



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council – Minutes of the meeting on the 11th March 2021

Virtual Meeting during the Covid 19 Restrictions

Present:

Cllr Arwel Roberts (Mayor in the Chair)
Cllr Mike Elgin (Deputy Mayor)
Cllr Jackie Burnham
Cllr Reg Davies
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 Charlotte Frobisher, 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

Cllr Arwel Roberts declared an interest in the Menter Iaith funding application.

3. Urgent Matters

None

4. Police Matters. Appendix A

A report had been received and circulated.

Cllr Arwel Roberts added that North Wales Police had appointed a new constable PC Simon Keeting for the Denbighshire CC area who will be able to assist Town Council with police matters.

A.R.

5. Minutes

a. Town Council 11th February 2021

The Minutes were proposed by Cllr Gareth Rowlands, seconded by Cllr Andrew Smith.

Resolved.

The Minutes were duly signed.

Matters Arising

- a. **Webcast** – the February meeting audio recording had been made on the Cloud which worked well and had been circulated to Members. It also proves to be more cost effective.
- b. **Welcome Sign** – The Town Clerk reported that the 5 signs had appeared on DCC's Buyers Portal for tender and there will be an update available on March 22nd 2021.
- c. **Admiral's Field Treeline** – The hedge had been cut, laid, in-planted and the brash removed in a proper fashion. Plants, once available, are to be planted and paid for by DCC near the concrete wall. This is likely to be in September.
Cllr Gareth Rowlands proposed that a letter of thanks be sent to Howard Sutcliffe and Huw Rees of DCC praising the officers who assisted with this project with a copy to Countryside Service officers. This was seconded by Cllr Mike Elgin.

Resolved

- d. **Visit Wales Marketing Event** – A Member had received an enquiry as to why the Bowls Club was not featured in the Council's tourism video. This was due to the difficulties associated with the Covid restrictions, but maybe we could include something for this coming season. It was agreed to ask the club for any video's they may have to be sent to the Clerk and placed on our website and Facebook (Fb) page.
- e. **Dementia Group** – Cllr Mike Kermode informed Members that the group continues through lockdown observing restrictions and that the National conference is next week which will be virtually attended by Cllr Kermode and Cllr Arwel Roberts.
- f. **January Visitors** – the Mayor wished Members to know that Cllr Tony Thomas, Lead member of Housing & Communities and Ann Mellor, Independent Member of the Standards Committee had made a very positive report back to Denbighshire's Standards Committee, he added some of the comments reported, and commented that he was very proud to be Mayor of such a great Town Council.
- g. **Anti-Speed Campaign Working Group 2nd February 2021**
Cllr Mike Kermode Declared an Interest in the DCC preferred supplier if discussed this evening.
Cllr Mike Elgin as the group Chair pointed out to Members the circulated e-mail with the costs, and details of the Speed Indicator Devices (SID). Members discussed the possibility of negotiating a cheaper 10% costs associated with DCC but if not achievable then progress as per the e-mail cost. It was proposed by Cllr

Elgin that two SIDs be purchased for the sites as resolved previously, seconded by Cllr Andrew Smith. **Resolved.**

The Mayor wished the Council's thanks be Minuted for Cllr Elgin and the Clerks hard work with this project.

The Members invited Cllr Mike Elgin as the Council's Community Champion for our anti speed campaign in accordance with the guidance from DCC, which he accepted. **Resolved.**

h. Rhuddlan Gwledd

The Mayor thanked the Town Council for their support to roll-over the grant offered until 2022.

i. Defibrillator Request

Tomos Hughes has been contacted from Achub Calon y Dyffryn and a meeting scheduled for next week.

j. Town Centre Awnings project

The Project Officer had prepared an overview of the current project situation which was shared on screen via Zoom. He reported how the grant money would be drawn down and that the various businesses had agreed to the conditions e.g., maintaining the awnings and insuring them. The overview included details on two options for appointing an architect for the planning drawings for Members to consider and approve this evening. Similarly, a suggested way forward of awaiting planning before purchase or purchase imminently without planning in an "at risk" scenario for Members to consider, along with a payment/cash flow timeline.

Following a thorough discussion Cllr Gareth Rowlands proposed that CFI Design be approved as the architect, seconded by Cllr Mike Kermode. **Resolved.**

Cllr Gareth Rowlands asked if the Council had finances in reserve to commit to the draw down timetable explained by the Project Officer. The Clerk confirmed there was.

Cllr Andrew Smith proposed that the option of awaiting planning be approved, seconded by Cllr Gareth Rowlands. **Resolved.**

k. Community Matters

- The Clerk reported that the bench to be placed on Town Council land on the path between Parc Edith & the library was being done.
- Cllr Gareth Rowlands proposed that a consultation letter be prepared for another bench in Nant Close under a tree facing Ffordd Nant. This to be sent to residents of Nant Close to ask for their support before approaching DCC. Cllr Rowlands offered to deliver the letters. This was seconded by Cllr Mike Kermode. **Resolved.**
- Maes y Bryn pothole repaired
- Bird droppings near Vicarage Lane junction with Rhyl Road had been cleaned but it was reported that it's not long before they are seen again.
- It was reported that the DCC enforcement team will monitor the Castle Street yellow lines.

b. The Personnel Committee 23rd February 2021

The Chair of the Committee informed the Members of the meetings deliberations and recommendations in reference to the Grievance and Disciplinary Policies Members had requested were examined.

It was proposed by Cllr Mike Kermode, seconded by Arwel Roberts that the amended policies as circulated this evening be approved. **Resolved.**

c. Welsh Language Policy Working Group 2nd March 2021

Full Council had resolved to create a Working Group to prepare a draft policy at the 11th February 2021 meeting. Those present at the working group meeting were asked to nominate Members for Chair and Cllr Bleddyn Williams was appointed. **Resolved.**

Cllr Williams then informed Full Council of their discussion which had centred around the Welsh Commissioners guidance, policy framework, and examples of other local town/community councils Welsh Policies. He then proceeded to present the draft policy. There were two minor amendments that were needed. Members were reminded that the business language of Rhuddlan Town Council was English and the recommendation was that this should remain and added as a bullet point in the Policy. Proposed Cllr Arwel Roberts, seconded Cllr Gareth Rowlands. **Resolved**

It was proposed by Cllr Mike Kermode that the draft Welsh Language policy be approved, seconded by Cllr Gareth Rowlands. **Resolved.**

Members were advised that the policy should be presented in a bilingual form to the Welsh Language Commissioner for ratification. **Resolved**

6. Correspondence from:

a. The Mayor. Appendix B

Several Members requested some of the Mayor's raffle books which is to be drawn on April 1st.

The report was accepted

b. Town Clerk. Appendix C

Members hoped that Rhuddlan's St David's Day celebrations could be better supported in 2022 and Council should look at ways of promoting this more. It was suggested that Cllr Arwel Roberts investigate the idea of a procession. **Resolved.**

Other ideas included promoting Welsh cakes, having the castle open for free and invite charities to have stalls all day in the grounds.

The report was accepted

c. Residents View on Town Issues

The correspondence had been circulated previous to the meeting from a resident making three suggested solutions to issues perceived in Rhuddlan. Members discussed thoroughly the points raised and the suggested solutions.

A.R.

i) **Dog Fouling Signs.** Cllr Jackie Burnham proposed stickers should be placed on litter bins informing dog walkers that dog waste can be placed inside. Seconded by Cllr Arwel Roberts. **Resolved.**

Cllr Andrew Smith proposed that an article should be placed in the parish magazine praising those who do pick up and properly dispose of their dog waste along with information that litter bins can be used for this. Seconded by Cllr Gareth Rowlands. **Resolved.**

Cllr Arwel Roberts adding placing an article in the Journal. **Resolved.**

ii) **Cycling on Pavement.** Members agreed that this was an ever-increasing problem and debated who was responsible for policing it, and better, clearer signing for both cyclists and pedestrians. The following resolutions were made

A reply be sent informing the resident that Council is looking into this, and that the Town Plan is investigating a cycle route to circumnavigate Rhuddlan.

A letter be sent to schools in the area about cycling on pavements to include Prestatyn & Rhyl High School, Glan Clwyd, Christ the Word, St Brigid's, Ysgol y Castell, and Ysgol Dewi Sant.

A letter be sent to DCC Highways asking that they look at the confusing signage and review its suitability.

Place an article in the Journal advising on the current cycling areas and the need for both pedestrians and cyclist to respect one another.

iii) **War Memorial.** The reply to the resident should include that the soldier who is not named on the memorial wall was not killed in action but in an unfortunate road accident, and that the family had supported a memorial bench where it is sited. The reply should also include that the memorial wall site had been discussed before and it is situated at the Community Centre because this is the old Comrade's Club building and is considered a perfectly adequate position for it. A Member also pointed out another valid point for the reply, that men from Rhuddlan, when young boys, would fondly remember using the building. **Resolved.**

d. Active Travel in Denbighshire.

Cllr Arwel Roberts referred to the circulated correspondence and asked for members ideas for future walking/cycling routes in Rhuddlan for Active Travel Network Map. The Town Clerk said that this correspondence was very timely as it fitted in with the Town Plan to identify and support the provision of a cycle route that circumnavigates the town.

Members agreed to promote this question on Council's website and Facebook page. One Member adding that the closed off walking routes should be reviewed and if they are on the OS Map, they should be included. **Resolved.**

A.R

e. Ombudsman Review of Code of Conduct

The Clerk had previously circulated the Review and asked if Members had any comments to make. Following a discussion Cllr Mike Kermode proposed acceptance of the review, seconded by Cllr Arwel Roberts. **Resolved.**
It was agreed that the Monitoring Officer should be invited to a future Council meeting for training Members in conforming to the Code of Conduct and its importance. **Resolved.**

7. County Council Members Reports

Cllr Ann Davies. Appendix D

The report was accepted

Cllr Arwel Roberts

The report was accepted. Appendix E

Although both reports were accepted Members wanted to remind the County Councillors that the Town Council had agreed previously that the deadline for reports was prior to the weekend before a Town Council meeting. **Resolved to Minute**

8. Planning Applications

- a. 44/2021/0141 – Work to trees Rhuddlan Castle
 - b. 44/2021/0121 – Single Storey Extension, 2 Llys Pen y Ffordd.
- No objections or comments made

9. Budget/Finance Matters

- a. The Town Clerk circulated the list of payments to be approved by Members. **Resolved.**
- b. The Clerk wished to bring to the attention of Members two issues arising from the External Auditor for the Year Ending 31 March 2020.
 - i) The Responsible Financial Officer (RFO) failed to certify the Annual Return before approval by Council. It recommends that in future years the accounts are certified by the RFO before the accounts are approved by The Council Meeting before the 30th June. **Council so resolved.**
 - ii) Council has not answered Box 14 Trust Funds Disclosure for 2019 and recommends that in future years that it is answered. **Council so resolved.**
- c. Review of Council's Financial Regulations were due. The Clerk in referring to the £750 limit before going out to tender with regards to (i) essential repairs and maintenance and (ii) tenders, thought this amount was too low. In a survey of North Wales Town/Community Council's many were above this

limit, ranging from £500 to £5000. Cllr Gareth Rowlands said that while it was very important to have control of finances, he agreed that the £500 limit which has been in place for a least 40 years needed increasing. He proposed that the limit be raised to £750 for repairs and maintenance and £1500 for tenders.

Cllr Mike Kermode proposed an amendment that both elements be raised to £1000 for the commonality of both. Seconded by Cllr Jackie Burnham.

Resolved.

d. The Clerk informed Members that the Asset Register should be reviewed each year but was not on tonight's Agenda whilst waiting completion of the purchase of Coed y Brain but if Members agree it be placed on the next Full Council meeting. Proposed by Cllr Arwel Roberts, seconded by Cllr Jackie Burnham. **Resolved.**

10. Coed y Brain

The Clerk had circulated correspondence from the Vendor's solicitor reference the provisions relating to the site fencing and suggesting if agreed, to three special conditions. The first two conditions raised had been dealt with which left the third "That until the fence has been erected, the Seller has access to the rear".

Cllr Gareth Rowlands explained why this condition was being suggested, which centred on the provision of a gas main to Coed y Brain, and access to 5 Llys Weston. Members wanted to discuss the refurbishment plans first to determine if a gas supply is required. The Project Officer then shared on the meeting screen a plan of the design amendments for the internal facilities e.g., toilets, plumbing, refreshment area. After a lengthy debate Members agreed to the drawing amendments.

Resolved.

Members' attention then turned to the use of gas and electric, or the use of renewable energy for these utilities. Members discussed investigating renewables of air source heat pumps & photovoltaic equipment to help Council reduce carbon footprint and their efficiency.

Acknowledging that this could cause a delay in answering the Vendor's third condition a Member suggested that a proviso be included that if Council requires a gas supply access will be enabled.

The seller needs to be aware that the Town Council is looking as alternative sources of heating for Coed y Brain which may result in not having to install a gas supply. However, we need to keep the access to the supply as referred to in the Terms of Transfer as a right of way for the gas pipe just in case the council changes its mind in the future. Should this be the case then we will make sure that there is access for Flat 5 while the work is being done.

A decision will be made by the council in April with regards to the source of heating it will use. If it decides to not go ahead with installing a gas supply, then a fence will be erected.

If the council does decide to go ahead and install a gas supply then a fence will be erected on completion of the work. Access will be made available for Flat 5 during this work.

Once the fence is erected there will not be any access to the seller.

In asking if Dragons F.C. were still involved, the Clerk confirmed they were and informed the Council that a local builder who volunteers with Dragons F.C. will be included on the list of those invited to submit a tender to carry out improvement works. It was noted that the new facility would be for all the community and not just Dragons FC.

11. Vicarage Lane Car Park

The Project Officer had received correspondence from DCC Property Services asking how long a lease was required. After a short discussion Members agreed to ask for 25years. **Resolved.**

12. Community Matters

- A member had noted the very poor state of Station Road opposite Morris Garden Machinery. A lot of mud deposited by agricultural machinery when leaving the fields was a disgraceful sight and dangerous to traffic movements.

Other Members agreed and there was a valid debate on several issues arising. These included -

- Sending letters to farmers in the area about depositing mud on the highway.
- Legal requirements to clean it up and warn motorists.
- Are there other materials deposited such as silage.
- Is the machinery overloaded to cause this?

Members agreed to send letters to farm owners copying in DCC legal section. **Resolved**

- A member who is also a Council representative on Ysgol y Castell governors proposed that a letter be sent to the Head congratulating them on their work during the Covid pandemic and under very difficult circumstances. Seconded by Cllr Mike Kermode. **Resolved.**
- A member voiced concerns about two dogs being allowed to run loose by their owners around the Twthill area. Adding concern that they are a banned breed of dog. The owner has indicated they are not and that they have been DNA tested to prove it. These concerns were echoed by other Members and it was agreed that it was not the town council's jurisdiction so send a letter to the police and RSPCA and any private land owners were this happens. **Resolved.**
- A member had noted a new take-away business opened on the high street where Love of Cake was previously. It was suggested the Mayor might like to call and welcome them on behalf of the Town Council.

- A member had noticed that cars were being sold near Abbey Court Apartments. It was proposed by Cllr Gareth Rowlands that DCC Enforcement be informed, seconded by Cllr Mike Kermode. **Resolved**
- The Town Council has been offered three Sweet Chestnut trees from a resident for the nature reserve but as they are not native, they can't be planted there. He suggested that they might be better planted near the Bowling Club fence and proposed that Council support the cost of this. Seconded by Cllr Arwel Roberts. **Resolved.**

Members agreed that a letter of thanks be sent to the resident donating the trees.

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.

13. Grant Application – Menter Iaith Sir Ddinbych

As the Mayor had declared an interest, he passed the Chair to the Deputy Mayor Cllr Mike Elgin.

The application was for a sum of £350 towards their Minecraft project. Cllr Mike Kermode proposed to approve the grant of £350, seconded by Cllr Andrew Smith. **Resolved.**

14. Date of Next Meeting – Full Council Thursday 8th April 2021 at 7pm

Signed:  Cllr Arwel Roberts (Mayor)

Date: 12/4/21

Police Matters

Appendix A

A very low level of crime to report for February 2021 for Rhuddlan.

1 x Criminal damage occurred on Vicarage Lane to a resident's wheelie bin. A firework likely to have caused damage. No suspects found.

1 x Dangerous dog. Dog attack on another dog occurred on Heol Hendre. Dog owners identified and LEAD initiative activated. (local.gov.uk)

1 x Theft of parcel – Heol Hendre. No suspect identified.

There have been 68 calls to NWP for January, ranging from Contact records, Road disruptions, RTC, Suspicious circumstances, Abandoned calls, Alarm intruders, Concern for safety and Domestic crimes.

24/03/2021 - Cyflwyno sic 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:

- 11th Town Council Virtual Meeting.
- 12th Catalyst Systems North Wales.
- 18th Mayor – signing cheques / paperwork.
- 25th 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.

a. LAND AT CASTLE HILL.

Encampment dating back 9,000 years has been discovered in Hylas Lane ,Rhuddlan. Aeon Archaeology discovered a lot of worked flint from the Mesolithic period .There were three post holes, material from which was carbon dated at between 9220-9280 years old- plus or minus 30 years.

Not many of these Mesolithic sites have had samples carbon dated so this is on par with the oldest proven Mesolithic sites in Wales.

These Mesolithic people were hunter gatherers and didn't have fixed settlements . I am delighted that this historic site has been highlighted and put on record for future generations.

When Covid restrictions allow AEON Archaeology, Gwynedd have agreed to attend the Rhuddlan history group to give a talk on their Archaeological digs in Rhuddlan.

b. FOOTPATHS

The footpaths in the Dyserth Road /Abbey Road area will be upgraded with steel kissing gates, these will replace the wooden styles.

c. COMMUTED SUMS

The next round of commuted sums will be in September/ October this year in line with all other areas in the County. DCC will be in contact with local councils nearer the time.

d. RHUDDLAN CEMETERY

DCC are currently in the process of completing further CCTV survey works as recommended in the initial survey that was carried out in January.

e. LIBRARY CAR PARK.

The Co- options collection bin situated at the library car park is currently bolted shut meaning donated clothing are being left in bags near this bin. It has been brought to my attention that items of clothing are strewn around the car park.

I have reported this problem through CRM .Camera footage will also be checked . Update to follow.

I spoke to Co-options on Monday and they have agreed to unlock the Container which is situated at the library car park, donated clothing will be collected weekly.

f. MEMORY BAGS

Memory bags for those living with dementia have proved beneficial to many local residents .These bags contain a range of books, jigsaws , musical items and much more.

Thanks go to DCC library services, Matthew Baker and staff at Rhuddlan library for putting these bags together.

These bags are available at the library and on request can be delivered, they are returnable within three weeks.

g. YOUNG CARERS ACTION DAY

The Young Carers ID card will be launched on March 16th. As Denbighshire County Councils Carers champion, I welcome this fantastic initiative that will help not only recognise the vital contribution of young Carers across North Wales, but also ensure they are able to access the right support at the right time.

Young Carers play such an important role in our society and I'm delighted these ID Cards are being introduced to help support them.

End of report.

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.