

## **Draft Minutes of the Denbigh Town Council Full Council Meeting held on Wednesday 25<sup>th</sup> September 2024, 6.30pm via Hybrid.**

**Present:** Face to Face Councillors; Catherine Jones, Alyn Ashworth, Gaynor Wood-Tickle, Roy Tickle, Philip Stevens, Gaynor Morgan-Rees, Sylvia Jennings, Sioned Garrod, Pauline Edwards, Matthew Jones, Robert Davies, Jenny Barlow (Town Clerk), Jo Davies (Assistant)

**Zoom;** Cllrs: Lara Pritchard & Andrew Hine.

**The Chair, Cllr Catherine Jones, welcomed all to the September Full Council Meeting.**

**61 Apologies for absence.** Cllrs, Simon Harding, Jan Tomlinson

**62 Declaration of Personal/Prejudicial Interest**

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting:

<b>Councillor</b>	<b>Item no</b>	<b>Predjudicial/Personal</b>
Catherine Jones	6.5	Personal
Catherine Jones	6.6	Personal

**63 Minutes of the Council Meeting held on Wednesday 23<sup>rd</sup> July 2024 were confirmed and accepted.**

**63.1 Minutes of the Special Council Meeting held on Wednesday 14<sup>th</sup> August 2024 were confirmed and accepted.**

**64 Matters arising:**

**64.1** James Parson DCC confirmed that the 30 mins free parking is now up and running at Factory ward carpark. James also noted that the Multistorey carpark, Barkers Well Lane, will be closed from 30.09.2024. The lower decks of Barkers Well Lane will be opened for the Councils Free Parking Days and during large events.

**64.2** Emails from Gwyn Evans regarding litter in Denbigh have been received and discussed, however Denbigh Town Council has no jurisdiction over the issues regarding litter and all correspondence regarding this should be directed to Denbighshire County Council. It was agreed that Jenny Barlow, Town Clerk would highlight to Denbighshire County Council that Denbigh Town Council have received complaints.

**64.3** Update re Toilet provision in Denbigh - It was agreed that Denbigh Town Council would pay half of the Toilet provision in Denbigh - £11,000. This will be paid in the financial year of 2025-2026 based on what the costs were in 2023-2024. As these costs were not budgeted for during the financial year of 2024-2025.

**64.4** The placemaking plan was attended by Cllrs: Roy Tickle, Andrew Hine, Pauline Edwards & Simon Harding. Jenny Barlow (Town Clerk) and Jo Davies (Assistant) also attended on 11<sup>th</sup> September 2024. It was noted that this was very beneficial to attend and the Town Council had the opportunity to discuss their own future projects for Denbigh Town. The contractors were very professional and much information was shared.

**65 Correspondence received.**

- 65.1** DCC have confirmed that the Junior Pitch in Cae Hywel playing fields is now established and positive feedback has been received. A press release has been circulated.
- 65.2** Email received from Chris Madoc-Jones regarding the NWH site. A site meeting has been arranged with Jones Bros for the 26<sup>th</sup> September. This will be added to the October meeting for clarification of reply required for Chris Madoc-Jones.
- 65.3** Email from Mark Dixon DCC – The town councillors requested a site meeting when the properties have been completed.
- 65.4** Email received from Bwyd Cymunedol requesting a Town Councillor member representative - Cllr Andrew Hine Agreed to be the representative.
- 65.5** Email received from Denbigh British Legion requesting the side panel at the Angel monument be made removable the same as the front panel. It was agreed that the Town Councillors would need to add this to the pre-budget finance meeting in November. The town clerk advised that she would contact the conservation officer of DCC advising of the request.
- 65.6** The British Legion requested a paragraph written by Denbigh Town Council for the new WW2 book, it was agreed that a passage would be written by the Mayor, Cllr Catherine Jones and Jenny Barlow (Town Clerk).

**66 Finance**

**66.1 July & August 2024 inc detailed budget summary – Agreed & Noted**

**66.2 List of payments made – July & August 2024 – Noted**

<b>Item no</b>	<b>Date</b>	<b>Chq No</b>	<b>Chq payable to</b>	<b>Payment Description</b>	<b>Amount</b>
<b>66.2.1</b>	01.07.2024	008321, 008322, 008323	Jones & Graham	July Salary	£6260.35
<b>66.2.2</b>	10.07.2024	008324	Mike Neumann Printer	A2 posters – Denbigh Tours	£48.00
<b>66.2.3</b>	10.07.2024	008325	Carys Jones	Website Uodates March-June	£170.00
<b>66.2.4</b>	10.07.2024	008326	P Liversidge	Dr EP Garde Litter Pick	£15.00

<b>66.2.5</b>	10.07.2024	008327	P Liversidge	June Grass Maintenance	£175.00
<b>66.2.6</b>	10.07.2024	008328	OVW	2x Training Code of Conduct	£80.00
<b>66.2.7</b>	10.07.2024	008329	Catalyst	Annual Email Eryption Software	£141.60
<b>66.2.8</b>	10.07.2024	008330	Catalyst	July Broadband	£52.80
<b>66.2.9</b>	10.07.2024	008331	Starboard Systems	Budget Setting 2024/25	£94.80
<b>66.2.10</b>	10.07.2024	008332	St Marys Church	Refreshments Tour 24.07.2024	£50.00
<b>66.2.11</b>	10.07.2024	008333	Catalyst	June Back-Up	£5.11
<b>66.2.12</b>	10.07.2024	008334	Jones & Graham	Salary Admin 01/04 – 30/06/24	£77.40
<b>66.2.13</b>	18.07.2024	008335	C E Jones	Det 50 2024/25 (Auth 38.3)	£1373.44
<b>66.2.14</b>	18.07.2024	008336	J Tomlinson	Det 51 2024/25 (Auth 38.4)	£400.00
<b>66.2.15</b>	24.07.2024	008343	Viking	Stationery/Stamps	£312.48
<b>66.2.16</b>	29.07.2024	008345	J Barlow	Travel Claim May-July	£102.80
<b>66.2.17</b>	29.07.2024	008346	Catalyst	June Telephony	£58.78
<b>66.2.18</b>	29.07.2024	008347	J Barlow	Refund July Zoom	£15.59
<b>66.2.19</b>	29.07.2024	009348	J Tomlinson	Travel June – July plus Travel Aug 23	£45.45
<b>66.2.20</b>	01.08.2024	008349, 008350, 008351	Jones & Graham	August Salary	£5931.69
<b>66.2.21</b>	14.08.2024	008352	P Liversidge	July Grounds Maintenance	£175.00
<b>66.2.22</b>	14.08.2024	008353	ICO	Annual Subscription	£40.00
<b>66.2.23</b>	14.08.2024	008354	Aled W Ellis	Repair Slab – Dr EP Garden	£108.00
<b>66.2.24</b>	14.08.2024	008355	Catalyst	July Back-Up	£5.95
					<b>Total: £15,739.24</b>

**66.3 Payments requiring authorisation: the below payments were agreed and noted by the Town Councillors:**

<b>Item No</b>	<b>Date</b>	<b>Chq No</b>	<b>Chq Payable to</b>	<b>Description</b>	<b>Amount</b>
<b>66.3.1</b>	26.09.2024	008371	Safety Focus –	H & S Provision, 2 <sup>nd</sup> payment	£600.00
<b>66.3.2</b>	26.09.2024	008372	Uproar,	Fireworks Final payment	£2370.00
<b>66.3.3</b>	26.09.2024	008373	DCC	Town Hall Contribution Oct – Dec 24	£9250.00
					<b>Total: £12,220.00</b>

#### 66.4 List of receipts July/August 2024 – Noted

Item no	Date	Receipt Description	Amount
66.4.1	25.07.2024	DCC – Part Refund CCTV Electricity	£50.69
66.4.2	31.07.2024	Bank Credit Interest	£339.70
66.4.3	01.08.2024	Tour of Denbigh	£180.00
66.4.4	29.08.2024	Precept	£81,796.00
66.4.5	30.08.2024	Bank Credit Interest	£278.31
			<b>Total £82,644.70</b>

#### Cllr Pauline Edwards Joined the Meeting 19.20

#### 66.5 Grant aid authorised by the Town Councillors:

Item No	Code	Chq No	Chq payable to	Amount
66.5.1	S137	008374	Cor Meibion Dinbych a'r Cylch	<b>£969.60</b>

#### 66.5.2 Denbigh Bowling Club – Deferred

#### 66.6 Confirmation of payments received - Noted

66.6.1 British Legion £3000.00.

66.6.2 Denbigh in Bloom £2480.00.

66.6.3 Denbigh Cricket Club £1000.00.

#### 66.7 How grant payments were used (6 Month Review) – Noted

66.7.1 Denbigh County of Sanctuary

66.7.2 Denbigh Uniform Exchange

66.7.3 Denbigh Dragons

#### 66.8 Quotations – None

#### 66.9 Audit Conclusion & Internal Audit 2023/2024

Internal audit has been completed and returned. The advice given by the internal auditor has been accepted and revised. The end of year figures/balances were discussed and agreed by the town councillors.

66.10 External Audit 2022/2023 – The Town Clerk confirmed that the external audit has been received for 2022/2023 without qualification (No Issues raised). The details are displayed on the website.

**67 Planning:**

**67.1** 01/2023/0905  
Maesteg, Whitchurch Road, Denbigh  
Erection of first floor rear extension to dwelling.

**No objections raised**

.....

**67.2** 01/2024/1222/PF  
Pen Y Bryn Bungalow, Henllan Street, Denbigh  
Proposed erection of replacement dwelling and associated works including parking and landscaping.

**No objections raised**

.....

**67.3** 01/2024/01233/PF  
Davies Cycle Shop, 56 Henllan Street, Denbigh  
Conversion of existing shop (Use class A1) to form one dwelling, including landscaping, formation of parking and associated works

**No objections raised**

.....

**67.4** 01/2024/1246/TP  
The Beeches, St Davids Lane, Denbigh  
Crown reduction and pruning works to 2 Beech and 2 Maple trees and removal of one Cherry tree subject to tree preservation order 4/2003.

**No objection raised**

.....

**67.5** 01/2024/1277/PF  
Land adjacent to 19A Park Street, Denbigh  
Erection of a one end terrace dwelling formation of parking, landscaping and associated works.

**No objections raised**

.....

**67.6** 01/2024/1281/HH  
38 Mytton Park, Denbigh  
Erection of a single storey extension to side and rear of dwelling, alterations to external materials and associated works

**No objections raised**

.....

**68. Mayors Update:** Cllr Catherine Jones discussed her recent trip to Biebortal, our twinned Town in Germany. A great experience and the people were kind and generous. Cllr Jones was able to visit where the Mayor of Biebortal works from. It was also mentioned by Cllr Jones that on arrival to Biebortal there is a Welsh Dragon with the words “Welcome to Biebortal, they also hold the Denbigh Town Crest.

**69. Other Meetings attended by town councillors.**

- 69.1** Cllr Gaynor Morgan-Rees attended Open Doors weekend where she was involved with Theatre Twm O’r Nant. A talk was held by Dr Dei Huws on Dyffryn Clwyd – The oldest Valley in Wales. Art work by Angela Davies was on display and “How to feed a Town” by Haywire Theatre. A successful weekend was had and definitive numbers of attendees will be updated in due course.
- 69.2** Cllr’s Catherine Jones and Alyn Ashworth held tours of the Chambers in Denbigh Town Hall on Saturday 21<sup>st</sup> September for Open Doors. A total of 94 visitors came throughout the day, some local and many from much further afield. This was a beneficial event that was very successful.
- 69.3** Cllr’s Roy Tickle & Gaynor Wood-Tickle attended the Walled Town Friendship Circle Quarterly meeting along with Jenny Barlow (Town Clerk) & Jo Davies (Assistant) on 18<sup>th</sup> September. A guided tour of Denbigh has been arranged for members to join on Sunday 06<sup>th</sup> October.
- 69.4** Cllr Andrew Hine attended the Denbigh Flower Show on 24<sup>th</sup> August 2024

**70. Update from County Cllr Pauline Edwards as follows:**

- 70.1** Summaries from the Placemaking plan held on 25<sup>th</sup> September is currently underway.
- 70.2** A wider consultation regarding Lenton Pool will be held for everyone including local schools.
- 70.3** There have been concerns noted with regards to the Multi Storey Car Park Closure, with local business concerns and potential issues surrounding this.

**Cllr Robert Davies left the meeting 19.50**

**71. Standing Orders and Financial regulations – Reinstated**

**Cllr Robert Davies Re-joined the meeting 19.52**

**72. Jo Davies** – 6 -month probation – completed to a satisfactory level.

**73. Update by Town Clerk re current projects.**

The town clerk gave an update on Events: Civic Sunday, Fireworks & Christmas lights switch on event. An overview of the current projects were also given: Cae Hywel – outdoor Gym,

Illumination noticeboards, Marketing guide, Residents newsletter, Market stall gazebos & Car Park subsidy.

**74 Events – volunteers required:**

**74.1 Walled Towns Car Rally – Sunday 29<sup>th</sup> September – Volunteers –**  
Cllr’s Alyn Ashworth, Gaynor Wood-Tickle, Roy Tickle and Pauline Edwards.

**74.2 Fireworks – Tuesday 5<sup>th</sup> November – Volunteers –**  
40 Stewards required, to date we have 21, plus Cllrs; Catherine Jones, Gaynor Wood-Tickle, Roy Tickle, Philip Stevens (leaflet distribution), Lara Pritchard, Sioned Garrod, Pauline Edwards and Matthew Jones.

**74.3 Fireworks clearing up – Wednesday morning 6<sup>th</sup> November – Volunteers –**  
Cllrs; Gaynor Wood-Tickle, Roy Tickle & Pauline Edwards.

**74.4 Christmas Lights Switch on event – all day event – Volunteers**  
Cllrs; Alyn Ashworth, Gaynor Morgan-Rees, Sylvia Jennings, Lara Pritchard, Sioned Garrod & Pauline Edwards.

**Jenny Barlow (Town Clerk) left the meeting 19.51**  
**Jenny Barlow (Town Clerk) returned to the meeting 20.01**

**75 Museum visit –**  
Attended by Cllrs after an invitation from Clwyd Wynne to visit the building. Very informative and beneficial. A meeting will be arranged in due course regarding the Museum.

**76 Town Council – Facebook**  
The Town Council agreed that it would be beneficial to have a locked Facebook page that would be overseen by Jo Davies (Assistant) In order to keep the general public updated with Council events and information.

**77 New Councillors –** Jenny Barlow (Town Clerk) presented a Town Council badge to Cllr Matthew Jones.

**78 Review of staff salary & associated payments.**  
The town councillors will look further into this and the details will be added to a future meeting for clarification and agreement.

**\* Due to the confidential nature of the business of this agenda item, under the Public Bodies (Admission to Meetings) Act 1960 (3) it is proposed to put forward a motion to exclude members of the public during discussion of this agenda item\***

The Chair closed the meeting at 20.38

Signed:.....

Date.....