

# Abergele Town Council

## MINUTES

The Ordinary Meeting of the Council, held on Thursday 2<sup>nd</sup> September 2010 at 6.45p.m. in the Town Hall, Llanddulas Road, Abergele.

194/10 **Attendance Register**

The Mayor, Cllr. R.M. Medicott (Chairman)  
Cllrs: M. Bond; G.P. Davies; J.A. MacLennan; D.A. MacRae; P.D. Meredith;  
J.D. Mortimer; B.C. Roberts; S. Rowlands; T. Rowlands; J. Stubbs; K.J. Sudlow;  
R.G. Waters  
Mrs C.J. Earley (Clerk)

195/10 **Apologies for Absence**

Apologies for absence were RECEIVED from:  
Cllrs: R.D. Peacock; A. Wood

196/10 **Declaration of Interest: Code of Conduct**

Members were reminded that they must declare the **existence** and **nature** of any personal interests (using the form provided for this purpose).  
None were declared.

197/10 **Presentation to The Mayor**

Mr Roberts was welcomed from the Clwyd Branch of the Gideon Society to make a presentation of a bible to the Town Mayor.

198/10 **Minutes**

**It was RESOLVED to receive, approve and sign as a correct record the following Minutes:**

- a) **Minutes of the last Ordinary Meeting of the Council, held on 1<sup>st</sup> July**
- b) **Minutes of the Special Meeting of the Council, held on 11<sup>th</sup> August**
- c) **Minutes of the Special Meeting of the Council, held on 18<sup>th</sup> August**

199/10 **Matters Arising from Previous Minutes:**

- a) Future Burial Provision – Min. 106/10(a)
  - (i) A response from the WAG Department for Social Justice & Local Government to the letter sent by this Council, advising that future burial provision was a matter for Conwy County Borough and Abergele Town Council to resolve, was RECEIVED.
  - (ii) It was NOTED with disappointment that the Cabinet of CCBC had recently resolved to reallocate the capital funding of £75,000 set aside in 2010/11 for the purchase of land for a new cemetery in Abergele, towards Highways maintenance.  
It was FURTHER NOTED that Property Services were continuing to make enquiries of land owners regarding the plots identified by the recent consultant's report, but that the lead Officer (Lyn Davies) does not expect that sufficient progress will be made to enable any land purchase to be completed during the current financial year and that it was unlikely that a strong case could be put forward for capital

funding in 2011/12, unless a suitable plot with a landowner willing to sell is identified quickly.

It was FURTHER NOTED that County Cllr. Sam Rowlands intends to call-in the decision of the Cabinet.

**It was RESOLVED to write to the Acting Chief Executive to explain the frustration of this Council over the lack of progress in identifying a suitable plot of land and to request the assistance of Cllr. Pitt, following his recent article in the local press highlighting the urgency of this matter.**

- b) Raised Bus Pad at Tesco – Min. 051/10(a)
- (i) It was NOTED that a response is awaited from Planning to the query as to whether the bus bay was constructed in accordance with approved plans.
  - (ii) It was NOTED that a further site meeting with a Highways Officer will be arranged once this response is received.
  - (iii) It was NOTED that a representative from Arriva would like to attend any future site meetings.
- It was RESOLVED to invite a representative from Arriva to any future site meetings regarding this matter.**
- c) OVW Member Training – Min. 106/10(d)
- It was NOTED that the following members have requested to attend training sessions over the next few months:
- Cllr. M Bond – Module 1 – Porthmadog (22/9/10)
- Cllrs. M Medlicott, A Wood and D Meredith, Module 5 – Penmaenmawr (9/11/10) and Module 6 – Penmaenmawr (14/12/10)
- d) Pensarn Public Conveniences – Min. 106/10(e)
- It was NOTED that a site meeting had taken place on 14<sup>th</sup> July 2010 and that those members in attendance did not feel that there was a significant odour problem any longer.
- e) CCTV Control Room – Min. 106/10(f)
- It was NOTED that members of the CCTV sub-committee had visited the refitted CCTV control room on 27<sup>th</sup> July 2010 and had been told that Abergele would be having new cameras fitted very soon.
- It was RESOLVED to enquire when this work would be completed.**
- f) Foul Drainage at Middlegates – Min. 106/10(g)
- A comprehensive response from the Head of Regulatory Services to the concerns of this Council was RECEIVED and NOTED.
- g) Abergele Foreshore Erosion – Min. 051/10(e)
- It was NOTED that the Town Council will be sent details of the findings of a review of the feasibility study and intended programme of works once the review has been completed.
- h) Priorities for 2011/12 – Min. 114/10(a)(ii)
- It was NOTED that only three response had been received from Members of the Council to date.
- It was RESOLVED to send a further copy to all Members, for completion and return to the Clerk by 10<sup>th</sup> September.**

- i) Relationship Building with CCBC – Min. 106/10(h)
  - (i) It was NOTED that Cllr. Sam Rowlands would be convening a meeting between Ken Finch, Acting Chief Executive of CCBC, and Abergele County Councillors to discuss the concerns of this Council.
  - (ii) It was NOTED that Abergele will be one of the first communities to take part in a consultation event regarding the formulation of Conwy's Community Strategy.
  - (iii) A discussion took place regarding the arrangements (date / Chairman etc) for the proposed meeting for representatives from all Conwy area Town & Community Councils to be invited to attend to discuss and agree what is required from CCBC, in terms of improved working relationships, prior to any further meeting with the Chief Executive (Acting), Officers and Cabinet Members.  
It was NOTED that it would be preferable to have an independent Chairman for this meeting.  
**It was RESOLVED to delegate authority to the Clerk to make the necessary arrangements for this meeting, with assistance from The Mayor and Cllr. J.A. MacLennan.**
  
- j) North Wales Association of Town & Larger Community Councils – Min. 109/10(c)
  - (i) A brief verbal report was given by Cllr. B.C. Roberts following the annual and quarterly meetings held on 16<sup>th</sup> July.
  - (ii) Notice of a Special Meeting of the Association, to be held on Friday 24<sup>th</sup> September to consider the Local Government (Wales) Measure 2010 and wind farms was RECEIVED.
  
- k) Taxi Rank, Market Street – Min. 490/09(g)
 

A response from the Head of Regulatory Services to the letter from this Council querying the need for a taxi rank in Abergele was RECEIVED.  
**It was RESOLVED to write to the CCBC Head of Highways to pursue the argument that the rank is not needed, as suggested.**

200/10

**Correspondence**

- To RECEIVE and CONSIDER the following items of correspondence:

- a) North Wales Fire & Rescue Service
 

A consultation document on next year's improvement objectives and risk reduction proposals was RECEIVED and NOTED.
  
- b) Environment Agency Wales
 

A copy of the Tidal Clwyd draft flood risk management strategy was RECEIVED and NOTED.
  
- c) Welsh Assembly Government Consultation Documents:
  - (i) Proposed Local Government (Wales) Measure (ends 1/10/10)  
It was NOTED that this lengthy document contains a number of points relating specifically to town and community councils and that the implications of these require careful consideration.
  - (ii) Flood Impact on Communities (ends 8/10/10)
  - (iii) Planning Policy Wales: s.12.8 – Planning for Renewable Energy (ends 8/10/10)

(iv) Local Development Orders (ends 29/10/10)

**It was RESOLVED to refer all four consultation documents to the Local Government Sub-Committee, with delegated power to respond on behalf of the Council.**

- d) Mediaeval Street Fayre
- (i) Notice of the road closure for the event, which will take place on Saturday 11<sup>th</sup> September from 1pm, was RECEIVED.
  - (ii) It was NOTED that no response had been received from the Abergele Regeneration Team to the request that any remaining funds be given towards this year's event and that The Mayor and Cllr. J.A. MacLennan would continue to pursue this matter.
  - (iii) **It was RESOLVED to authorise payment of a grant of £500 towards this event, (from funds carried forward from 2009/10), following receipt of accounts from last year's event and confirmation that a committee has been formed and a separate bank account opened.**
- e) The following items of correspondence were RECEIVED:
- (i) One Voice Wales
    - Notice of appointment of new Chief Executive and copy of 'The Voice'
    - Notice that the North Wales Development Officer has recently left the organisation
  - (ii) Darren Millar, AM
    - Copy of a letter received from CCBC regarding the school crossing patrol on Rhuddlan Road
  - (iii) CPRW Conwy Branch – Programme of events
  - (iv) Play Wales
    - Notice of AGM and request for nominations for Trustee Board
    - Play for Wales Issue 32 – copy available from the Clerk
    - Members e-bulletin August 2010 – copy available from the Clerk
  - (v) The Journal – contact details for local reporter
  - (vi) Ynni'r Fro – details of scheme and local officer contact details
  - (vii) CCBC Standards Committee – Message from retiring Chairman
  - (viii) Liverpool Heart and Chest Hospital – Health Event
  - (ix) No Need for Nuclear – campaign newsletter
  - (x) Cymdeithas Tai Clwyd – Annual Report 2009-10  
(copy available on request from the Clerk)
  - (xi) Local Government Partnership Scheme: Annual Report 2009-10
  - (xii) Keep Wales Tidy
    - Litter Champions project
    - Annual Report (copy available on request from the Clerk)
  - (xiii) CVSC Circulation 82, July 2010 (copy available on request)
  - (xiv) CCBC – copy correspondence regarding an issue with ball games in Bodtegwel
  - (xv) Replacement Lamp Column Project
    - Copy of an e-mail sent to the Town Council, AM and local press
    - Copy of a press release issued on 25<sup>th</sup> August, following significant media attention
    - E-mail of support received on 25/8
  - (xvi) RWE NPower Renewables – notice of drop-in sessions re: construction of onshore works for Gwynt y Mor

(xvii) Mayor's Diary

- Details of the Mayor's engagements for September, along with a copy of an invitation to all Members to attend a Sea Cadet's event.

(xviii) Future Meetings - Details of forthcoming meetings of the Council and its committees / sub-committees

f) Urgent Correspondence

- To RECEIVE the following items of urgent correspondence:

(i) A request from Conwy Town Council for the loan of 25 folding chairs for their Civic Service on 19<sup>th</sup> September 2010.

**It was RESOLVED to agree to this request, providing that written confirmation is received and that the chairs are returned promptly.**

201/10

### **Police Liaison**

The written report from the last meeting, held on 31<sup>st</sup> August 2010, was RECEIVED and considered.

It was RESOLVED to ENDORSE the following recommendations:

- a) Item 1(c) – that a letter of thanks be sent to Kelly Davies, of Colwyn Bay Football in the Community, for her work with young people in Pentre Mawr Park
- b) Item 1(d) – that the concern be reported to the dog warden, CCBC
- c) Item 2(a) – that a letter is sent to Highways, CCBC, regarding concerns for the safety of cyclists using Sea Road bridge.
- d) Item 2(b) – that the resident's concerns are NOTED and that a letter is sent to Chief Superintendent Simon Humphreys to request that sufficient resources are made available to Sgt. Helen Madeley to address this matter.

A letter from the N.W. Police Authority regarding the cancellation of future Police Authority and Community Forums was RECEIVED and NOTED.

202/10

### **Update from County Councillors**

- a) County Cllr. Sam Rowlands gave a brief verbal report regarding the formulation of a Community Development Plan for Abergele, for which a consultation meeting is expected to be arranged before Christmas.
- b) County Cllr. Tim Rowlands gave a brief verbal report regarding ongoing refurbishment of properties in Maes y Dre. Any concerns members may receive from residents should be reported to Cllr. Rowlands.

203/10

### **Meeting with Darren Millar, AM**

Members considered items for discussion with Darren Millar, AM, at the meeting scheduled to take place at 7.30pm on 9<sup>th</sup> September.

It was NOTED that this will be an informal meeting, with no formal agenda.

204/10

### **Insurance Renewal**

A copy of the policy renewal documentation from WPS was RECEIVED and considered.

**It was RESOLVED to authorise renewal, at a cost of £3,361.66, after agreeing the following revisions to the policy:**

- a) **Minor amendment to the level of contents cover (re: civic regalia), following a review of the Town Hall inventory of contents by the Mayor and Clerk on 27<sup>th</sup> August**

- b) **An increase in the level of cover for the two war memorials under the custodianship of this Council, following enquiries instigated by the Executive Committee regarding the estimated reinstatement cost.**
- c) **It was RESOLVED not to request an increase in Public Liability cover to £10 million, at an additional cost of £105, as this level of cover was not considered necessary.**

205/10

**Appointment of a Clerk and Responsible Finance Officer**

- a) It was NOTED that the formal notice of resignation from the current Clerk was delivered to The Mayor on 25<sup>th</sup> August 2010, and that the advertisement approved by the Council (with one amendment authorised by Members of the Executive Committee to ensure compliance with the Draft Welsh Language Scheme) was subsequently sent to the Press on 27<sup>th</sup> August.
- b) A copy of the Job Description and introduction to the Council, to be sent out with the application form to prospective candidates, was RECEIVED.
- c) **Following a debate, it was RESOLVED not to include a Person Specification for the post with the application packs, due to concerns that this may put off potential applicants.**
- d) **It was RESOLVED to delegate authority to the Staffing Committee to consider and approve arrangements for the short-listing and interviewing of suitable candidates, with interviews to take place on the evening of 29<sup>th</sup> / 30<sup>th</sup> September or Saturday 2<sup>nd</sup> October.**
- e) It was NOTED that the present Clerk would be leaving on Friday 1<sup>st</sup> October to take up her new post and that it was possible that a new Clerk may not be able to take up the post until November.  
It was NOTED that an offer had been received from Mr John Roberts, the retiring Clerk from Bay of Colwyn Town Council, who would be willing to act as a part-time locum Clerk to the Council in the interim period.  
**It was RESOLVED to accept this offer and to delegate authority to the Staffing Sub-Committee to agree hours and terms of employment with Mr Roberts.**

206/10

**Committee Meetings**

**It was RESOLVED to approve a change to the schedule of future meetings, to enable the order of the General Purposes & Planning and Policy & Finance Committee meetings to be alternated each month.**

207/10

**Minutes**

- The draft Minutes of the following Meetings / Committees were RECEIVED:
  - a) The General Purposes and Planning Committee, held on 15<sup>th</sup> July 2010
  - b) The Policy and Finance Committee, held on 15<sup>th</sup> July 2010
  - c) The Executive Committee, held on 26<sup>th</sup> July 2010
  - d) The Executive Committee, held on 4<sup>th</sup> August 2010

208/10

**Matters Arising on Those Minutes**

**It was RESOLVED to ENDORSE the following recommendations, as detailed in the Minutes:**

- a) **Empty Shops Art Project – Min. 167/10(a)**  
**That the Council sets up a working group to take this idea forward, to include Shane Wetton, representatives from the local community and Cllrs: M. Bond; D. Meredith; J. Mortimer; S. Rowlands; T. Rowlands; J. Stubbs and K.J. Sudlow.**

- b) **WW1 Memorial in Salem – Min. 167/10(c)(ii)**  
That, when offered, the marble plaque be accepted for safe-keeping and display at the Town Hall.
- c) **Abergele Cenotaph – Min. 167/10(c)(iii)**  
That no further action is taken at the present time regarding the possible relocation of the cenotaph.
- d) Annual Risk Assessment – Min. 168/10  
**Following a full review of the Risk Assessment and Management Report by the Executive Committee, it was RESOLVED to ENDORSE the following minor updates/amendments:**
  - (i) **Section 1.1 – Banking**  
Actions / Control Measures: “Current, investment accounts/bonds are held with UK Banks or Building Societies registered with and regulated by the FSA”
  - (ii) **Section A15 – Asbestos**  
Further measures to be taken to reduce risk:  
”Consider adopting a policy regarding asbestos”
  - (iii) **Section A18 – Electrical Safety**
    - 18(a) – update with date of last portable appliance tests (May 2010)
    - 18(b) – insert details of further risk identified, as follows:  
”Risk of damage/injury due to defective electrical installation – Periodic inspections will be carried out in accordance with BS 7671, recommended at 3 yearly intervals (last inspected May 2010)”
- e) Internal Audit – Min. 169/10
  - (i) It was NOTED that, following a review by the Executive Committee, no amendments were considered necessary to the Council’s system of Internal Control.
  - (ii) **It was RESOLVED to ENDORSE the recommendation that Mr D Shore be re-appointed as Internal Auditor to the Council for 2010/11 and that he be instructed to carry out, as a minimum, the suggested tests detailed in Appendix 9 of the Governance and Accountability for Local Councils Practitioners’ Guide (Wales), at the previously agreed fee of £400.**

209/10

**Planning / Licensing**

- a) Members considered and concluded the planning applications, as detailed on Schedule ‘A’ attached.
- b) The planning decisions issued by C.C.B.C., as detailed on Schedule ‘B’ attached, were NOTED.
- c) It was NOTED that two licensing applications had been listed by C.C.B.C. during the past three weeks, as detailed below:
  - (i) TEN (E) for Elfod Fayre – 11/9/10 – Bridge Street
  - (ii) TEN (E) for Elfod Fayre – 11/9/10 – Slaters Garage and Ysgol Emrys ap Iwan

210/10

**Confidential Business**

**In accordance with the Public Bodies (Admission to Meetings Act) 1960 and with Standing Order no.68, in view of the confidential nature of the business about to be transacted, it was RESOLVED, in the public interest, that the press and public be temporarily excluded and they were**

**instructed to withdraw.**

Correspondence from the The Insolvency Service and RSM Tenon, relating to a bad debt of £225 was RECEIVED and NOTED.

**It was RESOLVED to write off this debt, as there was little chance of recovery.**

The meeting closed at 8.55pm

..... Chairman



## Abergele Town Council

### Schedule 'A' - Planning Applications

Date Considered	Planning Ref No	Description	Applicant(s)	Determination Level	Observations
2.9.10	0/37192	Single storey extension to side of dwelling (existing detached garage to be demolished) at 2 Sunningdale, Abergele	Mrs Barbara Cartwright		No objections
2.9.10	0/37195	Extension to dwelling at 32 Coed Bedw, Abergele	Mrs E Millership		No objections
2.9.10	0/37198	Display of 2no. non-illuminated wall mounted fascia signs at Abergele Consulting Rooms, Ground Floor, Priory House, NW Business Park, Llanddulas Road, Abergele	Spire Healthcare		No objections

# Abergele Town Council

## SCHEDULE 'B'

### Planning Decisions issued by Conwy County Borough Council from 12.7.10 to 22.8.10

0/36895                      Garage extension to dwelling at 20 Trem y Mor, Abergele

Decision:                      Approved with conditions

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0/36952                      Erection of single storey pitched roof extensions to front, side and rear of dwelling at 2 Craig ay Don, Pensarn, Abergele

Decision:                      Approved with conditions

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0/36963                      Display of double sided internally illuminated appendage box to be added to existing pole at McDonalds Restaurant, Rhuddlan Road, Abergele

Decision:                      Approved with conditions

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0/36989                      Erection of pitched roof domestic garage at Lynton, Highfield Park. Abergele

Decision:                      Approved with conditions

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0/37009                      Extension to dwelling at 150 Maes Canol, Abergele

Decision:                      Approved with conditions

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0/37087                      Erection of domestic garage in connection with 10 Plas Newydd Buildings on land adjacent to 10 Plas Newydd Buildings, Abergele

Decision:                      Approved with conditions

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