

Minutes of a meeting of Denbigh Town Council held on Monday 26th September 2016 at 6.30pm at the Town Hall, Denbigh.

Present: Councillors Margaret Bowe (Chairman), Roy Tickle (Deputy Chairman), Raymond Bartley, Colin Hughes, Colin L Hughes, Mark Young, Gaynor Wood-Tickle, Marilyn Jones, Alyn Ashworth, Gaynor Morgan Rees, Philip Stevens, Robert Parkes; and Jenny Barlow (Town Clerk).

Apologies: Cllrs Medwyn Williams, Catherine Jones & Brian Davies.

Observing: County Councillor Gwyneth Kensler.

The Chairman welcomed everyone to the September full council meeting as well as introduced both our guest speakers for the evening, Mr Tom Williams for the Gideons and Nicola Samuel from Denbighshire County Council.

69. Tom Williams – Gideon Presentation – Mr Tom Williams gave details relating to the distribution of the Gideon Bibles. They raise 2 million pounds annually with 400,000 bibles presented to organisations and individuals. Cllr Margaret Bowe was honoured to be presented with the Bible and added that it was both a public and personal event for her. The Gideon bible will be kept with her family bible at home. The school children where Cllr Bowe works were aware of the Gideon Society.

70. Nicola Samuel Denbighshire County Council, Archive Presentation – Nicola advised that the Denbigh Town Clerk had been in touch with her with a view of archiving data to their stores at Ruthin. Today's presentation was to assist Denbigh Town Councillors on making decisions relating to the archiving process. There would be no cost to the Town Council in having its records retained at the Records management facility at Ruthin. Any archived data can be viewed in Ruthin, it would be better than taking information away. This would ensure that archived data are kept in a controlled way and nothing would go missing. If the items were gifted to Denbighshire County Council, this would ensure that any restoration works would be paid for by the County with no charge to the Town Council. Nicola recommended that Denbigh Town Council adopt a Records Management policy. Once the initial records had been archived it would make it a much easier task in the future. Llangollen Town Council have already adopted this process and is working well. Nicola advised that prior to sending any information to the records management team at Ruthin, everything will need to be looked at and any details not relevant would need to be removed. It would make much more business sense to send small regular deposits to Ruthin. Nicola informed the Town Council that there was a new book by Andrew Green being published. The book referred to the Denbigh Charters of 1506, there are 2 pages in it with images and descriptions. It is good for Denbigh Town that the charters are mentioned. The aim of the book is to celebrate and draw attention to the valuable and exciting collections held in local institutions in Wales. Nicola also discussed the items in the chamber. Photographs fade. Nicola recommended taking the photos out of their frames, taking copies of them to be retained by the town council and the original sent to Ruthin for archiving. Nicola also asked if anyone had any knowledge of anyone within the photograph to inform then, it is good to retain as much history as possible. Nicola advised that the storerooms at Ruthin are temperature controlled ensuring that chemical reactions don't take place. Nicola commented about the large oil painting in the chamber, it needs restoration and there are grant funding available for this type of work to be completed. The oil also needs to be behind glass to avoid it from drying out and cracking.

Cllr Margaret Bowe thanked Nicola for her presentation and asked the Councillors for feedback. Cllr Phillip Stevens wanted to know what the restoration costs would be – Nicola advised that she was not qualified to answer. Cllr Colin Hughes asked about the gifting of items and would

they remain the Town Councils – Nicola advised that they would still be owned by the Town Council. Cllr Mark Young advised that retaining copies for the public to see while still retaining the originals at the archive was a good way of retaining history. Cllr Raymond Bartley asked if Nicola could come back to visit and look at what is of value in the Chamber, advice needed to be able to decide what action needs to be taken. County Councillor Gwyneth Kensler also suggested that Clwyd Wynne from Denbigh Archives be involved. The Councillors unanimously thanked Nicola for her time and information.

71. Urgent Matters: There were none

72. 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 and CADW.
- (3) Cllr Mark Young – all matters relating to Denbighshire County Council.

73. The Minutes of the Council meeting held on the 25th July 2016 were received and approved.

Cllr Philip Stevens raised concerns (pg 19 item 55)) regarding the Middle Lane project - the old school building had not been listed.
County Cllr Gwyneth Kensler commented (pg 20 item 60) that the surface of the car park is suitable for buses.

74. The Minutes of the Council meeting held on 17th August 2016 were received and approved.

75. Matters arising:

Councillor Mark Young advised that the planning permission for extended opening hours at Townsend takeaway had been refused.(pg 22 item 65.1) Also Tros y Park, listed building has been confirmed.(pg 22 item 65.2).

76. Mayor's Report: A report was received from Cllr Margaret Bowe on her current appointments which were noted. Cllr Bowe also advised the Town Council that she is enjoying her role and engagements, finding it all very interesting and is very busy. Cllr Bowe attended the Men's Shed Fest last week, more people are getting involved with the project which is good news. Open Doors, the whole weekend was a huge success. There was great response to the event and was good to promote Denbigh. Cllr Bowe advised that Cllr Roy Tickle was attending Biebertal in October on her behalf to celebrate the 25th anniversary of the twinning.

77. Letters, E-mails and Notices: 1. It was agreed that the following items of correspondence be noted and actioned accordingly:

- a) Homeless event 29/09/16
- b) Addiction Helpers – hotline & advice
- c) N & MW Association Local Councils quarterly meeting 21/10/16, Cllrs Margaret Bowe and Raymond Bartley will be attending.
- d) Families first programme
- e) Questionnaire – planning policy Wales
- f) Information received from Ben Wilcox-Jones regarding the relocation of the cross at Lenten Pool. Cllr Colin L Hughes requested that the clerk contact Ben to ask about the

facilities for pedestrians regarding dropped kerbs by the Hand public house. Pedestrians are frequently having to wait a long time to be able to cross there.

g) The 2018 Review of Parliamentary Constituencies in Wales initial Proposal.

78. Planning: None

79. Council Committee Minutes.

(1) The minutes of the Environment and Finance Committee held on the 19th September 2016 were noted.

(2) The minutes of the Planning Committee held on the 20th September 2016 were noted.

80. Minutes / Reports of council sub committees. None

81. Reports:

(1) WW1 Commemoration Group. A meeting was held on Thursday 1st September where by the terms of the group were reviewed and clarified.

(2) Standing Orders Working Group – Cllr Alyn Ashworth gave an update. Copies of the work completed to date can be seen via the town clerk.

(3) Denbigh Town Hall Management Committee – The quarterly meeting was held on the 14th September. No complaints or concern were raised. The new glass door at the town hall entrance is working well.

(4) Cllrs Marilyn Jones & Roy Tickle attended a forum held by Denbighshire County Council on the future of City, Town & Community Councils. Good ideas were circulated.

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

Cllr Raymond Bartley: 1) Speeding issues at Brookhouse. Sgt Neil Stringfellow is currently monitoring the situation and is issuing warnings where necessary. There is to be a meeting shortly with the Highway department at Denbighshire County Council to improve signage at the location. Both Eglwyswen and the Green need to be added to the survey and making people more aware. 2) The footpath has been extended by visage to accommodate school children from both Denbigh High & St Bridget's schools to walk safely from each school. 3) The Kwik Save site is progressing nicely. The Aldi building will be starting soon.

Cllr Mark Young: 1) The school drop off points at Rhyl Road needs improving. 2) 9 street lights off Rhyl Road have been repaired. 3) A new refuse bin had been installed on Whitchurch Road. 4) There have been 2 homeless cases in Denbigh (involving 5 children) both Denbighshire County Council and the CAB doing an excellent job. 5) Some hedgers and grass cutting issues still ongoing. 6) The Beer Festival was excellent. The town was busy and happy. 7) The Open doors event was fantastic with the museum advising they had in excess of 200 visitors.

Cllr Colin Hughes: 1) There is a speeding issue on Henllan Street which is dangerous. 2) LDP officers advise that Upper Denbigh is being developed with new council houses being built. Also Denbighshire County Council is purchasing back previously sold council houses to improve on the housing stock. 3) The Tan y Sgubor area is in need of a roundabout. 4) Lenten pool & cross - well done for working on this project. May not have any short term improvements for pedestrians.

County Cllr Gwyneth Kensler: 1) Museum update – Town Councillors are not happy for the possibility of the car park being used as a coach park. Not very supportive. Need a meeting to discuss. 2) Issue with speeding at Myddleton College.

83. Accounts:

(a) The following accounts were approved for payment:

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| 1) Grenke – Documentation fee | - | £120.00 |
| (Following the meeting the clerk has queried the invoice and is waiting for clarification). | | |
| 2) Denbigh Lower Park Bowling Club – transport costs to Walled towns competition 25/09/16 | - | £60.00 |
| (Cheque no 005982) | | |
| 3) Zen internet Ltd – Monthly Charge 11/10/16 – 10/11/16 | - | £18.37 |
| (Cheque number 005983) | | |

Total payments: £222.37 (inc item 84F pg 28)

(b) Any other financial matter: 1) Email of thanks received from Lynne Wilson of Carriageworks conveying her gratitude on the £1500 awarded under grant aid in principle, pending receipt of monies from Cadwyn Clwyd. 2) letter received from Pigfest confirming how their grant aid monies was spent on the event.

(c) Grant aid requests:-

- 1) Urdd Gobath Cymru
- 2) North Wales Deaf Association
- 3) North Wales Cancer Appeal
- 4) Menter Iaith Sir Ddinbych

The above requests were deferred until the next Environment & Finance meeting to be held on the 21st November 2016.

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| 5) Denbigh Dragon Swimming Club | - | £1,000.00 |
| (Cheque number 005984) | | |

84. Clerk update:-

- a) Contract/Pension – the clerk confirmed that the work contract had been completed and was due to be signed off by Cllr Margaret Bowe. Cllr Colin Hughes advised that he had queried the holiday allowance allocated as it needed to include the clerks previous years' service while at Denbighshire County Council – this had now been clarified and updated.
- b) White Gloves – the clerk requested permission to purchase new gloves for civic duties – this was agreed.
- c) Contractor Update – Sodexo & Paul Liversage – the clerk reported that she had been in touch with Sodexo, the grounds maintenance company for Dr EP Garden. The current monthly invoice for the garden is £605.88 which has now been reduced to £340 per month. The clerk has also contacted Paul Liversage requesting that invoice detail the actual areas cut and not all the locations on the contract.
- d) Town Council phone bill – The current contract is with BT and last quarter the bill was for £263.86. The clerk has queried the high bill and was advised that the majority was business costs with only 5 hrs 15 min in actual calls. The clerk has contacted Vodafone to see what offers they had available. They confirmed that the Town Council would be able to retain its current phone number, have a business contract with 500 minutes per

month to include internet. This would result in the potential savings of approx £800 annually from the phone bill alone as well as £200 annually from not having to have a separate internet provider. The Town council would need to consider this long term. There would be a cost of £320 to terminate the BT contract as it is not due for renewal until 03/02/18. Also Vodafone only accept direct debit payment and the town council currently do not allow direct debit payments. The clerk was requested to look into other telephone providers to see if there are any others suitable for the town council.

- e) CCTV update – an invoice was received for £1581.97 for the next 12 months maintenance contract with ADT. The clerk contacted ADT to see what they actually received from the contract. It turned out that the maintenance of the CCTV was overdue and as a gesture of goodwill they agreed to reduce the invoice to £1200. A credit note is due before payment is made. ADT also sent through details relating to the cover that Denbigh town council have. The clerk has made arrangements for a site visit with ADT together with representation from the town council and the police. Cllrs Margaret Bowe, Marilyn Jones and Colin Hughes requested to attend the site meeting scheduled for 10/10/16 together with Sgt Neil Stringfellow from NWP.
- f) Visit Denbigh website maintenance (£144) – The Visit Denbigh website is managed and maintained equally between Denbigh town council, Denbigh Business group and the Denbigh Tourist group. Last year the payment for the maintenance was paid in full by the Denbigh Business group. The clerk was advised by Cllr Robert Parkes that the Denbigh Tourist Group is currently not running. With this in mind it was unanimously agreed that Denbigh Town Council pay the £144 fee this year. (Cheque no 005985)
- g) Translations (Cancellations & Cost) – the clerk highlighted issues that have come to light when a translator is unavailable to attend our meetings. Only one translator can be contacted at any one time and it can be time consuming contacting a few. It was agreed that the clerk contact up to 4 translators, time permitting prior to a meeting. If the cancellation is made at too short a notice, it was agreed that there would be nothing the clerk could do about it. The clerk advised that translators were very few and far between and hiring a translator from far away was costly, travelling charges are added to the invoice. The clerk was requested to contact Menter laith to see if they had any suggestions. The clerk will continue to monitor the situation.
- h) Denbigh Town Guide – the clerk advised that the Town Guide information is up for renewal. It was agreed that the clerk should look at the guide first and make any necessary changes then present the update to the councillors for approval. The information needs to be completed by the end of the year for publication early next year.
- i) CiLCA Course – the clerk advised the councillors that permission had been given at the finance meeting for her to attend a 4 day course run by the Cilca next year at a cost of £250. There was however an additional registration fee of another £250 once the course was completed. The councillors unanimously agreed that as it was part of the clerk's terms and conditions of employment to complete these courses that the fee was agreed.
- j) Communication (email) – the clerk highlighted issues concerning communication with the town councillors. A request was made that replies are sent through when requested which was agreed by the councillors.
- k) Councillors representing Denbigh Town Council at meetings – the clerk advise the town councillors that there had been a few occasions recently when non-attendance at meeting were noted. The clerk kindly asked if councillors were unable to attend that they contact the organisation to offer their apologies and to contact the clerk with a view of sending a reserve member.
- l) A55 Brown Sign – The clerk highlighted that the cost of the brown sign on the A55 was very costly and currently the footfall for the local attractions did not pass the stringent requirements for the sign. The clerk also advised that the Denbigh Business group had started looking into the possibility of having a sign. The councillors requested that the clerk contact our member of parliament Ann Jones and James Davies to see where the original request was up to. Feedback will be given at the next meeting.

- m) Consort chain – Fattorini’s – the clerk advised that the consort’s chain had broken and had been sent off to Fattorini’s for repair. The estimated cost for the works is £247.40 ex vat. This was agreed by the councillors.
- n) Fairtrade – the clerk advised that town council that a meeting had been scheduled for the 23/09/16 but was cancelled due to non-attendance. A new meeting has been scheduled for the 31/10/16 to see if it is possible for Denbigh to be a Fairtrade town.
- o) Welsh Water – An invoice was paid back in May for water at the Dr EP Garden. The clerk investigated the invoice to last years and found that the amount had increased dramatically. The clerk advised that she had contacted Welsh Water and was meeting up with a Water inspector on the 28th to see if there is a water leak.

Cllrs Colin Hughes and Robert Parkes thanked the clerk for her hard work in saving the council money regarding their contractors and utility bills.

- 85. Christmas Lighting** – The clerk confirmed that the works to repair the brackets had started today and all was going well. There was one issue still outstanding from Boots’ landlord. Permission had not been granted for the works to be completed. Hopefully the permission would be granted before the works were completed that week.
- 86. Fireworks update (inc distribution of residents letters)** – the clerk confirmed that all the necessary arrangements were in place for the event and that the risk assessments etc had also be sent through to CADW. The clerk asked if anyone was available to assist with the distribution of the leaflets advising or road closures w/c 31/10/16, Cllrs Alyn Ashworth, Marilyn Jones & Philip Stevens agreed to assist. The clerk was requested to have 200 copies of the letter printed in black and white on yellow paper ready for the distribution.
- 87. Grwp Cynefin – Middle Lane Project** – The clerk confirmed that 2 dates had been provisionally set for the presentation of the Middle Lane project. It was agreed that the presentation be on the 12th October at 6.30pm. The clerk will contact Rhys Dafis with confirmation of the date.
- 88. Biebertal – Plaque & Denbigh Plum Trees** – The clerk advised that two quotes were received in excess of £500 for the plaque. The councillors thought this was expensive and asked the clerk to have one more quote from Gwyn (Denbigh) before placing the order. The clerk advised that the quotes had proven lengthy and time was running out. The plaque needs to be ready by the 7th October to be able to be presented at the Biebertal festivities. Cllr Roy Tickle confirmed that he had collected the 2 plum trees ready for the presentation.
- 89. Denbighshire County Council, Open Space review** – The clerk advised that a review had been received from Denbighshire County Council. As this meeting had proven lengthy the clerk confirmed that the information would be circulated to the councillors via email for their feedback. (Paper copy given to Cllr Gaynor Morgan-Rees.)
- 90. Walled Town Car Rally 02/10/16** – The clerk confirmed that the rally was on Sunday 02/10/16, Cllrs Roy Tickle, Colin L Hughes and Raymond Bartley were assisting with the event. Prizes had been purchased ready for 2 categories as requested by the Walled Town Group.

The chairman closed the meeting at 8.48pm.

Signed:.....(chairman)

Date:.....