

Draft Minutes of the Denbigh Town Council Full Council Meeting held on Wednesday 19th March 2025, 6.30pm via Hybrid.

Present: Face to Face Councillor's: Jan Tomlinson, Pauline Edwards, Alyn Ashworth, Gaynor Wood-Tickle, Roy Tickle, Gaynor Morgan-Rees, Philip Stevens, Andrew Hine, Sioned Garrod, Sylvia Jennings, Matthew Jones, Simon Harding, Robert Davies.

Zoom: Lara Pritchard

The Chair, Cllr Jan Tomlinson, welcomed all to the March Full Council Meeting.

158 Apologies for absence: None

159 Declaration of Personal/Prejudicial Interest

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting: **None**

160 To confirm Minutes of the Council Meeting held on Wednesday 19th February 2025 (part 1.) – Confirmed and accepted

161 Urgent business under Section 100B(4) of the Local Government Act 1972: Noted

Section 100B(4) of the Local Government Act 1972 allows for the consideration of urgent business at meetings of a council or its committees. This can happen when the meeting's chair believes the item is urgent due to special circumstances. The reason for the urgency must be recorded in the meeting's minutes.

161.1 Cllr Matthew Jones proposed that in the next full Town Council Meeting, an agenda item should be assigned to Jo Davies (Civic, Events & Project assistant) to update the Town Council on live projects. This was agreed by the Town Council.

161.2 It was agreed by the Town Council that as a matter of urgency funding and/or grants should be looked into and sourced where available in order to maintain any equipment and/or the grounds of Cae Hywel where any future enhancements are implemented.

162 Matters Arising

162.1 Public Consultation Cae Hywel 24.02.2025:

162.1.1 Jo Davies confirmed that she had taken part in a resident door to door questionnaire, the feedback was very positive, with lots of people eager to learn more and sharing great ideas about what they'd like to see. As it was half term during the consultation, Jo was able to talk to adults and children alike to gain and gather their thoughts on many things including the Outdoor Gym project. Denbighshire Leisure, Youth Service, and Play Rangers, were also in attendance and two of the young people from the Bumps and Jumps (Pump Track project) were there too, helping out and getting feedback from the community.

162.1.2 Cllr Pauline Edwards, confirmed that the Public recreational open space commuted sum scheme can be used to lay out new open space or to enhance existing provision, thereby increasing usage. However, maintenance of any equipment or grounds can not be funded by the

scheme. Therefore, other grants need to be sourced to help fund the maintenance of any equipment or grounds to ensure safety.

162.2 Request by Grwp Cynefin: Deferred until next full council meeting.

163 Correspondence received:

163.1 Senedd Review Final Determinations – Noted

163.2 Senedd report on Role, Governance and accountability of Community and Town Council Sector – Noted

163.3 North Wales Police and Crime Plan 2025-28 – Noted. The Town Council agreed that it has been refreshing to see local PCSO'S out on foot in Denbigh. Giving a sense of confidence to the local community.

163.4 IRP Annual report 2025 – Noted

163.5 Email from DIB re lease of flower pots 2025 – Noted. The Town Council agreed that they wish to support Denbigh in Bloom as in previous years by leasing flower pots again for 2025

163.6 DCC closer working with City Town & Community Councils – Noted

163.7 Review of 20mph DCC – Noted

163.8 Email from R Williams re planning application 01/2025/0052/HH – Noted – To be discussed in Planning

164 Finance -

164.1 Bank reconciliation reports - February 2025 – Deferred

164.2 List of payments made – February 2025 – Noted

Item No	Date	Chq No	Payment to	Description	Amount
164.2.1	05.02.2025	008477, 008478 & 008479	Jones & Graham	Feb salary	£6224.96
164.2.2	10.02.2025	008480	Jones & Graham	Salary admin 01/10 – 31/12	£77.40
164.2.3	10.02.2025	008481	Catalyst	Jan Back-up	£4.15
164.2.4	10.02.2025	008482	P Liversidge	Litter pick Dr EP Garden	£15.00
164.2.5	10.02.2025	008483	S Williams	Cyfieithu Rhagfyr	£131.66
164.2.6	10.02.2025	008484	Catalyst	February broadband	£52.80
164.2.7	10.02.2025	008485	Cllr J Tomlinson	Det 45 2024/25	£400.00
164.2.8	10.02.2025	008486	Shoreline Removals Ltd	Shredding 08.01.2025	£93.60
164.2.9	10.02.2025	008487	Chris Grier	Heritage Lecture donation	£50.00

164.2.10	10.02.2025	008488	Julie Grier	Heritage Lecture donation	£50.00
164.2.11	10.02.2025	008489	Paul Evans	Heritage Lecture donation	£50.00
164.2.12	10.02.2025	008490	Toni Vitti	Heritage Lecture donation	£50.00
164.2.13	10.02.2025	008491	Morgan Ditchburn	Heritage Lecture donation	£50.00
164.2.14	10.02.2025	008492	Gareth Evans	Heritage Lecture donation	£50.00
164.2.15	10.02.2025	008493	Wendy Grey-Lloyd	Heritage Lecture donation	£50.00
164.2.16	10.02.2025	008494	Clwyd Wynne	Heritage Lecture donation	£50.00
164.2.17	10.02.2025	008495	Caerwys Historical Society	Heritage Lecture donation	£50.00
164.2.18	20.02.2025	008496	Bodfari Environmental	DR EP Garden (Oct-Dec 2024)	£1018.20
164.2.19	20.02.2025	008497	Hampshire Flag Co Ltd	St Davids Day Flag	£513.00
164.2.20	20.02.2025	008498	Safety Focus Ltd	Health & Safety Provisions	£600.00
				Total	£9580.77

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

Item no	Date	Chq No	Chq payable to	Payment Description	Amount
164.3.1	24.03.2025	008521	Bodfari Environmental	Quarterly Maintenance of Dr E.P Garden Jan-March 2025	£1,018.20
164.3.2	24.03.2025	008522	Denbighshire County Council	Grounds Maintenance SLA 2024/2025	£1,742.22
164.3.3	24.03.2025	008523	Denbighshire County Council	Chrsitmas Lights 2024	£14,841.60

- 164.3.4** It was proposed by Cllr Philip Stevens that the subscription to One Voice Wales not be renewed, this was seconded by Cllr Andrew Hine.
It was agreed by Town Council that the subscription to One Voice Wales would not be reinstated with twelve votes in favour, one against and one abstaining, the motion was passed. It was therefore agreed and accepted that the subscription would not be renewed for 2025-2026.

164.4 List of receipts in February 2025 – None

164.5 Grant aid authorised by the Town Councillors: Agreed & Noted

Item No	Code	Chq No	Chq payable to	Amount
164.5.1	S137	008524	SSAFA	£100.00
164.5.2	S137	008525	Denbigh Floral Arts	£100.00

164.5.3 Denbigh Museum –

- 164.5.3.1** It was proposed by Cllr Matthew Jones that the amount of £1,296.00 (80% of the total amount) be paid via Grant Aid to Denbigh Museum.

- 164.5.3.2** Cllr Gaynor Wood-Tickle counter proposed that rather than 80% of the total amount be paid via a Grant Aid, that the Town Council should cover the full cost of £1,620.00 for the hire of a professional local removal firm. This will be over approx. 3 days to assist the Museum in the removal of bulky, heavy, rare, precious and delicate items from the present location at the former Court House on Grove Road Denbigh to the new Museum premises, the former Buttermarket building on Crown Lane Denbigh. It was noted that in this instance the Town Council could claim back the VAT.
This was seconded by Cllr Pauline Edwards and agreed and accepted by all Town Councillors.

164.6 Confirmation of payments received – Noted

- 164.6.1** Theatr Twm o'r Nant
164.6.2 Menter Iaith
164.6.3 Cor Meibion Dinbych
164.6.4 Theatr Bara Caws

164.7 How grant payments were used (6 Month Review) – None

164 Quotations

- 164.1 Catalyst – Upgrade to Windows 11 – Deferred**
164.2 Fattorini – Past Mayor Badge – It was agreed by the Town Council that Fattorini's should be contacted to request information on discounted rates if multiple badges are purchased at once before a decision is made.

165 Planning:

165.1 01/2025/0038PF

Denbigh Carpets & Beds, Unit 3a Dyffryn Trading Estate, Rhyl Road, Denbigh.
Change of use of from showroom area to restaurant/takeaway.

The Town Council requested that previous correspondence be referred to.

165.2 01/2024/1588PF

Gwaenynog Bach, Denbigh

Erection of wall to form silage clamp, formation of hardstanding and associated works.

No Objections

165.3 01/2025/0058/PF

Club Ground, Ystrad Road, Denbigh

Erection of electronic led wireless scoreboard, continuation of access and entrance sign.

No Objections

165.4 01/2025/0041/LBC

27-29 High Street, Denbigh

Internal alterations to rear flat layout, first floor tea bay and ground floor stairwell (listed building consent amendment).

No Objections

165.5 01/2025/0052/HH

66 Trewen, Denbigh, Denbighshire

Erection of two-storey front and side extension and single-storey rear extension.

The Town Council asked that correspondence received in objection to this planning permission be taken into consideration

166 Mayors Update –

- 166.1** Mayor. Cllr Jan Tomlinson confirmed her attendance in meetings with Catalyst, Code of conduct training through Denbighshire and the Denbigh Placemaking Plans.

167 Other meetings attended by town councillors.

- 167.1** Cllrs Roy Tickle and Gaynor Wood-Tickle attended the AGM and Quarterly meeting of the WTFC of which is going very well with many events in the pipeline for 2025 to keep the friendship and support between the Walled Towns.

167.2 Cllr Andrew Hine has continued to attend and support meetings with Darganfod Dinbych who's progress continues whilst a live date is to be confirmed.

167.3 Cllr Philip Stevens has been in conversations and continues to negotiate and support the idea for market days in Denbigh Town.

168 Update from County Cllr Pauline Edwards –

168.1 Cllr Pauline Edwards discussed that the planning and internal alterations for Betsi Cadwaladr University Health board at the Caledfryn site on Smithfield Road will very soon be underway with a date to be confirmed for work to commence.

169 Amend Town Council meeting to 3 (Full, Planning & Environment & Finance) per month:

It was agreed by full council that a Full Town Council Meeting will be held every month as usual which will continue to include planning. However, a Finance meeting will be held separately on a monthly basis.

170 Policies – To accept the circulated policies for audit purposes 2024/25 - Deferred until advice is sought from the Assurance Audit Team

170.1 Financial Regulations

170.2 Risk Assessment

170.3 Asset register

170.4 Standing Orders

170.5 Grant Aid form & Guidance noted.

170.6 Environment (Wales) Act 2016

171 Policies: To review the circulated policies for 2025/26 and confirm any amendments required. - Deferred until advice is sought from the Assurance Audit Team

171.1 Financial Regulations

171.2 Risk Assessment

171.3 Asset register

171.4 Standing Orders

171.5 Grant Aid form & Guidance noted.

171.6 Environment (Wales) Act 2016

172 15 Appointment of Mayor 2025/26

It was proposed by Cllr Philip Stevens that Cllr Jan Tomlinson be appointed as Mayor for the Mayoral year 2025-2026. This was seconded by Cllr Sylvia Jennings and a Town Council vote was unanimous in favour with no counter proposals.

173 Appointment of Deputy Mayor 2025/26

It was proposed by Cllr Matthew Jones that Cllr Pauline Edwards be appointed as Deputy Mayor for the Mayoral Year 2025-2026. This was seconded by Cllr Sylvia Jennings and a Town Council Vote was unanimous in favour with no counter proposals

174 Free Parking dates for 2025 – 2 Days remaining

It was confirmed that in last Full Council Meeting 19.02.2025, three dates were allocated for free parking as follows:
20th September – Open Doors
04th October – Denbigh Plum Fest
30th November - Christmas Light Switch on Event
The Town Council requested for Jo Davies to contact DCC to clarify that if the remaining two days are not allocated for 2025, is there an option to carry them over to 2026 or would they simply be lost?

*Cllr Matthew Jones left the meeting at 19:45
Cllr Matthew Jones returned to the meeting at 19:50*

175 Review lists of membership at meetings internal and external. (Committees/Sub committees & Working Groups & Appointment of Members to organisations for 2025/26) – Updated

*Cllr Andrew Hine left the meeting at 19:58
Cllr Andrew Hine returned to the meeting at 20:03*

176 Confirm part 2 minutes – February 19th 2025 Full Council meeting – Confirmed & Accepted

177 Jo Davies – Appraisal update. – Deferred

178 Update regarding Museum building. – Ongoing - Noted

*** 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 20:18

Signed.....

Date.....