Rhuddlan Town Council Ordinary Meeting

12th November 2026

M I N U T E S

Present:

Cllr Sophie Baker

Cllr Ivor Beech

Cllr Ann Davies

Cllr Reg Davies

Cllr Mike Elgin (Deputy Mayor) – Chair (remotely)

Cllr Gloria Lambert

Cllr Val Simmons

Steve Wilson – Town Clerk and Responsible Financial Officer

Heidi Barton-Price – Deputy Town Clerk

There was 1 member of the public present.

The meeting was recorded from this point (audio only)

1. Apologies

Alexandra Jones (PCSO 92839) – Item 4 only

Other: (Due to suspension):
Cllr Jackie Burnham (Mayor)
Cllr Mike Kermode
Cllr Arwel Roberts

2. Declarations of Interest

Cllr Val Simmons, Cllr Mike Elgin, Cllr Reg Davies – Item 18.
Cllr Ann Davies – Item 18 – personal only.

3. Urgent Matters as Agreed by the Chairperson

Cllr Mike Elgin, Chair raised the best dressed Christmas house and shop competition and the prizes to be awarded this year. It was proposed by Cllr

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Val Simmons and seconded by Cllr Gloria Lambert for the prizes to remain as £50.00 in total per competition. **Resolved.** The Judges 2026 will be Cllr Ann Davies, Cllr Sophie Baker and Cllr Gloria Lambert with a date to be arranged

4. Police Matters

PCSO Alexandra Jones (92839) in her absence had provided a written update. There had been 88 reports during the period of 12th October to 12th November across a range of calls that the Town Clerk ran through. The Town Clerk to share this detail with Councillors.

The Police presence at the Remembrance Service (both the parade and at the Church) was welcomed and the Town Clerk was tasked to send a letter of thanks to them for their attendance along with thanks to the Parade Marshall.

The Clerk had provided the latest Crime data.

5. Minutes:

a. To approve minutes of the Town Council meeting held on 8th October 2026.

The Deputy Mayor, Cllr Mike Elgin ran Councillors through the draft minutes of the Town Council held on 8th October 2026.

The minutes were proposed as a true record by Cllr Val Simmons and seconded by Cllr Ann Davies. **Resolved.**

The Deputy Mayor duly signed the minutes.

b. To approve minutes of the Events Committee meeting held on 15th October 2026, the Biodiversity Committee meeting held on 27th October 2026 and Heritage Working Group meeting held on 29th October 2026.

The Town Clerk ran Councillors through the draft minutes of each Committee/Working Group. The minutes were proposed as a true record by Cllr Mike Elgin and seconded by Cllr Val Simmons. **Resolved.**

It was noted that concerns should be raised and remain with the Events Committee to discuss eg. power supplies for vendors and decibel levels of generators.

Cllr Ivor Beech highlighted the recent further survey circulated regarding the St. Mary's Church project. The Town Clerk encouraged all Councillors to respond and will provide hard copies as requested for them to do this.

The Deputy Mayor duly signed the minutes.

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6. Progress report from minutes

- **Aelwyn Morgan Award / Code of Conduct**
    - The Town Clerk's meeting with the DCC Monitoring Officer has been rescheduled to 2nd December.
    - Pending further advice, Councillors were advised to declare a Personal/Prejudicial Interest in relation to the Aelwyn Morgan Award.
    - The award process to be reviewed and amended for next year, with nominations to be scored.
    - To invite the DCC Monitoring Officer, subject to availability, to provide a 30-minute briefing for Councillors on the Code of Conduct and Declarations of Interest prior to the December meeting. Proposed by Cllr Sophie Baker and seconded by Cllr Gloria Lambert. **Resolved.**
    - To arrange a separate briefing meeting for all Councillors in March 2027. Proposed by Cllr Ann Davies and seconded by Cllr Sophie Baker. **Resolved.**

- **Christmas Tree**
    - The local tender for a Christmas tree resulted in no quotations being received.
    - This will be the final year of providing a real Christmas tree at cost.

- **MUGA Floor Replacement**
    - The Town Clerk has approached six companies for budget costs. One response had been received, with five outstanding.
    - Once quotes are received, the Town Clerk will explore grant funding opportunities.

- **Public Toilets Signage**
    - A response from DCC is awaited.

- **PSA Testing 2027**
    - The Town Clerk to make the necessary arrangements.

- **Information & Website Committee**
    - The Town Clerk to arrange a Committee meeting in December to progress the production of an Election Brochure.

- **Climate Change Film**
    - A resident will arrange the film showing.

- **Defibrillator Provision**
    - Provision of a defibrillator in the Pentre Lane area awaiting permissions off DCC.

- **Hedge at Castle Gates**
    - The overgrown hedge is to be re-reported to DCC. (Cllr Sophie Baker offered to provide photographic evidence).

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7. Reports from:

a. The Mayor and Deputy Mayor

Both the Mayor and Deputy Mayor had submitted written reports.

Cllr Val Simmons highlighted the successful Litter Pick carried out in November and the community's involvement.

Both reports were accepted.

b. The Town Clerk – correspondence and project report

Remembrance Sunday

- The Town Clerk organised and attended the Remembrance Sunday Service on 8th November.
- The following payments will be included on the December payments list in recognition of services provided on the day:
  - £200 donation to Rhyl Marching Band.
  - £100 to the Standard Bearer, to be donated to a charity of their choice.
  - £100 to the Parade Marshal, to be donated to a charity of their choice.
- The Town Clerk to look into the provision of chairs outside the Community Centre for next years' service.

Thanks, be formally recorded to the Town Clerk for the hard work and effort in organising the Remembrance event. Proposed by Cllr Reg Davies and seconded by Cllr Mike Elgin. **Resolved.**

Correspondence: The following correspondence had been received:

Various communications from Denbighshire County Council and One Voice Wales, which have been circulated to councillors for information.

An e-mail from the Rhuddlan Community Group requesting that the Council consider improvements to the area adjacent to the rose beds at the entrance to the Library. This matter has been included on the agenda – see item 10.

Dates for the Diary:
Community Carols at St. Mary's Church will take place at 4:00pm on 19th December 2026. Councillors are encouraged to attend and support this community event.

b. County Councillors reports

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Report by Councillor Arwel Roberts

Cllr Arwel Roberts had submitted a written report.
There were no observations made and the report was accepted.

Report by Councillor Ann Davies

Cllr Ann Davies had submitted a written report.
There were no observations made and the report was accepted.

Additionally Cllr Ann Davies updated that the DCC blue bags/food caddy will be available to be replaced free of charge.
Active Travel: narrowing at the junction of Abbey Road from Dyserth Road and the Castle end, work is due to commence in January 2027.

Cllr Mike Elgin highlighted the provision of a barrier at the Parliament Street carpark and the Town Clerk was requested to ask for an update from BCUHB regarding the Library carpark.

8. Approval of items 10, 11, 12, 13, 14, 15, 16 & 17 from October meeting as per the October minutes.

As per October minutes the items 10 – 17 were proposed as approved by Cllr Mike Elgin and seconded by Cllr Val Simmons. **Resolved.**

9. Planning

a. 44/2026/0446/HH Conversion of attached garage into office, raising of existing flat roof and alterations to vehicular access at 5 Trevor Avenue, Rhuddlan, LL18 2TF.

Cllr Ann Davies proposed no objections or comments, seconded by Cllr Sophie Baker. **Resolved.**

10. Budget & Finance Matters

a. Grant requests

i. Rhuddlan Over 75's Boccia Club

Financial grant support was sought towards 16 members of the Club towards a Christmas meal. It was proposed by Cllr Ivor Beech and seconded by Cllr Sophie Baker to provide the financial sum of £192 (to be paid direct to the chosen venue). **Resolved.**

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Financial grant was sought to cover the costs of the two pilot bilingual Paint & Sip and Print & Sip sessions for adults, run by the 'Clwb Celf company, totalling £770. The Town Clerk confirmed this would be within the Welsh Language allocated budget. Cllr Sophie Baker proposed it be granted, seconded by Cllr Ivor Beech. **Resolved.**

b. Approve the November payments listing due

The Town Clerk ran councillors through the November payments list. The November payments were proposed as approved to be paid by Cllr Ann Davies and seconded by Cllr Val Simmons. **Resolved.**

11. To consider the Rhuddlan Community Group's request for improvements to the Library entrance

The request by Rhuddlan Community Group was considered and proposed the cost of the sleepers and labour be paid by Cllr Mike Elgin and seconded by Cllr Ann Davies. **Resolved.**

The Town Clerk offered to remove the `stones` at the Library with a view to arranging their display elsewhere.

Cllr Ivor Beech highlighted an overhanging tree at the Library. Cllr Ann Davies will raise with DCC and the Town Clerk will raise with Library.

12. To consider whether Rhuddlan Town Council should have a long service policy for councillors

Consideration and discussion by Councillors resulted in the Town Clerk being tasked to provide a policy for formal adoption, Cllr Sophie Baker proposed a 20yr long service policy with any presentations to be made in January 2027, this was seconded by Cllr Mike Elgin. **Resolved.**

13. To consider renewal of SLCC membership due on 1st December 2026 at a cost of £253.

Cllr Ann Davies proposed that the SLCC membership be renewed and this was seconded by Cllr Val Simmons. **Resolved.**

14. To consider allowing the Youth Club to put up graffiti picture on the MUGA fence.

The proposal that it be fixed to the outside of MUGA, on the side facing the football pitch and bowling green was made by Cllr Ann Davies and seconded by Cllr Val Simmons. **Resolved.**

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15. To review how long wreaths should be displayed after Remembrance Sunday

There is no guidance as to how long wreaths should remain at memorials. Cllr Mike Elgin proposed an Easter removal (sooner, subject to their condition), seconded by Cllr Ann Davies. **Resolved.** The Town Clerk to action.

16. Community Matters

Cllr Sophie Baker: Apologies for Remembrance Sunday.
Cllr Gloria Lamber: Apologies for Remembrance Sunday. Highlighted an Active North Wales physical activities online course she had attended.
Cllr Val Simmons: Apologies for Remembrance Sunday. Highlighted the thriving Library, successful Halloween Bingo event, Author and other events.

Part 2 Exclusion of the Press & Public
PART 2 BUSINESS – It was proposed by Cllr Ann Davies, seconded by Cllr Sophie Baker 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 1 member of the public left the meeting.

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

17. Review reasons for apologies

None.

Cllr Mike Elgin, Cllr Val Simmons and Cllr Reg Davies left the meeting at this point.

18. Aelwyn Morgan Award 2026 – to decide on a winner

A closed vote was undertaken. The Town Clerk will invite all of the nominees and the winner announced to the December meeting to receive any awards.

19. Date of next meetings:

- Full Town Council meeting Thursday 10th December 2026

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