



**Minutes of the Meeting of Argoed Community Council held on Wednesday 4 June 2025 at 7:00pm at New Brighton Community Centre and via Teams**

**Present:** Councillors Miriam Shepherd, Faron Hadfield-Jones, John Holiday, Ian Jolly, Keith Mutch, Graham Palmer, Roy Marsh, Rebecca Legge, Gwilym Owen, Hilary McGuill and Paul Jewell.

**Absent:** Councillor Rebecca Blanchard, Jack Morris and John McCarron

**In attendance:** Sharon Swift, Clerk and Janet Jones, Assistant Clerk

**1. Apologies for absence**

The Clerk had received apologies from Rebecca Blanchard who had work commitments.

**2. Members Code of Conduct – Declarations of Interest**

The Chair reminded Members about declaring any interests. No declarations of interest were made.

**3. Declaration of Acceptance of Office**

The Vice-Chair was not present to sign the acceptance of office form for the new Council term.

**4. Ten minute public participation session**

The Clerk and the Chair had been contacted by a resident about the need for a dog poo bin on the corner of Bryn Lane and Moel Fammau Road. There is a litter bin there but the resident reports that it is always overflowing with dog poo bags and a dedicated dog poo bin is not nearby that elderly residents can easily walk too. Councillor McGuill proposed that the Assistant Clerk contact Mark Edward and Paul Edwards from Streetscene to discuss how often the litter bin is emptied to see if the frequency can be increased and if not whether a dog poo bin can be installed. This was seconded by Councillor Hadfield-Jones. All members were in favour.

***Resolved – that the Assistant Clerk discuss the litter bin emptying frequency with Streetscene officers and if it cannot be increased, explore options for a dog poo bin.***

**Signed:** \_\_\_\_\_

## **5. Minutes of previous meetings**

The minutes of the Council meeting of 7 May have already been amended to include Councillor Paul Jewell joining the Amenities Committee. The Chair highlighted that the Amenities Committee minutes were incorrect in paragraph 7 when it states Councillor Miriam Shepherd. It should state the solicitor. Councillor Hadfield-Jones proposed that the Council minutes of 7 May 2025 and the Amenities Committee minutes of 22 May 2025 should be approved as a true record of the meetings, subject to the correction to the Amenities Committee minutes. This was seconded by Councillor Jolly. All members were in favour.

***Resolved – that the Council minutes of 7 May 2025 and the amended Amenities Committee minutes of 22 May 2025 be approved as true records of the meetings.***

## **6. Reports from representatives on outside bodies**

Councillor Holiday provided an update to Members on Speedwatch. He confirmed that there had been speed monitoring in New Brighton on 2 June and on Jubilee Road in Buckley on 3 June. Councillor Holiday clarified that all sites for monitoring vehicle speeds had to be approved by GoSafe.

## **7. Draft Council Complaints Policy**

The Clerk summarised the draft policy present for Council consideration. Councillor McCarron had sent an email asking for an addition relating to the procedure for vexatious complaints. Councillor Hadfield-Jones also raised the matter of the County Councillor being part of the process in the latter paragraph as it was a Community Council process. The policy represented the first stage, and it was a Community Council matter. Following a discussion, Councillor Hadfield-Jones proposed that the Council approve the policy, subject to the additional paragraph about vexatious complaints and the removal of the County Councillor reference in the last paragraph. This was seconded by Councillor McGuill. All members were in favour.

***Resolved – the draft Complaints Policy be approved, subject to the amendments noted.***

## **8. Draft Council Press and Media Policy**

A short discussion took place, following which the Clerk agreed to review the Code of Conduct training to confirm what guidance was suggested regarding press and media. The draft policy will be brought back to a future meeting.

## **9. Draft Delegated Arrangements Policy**

The Clerk explained why such a policy was needed, highlighting the link to the Financial Regulations. The Clerk also explained that the Financial Regulations needed to be updated, following a new Model document being issued by One Voice Wales in May 2025. One area that the Clerk suggested needed to be updated was the expenditure limit above which three cost estimates needed to be sought. Cost of living increases meant that £500 was probably too low a level and £750 was more realistic.

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Councillor Hadfield-Jones proposed that the limit above which three quotes must be sought be revised to £750 immediately. This was seconded by Councillor McGuill. All members were in favour.

***Resolved – the expenditure limit above which three cost estimates must be obtained be increased to £750.***

The Clerk agreed that the Delegated Arrangements Policy would be brought back for consideration when the Financial Regulations have been updated. Arrangements during the August recess would be discussed at the July meeting.

## **10. Meeting dates 2025-26**

Members accepted the meeting basis suggested by the Clerk but confirmed that the three Council meetings in 2025 via Teams would be fully virtual to facilitate the Tuesday meeting option. Councillor Jolly proposed that the meeting date summary be approved. This was seconded by Councillor Jewell. All members were in favour.

***Resolved – the updated meeting date summary be approved.***

## **11. Matters arising**

The Chair went through the matters arising and actions agreed at previous meetings. The Clerk stated that a new planter was stored in the garage and this could be used to celebrate the success of Sabrina Fortune. Councillor McGuill suggested a way forward in terms of the planter and flowers given that to date, no response had been received from her family. Councillor Hadfield-Jones proposed that the planter be located in a suitable place close to her home address and the gardeners be asked to plant it with gold flowers. A plaque should be purchased to recognise Sabrina Fortunes achievements. This was seconded by Councillor Marsh. All members were in favour.

***Resolved – planter would be planted with gold flowers to celebrate the success of Sabrina Fortune and located in a suitable location close to her home address.***

The Clerk explained that the gardeners were planting the hanging baskets and planters over the next week or so. They had asked for a site plan but one was unable to be located. Councillor McGuill clarified that a lot of hanging baskets were put up by Caffi Isa and generally if a planter was located, there would be hanging baskets in the same area. Members asked that the Assistant Clerk check whether the previous gardener had any location information.

Councillor McGuill asked that contact be made with the PCSOs to request sessions of Cuppa with a PCSO be reinstated at Caffi Isa, with sessions on a Monday being well attended in the past.

## **12. Police matters**

The Assistant Clerk presented details of police incidents recorded in the ward as detailed on the North Wales Police website. Low levels of crime were reported.

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### **13. Correspondence and Clerk report**

#### **Exclusion of the Press and Public**

#### **The meeting returned to an open basis.**

### **14. Flintshire CC Community Review Questionnaire**

Members had no comments.

### **15. Community Council noticeboards**

The Clerk confirmed that she now had keys to open the noticeboards and the agenda had been placed on the noticeboards in New Brighton and Bryn y Baal, however they were in a poor state.

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The Clerk suggested that new ones were needed and should be part of a detailed review of how many are needed, locations and size and type available and costs. This would then need to be discussed and be built into the 2026-27 precept requirement. This task could be undertaken by the Assistant Clerk over the August recess which Members accepted as a way forward.

## **16. New Street Furniture**

The Assistant Clerk would investigate the costs for a bench to be located at the Park Avenue and Mold Road junction and use the details of the previous bench purchased and who installed it, as a starting point.

Councillor Jolly proposed that the bench should be ordered and installed. This was seconded by Councillor Hadfield-Jones. All members were in favour.

***Resolved – that the new bench be ordered and installed.***

## **17. Gardening Contract Service Level Agreements**

The Clerk explained the details of the Service Level Agreement drafted. Councillor Jewell clarified that the Council decision to have a separate contractor for the Quarry was due to the difficulty in securing contractors who wanted to quote and undertake the work. Having two contractors would ensure the Community Council was not in the situation of being unable to find someone to undertake the gardening work and alternative options were always available.

Councillor Palmer proposed that the Clerk be authorised to sign the Service Level Agreements with the two gardening contractors on behalf of the Council. This was seconded by Councillor McCarron. All members were in favour.

***Resolved – that the Clerk arrange for the Service Level Agreements to be officially signed.***

## **18. Bank reconciliation report and verbal budget report**

The bank reconciliation as at 31 May 2025 had been shared with the agenda papers. The bank reconciliation is summarised below:

	£
Balance at 31 March 2025	86,736
Add receipts	27,110
	<b>113,846</b>
Less Payments	6,035
<b>Balance at 30 April 2025</b>	<b>107,811</b>
Current account balance at 31 May 2025	1,914
Business account balance at 31 May 2025	105,897
<b>Total bank balances at 30 April 2025</b>	<b>107,811</b>

The Clerk advised Members that she was continuing to try and get the bank mandate updated.

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The Clerk gave a verbal budget update explaining that a detailed budget report will be presented at the July meeting.

## **19. Planning matters**

The Assistant Clerk had circulated information relating to the planning applications received. Members agreed the following:

Planning application FUL/000321/25 Application to vary condition no 2 and for the discharge of conditions 3,4,10,11,12,13,16,17,19,20,21,22 & 23 following planning permission FUL 000826/23 – Clerk will contact County Councillor representatives for the ward to ask them to discuss the access road with Councillor Jewell.

Planning application FUL/000294/25 Application for Removal & Variation of Conditions 3 & 4 following Grant of Planning Permission FUL/000522/23 – noted.

Planning application FUL/000422/25 Demolition of garage and construction of Annex – no observations.

Planning application FUL/000353/25 Relocation of the weighbridge on the site. The proposal includes the infrastructure required to relocate the weighbridge including, a concrete running surface, concrete entrance and exit ramps, office (with steps) and a weighbridge – noted.

The Assistant Clerk also made members aware of a planning application relating to Argoed Sports Association. At this point Councillor Graham Palmer made a personal declaration that he resides near Argoed Sports Association which had submitted the planning application. Following a discussion, the Members asked the Clerk to ascertain the status of the application, requesting a deferment if possible until it was confirmed whether Flintshire Planning Department had considered the parking arrangements in relation to the application being made.

## **20. Highways matters**

The replacement of the street lighting columns was raised and discussed by Members.

## **21. Accounts for payment**

The Clerk presented the accounts for payment:

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Supplier	Details	Amount (£)	Comments
MLandscapeUK	Work at Quarry	490.00	
Clear Councils	Insurance for 1 June 2025 to 31 May 2026	1,494.82	
Salaries	Payments and HMRC costs	670.13	
Flintshire CC	Street lighting monthly inspections Oct – Dec 2024	317.50	
New Brighton CC	Hall hire 2 April 2025 to 23 April 2025	49.50	
New Brighton CC	Office hire June to August 2025	642.51	
Microsoft	M/soft 365 Business Basic x 15	88.20	Direct debit
Microsoft	M/soft 365 Business Standard x 1	12.36	Direct debit
	<b>Total</b>	<b>3,447.52</b>	

Councillor Shepherd proposed that the payments be made. This was seconded by Councillor Jolly. All members were in favour.

***Resolved – that the accounts for payment be paid.***

The Clerk also advised Members the New Brighton Community Centre wish to increase the office rental charges. She advised Members that she was unable to locate any formal agreement. Members asked the Clerk to arrange a meeting for Members with the Board of the Community Centre.

The meeting closed at 21:50pm.

### **SUMMARY OF DECLARATIONS MADE BY MEMBERS IN ACCORDANCE WITH ARGOED COMMUNITY COUNCIL'S CODE OF CONDUCT**

**Meeting of the Council on Wednesday 4 June 2025 at 7.00pm.**

Councillor Graham Palmer made a personal declaration that he resides near Argoed Sports Association which had submitted a planning application.

**Signed:** \_\_\_\_\_

	<b>ACTION POINTS FROM 4 JUNE 2025 MEETING</b>		
	<b>Action to be completed</b>	<b>By whom</b>	<b>By when</b>
<b>A</b>	Liaise with Streetscene officers about how often the litter bin is emptied at Hoel Fammau Road/Bryn Lane and consider if a dog poo bin should be considered at this location.	Assistant Clerk	12 June 2025
<b>B</b>	Review the Code of Conduct training to confirm what guidance was suggested regarding the press and media.	Clerk	30 June 2025
<b>C</b>	Liaise with gardening contractors so that the new planter can be located in a suitable place close to Sabrina Fortunes home address and be planted with gold flowers. A plaque should be ordered to recognise Sabrina Fortunes achievements.	Assistant Clerk	19 June 2025
<b>D</b>	Check if previous gardening contractor has a site plan for baskets and planters.	Assistant Clerk	9 June 2025
<b>E</b>	Contact PCSOs about Cuppa with a PCSO sessions at Caffi Isa.	Clerk	30 June 2025
<b>F</b>	Undertake a detailed review of noticeboard needs, cost and location	Assistant Clerk	31 August 2025
<b>G</b>	Confirm the cost of previous bench ordered and seek to order another for Park Avenue/Mold Road location.	Assistant Clerk	30 June 2025
<b>H</b>	Arrange for gardening Service Level Agreements to be signed.	Clerk	20 June 2025
<b>I</b>	Contact Buckley County Councillors regarding Well Street development ess matters and ask them to discuss the access road with Councillor Jewell.	Clerk	20 June 2025
<b>J</b>	Contact FCC Planning to ascertain the status of the Argoed Sports Association planning application, requesting a deferment if possible until it is confirmed whether Flintshire Planning Department has considered the parking arrangements in relation to the application being made.	Clerk & Assistant Clerk	20 June 2025
<b>K</b>	Arrange a meeting for members with the Board of the Community Centre.	Clerk	20 June 2025

Signed: \_\_\_\_\_