

**Minutes of a meeting of the Planning, Finance and General Purposes Committees held on Monday the 9<sup>th</sup> June 2014 2014 at 6.30pm at the Town Hall, Denbigh.**

**Present:** Councillors Rob Parkes, Medwyn Williams, Geraint Williams, Colin L Hughes, Margaret Bowe, Roy Tickle, Mark Young, Shereen Lunt, Gaynor Wood and Medwyn Jones (Town Clerk).

**Apologies:** Cllrs Gaynor Morgan Rees, Raymond Bartley, Brian Davies, Colin Hughes.

**Observing:** County Councillor Gwyneth Kensler.

The Mayor, Cllr Rob Parkes chaired the Finance and General Purposes Committees in the absence of the chairman Cllr Raymond Bartley with Cllr Margaret Bowe chairing the Planning Committee.

The chairman welcomed all to the meeting.

The Town Clerk, with the permission of the meeting, mentioned the prolonged unfortunate absence of Cllr Philip Stevens due to ill health. Advice was being sought and still awaited from Denbighshire's Monitoring Officer with regard to the prolonged absence. The meeting agreed that the council continue to minute an apology on behalf of Cllr Stevens until such time as the matter could be resolved.

**30. Declaration of Personal Interest.** The following declarations were received:

- (1) Cllr Roy Tickle – all matters relating to the Denbigh Midsummer Festival
- (2) Cllr Gaynor Wood – all matters relating to the Denbigh Midsummer Festival
- (3) Cllr Geraint Williams – all matter relating to Denbighshire County Council

**A. Planning Committee:**

**31. (1) Planning permission applications.**

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

- (1) Howell's Prep School, Park Street
- (2) 29, Mytton Park,
- (3) Unit 3 Enterprise centre, Llwyn Goch, Colomendy Industrial Estate
- (4) Pavement adjacent to Denbigh Library
- (5) Gwenallt Park Street
- (6) Isgoed Farm, Coppy Road
- (7) 19A, Park Street
- (8) 2, Marcellas Court

With regard to the planning application received in respect of Land between St David's Lane and Brookhouse Road it was noted that the application had now been withdrawn.

With regard to the planning application received in respect of Gwenallt Park Street it was agreed not to raise an objection to the application but to comment that the building concerned was within the Denbigh Conservation area and whether the application fell within the planning policy for buildings in a conservation area.



- (2) Any other planning matters:
  - (a) The three planning consent certificates were noted.
  - (b) DCC - The correspondence regarding the former Wool Depot, Grove Road was noted.
  - (c) DCC - The correspondence received regarding the Former North Wales Hospital site Development brief was noted.
  - (d) SP Energy Networks – The correspondence received regarding the North Wales Wind Farms connection project was noted.
  - (e) The correspondence received from Michael Lavers re the planning application for the multi user travel route was noted. It was further agreed to inform Mr Lavers that the current planning application had been withdrawn and that the e-mail would be further considered should the planning application be re-submitted
  - (f) The correspondence received from DCC planning re planning advice was noted

**B. Finance Committee:**

**32. Accounts:** 1. The following accounts were approved for payment

(1)	Cllr Margaret Bowe - member's allowance 2014/2015 (cheque no. 005390)	-	£100.00
(2)	Cllr Raymond Bartley - member's allowance 2014/2015 (cheque no. 005391)	-	£100.00
(3)	Cllr Rob Parkes – member's allowance 2014/2015 (cheque no. 005392)	-	£100.00
(4)	DCC – Town Hall contribution 2014/2015 (1 <sup>st</sup> ) (cheque no. 005393)	-	£5,000.00
(5)	Town Clerk – travelling costs (St Asaph) (cheque no. 005394)	-	£6.30
(6)	Zen Internet – ADSL provision (June) (cheque no. 005395)	-	£18.37
(7)	Paul Liversidge – footpath clearing (May) (cheque no. 005396)	-	£165.00
(8)	Canda Copying – photocopying charges (cheque no. 005397)	-	£205.96

Total payments: £5,695.63.

2. The financial report for the period: **1.4.14 – 31.5.14** was noted.
3. Any other financial matters:
  - (1) The list of payments made by the town clerk / finance officer between the 13<sup>th</sup> May and 9<sup>th</sup> June 2014 was noted and approved– Minute 23(4)(6) referred. (Total payments £6,368.27)
  - (2) The town clerk reported that a request had been received from the community archive group for the purchase of two external hard drives to store and preserve films that were being donated to the archive. The cost of a 2TB external drive was approximately £68 plus VAT. It was agreed that the town clerk purchase two external drives for use by the community archive.
4. Annual Accounts 2013/2014.

At this stage the meeting moved to full council under the chairmanship of the Mayor, Cllr Rob Parkes.

- (1) It was **Resolved** that the **Annual accounts for the financial year 2013/2014 be approved.**



(2) 2013/2014 Annual Return. The town clerk, in accordance with the regulations, submitted the draft annual return for the financial year 2013/14 which also incorporated the annual governance statement. It was **Resolved that the return be approved in draft form**. The chairman and the town clerk / finance officer then signed the draft return. The town clerk explained that a copy of the draft return together with other information would be submitted to the external auditor. The external auditor would then consider the draft return and submit any comments. The matter would then come back to the full council for further consideration.

(3) The annual governance statement for the financial year 2013/2014 was considered. The answer to each of the questions contained within the statement was approved. It was **Resolved that the annual governance statement be approved**.

(4) Internal Auditor' Report. A copy of the report having been circulated was considered. It was agreed to refer the report to the Audit and Personnel sub-committee for discussion and report back to the council.

(5) Annual return supplementary information request. The town clerk referred to the completed questionnaire (copies circulated). The responses to the twenty seven questions were considered and **Resolved that the document be approved**. The document was then signed by the chairman and the town clerk.

(6) The town clerk referred to the Internal Auditor's letter confirming continued independence which was noted and approved.

At this point the meeting moved back to committee mode.

### **C. General Purposes Committee:**

**33. Letters, E-mails and Notices:** 1. It was agreed that five items of correspondence received be noted.

2. It was further agreed that the following be noted and actioned accordingly:

(1) The request from Cllr Roy Tickle on behalf of the Midsummer Festival Group for permission to use the Dr Evan Pierce Memorial Garden for the annual boules tournament on the 15<sup>th</sup> June 2014 was considered and granted.

(2) The request from Cllr Roy Tickle of behalf of the Midsummer Festival Group for free parking in the town on Saturday 14<sup>th</sup> June 2014 was considered and granted.

(3) The grant aid applications received from (1) Popeth Cymraeg and (2) The Denbigh Show be referred to the grant aid sub-committee.

(4) The documents received from the Welsh Government re (1) the survey from the Independent Panel for Wales and (2) Public Health White Paper were referred to the document scrutiny sub-committee for consideration and response.

(5) DCC – Empty Homes Project. It was agreed that Andrea Fisher the Housing and Area Renewal Officer be invited to a meeting of the town council

(6) DCC – Denbighshire Wellbeing Consultation. It was agreed that as this survey was available on line that members, should they so wish, respond individually.

(7) DCC – letter from Sion Goldsmith re the setting up of a working group to discuss future management of Denbigh Town Hall. It was agreed that the matter be deferred for the town clerk to make further enquiries.

**34. Minutes of Meetings of the council's sub committees:** (1) Audit and Personnel. The minutes of a recent meeting were considered and generally approved. Specific matters within the minutes were referred to by the town clerk:



- (a) Risk Assessment. The town clerk referred to a further addition to the risk assessment to cover business continuity. It was **Resolved that the addition together with the risk assessment be approved.**
- (b) Financial Risk Assessment. It was **Resolved that the document as approved by the sub-committee be approved.**
- (c) Assets List. It was **Resolved that the list showing the council's assets as at 31<sup>st</sup> March 2014 be approved.**
- (d) It was **Resolved that the Statement of Significant Variation to accompany the Annual Return be approved.**
- (e) It was **Resolved that the annual Investment Strategy for the financial year 2014/2015 be approved.**
- (f) It was **Resolved that the councils' Balances Policy with regard to balances carried forward as at 31<sup>st</sup> March 2014 be approved.**

(2) Denbigh Guidebook. Cllr Medwyn Williams reported that the sub-committee had met and made some amendments to the guidebook and another meeting was due to be arranged

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

There were no further reports

**36. Appointment of members on to the council's sub committees and working groups:**

**37. Dates of first meetings of the sub committees / working groups.**


**38. Appointment of members on to various organisations etc.**

Items 36 -38 above were dealt with together. It was agreed that due to the few members present that a decision on the three matters be further deferred until the next council meeting on the 23<sup>rd</sup> June 2014 and that the meeting on the 23<sup>rd</sup> start at 6.30pm

**39. Matters of Interest:** 1. Members raised the following matters and it was agreed that the appropriate action be taken where necessary:

- (1) Former Kwik Save site – access being looked at and possible development as retail / housing.
- (2) Middle Lane site – Trustees looking at possible usage for the site.
- (3) Colomendy Industrial Estate – space required to expand and new access required.
- (4) Annual Boules tournament – town council to enter a team.
- (5) Denbigh Carnival – Town Council to have a presence on the field.
- (6) Triathlon in the Denbigh area 15<sup>th</sup> June
- (7) Edgar's Terrace area now cleared – thanks to DCC.
- (8) Mayor thanked for organising the recent Open Mic night at the Guildhall
- (9) Civic Sunday 22<sup>nd</sup> June – members reminded to contact town clerk.

There being no further business, the meeting closed at 7.41pm.

Signed:  .....(chairman)

Date: 23/6/14 .....

