



Minutes of the meeting of Rhuddlan Town Council held at Community Centre, Parliament Street, Rhuddlan on Thursday 12th January 2017 at 7.00pm.

Present: Councillors Sara King, Mayor (in the Chair), Reg Davies, Arwel Roberts, Ann Davies, Jackie Burnham, Mike Kermode, Syd Gaskin, Andy Smith, Gareth Rowlands, Sian Mai Jones (Town Clerk)

Four members of the public were present.

- 129 APOLOGIES:** Councillor Gwilym Williams.
- 130 DECLARATION OF INTERESTS:** None.
- 131 URGENT MATTERS:**
Barriers in front of shop – included under item 129.

Rhuddlan Library - Liz Grieves, Head of Customers, Communication and Marketing for Denbighshire County Council gave a verbal report at the meeting. The library is now open and good reports have been received from members of the public. There are open areas and meeting rooms that services such as Social Services, Citizen Aid and Credit Union can use. The official opening is on 1st of March to which Councillors are invited.

There is a new cash machine for the public to use to pay rent and parking fines.

Liz Grieves confirmed that the £4k that was expected from Rhuddlan Town Council was a contribution towards better disabled access. An invoice for this amount to be raised as soon as possible.

Denbighshire County Council are not in a position to extend opening hours at the library but would consider being flexible, for example, open on a Saturday but close on another day of the week. A review of opening hours will take place after the Summer.

When the manager of the library sets up a Joint working group it is important that an invitation is extended to a representative of the Town Council. Liz Grieve to make the manager aware of this.

With regards to office space being available to the Town Clerk, this matter needs to be taken up with the library manager.

The fact that the library has been refurbished and re-opened to the public is a success. Both the County Council and Town Council are to be congratulated that it has come to fruition.

132 POLICE MATTERS

8th December – 8th January 2017 - Police incidents

14/12/16	Assault Bryn Crescent – Offender identified, enquiries ongoing
18/12/16	Theft Princes Park – Offender identified, enquiries ongoing
19/12/16	Assault outside Coop – Enquiries ongoing
19/12/16	Criminal Damage Rhyl Road – Suspect identified
24/12/16	Criminal Damage Hylas Lane – Paint thrown over car. All lines of enquiry completed but no suspect identified
03/01/17	Theft of motor vehicle Dyserth Road – Theft of vehicle from yard. Vehicle found and enquiries ongoing

133 MINUTES OF 8th of DECEMBER:

The minutes were approved.

MATTERS ARISING:

101 phone number (when it's less urgent than 999): poster received from PCSO which is to be put on the notice board.

CCTV - questions asked whether there had been a follow up to the attempted break in at the Spar on the 09/11/2016. Town Clerk had been in contact with PCSO Rebecca Evans who stated that as far as she was aware, the matter was still being investigated by CID.

Change of Speed Report – has been pre-circulated. This item is included under Item 130.

134 CORRESPONDENCE

(i) FROM THE MAYOR - pre-circulated:

5 th	Turned Xmas Tree lights on.
6 th	Denbighshire County Council Chairperson's Xmas Celebration
7 th	Xmas Bingo.
9 th	Community Centre Xmas Dinner at Rhuddlan Golf Club.
11 th	Gave Charlie his medal for long service
13 th	Towns Women's Guild Xmas Dinner
14 th	Stroke Club Xmas Dinner
21 st	Carol Singing around the Xmas tree. Visited Cllr Gwilym Williams in hospital

(ii) FROM THE TOWN CLERK - pre-circulated:

Noticeboard update - Contractors have decreased the height of the community notice board by 6" at no charge. The Town Clerk is waiting for confirmation of measurements of the Town Council noticeboard before placing an order for Perspex to replace the damaged one.

Castle Lights Update - There are problems with water penetrating the cable which is causing the lights to trip. Gwilym Pritchard (Conservation Works and Property Manager) to meet with a mechanical engineer on site on the 12th of January. Gwilym Pritchard

apologised for the length of time it is taking and hope to get the Castle lit up again as soon as possible.

Plaque commemorating opening of the Community Notice Board – This has been ordered and needs collecting and placing on the notice board.

Admirals Playing Field (dangerous tree) – The tree has been removed and will be replaced by a new tree. Cllr's were keen to have two additional trees planted although there was concern that this may cause shade on the allotments. It was resolved that Cllr Gareth Rowland to contact the Allotment Society to see if there will be any objection to the shade.

iBeacon Initiative – Officers from Cadwyn Clwyd to attend the February Town Council meeting to give a brief presentation.

Mayor's Civic Sunday – to be held on February 5th at 2.30 pm. A donation of £100 to be given to the Church to cover cost of the event.

Pie n Mash Charity Event – to be held on the 18th of March at 6 p.m. at Rhuddlan Community Centre.

Planter Pots from Denbighshire County Council – an e-mail received from the County Council extending an opportunity for external groups to use planters on the understanding that they would be furnished and maintained at no cost to the County Council. It was resolved to provisionally book one planter pot.

Visit to Houses of Parliament – James Davies M.P. has kindly agreed to sponsor this visit. Town Clerk to make enquiries about options of transport.

Wales in Bloom – an e-mail received from Peter Barton Price asking if Rhuddlan Town Council are still willing to host a lunch event for this year's Wales in Bloom competition on 10th of March between 1pm and 4 pm. This was already agreed in a meeting on the 8th October 2016. The Town Clerk to contact Peter Barton Price to confirm.

Proposed Dog Control Measures – Denbighshire County Council are proposing a Public Spaces Protection order in direct response to complaints and feedback received by the public. The main requirement would be for dog owners to pick up their animal's mess. A fixed penalty notice of £100 may be issued to offenders. The Order will be enforced by Kingdom local authority support officers. It was resolved to reply to Denbighshire County Councils that Rhuddlan Town Council fully support the new proposals. However, clarification is required on "specific locations" included in the following sentence "The Order would also require dogs to be kept on leads in specific locations and require dog owners to have the means to clear up after their animals." Town Clerk to follow up.

Publication Scheme – Cllr Mike Kermode gave a presentation on the requirement that Rhuddlan Town Council need to adopt a formal Publication Scheme when developing a new website. The scheme must set out the council’s commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information. It was Resolved that Rhuddlan Town Council adopt the framework and Cllr Kermode was thanked for the report.

National Development Framework

The Welsh Government are organising engagement events throughout Wales to raise awareness of the new National Development Framework that replaces the Wales Spatial Plan. It was resolved that Cllr Arwel Roberts attend the event in Llandudno on 7th February, 2017.

Battles Over – A National tribute 100 years of Remembrance 11th Nov 2018

An invitation from Bruno Peek, Pageant Master has been extended to councils, organisations and community groups to take part in the commemoration and remembrance of the end of the First World War by lighting a chain of 1000 beacons throughout the UK and Channel Islands. It was resolved to reply that Rhuddlan Town Council want to be involved and that a request be made to the Events Committee to organise this event. The Town Council need to consider a budget for the event in the 2017/18 financial year.

Shop Front Grants

An e-mail has been received from Denbighshire County Council for a Shop Front Grant. This grant covers up to £2000 of renovation work to store fronts in order to meet 75% of their total project costs. The Town Council was asked to provide information regarding the percentage of properties that may be in need of restoration within its jurisdiction. It was resolved that the Town Clerk reply to Denbighshire County Council that the Town Council is fully supportive of the scheme and that the Town Clerk to distribute flyers to shops in Rhuddlan. Those shop owners who have an interest in the scheme to contact the County Council direct.

Denbighshire CCTV Partnership Board Control Room Visits

An invitation has been received from Denbighshire County Council for a representative from the Town Council to attend a visit to the Control Rooms in Chester on the 17th of January. It was resolved that Cllr Gareth Rowlands and Cllr Arwel Roberts attend.

Land at Tirionfa –

Letter received from Denbighshire County Council with regards to disposal of land at Tirionfa on the open market. No objection.

The Arch in Church Street

A letter was received from the Rhuddlan Local History Society with regards to the Arch which has now been restored by Cllr Reg Davies. The letter requested if the Town Council would allow the History Society to place a plant box in front of the gate to enhance the gateway. The History Society would be responsible for watering. It was resolved to agree to a planter in front of the gate as long it is off the pavement.

Also, the letter requested if the Town Council would consider allowing the History Society to place a small plaque on to the wall. It was resolved to agree to a plaque as long as the wording on the plaque be sent to the Town Council beforehand for approval.

135 COUNTY COUNCIL MEMBER'S REPORTS:

A report from Cllr Ann Davies – pre-circulated:

"I would like to take this opportunity to wish everyone a very Happy and Healthy New Year.

Rhuddlan Surgery

The successful transition of the surgery to the Health board has been a priority since the transfer in 2015. I have been in regular contact with the Health Board. I recently had a meeting to discuss unresolved issues brought to my attention over the last few months. It was a very positive meeting and a follow up meeting will be arranged.

Star Wars Premier

I was delighted to attend the premier of the new Star Wars film, Rogue One, and meet the local actor, Spencer Wilding who plays Darth Vader. The procession of storm troopers through the streets of Rhyl was certainly something to behold!

Flood Defences - Station Road

As you will be aware, there has been much concern in the last few years about the flood risk on Station Road. I am pleased to report that DCC has granted permission for the National Resources Body for Wales to construct flood defences in this area. This work will include the raising of existing embankments and construction of new embankments and walls.

Rhuddlan Traffic

There have been reports of cars jumping the lights on the bridge. I met with a Highways Officer to assess the situation and the volume of traffic through the town. DCC have agreed to adjust the setting with a new device on the lights in an attempt to improve the situation. They are also closely monitoring the situation.

There is also a plan to have additional road markings on the junction of Parliament Street with the High Street to clarify the need for this area to be kept clear to allow traffic to turn without obstruction.

Hospital Radio

I had a very interesting time at the Radio Glan Clwyd studio with the host Brenda Jones. I took to the airways to speak about Christmas past and present. I shared my memories of working at Christmas on the wards 50 years ago, where it was tradition for the Consultant to carve the

turkey on Christmas Day. I also presented the team with a cheque for their Toys for Christmas Appeal, along with two presents from myself.

Abergele Straights

A meeting has been held with officers to discuss the feasibility report that has been undertaken. Further information to follow.

Dentist

Residents have been asking when a dentist will be available. Following enquiries, we hope to have a dentist in Rhuddlan by the end of March.

New light column

At the request of residents a new light column will be installed at the junction of Gwindy Street/Vicarage Lane.

Planning Application

I have arranged to meet with officers next Monday to discuss the planning application to build houses and offices on the old Welsh Water site, Abergele Road. In particular, I shall be highlighting the access to this site."

A REPORT FROM Cllr ARWEL ROBERTS - pre-circulated:

"Happy New Year - Blwyddyn Newydd Dda.

Christmas Tree 2016. The tree when it fell could have injured or even killed a person. The county officers were very good. Removing the electricity supply and the Christmas lights from the tree. The damage to the END business should this be paid by the town insurance? Cllr Reg Davies his grandson and myself were on the spot for two hours.

Rhuddlan library. Hopefully a county officer will be present in our meeting on Thursday. Our clerk has already sent the opening day details to you. We have passed that a cheque will be paid under the town champions arrangements and of course we will be in partnership with the county in the running of the library from this month onwards.

Rhuddlan Iach. The meeting arranged by Cllr Ann Davies was useful. Betsi Cadwaladr have as a matter of urgency to deal with the repeat prescriptions situation for the town patients who are members of the surgery.

Ann Jones A.M. She has enclosed a copy of the letter from Ken Skates to me which indicates that the long, awaited signage will be allowed from the A55. This is great news and AJ will be calling of those concerned (her group) soon. The sign will be on junction 27 and attractions under the banner of the Vale of Clwyd will include Rhuddlan Castle, Denbigh Castle and St Asaph Cathedral.

Flood Wardens. Mr Malcolm Boynton has agreed to be one of the wardens. Zone 8 - Kerfoot Avenue - 2 properties, Tan yr Eglwys - 13 properties - Castle Street - 1 property.

Barrier in front of Carpet Shop. It seems likely that the damage to the barrier was done during Christmas Eve. Have asked the police if they have information who were the culprits.

Open Space Assessment and Audit - Rhuddlan.

Though Luci Duncalf (Planning Policy Officer) has contacted the town council in the past there hasn't been a response from the town. Could I propose that a meeting is called to discuss this as soon as possible, Ms Duncalf has sent me a map and she needs to know how well used the sites are and by whom, how well maintained the sites and who owns them, are there any open space needs not being met in our area.

A547 Borth Roundabout to Rhuddlan and Bodelwyddan.

The three County Councillors have in our possession a draft Feasibility Report - Improvement Options for Safer Use."

136 BUDGET /FINANCE ISSUES

(a) Accounts due: January 2017

Cheque

No

101871	Eglwys Ebenezer	Hire of Vestry for Flood Wardens meeting 28/11/2016	20
101872	Royal Air Force Air Cadets	2 attending A*awards Ceremony 25/02/2017	50
101873	Glascoed Timber	Grounds Maintenance & Litter Bins. Remove tree	3,450
101875	HM Revenue & Customs	Income Tax & National Insurance - Nov & Dec 2016	79.4
101876	North & Mid Wales Assoc	Annual Subscription August 2016 - July 2017	40
101877	One Voice Wales	3 Attendees at Use of IT, Website Course 01/12/2016	105
101878	Town Clerk	Adjustment of Salary	26.61
101878	Town Clerk	December Travel Claim 2 x Rhuddlan, 1 x Mold = 135	60.75
101878	Town Clerk	Reimbursement for stationery	10.25
DD	Vodafone	Monthly mobile phone bill	21.99
SO	Town Clerk	Monthly salary	800
DD	Scottish Power	Monthly electric bill	210.19
			4874.19

* Town Clerks salary slip was available at the meeting for inspection.

(b) Budget and Precept 2017 – 2018

The Town Clerk distributed the following in preparation of the Precept meeting.

RHUDDLAN TOWN COUNCIL	2016-17 original budget	2016-17 spent to date
General administration		
Salary, travelling, postage, printing, stationery	11,200	8,602
Payroll admin.	450	0
HMRC – National Insurance	350	0
Training	500	135
Telephone and broadband	400	202
Mayor’s allowance, Civic Sunday, etc.	2,000	1,000
Civic Duties	1,000	5,104
Subscriptions to outside organizations etc.	200	303
Hire of Rooms for meetings	500	144
Audit fees	750	220
Miscellaneous (signwriting, badges etc.)	500	40
Bus Shelters	1,500	218
Combined Insurances – premiums	7,000	3,664
Municipal Elections	0	0
Website/Photography	2,200	1,287
Community Projects		
Christmas Street Lights etc.	10,500	6,370
Remembrance Day	400	100
CCTV – Crime and Disorder	3,500	4,200
Section 137 financial assistance etc.	4,000	2,140
Community Events	4,000	1,000
Library - running costs	12,000	0
Playing Fields		
Repairs and maintenance	3,500	1,328
Electricity MUGA	1,000	1,892
Grass cutting and litter collection	3,000	0
Contingency	6,400	1,324
TOTAL REVENUE BUDGET	76,850	39,273
Contribution from Balances	-30,000	
NET BUDGET FOR PRECEPT	46,850	

Commitments in the pipeline:

Contribution to Library	12000	
Repairs to Mayors Chain	1030	Quotation
Set up & Remove Xmas lights	2952	Quotation
Repairs to Xmas lights	226.28	Quotation

Repairs to gates in Admirals field	540
Civic Events - Masquerade Ball income	5,250
	21,998

* The third precept payment has been received from Denbighshire County Council- £15,616.

* As of 30/12/2016 the amount in the deposit account is £82,209.

* As of 30/12/2016 the amount in the Community Account is £28,365.

Cllr Mike Kermode asked for an updated table to include income that has been received since 1st April 2016.

c) External Auditors Report 2015-2016 accounts

Hard copies of the report were available for Cllrs. A notice to be placed on the notice board that the accounts are available for inspection by members of the public. As the report refers to the Internal Auditors report, hard copies of Internal Auditors report were also available.

The Town Clerk asked permission to contact COMPACC Accountancy Services with regards to training. It was resolved to go ahead.

An invoice for 12K from Denbighshire County Council has been received for the Town Council's 2016-17 contribution towards the library. Some members thought that the invoice should be proportionate to how long the library has been opened to the public i.e. 3 months which would be £3k. Other members felt that the invoice should be paid in full. A vote was taken and it was resolved that Rhuddlan Town Council pay £3k. Cllr Arwel Roberts to contact an officer in Denbighshire County Council to inform.

Cllr Gareth Roberts voted against the decision.

137 PLANNING:

Cllrs Mike Kermode, Arwel Roberts and Ann Davies abstained.

Application 44/2016/0912

Development of 0.64 hectares of land by the erection of 18 dwellings and 605m² of office accommodation – Former DCWW Depot Abergele Road, Rhuddlan. No objection. However, there were concerns that the access to the site is too narrow.

138 URGENT MATTERS

Barrier in front of Carpet Shop - A vehicle has damaged the barriers outside the carpet shop. More details are required from the PCSO to find out who caused the damage. There were concerns about incidents not being logged with the police and therefore not being analysed. There needs to be a more detailed account of incidents, for example, the car colliding into a resident's garden was not logged. This matter to be brought to the attention of the PCSO Rebecca Evans so to get more details.

139 COMMUNITY MATTERS

Dog fouling: Much of this is happening late at night and before 7 a.m. when it is still dark. A Kingdom local authority Warden has been seen patrolling in Rhuddlan early in the morning. It was resolved to ask Kingdom to patrol the area over a month's period and that the Town Council contribute 50% towards the cost.

Cllr. Gareth Rowland to report back at next meeting as to the cost of producing a stencil as used by Kingdom local authority.

Cllr. Arwel Roberts to arrange an on-site meeting with Tim Wynne Evans, Public Protection Officer.

Green Gym: to consider at the Budget and Precept meeting to be held on the 26th of January to include a contingency fund to contribute 50% of costs towards a Green Gym

Parking limit time restriction: the 20-minute restriction on the car parking outside shops is too restrictive, the Town Council need to re-apply to the County Council for an extension to 45 mins. Also, the owners of local business are parking directly outside for a long time. Cllr Arwel Roberts to request that a warden patrol the area.

Footpath and cycle path: There are concerns over problems with parking in front of the Plas y Brenin path which is causing obstruction. Questions were asked as to who owns the path and also the paths near the cemetery leading to Bodrhyddan Avenue to Ffordd Morris. The Town Clerk to check the asset register to see if Rhuddlan Town Council own the path. Cllr Arwel Roberts to approach Denbighshire County Council.

Any issues with car parking causing obstruction, this need to be redirected to Jon Chapman in the County Council.

Open Space Assessment and Audit - Rhuddlan.

The Planning Section of the County Council has contacted the Town Clerk in the past with regards to the Open Space Assessment but there hasn't been a response. Cllr Gareth Rowlands to forward a copy to the Town Clerk.

Change of speed limit around Sainsbury's – this matter has been taken up with Denbighshire County Council who carried out a survey on the A547 Rhyl Road near Bryn Cwybr together with a site at A525 Rhuddlan side of Sainsbury's roundabout. The results are that the Average and 85% are at an acceptable level given the 40mph speed limit at the A547 Rhyl Road near Bryn Cwybr. However, the Average and 85% are a little high for the 30mph speed limit at the A525 Rhuddlan side of Sainsbury's roundabout location. Denbighshire County Council will be contacting North Wales Police about this.

Xmas Tree – The tree was blown over in the wind and posed a risk to people. Town Clerk needs to call on The End salon to see if they need to submit an insurance claim for the damage that was caused to the house. Next December, the Town Council need to ensure that the base of the Xmas tree is wider so that it is less likely to be blown over.

140 Part 2 Business – It was agreed that the meeting should move to Part 2.

It is recommended in accordance with Section 100A (4) of the local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item of business because it is likely that exempt information as defined in paragraph 1 of Part 4 of Schedule 12A of the Act would be disclosed

(i) **Rhuddlan Town Council Vacancy.** Two applications had been received which were read out in the meeting. A vote was taken and Gareth Smith was elected.

(ii) **Minutes of Website Committee held on 5th of January 2017**

Minutes were agreed to be accurate.

Matters arising:

The Town Clerk left the meeting at this stage. Cllr Gareth Rowlands gave a verbal report of the Website Committee which was not recorded in the minutes. The Website Committee recommended to Personnel Committee that the Town Council extend the Town Clerk hours by 12 a month to reflect extra work that will be associated with maintaining the new website.

James Gillet from the I.T. Section of Denbighshire County Council to be invited to meet with Cllrs to decide on the contents of the new website.

(iii) **Minutes of Personnel Committee held on 5th of January 2017**

Minutes were agreed to be accurate.

Matters arising: The Town Clerk left the room while the Council discussed her working hours in the context of the management of the website and its social media links. The Chairman of the Website Committee (Cllr. Gareth Rowlands) said that at the committee meeting members had seen the advantages of having the website and its social media links managed in-house rather than by an outside organisation. Previously the Council had been using the services of Redstone but the firm had now decided to cease this service. If the Council was to reallocate the funds previously paid to Redstone so as to provide additional hours to the Town Clerk, this would provide an extra 12 hours per month for the Town Clerk to do this work. The matter had been discussed with the Town Clerk at the committee meeting and she was willing to extend her hours and role in this way. The committee had agreed this proposal and had made a recommendation on these lines to the Personnel Committee which met immediately after the Website Committee. The Chairman of the Personnel Committee (Cllr. Arwel Roberts) said that the committee had welcomed and approved this recommendation. The Council agreed unanimously to approve the recommendations of the Website and Personnel Committees that the Town Clerk's hours be increased by 12 per month in connection with the management of the website and its social media links. The Town Clerk's Contract of Employment will be updated to reflect this change. The Town Clerk then re-joined the meeting.

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DATE OF NEXT MEETING: Thursday, February 9th at 7pm

Signed by Mayor, Cllr Sara King

Date

