

Minutes of a meeting of Denbigh Town Council held on Monday 21st March 2016 at 6.30pm at the Town Hall, Denbigh.

Present: Councillors Raymond Bartley (chairman), Margaret Bowe, Rob Parkes, Gaynor Morgan Rees, Medwyn Williams, Colin Hughes, Colin L Hughes, Roy Tickle, Mark Young, Gaynor Wood-Tickle, Catherine Jones, Marilyn Jones, Alyn Ashworth and Medwyn Jones (Town Clerk).

Apologies: Cllr Philip Stevens.

The chairman welcomed all to the meeting.

- 200. Presentation by Emily Reddy on the Rural Community Skills Initiative.** The chairman reported, that Emily Reddy, due to family commitments, would not be attending the meeting.
- 201. Presentation by Kimberley Edmunds re Leonard Cheshire Disability.** The chairman welcomed Kimberley Edmunds a volunteer co-ordinator and invited Ms Edmunds to address the meeting. Ms Edmunds gave a power point presentation outlining the history of the late Group Captain Leonard Cheshire and guided members through the work of the society. One billion people worldwide had disabilities. The society worked with local partners in three specific areas. Facilities were available worldwide. Eleven million disabled in the UK. In Wales 152 lived in five care homes. In North Wales homes located at Colwyn Bay and Llangollen with outreach services at Holywell and Holyhead. Ms Edmunds responded to questions and comments from the members on (1) Residents at the Colwyn Bay home, (2) level of number of volunteers, (3) assistance for children. All the members congratulated and thanked Ms Edmunds for the presentation. The chairman thanked Ms Edmunds for her attendance and presentation and stated that we should all be grateful of this facility.
- 202. Urgent Matters: There were none**
- 203. Declaration of Personal Interest:** The following declarations were received:
- (1) Cllr Raymond Bartley – all matters relating to Denbighshire County Council and any planning matters - personal.
 - (2) Cllr Colin Hughes - all matters relating to Denbighshire County Council - personal.
- 204. The Minutes of the Council meeting held on the 22nd February 2016 were received and approved.**
- 205. Matters arising:** (1) Minute 183(2)(3) – Closure of Courts. The town clerk referred to the response received from HMCTS which was noted without further comment.
- 206. Mayor's Report:** The Mayor stated that his last report will be presented to the next council meeting on the 25th April 2016.
- 207. Letters, E-mails and Notices:** 1. It was agreed that two items of correspondence be noted.
2. It was further agreed that the following be noted and actioned accordingly:
- (1) E-mail from St Brigid's school regarding a nomination for a replacement minor authority governor. Cllr Catherine Jones volunteered.

- (2) E-mail from Lyndsey Tasker on behalf of Denbigh in Bloom. It was reported that the former wood planters had fallen to pieces. With regard to insurance it was reported that public liability insurance for any planters used would be required. It was agreed that the town council be approached on this matter in due course.
- (3) E-mail re Clwb Rygbi Dinbych. It was agreed that a letter of support be sent.
- (4) E-mail from Su Gillespie re the holding of Boules tournaments at the Dr Evan Pierce Memorial Garden – it was agreed that permission be given for the use Garden to be used between May and September 2016.
- (5) E-mail re Denbigh Quarry. Comment was made that it was good news that the quarry was to re-open and that the liaison group be resurrected. It was agreed that Cllrs Colin Hughes and Margaret Bowe continue to represent the council on the liaison group.
- (6) E-mail from the county archivist confirming that work on the Denbigh Charters had been completed. The town clerk to arrange a visit to view the charters.
- (7) E-mail re the NWWTFC seminar at Conwy on the 31st March. Cllrs Margaret Bowe, Catherine Jones, Gaynor Wood-Tickle, Roy Tickle, Raymond Bartley and Colin L Hughes attending.

208. Planning: Following discussion, it was agreed that no objection be raised in respect of the following applications for planning permission:

- (1) 23, Llys Gwydr –removal of existing conservatory and erection of single storey and two storey extension to rear of dwelling.
- (2) Pendistia, Whitchurch Road – erection of first floor extension with balcony (re-submission).
- (3) 124, Vale Street – change of use of former post office to form part of existing dwelling.

209. Council Committee Minutes. (1) The minutes of the Environment and Finance Committee held on the 14th March 2016 were noted.
(2) The minutes of the Planning Committee held on the 15th March 2016 were noted.

210. Minutes / Reports of council sub committees. There were none.

211. Reports: (1) WW1 Commemoration Group. The town clerk's written report was considered and accepted.

- (2) Christmas Lighting. The town clerk's written report was considered and accepted. The town clerk added that investigations into the catenary wire brackets had commenced.
- (3) Fireworks. The town clerk's written report was considered and accepted.
- (4) Ysgol Twm o'r Nant. Cllr Medwyn Williams reported that a new head teacher had been appointed and the school was looking forward to welcoming the new head in September.
- (5) NWWTFC Car Rally. Cllr Roy Tickle reported on a recent meeting. This year's rally to take place on Sunday 2nd October starting at Denbigh and finishing at Caernarfon.
- (6) Denbigh Youth Project. Cllr Mark Young reported on the annual meeting. The project had won awards. 52 local families had been assisted and 12 young people had found work.
- (7) Robert Arthur Crisis Fund. Cllr Catherine Jones reported that the fund had installed a defibrillator in the Morrisons store.

- (8) RWF St David' Day Dinner. Cllr Margaret Bowe reported that she had attended the dinner and obtained a certificate for eating a Leek.

There were no other reports.

212. Reports by County Councillors on Matters Appertaining only to Denbigh:

1. Cllr Colin Hughes reported (1) Lagging work ongoing in Upper Denbigh – number of complaints received regarding the mess left by the contractors. (2) Steering group looking at the two sites in the Denbigh LDP – Henllan Road and part of Lodge Farm – main concerns traffic calming measures. (3) Dealing with numerous case work for individuals.
1. Cllr Raymond Bartley reported (1) Dealing with all kinds of queries. (2) Ysgol Twm o'r Nant to receive a prestigious award for its design. (3) Station Yard – detailed planning consent now received. (4) Car parking charges increase as from 1st April 2016 – there would be no impact on Sunday morning car parking – will not be enforced until such time as reviewed.

Both members responded to questions from members on (1) Middle Lane site security – details to be given to the town clerk. (2) Flooding problems in Maes Hyfryd - planning and flooding officers looking at the problem – ownership of the path in question. (3) Lenten Pool roundabout – work apparently to commence before the end of March. (4) Plans to tidy up the compound in Bryn Garth for community benefit. (5) Work on Vale Street and temporary traffic lights.

213. Accounts 1. The following accounts were approved for payment:

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| (1) | Fiona Gayle – heritage lecture fee 18.2.16
(Cheque no. 005845) | - | £15.00 |
| (2) | Clwyd Wynne – heritage lectures fee by the community archives team
28.1.16 & 11.2.16
(Cheque no. 005846) | - | £50.00 |
| (3) | Town Clerk – reimburse cost of gifts for lecturers (R M Owen & Gronwy Wynne) and refreshments for final lecture night 17.3.16
(Cheque no. 005847) | - | £58.78 |
| (4) | Sandra Williams translation service 15/2; 16/2; 1/3; 9/3; 14/3; 15/3
(Cheque no. 005848) | - | £559.20 |

Total payments: £682.98.

2. Other financial matters: (1) Authority for the town clerk / finance officer to pay any accounts received up to and including the 31st March 2016 – unfortunately this agenda item was not considered and therefore no decision made.
- (2) Christmas Lighting – the town clerk referred to the quotation received from Adams Consulting re advice on replacing catenary wire location brackets. It was agreed to note and accept the quotation.
- (3) Beacons – Cllr Medwyn Williams circulated information and informed the meeting of the decision by the Royal Commission to install the beacons in Denbigh – based on Bluetooth technology. Cllr Williams explained that the Royal Commission would fund the purchase of the equipment and software and sought the approval of the council to support the project in principle and also to consider financing the annual licence fee of £360 after the first 12 months. Following a short discussion it was agreed to support the project in principle and to consider the funding of the licence fee in due course.
- (4) Risk assessment. The town clerk referred to the risk assessment, as approved by the

Environment and Finance Committee on the 15th February 2016, a copy of which had been circulated and explained that there was a requirement for the full council to approve the risk assessment. It was **Resolved** (unanimously) **to approve the Risk assessment.**

- (5) 2015/2016 Accounts – the town clerk explained that there was a requirement for the full council to approve the appointment of internal auditor. It was **Resolved** (unanimously) **that JDH Business Services Ltd continue to be engaged as the council's internal auditor.**
- (6) The town clerk explained that BDO LLP based in Southampton had been appointed as external auditors. The annual governance statement on the annual return would now be in two sections with part one containing the old eight questions and part two 4 questions set by the Wales Audit Office and would be looking at budget setting, budget monitoring and internal audit appointment. A separate questionnaire will be sent requesting copies of various documents.
- (7) The town clerk referred to the list of council assets as at 31.3.16 and confirmed the requirement for the list to be approved by the full council. **It was Resolved** (unanimously) **to approve the list of assets.**

214. Appointment of Town Clerk & RFO. The meeting confirmed the appointment of Mrs Jenny Barlow of Henllan as Town Clerk and RFO. The town clerk reported that Mrs Barlow had accepted the post.

215 Arrangements for the Annual Meeting on the 6th May 2016: Following a discussion the following arrangements were agreed upon:

- (1) In view of postage costs involved - members agreed to assist with the distributing the invitations
- (2) Numbers to be invited. The town clerk reminded the meeting of the agreement that there was a need to cut down on cost. Following a short discussion it was agreed that an invitation be extended to two representatives from each organisation.
- (3) Catering – it was agreed to hire S & T Catering and that the catering be reduced by 25%.
- (4) Rehearsal – Wednesday 4th May 2016 at 6.30pm.
- (5) Cllr Roy Tickle to propose Cllr Margaret Bowe as Mayor, seconded by Cllr Gaynor Wood-Tickle.
- (6) Cllr Raymond Bartley to propose Cllr Roy Tickle as Deputy Mayor seconded by Cllr Rob Parkes
- (7) Cllr Roy Tickle to propose the vote of thanks to the retiring Mayor Cllr Raymond Bartley.
- (8) Cllr Margaret Bowe announced that Civic Sunday would be held on the 22nd May 2016 at 3.30pm at St Mary's Church.

216. 2016 Heritage Lectures. The town clerk's written report was considered and accepted. Cllr Roy Tickle thanked the town clerk for all the work done in organising the lectures. Cllr Medwyn Williams stated that the lectures had been popular over a number of years and hoped that the town council would arrange another series in due course.

217. Appointment of Honorary Burgesses. The town clerk reminded the meeting that this agenda item had been deferred from the meeting held on the 22nd February. The town clerk confirmed that it had been some time since the council last appointed Honorary Burgesses and referred to the protocol adopted by the council in 2007. Three honorary burgesses have been appointed but unfortunately two have since passed away. It was agreed that a sub-committee be set up to discuss and prepare a report. Cllrs Medwyn Williams, Gaynor Wood-Tickle, Gaynor Morgan Rees, Margaret Bowe and Roy Tickle to form the sub-committee.

- 218. Council Storage – disposal of redundant equipment.** The town clerk reported that the council possessed IT equipment that it no longer required and sought a decision from the council as to their disposal. It was agreed that the town clerk dispose of the equipment. The town clerk went on to state that since moving storage rooms at the former court house building, the plastic storage racks previously used were no longer required and requested the council that he be allowed to purchase the racks. It was agreed that the town clerk be given the racks free of charge.
- 219. Mayors' Board.** Cllr Roy Tickle suggested that it was time to honour and add the names of Honorary Recorder, Honorary Burgesses and Town Clerks of Denbigh on to a board and proposed that the fourth panel on the current board could be used for this purpose. It was **Resolved** (unanimously) **to accept the suggestion and proposal.**
- 220. Independent remuneration Panel for Wales Annual Report 2016/2017.** The town clerk reported that Section 10 of the report related to Town and Community Councils. The town clerk reminded the meeting that this agenda item had been deferred from the meeting held on the 22nd February. Copies of the relevant section having been circulated to the members, the town clerk requested the meeting to consider each of the nine determinations contained within the report. Each determination was considered and voted upon as follows, namely **to accept the following recommendations:**
- (1) Determination (46) – (unanimously) that community and town councils are authorised to make a payment to each of their members of a maximum amount of £100 per year for costs incurred in respect of telephone usage, information technology, consumables etc.**
 - (2) Determination (48) – (unanimously) that community and town councils are authorised to provide a civic allowance to the mayor / chairman and deputy mayor / chairman of the council of an amount that they deem appropriate to undertake the functions of that office.**
 - (3) Determination (49) - (12 for and 1 against) that community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties both within and outside of the area of the council – such payments to be the actual costs of travel by public transport or the HMRC mileage allowances as set out in the recommendation.**
 - (4) Determination (50) - (11 for and 2 against) that community and town councils are authorised to reimburse subsistence expenses to their members for attending approved duties outside the area of their council per the maximum rates set out on the basis of receipted claims.**

It was agreed to take determinations 53 and 54 together

- (5) Determination (53) – (11 for, 1 against and 1 abstention) that community and town councils are authorised to provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) up to a maximum of £403 per month. Reimbursement shall only be made on presentation of receipts from the carer.**

Determination 54 – (11 for, 1 against and 1 abstention) that community and town councils are authorised to provide for the reimbursement of necessary costs for the care of personal assistance needs (provided by informal or formal carers), up to a maximum of £403 per month. Reimbursement shall only be made on presentation of receipts from the carer.

It was agreed that the council would need to look at determinations 53 & 54 when determining the next budget.

And not to accept recommendations:

- (1) **Determination (47)** - (unanimously) that community and town councils are authorised to make an additional annual payment not exceeding £500 to up to 3 members in recognition of specific responsibilities.
- (2) **Determination (51)** - (unanimously) that community and town councils are authorised to pay an attendance allowance to each of their members for attending approved duties outside the area of the council per the rates set out.
- (3) **Determination (52)** - (unanimously) that community and town councils are authorised to pay a financial loss allowance to each of their members for duties outside of the area of the council per the rates set out.

221. DCC – Town Centre Growth & Diversification Plan. The town clerk referred to the document received. Cllr Medwyn Williams commented that the reference to Denbigh was disappointing and negative. There were one or two good things. Vale Street was described as the High Street and gave the impression that it was a difficult route to travel. Cllr Rob Parkes commented that DCC had a lot to blame for the description of Denbigh and supported Cllr Medwyn Williams' comments. Cllr Roy Tickle commented the description of Ruthin was shorter but more positive. All the comments made to be conveyed to DCC.

At this point the meeting moved to Part 2

Following the completion of the business under Part 2 the chairman closed the meeting.

Signed:.....(chairman)

Date:.....

