



Rhuddlan Town Council

Full Council Hybrid Meeting - Thursday 15 May 2025

Present:

Cllr Jackie Burnham (Mayor)
Cllr Ivor Beech (Deputy Mayor)
Cllr Sophie Baker
Cllr Reg Davies
Cllr Mike Elgin
Cllr Mike Kermode
Cllr Arwel Roberts
Cllr Val Simmons
Cllr Bleddyn Williams (Online)
Steve Wilson - Town Clerk and Responsible Financial Officer
There was two members of the public present.

The meeting was recorded from this point.

1. Apologies

Cllr Ann Davies
Morgan Ditchburn – Assistant Town Clerk

2. Declarations of Interest

Cllr Jackie Burnham and Cllr Mike Kermode. Item 7b.

3. Urgent Matters as Agreed by the Chairperson

The Mayor informed councillors that the charge for the Youth Club is increasing to £4,800 and that the DCC youth team are coming to the June meeting to update the council.

Mentioned heritage centre which will be discussed later.

4. Police Matters

No new crime data nor attendance from the Police Team.

5. Minutes

a. The minutes of the Town Council Meeting held on 10 April 2025 were agreed as a true and accurate record, proposed by Cllr Mike Kermode, seconded by Cllr Bleddyn Williams. **Resolved**

The Mayor duly signed the minutes.

b. To approve minutes of any Committee and Working Groups meetings held since the last meeting. (Events 22nd April and Website & Information 22nd April)

Cllr Mike Kermode took councillors through the events committee meeting minutes and these were discussed. The minutes were proposed as being true and accurate by Cllr Mike Kermode, seconded by Cllr Val Simmons. **Resolved.**

Cllr Jackie Burnham took councillors through the website and information committee meeting minutes including changes proposed to the committee's terms of reference. The minutes were proposed as being true and accurate and the new terms of reference agreed, proposed by Cllr Mike Kermode, seconded by Cllr Val Simmons. **Resolved.**

The two sets of minutes were signed by the relevant chairs.

6. Progress report from Minutes

Active Travel Plan - Cllr Sophie Baker updated councillors on the recent public consultation and councillors discussed. The Mayor suggested a special specific council meeting is arranged with DCC to brief the council on feedback received and latest plans. Proposed by Cllr Val Simmons, seconded by Cllr Sophie Baker. **Resolved.**

Poster regarding Electric Scooters received and posted.

Finger post sign. DCC have agreed to pay for a new one and installation.

Defib for the school is ready for installation. Waiting on the county electrician.

Presentation to the Scout Leaders took place.

The newsletter was not delivered to some houses, but delivery people deny. They only ever guarantee 85% delivery.

Cost for scooter signs to be printed: 50 signs, £108. Cllr Arwel Roberts proposed if permission from DCC is received to install on lamp posts then Clerk to purchase, Cllr Bleddyn Williams seconded. **Resolved.**

Discussion on Cadw removal of tress -no response from Cadw.

Election notice: had two candidates. Election will take place on 12 May 2025

Discussion on the condition of the gardens at the library entrance and Knights area. Suggested to ask Arthur Royles for advice, proposed Cllr Arwel Roberts, seconded Cllr Val Simmons. **Resolved.**

Cllr Mike Kermode updated councillors on the latest plans for the Heritage Centre, including costs, funding, legal status of building and potential running costs. Richard Polden confirmed the Rhuddlan History Society's support for the project. Councillors discussed the project sharing ideas, concerns and support for the project. Cllr Mike Kermode proposed the council continue the next stage in developing the business case and discuss legal ownership issues with DCC, seconded by Cllr Arwel Roberts. **Resolved.**

7. Reports from:

a. The Mayor and Deputy Mayor

Both the Mayor and Deputy Mayor submitted a written report.

Mayor: Informed that the Library Easter Egg Hunt was a success and next year to purchase some allergy free easter eggs. Shared the public toilet issue brought up by a Community Centre Trustee regarding the misleading news article. She proposed a letter is sent to the Community Centre clarifying the situation, seconded by Cllr Arwel Roberts. **Resolved.**

Deputy Mayor: Informed councillors that the Lighting of the Beacon went well with good attendance, and she attended the History Society's VE Day event.

Both written reports were accepted.

b. The Town Clerk – Correspondence and Project report

The clerk had submitted a written report

Cllrs Jackie Burnham and Mike Kermode declared an interest and left the meeting whilst this was discussed. Complaint from a resident regarding the planting of trees on Admiral's Field near his boundary fence. This was discussed by councillors who stated the fence is jointly owned by the resident and the council. Cllr Mike Elgin proposed to write to him and state the council take on board his concerns, and they will manage the height of the trees to prevent any future issues, seconded by Cllr Val Simmons. **Resolved.** Cllrs Burnham and Kermode returned to the meeting.

Complaint sent to Clerk via email regarding businesses on the High Street. The council discussed and Cllr Mike Elgin proposed the complaint be noted but no response issued, seconded by Cllr Val Simmons. **Resolved.**

Email from the Rhuddlan Community Group informing the council of a planter on Parliament Street that is rotten and in need of replacement with a recycled plastic planter. Cllr Mike Elgin proposed the council remove the old planter and purchase and install a new one, seconded by Cllr Val Simmons. **Resolved.**

Email forwarded from Cadw from a resident asking if they could purchase and install a bench on the Town Ditch, the Clerk informed them it was not possible. They asked the council if there is an alternative location. This was discussed by councillors, it was noted that a bench has been vandalised on Twt Hill, and the council had a spare bench in storage. Cllr Mike Elgin proposed to replace the bench on Twthill with one in storage subject from permission for the landowner, seconded by Cllr Arwel Roberts. **Resolved.**

The Clerk was asked to write to the resident to discuss ideas on where a bench could be installed.

Complaint received via DCC from a resident regarding overhanging trees impacting her property. Discussed by councillors. Cllr Val Simmons proposed that the Clerk writes to Clwyd Alyn Housing Association as the trees could be on a strip of land in their ownership, seconded by Cllr Bleddyn Williams. **Resolved.**

Proposed to invite Kate Thew DCC Council Liaison Officer to a future meeting to explain her job role. Proposed by Cllr Arwel Roberts, seconded by Cllr Val Simmons. **Resolved.**

The Written report was accepted.

8. County Councillors Report

Cllr Arwel Roberts ran through his written report and updated councillors on his visit to Carlow and suggested the council take the painting gift. He suggested that any future twinning would be with Borris, being a similar sized town to Rhuddlan. The 3pm bin reporting deadline was discussed and Cllr Arwel Roberts proposed to write to DCC to say the deadline should be the following day, seconded by Cllr Mike Kermode. **Resolved.**

The written report was accepted.

9. Planning

- a. 44/2025/0188/HH - Erection of replacement garage and associated works at 12 Admirals Walk, Rhuddlan, LL18 5PL. No issues or concerns with the planning application was proposed Cllr Bleddyn Williams, seconded Cllr Mike Kermode. **Resolved.**

10. Budget and Finance Matters

The internal audit report was accepted. Proposed Cllr Arwel Roberts, seconded by Cllr Mike Kermode. **Resolved.**

The Clerk ran through the AGAR governance questions with the council and noted responses for submission to the external auditor.

The accounting statements were presented and agreed. Proposed Cllr Mike Kermode, seconded Cllr Arwel Roberts. **Resolved.** The Mayor and Clerk signed the AGAR.

The Clerk confirmed the dates of Elector's Rights to view the accounts as the 1/7/25 to 28/7/25.

The payments listing was accepted and Cllr Mike Kermode proposed payment, seconded by Cllr Bleddyn Williams. **Resolved.**

The Clerk explained due to being on annual leave from 7/6 for 2 weeks he would not be able to make the payments post the June meeting. He suggested he pays the payments listing as per the published agenda of 6/7 on the 6/7 and any invoices post that date would have to be postponed until August, this was proposed by Cllr Ivor Beech and seconded by Cllr Reg Davies. **Resolved.**

11. Closure of Rhuddlan public Toilets

Cllr Mike Kermode updated councillors on a meeting with Dyserth Community Council and St Asaph City Council. Councillors discussed the issue in great length. Cllr Mike Elgin proposed that the council

do not consider using DCC but get costs from specialist companies to open, clean and close both the Princes Road and Hwb public toilets, seconded by Cllr Mike Kermode. **Resolved.**

Cllr Mike Kermode proposed to discuss asset transfer with DCC, seconded by Cllr Bleddyn Williams. **Resolved.**

The formation of a toilet working group was discussed, group to include Cllrs Sophie Baker, Mike Kermode, Jackie Burnham, Reg Davies, and Val Simmons. Proposed by Cllr Sophie Baker, seconded by Cllr Bleddyn Williams. **Resolved.**

12. Final approval of Annual Report

The Clerk had sent out the draft annual report to councillors. He stated it will be loaded onto the council's website with links from social media and a hard copy will be placed in the Library. Subject to a minor name correction it was proposed to accept and publish. Proposed by Cllr Arwel Roberts, seconded Cllr Mike Kermode. **Resolved.**

13. Community Matters

Cllr Ivor Beech suggested a condolence letter is sent from the council to Jules Peters on the passing of Mike Peters, a great man who has raised millions for cancer charities. The Clerk agreed to send a letter.

Cllr Bleddyn Williams highlighted issues with the rubber surface by the gate in the play area of Admiral's Field.

Cllr Sophie Baker shared feedback received from a resident regarding the latest active travel proposals, and clarified the situation regarding delivery of the newsletter so she could give feedback to a resident

Cllr Mike Kermode reminded councillors on events taking place in Rhuddlan for Dementia Action Week and encouraged councillors to attend.

Cllr Reg Davies asked the Clerk to contact DCC as the bin on the pavement across the footbridge has gone missing.

Cllr Jackie Burnham shared comments from a resident regarding an overgrown hedge on Castle Street, from the castle to the entrance to Twt Hill, the Clerk to report to DCC. She also asked the Clerk to get the engravings on the regalia up to date.

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. Cllr Mike Kermode proposed the Council move to part 2, seconded by Cllr Bleddyn Williams. **Resolved.**

The members of the public left the meeting and the recording was stopped.

14. Review reasons for apologies. The one apology was reviewed by councillors.

15. To Receive minutes from Personnel Committee meeting held on 14 April 2025

Cllr Mike Kermode ran councillors through the minutes of the Personnel Committee meeting.

16. Date of Next Meeting

Thursday 12 June 2026

Signed Date.....