

**Minutes of a meeting of Denbigh Town Council held on Monday 27<sup>th</sup> March 2017 at 7.00pm at the Town Hall, Denbigh.**

**Present:** Councillors Margaret Bowe (Chairman), Roy Tickle (Deputy Chairman), Medwyn Williams, Marilyn Jones, Philip Stevens, Alyn Ashworth, Gaynor Morgan Rees, Catherine Jones, Gaynor Wood-Tickle, Mark Young & Colin L Hughes; and Jenny Barlow (Town Clerk).

**Apologies:** Cllr Colin Hughes & Robert Parkes.

The chairman welcomed everyone to the March full council meeting.

**187. Urgent Matters: There were none**

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

Name	Agenda Item	Prejudicial	Personal
Cllr R Tickle	Midsummer Festival	No	Yes
Cllr G Morgan Rees	Denbigh museum	No	Yes
Cllr M Williams	Denbigh Museum & Open Doors	No	Yes
Cllr C Jones	Open Doors	No	Yes
Cllr M Bowe	Open Doors	No	Yes
Cllr M Young	Anything relating to DCC	No	Yes

**189. The Minutes of the Council meeting held on the 27<sup>th</sup> February 2017 were received and approved.**

**190. Matters arising: None**

**191. Mayor's Report:** A copy of the Mayor's appointments was distributed. The Mayor thanked the town clerk for her continued support as well as the Deputy Mayor, Cllr Roy Tickle and consort Cllr Gaynor Wood-Tickle for their assistance during her term of office. Cllr Margaret Bowe has thoroughly enjoyed her term of office. Cllr Margaret Bowe also highlighted that her Spring dance would be held on the 29<sup>th</sup> April and was requesting support for her charity event.

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

- a) One Voice Wales/SLCC Joint Event – 12<sup>th</sup> July 2017, the town clerk requested to attend this meeting – this was agreed.
- b) Coach Transport – Town Centre Audit – info was provided for the councillors regarding the audit.
- c) Denbigh Civic Society – Midsummer Festival. The town councillors agreed for the event to take place at the garden however the electricity supply would not be available. This would have an impact on the Town Council's insurance. The clerk was requested to write confirming this agreement.

d) Independent Remuneration Panel for Wales Annual report

Item	Details	Acceptance/declined
12.4	Mileage costs 45p per mile	accepted
13.6	Maximum £150.00	Retain as £100

e) Consultation in draft circular for the planning of Gypsy, traveller and show people sites. Details to be circulated electronically to the Councillors for feedback.

f) Open Doors – Dr E P Garden & Town Hall 23<sup>rd</sup> & 24<sup>th</sup> September 2017 – the councillors agreed for the garden and town hall to be open for the event. Cover for the Town Hall to be discussed closer to the event date.

g) Dr E P Garden open for boules – the town councillors confirmed that they were happy for the garden to be open for the event. The town clerk will contact Ernie martin to advise of this.

h) Legendary Towns Content Plan 2017. June is the month for Denbigh.

i) Denbigh Library Refurbishment application. The town councillors confirmed that they were happy for a letter of support to be issued. The town clerk will contact the Library manager to seek additional information relating to the refurbishment.

j) Speeding traffic – Cysgod y Graig – email received from Mrs S Homan advising of the speeding issue. Details have already been sent to DCC regarding this as it is a County issue. Cllr Gaynor Wood-Tickle also advised that she will contact Mrs Horman directly to assist with this issue.

k) Denbighshire Learner Transport Policy. Details were circulated and request for feedback no later than 30<sup>th</sup> April.

l) Carriageworks, request for letter of support as well as confirmation that the grant aid payment already authorised will stand in the next financial year. Both were agreed by the town councillors.

### **193. Planning:**

1) To consider any applications received for planning permission  
No objection was received on the following.

- a) 01/2017/0171  
Forge Cottage, 9 Brookhouse Road, Denbigh  
Erection of extension and alterations to dwelling.
- b) 01/2017/0205  
Land at station Yard, Station Road, Denbigh  
Installation of one totem signage.

### **194. Council Committee Minutes.**

(1) The minutes of the Environment and Finance Committee held on the 20<sup>th</sup> March 2017 were noted.

(2) The minutes of the Planning Committee held on the 21<sup>st</sup> March 2017 were noted.

**195. Minutes / Reports of council sub committees.**

The below minutes were noted.

- a) Fairtrade on 09.03.17
- b) Standing orders 21.02.17 – no minutes provided. Updates going well.
- c) Fireworks 22.03.17
- d) Denbigh Events Group 23.03.17 – minuted to follow.

**196. Reports:**

- a) Scrutiny meeting – not held.
- b) Cllr Roy Tickle attended a multicultural event at Cysgodfa last Saturday.

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

**Cllr Mark Young** a) Highways, there are a lot of potholes around Denbigh that need looking at. Speeding around school still ongoing. b) Litter Picking – 15 attended a litter pick recently. 20 bags of refuse were collected. Gareth from Keep Wales tidy said that the event was excellent. c) Brookhouse Development – the application was not passed at the recent planning meeting – 24 against and 1 for. Work is ongoing with the planning committee. d) Denbigh Retail Park – feedback to date is very good, there is an issue regarding footpath access which is currently being looked at.

**Cllr Colin Hughes** – In Cllr Colin Hughes's absence the town clerk gave an update on his behalf. The dog issue will be deferred until next meeting. The mast by Caledfryn is an intention at the present time and not a full planning application. Cllr Colin Hughes is looking into the possibility of having the mast moved so that it is not too close to residents.

**198. Appointment of Deputy Mayor** – Cllr Catherine Jones was proposed by Cllr Marilyn Jones. This was seconded by Cllr Roy Tickle. Cllr Catherine Jones accepted this position.

**199. Councillors attendance at meeting** – a copy of the attendance record was circulated and noted.

**200. Accounts:**

(1) The following accounts were approved for payment:

a) Sandra Williams – Translation 21.02.17 (Cheque no 006126)	-	£103.20
b) Waterstones – Parish Councillors Guide (Cheque no 006127)	-	£13.56
c) SLCC – Local Council Administration (Cheque no 006128)	-	£76.60
d) Zen Internet – 11.04.17 – 10.05.17 (Cheque no 006131)	-	£18.37
e) Sandra Williams – Translations 20.03.17 & 21.03.17 (Cheque no 006132)	-	£206.40

Total payments £418.13

(2) Any other financial mater: Letter of thanks from Theatr Twm or Nant regarding the additional grant payment of £670.00 made.

**(3) Revised Grant aid application form and guidance notes.**

The current grant application form was revised as well as the guidance notes. Copy attached to minutes. This was agreed by the councillors.

**201. Review of policies.** The following policies were agreed by the town councillors.

- Denbigh Town Council Assets.
- Risk assessment
- Financial management/Risk
- Members Code of Conduct
- Denbigh Town Council Standing Orders

**202. Town Clerk update.**

- a) Appraisal/Salary increment – the town clerk confirmed that her appraisal had taken place and had no issues raised. An annual salary increment has now been awarded.
- b) Course – the town clerk confirmed that her CiLCA course is going well.
- c) Study Leave – study leave was requested. The course will take up to 18 months to complete with a total of 200 hours required. The councillors agreed that as the course was part of the town clerks terms and conditions of employment that the 200 paid hours should be granted.

**203. Heritage Lectures** – the town clerk advised that 580 attended the lectures with a total of £564.21 raised from the bucket collection. The total cost of the 8 lectures was £215.00.

**204. Denbigh Museum – Update**

- a) Application the town clerk confirmed that all the relevant documentation had been provided for the application.
- b) Keys – the town clerk advised that the keys for the museum had been given to Cllr Gwyneth Kensler to check that everything was in order for the building. The clerk advised that the original keys needed to be returned. The councillor requested the clerk to write to Cllr Gwyneth Kensler regarding this.
- c) Valuation of items – the town clerk advised that the artefacts at the library required to be valued. Cllr Gwyneth Kensler had details relating to a valuer that was able to complete this work. The town clerk also advised that the valuer would be able to value some of the assets retained in the chamber at the same time for audit purposes.

Cllr Philip Stevens left the meeting at 8.30pm

**205. Informing of issues that may have an insurance requirement.** The town clerk advised that if the Cllrs knew of any issue that could result in an insurance claim should be notified to the town clerk immediately.

**206. Information packs for newly elected Councillors.** The clerk advised that it would be advantageous for an information pack to be created ready for the newly elected town councillors. Cllr Marilyn Jones & Cllr Roy Tickle confirmed that they would be happy to assist the town clerk.

The chairman closed the meeting at 8.40 pm.

Signed:.....(chairman)

Date:.....