



Rhuddlan Town Council Meeting

Dear Councillor

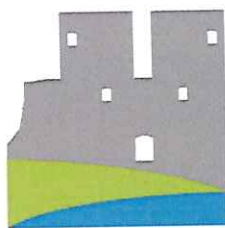
January 10th 2022

Your attendance is requested at a virtual meeting of Rhuddlan Town Council Thursday, 13th January at 7.00 p.m. Members of the public wishing to attend may do so by informing the Town Clerk by the 12th January so that necessary arrangement can be made.

1. **Apologies.**
2. **Declaration of Interest**
3. **Rhuddlan Cemetery** – Officers from DCC to give an update cemetery concerns.
4. **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.
5. **Police matters** - to receive a report.
6. **Minutes** – Approve minutes of Town Council, 9th December 2021. Pre- circulated.
7. **Correspondence from:**
 - a. The Mayor
 - b. The Town Clerk
 - c. MS North Wales Plaid Cymru – Survey on local sewerage problems
 - d. DCC – 2022 Wildflower Meadow Projects.
 - e. Member – Car Parking Discs
8. **County Council Members Report** – to receive reports
9. **Town Plan Projects** - to receive an update on Town Plan projects.
10. **Planning Applications:**
 - a. **44/2021/1270** Erection of two storey detached garage and associated works. Hylas Bach, Hylas Lane.
 - b. Application by Statkraft UK Ltd – Land at Gwernigron Farm, The Roe, St Asaph
11. **Budget & Finance Matters**
 - a. To approve the payments listing due.
 - b. To approve Minutes of 6th January and Budget and Precept for 2022/23
12. **To approve Minutes of 5th January** of the Welsh Language Policy Working Group and amended Policy.
13. **To approve Standing Orders** – annual review
14. **Community Matters**

Part 2. Exclusion of press and public. By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
15. **Grant Application** – Positive Action for Strokes Group
16. **Date of next meeting:** February 10th 2022

Sian Mai Jones - Town Clerk - 07775 673706 clerk@rhuddlantowncouncil.gov.uk



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council – Minutes of the meeting on the 9th December 2021

Virtual Meeting during the Covid 19 Restrictions

Present:

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

1. Apologies

Cllrs Ann Davies & Bleddyn Williams.

Members of the public were invited to join the virtual meeting but none had requested to do so.

Members were informed that the meeting was being recorded, audio only.

2. Declaration of Interest

None given

3. Urgent Matters

None received

4. Police Matters – Appendix A

A report had been received and circulated to Members. The Mayor and Cllr Arwel Roberts had contacted the new sergeant Wendy Szabo and will be meeting in the future Covid restrictions permitting.

5. Minutes

Town Council Meeting 11th November 2021

Subject to one amendment regarding the street lighting between Castle Street and Hylas Lane, not Aldi.

The Minutes were proposed as a true record by Cllr Mike Kermode seconded by Cllr Arwel Roberts. **Resolved.**

The Minutes were duly signed.

Matters Arising

- a. **Abbey Farm** – The Town Clerk advised Members that the Freedom of Information request had been completed and sent on Tuesday 6th December in line with the guidance. Members noted that this is a DCC matter and needs a conclusion from them. Photos received will be sent to DCC. **Resolved.**
- b. **Enforcement Signs** – The Clerk explained the current situation and that DCC are checking with planning the correct and final wording for the signs.
- c. **Vicarage Lane car park** – no further progress
- d. **Defibrillator Training** – To be held on Saturday 22nd January 2022 and the Clerical Assistant to attend.
- e. **Silent Soldier & Remembrance Poppies** – Been removed today by Cllr Gareth Rowlands who the Council thanked for his work.
- f. **Anti-Speed Measures** – A Member voiced further concerns from residents that occasional GoSafe visits were not enough, and that more signage is needed and/or a SID on the A547 approach from Meliden. The Mayor advised that the data for a SID on this road would support it being installed. It was also commented that New Road from Dyserth should also be looked at and that the working group be tasked with organising a site meeting with DCC officers and that a budget line for both roads be inserted for 2022/3. **Resolved.**
- g. **Cemetery Drainage** - A Member commented that the Town Council is appreciative of Cllr Ann Davies's work on the cemetery drainage issue as one of our County Councillors, but the issue needs pushing by the Town Clerk through our County Councillors to maintain momentum.
There then followed a discussion on the drainage issues in Admirals Field generally and particularly a potential link to the MUGA soakaway. Several members commenting that the Town Council might be able to assist as the Town Council own Admiral's Field and maybe joint action from both Council's was a way forward. Others were concerned that DCC must resolve the issue themselves as the water may be polluted and the Town Council's MUGA soakaway system must not be used for the purpose of draining the cemetery.
As DCC are continuing their investigation. Members supported no action from Town Council but to push strongly for resolutions on this important issue through our County Councillors. It was agreed that the issue should be a standing item on the agenda for regular updates. Proposed by Cllr Mike Kermode, seconded by Cllr Jackie Burnham. **Resolved.**

As an addendum Members were in agreement to investigate how the two Councils might work together and that Mike Bennion (DCC) be invited to attend a Town Council meeting to give an update on this matter.

- h. Community Matters** – The Clerk has reported e-scooter issues to police.
- i. Nature Reserve Exit** – Cllr Arwel Roberts reported to DCC that the vehicle flow is not sufficient to allow more than one car to pass through the traffic lights.
- j. Budget/Finance Matters** - The Town Clerk reminded Members that their ideas for projects/initiatives for 2022/3 be forwarded to her for discussion on 6th January 2022 at a Budget & Precept Meeting. It was noted that DCC have a Commuted Sums budget for Rhuddlan which could be utilised and that Town Council have strong balances to support that funding along with any contingencies budget thought necessary.

This brought several ideas from Members which are below.

- An election booklet to raise awareness on what the Town Council does, a resume of each Councillor, and an invitation to residents to stand for office in the future.
 - Future election costs
 - Provision of more children orientated Fresh Air gym equipment
 - Refurbishment of MUGA car park
 - Refurbishment of Coed y Brain car park
- k.** The Cadwyn Clwyd grant working group to meet and submit an Expression of interest form by the end of January.

6. Correspondence From

a. The Mayor – Appendix B

The report was accepted

b. Town Clerk – Appendix C

A Member asked what process would be used for the Best Decorated House. After a short discussion it was agreed that Cllrs Jackie Burnham, Andrew Smith, and Mike Elgin would be the judges on the weekend of 17/18/19th December. **Resolved.**

With regards to the business competition, Peter Barton Price (Chairman of Wales in Bloom) and his wife Heidi to be asked if they are happy to judge this competition this year. **Resolved.**

The report was accepted

c. Resident reference Remembrance Sunday.

The letter made reference to the playing of the Last Post at the War Memorial at 11a.m. on Remembrance Day. Members heard that the church sets the time and not the Town Council and our Reverend held the 11/11/21 service at the Marble Church this year. Cllr Andrew Smith proposed that the resident write to the Church with this request. Seconded by Cllr Reg Davies. **Resolved.**

d. Shopkeeper reference Business Forum & Queens Jubilee

Members discussed that a business forum had been supported a few years back, and a couple of times, but all failed due to lack of support. However, Council was happy

to discuss this if the business community wanted to pursue further. If so, it was agreed that information about a business forum could be posted on the Council's Facebook page and website.

Regarding the Queens Jubilee, Members were informed that the Council had already committed to the lighting of a beacon at 9.15pm which Cllr Gareth Rowlands kindly agreed to do. A discussion followed around different potential events like seeking a choir, or supporting a town street party, but above all by offering our expertise as a Council to encourage others to participate and support where necessary through the events budget and community grants. There was acknowledgement that Coed y Brian might not be completed in time due to a shortage of building materials and ongoing Covid restrictions.

e. DCC Winter of Wellbeing

This funding opportunity has only just been received and is to deliver fun activities for young people 0-25 years old between October 2021 & March 2022.

Members felt that as Ebenezer Hall is considered unsafe by DCC and Coed y Brain is not completed there is little scope for progressing this in Rhuddlan. Also, as its winter the weather will affect Admiral's Field suitability at times and the increasing Covid variant Omicron adds to the difficulty in progressing this. The Council will not make an Expression of Interest. **Resolved.**

7 County Councillors Reports – Appendix D

Cllr Arwel Roberts report was circulated and Cllr Roberts particularly wanted to highlight the anti-social behaviour incident at the cemetery which was worrying and had been passed on to the police and DCC.

The report was accepted

8. Town Plan Projects Report

The Deputy Town Clerk updated Members verbally on the ongoing projects.

- a. Museum – no change
- b. Farmers Market – to be held on 11/12/21. Then there should a market on 15/1/22 but 100% of the stallholders have opted to start on the 12/2/22, and asking that the finish time be shortened to 2pm. Members agreed to these requests. **Resolved.**
- c. Cllr Jackie Burnham offered the use of her business alcohol licence as a replacement for the Town Council having to apply. Members thanked her for this kind gesture. **Resolved.**
- d. Awnings – snagging issues to be dealt with on 14/12/21 and storage for Williams Estates awning needs progressing.
- e. Vicarage Lane car park - still awaiting resolution between DCC and BCHUB
- f. Coed y Brain – 95% building works completed, electric works package is out to tender, then internal work can follow.
- g. Community Centre – grant of £7.5k received for external electrical provision. The storage element of £40k was not supported.

- h. Commuted Sums – DCC have indicated that Coedy Brain external toilets, car parking spaces creation, an external storage unit, and additional child friendly Fresh Air Gym equipment are eligible. The deadline for applications is end of Jan 2022.
- i. Members then discussed the suitable siting of any storage unit given the agreed DCC planning permission, and what would be stored therein.

9. Planning Applications

- i) 44/2021/1099 – Retention of reversible signs by Abbey Farm. No objections.
- ii) 44/2021/1023 – Change of use of former Foundry site from general industrial to open storage & distribution. Members had strong concerns about the change to open storage in this area and were informed by the Clerk that NRW had commented on flooding issues, and that this application had been placed before Council in November and their concerns had already been fed back to DCC. Cllr Reg Davies proposed refusal, seconded by Cllr Arwel Roberts. **Resolved.**

10. Budget/Finance Matters

- a. The Town Clerk had circulated the list of payments adding that some regular items needed to be added due to them not having been received yet e.g., Vodafone & NEST Pension. **Members approved the list.**
- b. Due to the Clerk's resignation Council will need to agree to add Steve Wilson as a new signatory. **Resolved.**
- c. Similarly to agree a change of address for bank statements to be sent to Steve Wilson. **Resolved.**
- d. A new PO Box be set up for Steve Wilson with Royal Mail and the cost met by Council. **Resolved.**
- e. To approve the financial report circulated and including forecasting. The shop awnings budget was now 50% paid and once Council is happy with the works the remaining 50% will be paid on completion. Member's attention was drawn to the fact that £103,160 remains in balances and there is another precept payment yet to be received. There then followed a short discussion on holding large reserves and the attitude of grant funders to this practice. In addition, the budget lines for Blodeuo, the cemetery, the provision of anti-speed equipment, Welsh translation, and any future new graveyard should remain.

11. To approve the Personnel Committee Minutes – Appendix E

The Mayor asked Cllr Arwel Roberts Chair of the committee to take Members through the minutes before them and highlighting the various recommendations for Council to consider. These included a revised Job Description for the Town Clerk, an Exit Interview for the outgoing Clerk and under Part 2 three additional recommendations for Council's approval.

Members thanked the committee for dealing with the difficult tasks given them noting that it was now time to follow all policies (e.g. Dignity Policy) and not just the

Code of Conduct. Cllr Gareth Rowlands proposed Members approved all the recommendations, seconded by Cllr Reg Davies. **Resolved.**

Members requested that the new Job Description includes "travelling required to other destinations and appropriate locations". **Resolved.**

12. Community Matters

a. The Clerk had circulated a proposed definition of community matters as resolved by the Council in November. Cllr Gareth Rowlands proposed that the definition be adopted and included in the Council's Standing Orders, seconded by Cllr Mike Kermode. **Resolved.**

b. Cllr Arwel Roberts had noted that the Castle Street bollards need improving and proposed that Town Council support that improvement by writing to DCC Highway officers. Seconded by Cllr Gareth Rowlands. **Resolved**

c. Cllr Reg Davies had noticed that the kerb outside the children's nursery on Gwindy Street was dangerous. Members agreed that Cllr Arwel Roberts was to take a photo and send to the Clerk for passing on to DCC customer services. **Resolved.**

d. Members discussed the use of hybrid meetings (option to meet face to face or link in virtually) as a way of future progress and the use of the library for them which the librarian is supportive of. To progress such meetings will require some organisation and the use of the library equipment which is already in place. Members were informed that the Welsh Government was working on an act to support such meetings, the local school already use them, and a warning that they are not always easy without certain attendees being present face to face as opposed to virtually. The Town Clerk to make enquiries with the library on availability and cost.

e. The Mayor informed Members that a police vehicle had been photographed parked outside the police station straddling the pedestrian pavement and posted on Facebook. He had emailed Sgt Szabo who had now resolved the matter.

13. Code of Conduct

Circulated for the annual review. Members had no comment or amendments to make. Cllr Gareth Rowlands proposed its approval, seconded by Cllr Mike Kermode. **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.

The virtual meeting audio recording was stopped at this point.

14. **Coed y Brain** – consideration of fees & charges. The Clerk had circulated neighbouring town council's fees & charges for Members to debate. After a short discussion Members agreed to charge for Coed y Brain facilities and that the working group investigate a suitable level of fees & charges by comparing with other local councils, and to make recommendation to full Council at a later date. Proposed Cllr Mike Kermode, seconded by Cllr Gareth Rowlands. **Resolved.**

15. **a. Grant Application – Urdd National Eisteddfod 2022.** Cllr Arwel Roberts declared an interest. It was pointed out to Members that Council had supported the Urdd with a £1k grant in 2018 for the 2020 event which due to Covid 19 had not been held. Also noted was a grant of £500k from the Welsh Government to offset admission charges for 2022. The application is for set up charges and is not replicating the Welsh Government support. Members agreed that this important event should be supported to demonstrate our support for the Welsh language and the Rhuddlan fund raising committee. Cllr Mike Kermode proposed a £500 grant which was seconded by Cllr Reg Davies. Cllr Andrew Smith wished to make an amendment that the grant be £1k as many local businesses and residents will benefit from the eisteddfod being held in Denbigh. Cllr Gareth Rowlands seconded the amendment. **Resolved.**

b. Grant Application – Love North Wales Community Support Ltd. A social enterprise offering help & support via a referral system for those in need across N Wales with a food bank, clothing, furniture, and other items by way of recycling wherever possible. They ask for £500 towards their insurance and signage costs. A Member explained some greater detail about their work, why they are a limited company, and information that several Rhuddlan families had benefitted from this work. Cllr Mike Elgin proposed that £500 be granted, seconded by Cllr Arwel Roberts. **Resolved.**

16 Date of next meeting – 6 January 2022 Budget & Precept meeting 7pm

13 January 2022 Full Council Meeting 7pm

Signed..... Cllr Mike Elgin (Mayor)

Date.....

**Police Matters
Report for November**

Appendix A

A very low level of reports for the month of November that is in the public interest.

1 – Burglary on the High St. Suspect arrested but no further action due to victim not wishing to pursue / support NWP with complaint.

2 – Public order at Morfa Rhuddlan. 2 suspects arrested and cautioned.

3 – Burglary on HTM Business Park. Still ongoing investigation carried out.

4 – Theft of bicycle A525 Sainsburys. Still ongoing investigation.

Please send my regards and wish all councillors a happy Christmas a Happy new year.

Report for October

1 -Public order on the nature reserve – suspect identified enquiries still ongoing.

2- Making off CO OP enquiries still ongoing.

3 -Anti Social Behaviour Tan y Eglwys suspect identified enquiries still ongoing.

4- 2 x sexual conducts Dyserth Rd –suspect identified ongoing enquiries

5 – Burglary Other than Dwelling High St- enquiries still ongoing

6 – Criminal damage Ffordd Ganol – no suspect identified

7 – Shoplifting Aldi – suspects identified.

Thank you for the details of councillors who wanted to sign up to the community alert system. If we have missed anyone out, please forward details on to me

- a. On 12th November Marianne and I attended the Civic performance of **All together** now by The Rhyl and District Theatre company at The Little Theatre in Rhyl. It was a wonderful evening with some fantastic performances from all.
- b. On 14th November Marianne and I were honoured to lay a wreath on behalf of The Town Council at The Community Centre as part of the Remembrance Day parade and Church Service at ST Marys. Thank you to Dep Mayor Andrew Smith and Sian for all the work they both did to organise the event which was well attended.
- c. On 22nd November I officially opened The Love North Wales Community Support base on the HTM Business Park in Rhuddlan.

I cut the ribbon to celebrate the group's new 2,300sqft unit which houses the well-established foodbank as well as providing baby goods, clothes, medical aids, kitchenware and furniture to those in need.

The group is run entirely by volunteers and supports people from all over North Wales including Caernarfon, Anglesey, Conwy, Denbighshire, Flintshire and Wrexham.

- d. On 1st of December, I assisted in the switching on of The Christmas Tree lights in The High Street by Ysgol y Castell Head boy and Girl Lucas Roose Smallman and Marlee Quinn which went well. Thanks to The Rotary (Gareth Rowlands and Les Edwards) for providing the float for the event.
- e. On Thursday 2nd December I attended via Zoom the Personnel committee meeting.
- f. On Saturday 4th December I attended The Treasure Chest coffee morning in the community Centre as The Mayor for their Christmas fund raiser.
- g. The raffle organised by The Spar in The High Street as part of my Charity event in September on behalf of The Royal British Legion was drawn on Armistice Day and in total raised £247.24. This has been received by The Legion. Many thanks to all at The Spar.

Town Clerk's Report

Appendix C

Meetings / events attended in Rhuddlan in November:

- November 8th Pick up banners from Goodsigns & Print
- November 14th Remembrance Sunday
- November 18th Cheques to be signed
- November 27th Update notice board – Xmas Events

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

- Community Surgeries with Dr James Davies M.P.
- New Awnings for Shops & Businesses
- Remembrance Sunday
- Christmas in Rhuddlan – Switch On / Carols around the Tree
- Mayor Officially Opens Love North Wales Community Support

Forthcoming Events:

December 14th @ 6.30 p.m.

Carols around the Christmas Tree

Mince pies to follow in Rhuddlan Community Centre.

Best Decorated House

Judging will take place over the weekend of

17th/18th/19th December

January 22, 10.30 – 12.30

Learn how to use a defibrillator

Rhuddlan Community Centre, 10.30 a.m. – 12.30 p.m.

More details attached

1) Meifod Wood Dinbych .

Brought this important facility to the attention of a Denbighshire Cabinet Meeting as chair of Performance Scrutiny Committee. A definite promise made by the county that this facility will be opened and improved by February next year.

2) Pont Llannerch.

Denbighshire Cabinet have decided that they will contact Llywodraeth Cymru requesting a grant of £7million to rebuild this important connection between Trefnant and Tremeirchion. The fact is it has caused problems to the residents of Rhuddlan also.

3) Anti-social incident in the cemetery.

A resident has become very frustrated with visitors calling in the lay-bay by the cemetery and filling big containers with water. His view is fair. When you have evidence of this happening you would think that the local constabulary would act on such evidence and similarly DCC. All I can do is report the matter to DCC and the police.

4) Storm ARWEN has left a lot of damage in Denbighshire. Our town has been affected as you surely know. Concerned resident phoned us in Fachwen 6:45 am regarding trees on Station Rd. I rushed down there and had phoned the police and DCC – the problem was solved quickly.

5) Dementia Sensory Garden.

This is really developing well – please visit the Nature Reserve if you have a chance.

6) Flood Risk.

I have delivered information from Natural Resources Wales regarding risk of flooding in Abergele Road.

7) Deiseb/Petition

It came to my notice that vehicles are ignoring the speed limit along Abergele Rd. The 40mph should be changed to 30mph limit all along the road. We are very grateful to Rhuddlan Town Council for purchasing a Speed Indicator Device which will be in place on the road. Also, DCC for pacing the SID in place. However, we are requesting a pedestrian crossing on the road since residents and visitors are placing their lives at risk whilst trying to cross. Dropped kerbs are also needed for wheelchair users.

Appendix E



Minutes of the Personnel Committee held on 2nd December 2021; a virtual Zoom meeting.

1. **PRESENT** – Cllrs. A Roberts (Chairman), M. Elgin, M. Kermode (Personnel Adviser and Clerk for the Committee) and A. Smith.
2. **APOLOGIES** – Town Clerk.
3. **DECLARATIONS OF INTEREST** – None
4. **MINUTES** – The minutes of the meeting held on 28th October 2021 had previously been considered and approved by the Town Council.
5. **MATTERS ARISING**
 - 5.1. **Job Description** – Members considered a draft job description for the revised role of the Town Clerk (copy enclosed below – Appendix 1). This brought together the roles and responsibilities of the present Town Clerk and those of the Deputy Town Clerk/Project Officer. It was **agreed** to recommend to the Council that this job description be adopted for the new post as from the December meeting.
 - 5.2. **Exit Interview** – It was **agreed** that the Town Clerk would be offered the opportunity to have an exit interview with Cllr. Kermode before she leaves in January. This will provide the Council and the Town Clerk with the opportunity to review issues such as the Council's working environment and the experiences it offers to its employees.
6. **PART 2 BUSINESS** – It was agreed that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the press and the public be excluded from the remainder of the meeting because of discussions of items where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
7. **Staffing Matters** – The Committee considered correspondence between Cllr. Kermode (Clerk to the Personnel Committee and Lead Personnel Adviser) and a councillor, in connection with the Town Council's decision on 11th November to seek clarification about the nature of communications between the councillor and Council employees.

The clarification was required because the communications appeared to make allegations of improper behaviour by the employees which could generate disciplinary

proceedings. If the allegations were unfounded then the communications had the potential to cause undue stress to the employees.

The Committee did note that the councillor was currently recovering from major surgery and they did wish her a speedy recovery. It was also noted that her present health situation was not widely known within the Council.

The Committee considered the correspondence and noted that the councillor's response to the issue was that there appeared to have been a misunderstanding and it was not her intention to make any allegations and no formal complaints were being made. She apologised if this was the way that her emails had been received.

Members accepted the statement and the apology. However, concerns were expressed that a long-serving councillor who often speaks about the problems of bullying and harassment, did not understand how her comments might be seen by other people. It was also noted that there was a long history of this style of disharmonious communication. It was hoped that the present situation and the apology would resolve things satisfactorily for the future.

It was **agreed** to recommend that the Town Council respond to the issue in the following way:

- The Council accepts the apology from the councillor and notes that no allegations against the staff were intended and that no complaint is being made.
- The Personnel Committee will maintain an ongoing monitoring of all internal communications so as to ensure that they meet the requirements of the Code of Conduct.
- Information about this case will be shared with the Monitoring Officer so that he can maintain an independent record of how it was handled by the Town Council.

Appendix 1 – Job Description approved by Personnel Committee 2nd December 2021.

RHUDDLAN TOWN COUNCIL

**TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER
(Including the role of Project Officer)**

JOB DESCRIPTION

MAIN TERMS AND CONDITIONS

1. **Salary** – The salary is pro-rata to Local Government National Joint Council (NJC) Spinal Column Points (SCP) 24 – 28; plus, a working at home allowance of £4 per working week.
2. **Place of Work** – The job is home-based but with a requirement to attend evening meetings at the Community Centre, Parliament Street, Rhuddlan and at site meetings at various locations in the town.
3. **Terms and Conditions** – Are those established by the NJC for Local Government Employees (commonly known as the “Green Book”) and adopted by the National Association of Local Councils as supplemented by local collective agreements.
4. **Hours of Work** – The hours of work are 34 per week.
5. **Holidays** – In addition to the normal bank and public holidays, 190 hours leave in each leave year, calculated as per the national holiday entitlement scheme.
6. **Period of Notice** – At least three months written notice is required on either side to terminate the employment.
7. **Period of Employment** – The employment will commence on 16th December 2021 and will run until 31st December 2022. There will be a formal appraisal in September 2022 which will enable the Council to consider the potential for a longer-term or permanent extension of the post

JOB DESCRIPTION

Statutory and Strategic

1. To carry out all the functions required by law of a Council's Proper Officer; ensuring that all statutory and other regulations and provisions governing or affecting the running of the Council are observed and met.
2. Advise the Council on, and assist in the formation of overall policies in respect of the Council's services and operations and to produce the relevant information to the Council so that it can make effective decisions on these matters.
3. To ensure that the Council meets relevant Risk Assessment and Health and Safety requirements.

4. To ensure that the Council's Standing Orders, Financial Regulations and delegation schemes are regularly reviewed and updated to meet legislation, regulations and good practice.
5. Ensure that the decisions of the Council in connection with its services and operations are carried out effectively and efficiently.
6. Be accountable to the Council for the effective management of all its resources and services and report on these matters as and when required.
7. To monitor the Council's policies and services, to ensure they are achieving the desired result and where appropriate suggest modifications.

Financial and Budgetary

1. Be responsible for all financial records of the Council and the careful administration of its finances.
2. To monitor and balance the Council's budget and accounts and produce appropriate records for audit purposes and VAT.
3. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
4. To prepare an annual budget and precept for the Council and to monitor the budget in an ongoing way with regular progress reports to the Council.

Management, Administrative and Support

1. To prepare, in consultation with appropriate members, agendas and reports for meetings or the Council; committees; sub-committees and working groups. To attend these meetings and produce minutes for approval (other than where such duties have been delegated to another person).
2. To organise meetings either on a face-to-face basis or as the host of hybrid or virtual meetings.
3. To circulate planning applications to members and to co-ordinate the Council's responses on them.
4. To maintain an awareness and knowledge of reports and other data on matters that may affect the Council's services and operations. To research and report to the Council on these matters as and when appropriate.

5. To receive and respond to correspondence and documents and to report to the Council on relevant items as and when necessary.
6. To ensure that the Council's records and files are held in a secure and suitably confidential way; including computer-based materials.
7. To provide support to the Mayor and other councillors as required in the planning and running of Civic Events; such as the Mayor's Annual Service and the Remembrance Service.
8. To process and respond to any freedom of information (FOI) requests in a professional manner; ensuring Council approval where appropriate before information is released.
9. To prepare, in consultation with the Mayor, press releases about the activities of, or decisions of, the Council.
10. To ensure noticeboards are kept up to date and to be actively involved with the content of the Town Council website, Facebook and other social media as required.
11. To act as the representative of the Council as and when required.
12. To manage the activities and performance of Council employees and report on these as necessary to the Personnel Committee and/or the Council.
13. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and role of the post.

Project Development, Management and Delivery

1. Contribute to future Town Plans through the identification and assessment of new proposals/projects.
2. Draw up meaningful action plans for the various projects.
3. Identify implementation costs and the potential ongoing operational costs of projects.
4. Identify and pursue funding packages, including external grant/sponsorship.
5. Monitor and report on progress with the action plans.
6. Engage with external contractors, key stakeholders and approved local groups to ensure successful delivery of action plans.

7. Ongoing management of certain projects; such as the Community Facility on the Admiral's Playing Field.

Continued Professional Development

1. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
2. To gain and maintain the status of qualified clerk by either holding the Certificate in Local Council Administration (CILCA) or by studying and being awarded it within a twelve-month period, with appropriate support from the Council.
3. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: membership of a professional body is encouraged (e.g. Society of Local Council Clerks).
4. To maintain and develop relevant information technology skills in software that includes word-processing, spreadsheets, presentations and e-mails.
5. To gain and share knowledge, information and good practice techniques from the membership of local and area networks of Clerks of Town and Community Councils.

On 12th December I attended The Christmas concert at the Marble church, Bodelwyddan with Joan Barker -Mayor of Bodelwyddan. Rev Jayne Coxall had organised the concert with the Soroptimists. A very good concert with Cllr Arwel Roberts impressing all with a Capella performance with Fiona of a Welsh Carol. Da Iawn.

On 14th December Marianne and I attended St Mary's Church Rhuddlan for the Dementia friendly Carol Service. We were joined by 2 class years from Ysgol y Castell, who sang 4 carols in a superb manner which everyone enjoyed. A lovely occasion for all who attended.

On 14th December Marianne and I attended the annual Carols around the Christmas Tree in the High Street with Rev Jayne Coxall. Thanks to Sian for organising, Gwyn and Sam Price – Audio and the ladies in the community centre for the refreshments after.

On 15th December Marianne and I attended the Positive Action for Strokes club Christmas lunch in the Community Centre. It was a very enjoyable afternoon enhanced by a Elvis tribute act who entertained all. On speaking to several of the attendees I was left in no doubt how important this club is to people who have suffered strokes especially so over the past year when lockdowns have caused so much isolation.

On 17th December Marianne and I attended The Community Centre Lunch club (Gems) for the annual Christmas Lunch. The occasion was fantastic with all the work being done by the same group of ladies who did the Stroke Club meal on the 15th. I must say that the work these Ladies and others involved in running The Community Centre do week in week out is amazing when you consider they do it as volunteers. We are so lucky as a community to have them.

On Sunday 19th December I joined Heidi and Peter Barton Price to judge the best business Christmas display in The High Street. The winner was judged to be The Little Flower monger with The Kings Head second and Baileys Coffees Shop third. The majority of businesses had done displays and the High Street looked very good. I presented the plaque to Jacqui Bell the following day.

On Monday 20th December, Cllr Jackie Burnham, Andy Smith and I judged the Best decorated House. The winner was Vikki Wells of 16 Harding Avenue. I presented the £50 to her the following day.

On 30th December I joined Cllrs Arwel Roberts, Jackie Burnham, Mike Kermode, The Clerk- Sian, Awen and Pam to do a litter pick. We collected a fair amount of litter and were rewarded by a lovely cup of coffee in The New Inn after

Meetings / events attended in Rhuddlan in December / January

- December 1st Christmas Lights Switch On
- December 6th Update Notice Board & distribute Agendas
- December 11th Farmers Market
- December 13th Cheques / paperwork to be signed
- December 14th Christmas Carols
- December 30th Litter Pick

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

- Defibrillator Course – 22nd January
- Christmas Carols Around the Tree
- Mayor's Christmas Message
- Join the December Litter Pick
- Awel y Mor – December Update
- Rhuddlan Business Forum Enquiry
- Best Christmas Decorated House & Business Winner 2021

Forthcoming Events:

January 22, 10.30 – 12.30

Learn how to use a defibrillator

Rhuddlan Community Centre, 10.30 a.m. – 12.30 p.m.

The Defibrillators have been checked, thanks to Cllr Syd Gaskin

From: Gruffydd, Llyr (Aelod o'r Senedd | Member of the Senedd)
<Llyr.Gruffydd@senedd.wales>
Sent: 22 December 2021 11:05
Subject: Arolwg problemau carthffosiaeth lleol / Survey on local sewerage problems

Annwyl gyngor cymuned

Rwy'n cynnal arolwg o gymunedau ledled gogledd Cymru i ddarganfod maint y problemau carthffosiaeth mewn cyrsiau dŵr.

Mae'r mater wedi codi o ganlyniad i ymateb i gŵyn a wnes i ynglŷn â charthffosiaeth yn llifo trwy ganol Capel Curig yn Eryri. Mae hyn yn digwydd yn rheolaidd oherwydd y diffyg capasiti yn y system garthffosiaeth yn ystod glaw trwm, sy'n broblem barhaus.

Cefais ymateb gan Steve Wilson, cyfarwyddwr gweithredol gwasanaethau dŵr gwastraff Dwr Cymru, yn dweud fod 3,000 o lefydd yng Nghymru yn wynebu gorlif carthion ac nad oedd Capel Curig hyd yn oed yn y 500 uchaf.

Mae hyn yn codi cwestiwn - ble mae'r 500 uchaf ac ydi'r problemau gorlifo carthffosiaeth sy'n effeithio preswylwyr neu gyrsiau dŵr yn effeithio ar eich cymuned chi?

Â Mr Wilson ymlaen i ddweud bod gwariant cyfalaf wedi'i gyfeirio at lefydd lle mae cartrefi a busnesau masnachol mewn perygl. Fy marn i yw y dylai Dwr Cymru hefyd fod yn blaenoriaethu ystyriaethau amgylcheddol ac iechyd pobl.

Byddwn yn ddiolchgar pe gallech ymateb gydag unrhyw wybodaeth am y sefyllfa yn eich cymuned fel y gallwn asesu maint y broblem ledled gogledd Cymru.

O ddiddordeb arbennig fyddai:

- Lleoliad gorlif carthffosiaeth - cyfeiriad, cod post neu fwy manwl os yn bosibl.
- Amledd gorlif carthion - a yw'r broblem yn gwaethygu?
- Cwynion a wnaed gan y cyngor cymunedol, cynghorwyr neu gynrychiolwyr eraill ynghylch gorlif carthffosiaeth
- Copïau o unrhyw ymatebion gan Dwr Cymru

Ymatebwch i llyr.gruffydd@senedd.wales

Diolch am eich cydweithrediad a mwynhewch Nadolig Hapus iawn.

=====

I'm conducting a survey of communities across north Wales to find out the extent of sewage problems in watercourses.

The matter has arisen as a result of a response to a complaint I made regarding sewage flowing through the centre of Capel Curig, a village in Snowdonia. This occurs on a regular basis due to the lack of capacity in the sewerage system during heavy rainfall, an ever-increasing occurrence.

I was informed by Steve Wilson, operational director of Dwr Cymru's waste water services, that there were 3,000 locations that face sewage overflow and that Capel Curig was not even in the top 500.

This prompts a question - where are the top 500 and is your community one of those affected by sewage overflow problems that affect residents or watercourses in the locality?

Mr Wilson goes on to say that capital spending is directed at areas where homes and commercial businesses are at risk. My view is that Dwr Cymru should also be prioritising environmental and human health considerations.

I'd be grateful if you could respond with any information regarding the situation in your community so that we can assess the extent of the problem across north Wales.

Of particular interest would be:

- Location of sewage overflow - address, postcode or more detailed if possible.
- Frequency of sewage overflow - is the problem getting worse?
- Complaints made by the community council, councillors or other representatives regarding sewage overflow
- Copies of any responses from Dwr Cymru

Please respond to llyr.gruffydd@senedd.wales

Thanks for your co-operation and please have a very Happy Christmas.

Llyr



Llyr Gruffydd AS/MS
Plaid Cymru / The Party of Wales
AS/MS: Gogledd Cymru / North Wales

Gweinidog Cysgodol Cyllid a Llywodraeth
Leol / Shadow Minister for Finance and
Local Government

llyr.gruffydd@senedd.cymru

llyr.gruffydd@senedd.wales

01824 703593

Dilynwch ni / Follow us



Senedd Cymru
Welsh Parliament

Subject: FW: 2022 Prosiect Dolydd Blodau Gwyllt / 2022 Wildflower Meadow Project
Attachments: Sites for Biodiversity no cut 2022 (all sites incorporated)- Proposed.xlsx; Biodiversity Verge Pilot Suggested Sites 2022.pdf

From: Tony Ward

Subject: 2022 Prosiect Dolydd Blodau Gwyllt / 2022 Wildflower Meadow Project

Annwyl Aelodau and Cyngorau Dinas, Tref a Chymuned, Gobeithio eich bod chi a phawb arall yn ddiogel ac yn iach. Fel y gwyddoch, cyflwynwyd prosiect Dolydd Blodau Gwyllt, rhan o'r rhaglen Newid Hinsawdd a Newid Ecolegol i'r Pwyllgor Craffu ar 9 Medi ac yn dilyn hynny, gwnaed nifer o argymhellion, gan gynnwys sicrhau y rhoddir gwybod am unrhyw safleoedd dól blodau gwyllt newydd yn fuan ac yn effeithiol. Ysgrifennaf i'ch hysbysu bod 35 safle posibl arall wedi eu cynnig i'w cynnwys yn y prosiect y flwyddyn nesaf ac rydym yn gofyn am eich adborth arnynt. Bydd hyn yn dod â dolydd blodau gwyllt y prosiect i gyfanswm o bron 100 safle ac oddeutu 45 erw ar gyfer y flwyddyn 2022. Os byddant yn cael eu cynnwys, bydd pob un o'r safleoedd hyn yn cael eu rheoli mewn modd gwahanol, gan beidio â thorri gwair mor aml, i greu mannau blodau gwyllt ar dir y cyhoedd. Nod hyn yw cynyddu bioamrywiaeth yn unol â'n Hargyfwng Newid Hinsawdd a Newid Ecolegol a gyhoeddwyd yn ddiweddar a blaenoriaeth y Cynllun Corfforaethol ar gyfer yr Amgylchedd. Mae'n ofynnol wrth reoli dolydd blodau gwyllt na fydd torri gwair yn digwydd rhwng mis Mawrth a mis Awst bob blwyddyn, sy'n galluogi digon o amser i'r blodau gwyllt dyfu, blodeuo a hadu. Ar gyfer y safleoedd hyn, bydd y tîm bioamrywiaeth yn monitro'r twf a'r gwellhad bioamrywiaethol bob mis a dim ond y border o amgylch y safleoedd hyn y bydd Strydwedd yn ei dorri yn ystod yr amser hwn. Yna, bydd y safleoedd yn cael eu torri'n llawn ar ddechrau fis Medi. Os bydd y safleoedd arfaethedig hyn yn cael eu cynnwys, bydd y prosiect Dól Blodau Gwyllt yn cynnwys safleoedd ym Modelwyddan, Corwen, Cynwyd,	Dear Members and City, Town and Community Councils, I hope this email finds you and yours safe and well. As you know, the Wildflower Meadow project, part of the Climate and Ecological Change programme, was taken to Scrutiny on September 9th and following this a series of recommendations were made, including ensuring any new wildflower meadow sites were communicated early and effectively. I am writing to inform you that a further 35 potential sites have been proposed for inclusion in the project next year, which we are seeking your feedback on. This will bring the project's wildflower meadows to a total of nearly 100 sites and approximately 45 acres for the year 2022. If included, each of these sites will be managed in a different way, moving away from frequent mowing, to create wildflower areas within the public realm. The aim of this is to increase biodiversity in line with our declared Climate Change and Ecological Emergency and Corporate Plan priority for the Environment. Wildflower meadow management requires there to be no grass cutting between March and August each year, giving wildflowers enough time to grow, flower, and set seed. For these sites, the biodiversity team will monitor the growth and biodiversity improvement monthly and street scene will cut a border only around the sites during this time. The sites will then be given a full cut in early September. Should these proposed sites be included, the 2022 Wildflower Meadow project will include sites in Bodelwyddan, Corwen, Cynwyd, Denbigh, Dyserth, Henllan, Llanferres, Llangollen, Llandrillo, Llanrhaeadr, Meliden, Nantglyn, Prestatyn, Pwllglas, Rhewl, Rhuddlan, Rhyl, Ruthin and St Asaph. All new sites
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Dinbych, Dyserth, Henllan, Llanferres, Llangollen, Llanrhaeadr, Gallt Melyd, Nantglyn, Prestatyn, Pwllglas, Rhewl, Rhuddlan, Y Rhyl, Rhuthun a Llanelwy. Mae pob safle newydd arfaethedig ar gyfer 2022 wedi eu rhestru yn y daenlen ynghlwm ac wedi eu strwythuro yn ôl ward. Mae yna gynlluniau lleoliad pellach hefyd wedi eu cynnwys yn y ddogfen Word a thudalen gwefan ar beth gall preswylwyr ei ddisgwyl o'r safleoedd hyn y gellir ei weld [yma](#).

Allwch chi roi adborth ar y safleoedd newydd hyn erbyn 9am, dydd Llun, 17 Ionawr i liz.wilcox-jones@denbighshire.gov.uk. Bydd y safle i'w gynnwys yn cael ei adolygu a'r rhestr derfynol yn cael ei dosbarthu i chi erbyn dechrau Chwefror.

Hoffem fanteisio ar y cyfle hwn i ddiolch i Aelodau am eich cefnogaeth barhaus i ddatblygu'r safleoedd hyn. Os bydd gennych unrhyw gwestiynau neu'n dymuno trafod unrhyw un o'r safleoedd hyn ymhellach, cysylltwch â Liz Wilcox-Jones ar 01824 706041.

Dymuniadau gorau,

Tony ac Emlyn

proposed for 2022 are listed in the attached spreadsheet and structured by ward. There are also further location plans provided in the Word document and a web page with further information on what residents can expect from these sites which can be viewed [here](#).

Please can you provide your feedback on these new sites by 9am Monday January 17th to liz.wilcox-jones@denbighshire.gov.uk. The site list for inclusion will then be reviewed and the final list circulated to yourselves in early February.

We would like to take this opportunity to thank Members for your continued support in developing these sites. Should you have any questions or wish to discuss any of these sites further please contact Liz Wilcox-Jones on 01824 706041.

With very best wishes,

Tony and Emlyn

Subject:

FW: Parking Disks

Parking Disc Project for Rhuddlan High St. submitted by Gareth Rowlands

On a visit to Cumbria recently I came across this scheme of disc Parking and thought it might be a good idea for our High Street.

Rhuddlan have a problem that cars park all day on the High Street although there is a time limit imposed, not giving other shoppers an opportunity to stop in the High Street. One solution is to introduce a disc parking zone in the High Street.

Below are some explanation of what Street parking is and how it works.

All the shops on the High Street would take part by giving out Parking Disc.

This is a self-policing way of getting drivers to move on as you don't know when the traffic warden is in attendance.

Propose that Town Council support this initiative of trying to increase footfall in the High Street by submitted to DCC Parking for their view before asking the shops.

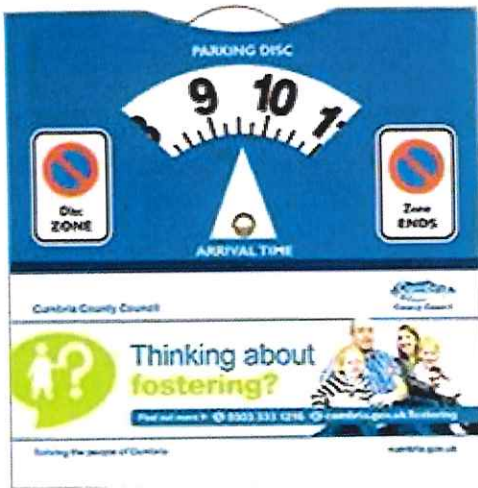
Cost is Printing of the disks the although this could be reduced by selling printing space on the Disc



Disc parking is a **system of allowing time-restricted free parking through display of a parking disc or clock disc showing the time at which the vehicle was parked**. A patrolling parking attendant can inspect the disc to check whether payment is owed.

On-street parking and disc zones

What are disc zone parking?



The Disc Parking Scheme is in operation throughout Cumbria. It gives drivers the opportunity to locate a short-stay parking space, close to shops and the town centre facilities, while encouraging the rapid turnover of available parking spaces.

Disc Zones offer free, time-limited, on-street parking in Eden.

How to use a parking disc in a disc zone:

- Display the disc clearly on the vehicle windscreen showing the correct time of arrival.
- Check the disc zone signs - times allowed vary: 30 minutes, 1, 2, or 3 hours.
- Ensure you return within the time limit to avoid receiving a Penalty Charge Notice.

Getting a parking disc

Shops in the town centre have parking discs to hand free of charge.

Email customer.services@eden.gov.uk and they will post a disc to you.

[Visit Penrith Tourist Information Centre](#) also has parking discs to hand free of charge.

1) A petition I organised regarding Abergele Road hasn't yet been successful. Partly it has a) Highways Officer is willing to invest in dropped kerbs in the area. b) The SID placed in the area will have produced enough data by the end of this month whether the speed can be lessened to 30mph. c) a view from the officer that there is insufficient pedestrian movement on the road to allow a resident crossing doesn't take into account that there are persons living in the area who have to use wheelchairs.

2) Looking back over the last years activities may I thank all councillors who have been involved in litter picking, music memories sit and fit etc.

3) one of the main objectives for the town surely is to invest in the environment and a step in the right direction is the planned sensory garden in the Nature Reserve. Biodiversity is under threat and I'm impressed with the fact that the town council is applying for grants from the green initiative organised by Cadwyn Clwyd.

Eich cyf / Your ref

Ein cyf / Our ref : 44/2021/1270

Dyddiad / Date : 31/12/2021

Rhif ffôn / Direct dial : 01824 706727



Item 10a

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: 44/2021/1270

CYNNIG / PROPOSAL: Codi garej ar wahân deulawr a gwaith cysylltiedig / Erection of two storey detached garage and associated works

LLEOLIAD / LOCATION: Hylas Bach Hylas Lane, 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 llythur hwn.

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

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

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

Byddaf yn cymryd nad oes gennych unrhyw
sylwadau os na chlywaf gennych o fewn y
cyfnod o 21 diwrnod. Mae'n bosibl y gwneir
penderfyniad ar y cais ar ddiwedd y cyfnod
ymghynghorol hwn, ac oherwydd mae'n bosibl
nad 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 foesol, 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



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 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

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

I look forward to hearing from you.

Yours faithfully

EMLYN JONES

Head of Planning, Public Protection and Countryside Services



Adeilad y Goron,
Parc Cathays, Caerdydd,
CF10 3NQ

Crown Buildings,
Cathays Park,
Cardiff, CF10 3NQ



**PCAC
PEDW**

Penderfyniadau Cynllunio
ac Amgylchedd Cymru
Planning & Environment
Decisions Wales

[Penderfyniadau Cynllunio ac Amgylchedd Cymru | LLYW.CYMRU](#)
[Planning and Environment Decisions Wales | GOV.WALES](#)

Ffôn/tel: 03000 253 341
Ebost/email: PEDW.Infrastructure@gov.wales

Ein Cyf/Our Ref: DNS/3247619
Dyddiad/Date: 16/12/2021

Statkraft UK Ltd
Denbighshire County Council
Natural Resources Wales
Cadw
The Clwydian Range and Dee Valley Joint Committee
Welsh Government - Soil Policy & Agricultural Land Use Planning Unit
Welsh Government – Department for Economy and Infrastructure

(Sent via e-mail)

Dear Sir/Madam,

Town and Country Planning Act 1990 (as amended) ('The 1990 Act') The Developments of National Significance (Wales) Regulations 2016 (as amended) ('The DNS Regulations') The Developments of National Significance (Procedure) (Wales) Order 2016 (as amended) ('The DNS Procedure Order')

Application by: Statkraft UK Ltd

Site address: Land at Gwernigron Farm, The Roe, St Asaph, Denbighshire

The appointed Inspector, Melissa Hall BA (Hons), BTP, MSc, MRTPI, has asked me to contact you regarding this Development of National Significance (DNS) examination. This communication constitutes official notification of important matters related to this DNS examination. Please read the following information in its entirety. If anything is unclear, please contact us. This letter should be treated as:

- 1. Notice under Section 62L (5) of the 1990 Act that the determination period shall be further suspended.**
- 2. A formal request for 'further information' under Regulation 15(2) of the DNS Regulations for further information from the applicant.**

1. Notice under Section 62L (5) of the 1990 Act that the determination period shall be further suspended.

As you will recall the application was suspended on 27 October 2021 until 17 December 2021 to allow sufficient time for publicity and consultation on the Further Information submitted in response to the Inspector's request and the Notification of Intention to Vary Development of National Significance.

Taking into account the availability limitations faced both by the applicant's consultants and the Welsh Government - Soil Policy & Agricultural Land Use Planning Unit which would affect proper preparation and/or participation, together with the applicant's request of 9 November 2021 to submit an update to the 'Construction Method and Decommissioning Statement' previously issued on 21 September (this is dealt with under paragraph 2 below), the current suspension of the determination period is hereby extended. The determination period will now resume on **21 February 2022**.

2. A formal request for 'further information' under Regulation 15(2) of the DNS Regulations for further information from the applicant.

As stated above, the applicant made a request on 9 November 2021 to submit an update to the Construction Method and Decommissioning Statement, which incorporates technical advice provided by Land Research Associates to further address comments made by Welsh Government in respect of the impact of the proposal on Best and Most Versatile Agricultural Land, mitigation proposed and reversibility of the associated impacts.

However, the applicant has subsequently confirmed that the information cannot be provided until mid January 2022. I am also aware that the applicant intends to address concerns raised by Welsh Water in its letter dated 8 December 2021, which responds to the consultation on the Further Information.

After reviewing the submitted request, the Inspector has determined that it would be helpful to the Examination to request the following Further Information under Regulation 15 of the DNS Regulations:

- An updated Construction Method and Decommissioning Statement.
- A response to the concerns raised by Welsh Water; (i) querying whether the battery storage compound and the adjoining swale and attenuation basin would be located within the protection zone of the public rising main when measured 3 metres either side of the centerline and (ii) advising that native hedge planting and a native woodland should not be proposed on top or within the protection zones of the public rising main and foul sewer or within the easements of the public watermain crossing the site.

The updated Construction Method and Decommissioning Statement together with clarification of the proximity of various components of the development to Welsh Water's assets (including any measures that would need to be implemented as a consequence) must be submitted no later than **Friday 14 January 2022**. It should be accompanied by an explanation of how this Further Information affects information already submitted to this Examination.

The Further Information submitted by the applicant will be made available on the following

link:

<https://gov.wales/development-national-significance-dns-application-elwy-solar-energy>

The Local Planning Authority (LPA), Specialist Consultees and other interested parties may make representations on this information if they wish. Should you wish to comment on the additional information, your representation must be received by **18 February 2022**. All representations will be published to the gov.wales website. Alternatively, parties may wish to respond to the submitted Further Information in their Hearing Statement.

The Inspector notes that the applicant indicated an intention to submit the update to the Construction Method and Decommissioning Statement as a Technical Appendix to the Hearing Statement. However, such a course of action would not be considered appropriate given the lack of opportunity for consultation at this stage without potentially resulting in additional delay or a further suspension. Such a position would be undesirable for all parties.

3. Other matters

The Inspector reminds parties that the letter of 10 August 2021 setting out the procedure by which this examination will proceed, remains valid with the exception of the dates of the hearings. We will be in contact regarding the dates of and arrangements for the hearing sessions closer to the time, but anticipate that they will be held no earlier than 21 March 2022 and no later than 1 April 2022.

In the event that the Inspector proceeds with the topic specific hearing sessions as detailed in Annex A to the letter of 10 August 2021, a note setting out the matters for discussion in more detail will be issued in due course. Those participating in a hearing will be formally invited to submit a hearing statement in response to matters and issues identified by the appointed Inspector, should they wish to do so. Such invitations will be sent out at the same time as the full confirmation of the hearing details and **must be submitted to PEDW two weeks prior to the relevant hearing session.**

Please contact us if you have any queries.

Yours sincerely

Rhys Spencer

Rhys Spencer

Case Officer

Date: 09/01/2022

Rhuddlan Town Council

Page 1

Time: 12:49

Current Bank A/c

List of Payments made between 01/01/2022 and 15/01/2022

Item 11a

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
13/01/2022	B Jackson	102726	120.00		Repairs @ Admirals Field
13/01/2022	B Jackson	102727	710.00		Repairs MUGA & Outdoor Gym
13/01/2022	MWBC Limited	102728 *	12,348.00 *		Works @ Coed y Brain
13/01/2022	G Rowlands	102729	14.39		Zoom Payment
13/01/2022	Glascoed Timber	102730	1,176.00		Grass Cutting
13/01/2022	Glascoed Timber	102731	252.00		Cut hedge @ Vic Lane
13/01/2022	Glascoed Timber	102732	1,209.60		Service Litter Bins
13/01/2022	HSBC	DD	20.00		Bank charges
13/01/2022	Web Studio North Wales	SO	240.00		Website & Facebook Management
13/01/2022	Town Clerk	SO	1,224.66		Salary
13/01/2022	Project Officer	SO	693.52		Salary
13/01/2022	Clerical Assist / Minute Clerk	SO	200.07		Salary
13/01/2022	Mr G Price	102733	25.00		Xmas Carol's
13/01/2022	Mr G Price	102733	-25.00		Mistake
13/01/2022	HMRC	102733	1,204.46		HMRC
13/01/2022	D M Jones	102734	930.00		Supply Xmas Trees 2019/20/21
13/01/2022	F Bird	102735	325.00		Design & Building Regs
13/01/2022	Mr G Price	102736	25.00		Xmas Carols
13/01/2022	Mr S Price	102737	25.00		Xmas Carols
13/01/2022	Project Officer	102738	844.85		Salary Adjustment
13/01/2022	Town Clerk	102739	130.79		Final Salary Adjustment
13/01/2022	MWBC Limited	102728 *	-12,348.00 *		Invoice amended
13/01/2022	MWBC Limited	102740 *	11,348.00 *		Invoice amended
13/01/2022	Town Clerk	102741	209.08		Expenses
13/01/2022	Project Officer	102742	144.56		Expenses
13/01/2022	Denbighshire County Council	102744	80.53		Repair faulty light
13/01/2022	NEST Pension	SO	220.18		Period 18th Dec to 17th Jan
13/01/2022	Vodafone	SO	58.58		Vodafone
13/01/2022	G Rowlands	102745	6.78		Post Fix from R W Jones

Total Payments 21,413.05

Cheque N° 102728 cancelled and re-issued for 11,348.00, cheque N° 102740. Some outstanding work to be completed.



Cyngor Tref
Rhuddlan
Town Council

Item 11b

Minutes of 2022 – 23 Budget and Precept meeting on the 6th January 2022

Virtual Meeting during the Covid 19 Restrictions

Present:

Cllr Mike Elgin (Mayor)
Cllr Jackie Burnham
Cllr Syd Gaskin
Cllr Mike Kermode
Cllr Gareth Rowlands
Cllr Andrew Smith
Cllr Bleddyn Williams
Town Clerk
Project Officer

1. Apologies

2. Declaration of Interest

None given

3. Urgent Matters

None

5. Setting the Precept for 2022/23

The Town Clerk had distributed a spreadsheet to each Member and went through the various budget lines one by one asking Members for their comments and/or agreement to each line.

There were 5 new budget proposals – Speed Indication Devices, Printer / Scanner, Defibrillators, Dog Bags, Car Park fees to Denbighshire County Council once car parking initiative has been set up.

The following amendments were agreed on:

- Move the defibrillators budget from revenue to capital budget. Also, this budget to be reduced from £7,060 to £3,500 which is ample for purchase and installation of 2 defibrillators.
- Section 137 Other Expenditure budget to be deleted. There are three other Section 137 budgets which can be used.

- Re-name the Blodeuo budget to Green Communities Projects. Allocate £1,500 of the £3,000 budget as match funding for potential grant applications
- New Cemetery budget to be reduced from £5,000 to £2,500. This should be enough to enable research work to be carried out on possible locations for new cemetery.
- Business Group budget of £1,000 to be deleted due to lack of interest

The Town Clerk informed Members that the reconciliation of Council accounts at 06/01/2022 showed that the Deposit Account had £82,700 and the Current Account had £94,149. When all up to date commitments are accounted for, this leaves a sum of £133,609.

A grant is to be reclaimed from the County Council for the awnings which is £32,986 plus a VAT Reclaim can be submitted.

Four options of precept were presented for Band D households for discussion. After some discussion, members unanimously agreed that the cost per Band D per household should remain at **£98.87**, the same figure as last year.

The budget is set at £230,040

The amount to come out of balances = £60,760

Precept is set at £169,280 divided by 1712 Households = £98.87

BUDGET NAME	2021-22 Budget	Projected Outturn	Proposed Budget 2022 - 23
1. CAPITAL BUDGET			
Capital Expenditure			
Coed Y Brain Loan Repayment	£6,880.00	£6,877.00	£6,877.00
Coed Y Brain Adaptations	£30,000.00	£25,000.00	£30,000.00
Speed Indicator Devices	£7,500.00	£6,330.00	£6,750.00
Defibrillators			£3,500.00
2. REVENUE BUDGET			
Administration			
Salaries	£31,000.00	£28,000.00	£31,000.00
PAYE & NI	£5,000.00	£5,500.00	£4,500.00
Pension	£2,500.00	£2,360.00	£2,300.00
Payroll Administration	£400.00	£300.00	£350.00
Office Expenses	£500.00	£200.00	£300.00
Training	£200.00	£100.00	£500.00
Mayors Allowance	£1,500.00	£1,500.00	£1,500.00
Deputy Mayors Allowance	£500.00	£500.00	£500.00
Councillors Allowance	£1,650.00	£1,500.00	£1,650.00
Extra Responsibility Allowance	£500.00	£500.00	£500.00
Bank Charges	£20.00	£50.00	£300.00
Audit Fees	£600.00	£500.00	£600.00
Professional Fees	£250.00	£100.00	£250.00
Subscription & Membership	£800.00	£600.00	£800.00
Insurance	£2,500.00	£1,800.00	£2,000.00
Stationery & Postage	£1,500.00	£1,200.00	£1,200.00
Civic Duties	£1,000.00	£200.00	£1,000.00
Telephone & Broadband	£700.00	£600.00	£600.00
Website & Photography	£2,400.00	£2,400.00	£2,500.00
Financial Software	£700.00	£605.00	£700.00
Hire of Facilities	£100.00	£30.00	£100.00
Bus Shelters	£1,500.00	£275.00	£1,500.00
Elections	£4,500.00	£0.00	£5,500.00
Elections Booklet	£0.00	£0.00	£700.00
Travel Expenses	£1,500.00	£1,300.00	£1,200.00
Sundries	£2,500.00	£1,500.00	£2,500.00
Translation Services	£5,000.00	£200.00	£5,000.00
Printer/Scanner			£750.00

Community Projects			
Sundries	£2,500.00	£6,000.00	£4,000.00
Christmas Street Lights	£11,000.00	£7,500.00	£11,000.00
Remembrance Day	£1,000.00	£250.00	£1,000.00
CCTV - Crime & Disorder	£3,500.00	£3,500.00	£3,500.00
Section 137 Grants - Town	£6,750.00	£3,000.00	£6,750.00
Section 137 Grants - Community	£6,750.00	£1,000.00	£6,750.00
Section 137 Grant - Youth Projects	£5,000.00	£1,500.00	£5,000.00
Green Community Projects	£3,000.00	£0.00	£3,000.00
Library Running Costs	£12,000.00	£12,000.00	£12,000.00
Fresh Air Gym Sessions	£500.00	£0.00	£500.00
New Cemetery	£5,000.00	£0.00	£2,500.00
Pressure washing - play areas etc.	£2,000.00	£1,390.00	£2,000.00
Town Plan Initiatives - See note below	£20,000.00	£40,000.00	£20,000.00
Coed y Brain Running Costs	£10,000.00	£300.00	£10,000.00
Car Parking fees to DCC			£10,500.00
Dog Bags			£1,200.00
Playing Fields			
Sundries	£2,500.00	£3,500.00	£4,000.00
Repairs and maintenance	£5,000.00	£4,500.00	£5,000.00
Electricity MUGA	£1,100.00	£750.00	£1,100.00
Grass cutting	£1,500.00	£1,300.00	£1,500.00
Litter Collection	£1,100.00	£1,150.00	£1,313.00
car park			
TOTAL	£213,900.00	£177,667.00	£230,040.00
Credits received			
Denbighshire CC - Precept	£166,000.00		
Interest received	£0.00		
Grants received	£0.00		
Total	£166,000.00		

Cost to Band D in 2021 - 22 based on 50K taken out of reserves = £98.87.

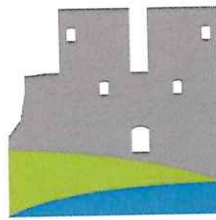
Based on the 2022/23 budget of £230,040 cost per Band D household is £134.36

There are 1712 residential properties in Rhuddlan.

It was agreed to take out £60,760.00 out of balances.

Therefore, cost per Band D household for 2022/23 is £98.87

* Note that £32,986 grant to be claimed from DCC for Town Plan Initiatives



Cyngor Tref
Rhuddlan
Town Council

**Rhuddlan Town Council – Minutes of the Welsh Language Policy Working Group held on
the 5th January 2022**

Virtual Meeting during the Covid 19 Restrictions

Present:

Cllr Bleddyn Williams (Chair)
Cllr Mike Elgin
Cllr Mike Kermode
Cllr Arwel Roberts
Cllr Gareth Rowlands
Town Clerk
Clerical Assistant/Minute Clerk

1. Apologies

None received

Notice was given that the meeting was being recorded

2. Declaration of Interest

None given

3. Minutes of the last meeting held on 2nd March 2021

The Minutes were proposed as a true record by Cllr Mike Kermode, seconded by Cllr Mike Elgin. **Approved.**

4. Chairs Introduction

The working group had resolved to prepare a draft Welsh Language policy for Full Council to consider at a future date for their resolution. The draft policy was amended where necessary on March 11th 2021 by Full Council, and in accordance with their resolution, sent to the Welsh Language Commissioner for ratification. Cllr Bleddyn Williams then proceeded to discuss the Commissioners comments as documented in the draft policy circulated by the Clerk with the working group.

- a. Item 8 – Written Communications - every correspondence received in Welsh will be answered in Welsh. **Agreed to recommend.**

- b. Item 10 – Public Meetings – It was proposed by Cllr Mike Kermode that either one officer or one Councillor (as available) will attend public meetings to welcome the public and deal with queries, questions, and comments in Welsh. **Agreed to recommend.**
- c. Item 11 – Town Council Meetings – Members noted that Full Council had already resolved that the business Language should be English but acknowledged that every opportunity should be provided to speak Welsh. After a lengthy discussion, it was proposed by Cllr Mike Kermode that the business language of the Council remains as English but given prior notice of Welsh being requested by either a member of the public or a Councillor, translation will be provided. Seconded by Cllr Gareth Rowlands. **Agreed to recommend.**
Cllr Mike Kermode proposed that once Minutes of a meeting are approved by Full Council they should be sent for translation. Seconded by Cllr Arwel Roberts. **Agreed to recommend.**
- d. Item 15 – Producing Public Documents – Town Council does not have any services provided by Third Parties therefore the Commissioners comment is not relevant.
- e. Item 17 – Administrative Arrangements – Members considered the inclusion of the Welsh Commissioner as receiving a copy of the Council’s brief annual report on the Welsh Policy Scheme. **Agreed to recommend.**

All the above recommendations will be placed before the Full Council at a future date for approval.

5. Date of Next Meeting – TBC

Draft Welsh Language Scheme

(Agreed by the Welsh Language Working Group on 5th January 2022)

	RHUDDLAN TOWN COUNCIL DRAFT WELSH LANGUAGE SCHEME
1	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.
2	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.
3	In relation to this Scheme, the Council aims: • 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. • to encourage the use of the Welsh language in the community. • to encourage others to use the Welsh Language in the Community
4	The Council has various responsibilities and services, including: • Bus shelters • Vicarage Lane car park • Rhuddlan War Memorial • Play Areas – Admirals Fields / Multi Use Games Area and Vicarage Lane. • Litter bins • Distribute grants • Consultation on planning applications • Providing Christmas lights • Notice Boards: Community Board and Town Council Board • Knights Wooden Sculpture

- Seating Benches.

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 and the Community Group.

More information is available on the Council's website at rhuddlantowncouncil.gov.uk

- 5** The Council has 11 elected members and has 3 part-time employees, namely a Town Clerk, Assistant Clerk/Minutes Officer and a Projects Officer.

The present Town Clerk is a Welsh speaker but the other employees do not speak Welsh. Four members of the Council are Welsh speakers.

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.

The 2011 Census shows that 18-25% of the people in Rhuddlan are Welsh speakers.

6 Policies and initiatives

In devising new policies and initiatives the Council will:

- assess their linguistic effect and ensure that they are consistent with the Welsh Language Scheme;
- promote and facilitate the use of Welsh wherever possible and will move closer to implementing the principle of equality fully at every opportunity;
- 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;
- 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;
- ensure that the measures contained in the Scheme are applied to new policies and initiatives when they are implemented.
- 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.
- 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.

7	Standards of quality • Services provided in English or Welsh will be of an equally high standard and equally prompt.
8	Dealing with the Welsh-speaking public • 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 correspondence 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.
- At the start of the meeting, the Chair shall draw attendees' attention to interpretation services when available.
- At least – one officer or elected member will attend public meetings to welcome the public and deal with queries, questions or comments in Welsh.
- Any written materials such as leaflets or slides that are used in public meetings will be bilingual.

11 Town Council meetings

- The Council's business language will be conducted in English but given prior notice of Welsh being requested by either the public or an elected member, translation will be provided.
- The notice and Agenda for the Council's meetings will be bilingual.
- The reports for the meeting and any draft minutes will be in English.
- The approved version of minutes will be translated to Welsh for public availability.

12 Face-to-Face meetings with the public

- **When the Clerk and Members are bilingual**, 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.
- **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**, 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.
- **When the Clerk and Members don't speak Welsh**, 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.

13	Websites and soacial media sites • The Council's aim is for announcements made on the internet on behalf of the Council to be in Welsh and English.
14	Corporate identity • The Council's name is to be in Welsh and English.
15	Producing and publishing public documents • 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 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 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. • The Council will publicise the Scheme regularly
18	Complaints • 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. • Telephone 07775 673706. • Email clerk@rhuddlantowncouncil.gov.uk
19	Review • The Council shall review the contents of this Scheme every 3 years. • The Council will not adapt the content without consulting with the Welsh Language Commissioner.



RHUDDLAN TOWN COUNCIL STANDING ORDERS

Standing Orders reviewed 12th November 2020

1. MEETINGS.

The Annual Meeting and all other meetings of the Council, including Committee meetings shall be held at the Community Centre, Parliament St, Rhuddlan, at 7.p.m unless the Council decides otherwise at a previous meeting. Planning Applications will be available for viewing 15 minutes beforehand.

2. STATUTORY ANNUAL MEETING

- a) In an election year this shall be held on the Thursday next following the fourth day after the ordinary day of elections to the Council and
- b) In a year which is not an election year, shall be held on the second Thursday in May or on such other date as may be determined by the Council.

3. In addition to the Annual Meeting of the Council and any meetings convened by the Mayor, or by members of the Council in accordance with Standing Order 21, meetings for the transaction of general business shall be held on the second Thursday in each month or on such other dates as may be determined by the Council. During the month of August, no meetings shall be held except as a matter of urgency.

4. At least 3 clear working days' notice of any meetings of the Council or its Committees must be given in writing setting out the place and time of the meeting. The notice of the meeting will also be displayed in the Council's Notice Board and in the Library. The notice will normally be supported by concise written reports about the items for discussion so as to provide Councillors with sufficient information to help them to make informed decisions. Verbal reports should only be used in exceptional circumstances.

5. CHAIRMAN OF THE MEETING

At a meeting of the Council the Mayor, if present, shall preside.

6. If the Mayor is absent from a meeting of the Council, the Deputy Mayor shall preside. If neither is present, the Council shall elect a Chair for the meeting.
7. The person presiding at a meeting may exercise all the powers and duties of the Mayor in relation to the conduct of the Meeting.
(The Mayor and Deputy Mayor of the Council are ex-officio members of all committees unless they attend as members in their own right)

8. QUORUM

Five members shall constitute a quorum.

9. ORDER OF BUSINESS OF GENERAL MEETINGS OF THE COUNCIL

At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Mayor and deputy Mayor be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not then received to decide when they shall be received.

- a. Declarations of interest by Councillors.
- b. Any business required by Statute to be done before any other business.
- c. The Order of Business will be at the discretion of the Mayor.
- d. After considering the Minutes to approve the signature of the Minutes by the person presiding as a correct record.
- e. To dispose of business, if any, remaining from the last meeting.
- f. Police report
- g. The Mayor's announcements.
- h. To receive and consider reports, minutes and recommendations of Committees
- i. To review the Town Clerk's report in line with information available at the time the Agenda is circulated. Discussion by exception.
- j. To review the County Councillors' reports in line with information available at the time the Agenda is circulated. Discussion by exception.
- k. To ratify the invoices due.
- l. To discuss the decisions on Planning Applications submitted.
- m. To consider motions in the order in which notice has been received.
- n. Any other relevant business specified in the summons.
- o. Urgent business: items of business not on the agenda should not be discussed at a council meeting except, in the opinion of the chairman, it should be considered as a matter of urgency. Any such items should be brought to the attention of the chairman 24 hours ahead of the meeting but in exceptional circumstances can be brought to the chairman's attention at the beginning of the meeting and can be discussed at the discretion of the chairman.
- p. Community Matters Item on the agenda provides an opportunity for members and residents to pass on to concerns to the Town Council that relate specifically to the remit of the Town Council. If a matter can resolved without any financial implication and agreed by members, then the Town Council will action. This process will help expediate matters. Members reserve the right to refer an item to be included on the next Town Council's agenda.

- q. Any Other Business – Since the summons to a meeting of a council must by law specify the business to be transacted, a council cannot legally decide to take any action under the general heading of Any Other Business. However, there is no objection to exchanges of information or giving notification of important business for the next time.
- r. The chairman may agree to vary the order of business on the ground of urgency or at the request of a member.

10. NOTICES OF MOTION

Notices of every motion other than a motion which under Standing Order 12 may be moved without notice, shall be given in writing, signed by one quarter of the members of the Council giving the notice, and delivered at least 6 clear days before the next meeting of the Council, at the office of the Town Clerk, by whom it shall be dated, numbered in the order in which it is received and entered in a book which shall be open to the inspection of every member of the Council.

The Town Clerk shall set out in the summons for every meeting of the Council all motions of which notice has been duly given in the order in which they have been received, unless the member giving such notice intimated in writing, when giving it, that he/she proposes to move it at some later meeting or has since withdrawn it in writing.

If a motion thus set out in the summons be not moved either by a member who gave notice thereof or by some other member on his/her behalf it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.

If the subject matter of any motion of which notice has been duly given comes within the province of any committee or committees it shall, upon being moved and seconded, stand referred without discussion to such committee or committees, or such other committee or committees as the Council may determine, for consideration and report.

Provided that the Mayor may, if he/she considers it convenient and conducive to the despatch of the business allow the motion to be dealt with at the meeting at which it is brought forward. Every motion shall be relevant to some matter in relation to which the Council have powers or duties or which affects the town.

11. MINUTES

Minutes of the proceedings of the Council or a Committee, shall be drawn up and held in a file kept for that purpose and shall be signed at the same or next ensuing meeting of the Council, or as the case may be, at the same or any subsequent meeting of the committee by the person presiding thereat, and any minute purporting to be so signed shall be received in evidence without further proof. Every page will be initialled by the Chair.

Until the contrary is proved a meeting of the Council or a Committee thereof in respect of the proceedings whereof a minute has been made and signed shall be deemed to have been duly convened and held and all the members present at the meeting shall be deemed to have been duly qualified, and where the proceedings are the proceedings of a Committee, the Committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minutes.

The Mayor shall put the question that the minutes of the previous meeting of the Council be approved as a correct record.

No discussion shall take place upon the minutes, except upon their accuracy, and any questions of their accuracy shall be raised by motion. If no such question is raised, or if it is raised then as soon as it has been disposed of, the Mayor shall sign the minutes.

12. RULES OF DEBATE.

A motion or amendment shall not be discussed unless it has been proposed and seconded.

A member when speaking shall address the Mayor or Chairman. If two or more members wish to speak, the Mayor or Chairman shall call on one to speak.

A member shall direct his/her speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed five minutes except by consent of the Chairman.

An amendment shall be relevant to the motion.

Such omissions, insertions or addition of words shall not have the effect of negating the motion before the Council.

A member shall not address the Council more than once on any motion or amendment but the mover of an original motion may have the right of reply – (see clause 13 below). However, a member may speak more than once provided that he/she speak:

1. To a point of order
2. If he/she believes him/herself to be misunderstood
3. Once an amendment moved by another member
4. If the motion has been amended since he/she last spoke, to move a further amendment.

Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of, but notice of any number of amendments may be given.

If an amendment be lost, other amendments may be moved on the original motion.

If an amendment be carried, the motion as amended shall take the place of the original motion and shall be the motion on which other amendments may be moved.

The mover of a motion or an amendment rejected by the Council shall not be entitled to move further amendments on the question under discussion.

A motion or amendment may be withdrawn by the mover with the consent of his/her seconder and of the Council.

13. RIGHT OF REPLY

The mover of a motion has the right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment, and shall not otherwise speak on the amendment. However, he/she must not introduce any new material and shall confine him/herself to answering previous speakers. The mover of the amendment shall have no right of reply to the debate on his/her amendment.

14. CLOSURE

At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded the Chairman shall put the motion but, in the case of a motion "to put the question", only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, he/she shall call upon the mover to exercise or waive his right or reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

15. RECISSION OF PREVIOUS RESOLUTION

A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least one third of the members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee and that the resolution has been received by the Clerk within 6 working days and signed by the Clerk.

When a special resolution or any other resolution moved under the provisions of paragraph of this Order has been disposed of, no similar resolution may be moved within a further six months.

16. VOTING

All acts of the Council and all questions coming or arising before the Council shall be decided by a majority of the members of the Council present and voting thereon.

Members shall vote by show of hands, or, if at least three members so request, by signed ballot.

If a member so requires, the Clerk shall record the names of members who voted on any question so to show whether they voted for or against it.

Where immediately after the vote is taken by whatever means, if any member so requires there shall be recorded in the minutes of the proceedings of that meeting whether that person cast his/her vote for the question or against the question or whether he/she abstained from voting.

The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though he/she gave no original vote.

If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Mayor and

Deputy Mayor until the end of their term of office, he/she may not give an original vote in an election for Mayor.

The person presiding must give a casting vote whenever there is an equality of votes in an election for Mayor.

Chairmen of Committees shall in the case of an equality of votes have a second or casting vote.

Voting on co-opting new members and on appointment of personnel will be by secret ballot by resolution of the Council.

17. INTEREST OF MEMBERS IN CONTRACTS AND OTHER MATTERS

All councillors shall be given a copy of the Code of Conduct at his/her acceptance of office and shall sign that he/she agrees to abide by this code.

All employees of the Council shall agree to abide by this code even though it may be assumed that this code is incorporated into the conditions and service for Town Clerks and other employees. Employees will duly sign that they agree to the code.

The Clerk shall record in a book to be kept for the purpose, particulars of any notice given by any member or any officer of the Council of a prejudicial interest in a contract, and the book shall be open during reasonable hours of the day for the inspection of any member.

18. EXPENDITURE

Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

At its first meeting, the Council will select 4 persons authorised to sign cheques for the forthcoming Year. All Councillors can be added to the Mandate should they so wish.

Bills should be itemised and the Council should refuse to consider a bill that does not set out the reasonable clarity the goods or services for which payment is demanded.

Councillors' expenses will be based on the same rate as County Councillors' rates.

19. ACCOUNTS

The Accounts of the Council shall be open to inspection by any member of the Town Council and each member may make a copy thereof or an extract therefrom.

20. ELECTION OF CHAIRMAN OF COMMITTEE.

Every committee shall, at its first meeting, before proceeding to any other business, elect a Chairman for the year, and may at any time elect a Vice-Chairman. In the absence from a meeting of the Chairman (and Vice-Chairman, if elected) a Chairman for that meeting shall be appointed.

21. SPECIAL MEETINGS OF COMMITTEES

The Chairman of a Committee or the Mayor may call a special meeting of the Committee at any time.

A special meeting shall also be called on the requisition of a quarter of the whole number of the committee, delivered in writing to the Town Clerk but in no case, shall less than three (3) members requisition a special meeting.

The summons to the special meeting shall set out the business to be considered thereat, and no business other than that set out in the summons shall be considered at that meeting.

22. QUORUM OF COMMITTEES

The quorum of each Committee shall be agreed by Committees as and when established and will be reviewed and amended by the Town Council as and when necessary.

If a quorum is not present when the Council meets or if during a meeting the number of Councillors present and not debarred by reason of a declared pecuniary interest falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.

23. STANDING ORDERS TO APPLY TO COMMITTEES

The Standing Orders of the Council shall apply to Committee meetings.

24. ALLOCATION OF SPECIALIST ROLES

Specialist roles can be considered and allocated to the members in order to harness their skills and expertise in an informal support role for the chairman and the Town Clerk. These will be reviewed at the AGM or at another relevant time as determined by the chairman.

25. CONTRACTS

Where it is intended to enter into a contract exceeding £4,000 but not exceeding £10,000 in value for the supply of goods or materials or for the execution of works, the Clerk shall give at least three weeks public notice of such intention in the same manner as public notice of meetings of the Council is given.

Where the value of the intended contract exceeds £10,000, similar notice shall also be given to all the firms included in the County Council's appropriate standing approved list of contractors or if no such list is maintained then in such newspapers circulating in the district as the Council shall direct.

Notice of a contract exceeding £10,000 shall state the general nature of the intended contract and state the name and address of the person to whom tenders are to be addressed and the last date by which those tenders should reach that person in the ordinary course of post.

Tenders shall be opened by the Clerk and one Councillor and shall be reported by the persons who opened them to the Council or where the tenders have been sought by a Committee to that Committee.

Neither the Council nor any Committee is bound to accept the lowest tender.

If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

Every contract in writing shall specify such arrangements for procuring the goods or materials or executing the works as it thinks fit.

26. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

The press and public shall be admitted to all meetings of the Council and its Committees which may, however, temporarily exclude the press and public by means of the following resolution:

" 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."

The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

If a member of the public interrupts the proceedings at any meeting, the Chairman of that meeting shall warn him/her. If he/she continues the interruption the Chairman shall order his/her removal from the Council chamber. In the case of general disturbance in any part of the chamber open to the public the Chairman shall order that part to be cleared.

With prior agreement of and arrangement with the Chairman, members of the public may be allowed to address the Council – to ask questions and make observations. The Chairman will determine length of such sessions.

27. ATTENDANCE AT MEETINGS

Any member shall attend any meeting of the Council's Committees even if he/she is not a member of that committee. He/she shall be allowed to speak at the discretion of the chairman but shall not be allowed to vote.

If a member of a Committee or Working Group is unable to attend that meeting, he/she may supply the chairman with written observations and questions. These may be put to that meeting at the discretion of the chairman and may be considered.

28. INSPECTION OF DOCUMENTS

A member may for the purpose of his/her duty as such (but not otherwise) inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

All Minutes kept by the Council and by any Committee shall be open for the inspection of any member of the Council. Copies of the minutes will be made available on the Council's website.

The Minutes of the Council shall be open to inspection by any local government elector of the Community without charge.

29. UNAUTHORISED ACTIVITIES

No member of the Council shall in the name of or on behalf of the Council

- a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- b) Issue orders, instructions or directions or
- c) Any Councillor who is approached by the press for comments should ensure that the press is aware that any remarks made are personal observations and not the views of the Town Council, unless authorised to do so by the Council.

30. CONFIDENTIAL BUSINESS

No member of the Council shall disclose to any person not a member of the Council any business declared to be confidential by the Council or the Committee as the case may be.

Any member in breach of the provisions of this section of Standing Orders may be removed from any Committee by the Council.

31. DISORDERLY CONDUCT

No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring into contempt or ridicule.

If, in the opinion of the Chairman, a member has broken the provisions of this section of the Standing Orders, the Mayor shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

If either of the motions mentioned in the above paragraph is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

When the chairman stands all those speaking shall cease.

32. COUNCIL VACANCY

In filling a casual vacancy on the Council and having gone through the legal procedures as required by Statute, the Council may co-opt a member by any means as they see fit – within legal requirements.

33. SUSPENSION OF STANDING ORDERS

Subject to paragraphs 2, 5, 6, 7, 8, 9(1), (2), (3), 16(3), (5), (6), (7), (8), 17(3), 18(1), 22(1), 25(1), (2), 27(2), of these Standing Orders, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved.

A motion to suspend Standing Orders shall not be moved without notice unless there shall be present at least one half of the whole number of the members of the Council.

34. REVIEW

The Standing Orders will be reviewed annually.

Electronic copies will be made available on the website

35. INTERPRETATION

The ruling of the Chairman as to the construction or application of any of these Standing Orders, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council.