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Minutes of the Council Meeting of Argoed Community Council held on Tuesday 4 November 2025 at 7pm at Caffi Isa and via Teams

Present: Councillors Miriam Shepherd, Jon McCarron, Faron Hadfield-Jones, John Holiday, Paul Jewell, Graham Palmer and Keith Mutch. Councillor Rebecca Blanchard present for part of the meeting.

Absent: Councillor Hilary McGuill, Councillor Jack Morris, Councillor Roy Marsh, Councillor Rebecca Legge and Councillor Gwilym Owen

In attendance: Sharon Swift, Clerk and Janet Jones, Assistant Clerk (latter part of the meeting)

Visitors: Emma Hughes and Joanne Hughes and County Councillor Mared Eastwood via Teams

1. Apologies for absence

The Clerk had received apologies from Councillor McGuill who was unwell and Councillor Morris and Councillor Marsh who both had other commitments.

2. Members Code of Conduct – Declarations of Interest

No declarations were made at this stage of the meeting.

3. Ten Minute Public Participation Session

The Chair welcomed residents Emma Hughes and Joanne Hughes to the meeting. They summarised their reasons for opposing the planning application for an extension at 1 Grays Road. It included the lack of compliance with planning policies and the impact on biodiversity. They stated that the application does not comply with the Flintshire Local Development Plan and a mineshaft on the boundary fence area has not been considered. The residents confirmed that their objection was on the portal. The Chair thanked them for attending and they left the meeting.

4. Minutes of previous meetings

A copy of the minutes had been sent to all members prior to the meeting. Councillor Holiday proposed that the minutes of the Council Meeting of 7 October 2025 and the minutes of the Amenities Committee of 21 October 2025 be accepted as a true and accurate record of the meeting and this was seconded by Councillor Jewell. All members were in favour.

Resolved – that the minutes of the Council Meeting of 7 October 2025 and the Amenities Committee of 21 October 2025 be approved and adopted and signed as a correct record.

Signed: _____

5. Report from County Councillor

The Chair welcomed County Councillor Mared Eastwood to the meeting via Teams. An update was provided on several matters:

- A survey of all the streetlights had taken place across the County and there were criteria and a timeline for replacing the priority streetlights. Councillors need to consider which lights in the ward are a priority for replacement and liaison with Streetscene is needed.
- The dog poo bin on Chambers Lane would be monitored, and additional emptying would take place if needed.
- The bin for the Memorial Garden is on order.
- The bus stop at the Griffin belongs to Argoed Community Council so replacing the missing panel is the Community Councils responsibility.
- With the budget restrictions in place, only essential maintenance is taking place on bus shelters.

The Chair raised the matter of the bus stop at the lower part of Mold Road and that it had agreed to be re-located in 2014 but was still in the same location. She explained that because of the overgrown hedge people were having to step into the road. It was a bus stop used by a lot of older people no longer able to drive. Councillor McCarron agreed that this was unacceptable and was a safety issue. Councillor Eastwood explained that there was no budget available now in 2025 but agreed that she would discuss with officers whether there was any more funding for bus stops and what options were available.

Councillor Eastwood stated that the traffic around the new school site was being monitored.

6. Reports from Representatives on Outside Bodies

Councillor John Holiday explained that Speedwatch had not been operating recently due to one of the participants being unavailable. The Clerk stated that she would follow up with the PCSO's, the details of the road traffic accident involving a child the previous day.

7. Matters Arising

The Chair had highlighted some matters prior to the meeting, and an update was provided as follows:

- Commemorative planter for Sabrina Fortune – the Argoed High School Phase two finishes at Easter 2026 so the school has suggested that a suitable location could be identified then. Three plaques will be ordered, with Sabrina's mother consulted on the wording. The planter manufacturer does not recommend it being painted.
- Litter bin for the Memorial Garden - Streetscene have confirmed this is on order.
- Installing a bench on Mold Road – the laying of the base will cost as much as the bench itself and Flintshire County Council have not supplied the specification to enable alternative quotes to be obtained, despite repeated requests. At this location there is a street sign so maybe a planter would be a better option. The Clerk suggested it go on the Amenities Committee meeting agenda for further discussions.

Signed: _____

The Assistant Clerk joined the meeting.

- Noticeboards – new noticeboards could be in the region of £800 to £1,200 and then there would be additional costs on installing them. Councillor Hadfield-Jones and Councillor McCarron agreed to complete a survey of the noticeboards and ascertain which ones could be maintained and kept and which ones were beyond any repair.
- Pentre Cythrel signs – Councillor Eastwood confirm that an email was needed from the Clerk to Mark Edwards at Flintshire County Council to get the signs ordered.

8. Police matters

The Assistant Clerk shared the police incidents reported for the ward and confirmed that crime levels were low.

Due to the confidential nature of matters at agenda item 9, the Clerk asked Members to pass a resolution to exclude the press and public from the meeting for the next agenda item.

Councillor Eastwood left the meeting.

Councillor Hadfield-Jones proposed that the press and public should be excluded from the Council meeting for the next agenda item because of the confidential nature of items to be discussed. This was seconded by Councillor McCarron. All members were in favour.

Resolved – that the press and public be excluded from the Council meeting agenda item 9.

9. HR matters

Signed: _____

The meeting returned to being an open meeting.

10. Correspondence and Clerk report

The Clerk raised the matter of updating the authorised pension scheme signatories and it was suggested that Councillor Jolly and Councillor McCarron should be the signatories given that they are bank signatories.

The Clerk asked Members to agree to moving the date of the January 2026 meeting because of her holiday commitments. Members agreed that the January meeting would take place on Wednesday 14 January 2026.

The Clerk reported that the office shredder and laminator no longer worked. Members agreed that the Clerk could dispose of them. The Clerk explained that she had obtained another shredder free from a recycling site and the Northop Hall Community Council laminator could be kept in the Argoed office and used by both Councils.

11. Draft Council Complaints Policy

The Clerk had attached the incorrect document to the agenda papers, so this agenda item would be carried forward to the December meeting.

12. Argoed Sports Association Committee Representative

Councillor Graham Palmer volunteered to be the Community Council's representative on the Argoed Sports Association Committee.

Councillor Blanchard arrived.

Signed: _____

13. Remembrance Preparations

Final arrangements were discussed. The Clerk suggested that a donation of £50 should be made to the WI Group for kindly opening their building to serve refreshments. Councillor Shepherd made a personal declaration of interest at this point because she is an active member of the WI Group. She did not participate in any discussions regarding the donation. Members agreed to the Clerk's suggestion.

14. Christmas preparations

Councillor Blanchard updated everyone about the working group meeting at Caffi Isa to discuss the Christmas Lights Switch-on Event. She explained that she needed volunteers to help set up the displays and to set up Santa's Grotto. These would be the weekend of 22 and 23 November and 29 November. Councillor Blanchard explained that about half the presents had been purchased for Santa to give the children, but more were needed.

Councillor Shepherd proposed that a further £200 be allocated to purchase gifts and Councillor Blanchard be reimbursed for the £115 cost of painting and repairing the display. This was seconded by Councillor Hadfield-Jones. All members were in favour.

Resolved – that Councillor Blanchard be reimbursed £115 and a further £200 be allocated for Christmas gifts.

15. Budget monitoring report and bank reconciliation report

The Clerk presented the budget outturn report and bank reconciliation on 31 October 2025. The bank reconciliation is summarised below:

	£
Balance on 1 April 2025	86,737
Add receipts	55,079
	141,816
Less Payments	36,045
Balance on 31 October 2025	105,771
Current account balance on 31 October 2025	3,979
Deposit account balance on 31 October 2025	101,792
Total bank balances on October 2025	105,771

Both reports were noted by Members. The Clerk advised that New Brighton Community Centre had asked for a donation to support their Christmas event on 14 December when Santa would be beginning his sleigh run from there. Councillor Jewell proposed that the Community Council donate £100 for sweets. This was seconded by Councillor Hadfield-Jones. All members were in favour.

Resolved – that a donation of £100 be made.

Signed: _____

16. Planning matters

A personal and prejudicial declaration of interest was made by Councillor Rebecca Blanchard in relation to item 16 and the revised planning application made by 1 Grays Road, Mynydd Isa as it backs onto her property and her husband has objected to the original application.

Councillor Blanchard explained that the revisions to planning application FUL/000764/25 relating to 1 Grays Road make it, in her opinion, acceptable. She then left the meeting. Members discussed the revised application and the mineshaft matter. Members asked the Clerk to write to Planning about the position of the mineshaft and ask that the potential impact of the mine workings be managed in an appropriate manner. Councillor Blanchard returned to the meeting and was made aware of the discussion.

The Clerk drew Members attention to the time being 9pm and Members agreed to continue the meeting.

17. Highways matters

Councillor Hadfield-Jones raised a parking matter that he was aware of but at this stage no action was requested. Councillor Blanchard highlighted the issue of the traffic cones being removed on the zebra crossing outside the old Mynydd Isa Junior School site. Councillor Mutch raised the matter of the parking restrictions for the old infant's school no longer being needed.

18. Accounts for payment

The Clerk presented the payments that she was seeking Council approval for this month. All items presented for payment authorisation are detailed below:

Payee	Details	£
Payments made under delegated authority per Financial Regulations		
Argoed Sports Association	Fireworks donation	2,000.00
Rebecca Blanchard	Christmas Reserve monies	208.00
Salaries	Month 7 – Clerk & Assistant Clerk	1,086.75
HMRC	Month 7 – tax and NI	364.90
Clwyd Pension Fund	Clerk pension September & October 2025	508.62
AR Gittins & CR Bedford	Underpayment on invoice ACC009	20.00
	Total payments made	4,188.27
Payments needing to be made		
New Brighton Community Centre	Hall hire May 2025	49.50
AR Gittins & CR Bedford	Invoice ACC010 Winter planting & quarry work	1,695.00
Loggerhead Christmas Trees	Two Christmas trees	240.00
Canada Copying Ltd	Advance rental charges	99.60
Canada Copying Ltd	Photocopying charges	92.70
Sharon Jeffries	PA system and stand	237.97
	Total payments to be made	2,414.77
Payments made by direct debit		
Microsoft	Licences x 1	11.52
Microsoft	Licences x 15	82.80
	Total payments made	94.32

Signed: _____

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

Resolved – that the payments detailed be authorised including those made under delegated authority and by direct debit.

The meeting closed at 21:10pm.

	ACTION POINTS FROM 4 NOVEMBER 2025 MEETING		
	Action to be completed	By whom	By when
A	Planter to celebrate Sabrina Fortune to be positioned after Easter 2026 at Argoed' s request.	All	30 April 2026
B	Bench for Mold Road to go on agenda for Amenities Committee January 2026.	Clerk	31 December 2025
C	Assess the condition of each noticeboard and repair it if possible.	Councillors Hadfield-Jones and McCarron	31 December 2025
D	Email Mark Edwards about ordering Pentre Cythrel signs.	Clerk	30 November 2025
E	Advise payroll of Clerk and Assistant Clerk pay changes.	Clerk	14 November 2025
F	Present Clerk's contract to December 2025 Council meeting for approval.	Clerk	30 November 2025
G	Clerk to keep record of hours worked.	Clerk	30 June 2026
H	Assistant Clerk to investigate pay rates for a Council of Argoed' s size.	Assistant Clerk	31 January 2026
I	Chair to confirm end of Clerk's probation period.	Chair	10 November 2025
J	Advise Clwyd Pension Fund of pension signatories.	Clerk	30 November 2025
K	Advise Argoed Sports Association of Community Council representative.	Clerk	17 November 2025
L	Reimburse Councillor Blanchard.	Clerk	17 November 2025
M	Allocate £200 for Christmas gifts for Santa.	Clerk	21 November 2025
N	Donate £100 to New Brighton Community Centre.	Clerk	30 November 2025
O	Advise Flintshire County Council of the observations on the revised planning application made by 1 Grays Road, Mynydd Isa.	Clerk	21 November 2025

Signed: _____

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

Meeting of the Council on Tuesday 4 November 2025 at 7pm

Councillor Shepherd made a personal declaration of interest in relation to agenda item 13 because she is an active member of the WI Group.

Councillor Rebecca Legge made a personal and prejudicial interest in relation to agenda item 16 planning application FUL/000764/25 relating to 1 Grays Road, Mynydd Isa as it backs onto her property and her husband has objected to the original application.

Signed: _____