

Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council Meeting

Minutes of the Hybrid Meeting on Thursday 13 March 2025

Present:

Cllr Val Simmons (Mayor)
Cllr Jackie Burnham (Deputy Mayor)
Cllr Sophie Baker
Cllr Ivor Beech
Cllr Reg Davies
Cllr Mike Elgin
Cllr Mike Kermode
Cllr Arwel Roberts
Cllr Bleddyn Williams
Steve Wilson - Town Clerk and Responsible Financial Officer
Morgan Ditchburn – Assistant Town Clerk

There was 1 member of the public present and Steve Gunning from North Wales Police. The Mayor welcomed all present and thanked Cllr Jackie Burnham for chairing the February meeting.

The meeting was recorded from this point

1. **Apologies**

Cllr Ann Davies

2. **Declarations of Interest * See page 2**

Cllr Mike Elgin - Rhuddlan Bowls Club Grant (item 10.a.c)

Cllr Arwel Roberts – as above (item 10.a.c) and Planning (Item 9a)

3. **Urgent Matters as Agreed by the Chairperson**

The Clerk shared a RTC tribute to Cllr Gareth Rowlands that will go into Rhuddlan mag.

Resolved.

4. **Police matters** *Appendix 3*

The new Community Beat Manager, Steve Gunning, attended the meeting and provided an update. Between the 1/2 and 12/3 there were 22 incidents reported in Rhuddlan, compared to nearly 200 in Rhyl. A rise in calls regarding shoplifting at the retail park has been noted. He emphasized that they are open to being contacted about any issues and are eager to engage in community policing.

Cllr Reg Davies asked if reports are anonymous, as some elderly residents have concerns. Steve Gunning reassured everyone that all reports are anonymous. The Clerk shared the December Crime figures with the councillors. The issue of policing e-scooter activity was discussed, and Steve Gunning acknowledged the challenges, assuring that attention would be focused on it. Cllr Sophie Baker agreed with Cllr Mike Elgin regarding a recent incident on Dyserth Road that was mentioned on social media. Steve Gunning was not aware of the incident but will enquire and provide feedback. **Resolved.** Steve Gunning left the meeting.

5.

a. **Minutes of Town Council Meeting held on 13 February 2025** *Appendix 4*

The minutes were proposed as a true record by Cllr Mike Kermode, seconded by Cllr Jackie Burnham. **Resolved.**

b. **Minutes of any Committee and Working Group meetings held since last meeting**

Appendix 5
Cllr Mike Kermode ran Councillors through the minutes of the library meeting held on 18/2. Councillors accepted the minutes as a true record. **Resolved.** Cllr Mike Kermode reminded councillors that there is £8,000 in the 2025/26 budget for Town Plan projects including the development of Heritage Centre. Cllr Mike Kermode proposed the working group are authorised to spend the money on Design consultancy etc. Seconded by Cllr Jackie Burnham. **Resolved.**

Appendix 6
Cllr Jackie Burnham ran Councillors through the Biodiversity Meeting held on 20/2. Councillors accepted the minutes as a true record. **Resolved.** Cllr Jackie Burnham has now taken over as chair from the Mayor. She stated that the committee had met with Officers from DCC and shared two ideas to improve biodiversity at Admirals field, one was a scrape with a wetland wild garden and the other was the planting of pollinators. Cllr Jackie Burnham clarified that any proposed changes would be drawn up and shared with the council.

6. **Progress report from minutes**

The Clerk updated councillors regarding the following:

- Parking on pavements - no detail has been provided yet.
- Reminder that AGM is on 8th May – short meeting followed by a VE day service at the St Marys Church.
- Finger post will be installed week commencing 24th March.
- DCC have stated that the sign that they took down by mistake at the top of Vicarage Lane will not be replaced unless the Town Council pay. The issue has been escalated to County Councillors for action.
- Defib at school - work in progress.
- DCC Officers were unable to attend the March Council meeting and asked if the council want an extraordinary meeting. Cllr Arwel Roberts proposed the Council write to the DCC cabinet lead for an update, seconded by Cllr Mike Kermode. **Resolved.**
- Presentation to Scout leaders: Proposed do a joint presentation for service. Scout Leader Royston Williams had retired after 42 years of Service. Derek Hayes

has done 50 years of service. Proposed by Cllr Val Simmons that the Clerk purchases a second award, seconded by Cllr Mike Kermode. **Resolved.**

- Saturday's litter pick has been postponed as there is a party on at the Hwb at the same time.
- Repair of Knights Sculpture: the sculptor doesn't get involved in repairs therefore awaiting advice from DCC.
- NO response from DCC regarding charging for damaged bins and trolli-boxes.
- The Clerks laptop has now been replaced.
- The Clerk has renewed the Christmas lights contract for a further three years.
- The container for Dragons has been ordered.
- A letter has been sent to DCC regarding the impact of evening parking charges is having on users of the Community Centre.
- The Newsletter has been printed and, once the bill has been paid, they will be delivered.
- Cadw raised the flag on St David's Day. Cllr Reg Davies proposed we write to Cadw to thank them, seconded by Cllr Jackie Burnham. **Resolved.**

7. Reports from:

- a. The Mayor and Deputy Mayor **Appendix 1**

The Mayor had submitted a written report. The Mayor added that she attended the Community Centre Trustees meeting and ran members through what was discussed. It was reported that Martyn's law will come into place that could impact council run events.

The report was accepted.

The Deputy Mayor Jackie Burnham added, she had attended a School Governors meeting at Ysgol Y Castell.

- b. The Town Clerk – Correspondence and Project Report **Appendix 2**

The Town Clerk had submitted a written report. He added that:

- The insurance policy for the council has been renewed.
- A resident contacted the Clerk about lack of dog waste bins at Twthill. This was discussed by Councillors. Cllr Sophie Baker will send the Clerk a list of hot spots. Cllr Arwel Roberts proposed a poo bag dispenser is installed at the gate to Twthill, seconded by Cllr Sophie Baker. **Resolved.** Cllr Mike Kermode proposed that the Council ask DCC whether RTC can put up the dog waste signs on lamp posts and if so RTC would put them up, seconded by Cllr Sophie Baker. **Resolved.**
- Update on Cadw matters: Dr Fiona Grant has enquired about tree removal from the ditch. She has been invited to observe the removal of the remaining three trees as requested.
- Update on Hwb equipment: All numeracy equipment has arrived. The Hwb is now a training centre with new interactive Smart TV, 20 new Chromebooks, new chairs, printing station and cabinets.

The report was accepted.

8. County Councillors' Reports

The Mayor stated it was great to see Cllr Arwel Roberts in attendance. Cllr Arwel Roberts thanks everyone for all the get well wishes. Cllr Arwel Roberts provided a verbal report. He shared information regarding a report on improved DCC working with town councils, Castle Street drainage

issues and provided an update regarding the Nature Reserve including the engagement of children via the Beavers and Squirrels groups. He stated that the library will be displaying information on Philip Jones Griffiths in the room named after him and that Bryn Castell has been sold for a development of flats and housing. He confirmed that DCC Active Travel Officers have asked to attend the next council meeting.

9. Planning

- a. 44/2024/1583/PC - Siting of a container to house a biomass boiler with flue and attached fuel store (retrospective application) at Thorncliffe Building Supplies Station Road, Rhuddlan, LL18 5UA.

Retrospective application. Cllr Reg Davies proposed no objection or comments, seconded by Cllr Bleddyn Williams. **Resolved.**

10. Budget & Finance Matters

a. Grant requests:

- a. North Wales Pulmonary Fibrosis Support Group

The application was discussed by Councillors and Cllr Mike Kermode proposed a grant of £300, seconded by Cllr Reg Davies. **Resolved.**

- b. Treasure Chest Breast Cancer Support

The application was discussed by Councillors and Cllr Jackie Burnham proposed a grant of £300, seconded by Cllr Arwel Roberts. **Resolved.**

- c. Rhuddlan Bowls Club.

Cllrs Mike Elgin and Arwel Roberts declared an interest and left the meeting whilst this was discussed. Cllr Reg Davies proposed granting £775, seconded by Cllr Bleddyn Williams.

Resolved. The clerk was asked to get clarification off the club regarding the process for loaning the equipment for other groups.

- d. SSAFA, the Armed Forces Charity

The application was discussed by Councillors and Cllr Val Simmons proposed a grant of £100, seconded by Cllr Arwel Roberts. **Resolved.**

- b. Cllr Jackie Burnham proposed that the Clerk is authorised to set up a standing order to pay the salary of the Assistant Clerk, seconded by Cllr Val Simmons. **Resolved.**

- c. Councillors discussed the appointment of its Internal Auditor. Cllr Mike Kermode proposed that DCC are used, seconded by Cllr Val Simmons. **Resolved.**

- d. The Clerk ran councillors through the end of year payments and receipts summary. This was discussed by Councillors. He stated that overall spend was 76% of allocated budget and was in line with what was expected at Precept setting time. The Mayor thanked the Clerk for his work on the accounts.

- e. Cllr Mike Kermode proposed that the payments listing is approved, seconded by Cllr Val Simmons. **Resolved.**

11. Committees Vacancies

The following changes were discussed and agreed:

Cllr Sophie Baker to join Library and Heritage Working Group and tourism.

Cllr Val Simmons to join Admirals Field

Cllr Val Simmons to join CCTV.

Cllr Jackie Burnham to join Nature Reserve.

Appendix 7

Cllr Bleddyn Williams to join Events Committee
Cllr Ivor Beech to come off Events due to a calendar clash.

12. Membership of One Voice Wales – 2025/26

The renewal of membership to One Voice Wales was discussed by Councillors. Cllr Jackie Burnham proposed the council renew its membership for the coming year, seconded by Cllr Val Simmons. **Resolved.**

13. Apologies process for councillors

The Clerk shared legal advice from One Voice Wales regarding the process. Councillors discussed the process and Cllr Mike Kermode proposed that apologies are noted at start of meeting, with any reasons discussed in Part 2, seconded by Cllr Mike Elgin. **Resolved.**

14. Community Matters

Cllr Mike Kermode: Council Tax bill received from DCC with cost breakdown. He noted the Town Council part was the only one not increasing.

Cllr Sophie Baker: Update on dog waste and will share hotspot list with clerk.

Cllr Bleddyn Williams: Congratulated Steve, patron of the New Inn, who has taken over the Golf Club kitchens.

Cllr Ivor Beech: Noted the bereavement of Tracy Ann Thomas, a well-regarded young community member who recently passed away.

Cllr Arwel Roberts: Reported on wooden staging available at Ebenezer Chapel for community use. Suggested viewing for potential events.

Cllr Reg Davies: Noted that scout leaders' awards should be presented simultaneously.

Cllr Jackie Burnham: Reported bin relocation in the park and creation of a community herb garden.

Cllr Val Simmons: Raised issue of electric car charging points at the castle only being available during castle opening hours. These are the only charging points in Rhuddlan. Clerk tasked with writing to DCC about promised charging points for Rhuddlan town.

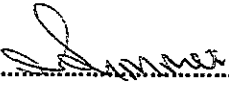
Cllr Mike Elgin questioned usage given expense and availability elsewhere. Cllr Mike Kermode noted previous plans for charging points in the library car park when it was thought to be council-owned.

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.

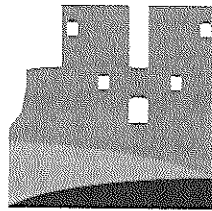
No part 2 business

15. Date of next meetings:

- Full council meeting scheduled on Thursday 10th April 2025

Signed  Cllr Val Simmons (Mayor)

Steve Wilson - Town Clerk 07775 673706 clerk@ruddlancouncil.gov.uk



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Rhuddlan Town Council March 2025 Meeting - Mayor and Deputy Mayor's Report

Mayor

On Thursday 20th February I attended the Biodiversity Meeting, due to personnel circumstances I felt that I could not continue in the role as chairperson for this committee, but would like to stay on the committee, I proposed that Jackie Burnham took over as chairperson and Councillor Arwel Roberts seconded this and it was passed. They are a lot on exciting things that are planned.

On Thursday 27th February I attended the Code of Conduct Training at the Hwb, which was excellent and delivered by Gary Williams who is the Monitoring Officer at Denbighshire County Council. It was a shame that they were not more of the Councillors in attendance or on zoom.

On Friday 28th February I attended Rhuddlan Library it was great to see to many of the residents there, having tea, coffee, biscuits and a chat. Many of the residents were asking about the Coffee Morning at the Hwb on Saturday 1st March. I found out the information they required from Cllr Sophia, they were very appreciative for the information, and they did attend the event.

I fill up the dog poo bag box

I also spoke to one of the librarians who told me about all the biodiversity being done next to the St Asaph Library.

On Friday 28th February I visited a resident on Ffordd Nant who has just got out of hospital and needed help as regard to purple bin pick up which I successfully did.

On Saturday 1st March I attended Gareth Davies MS St David Day Coffee morning at the Hwb which was very good, they had about 30 residents attending.

On Saturday 8th March I attended and participated in the Community Market

On Sunday 9th March attended the COVID Day of Reflection service at St Mary's Church.

Deputy Mayor

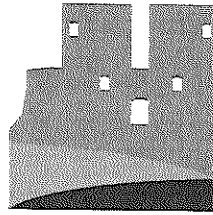
On 17th February I participated in Head Teachers Performance Review at Ysgol Y Castell.

On 20th February I chaired the Council's Biodiversity Group meeting.

On 3rd March I met with Garry Davies and Jim Fitzpatrick from DCC Countryside Services and the Biodiversity Group on Admirals Field.

On 3rd March I attended the Code of Conduct online training.

On 9th March I attended the Covid Day of Reflection, St. Mary's Church.



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Clerk's Project Report and Correspondence for March 2025 Meeting

Correspondence

The following has been received:

1. CCTV update from Officer James stating that the transfer from Cheshire to Conwy has gone live with only a few minor issues.
2. Notice from One Voice Wales regarding the consultation on the draft policy and practice on the 2025 Electoral Review Programme (sent to councillors for input).
3. Insurance renewal documents from Clear Insurance Ltd (on a three-year deal), on payments listing tonight.
4. E mail from resident regarding the lack of dog bins and subsequent dog mess at Twthill. They would like to propose some dog waste bins are added, given how popular this area is with dog walkers. Currently, the nearest bin is at the start of the footpath on Hylas Lane and whilst it's not difficult to bring dog waste back from the walk, they believe if there were more bins on this popular walking route, more dog owners would be inclined to use them.

Hwb Update

The equipment from the Numeracy for Living/Multiply Project which was funded by the UK Government Shared Prosperity Fund has been delivered. They issued more equipment than applied for to help turn the Hwb into a building equipped and ready for learning and development.

Dates for the diary

Covid Day of Reflection Church Service Sunday 9th March

Full Council Meeting March 13th

Litter Pick 15th March

Library and Heritage Centre Meeting 21st March

Friends of Rhuddlan Library Open Day March 27th

Full Council Meeting April 10th

Community Market April 12th

Events Committee Meeting April 22nd

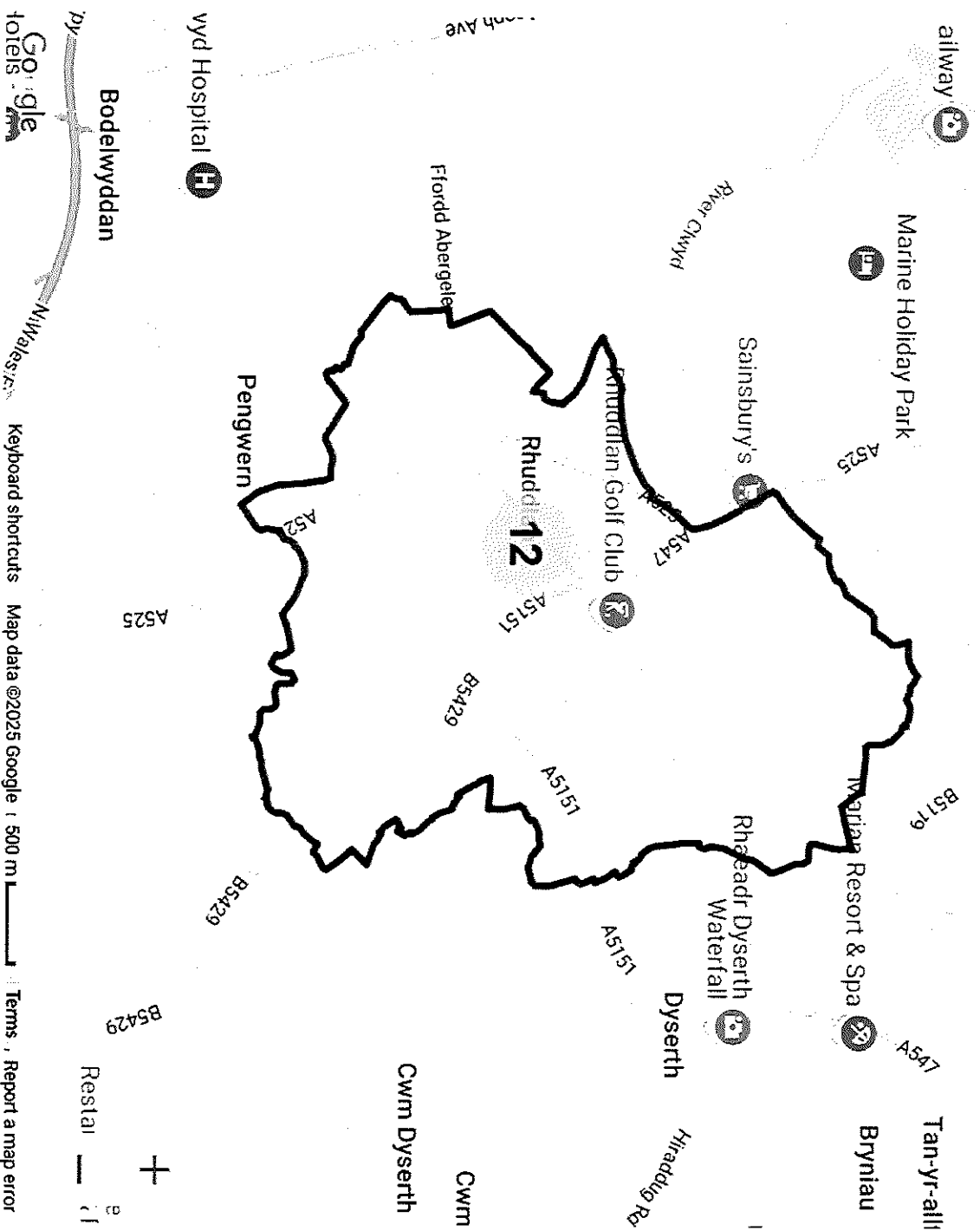
AGM and VE80 day Service 8th May

Gwledd 17th May

Summer Volunteer Fair and Picnic in the Park 2nd August

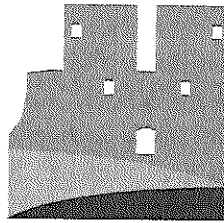
March 2025 Meeting – Crime Report

Appendix 3



All Crimes (12)	▼
December 2024	▼
12 crimes were reported here in December 2024	
Violence and sexual offences	6
Anti-social behaviour	2
Criminal damage and arson	1
All other crime	3

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Rhuddlan Town Council – Minutes of the meeting on Thursday 13th February 2025

Hybrid Meeting

Present:

Cllr Jackie Burnham (Deputy Mayor and Chair of this meeting)
Cllr Val Simmons (Mayor) (remotely)
Cllr Sophie Baker
Cllr Ann Davies (remotely)
Cllr Reg Davies
Cllr Mike Elgin
Cllr Mike Kermode
Cllr Arwel Roberts
Cllr Bleddyn Williams
Steve Wilson - Town Clerk and Responsible Financial Officer

PCSO Alex Jones and Neighbourhood Sergeant Iwan Hughes
Police Commissioner Andrew Dunbobbin (remotely)

There was 1 member of the public present.

Cllr Jackie Burnham paid tribute to Cllr Gareth Rowlands who sadly passed away on 12th February. Councillors, staff and other attendees stood for a minute's silence.

The meeting was recorded from this point (audio only)

1. Apologies

Cllr Ivor Beech – Household Emergency, absence accepted by Council

The Deputy Mayor welcomed all present and reminded Councillors to follow the Code of Conduct and be respectful to other Councillors.

2. Declarations of Interest

Cllr Arwel Roberts (item 10 planning) and Cllr Reg Davies (item 14 Community Centre parking)

3. Urgent Matters

None

4. Police Matters

The Police Commissioner and two Police Officers were welcomed to the meeting. Sergeant Iwan Hughes introduced himself as the new Neighbourhood Sergeant and reinforced that community policing was a clear priority for his team

Andy Dunbobbin gave Councillors an update on e-scooters and e-bikes including incident rates and stated the issue is one of his main priorities for this term. PSCO Alex Jones shared with Councillors the local schools educational project regarding raising awareness to children and parents of e-scooters. Crimes statistics for Nov 2024 to 12th Feb 2025 were shared, There were 69 incidents in Rhuddlan compared with 433 in Prestatyn and 1,368 in Rhyl. Councillors and the Police Team discussed other issues including dog fouling, cars parking on pavements, staffing levels, prosecution rates, CCTV and drugs. The importance of correctly reporting crimes was highlighted as police resource is allocated based on reported data.

The Police stated that parking on pavements was a DCC enforcement issue and that incidents should be reported to DCC. Ian Dunbobbin offered to write to DCC to encourage them to take enforcement action. Cllr Ann Davies will supply the Clerk with the complaint areas and he will forward to the Police Commissioner on this occasion.

PCSO Alex Jones agreed to send the training materials to Cllr Jackie Burnham.

Councillors thanked the police team for their attendance and information provided.

5a. Minutes of Town Council Meeting held on 9th January 2025

Subject to amending the date of the previous meeting the minutes were proposed as a true record by Cllr Mike Kermode, seconded by Cllr Mike Elgin. **Resolved.** The Minutes were signed by the Mayor. Cllr Sophie Baker questioned the requirement to give the council a reason for absence as her recent One Voice Wales training had said this was not required due to data protection issues. This was discussed by Councillors and Cllr Mike Kermode proposed that the council review the OVW documentation at the next council meeting, seconded by Cllr Mike Elgin. **Resolved.** Cllr Ann Davies added that the ONW Code of Conduct training is important for all new Councillors.

5b. Other Minutes

Cllr Mike Kermode ran Councillors through the minutes of the Library Working Group and they were accepted. **Resolved.**

Cllr Mike Kermode ran Councillors through the Events Committee minutes which were accepted by the council. **Resolved.** Cllr Arwel Roberts proposed that the Certificate of Friendship with Carlow is taken forward, seconded by Cllr Mike Kermode. **Resolved.**

Cllr Val Simmons proposed that the date of the full Council meeting for May is changed from 8th May to 15th May to allow councillors to attend the VE80 Church Service, seconded by Cllr Mike Elgin. **Resolved.** The Clerk reminded Councillors that the AGM will still be held on 8th May.

6. Progress Report from Minutes

The Clerk updated councillors regarding the following:

- Replacement fingerpost sign ordered.
- DCC Officer Paul Jackson sent his apologies and will now attend the March Meeting to discuss public toilets.
- Suggested that local groups are invited to view Hwb during the Summer Event on 2/8.
- Cllr Jackie Burham suggested that a defib is installed on the external wall at Ysgol Y Castell and the gate padlock has the same code as the de-fib cabinet. This was discussed by Councillors and Cllr Arwel Roberts proposed the council go-ahead, seconded by Cllr Mike Kermode. **Resolved.** Cllr Ann Davies wanted it minuted that she did not agree to this proposal due to the time taken to get to the defib for people living outside of the school.

- Cllr Arwel Roberts asked for a list of Hwb Users. The Clerk agreed to put up a monthly calendar on the Hwb Notice board which will show this.
- Backboards delivered for MUGA and precept letter received by DCC.
- The 2 SIDs are still not working have not been repaired. Clerk will escalate to DCC and requested the help of our two County Councillors to expedite.
- Gift to Royston Williams will be presented at the March Meeting
- The litter pick was poorly attended but worthwhile as a lot of litter was removed from the town.
- Letter to DCC regarding cemeteries sent but no response received yet.
- Regarding Sewer issue, letter sent to Cllr Ann Davies as requested and response from Cllr Ann Davies sent to Cllr Reg Davies.

Cllr Ann Davies updated Councillors by reading out the following statement response from Natural Resource Wales. "As discussed, DCWW provided a storyboard to show the investigation and works that they carried out to locate and fix the line. It was found that a collar had broken allowing a release of sewage from the line. This was seen to be contained by a wall and grass area next to the bridge, so this hasn't entered the Afon Clwyd. The collar was replaced and a clear up carried out of the sewage that was seen to have been released land".

Cllr Reg Davies responded stating he did not dispute what Cllr Ann Davies had said but had disagreed with her saying that there was no smell. The two Councillors discussed the issue but no conclusion was achieved. Cllr Sophie Baker stated that councillors should be allowed to give their opinions on issues and that it is positive that the incident was resolved quickly by NRW and Welsh Water.

7. Reports from

a. The Mayor submitted a written report and informed Councillors that she had not attended many of the Community Centre Trustee meetings as they have changed the meeting dates or cancelled on a number of occasions meaning that the Mayor was unable to attend. The Deputy Mayor added she participated in the Community Market. **The report was accepted.**

b. The Town Clerk had circulated his report and highlighted the following correspondence:

- Reminded councillors that there was no money allocated to Rhuddlan in this year's commuted sums but the council could still apply if there were any unallocated funds. Cllr Mike Kermode proposed that an application is made for biodiversity improvements on Admiral's Field, seconded by Cllr Arwel Roberts. **Resolved.**
- The state of the Knights was discussed by Councillors. Cllr Ann Davis suggested that Countryside Services are consulted in the first instance. Cllr Mike Kermode suggested that the sculpturer is also contacted. Clerk agreed to contact both. Cllr Reg Davies offered to collect and store the loose items until they can be repaired.
- The Clerk informed councillors that permission from DCC for a fingerpost pedestrian sign could be installed on Rhyl Road directing people to the Hwb, toilets, Admirals Field etc. Cllr Arwel Roberts proposed the sign is purchased and installed, seconded by Cllr Reg Davies. **Resolved.**
- Cllr Ann Davies highlighted awards that Abbey Farm had received and asked if the council should send a letter of congratulations. This was discussed by Councillors. Cllr Ann Davies proposed a letter is sent to Abbey Farm, seconded by Cllr Sophie Baker. Cllr Mike Elgin proposed an amendment that the council acknowledge their success in the minutes but do

not send a letter as it could alienate other businesses in town that have also won awards but not been sent a letter of congratulations, Cllr Mike Kermode seconded the amendment. **Resolved.** Cllr Ann Davies voted against the amendment.

- **The report was accepted.**

8. County Councillor Reports

Cllr Arwel Roberts had circulated his written report for Councillors attention and ran through key items. Councillors discussed damage to trolli-boxes and residents having to pay and also the four week emptying cycle of general waste causing issues. Cllr Mike Kermode proposed that the Council write to DCC regarding these two issues, seconded by Cllr Mike Elgin. **Resolved.**

The report was accepted

No report from Cllr Ann Davies

9. Planning

- a. 44/2025/0005/HH - Erection of a single storey extension to rear of dwelling at 16 Clos Y Berllan, Rhuddlan. Discussed by Councillors and it was proposed by Cllr Mike Kermode, seconded by Cllr Bleddyn Williams that the council have no objection or comments to this application. **Resolved.**
- b. 44/2025/0013/HH - Alterations and erection of extensions to dwelling at Pen Y Lon Dyserth Road, Rhuddlan. Discussed by Councillors and it was proposed by Cllr Mike Kermode, seconded by Cllr Bleddyn Williams that the council have no objection or comments to this application. **Resolved.**
- c. 44/2025/1505/HH – Erection of a single storey side extension to dwelling, conversion of loft space to form additional living accommodation including the erection of dormer extensions and associated works at 9 Conwy Avenue, Rhuddlan, LL18 5PW. Discussed by Councillors and it was proposed by Cllr Mike Kermode, seconded by Cllr Bleddyn Williams that the council have no objection or comments to this application. **Resolved.**
- d. 44/2025/0044/HH – Alterations and erection of a two storey orangery style extension to rear of dwelling at 8 Hoel Hendre, Rhuddlan, LL18 5PG. Discussed by Councillors and it was proposed by Cllr Mike Kermode, seconded by Cllr Bleddyn Williams that the council have no objection or comments to this application. **Resolved.**

Councillors discussed allocating a Council Member to view and advise the council on planning applications but no proposal made to change the existing process. The Clerk will ensure planning applications are sent to Councillors as soon as they are received so they can prepare by visiting each application site.

10. Budget & Finance Matters

- a. The grant application from The Theatr Bara Caws was discussed by Councillors. Cllr Ann Davies proposed a £100 donation, not seconded. Cllr Bleddyn Williams proposed a £200 donation providing they are asked to perform in Rhuddlan at a future date, seconded by Cllr Arwel Roberts. Cllr Mike Elgin proposed an amendment that they are not awarded a grant but asked to perform in Rhuddlan for which the council would pay them for. The amendment was not seconded so Councillors voted on Cllr Bleddyn Williams proposal. **Resolved.**
- b. The Clerk informed Councillors that his Laptop needed replacing as it is obsolete and not working properly, he also stated that Paul Smith's laptop had been returned but is obsolete. Cllr Mike Kermode proposed that the Clerk purchase a replacement

laptop with the latest Windows operating system and that he is allowed to dispose of the previous assistant's laptop due to it being obsolete, seconded by Cllr Val Simmons. **Resolved.**

- c. Cllr Mike Kermode proposed the payments listing is approved, seconded by Cllr Arwel Roberts. **Resolved.**
- d. Cllr Mike Elgin expressed concerns regarding Cllr Ann Davies request to have visibility of the Clerks travel and expenses. This was discussed by Councillors and the Clerk agreed to ensure all councillors were copied on a monthly basis

11. Christmas Lights

The Clerk updated Councillors on the extension proposal from Blachere which would save the council £405/yrs for three years and that the council could change its lighting display in 2026. Cllr Arwel Roberts proposed that the contract with Blachere is extended for three years, seconded by Cllr Mike Kermode. **Resolved.**

12. Hwb Storage

Councillors discussed storage issues at the Hwb caused by the amount of equipment stored by the Dragons Football Club and the Youth Club. Cllr Mike Kermode proposed that an additional container at a cost of approximately £2,325 plus £295 delivery is purchased and located adjacent to the MUGA away from the car park, seconded by Cllr Mike Elgin. **Resolved.**

13. Community Centre Car Parking

Cllr Ann Davies updated Councillors regarding this issue. Councillors discussed the impact to the Community Centre and users of the recently introduced evening car parking charges. Cllr Reg Davies declared an interest and did not participate. Cllr Ann Davies proposed that the Council write to DCC highlighting the close link between the Centre and the car park and request that charges after 6pm are reviewed, seconded by Cllr Arwel Roberts. **Resolved.**

14. Annual Newsletter to Residents

This had already been shared with Councillors and it would be delivered by Royal Mail. Cllr Mike Kermode proposed that the newsletter is printed and delivered to all residents and businesses in Rhuddlan, seconded by Cllr Mike Elgin. **Resolved.**

15. Community Matters

Cllr Reg Davies requested the Clerk writes to Cadw to get the Welsh flag raised for St Davids Day. Cllr Sophie Baker raised dog fouling as an issue and stated she has a list of hot spots and would like to update residents on what actions can be taken. Cllr Ann Davies stated she has reported incidents to DCC to get the pavements cleaned and said that residents should be encouraged to report incidents to DCC Customer Services direct. Cllr Arwel Roberts updated Councillors regarding dog waste bags distribution.

Cllr Mike Kermode shared a email from a resident regarding world Parkinsons Day and lighting up buildings in Blue, Cllr Kermode had shared the Castle's and Church's contact details with the resident. Mayor Val Simmons thanks Cllr Jackie Burnham for chairing the meeting and confirmed she had no technical issues joining the meeting on Zoom.

Cllr Ann Davies left the meeting.

Cllr Jackie Burnham suggested that the council could view the CCTV at hotspots which was discussed by Councillors. Cllr Jackie Burnham informed Councillors that Ysgol Y Castell is 90 this year and it was suggested that Ysgol Y Castell approach the Council Events Committee.

Part 2 Exclusion of the Press & Public

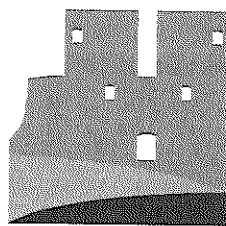
By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press & public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

No part 2 business.

The Mayor thanks everyone for their attendance and closed the meeting.

16. Date of next meeting – 13th March 2025 Full Council Meeting 6.30pm

Signed Cllr Val Simmons (Mayor)



Cyngor Tref
Rhuddlan
Town Council

Minutes of Library Working Group Meeting
Held on 18th February 2025 at Rhuddlan Library

Present:

Cllr Mike Kermode (Chair)
Cllr Mike Elgin
Mathew Baker (DCC Libraries)
Richard Polden (Rhuddlan Local History Society)
Steve Wilson – (Town Clerk)

1. Apologies

Cllr Val Simmons (Mayor)
Deborah Owen (DCC Principal Librarian)

2. Declaration of Interest

None given

Cllr Mike Kermode paid tribute to Cllr Gareth Rowlands who passed away last week.

3. Minutes and progress update from Last Meeting on 7th January 2024

Cllr Mike Kermode ran through the minutes. No matters arising.

4. Funding

Cllr Mike Kermode confirmed council 2025/26 funding and that the council has allocated funding to cover any additional costs.

5. Friends of Rhuddlan Library

This was discussed, investigating whether grant applications from Friends of groups would be successful and agreed to run an Engagement Event at Rhuddlan Library on Thursday 27th March from 2pm to 6.30pm. Mathew Baker is doing the comms. Discussed constitutions and the Penarth model was the most suitable but would still need some minor modifications.

The council agreed to write to businesses to invite them to attend the Engagement Event.

6. Heritage Centre

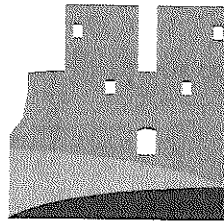
Mathew Baker gave a very positive update from the DCC property team who are working on the external schematics and internal layouts. It was agreed to ask Morgan Ditchburn to contact Mold Library to get details of the consultants they used to plan their internals and obtain costs for them to do the work in Rhuddlan.

Agreed to ask Morgan to meet with Richard Polden of the History Society to discuss the display methodology etc. This session should include Cllr Reg Davies to understand what artifacts he has that could be physically displayed.

Agreed to ask Morgan to set up a digital recording project with Cllr Reg Davies so he can be filmed taking about artifacts and Rhuddlan history so this history is preserved for the future and that the recordings can be used in the Heritage Centre. Grant funding will need to be sourced.

Date of next meeting Friday 21st March 2025 at 9am in Hwb Rhuddlan.

SignedCllr Mike Kermode



Cyngor Tref
Rhuddlan
Town Council

**Rhuddlan Town Council – Minutes of the Biodiversity Committee meeting on the 20th
February 2025**

Present:

Cllr Val Simmons (Chair & Mayor)
Cllr Sophie Baker
Cllr Jackie Burnham
Cllr Mike Elgin
Cllr Arwel Roberts
Steve Wilson (Town Clerk)

Members were informed that the meeting was not being recorded

1. Apologies

None

2. Declarations of Interest

None

3. Update from Chair

Current chair Cllr Val Simmons explained that due to personal circumstances she felt she could not continue as the Chairperson, she stated her commitment to remain an active member of the committee. Cllr Val Simmons proposed that Cllr Jackie Burnham becomes chair, seconded by Cllr Arwel Roberts. **Resolved.**

4. Minutes of Biodiversity Meeting held on 13th March 2024

The Minutes had previously been confirmed as a true record. **Resolved**

Cllr Arwel Roberts informed the committee that the flooding issues at the Bowls Club and Allotments had been resolved.

5. Review of Biodiversity Plan & Policy & General Discussion

Councillors ran through the plan and concluded that the council had not made as much progress as planned. Councillors discussed the following items:

1. Potential biodiversity improvements for Admirals Field including:
 - 1.1. Planting of trees in the wet area adjacent to the path which would also help reduce the flooding.

- 1.2. Planting of pollinator friendly plants to encourage bees.
- 1.3. Creating a wildflower garden on the Bowls Club side of the field adjacent to the path.
- 1.4. Bulb planting around the perimeter of the field.
- 1.5. Shallow small pond.
2. To encourage all Councillors, attend a minimum of two biodiversity training events in 2025.
3. To invite DCC Countryside Officers Garry Davies and Jim Fitzpatrick to a site meeting on Admiral's Field to give expert advice on what to do and best how to do it.
4. To make improvements to the area around the Knights and at the library entrance.
5. Involvement of local groups in tree planting. The Beavers are going to plant some trees at Rhuddlan Nature Reserve.
6. To explore accreditations such as those from "Village and Town Greens"
7. To invite the "Willow Collective" and other local biodiversity groups to the Summer event on 2/8

8. Next Meetings

Scheduled to be held on 5th June 2025, 2nd October 2025 and 5th February 2026.

Signed.....Cllr Val Simmons (Chair)

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>100 Income</u>						
1076 Precept	199,211	199,211	0			100.0%
1090 Interest Received	2,563	750	(1,813)			341.8%
1200 Other Income	3,974	0	(3,974)			0.0%
1201 Community Market Fees	1,480	1,500	20			98.7%
1202 Hwb Bookings	4,197	3,900	(297)			107.6%
Income :- Receipts	<u>211,426</u>	<u>205,361</u>	<u>(6,065)</u>			<u>103.0%</u>
Net Receipts	<u>211,426</u>	<u>205,361</u>	<u>(6,065)</u>			
<u>110 Administration</u>						
4000 Staff Salary	26,493	28,552	2,059	2,059	92.8%	
4010 PAYE & NI	12,426	14,724	2,298	2,298	84.4%	
4030 Pension	3,898	4,172	274	274	93.4%	
4060 Payroll Admin	388	275	(113)	(113)	141.0%	
4070 Staff Expenses	0	200	200	200	0.0%	
4080 Training	585	1,000	416	416	58.5%	
4090 Mayors Allowance	1,500	1,500	0	0	100.0%	
4100 Deputy Mayors Allowance	500	500	0	0	100.0%	
4110 Councillors Allowance	2,167	2,288	121	121	94.7%	
4120 Extra Responsibility Allowance	500	500	0	0	100.0%	
4130 Bank Charges	102	100	(2)	(2)	102.0%	
4140 Audit Fees	1,608	800	(808)	(808)	201.0%	
4150 Professional Fees	0	250	250	250	0.0%	
4160 Subscriptions & Memberships	1,200	1,083	(117)	(117)	110.8%	
4170 Insurance	2,629	2,750	121	121	95.6%	
4180 Stationery & Postage	364	800	436	436	45.5%	
4185 Photo Copier related	203	375	172	172	54.1%	
4190 Civic Duties	1,504	1,250	(254)	(254)	120.3%	
4200 Telephone & Broadband	253	193	(60)	(60)	131.3%	
4210 Website & Photography	8,113	5,400	(2,713)	(2,713)	150.2%	
4220 Financial Software	897	690	(207)	(207)	130.0%	
4260 Bus Shelters	1,550	1,250	(300)	(300)	124.0%	
4270 Elections	4,898	0	(4,898)	(4,898)	0.0%	
4275 Travel Expenses	1,220	1,650	430	430	74.0%	
4290 Sundries	1,954	1,250	(704)	(704)	156.3%	
4300 Translation Services	2,186	3,500	1,314	1,314	62.5%	
Administration :- Indirect Payments	<u>77,137</u>	<u>75,052</u>	<u>(2,085)</u>	<u>0</u>	<u>(2,085)</u>	<u>102.8%</u>
Net Payments	<u>(77,137)</u>	<u>(75,052)</u>	<u>2,085</u>			

Detailed Receipts & Payments by Budget Heading 06/03/2025

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
120 Community Projects						
4290 Sundries	1,233	2,500	1,267		1,267	49.3%
4400 Christmas Street Lights	8,234	11,387	3,153		3,153	72.3%
4410 Remembrance Day	469	500	31		31	93.8%
4420 CCTV - Crime & Disorder	3,400	7,000	3,600		3,600	48.6%
4430 Grant - Town Council	3,790	3,250	(540)		(540)	116.6%
4440 Grant - Community Events	9,499	10,000	501		501	95.0%
4441 Grant - Youth Project Fund	2,798	5,067	2,269		2,269	55.2%
4450 Green Community Projects	300	1,500	1,200		1,200	20.0%
4460 Library - Running Costs	12,000	12,000	0		0	100.0%
4629 Anti Speed Campaign	678	1,250	572		572	54.2%
4635 Defib Devices	90	1,416	1,326		1,326	6.4%
4636 Free Car Parking initiative	4,405	8,750	4,345		4,345	50.3%
4637 Dog Waste initiatives	873	583	(290)		(290)	149.8%
4650 CYB PWLB Loan	6,877	6,877	0		0	100.0%
4653 Hwb Running Costs	5,653	5,426	(227)		(227)	104.2%
4654 Public Toilets Hwb Running Cos	6,645	6,048	(597)		(597)	109.9%
4655 Admirals Path PWLB Loan	4,652	4,563	(89)		(89)	102.0%
4656 Community Market	1,560	1,500	(60)		(60)	104.0%
4800 Grt Support arts S145 LGA 1972	400	1,000	600		600	40.0%
4801 Grt plants Flowers Op Sp 1906	1,750	2,500	750		750	70.0%
4803 Grt assist voluntary organisat	2,745	5,000	2,255		2,255	54.9%
4804 Grt Supp sport & other clubs	830	1,000	170		170	83.0%
4805 Grt Community/village halls	0	1,500	1,500		1,500	0.0%
4900 Additional Support Library	0	8,586	8,586		8,586	0.0%
4901 Town Plan 2024-2027	0	8,333	8,333		8,333	0.0%
4902 DCC Cutback contingency	17,000	33,333	16,333		16,333	51.0%
4903 Cemetery Working Group	0	4,167	4,167		4,167	0.0%
Community Projects :- Indirect Payments	95,881	155,036	59,155	0	59,155	61.8%
Net Payments	(95,881)	(155,036)	(59,155)			
130 Playing Fields						
4290 Sundries	1,169	2,084	915		915	56.1%
4600 Repairs & Maintenance	3,771	4,167	396		396	90.5%
4610 Electricity MUGA	1,109	1,140	31		31	97.3%
4620 Grass Cutting	1,904	1,378	(526)		(526)	138.2%
4630 Litter Collection	1,663	1,167	(496)		(496)	142.5%
Playing Fields :- Indirect Payments	9,617	9,936	319	0	319	96.8%
Net Payments	(9,617)	(9,936)	(319)			

Detailed Receipts & Payments by Budget Heading 06/03/2025

Cost Centre Report

999 VAT Data

115 VAT on Receipts

VAT Data :- Receipts

515 VAT on Payments

VAT Data :- Indirect Payments

Net Receipts over Payments

Grand Totals:- Receipts

Payments

Net Receipts over Payments

Movement to/(from) Gen Reserve

Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
38,468	0	(38,468)			0.0%
38,468	0	(38,468)			
9,243	20,659	11,416		11,416	44.7%
9,243	20,659	11,416	0	11,416	44.7%
29,225	(20,659)	(49,884)			
249,894	205,361	(44,533)			121.7%
191,878	260,683	68,805	0	68,805	73.6%
58,016	(55,322)	(113,338)			
58,016					

List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/03/2025	Clear Insurance Management Ltd	PABT0599	2,628.56	LC002824	Annual Insurance
13/03/2025	Steve Wilson Starling Exoenses	PABT0600	13.91	MK/VS	Expenses Events related
13/03/2025	Steve Wilson	PABT0601	123.30	MK/VS	Travel expenses fro February
13/03/2025	Triton Media Ltd	PABT0602	22.99	GB500R16YLWL	A4 Copier Paper x 1 box
13/03/2025	Amazon EU	PABT0603	13.50	GB5WD575AEUI	Heavy Duty Hole Punch
13/03/2025	Web Studio North Wales	DD	240.00	Invoice No 8777	Website and SM Mgmnt
13/03/2025	Mari A Williams Translations	PABT0604	147.92	Invoice 1523	February Translation
13/03/2025	HSBC UK	DD	8.00		BAnk Charges 21/1 to 20/2
13/03/2025	Theatre Bara Caws Cyf	PABT0605	200.00	February Minutes	Grant February MEeting
13/03/2025	Denbighshire County Council	PABT0606	2,860.80	Invoice 802326733	Christams Lighting Install
13/03/2025	VISI Direct Ltd	PABT0607	648.00	Invoice 55657	Leaflet Delivery
13/03/2025	Gwynedd Engraving	PABT0608	55.00	Invoice 379	Gift for Royston
13/03/2025	Signscape and Signconex Limite	PABT0609	1,402.84	Order 26676	Sign for HWb Toilets
13/03/2025	HMRC	PABT0610	1,143.13	120PP01122176	PAYNE & NI
13/03/2025	Morgan Ditchburn	PABT0611	601.33		Salary Feb
13/03/2025	NEST Pension	DD	326.75		Pension Feb
13/03/2025	Steve Wilson	SO	2,050.26		Salary Feb
13/03/2025	Denbighshire County Council	PABT0612	300.00	Invoice 802318479	Internal Audit Fee
13/03/2025	Vale of Clwyd Carpet Cleaning	PABT0613	440.00		Bus sheleter cleaning
13/03/2025	Zoom Video Communications	PABT0614	15.59	Invoice 292530714	Zoom
13/03/2025	Prestatyn Town Council	PABT0615	60.00	Invoice MPTC25/01	Charity Event Tickets
13/03/2025	RHUDDLAN TOWN COMMUNITY	PABT0616	150.00	Invoice 226	Community Market Hire MArch
13/03/2025	Angela Wilkins	PABT0617	96.00		Hwb Cleaning 4/3 to 28/3
13/03/2025	Inscribe Print and Design	PABT0618	257.04	Invoice 00004641	Council Newsletter
13/03/2025	Vodafone	DD	18.51		Clerk Phone
13/03/2025	BT	DD	72.37		HWb WIFI
13/03/2025	Tesco Mobile	DD	15.99		Assistant Phone
13/03/2025	British Gas	DD	152.84	10412959	MUGA Electricity
13/03/2025	British Gas	DD	61.22	10412966	EHwb Electricity
13/03/2025	British Gas	DD	110.53	10412974	Hwb Gas
Total Payments			14,237.38		