



## Rhuddlan Town Council – Minutes of the meeting on the 9th May 2019

### **Present:**

Cllr Arwel Roberts (Mayor in the Chair)  
Cllr Gareth Smith (Deputy Mayor)  
Cllr Gareth Rowlands  
Cllr Mike Elgin  
Cllr Mike Kermode  
Cllr Reg Davies  
Cllr Syd Gaskin  
Cllr Ann Davies  
Cllr Andrew Smith  
Town Clerk  
Clerical Assistant/Minute Clerk

### **1. Apologies**

None

Eight members of public were present

### **2. Declaration of Interest.**

- Cllr Gareth Smith, Item 6g – Rhuddlan Community Group – Request for financial support

### **3. Urgent Matters**

None

### **4. Police matters**

PCSO Phil Roberts was not present. No report or apologies had been received. Councillors reported having been with PCSO Roberts the previous day and he had said he would be present.

**Resolved** to write to NW Police to demonstrate Council disappointment that no apology or report had been received.

Cllr Arwel Roberts asked members to highlight any police matters they may have.

Cllr Gareth Rowlands reported he had seen youngsters on the toilet roof. Cllr Arwel Roberts & Cllr Ann Davies stated that they had dealt with the problem already.

Cllr Andrew Smith reported that there were two traffic accidents last weekend, one serious where a pedestrian had been knocked down outside the Co-op and was concerned about speeding vehicles. Cllr Smith proposed that the Clerk write to NW Police requesting that they monitor vehicle speed through Rhuddlan.

#### **4. Minutes**

**Resolved to accept the minutes given the following amendments are made: -**

Naming of Councillors - Cllr Mike Elgin was concerned about the procedure of naming the Councillors who contribute to debates, propose, and/or second items. Cllr Elgin proposed that the minutes should name Councillors who make key points of discussion, proposed or second motions. Cllr Ann Davies seconded the proposal. **Council resolved to action**

**Part 2 – Resolved that the amount approved for the Food & Craft festival should be included i.e. £1000.**

The resignation of a Councillor in the April Minutes should name the Councillor who is resigning i.e. Jackie Burnham.

Cllr Ann Davies wanted it minuted that Cllr Syd Gaskin be thanked for his help in checking the defibrillators on a monthly basis.

#### **Matters Arising**

##### **a. CCTV**

The Town Clerk is to organise the visit to the CCTV suite in Chester. Cllrs Gareth Rowlands, Syd Gaskin, Gareth Smith, and PCSO Phil Roberts has asked to attend the visit.

##### **b. Mayors Report**

DCC had stated that no “You are on CCTV” sign can be erected due to there being no cameras in the cemetery area

##### **c. Town Clerk Report**

The Town Clerk reported that all defibrillators are now working and gave thanks to Cllr Syd Gaskin for his assistance on this matter.

##### **d. Access lane to Admirals Field.**

Cllr Mike Elgin referred to the legal advice in 5g Access to lane bordering Admiral Field received by Cllr Gareth Rowlands. The Minutes stated that the responsibility for maintenance was not the lane owners and this was incorrect. It should read householders not being responsible for maintenance. The Town Clerk had reported that in her opinion the Deeds state that the responsibility is with the Town Council and in response to Cllr Ann Davies also stated that a copy of the Deeds had been circulated to all Members for the September 2018 council meeting agenda.

**e. Princes Road Cleaning**

The Town Clerk had contacted Streetscene about notification of road sweeping to residents and had been informed this cannot be done due to the ad hoc nature of this work.

**f. Rhuddlan Surgery**

The Town Clerk had written to BCUHB to enquire about the Rhuddlan surgery status. The written reply was read out by Cllr Arwel Roberts. It confirmed that they intend to maintain a surgery in Rhuddlan and for those in the area who are housebound. The letter discussed the difficulties experienced in maintaining a full service but confirmed the appointment of 2 new GP's and offering to attend a future Council meeting to discuss further. Cllr Gareth Rowlands proposed the Town Clerk invite a BCUHB representative to a future meeting, seconded by Cllr Gareth Smith. **Resolved**

**g. Dog Fouling Toblerones**

DCC have reported back to Town Clerk that they would not supply such signs as one had fallen and injured a passer-by, and they are now considered unsafe. As a consequence, Members resolved not to pursue the purchase of their own toberlones.

**Resolved** to purchase more "No dog fouling signs" in hot spot areas. Proposed by Cllr Gareth Rowlands seconded by Cllr Ann Davies.

**h. No Fly Signing**

The Town Clerk had contacted Marie Curie about fly signing in Rhuddlan and had no reply. **Resolved** to put up no fly signing signs.

**i. Election of Town Councillor**

There was concern from Cllr Andy Smith that there has not been sufficient notification on the election of a new councillor in the newspaper. If 10 residents ask for an election the Electoral Officer of DCC (Gareth Evans) will organise. It was agreed that there was notification on the website and community noticeboard and that the Town Clerk has informed the Electoral Officer.

**Resolved** that the Town Clerk enquire with Gareth Evans that we have followed the correct procedure.

**6. Correspondence from:**

**6a. The Mayor.**

This report was given at the AGM under Mayor's Farewell Speech.

**6b. The Deputy Mayor.**

Cllr Gareth Smith had only just been invested as Deputy Mayor and therefore nothing to report.

**6c. The Town Clerk.**

The report was accepted.

**6d. DCC Economic & Business Development**

The Town Clerk had received a reply from Mike Horrocks the Economic & Business Team Manager which Cllr Arwel Roberts read out. It pointed out that there was no intention to merge Rhuddlan & St Asaph towns for the purpose of their work. It also included several links to the statistics & footfalls for each town in Denbighshire. Cllr

Gareth Smith commented that the Council should keep monitoring this issue as Denbighshire seem to be trying to merge two local Community/Town Councils to save money. It was noted by Cllr Mike Kermode that the Welsh Government would not intervene with this Town Centre Workshop issue. It would be a DCC lead issue.

**6e. DCC Seating Bench Licence**

The Town Clerk had received correspondence from DCC to confirm the Agreement for a memorial bench outside of the Odyn instead of the community centre as originally hoped. It was resolved that the bench would be purchased by the family in memory of Mr Richard Williams. The Town Council will meet the cost of installing and be responsible for maintenance and also place the bench on its insurance policy.

**6f. The Guardians of St Asaph & St Kentigern**

An invitation had been received from the above for the Mayor to attend their Grand Charity Diner in St Asaph cathedral on Saturday June 15<sup>th</sup> 2019 at a cost of £65 each person. **Resolved** to send the Mayor as a representative.

**6g. Noticeboards for Rhuddlan Community Group**

It was proposed by Cllr Mike Kermode, seconded by Cllr Reg Davies that the Town Council agree that the Rhuddlan Community Group to purchase and install two new community noticeboards in Vicarage Lane

**6h. Admirals Field - Rhuddlan Dragons Football Club**

Correspondence has been received from the club with a proposal to have a fenced off section of the field for a self-sustained facility which will provide a porta-cabin, a container and toilets; the facility will provide cleaning/changing facilities for the players, a small kitchen and a storage unit for football equipment. Mr Lee Hall from Rhuddlan Dragons was present to answer any questions the Council may have.

Cllr Mike Kermode acknowledged the good work that the Dragons F.C. are doing with the youth but reminded members that the Admiral's Field is not there for the sole purpose of football but for many recreational activities. He pointed out the potential damage caused to the playing surface, car parking problems, and that the Town Council had previously resolved not to support any building construction on this site. A previous toilet block had been vandalised and was eventually demolished. Historically the Dragons had asked to purchase the field but Town Council had not supported this action. Cllr Kermode proposed to refuse the development and to offer a site for a storage container by the MUGA.

Cllr Andrew Smith also reminded members that a previous clubhouse on the site had been heavily vandalised and had to be demolished.

Cllr Mike Elgin spoke in support of the club highlighting the number of participants (128) 35 of whom live in Rhuddlan from Under 6 up to Under 16's. The club is expecting a rise in numbers next season and require toilet facilities for the participants and volunteer helpers. Cllr Elgin pointed to a previous discussion by the Town Council in September 2018 and his belief that access can be easily overcome.

He also pointed out that it was time for Rhuddlan Town Council to support the youth of the town and not just the adults.

Cllr Ann Davies fully supported the proposal by the Dragons and commented “What’s wrong with our youth congregating at the playing field, they need somewhere to meet.” Toilet facilities would be an advantage not just for young people but people of all ages. A gentleman in his late seventies enjoyed using the green gym daily. Individuals living with dementia would also benefit from such facilities. Therefore, Cllr Ann Davies supported Cllr Mike Elgin’s proposal for toilet facilities to be built on Admirals Playing Field.

Cllr Andrew Smith noted previous Council discussions and suggested we need clarification as to if the Field can be used for the consumption of food & drink.

Cllr Gareth Rowlands agreed and suggested Council need legal advice on the original conveyance of Admiral’s Field on and caveats.

Cllr Ann Davies recalled that toilets had been provided previously and that all the necessary services remain to the site so there should not be a problem. The Dragons will be able to apply for grants for any building which will not be so onerous on the Town Council financially.

Cllr Elgin reminded everyone that the Dragons are not asking for funding – just our support.

Cllr Kermode had lived for 30 years backing on to the field and although he does not live there anymore, he was aware that people do object to the proposal. He believed there was a strong case for public toilets on the site and would support this element. Services are present, access to water and other facilities have been provided near to the end of Close David Owen by the firm that built the houses and these could be used in any toilet facilities for all users but who would be its custodian? Who would open & close it? Cllr Kermode proposed and Cllr Andrew Smith seconded that the development be refused but the Town Council investigate vandal proof toilets on the site.

Mr Lee Hall was then asked for his observations of the proposal. He stated that the Dragons wanted the facility to be aesthetically pleasing and be shielded by trees. The toilets could be for the use of all and believed that the car parking will not be an added problem as they are operating with the current numbers of cars anyway. Provision of drinks and food as well as toilets would be of benefit to the whole community and the Dragons don’t want the proposal to become a problem for the local community as they are part of it anyway. The club does not have an adult team and as they don’t play in the winter months and during bad weather the field should not become damaged by their use.

Cllr Arwel Roberts reported that he had met with DCC Youth leaders recently who had nothing but praise for the Dragons Club and that they would work with Rhuddlan Town Council on the project. Cllr Roberts was not against the proposal.

Cllr Gareth Rowlands made an amendment. He suggested we remove the word toilets from the proposal and accept the proposal on principle subject to legal advice on any caveats to Admiral's Field conveyance to the Council. Cllr Gareth Smith seconded the amendment.

The Council asked for a recorded vote.

Those in favour were Cllrs Gareth Smith, Reg Davies, Mike Elgin, Ann Davies, Syd Gaskin, and Arwel Roberts

Those against were Cllrs Mike Kermode, and Andrew Smith

**Resolved.**

The Council asked that the Dragons Club keep Council updated on any progress. Mr Lee Hall agreed.

#### **6i. DCC – Code of Conduct Training**

The Town Clerk reported on correspondence from DCC Legal Department offering training on Code of Conduct and was there any Member who wished to attend. Cllr Gareth Smith did want to attend. Members agreed that any new Councillor should be encouraged to attend.

#### **6j. Planting of Trees – Rhuddlan Community Group**

The Town Clerk had received a request for permission to plant 6 new cherry trees on the new path on Vicarage lane picnic area. **Resolved** to give permission for trees to be planted but they need to be positioned at least 1 to 1.5 metres away from the path. Also, it is important to not block access at the top end of the field.

Alan Chadwick spoke on the benefits of such trees and reported that they had access to many more trees if the Council had other sites available for tree planting. The Members suggested several sites including the front of the Library, Rhyl Road, and Nant Close.

Cllr Gareth Rowlands would be attending a MAG meeting on Friday 10<sup>th</sup> May and would put other site suggestions to the Nature Reserve group.

Cllr Ann Davies will enquire with DCC about the suggested tree planting sites plus the cemetery.

Cllr Gareth Rowlands believed that the County will not allow trees in the cemetery as there is little room for burials as it currently stands.

## **7. County Councillors Reports**

### **Cllr Arwel Roberts**

#### **1. *Natural Resources Wales - The Bund.***

*Marianne Jones from Cyfoeth Naturiol Cymru apologises for the delay with regard to wild flowers, tree and hedge planting. It was the Dawnus contract for last year - we*

*now understand the difficulties they were probably going through and perhaps why this wasn't done.*

*Martin Boardman of Mancoed has been appointed to carry out the planting of the bulbs and wild flowers. The work is best carried out in late Summer/ early Autumn and is re-programmed for this year.*

*Ms Jones is confident that the tree and hedge planting will be done in October/November this year. She will endeavour to find a slightly bigger size tree to make up for the delayed planting time.*

**2. Rhuddlan lach.**

*You have already received a report on this regarding the positive news on doctor recruitment and the diabetic nurse in the Meddygfa.*

**3. Vicarage Lane**

*The natural water arising in front of two bungalows will always be a problem. Hopefully when Ffordd Clwyd is improved the pavement and the gullies will be improved also.*

**4. Rhyl Road.**

*I have reported the street lamp on this road number 22. It has four to five inches of water in the glass bowl, swinging in the wind, could cause a problem. Lamp 27 the same but less water, still requires attention. Please check street lights in your area.*

**5. Local Development Plan**

*The new LDP in draft form is to be discussed in the full County Council Meeting this month. Since the month of March, I have been on the LDP advisory committee for the Elwy area since the previous representative resigned.*

**Cllr Ann Davies**

*The public toilets should now have moved to the summer opening hours of 8:15am-6:00pm. Cllr Davies remarked on the Dementia Friendly signs being placed on the public toilets.*

**8. Budget/Finance Matters**

a. The Town Clerk had prepared a list of payments from 1/5/19-11/5/19.

Cllr Ann Davies asked for clarification on the town clerk expenses reference 102252 and its transaction detail. **Resolved that the accounts update be received.** Proposed by Cllr Gareth Rowlands, seconded by Cllr Andrew Smith.

b. To consider engaging an internal auditor

The Town Clerk had provided a Letter of Engagement for an internal auditor in line with the Welsh Audit Office example of good practice & that DCC are happy to provide this service for Rhuddlan Town Council. **It was resolved to agree the Letter of Engagement and ask DCC to provide the service.** Proposed by Cllr Gareth Rowlands, seconded by Cllr Mike Kermode.

## 9. Planning Applications

None received

## 10. Grant Funding

The Town Clerk had prepared and distributed a draft application form for the Youth Projects Fund created by the Council. **Resolved** to accept the application form in its entirety.

## 11. Community Matters

Cllr Arwel Roberts asked if any Member had a community matter to report

- a. Cllr Syd Gaskin had noticed several banners around the Aldi exit and surrounding fence lines. Cllr Arwel Roberts said the Rhuddlan Food & Craft Fest had contacted the owner of the site to ask for permission to put their banner up. The owner had not replied so he took it that it was permitted and so put the banner up. Cllr Gareth Smith viewed this as contradictory as the Council wanted action against fly posting.
- b. Cllr Gareth Rowlands added that the Town Clerk had written to DCC to take signs down and to the organisations who had put them up not to do it again.
- c. Cllr Arwel Roberts replied that the new DCC Enforcement Team has not started yet as the matter is awaiting a scrutiny decision, adding that the old golf club lane requires attention too. Cllrs Ann Davies and Arwel Roberts agreed to chase this issue up with DCC.
- d. Cllr Reg Davies reported that the bench on Twt Hill has rain water pooling on it and needs some drain holes creating. Cllr Davies also reported that the recent voting cards refer to Rhuddlan Village and not Rhuddlan Town. Cllr Arwel Roberts will chase this up with the Election Officer of DCC.
- e. Cllr Gareth Smith was concerned about a particular space in Parliament Street car park being unusable due to overgrown bushes adjacent to the space. Resolved to investigate the bushes maintenance. Cllr Gareth Smith was also concerned about litter bins in the library picnic area overflowing and was wondering if the frequency of emptying could be increased or the provision of a new bin with greater capacity. Cllr Gareth Rowlands added that this bin and another on Abbey Road had already been reported and wanted to know who does empty them – DCC or Rhuddlan Town Council?
- f. Cllr Gareth Smith had noticed that within the precept this Council had £2k of funds for power washing. He was looking for suggestions of where to do this and suggested the conservation area all along the High Street as far as the traffic lights on the bridge back to the Kings Head public House. Street scene need to be informed before proceeding.

- g. Cllr Ann Davies in referring to the play equipment storage box reported that since the Youth Service had been restructured the equipment had never been used. Perhaps the Council might consider loaning the storage box to the Rhuddlan Community Group to keep their cleaning equipment in. Cllr Mike Kermode suggested that the Council could provide another similar box for the cleaning equipment. **It was resolved to take the play equipment out of the box and donate to the school so that the Rhuddlan Community Group can use the storage box for their cleaning equipment.** Cllr Gareth Rowlands proposed this and Cllr Andrew Smith seconded it.
- h. Cllr Andrew Smith asked that the Council investigate providing a Deputy Mayoral chain as opposed to the medal currently used. Cllr Andrew Smith proposed and Cllr Ann Davies seconded that the Town Clerk review the cost of a Deputy Mayoral chain. **Resolved**

**12. Part 2 Exclusion of 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.

- a. **Request for Financial Assistance** – Cllr Gareth Smith declared an interest as a member of the Rhuddlan Community Group who were applying for £1100 and left the chamber. **Cllr Andrew Smith proposed and Cllr Reg Davies seconded that the Council approve the application for the amount of £1100 and it was so resolved.**  
Cllr Gareth Smith was readmitted
- b. **Councillor Vacancy** – The Town Clerk reported that the Election Officer had informed her that 10 residents on the electoral register have to nominate a candidate for election to the vacant seat. This would then bring about an election. If no nominations are received by May 13<sup>th</sup> then this Council can co-opt a suitable person. Cllr Andrew Smith enquired if anything should be in the newspaper. Cllr Mike Kermode agreed that the Council should check the legal requirements, adding that if we can co-opt there are specific application forms and he will advise the town clerk on those forms. The form shows that a month timescale should be allowed for a co-opted person to apply. **Resolved** that the Town Clerk enquire with Gareth Evans that we have followed the correct procedure.

**13. Date of Next Meeting – June 13th**

Signed..... Cllr Arwel Roberts (Mayor)

Date.....

