highlighting the grants received he thanked all for their kind support and generosity.
- i. **January Visitors** – the Mayor wished Members to know that the two visitors to our last meeting, DCC Leader Member for Town Councils and Member of the Standard Committed were happy with how this Council had conducted itself.

#### **Anti-Speed Campaign Working Group 2<sup>nd</sup> February 2021**

##### **Matters Arising**

The Chairperson on the above group spoke on the success of the meeting with Ben Wilcox Jones a DCC officer which proved very useful to the campaign. Two of Council's suggested sites meet the criteria for the Speed Indicator Devices (SIDs). They are on the A547, Rhyl Road near to the Pentre Lane Junction and possibly on Rhyl Road between the petrol station and the roundabout. The potential of reducing the speed limit on Abergele Road from 40mph to 30 mph was also discussed but DCC do not have the resources for this at present.

It was noted that DCC have two portable SIDs and there is a 12-month waiting list for them.

- a. **Recommendation 1** – resolve to work with DCC to get costings for signs on Rhyl Road (near Pentre Lane), and Abergele Road, with a priority given to Rhyl Road. After some discussion Cllr Mike Kermode proposed that the recommendation be accepted by Full Council, seconded by Cllr Gareth Rowlands. **Resolved.**
- b. **Recommendation 2** – agree to support the anti-speeding poster campaign in principle, and not as a competition, deferring it until Covid 19 restrictions are lifted. **Resolved.**

The Town Clerk is to make enquiries with DCC regarding permission of placing posters in bus stops, lamposts etc.

##### **6. Correspondence from:**

###### **a. The Mayor – Appendix B**

The donated iPad is now in the ownership of the school

The Mayor is hoping to hold a virtual and maybe a paper raffle for the school funds

**The report was accepted**

#### **b. Town Clerk – Appendix C**

Cllr Syd Gaskin who checks the defibrillators asked if there was any Member who might like to take over this activity. Please contact him if you want to volunteer. The assistant Minute Clerk offered to do this if there was no interest from Members.

**The report was accepted**

#### **c. Silent Soldier**

In referring to the letter received from DCC and circulated to Members, the Mayor had sent photos of the silent soldiers and memorials in Rhuddlan to DCC and that it was now DCC responsibility to contact Town Council on the issue.

One Councillor asked if all towns were subject to this letter and wondered how others were answering it. The Mayor confirmed it was sent to all town councils.

#### **d. Rhuddlan Gwledd**

Cllrs Arwel Roberts, Andrew Smith, and Mike Kermode had declared an interest and temporarily left the meeting.

The Deputy Mayor took the Chair

The Town Council had earmarked a grant of £1000 towards this event which was planned for May 2021. The Covid-19 lockdown meant that the organisers had to postpone until 2021 and the Town Council agreed that the grant be rolled over to 2021. The organisers recently held a meeting in where it was decided because of continuing problems with Covid-19 the event needs to be postponed until 2022. The organisers asked if they could roll-over the grant till 2022.

Cllr Mike Elgin proposed, seconded by Cllr Syd Gaskin. **Resolved.**

Members were re-admitted and the Mayor returned to the Chair.

#### **e. Request for Defibrillator**

A Member had noted a need for a defibrillator in the vicinity of Pentre Lane/Highlands Road due to an upsurge in walking, a new housing estate, and a large percentage of older residents in that area. Adding that Welsh Hearts had offered a grant of £200 towards the cost of another defibrillator and free training in its use.

Cllr Gareth Rowlands proposed that this be supported in principle whilst a site with a suitable infrastructure be investigated as there was no obvious power supply in the Pentre Lane/Highlands Road area.

Cllr Mike Kermode proposed an amendment that the Catholic Church area could be used as they might support the electric connection. Seconded by Cllr Gareth Rowlands. **Resolved.**

Members agreed to investigate other sources of funding and look at several sites with electric power e.g., Pentre Lane/Highlands Road, Coed y Brain,

Princes Park, Nant Close, new housing estate, and bus shelters. Tomos Hughes be contacted from Achub Calon y Dyffryn to assist. **Resolved**

## **7. County Council Members Reports**

### **Cllr Ann Davies – Appendix D**

The report was accepted

### **Cllr Arwel Roberts – Appendix E**

Members were concerned about the sewage issue raised in the report which affected several streets. A meaningful discussion was had, which particularly highlighted the new housing development sewerage system being linked to the old one. Cllr Roberts had requested Dŵr Cymru to provide information as to what was happening and how the planning process for the new housing sewerage had been determined. The two Members of the Senedd for Rhuddlan Ann Jones and Llyr Huws Gruffydd are fully informed on the issue.

Members agreed to keep a “watching brief” on the situation. **Resolved**

**The report was accepted**

## **8. Welsh Language Policy**

Cllr Mike Kermode had been tasked with investigating a Welsh Language Policy for the Council and he had circulated his report. The report suggested that a working group be set up to prepare a draft policy for Full Council to consider. All Members could attend the working group and several gave their names to join, along with Cllr Kermode and the Town Clerk. These were Cllrs Arwel Roberts, Gareth Rowlands, Mike Elgin, and Bleddyn Williams. **Resolved**

## **9. Budget/Finance Matters**

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

The Clerk informed Members that £6000 of the library subsidy had been returned due to the Covid restrictions, and that across the two Council accounts there was a balance £127,000.

Members were also informed that Council needs to appoint an Internal Auditor for 2020/21. Cllr Gareth Rowlands proposed that DCC auditors be appointed as previously, seconded by Cllr Mike Kermode. **Resolved.**

## **10. New Policies**

As a consequence of the Dignity at Work Policy being approved at the last meeting, a draft Grievance Policy and Discipline Policy had been circulated to Members.

Members discussed the fact that both policies were very good but they did not quite fill Rhuddlan Town Council requirements. The Clerk was thanked for the hard work in preparing the draft policies.

Cllr Mike Kermode proposed that the policies be accepted in principle and that the personnel committee be tasked to review them and bring recommendations back to Full Council. Cllr Gareth Rowlands seconded. **Resolved to accept in principle.**

#### **11. Financial Risk Assessment – annual review.**

There were no amendments. **Resolved to accept the Risk Assessment.**

#### **12. Coed y Brain**

The Mayor invited the Town Clerk to update Members on the property as an extra agenda item.

The Transfer of Ownership Form requires three signatures each witnessed by independent witnesses. The Clerk will arrange to have the form completed and returned to the solicitor.

Cllr Rowlands confirmed he had met on site with the Project Officer to familiarise him with the property and briefly discuss grant opportunities, but informed Members that nothing can be progressed until we own the property.

The Town Clerk will add Coed y Brain to the council's insurance which is due for renewal soon.

Gwynt y Mor small grant (up to £10,000) deadline is May 1<sup>st</sup> for a June decision panel meeting, and Members agreed that a £10,000 aspect of the refurbishment be considered for an application. **Resolved.**

#### **13. Town Centre Awnings**

The Project Officer had prepared an update which had been circulated, and was placed on the virtual meeting screen for Members to see. It showed a chart to demonstrate what businesses had been contacted, which had responded so far, their willingness to participate, and a phased approach to be able to take advantage of the Town Centre Covid Response grant deadline. He also highlighted some of the problems encountered and confirmed receipt of two responses to the tender opportunity sent to three suppliers of awnings. Following a wide ranging and meaningful discussion, including the suppliers' quotes, the potential effect of Brexit on suppliers, and the ability to deliver within the grant timescale. Members were asked to consider appointing one of the suppliers.

Cllr Mike Kermode proposed that Sign Express be appointed and this being based on their professionalism, deliverability and return on long term value. This was seconded by Cllr Gareth Rowlands. **Resolved.**

The Mayor thanked the Project Officer for all his hard work on this project and asked the Town Clerk to e-mail the line managers of the DCC officers who had been very helpful in assisting our Project Officer to offer the Town Councils appreciation. **Resolved.**



#### 14. Community Matters

- The Mayor had received a concern about the 30mph sign being relocated closer towards Dyserth. Another member noted that local residents, and Town Council, had previously voiced concerns about traffic accessing this road from the new housing development site during the planning stage. Members agreed to send a letter to DCC about the speed of traffic at this site, Councils previous objection to the housing developments access at the planning stage, and asking for a speed survey to be carried out.
- A Member highlighted that Council had purchased a bench which is now in store for 6 months, whilst a decision is taken as to where it will be best located. It was suggested that it could be placed at another site whilst awaiting that decision, then another bench purchased to replace the original. This prompted a discussion on suitable sites for the stored bench, there was a concern that potential sites might encourage youths to congregate, and the positive potential of having a "Happy to Chat" bench. It was proposed to place the stored bench on Rhuddlan Town Council land on the path between the library and Parc Edith. **Resolved.**  
Cllr Andrew Smith abstained
- A Member reported a large pothole at the junction of Maes y Bryn and Trevor Avenue that needed repair.
- A Member noticed starlings' droppings on the pavement between Vicarage Land and Rhyl Road that required cleaning. Also, that dog fouling seems to have increased and needs reporting to DCC enforcement.
- Council was informed of a complaint from residents about parking on Castle Street yellow lines, near Princes Road junction, which has been previously passed on to DCC and the police, but is still happening. It was proposed a letter be sent to DCC enforcement along with photo's which Cllr Mike Elgin and Arwel Roberts will provide. **Resolved.**

#### Part 2 Exclusion of the Press & Public

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

#### 15. Minutes of Personnel Committee – 8<sup>th</sup> February 2021

The minutes of the meeting had been circulated to members together with a proposed Terms of Reference for the Committee, which had been agreed at its meeting. The minutes of the meeting were approved and the various recommendations made by the Committee were agreed. As part of this the Council adopted a Communications Protocol which meant that communications by councillors will be directly to the Town Clerk who will pass them on to the staff and will provide appropriate responses/feedback to the councillors. The only

**13. Date of Next Meetings:** Welsh Language Working Group 2<sup>nd</sup> March 2021  
Full Council Thursday 11<sup>th</sup> March at 7pm

The Town Clerk informed Members that her laptop was going to Catalyst on Friday 12<sup>th</sup> February and so would not be contactable by email till it was returned.

Date.....

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.

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:**

7<sup>th</sup> January – Precept Virtual Meeting

14<sup>th</sup> 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

### **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.

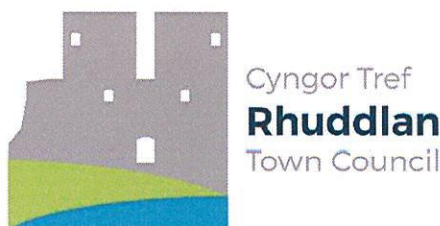




Item 5b

Minutes of the Personnel Committee held on 23<sup>rd</sup> February 2021; a virtual Zoom meeting.

1. **PRESENT** – Cllrs. G. Rowlands (Chairman), M. Elgin, A. Roberts and M. Kermode (Personnel Adviser and Clerk for the Committee); together with the Town Clerk.
2. **DECLARATIONS OF INTEREST** – None
3. **MINUTES** – The minutes of the meeting held on 8<sup>th</sup> February 2021 had previously been considered and approved by the Town Council.
4. **MATTERS ARISING**
  - The Town Clerk updated members on the situation regarding her laptop computer and emails etc. The situation had improved but the laptop needed further attention to get it back up to full speed.
  - Members discussed the Part 2 items from the previous meeting and noted that when the minutes had been considered and approved at the Town Council meeting not all councillors had been present. Because of the importance of the issues, it was **agreed** that the Town Clerk should send out a short note to all members of the Council summarising the main points.
5. **DISCIPLINARY POLICY** – The Town Council had agreed the policy in principle at its last meeting and had asked the Personnel Committee to consider it in more detail on the basis that there were certain elements that needed some fine tuning. Members discussed the policy in detail and agreed a number of changes. The Committee **recommends** that the updated version be adopted by the Town Council.
6. **GRIEVANCE POLICY** – The Town Council had agreed the policy in principle at its last meeting and had asked the Personnel Committee to consider it in more detail on the basis that there were certain elements that needed some fine tuning. Members discussed the policy in detail and agreed a number of changes. The Committee **recommends** that the updated version be adopted by the Town Council.
7. **PART 2 BUSINESS** – There were no items for Part 2 and the meeting was closed.



Item 5c

**Rhuddlan Town Council – Minutes of the Welsh Language Policy Working Group held on the 2<sup>nd</sup> March 2021**

**Virtual Meeting during the Covid 19 Restrictions**

**Present:**

Cllr Mike Elgin

Cllr Mike Kermode

Cllr Arwel Roberts

Cllr Gareth Rowlands

Cllr Bleddyn Williams

Town Clerk

Clerical Assistant/Minute Clerk

All Members had been cordially invited

**1. Apologies**

None received

**2. Declaration of Interest**

None given

**3. Appointment of Working Group Chair**

The Clerk asked members present for nominations for a working group Chair. Cllr Mike Kermode proposed Cllr Bleddyn Williams, seconded by Cllr Gareth Rowlands. **Resolved.**

**4. Introduction & Setting the Context**

Cllr Bleddyn Williams reminded Members that Full Council had resolved to set up this working group on February 11<sup>th</sup> 2021 following a report on the development of a Welsh Language Policy, prepared by Cllr Mike Kermode. He then asked Cllr Kermode to set the context for the group discussion.

Cllr Kermode had used the Welsh Language Commissioners guidance and policy framework to help draft a policy for Rhuddlan, as well as other Town & Community Council Welsh language policies. Some considerations were highlighted that should be taken into account when deciding on what measures are most appropriate, reasonable, and proportionate to the circumstances of Rhuddlan. For example, the percentage of Welsh speakers in the town, the community expectations, the nature and range of services the Council provides, and the Council's budget and size.

Members heard that in Denbighshire, it is estimated that around 24% of the County's population speak Welsh, and that the census of 2011 recorded around 18-20% speak Welsh in Rhuddlan. The business language of the Town Council is currently English, the Clerk is Welsh speaking, and it is believed that around 4 or 5 councillors are Welsh speaking.

#### **5. Draft Policy Recommendations**

The working group diligently and robustly took each measure in turn and in line with the Welsh Language Commissioners policy framework. These were numerous, but included our community expectations, dealing with residents preferred communication language, public meeting translation services, Council website content, assistance from Menter Iaith, street names policy, to name but a few.

Due to this large number of measures to be considered the working group decided not to Minute each measure individually, but to draft a recommended policy for Full Council for their resolution.

The Mayor then thanked Cllr Bleddyn Williams for taking the Chair of the working group, Cllr Mike Kermode for his work in preparing the policy framework, and Cllr Mike Elgin for his assistance in posting Rhuddlan Town Council items on social media.

#### **4. Date of Next Meeting – TBC**

Signed..... Cllr Bleddyn Williams (Chair of Working Group)

Date.....

**Draft Welsh Language Scheme**

(Agreed by the Welsh Language Working Group on 2<sup>nd</sup> March 2021)

| <b>RHUDDLAN TOWN COUNCIL<br/>DRAFT WELSH LANGUAGE SCHEME</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b>                                                     | Rhuddlan Town Council has adopted the principle that in the conduct of public business in Wales it will treat Welsh and English on a basis of equality. This scheme sets out how the Council will implement that principle in the provision of services to the public in Rhuddlan.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>2</b>                                                     | The Council recognises that members of the public can express their views and needs better in their preferred language, that enabling them to use their preferred language is a matter of good practice rather than a concession and that the denial of that right could place members of the public at a real disadvantage. The Council will therefore offer the public the right to choose which language to use in dealings with the Council.                                                                                                                                                                                                                                                                                                 |
| <b>3</b>                                                     | <p>In relation to this Scheme, the Council aims:</p> <ul style="list-style-type: none"><li>• to enable everyone who receives or uses the Council's services or contributes to the democratic process to do so through the medium of Welsh or English, according to personal choice.</li><li>• to encourage the use of the Welsh language in the community.</li><li>• to encourage others to use the Welsh Language in the Community</li></ul>                                                                                                                                                                                                                                                                                                    |
| <b>4</b>                                                     | <p>The Council has various responsibilities and services, including:</p> <ul style="list-style-type: none"><li>• Bus shelters</li><li>• Vicarage Lane car park</li><li>• Rhuddlan War Memorial</li><li>• Play Areas – Admirals Fields / Multi Use Games Area and Vicarage Lane.</li><li>• Litter bins</li><li>• Distribute grants</li><li>• Consultation on planning applications</li><li>• Providing Christmas lights</li><li>• Notice Boards: Community Board and Town Council Board</li><li>• Knights Wooden Sculpture</li><li>• Seating Benches.</li></ul> <p>It also supports a range of other services, events and activities in the Town. These include the operation of the Library, the Dementia Group, the annual Gwledd-Food Fest</p> |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <p>and the Community Group.</p> <p>More information is available on the Council's website at <a href="http://rhuddlantowncouncil.gov.uk">rhuddlantowncouncil.gov.uk</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5 | <p>The Council has 11 elected members and has 3 part-time employees, namely a Town Clerk, Assistant Clerk/Minutes Officer and a Projects Officer.</p> <p>The present Town Clerk is a Welsh speaker but the other employees do not speak Welsh. Four members of the Council are Welsh speakers.</p> <p>There are a number of social, cultural and community groups that play a prominent part in the life of the community. The Council is working to promote community development and social activities and respond to local needs to improve the living standards in the area.</p> <p>The 2011 Census shows that 18-25% of the people in Rhuddlan can speak Welsh.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 6 | <p><b>Policies and initiatives</b></p> <p>In devising new policies and initiatives the Council will:</p> <ul style="list-style-type: none"> <li>• assess their linguistic effect and ensure that they are consistent with the Welsh Language Scheme;</li> <li>• promote and facilitate the use of Welsh wherever possible and will move closer to implementing the principle of equality fully at every opportunity;</li> <li>• consult with the Welsh Language Commissioner in advance regarding proposals that will affect the scheme, or the scheme of any other public body. The scheme will not be altered without the Commissioner's agreement;</li> <li>• ensure that those involved in formulating policy will be aware of the Scheme, and of the Council's responsibilities under the Welsh Language Act 1993 and the Welsh Language (Wales) Measure 2011, as and when required;</li> <li>• ensure that the measures contained in the Scheme are applied to new policies and initiatives when they are implemented.</li> <li>• When the Council is consulted on planning applications, the Council will encourage applicants to erect signs bilingually in locations such as offices, businesses and shops and supermarkets by referring to the linguistic nature of the area.</li> <li>• When the Council is consulted on the naming of streets, developments and new estates, the Council will support the use of Welsh names and will encourage the use of bilingual names on existing streets.</li> </ul> |
| 7 | <p><b>Standards of quality</b></p> <ul style="list-style-type: none"> <li>• Services provided in English or Welsh will be of an equally high standard and equally prompt.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 8 | <p><b>Dealing with the Welsh-speaking public</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

- **Written communication (mail and e-mail)**
- The Council will welcome correspondence in either English or Welsh.
- Correspondence through the medium of Welsh will not in itself lead to any unnecessary delay
- Every letter received in Welsh will be answered in Welsh.
- All correspondence following a telephone or face-to-face conversation in Welsh or a meeting where it was established that Welsh is the preferred language of the person, although the discussion may not have been held through the medium of Welsh, will be in Welsh.
- All correspondence with a member of the public will be initiated in his/her preferred language if known.
- Where relevant, the Council's official headed paper will include a statement in both languages making it clear that correspondence is welcome in either Welsh or English.

## **9 Telephone calls**

- The Town Clerk works from home and welcomes telephone calls in Welsh.
- When the Clerk's post becomes vacant it will continue to be advertised on the basis that that bilingual skills are desirable.

## **10 Public meetings organised by or on behalf of the Council**

- Contributions are welcomed in either Welsh or English at public meetings held by the Council. This will be stated clearly in the notices that inform or publicise the meeting.
- Any public meeting that is held to discuss the Welsh Language, Welsh medium education, Council Tax or any information regarding local elections/by-elections will be bilingual.
- All publicity for public meetings will be bilingual.
- If it is evident at the beginning of a meeting that all those present speak Welsh, the meeting will be held in Welsh.
- The Council will provide translation facilities for non Welsh-speakers, according to need, for public meetings arranged by or on behalf of the Council.
- When the Council is aware that a member of the public wishes to speak Welsh in a public meeting that would otherwise be conducted in English, this should be respected by providing appropriate translation arrangements.

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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|           | <ul style="list-style-type: none"> <li>• At the start of the meeting, the Chair shall draw attendees' attention to interpretation services when available.</li> <li>• Any written materials such as leaflets or slides that are used in public meetings will be bilingual.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>11</b> | <b>Town Council meetings</b> <ul style="list-style-type: none"> <li>• The notice and Agenda for the Council's meetings will be bilingual.</li> <li>• The reports for the meeting and any draft minutes will be in English.</li> <li>• The approved version of minutes will be in Welsh for public availability.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>12</b> | <b>Face-to-Face meetings with the public</b> <ul style="list-style-type: none"> <li>• <b>When the Clerk and Members are bilingual</b>, the Council will welcome meetings with the public in either Welsh or English, and will ensure that appropriate arrangements are taken to enable any member of the public to discuss matters with the Clerk in Welsh should they wish to do so.</li> <li>• <b>When the Clerk does not speak Welsh, but at least some Members are bilingual and are willing to meet with members of the public who wish to discuss matters in Welsh</b>, the Council welcomes meetings with the public in either Welsh or English, and the Clerk will ensure that appropriate arrangements are taken to enable any member of the public who wishes to discuss matters in Welsh to do so with a bilingual Member of the Council.</li> <li>• <b>When the Clerk and Members don't speak Welsh</b>, the Council cannot provide face-to-face meetings with members of the public in Welsh. However when a member of the public contacts the Council wishing to speak Welsh, the Clerk will politely explain the situation and offer the individual the opportunity to discuss the matter in English or send in their enquiry in written form in Welsh.</li> </ul> |
| <b>13</b> | <b>Websites and social media sites</b> <ul style="list-style-type: none"> <li>• The Council's aim is for announcements made on the internet on behalf of the Council to be in Welsh and English.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>14</b> | <b>Corporate identity</b> <ul style="list-style-type: none"> <li>• The Council's name is to be in Welsh and English.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>15</b> | <b>Producing and publishing public documents</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

- All publications aimed at the public, such as documents, explanatory material or grant forms will be bilingual with both language versions forming one document. The versions will be printed side-by-side where possible to facilitate easy cross-reference, distribution and offer language choice.
- If Welsh and English versions are published separately they will appear simultaneously, be distributed together and be equally accessible.
- All Advertising and publicity activities will be bilingual.
- Council advertisements and notices – to be placed in the press, on notice boards or any other medium will be bilingual.
- Job advertisements will appear bilingually in English/bilingual publications and in Welsh only in Welsh language publications with a footnote in English.

## **16 Awarding grants and financial assistance**

- In the information that is sent to those intending to apply for financial assistance towards local activities, the Council will make it clear that there is need for applicants to describe how they intend to reflect the bilingual nature of the community and their audience in the activity(ies) for which they require financial support. When considering applications, the Council will ensure that applicants have appropriately reflected the linguistic nature of the community and their audience in their application.
- The Council will also notify the applicant that the local Menter Iaith can provide advice and practical assistance in relation to the bilingual content of the activity, including information on grants available for this purpose.

## **17 Administrative arrangements and monitoring**

- This scheme has the full support of the Council.
- The Town Clerk will be responsible for implementing the Scheme on a day-to-day basis within the Council; with the support of the Welsh Language Steering Group.
- According to need, the Town Clerk will ensure that guidelines and instructions will be available to all who are involved in the implementation of the scheme.
- Responsibility for monitoring the Scheme will rest with the Town Clerk; with the support of the Welsh Language Steering Group.
- The Council will receive a brief annual report on implementing the Scheme that



|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | <p>will be displayed locally (for example, the local press, local information boards, monthly papur bro and so on] with a copy being sent to the Welsh Language Commissioner. Also the Council will invite local Welsh speaking residents to offer their views on the service and how it could be improved, by placing a copy of the Report in the local library and on the Council's website.</p> <ul style="list-style-type: none"> <li>• The Council will publicise the Scheme regularly</li> </ul> |
| <b>18</b> | <p><b>Complaints</b></p> <ul style="list-style-type: none"> <li>• Any comments, complaints or suggestions regarding the Scheme should be addressed to the Town Clerk, Rhuddlan Town Council, PO Box 224, Royal Mail, Llandudno, LL30 1QX.</li> <li>• Telephone 07775 673706.</li> <li>• Email <a href="mailto:clerk@rhuddlantowncouncil.gov.uk">clerk@rhuddlantowncouncil.gov.uk</a></li> </ul>                                                                                                        |
| <b>19</b> | <p><b>Review</b></p> <ul style="list-style-type: none"> <li>• The Council shall review the contents of this Scheme every 3 years.</li> <li>• The Council will not adapt the content without consulting with the Welsh Language Commissioner.</li> </ul>                                                                                                                                                                                                                                                |

**24/03/2021 - Cyflwyno siec o £250 i'r feddygfa leol yn y dref.**

Presented a cheque of £250 to the local Surgery. Mr Darryn Thomas Head of Services for Managed Practices accepted the cheque. The money will be used to replace identified equipment needed within the surgery. Picture on The Town's Website. Very grateful to the Deputy Mayor for advertising this occurrence on social media.

**01/03/2021 - Gwyl Dewi Sant.**

Menter Iaith Sir Ddinbych wedi trefnu cystadleuaeth ffenestri eto eleni er y clo mawr.

The Menter Iaith organised the best window competition again this year despite the big lockdown.

1af Y Siop Gaws - Cheesemonger .

2ail Hazel Court Hairdresser.

Pictures on website and again diolch to the Deputy Mayor for cover on social media.

**A raffle is ready to be drawn on the 1st of April.**

**Meetings attended in February:**

- 11<sup>th</sup> Town Council Virtual Meeting.
- 12<sup>th</sup> Catalyst Systems North Wales.
- 18<sup>th</sup> Mayor – signing cheques / paperwork.
- 25<sup>th</sup> Rhuddlan – inspect progress on Tree line in Admirals.

**The following were promoted on the website/local paper/Facebook:**

- DCC – Residents Affected by recent flooding to contact the Council.
- Local Police distributing leaflets on scam warnings.
- St David's Day 2021 Window Competition.
- DCC Free Dark Skies event.
- Awel y Mor Newsletter.
- Ysgol y castell 2021 Well-being Day Video.
- Mayor gives donation to Local Surgery.
- Conclusion of External Audit 2019/20.
- Improvements in Admirals Fields (treeline).
- Rhuddlan Tourism Video sent to Visit Wales Website to link in with St David's Day.

Email received from a concerned resident:

1. Dog fouling.

I own a dog and would not consider leaving her mess anywhere, sadly there are too many Rhuddlan residents that do otherwise. I have been helping Arwel by putting up the plastic poo bag holders and refilling them, as my wife and I walk around the town each day, but they get stolen for some reason. I have noticed very few, possibly single figures, dog fouling warning signs. In fact the ones at the end of Vicarage Lane / Ffordd Nant are set too far up their posts to be easily seen, so much so I have only recently spotted them after a year walking around there. There are no dog poo bins, I appreciate the County Council need to be involved in this to ensure they are emptied.

2. Cyclists on pavements.

As a cyclist I know where I should and should not cycle, there are too many adults that seem to think cycling through the town on the pavement isn't a problem. I have no problem confronting those that do but it is coming to a head where a certain minority are now being verbally abusive and quite frankly, heading for trouble.

3. War memorial.

To be honest our war memorial wall is the poorest I have seen after many years attending memorials up and down the country. On Remembrance Sunday I was disappointed that the name of Sgt Williams wasn't even read out. He isn't mentioned on the wall but there is a bench in his honour outside the scout hut.

Suggested solutions.

1. Signage, I am sure our Community policeperson can confirm, but I believe that you cannot enforce without due warning. So even though it is an up to £1000 fine for dog fouling people have to be provided with visible warnings to that effect.

Bins, the main routes of the town are well provisioned with bins but other routes are not. If you walk around Highlands Rd and that estate there are no bins, sadly if a bin isn't provided people will not walk around with a full poo bag.

Education, I don't know if you are aware but the poo from dogs and cats contains a bacteria known as Toxocariasis. [Toxocariasis - NHS \(www.nhs.uk\)](http://www.nhs.uk) Really unpleasant as it can cause all sorts of health issues, which we really don't need in the current climate. The town magazine would be a good way of getting the word out there.

2. The highway code forbids cycling on pavements, but again with advice from our Community policeperson, I recall either road regulations or the Highways Act stating that over 14's caught cycling on the pavement can face a fine of up to £1000. We also need cycling prohibition signs and use of the town magazine.

When I discussed this with Arwel I suggested pavement chicanes which would need careful planning so that pushchairs aren't affected.

3. I am currently working with different Armed Forces charities and organisations on funding for a 'proper' war memorial. Some have already informed me that it is the local authority responsibility but a few aren't working to capacity due to the current climate but, if the Council agree to allow me, I'll stay on it? If anyone wants examples of smaller towns with better ones look no further than Dyserth which has an excellent one, but St George has one and Penrhyn Bay has a monolith for a single soldier.

I know our Police are probably busy enough currently, but the town needs some enforcement to get the right messages out in the public domain. Even asking the Police to put a regular piece in the town magazine around issues like the above will help I'm sure.



**Dweud eich dweud ynghylch teithio llesol yn nhrefi Sir Ddinbych**

Mae Cyngor Sir Ddinbych yn gweithio gyda Sustrans Cymru fel rhan o ymgynghoriad Map Rhwydwaith Teithio Llesol Llywodraeth Cymru (ATNM).

Yn ystod y cam cyntaf hwn, mae'r Cyngor yn chwilio am adborth ynghylch yn lle y byddai trigolion yn hoffi gweld gwelliannau i isadeiledd cerdded a beicio ym Modelwyddan, Corwen, Dinbych, Dyserth, Llangollen, Gallt Melyd, Prestatyn, Rhuddlan, y Rhyl, Rhuthun a Llanelwy.

Mae'r prosiect yn canolbwyntio ar yr 11 tref yn Sir Ddinbych sydd wedi'u dewis gan Lywodraeth Cymru fel ardaloedd penodedig y sir.

Mae'r ATNM yn gynllun o lwybrau y bydd y Cyngor yn ei ddefnyddio i lywio yn lle y dylid gwneud gwelliannau i isadeiledd cerdded a beicio yn y sir, a bydd yn helpu i wneud siwrneiau ar droed neu ar gefn beic ar draws Sir Ddinbych yn haws ac yn fwy diogel i bawb, yn enwedig pobl nad ydynt yn cerdded neu'n beicio'n aml ar hyn o bryd, a phobl sy'n defnyddio cymhorthion symudedd.

Dywedodd y Cyng. Brian Jones, Aelod Arweiniol y Cyngor ar Wastraff, Cludiant a'r Amgylchedd: "Mae teithio llesol yn lleihau carbon ac yn gwella ansawdd aer ynghyd â gwella iechyd a lles, felly mae hwn yn gyfle gwych i drigolion Sir Ddinbych ddweud wrthym beth yr hoffent ei weld ar ein Map Rhwydwaith Teithio Llesol yn y dyfodol.

"Er mwyn llunio rhwydwaith sy'n gweithio i bawb, hoffem glywed barn cymaint o bobl â phosibl, yn enwedig pobl nad ydynt yn cerdded neu'n beicio ar hyn o bryd gan y bydd yn ein helpu i sicrhau y bydd y llwybrau cerdded a beicio a adeileddir yn gweithio i'r gymuned gyfan."

Am ragor o wybodaeth ynghylch sut i gynnig adborth, ewch i'r dudalen Teithio Llesol

<https://denbighshire.commonplace.is/?lang=cy-GB>

**Have your say on active travel in Denbighshire towns**

Denbighshire County Council is working with Sustrans Cymru as part of Welsh Government's Active Travel Network Map consultation (ATNM).

In this initial phase, the Council is looking for feedback on where residents would like to see improvements to walking and cycling in Bodelwyddan, Corwen, Denbigh, Dyserth, Llangollen, Meliden, Prestatyn, Rhuddlan, Rhyl, Ruthin and St Asaph.

The project focuses on the 11 towns in Denbighshire which have been selected by Welsh Government as the designated localities in the county.

The ATNM is a plan of routes the Council will use to inform where improvements to walking and cycling should be made within the county and it will help to make journeys on foot or by bike across Denbighshire easier and safer for everyone, particularly those who don't currently walk or cycle often and people who use mobility aids.

Cllr Brian Jones, the Council's Lead Member for Waste, Transport and the Environment, said: "Active travel helps reduce carbon and improve air quality along with improving health and wellbeing, so this is an excellent opportunity for Denbighshire residents to tell us what they would like to see included on our future Active Travel Network Map.

"In order to design a network that works for everyone, we would like to get the views of as many people as possible, particularly those who don't currently walk or cycle as this will help make sure the routes built for walking and cycling work for the whole community."

For further information on how to provide feedback go to the Active Travel page at

<https://denbighshire.commonplace.is/?lang=en-GB>

**a. Llwybrau Cyhoeddus - Public Footpaths.**

Whilst collecting litter on Waen Road towards Criccin Farm I noticed that the stile on path 36 was rather dangerous and the public footpath sign was nearly hidden all together. Officer Adrian Walls intends to discuss with the landowner the step of replacing all stiles on the path with kissing or hand gates that would help safety and ease use and improve the span of the structures. There is a promise of a similar moderation of the path follows the town ditch towards Abbey Farm.

**b. Y Fynwent - The Cemetery.**

Complaints from residents that the bins are always full, officer explained that residents bring their own full litter bags to the bins. Also, litter seems to be prevalent in the local hedge.

**c. Gwasanaethau Gwledig - Countryside Services.**

Very grateful to Garry Davies and Jim Kilpatrick for their services regarding planting of young samplings in Admiral Field. The hedge along the cemetery is a joy to see.

**d. Rhwystrau - Barriers.**

03/03/2021 - the barriers beside the pharmacy was completely destroyed, the highways workers have removed them and there is a promise of new ones including the barriers generally around the Pen y Brenin roundabout.

**e. Y Byrddau Cyhoeddusrwydd - Noticed Boards,**

The flux of bird faeces is a continuous problem near the boards and the Street Scene Team are aware of the problem.

**f. Hyfforddiant- Training**

Had a morning and an afternoon of Carbon Literacy Training for Local Authorities. The world has to change the greenhouse effect is causing a Climate Crisis. Solar and wind power are increasing throughout the County. I hope our new property “Coed y Brain” will use such power- something to discuss surely. Tree planting also on the timetable, good that the Town Council is following this lead.

**g. Llwybrau Beiciau - Bike Lanes.**

In the future Denbighshire Active Travel team will be providing ideas around towns with population over 2k. This will be good for our Town Plan. Go on the website <https://denbighshireL commonplace.is/?lang=cy=GB>

**h. Arwyddion Newydd - New Signs**

Peter Lea and Rhys Eden have promised to have the detailed design documents for the five signs, I was promised they would be ready in two weeks since February the 18th.

Have noticed the new signs on the KFC site, how can we accept “gyrrwch thru” One of the planning officers is looking into this matter.

i. **Gwasanaeth Golwg - Services for the Visual Impaired.**

You are allowed to ask a question at the start of Denbighshire Full Council. As the Disabilities Champion I had intended to ask a question. Just in time the officer answered the question before-hand and I was able to pass it to all County Councillors. Here is the reply from the Team Manager - Business Support - DCC

*Our current contract to support Visually Impaired Citizens has been in place for many years. We are now at a point where, in order to meet procurement rules, we must tender out this contract. We aim to procure a level of service that will at least match the current provision in Denbighshire, as the service currently in place is of high quality. Our current service provider, will of course be invited to bid for the new tender along with any other suitably placed organisations, as per procurement law. If a different provider was to be successful in their bid, TUPE rules would apply for existing staff. Currently I believe there are 4 individuals working in Denbighshire for Vision Support.*

*Alongside this provision for Visually Impaired citizens, we have services in place to support Citizens with Hearing Impairments and those who are Deafblind. These services are not currently subject to contract, therefore, we would like to explore the possibility of joining all of these services together to create one 'Sensory Support Service'. We believe that this will provide a greater, local service to our citizens, and will strengthen the provision in Denbighshire. It will also allow a more personal service for those with a Hearing Impairment. We also have citizens that have both Visual and Hearing impairments, we believe that support from a single service would be very beneficial for these individuals.*

j. **Tyllau - Potholes.**

The holes are being repaired and I thank Councillors for bringing them to my attention.

k. **Cŵn! – Dogs!**

The report from Cllr Burnham and Cllr Kermode regarding a loose dog on the Admiral Field has been passed on to the relevant officers.



Eich cyf / Your ref

Ein cyf / Our ref : 44/2021/0141

Dyddiad / Date : 05/03/21

Rhif ffon / Direct dial : 01824 706727



Item 8a

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

Annwyl Syr / Fadam

Dear Sir / Madam

**CAIS / APPLICATION: 44/2021/0141**

**CYNNIG / PROPOSAL: Gwaith i goed o fewn Ardal Gadwraeth Rhuddlan / Works to trees within Rhuddlan Conservation Area**

**LLEOLIAD / LOCATION: Rhuddlan Castle Castle Street, Rhuddlan, Rhyl**

Derbyniwyd y cais a ddisgrifiwyd uchod gan y Cyngor Sir.

The above-described application 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.

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

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

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



anhneg 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 l'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 rhyngrwyd.

Sylwch y gallwch weld manylion am y cais cynllunio ar-lein:

[www.sirddinbych.gov.uk/cynllunio](http://www.sirddinbych.gov.uk/cynllunio)

Edrychaf ymlaen at glywed gennych.

Yr eiddoch yn gywir

**EMLYN JONES**

Pennaeth Gwasanaethau Cynllunio, Gwarchod y Cyhoedd a Chefn Gwlad

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](http://www.denbighshire.gov.uk/planning)

I look forward to hearing from you.

Yours faithfully

**EMLYN JONES**

Head of Planning, Public Protection and Countryside Services



Eich cyf / Your ref

Ein cyf / Our ref : 44/2021/0121

Dyddiad / Date : 05/03/21

Rhifunio / Direct dial : 01824 706727

Item 8b

**Rhuddlan Town Council**  
**Mrs Sian Mai Jones Clerk**

c/o Rhuddlan Library  
Vicarage Lane  
Rhuddlan  
LL18 2UE

Annwyl Syr / Fadam

Dear Sir / Madam

**CAIS / APPLICATION:** 44/2021/0121

**CYNNIG / PROPOSAL:** Addasu a chodi estyniad un llawr i flaen yr annedd gyda dec balconi llawr cyntaf dros / Alterations and erection of a single storey extension to front of dwelling with first floor balcony deck over

**LLEOLIAD / LOCATION:** 2 Llys Pen Y Ffordd, Rhuddlan, Rhyl

Derbyniwyd y cais a ddisgrifiwyd uchod gan y Cyngor Sir.

The above-described application 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.

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

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

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

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

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

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

Sylwch y gallwch weld manylion am y cais cynllunio ar-lein:

[www.sirddinbych.gov.uk/cynllunio](http://www.sirddinbych.gov.uk/cynllunio)

Edrychaf ymlaen at glywed gennych.

Yr eiddoch yn gywir

**EMLYN JONES**

Pennaeth Gwasanaethau Cynllunio, Gwarchod y Cyhoedd a Chefn Gwlad

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](http://www.denbighshire.gov.uk/planning)

I look forward to hearing from you.

Yours faithfully

**EMLYN JONES**

Head of Planning, Public Protection and Countryside Services



## List of Payments made between 10/03/2021 and 19/03/2021

Item 9a

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|---------------------------|
| 11/03/2021       | Came & Company Insurance       | 102550           | 1,684.18           |                       | Annual Insurance          |
| 11/03/2021       | Richard Lewis Landscape        | 102551           | 1,210.00           |                       | Hedge Laying at Admirals  |
| 11/03/2021       | Sage & Co                      | 102552           | 120.00             |                       | Payroll Admin             |
| 11/03/2021       | Catalyst Systems (North Wales) | 102553           | 93.60              |                       | Resolve PC issues         |
| 11/03/2021       | HMRC                           | 102554           | 304.01             |                       | HMRC                      |
| 11/03/2021       | Project Officer                | 102555           | 28.35              |                       | Expenses                  |
| 11/03/2021       | Town Clerk                     | 102556           | 93.79              |                       | Expenses                  |
| 11/03/2021       | Town Clerk                     | SO               | 1,200.63           |                       | Salary                    |
| 11/03/2021       | Project Officer                | SO               | 839.52             |                       | Salary                    |
| 11/03/2021       | Clerical Assist / Minute Clerk | SO               | 196.27             |                       | Salary                    |
| 11/03/2021       | Staples UK Ltd                 | SO               | 23.27              |                       | Stationery                |
| 11/03/2021       | Canda Copying Limited          | 102557           | 37.20              |                       | Photocopier               |
| Total Payments   |                                |                  | 5,830.82           |                       |                           |

**ISSUES ARISING REPORT FOR  
Rhuddlan Town Council  
Audit for the year ended 31 March 2020**

## Introduction

The following matters have been raised to draw items to the attention of Rhuddlan Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2020.

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

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

## Issues Raised

- Accounting Statements - Trust Funds Disclosure Note
  - Responsible Financial Officer certification after approval by council
-

The following issue(s) have resulted in the annual return being qualified. They indicate a weakness in the body's procedures and require the body to take immediate action.

#### **Responsible Financial Officer certification after approval by council**

##### *What is the issue?*

The RFO failed to certify the Accounting Statements of the Annual Return ("the accounts") before approval by the Council.

##### *Why has this issue been raised?*

This is a breach of regulation 15, paragraph 1 of the Accounts and Audit (Wales) Regulations 2014 which states that the accounts shall be certified by the RFO before the accounts are approved by the council meeting as a whole before the 30 June immediately following the end of a year."

##### *What do we recommend you do?*

The RFO must ensure in future years that the accounts are certified, and signed as certified, before the council meeting as a whole approve the accounts before the 30 June immediately following the end of a year.

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

Accounts and Audit (Wales) Regulations 2014 - [legislation.gov.uk](http://legislation.gov.uk) website

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

#### **Accounting Statements - Trust Funds Disclosure Note**

##### *What is the issue?*

The council has not answered box 14 for 2019 in error in the Accounting Statements of the annual return. We believe based on the prior year's information that the council should have answered 'N/a'.

##### *Why has this issue been raised?*

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

##### *What do we recommend you do?*

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

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

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

**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 10 February 2021

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Item 10

**From:** Emily Littlehales <emily@celtic-law.co.uk>  
**Sent:** Wed, 17 Feb 2021 12:46:11 +0000  
**To:** Matthew Roberts  
**Subject:** James Richard Weston - Sale to Rhuddlan Town Council

Hello Matt

I have had an email from my client and he has asked if we can include the provisions relating to the fencing in the documentation. We have this documented between us, but I don't know how you feel about adding it to the Special Conditions in the contract? He has also added to the provision, if agreed I would suggest special conditions along the lines of:

1. That the Seller shall contribute no more than £500 towards a fence to be erected between boundaries marked A and B on the attached plan
2. That the fence shall be erected following the installation of the gas supply (as per the terms of the transfer)
3. That until the fence has been erected, the Seller has access to the rear

My client has also mentioned that he will need 2 weeks notice before completion.

Let me know what you think.

Emily

|                                                                                     |                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Emily Littlehales LLB (Hons) LLM</b><br/>Solicitor/Director</p> <p>(e) <a href="mailto:emily@celtic-law.co.uk">emily@celtic-law.co.uk</a><br/>(t) 01352 860 890</p> | <p>Celtic Law Ltd<br/>Florence House,<br/>Bromfield Lane, Mold,<br/>CH7 1JW</p> <p><a href="http://www.celtic-law.co.uk">www.celtic-law.co.uk</a></p> <p>   </p> |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Celtic Law Limited is registered in England and Wales with company number 10393259 and is authorised and regulated by the Solicitors Regulation Authority SRA number 638063. If you have received this email in error please notify us immediately.*

**Sent:** 02 March 2021 20:47

**Subject:** Rhuddlan Car Park Lease to Denbighshire County Council

Good evening Sian,

I have been allocated the car park lease case adjacent to the Library.

I have been in touch with our Legal section to discuss the lease drafting and wondered if you could please confirm if you have a preferred solicitor to act on the Town Councils behalf for completion?

I understand the lease will be an agreement between yourselves, BCUHB and DCC on a peppercorn rent, medical and library staff may have allocated parking (this could be covered by site specific parking permits or allocated parking) but I don't believe any further terms have been agreed. Could you please confirm if the length of the lease has been discussed at all? I note you are looking at supporting the cost of parking on site, however this could be arranged via a management agreement direct with highways rather than a lease to allow flexibility to the terms).

I'm just getting all the details together to form the heads of terms to share with both yourselves and BCUHB.

Please do not hesitate to contact me by email, I look forward to hearing from you to take the case to completion.

Kind regards,

**Principal Chartered Valuation  
and Estates Surveyor  
Finance and Property  
01824 706814**