



Rhuddlan Town Council – Minutes of the meeting on the 10th October 2019

Present:

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

1. Apologies

Clr Ann Davies, Clr Charlotte Frobisher, Clr Gareth Smith

2 members of the public were present along with the Marketing Officer from DCC Nicola Williams

The Mayor Clr Arwel Roberts welcomed the new councillor Clr Bleddyn Williams to his first meeting.

2. Declaration of Interest

Clr Syd Gaskin reference a planning application No 44/2019/0810 – Abbey Court.

Clr Mike Elgin reference Rhuddlan Bowling Club grant application - Item 12 c

3. Invited Guest

- The Mayor, Clr Arwel Roberts welcomed Nicola Williams, Tourism, Marketing & Events Officer for DCC who is going to inform the meeting about the Tourism Ambassadors scheme. It is an online training scheme that has 8 modules at present, 2 of which are mandatory, and are all free. Anyone completing 3 modules will become a bronze ambassador, 6 modules a silver ambassador, and 7+ modules a gold ambassador. There are a series of learning journeys to come in the future. Nicola Williams explained the benefits of the scheme and distributed a leaflet for future reference.

Cllr Mike Elgin who is a gold ambassador was concerned about the Rhuddlan video on DCC's website which he thought was not very good and didn't really reflect fully on the wonderful attractions in the town. As examples Cllr Elgin gave the award-winning Little Cheesemonger shop and the Java Café. Also, the Castle and Rhuddlan Golf Club. He asked how we might improve the video, adding that the Llangollen video was brilliant.

Cllr Arwel Roberts added the river walk, and the nature reserve.

Nicola Williams answered that DCC had funding to work across North Wales with other authorities and that a few videos had been done already in 2019 including one on Castles. Nicola also pointed out work on the Wales Way and that a photographer was due to visit some castles and golf clubs soon. The attractions that are chosen have to meet certain criteria before being considered and funding was also given from the Regional Tourism Event Fund (RTEF), and Cadwyn Clwyd.

Nicola Williams will ask the company filming the videos to see if they can include the award-winning attractions Cllr Elgin had mentioned.

Cllr Mike Kermode said that if funding is a problem can Rhuddlan Town Council financially support it. **Nicola Williams will investigate**

Cllr Gareth Rowlands thought that there was a tendency to forget Rhuddlan for some reason and asked what had happened with the ibeacons created about 4 years ago. There are 10 in Rhuddlan on the North East Wales app.

- Nicola Williams described a Destination Partnership that meets 3 times a year and invited Rhuddlan Town Council to send a representative to sit on the partnership. The next meeting being in February.
- Cllr Arwel Roberts commented that a coach park would be of benefit to Rhuddlan as he had seen recently in Betws y Coed. **Nicola Williams said she would pass the comment on.**
- Nicola then informed the meeting of a Tourism Forum that meets twice a year at Oriel House Hotel which has speakers on tourism sector e.g. Visit Wales & Food Wales. The next one is to be held on Wednesday November 6th at 10:30am and she invited members to go to <https://denbighshiretourismforum2019.eventbrite.co.uk> to book a place for free.
- Cllr Gareth Rowlands asked Nicola to put the Town Clerk on the DCC mailing list for future tourism related issues.
- Cllr Arwel Roberts thanked Nicola for her attendance this evening and invited her to the town council's event on Saturday 12th where North Wales Tourism Jim Jones will be speaking.

4. Urgent Items – having been advised to the Mayor 24hrs in advance

- Cllr Arwel Roberts reported that the PCSO had concerns about teenagers jumping off the bridge into the river and wanted a bye law created to stop it. Cllr Roberts will be enquiring with DCC legal department about the creation of bye laws.
- Cllr Gareth Rowlands had recently travelled with the Mayor to an award ceremony in Ystradgynlais and had picked up 2 dog waste bag dispensers which he showed to the meeting. They attach to lampposts or fence gates around popular dog walking areas along with a notice to take a bag and dispose of it in the nearest dog waste bin. Cllr Rowlands suggested that the town council purchase dispensers to place around the town. **Resolved to purchase 50 dog waste bag dispensers** to be placed at popular dog walking areas in Rhuddlan. Cllr Rowlands suggested that Tim Wyn Evans from DCC be asked for suitable suppliers and that 50 are purchased.
- A resident had suggested that Rhuddlan Town Council noticeboards be used by candidates for town council elections with a single sheet flyer informing voters of their standing and who they are. A discussion ensued with some Councillor thinking it was a good idea while others had reservations. Cllr Andrew Smith suggested a compromise scenario of placing a small photo and basic information on any candidates in the Town Council noticeboards and so proposed. Cllr Arwel Roberts seconded the proposal. **Cllr Mike Kermode made an amendment of an A4 size leaflet on each candidate and place in the town council noticeboard. The vote was 5 for, 1 against, with one abstaining. Resolved**

5. Police Matters

The Town Clerk tabled a report sent by the PCSO who was not present.

Cllr Gareth Rowlands remarked that this issue of non-attendance was a County wide problem but had noticed that youngsters had been congregating in Vicarage lane leaving rubbish and broken glass behind. Cllr Andrew Smith added that this problem is usually seen in certain streets of the town and that there is always a rise in such incidents in the summer. The police need to concentrate on these areas.

Cllr Mike Kermode was surprised at the number of burglaries reported and that information about them was lacking and that community policing seems to be reducing. **Cllr Kermode proposed that the Police & Crime Commissioner be written to pointing this out. Resolved**

6. Minutes – 12th September 2019

Cllr Charlotte Frobisher wanted an amendment on Item 15 in Part 2 (P50) regarding her comment about sharing the costs of lane maintenance with house owners. Cllr Charlotte Frobisher was concerned that if the council took up full responsibility of maintaining the lane then it could possibly lead to a risk of someone (i.e. a resident of the lane or a resident of Rhuddlan, or just a member of the public visiting the

town) making an occupiers liability claim against the council, should an accident happen to themselves or a vehicle that they own.

Cllr Mike Kermode had proposed an amendment to Item 15 in Part 2 (P49/50) Proposing that the Council maintain the lane with quarry waste at their expense only and not charge residents proportionately. This was seconded and agreed by the members present. He had also made an amendment regarding item 15 in Part 2 (P50) proposing that the Town Council refuse the vendor's request for access across the property and that a fence is provided on a 50/50 share with the vendor of the property. This proposal was seconded by Cllr Andrew Smith and all voted in favour. Subject to the amendments the minutes were accepted as a true record and signed.

Matters Arising

- a. **Repeat Prescription service** – Cllr Reg Davies is still receiving complaints about this service and proposed that the **Council write to BCHUB to investigate and provide a suitable service. Cllr Arwel Roberts seconded the proposal. Resolved**
- b. **CCTV Partnership** – The Town Clerk advised members that the planned site meeting had been cancelled by Cheshire West & Chester Council and Cllr Gareth Rowlands suggested this be looked at again next quarter. There then followed a discussion about whether the cameras are working and/or having intermittent problems.

Cllr Gareth Rowlands reported that the CCTV Partnership was very concerned about this across Denbighshire and that £30,000 is due to be spent on upgrading the cameras and infrastructure as some are now old and past their best. Cllr Rowlands added that the area of Rhuddlan to Rhyl is part of this upgrade. Other towns in Denbighshire want to be included so the Partnership are looking at Prudential Borrowing to widen the work.

Cllr Reg Davies asked how long the system had been in place and why are we not seeing prosecutions. Cllr Rowlands explained that the lack of prosecutions is reliant on incidents being reported to the CCTV team to examine footage. Only one incident was reported for investigation in the last quarter.

Cllr Mike Kermode commented that they can spend a fortune on the equipment but if it's not being used for prosecutions there is no point. Cllr Mike Elgin said that the cameras are not to blame, it's the police not investigating incidents.

Cllr Andrew Smith adding that this was a sad indictment on the CCTV Partnership.
Cllr Arwel Roberts suggested the Council send a letter to the Police & Crime Commissioner reporting these matters. Cllr Andrew Smith so proposed, seconded by Cllr Roberts and all voted in favour.

- a. **Deputy Mayors Chain** – still awaiting arrival
- b. **Local Development Plan** – the Mayor Cllr Arwel Roberts informed the members that the question of a Travellers site was causing serious problem in drafting the LDP.

- c. **Scarecrow Festival** – Cllr Andrew Smith had started to see scarecrows being placed around the town and commented on their effectiveness. This festival is run by Ysgol y Castell PTA .
- d. **Musical memories** – Cllr Mike Kermode reported that the sessions are going really well.
- e. **Library Prices** – the Town Clerk updated members on a discussion with the library manager Mathew Baker on the high prices. She will write to him on the subject.
- f. **Willow Tree Admirals Field** – the Town Clerk had received a quote of over £700 to remove and ground out the tree and wondered if a tender process was required. Cllr Mike Kermode suggested Council continue without going to tender due to the work needing to be done quickly due to safety issues. **It was proposed by Cllr Gareth Rowlands and seconded by Andrew Smith that the one quote be used without tendering, Resolved.**
- g. **Letter reference Dogs on Admirals Field** – the Town Clerk had written to Mrs Roberts as instructed by the Council but had received no reply. Cllr Gareth Rowlands asked the Town Clerk to invite DCC officer Tim Evans to attend any meeting with the recipients if they reply.
Cllr Mike Kermode recommended that a letter be posted to Mrs Roberts to make sure that they received the correspondence.
- h. **Welcome Sign** – this item is included in Item 8 County Council Members report.
- i. **Ffordd Rhyl Crossing** – awaiting Mike Jones DCC to reply to Town Clerk.
- j. **Reminiscence Garden** – it was reported that the Nature Reserve group have shown an interest in participating in this project. Cllr Gareth Rowlands declared an interest and took no further part in the discussion. **It was proposed by Cllr Mike Kermode, seconded by Cllr Andrew Smith that the reminiscence garden be relocated at the Nature Reserve. Resolved**
- k. **Power Washing** – the Town Clerk informed members that a test run was to be held on 16th October at 9am between Princes Road & Odyn.
- l. **Fresh Air Gym fence** – the Town Clerk pointed out to members that the estimate with a bow top is £5508 + VAT and was requested for health and safety requirements. **Members agreed to the works at that price.** Members then discussed taking a section of fencing out between the fresh air gym and the playground to that there is easy access between the two areas.
- m. **Cleaning Edward 1st Inscription** – the contractor has informed the Town Clerk that the letters will be ok to paint afterwards but will assess this on site. A quote for the plaque below the wall inscription is being sourced by the Town Clerk

- n. **Christmas Lights** – Festive Lighting had provided some different designs as requested which were presented to members for their approval. **Cllr Gareth Rowlands proposed Option 2, seconded by Cllr Syd Gaskin and all voted in favour.**
- o. **Terms of Reference** – Cllr Gareth Rowlands wished that Terms of Reference be drafted for the Web Site Committee. **Resolved**

7. Correspondence from:

7a. The Mayor.

Cllr Arwel Roberts presented his report:

- 13/09/2019
Invited to Ystradgynlais to listen to the excellent reports regarding Rhuddlan from the Wales in Bloom judges.
- 14/09/2019.
Accepted an invitation to the Town Hall Dinbych . Concert organised by the Mayor of Dinbych - Côr Godre Aran. Bendigedig.
- 15/09/2019
Invited to meet Mr and Mrs Dart who were celebrating 70 years of marriage.
- 21/09/2019
Litter clean-up day.
- 22/09/2019
Present in the Mayor's Civic Sunday Prestatyn.
- 26/09/2019
Meeting with the clerk.
- 02/10/2019
Shame the audience with the Police & Crime Commissioner had to be cancelled. I was present in the library with the clerk to meet residents who wanted to listen to him.
- 05/10/2019
Diwrnod Cyhoeddi Eisteddfod Genedlaethol yr Urdd Sir Ddinbych 2020 ym Mhrestatyn. A day to proclaim the Denbighshire Urdd National Eisteddfod 2020 in Prestatyn. Interviewed as the Mayor by Radio Cymru and S4C.
- Cllr Roberts added his congratulations to Gemma Williams from the Little Cheesemonger for winning two awards recently and reported that there is photo on the Town Council website.

Cllr Gareth Rowlands moved to accept the report, Cllr Mike Kermode seconded this and all voted in favour.

7b. The Deputy Mayor - Nothing to report

7c. The Town Clerk

The Town Clerk informed the Members that the postponed Police & Crime Commissioner event is to be rearranged

The breakfast meeting is on Sat 12th Oct starting at 8:30am. Cllr Mike Kermode is to give a presentation on the Rhuddlan Dementia Group and Jim Jones from North Wales Tourism is the guest speaker.

The report was accepted.

7d. Chairman of Dragons FC

The Town Clerk had received an e-mail from Lee Hall informing the Council that on September 21st a visiting team parent had blocked the access road. The Dragons FC Chair, Dave Edwards asked the parent to move the vehicle as the road is used by local residents. This request was met with abuse and almost an incident of the vehicle hitting Dave Edwards. Dragons FC have put in a complaint to the North Wales League.

The e-mail asks if the Council would allow Dragons FC to purchase & place removable temporary barriers to control access on match days. They also offer to send a letter to residents who use the access road informing them of their intentions and asking if they do go through the barrier whilst matches/training are taking place to replace the removable chain between the posts.

Cllr Mike Kermode said that no permission cannot be given as it is open access through the lane. If parking is a problem then such a barrier would not be sufficient. Cllr Andrew Smith agreed adding that Dragons FC should control their visitors without such a barrier. Cllr Gareth Rowlands was not impressed with the away team attitude and reminded members that the lane was the only access for emergency services should they ever be needed during a match/training session. It cannot be blocked as residents have a right of way.

Cllr Mike Kermode proposed, Cllr Andrew Smith seconded that a reply is sent refusing permission for the barrier. Resolved.

Cllr Gareth Rowlands added the e-mail should mention lengthy debates in Council on the right of way issue and residents requiring access at all times.

Cllrs Arwel Roberts and Gareth Rowlands abstained from the vote

8. County Council Members Report

Cllr Arwel Roberts – delivered his report orally as he had not had time to prepare a written report

a. Brown Tourist Road Signs on A55

Cllr Roberts had now met with DCC officer and found out that these signs would be about £130k. DCC could provide a small proportion of this probably about £20k and the remainder from Rhuddlan Town Council and those other agencies benefitting from the signage e.g. St Asaph Cathedral, St Asaph City Council, Rhyl Town Council, and maybe even CADW.

Cllr Gareth Rowlands commented that this issue had been ongoing since 2007

b. Rhuddlan Town Plan

Cllr Arwel Roberts reported that Rhuddlan needs a town plan desperately and that there was an offer of help from DCC via Amy Selby & Fran Rhodes but no financial assistance is available.

Cllr Mike Kermode agreed with this proposal.

A discussion followed on the merits of creating a one-way system through Hylas Lane as an example of something to place in the town plan.

Cllr Arwel Roberts proposed and Cllr Mike Kermode seconded that the two DCC officers mentioned be invited to a Council meeting to investigate creating a new town plan. All voted in favour.

9. Budget/Finance matters :

a. The Town Clerk presented the latest list of payments due and informed Members that two more invoices had been received:

£360.00 Mr D Kynaston – Updating the Honours Board

£3,739 DCC – By-election cost.

Cllr Mike Kermode spoke positively about the gold lettering work that had been completed on the honours board.

Cllr Gareth Rowlands proposed the list be approved for payment which was seconded by Mike Kermode. Resolved.

b. External Audit Report was presented by the Town Clerk. There were three issues:

- The Council Assets are presented in the same way as previous years.
- The Trust Fund Disclosure Notice was not completed the same as the previous year in that the tick box was ticked and should have been completed as NA.
- Terms of Reference are required for other Council committees e.g. Website Committee and Personnel Committee. Terms of Reference have now been adopted by the Town Council with the Terms of Reference for the Website to be completed soon.

c. The Six-Month Report was also presented by the Town Clerk.

This report showed details of budget items which had been paid and receipted, and those that have not yet been spent or taken up.

Cllr Mike Kermode thanked the Town Clerk for the finance update and commented that it paints a good picture of Councils finances but was disappointed that there had been no take up of the Youth Grant Scheme.

Cllr Arwel Roberts is holding a meeting with DCC Youth Service on October 23rd and will inform them of the scheme.

Cllr Gareth Rowlands suggested that the Youth Grant Scheme be used for the wider use of the Coed y Brain project.

- Cllr Mike Kermode referred to an auditor's report criticising Town Councils with high reserves. Members need to be mindful that when purchasing and upgrading Coed y Brain, a portion of the Town Council's reserves could be used.
- Cllr Andrew Smith wished to commend the report's findings and added that we are and should be spending our finances in supporting our community and he believes the Council is doing just that. He congratulated members for their vision.
- Cllr Gareth Rowlands said that by using reserves for the purchase of Coed y Brain means we can support our community by responding to ideas put forward.
- The events calendar is being worked on and there will be a website committee meeting soon to progress this spend within the budget allowed.

10. Planning Applications for comment:

i) 44/2019/0684 Display of large V board, flag poles, and signage.

Cllr Mike Kermode abstained from voting.

No objection.

ii) 44/2019/0810 Crown reduction & pruning of a tree covered by TPO.

No objection.

11. Community Matters

The Mayor Cllr Arwel Roberts asked around the table if any member had any matter to be discussed.

- Cllr Gareth Rowlands told members that an area in a corner by the library was now becoming unsightly. He asked if the Town Clerk could write to Wendy Davies, DCC, to meet on the site to clarify who is responsible for what. The Biodiversity Officer has given a list of plants to the Town Clerk for this site.
- Cllr Gareth Rowlands reminded members that Council had a £5k budget for a Cemetery and that we should conduct a survey of residents to see if they want another in Rhuddlan. If they do then Council will need to find land for it. The Town Clerk suggested using Survey Monkey for the consultation. Cllr Mike Kermode suggested that Council investigate different way as not everyone has access to the internet and this would exclude them from the consultation process.

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 – Rhuddlan Bowling Club.**

An application was submitted for financial assistance to upgrade the toilets and access to the facility. The total project cost of £12k but requesting £1k from Rhuddlan Town Council.

Cllr Mike Elgin declared an interest.

Cllr Gareth Rowlands fully supported the amount.

Cllr Andrew Smith proposed that £1k be approved, seconded by Cllr Syd Gaskin.

Cllr Mike Kermode was pleased to see this project coming forward and **made an amendment that Council provide £2,150 for the toilet provision of the project. Cllr Arwel Roberts seconded the amendment and all voted in favour.**

b. **Coed y Brain** - Correspondence from Jones & Redfern. The Town Clerk explained to Members that the agent required a 6-week exchange of contract timetable which was worrying when the various loan options would prove longer timescales. She highlighted some details of the Loans Board but needed to do more work and produce a report for Members to consider their options. **The Council agreed to support this work and report.**

Members agreed that the work needed a suitable timescale to complete it properly. It was not good being pressured into such a short timescale by the agent.

Cllr Gareth Rowlands asked that the Town Clerk write back to the agent informing them that Council cannot agree a 6-week timetable as we have bids to write and be considered in the fullness of time.

Cllr Mike Kermode wanted to only borrow what we need for purchase, using reserves for the cost of refurbishing the property.

Cllr Arwel Roberts suggested Council seeks advice from the DCC on low interest loans as they are investigating it for themselves. **Town Clerk to contact the Head of Finance in DCC about the subject.**

c. **Condition Report on Coed y Brain** – This has been produced by an RICS surveyor to provide an objective opinion about a property condition at the time of inspection.

Cllr Gareth Rowlands informed Members that there appears to be some confusion about a mains gas supply to the property. There is a gas boiler but no supply to it. He explained how this had come about and how a supply could be achieved if Council wishes to pursue this. Adding that Local Searches are required to ascertain what services are present and what are not.

Cllr Mike Kermode asked if we are going to purchase the property then we need to prepare a list of what will need attention and/or upgrading. This will enable Council to get estimates for items on the list and use it to negotiate a price reduction. Checks should be made as to the buildings conformity to planning and building regulations, as well as any potential change of use required, and the presence of an electric supply.

Cllr Mike Elgin understood that our solicitor should check such items during the conveyancing process.

Cllr Gareth Rowlands agreed that Council should share the findings of the report with the agent and vendor so that a reduction in the purchasing price might be achieved. As an example, Cllr Rowlands mentioned how an effective boiler test could be undertaken when there was no gas supply, and the need to repair the rendering as detailed in the condition survey.

Cllr Mike Elgin would want something in writing first from a builder to estimate the cost of the issues raised in the Condition Report and local knowledge. Guttering, downspout, render, double glazing, and a new boiler. Cllr Mike Kermode added that we need a price to create a mains supply of gas to the property too.

Cllr Kermode added that as is this large project it may require the Town Clerk and the Clerical Assistant/Minute Clerk to perform overtime and that the cost should be met by the Council. All voted in favour.

13. Date of Next Meeting – Town Clerk to inform members over the next week

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

Date.....