



Rhuddlan Town Council Meeting
Full Council Meeting Thursday 9th April 2026
MINUTES

Present:

Cllr Jackie Burnham (Mayor)

Cllr Sophie Baker

Cllr Ann Davies

Cllr Reg Davies

Cllr Mike Elgin

Cllr Mike Kermode

Cllr Gloria Lambert

Cllr Arwel Roberts (remotely Item 6 onwards)

Cllr Val Simmons

Cllr Bleddyn Williams

Steve Wilson - Town Clerk and Responsible Financial Officer

Heidi Barton-Price - Assistant Town Clerk

There was 1 member of the public present

The meeting was recorded from this point (audio only)

1. Apologies

Ivor Beech (Deputy Mayor)

2. Declaration of Interest

Cllr Mike Kermode for Agenda items 9b, 10a.a. and 10. a.c.

Cllr Mike Elgin for his update under Community Matters Agenda item 13.

Cllr Arwel Roberts for Agenda item 10.a.c

The Mayor reminded attendees to follow the Code of Conduct.

The Town Clerk reminded Councillors of the Pre-Election Guidance for Town & Community Councillors in Wales Senedd Election – 7 May 2026 during the pre-election period: 8 April – 7 May 2026. Drawing their attention to political neutrality and restrictions on Town Council resources and social media use.

3. Urgent Matters as Agreed by the Chairperson

None.

4. Police Matters

Neither Police Sergeant Iwan Hughes (PS 3030) nor Alexandra Jones (PCSO 2839) were in attendance for this agenda item.

The Town Clerk updated that no new crime data was available at this time.

5. Minutes:

- a. To approve minutes of the Town Council meeting held on 12th March 2026,

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

- b. To approve minutes of any Committee and Working Group meetings held since last meeting

Cllr Gloria Lambert ran Councillors through the draft minutes of the: Etifeddiaeth - Heritage Working Group held 31st March 2026.

The minutes were proposed as a true record by Cllr Gloria Lambert and seconded by Cllr Reg Davies. **Resolved.**

The Mayor duly signed the minutes.

6. Progress Report from Minutes

The Town Clerk confirmed and updated:

- Community Safety Team: Noting that while residents had expressed concerns, there was limited interest in forming a Community Safety Team for Highlands Road.

Cllr Mike Elgin highlighted that any traffic concerns should be logged with the Police.

The Mayor, Cllr Jackie Burnham proposed that the Town Clerk write to thank the Police for initiating traffic enforcement measures on Highlands Road and prepare a generic response for residents who complain about speeding, including information about reporting to the Police. This was seconded by Cllr Mike Elgin.

- The grant for Easter Eggs had been paid by DCC and is now on the payment list.
- Offer from Tenovus Cancer Care to speak to council about cancer and the work Tenovus does. Confirmed they will attend the 11th June meeting at 6.30pm.

7. Reports from:

a. The Mayor and Deputy Mayor

The Mayor had submitted a written report.

In addition to the Community Centre meeting it was proposed that the “Cuppa with a Copper” sessions be held there when the Community Market takes place, which is well attended and the incentive would be more visible to the public. The Town Clerk to write to the Police with this proposal to change the venue from the King’s Head.

The Mayor highlighted the upcoming Mayor’s ABBA themed Charity Event at Rhuddlan Golf Club on 10th April 2026 to raise funds for St. Kentigern Hospice and Action for Children.

The written report was accepted.

b. The Town Clerk – correspondence and project report.

The Town Clerk updated Councillors regarding the following:

Correspondence

The following has been received:

1. Two complaints from residents living adjacent to Admiral’s Field regarding the floodlights at the MUGA being on when the lights were not working due to a fault with the CCTV electrics. This has been resolved.
2. Complaint from a local resident regarding speeding on Ffordd Ganol. Town Clerk instructed him to inform residents to report all incidents to the Police.
3. A letter via the Mayor from a resident asking why the town council tax code in Rhuddlan is twice as much as that in Rhyl. Town Clerk had replied that this was based on population and services in the area.
4. Bi-annual statement of the UK Government Debt Management Office.
5. Various One Voice Wales and DCC communications emailed to councillors.

Commuted Sums

Town Clerk and Assistant Town Clerk had met with DCC Community Development Officer, Samantha Mullan regarding grant/funding availability. Town Clerk and Cllr Gloria Lambert visited play areas looking at various accessible play equipment options. Town Clerk to progress proposal with the addition of applying for Gwynt y Mor grant was proposed by Cllr Mike Kermode and seconded by Cllr Mike Elgin.

Gwynt y Mor application could then look to the resurfacing of Vicarage Lane and providing 2/3 accessible pieces of equipment (including Commuted Sum above and match funding).

Samantha Mullan will also be providing further information about grants and funding opportunities to progress the Heritage digital recordings.

- Promotion of Welsh language open meeting at Rhuddlan Golf Course – contributing to that element of the Town Plan.

- Town Clerk has issued press release regarding 2026/2027 Precept in Rhuddlan.
- The £11,253 VAT refund has been received.
- Internal Audit arrangements made – see Item 10c.

Site visit with Keep Wales Tidy on 7th April regarding the Wildlife Garden Admiral's Field / Local Places for Nature Wildlife Garden package.

The initial scrape proposal is not within the package, however, there is money within the budget to progress this with DCC Countryside Services.

Initial ideas are around raised beds/benches adjacent to the Allotments, a shed, tools, water butt and raised pond to the rear of the Hwb. Wildflower turf area, fruit trees and hedging.

Firmer proposals will be reviewed and drawings will be brought back by the Town Clerk to a future meeting for approval.

Cllr Arwel Roberts joined the meeting remotely at this point.

Cllr Mike Kermode requested that the Town Clerk update DCC Countryside Services regarding the above.

Dates for the diary

- AGM and May meeting – 14th May 2026
- Gwledd – Saturday 16th May 2026
- Volunteer Fair and Summer Picnic in the Park – Saturday 1st August 2026

Councillors to note that the Town Clerk is on annual leave from 5pm on Thursday 16th April until 8am on 27th April 2026.

8. County Councillor Reports

a. Report by Councillor Ann Davies

Cllr Ann Davies had submitted a written report which she ran Councillors through. In addition she had visited a resident on his 100th birthday. The Mayor, Cllr Jackie Burnham confirmed that she had also visited the gentleman (as an additional to 7a. above).

Cllr Bleddyn Williams commented that the bollard referred to in her report has been in situ for a long time.

The report was accepted.

b. Report by Councillor Arwel Roberts

Cllr Arwel Roberts had submitted a written report.

No further additions. He proffered congratulations to Cllr Reg Davies on receiving Maundy money from the King.

There were no observations made and the report was accepted.

9. Planning

- a. 44/2026/0124/PF Proposal : Siting of an InPost Parcel Locker at Rhuddlan Library, 9 Vicarage Lane, Rhuddlan.

Cllr Val Simmons confirmed the Library had no objections and Cllr Sophie Baker highted that this proposal would be a welcome addition to Aldi/Sainsbury lockers.

Cllr Mike Kermode proposed and Cllr Bleddyn Williams seconded that there were no objections to this application and that the colour of the lockers should be neutral.

- b. 44/2026/0148/HH - 12 Highlands Close, Rhuddlan, Rhyl, Denbighshire, LL18 2RU. Proposal: Erection of new boundary walls to Highlands Close and Ffordd Ganol; construction of a new vehicular access off Highlands Close; alterations to vehicular access off Ffordd Ganol; extension to garage and associated works.

Cllrs discussed the proposal and whilst there were no objections in principle, their concerns over the wall height and adherence to Planning Regulations be noted in the response. This was proposed by Cllr Ann Davies and seconded by Cllr Bleddyn Williams.

10. Budget & Finance Matters

- a. Grant requests

Cllr Mike Kermode left the meeting at this point.

- a. Rhuddlan Dementia Group

The Dementia Group had requested that future meetings at the Hwb be available to them free of charge, saving the group £80 a year which would allow the amount to be used towards their various activities.

It was proposed that the grant of £80 be paid to them pending a full grant application being submitted. This was proposed by Cllr Bleddyn Williams and seconded by Cllr Sophie Baker. **Resolved.**

Cllr Mike Kermode returned to the meeting at this point.

- b. 2026 Llangollen International Musical Eisteddfod

The Llangollen International Musical Eisteddfod had made an appeal to the Town Council to support them (as in previous years) for 2026.

The level of financial support of £100 (as previous 2025) was to be offered, this was proposed by Cllr Bleddyn Williams and seconded by Cllr Ann Davies. **Resolved.**

Cllr Mike Kermode and Cllr Arwel Roberts left the meeting at this point.

c. Nature Reserve Partnership wildlife hunt

The Town Clerk outlined a request for £400 from Rhuddlan Nature Reserve to facilitate a wildlife adventure hunt.

It was proposed by Cllr Bleddyn Williams that the Town Council should fund the event, Cllr Val Simmons seconded. **Resolved.**

Cllr Mike Kermode and Cllr Arwel Roberts returned to the meeting at this point.

The Town Clerk highlighted a video of a Day Out in Rhuddlan that also promoted the Nature Reserve as well as Rhuddlan as a whole and will circulate a web link.

b. Approve the April payments listing due

Cllr Ann Davies sought clarification over loans: the footpath being over 5 years and the repayments on the Hwb over 20 years. Cllr Mike Kermode confirmed borrowing as usual practice for Town Councils.

Councillors reviewed the April 2026 payment listing. Cllr Mike Elgin proposed it is paid and Cllr Val Simmons. **Resolved.**

c. Agree scoping document for internal audit

The Town Clerk presented Councillors with a draft scoping document from Denbighshire County Council's Internal Audit Team following the Town Council's request for them to perform the Internal Audit of accounts for 2025-26.

Councillors reviewed the document. Cllr Val Simmons proposed it be accepted for the Internal Audit to be carried out and Cllr Bleddyn Williams seconded. **Resolved.**

d. The approval of the use of a variable Direct Debit

The Town Clerk sought Councillor's approval of the use of variable Direct Debits. This was proposed to be accepted by Cllr Mike Kermode and Cllr Mike Elgin seconded. **Resolved.**

e. Unpaid Hwb invoice 214

The Town Clerk highlighted the unpaid Hwb invoice 214 for the amount of £200 as unrecoverable.

It was proposed to 'write-off' this invoice off as an unrecoverable bad debt by Cllr Bleddyn Williams and seconded by Cllr Mike Kermode. The Town Clerk will place a warning as regards the company on One Voice. **Resolved.**

f. Approval of payments to councillors 2026/2027

The Town Clerk had provided a paper of the payment allowances for Councillors for 2026-2027 for review.

They were proposed to be accepted by Cllr Val Simmons and seconded by Cllr Mike Elgin. **Resolved.**

In addition, the Town Clerk informed Councillors that the accounts had been closed with 74.89% budget spent (with a larger reserve). To be presented in detail at the AGM in May.

11. One Voice Wales membership 2026/27 – to agree membership

The Town Clerk had provided a copy of the Invoice/Membership Form 2026-27.

Cllr Mike Kermode highlighted the membership as being value for money in providing support. The membership was proposed to be continued by Cllr Mike Kermode and seconded by Cllr Bleddyn Williams. **Resolved.**

12. Election of Mayor and Deputy Mayor elect

Cllr Ann Davies proposed that the current Mayor, Cllr Jackie Burnham be Mayor elect for 2026/2027. Cllr Mike Elgin seconded. **Resolved.**

There were 2 nominations made for Deputy Mayor elect for 2026/27:

1. Cllr Ann Davies proposed Cllr Sophie Baker and this was seconded by Cllr Reg Davies.
2. Cllr Mike Kermode proposed Cllr Mike Elgin and this was seconded by Cllr Val Simmons.

A closed ballot was undertaken with Cllr Mike Elgin being appointed as Deputy Mayor elect for 2026/2027.

13. Community Matters

Cllr Arwel Robert had received a telephone call from the Chair of the Community Centre thanking him for saving them money by transferring their waste arrangements to DCC. Also, a letter of thanks regarding the Dragons Football Club now picking up their litter at Admiral's Field.

Cllr Val Simmons thanked the Town Council for the donation of Easter eggs, Cllr Mike Kermode for his support and shops, Community Centre and everyone who helped with the clue setting. A further 50 Easter eggs were purchased by Friends of the Library due to the demand on the day. 205 children had participated and it was a great opportunity to promote the Friends of the Library work and also for people to join the Library. There are plans for a Keep Britain Tidy meeting at the Library and a potential GeoCache being located on Admiral's Field.

Cllr Mike Kermode – None.

Cllr Gloria Lambert outlined a resident's issue regarding Council tax. Cllr Ann Davies advised her to ask the resident to contact her and provide full details.

Town Clerk confirmed Cwmpas Digital Denbighshire funding is secured until September 2026.

Cllr Jackie Burnham – None.

Cllr Sophie Baker – None.

Cllr Ann Davies to pull together a 'competition programme' for the extra marquee being provided at the Picnic in the Park event. To work with the Town Clerk on the programme to be presented to the next Events Committee.

Cllr Reg Davies had received enquiries regarding whether a seat by the River could be installed – possibly below the Church. The Town Clerk and Cllr Reg Davies to make arrangements for them to walk the route to scope out any options for a seat to be installed.

Cllr Mike Elgin had signed a Declaration of Interest as a resident of Abbey Road. He highlighted a resident's social media post with many other residents agreeing with the post concerning vehicle speeds and unsafe driving on the narrow section of Abbey Road leading to Abbey Farm Caravan and campsite. This stretch has no pavement, is approximately 7 feet wide, and is heavily used by pedestrians accessing local footpaths. Increased traffic from the campsite, farm shop, and coffee shop now includes larger vehicles and drivers unfamiliar with single-track rural roads.

Residents report that some visitors are travelling too fast for the conditions, creating significant risk to walkers, families with children, and dog owners who have limited space to move aside.

Recommended that the Town Council via the Town Clerk refer this matter to DCC Highways department for urgent assessment as the situation is considered a potential serious safety concern. This was proposed by the Mayor and seconded by Cllr Mike Kermode. **Resolved.**

Cllr Bleddyn Williams – None.

Part 2 Exclusion of the Press & Public

PART 2 BUSINESS – It was proposed by Cllr Mike Kermode, seconded by Cllr Bleddyn Williams and duly resolved 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.

The member of the public left the meeting.

The meeting recording (audio only) was stopped at this point.

14. Review Reasons for Apologies

Cllr Ivor Beech – No reason
Accepted.

15. Date of Next Meetings

- Events Committee Meeting – Wednesday 29th April 2026.
- AGM / Town Council – Thursday 14th May 2026.

The Town Clerk reminded Councillors that at this AGM that policies and the

Annual Report will be reviewed.

- Etifeddiaeth - Heritage Working Group – Tuesday 26th May 2026

Signed:

Date:

Cllr Jackie Burnham (Mayor)

DRAFT