

# Cyngor Tref Treffynnon Holywell Town Council

Swyddfeydd Bank Place,  
Treffynnon,  
Sir y Fflint, CH8 7TJ

Tel: (01352) 711757



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**NOTE: The following meeting will be held remotely. If members of the public wish to observe they should email the Clerk [town.clerk@holywell.wales](mailto:town.clerk@holywell.wales) for further guidance.**

To: All Members of the Council

11<sup>th</sup> November 2021

Dear Councillors,

Notice is given that a meeting of **Holywell Town Council** will be held in **remotely** on **Tuesday 16<sup>th</sup> November 2021 at 6.00pm**, and you are summoned to attend to transact the business specified in the Agenda set out below.

Yours faithfully

J. Baker  
Town Clerk and Financial Officer

## AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTEREST - MEMBERS' CODE OF CONDUCT

Members are reminded that they must declare the existence and nature of their declared personal interests.

3. APPOINTMENT OF MID-TERM DEPUTY MAYOR – 2021/22 CIVIC YEAR

Members to consider the appointment of a mid-term Deputy Mayor following the resignation of Cllr A. Trumper. The Council has two options available:

- i. Ask for any nominations at the meeting and make a mid-term appointment for the remainder of this Civic Year.
- ii. Hold over the vacant position until the next Annual Meeting of the Council, in May 2022.

4. MAYOR'S REMARKS

5. PUBLIC SPEAKING

6. MINUTES & MEETINGS

6.1. To receive and confirm as a correct record the attached minutes of the following meetings:

- Holywell Town Council held on Tuesday 19<sup>th</sup> October 2021;
- Town Centre & Events Committee on Wednesday 20<sup>th</sup> October 2021;
- Special Meeting of the Council held on Friday 12<sup>th</sup> November 2021 (meeting pending and minutes will follow when drafted).

6.2. Meetings of Committees

To consider and ratify the resolutions of any Committee meetings held where these are not delegated, and any matters arising.

6.3. Committee Vacancies

Members to consider any appointments to vacant positions on the following committees, following the resignation of Cllr A. Trumper:

- Resources Committee
- Town Centre & Events Committee

## HOLYWELL TOWN COUNCIL

### CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held remotely on Tuesday, 19<sup>th</sup> October 2021 at 6.00pm.

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PRESENT: Councillor A. Trumper (Deputy Mayor & Acting Chair).  
Councillors: L.A. Carter, K. Davies, S. Delaney, R. Dolphin, I. Hodge,  
P.A. Johnson, M. Lewis-Jones, J. Pattison, and B. Scragg.

APOLOGIES FOR ABSENCE were received from Councillor J.M. Johnson,  
S. Johnson, E.B. Palmer, S.E. Wallbanks, and P.A. York.

IN ATTENDANCE: J. Baker (Clerk), M.G. Fearnley (Deputy Clerk), and C.S.  
Lowry (Support Officer).

*Pre-Meeting Tribute – The Deputy Mayor announced a minute’s silence in memory of David Amess MP who had sadly lost his life in his constituency office on 15<sup>th</sup> October 2021. Members’ thoughts and prayers were with the family at this sad time.*

63. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

| Minute No. | Name of Councillor | Personal | Prejudicial | Nature of Interest                          |
|------------|--------------------|----------|-------------|---------------------------------------------|
| 72         | M. Lewis-Jones     |          | ✓           | Board Member of Kings Head CIC.             |
| 72         | P.A. Johnson *     |          | ✓           | Cabinet Member of Flintshire County Council |

\* retrospective

64. PRESENTATION

Tony Fish, Regional Employment Engagement Director, Ministry of Defence, attended the meeting and updated members on the process involved for the Council joining the Armed Forces Covenant. The Covenant could be tailored towards a specific Council’s requirements. The management team were based in North Wales and support included service leavers and veterans. Support was also available to Cadet forces. Parliament were considering the inclusion of the Merchant Navy in the Covenant.

RESOLVED:

That Mr Fish be thanked for his presentation.

65. MAYOR'S REMARKS

The Deputy Mayor reminded members to limit their rights of reply as per standing orders, as it was a big agenda this evening, and would intervene if agenda items became frustrated and comments were repeated.

The Mayor, Cllr Sue Delaney, Cllr Ian Hodge and the Deputy Mayor met with Holywell Air Cadets CO Barry Seal and Mayoral Cadet Sergeant Finn Houghton on Wednesday 6th October to present the brassard bearing the Council's crest. The Mayor would present a brassard to the remaining mayoral cadet, Cadet Corporal Seren Catherall-Jones this coming Friday 22nd October 2021, at the Drill Hall.

The Mayor had this month attended civic engagements at Rhyl, Towyn and Flint Town Councils.

66. PUBLIC SPEAKING

There were no such requests.

67. MINUTES & MEETINGS

67.1. Minutes of Meetings

RESOLVED:

That the minutes of the following meetings be approved as a correct record. Minutes were to be signed at the Council Offices. Clerk to arrange with the respective Chairs.

- Holywell Town Council held on Tuesday 21<sup>st</sup> September 2021.
- Development Committee meeting held on Thursday 7<sup>th</sup> October 2021.

67.2. Meetings of Committees

Members considered the following committee resolutions, that required ratification and the approval of the full Council.

Development Committee Letters – The Chair Cllr I. Hodge reported three letters that required full council endorsement and relayed the details to members: Rob Roberts MP – Greenfield Railway Station Project Funding; Flintshire County Council (two letters) – Town Centre Recycling, and Active Travel Calculations.

RESOLVED:

That the Clerk be authorised to send the letters and liaise with Committee members as required.

67.3. Section 85 – Local Government Act 1972 – Members Attendance at Meetings

Members considered the continued absence from meetings of those members currently unable to attend.

RESOLVED:

That approval is given for the continued absence of the following members: Cllr S.E. Wallbanks.

68. PLANNING

68.1. New Planning Applications

Consideration was given to applications forwarded to the Town Council as part of the County Council's planning consultation.

RESOLVED:

That the following responses be submitted to the County Planning Authority.

| Application Number | Proposal Details                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 063366             | Erection of 2 no. detached split level bungalow style homes to provide disabled accommodation for elderly family to include landscaping and new vehicular access to Brynford Road.<br>LOCATION: Land adjacent to Bwthyn Brilliau, Brynford Road, Milwr, Holywell, Flintshire, CH8 7RP.<br><b>The Council opposed this application on highways grounds. Members expressed concerns about the access onto Brynford Road and had parking and traffic safety concerns.</b> |
| 060824             | RETROSPECTIVE - Change of use of land from agriculture to equestrian, including outdoor riding arena, lunging pen, stables, tack rooms and horse walker in retrospect, and the proposed addition of a roof cover over the existing outdoor arena and the establishment of an equine therapy and riding centre<br>LOCATION: Greenhill Farm, Bryn Celyn, Holywell, CH8 7QF.<br><b>The Council support this change of use and had no objection to the application.</b>    |

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 060497 | Conversion of former bank into 7no self-contained apartments.<br>LOCATION: Former HSBC, 17 High Street, Holywell, CH8 7UB.<br><b>The Council opposed this application as there was inadequate parking and recycling provision linked to the apartments, and also expressed concern around retaining the heritage status of the building.</b>                                                                                                                                                                                        |
| 062918 | Listed Building Application for conversion of former bank into 7 No. self-contained apartments<br>LOCATION: Former HSBC, 17 High Street, Holywell, Flintshire, CH8 7UB.<br><b>The Council opposed this application as there was inadequate parking and recycling provision linked to the apartments, and also expressed concern around retaining the heritage status of the building.</b>                                                                                                                                           |
| 063402 | Change of Use to Hair, Beauty & semi-permanent make up salon & training facility, also Flintshire Council approved training beauty academy for youth.<br>LOCATION: 1st Floor, 1 Greenfield Street, Holywell, Flintshire.<br><b>The Council opposed this application. While the application would provide local training facilities and jobs, members expressed concerns around the existing parking provision at this location, and health and safety related concerns such as public toilet provision and highway road access.</b> |

## 69. ACCOUNTS

### 69.1. Accounts for Payment

#### RESOLVED:

That payment of the following accounts be approved.

#### SCHEDULE OF ACCOUNTS – SEPTEMBER 2021

| Voucher Number | Payment Method | Creditor Name                   | Payment Details                                      | Amount £ | Power Key |
|----------------|----------------|---------------------------------|------------------------------------------------------|----------|-----------|
| 8519 - 8521    | BP             | Council Staff                   | Staff Salaries - Sept 2021                           | 5,060.61 | ***       |
| 8522           | BP             | HMRC                            | PAYE/NI - Sept 2021                                  | 1,694.34 | ***       |
| 8523           | BP             | Clwyd Pension Fund              | Staff Pension - Sept 2021                            | 1,681.70 | ***       |
| 8524           | BP             | Holywell Garden Centre          | Watering Baskets - Aug 2021                          | 500.00   | ^^        |
| 8525           | BP             | Holywell Garden Centre          | Repair bunting, bowser battery                       | 235.00   | ^^        |
| 8526           | BP             | Blackwells Stonecraft Ltd       | Additional Inscriptions to Panton Place War Memorial | 1,440.00 | ###       |
| 8527           | BP             | Newydd Catering & Cleaning      | Office Cleaning Contract Jul-Nov 21 Bank Place       | 370.94   | ****      |
| 8528           | BP             | Sian Jones Translation Services | Translate Documents                                  | 156.58   | ***       |
| 8529           | BP             | Kings Head CIC                  | Room Rent Aug-Sep21                                  | 100.00   | ****      |
| 8530           | BP             | Delyn Press                     | Councillor Business Cards                            | 25.20    | ****      |

|      |    |                                   |                                                    |                  |      |
|------|----|-----------------------------------|----------------------------------------------------|------------------|------|
| 8531 | BP | Cllr L.A. Carter                  | Reimbursement for Town Council Eco Stall Pitch Fee | 5.25             | ^^   |
| 8532 | BP | Newsquest Media Group             | Newsletter Distribution                            | 334.81           | **** |
| 8533 | BP | Newsquest Media Group             | Newsletter Distribution                            | 308.04           | **** |
| 8534 | BP | Daydream Designs                  | Website Tech Support Sep21                         | 94.80            | **** |
| 8535 | BP | Holywell Leisure Centre           | Contribution (2 of 4)                              | 2,500.00         | ^^^  |
| 8536 | BP | Flintshire County Council         | Business Rates (3 of 3) Final Instalment           | 769.06           | **** |
| 8537 | BP | Holywell Garden Centre            | Watering Baskets - Sep 2021                        | 500.00           | ^^   |
| 8538 | BP | BKB Solutions Ltd                 | Completion of Lighting Refurbishment               | 2,220.00         | ^^   |
| 8539 | BP | North Wales Ass. of Town Councils | Annual Membership Subscription 21/22               | 65.00            | **** |
| 8540 | DD | Plusnet                           | Alarm Line Aug21                                   | 19.80            | **** |
| 8541 | DD | Plusnet                           | Phone & Broadband Sep21                            | 34.90            | **** |
| 8542 | DD | British Gas                       | Electric Charges 14 Bank Place Aug21               | 10.29            | **** |
| 8543 | DD | British Gas                       | Electric Charges 12/13 Bank Place Aug21            | 33.68            | **** |
| 8544 | DD | British Gas                       | Gas Charges Bank Place Aug21                       | 27.66            | **** |
| 8545 | DC | Tesco                             | Card                                               | 0.80             | **** |
| 8546 | DC | Facebook                          | Promo Boosts                                       | 9.64             | ^^   |
| 8547 | DC | W. Bevan                          | Tape                                               | 9.00             | **** |
| 8548 | DC | 1&1 Internet Ltd                  | Office Premium/Mail Pro                            | 100.59           | **** |
| 8549 | DC | C.M. Scott                        | Supply & Engrave 4 Shields                         | 85.42            | ^^   |
| 8550 | DC | Tesco                             | Refreshments                                       | 0.80             | **** |
| 8551 | DC | The Old Stores                    | Supply 4 Desk Name Plates                          | 67.96            | **** |
| 8552 | DC | Tesco                             | Refreshments                                       | 4.30             | **** |
| 8553 | DC | Zoom Video                        | Monthly Pro Subscription                           | 14.39            | **** |
| 8554 | DC | 1&1 Internet Ltd                  | Mail Pro                                           | 12.00            | **** |
| 8555 | DC | Tesco                             | Card                                               | 0.80             | **** |
|      |    |                                   | <b>TOTAL</b>                                       | <b>18,493.36</b> |      |

**INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – SEPTEMBER 2021**

| Date                    | Category | Name                 | Payment Details                 | Amount<br>£      |
|-------------------------|----------|----------------------|---------------------------------|------------------|
| 8 <sup>th</sup> Sep 21  | Income   | National Heritage    | Woodland Grant First Instalment | 11,000.00        |
| 20 <sup>th</sup> Sep 21 | Income   | Post Office Counters | Eco Uniform Monies              | 100.00           |
| 21 <sup>st</sup> Sep 21 | Transfer | Mayors Allowance A/C | Mayors Hamper Items             | 92.96            |
|                         |          |                      | <b>TOTAL</b>                    | <b>11,192.96</b> |

## Powers to Make Payments:

- \* The Independent Remuneration Panel for Wales (IRPW) Regulations for the remuneration of members and co-opted members of relevant authorities – Part 5 Community/Town Councils
- // Local Government Act 1948 S.33
- /// Local Government Act 1972 S.34
- \*\* Local Government Act 1972 S.137
- \*\*\* Local Government Act 1972 S.112, 151
- \*\*\*\* Local Government Act 1972 S.133
- ^ Local Government Act 1972 S.111
- ^^ Local Government Act 1972 S.144, S.145
- ^^^ Local Government (Miscellaneous Provisions) Act 1976 S.19
- ^^^^ Local Government Act 1972 S.143
- \*^ Local Government Act 1972 S.140
- \*\*^ Local Government Act 1972 S.176
- \*\*\*^ Local Government Act 1972 S.13
- \*\*\*\*^ Local Government Act 1972 S.34
- \*\*\*\*\* Local Government (Misc. Provisions) Act 1953 S.4
- ^^\*\* Local Government Act 1972 S.173, S.174
- ^^^\* Local Government (Miscellaneous Provisions) Act 1976 S.4
- < Local Government Act 1972 S.124
- # Local Government Act 1972 S.142
- ## Representation of the People Act 1983 S.34 (repealed by Representation of the People Act 1985)
- ### War Memorials (Local Authorities' Powers) Act 1923 - maintain war memorials
- #### Litter Act 1983 S.5-6
- \*\*\*\*\* Local Government & Rating Act 1997 S.31

## 70. COMMUNITY ENGAGEMENT

### 70.1. Monthly Report

Members had before them for consideration the latest report from the Deputy/Assistant Town Clerk.

Members considered several suggestions from local businesses on how to utilise the £10k underspend from the County Council's Capital Enhancement Grant. Members noted around half the suggestions were Streetscene related. The monies were required to be spent by 31<sup>st</sup> March 2021. It was noted that any suggestion not eligible for the funding could be considered further by the relevant Town Council committee, in due course.

Members discussed the potential for a regular Sunday Artisan Market in the town, run by an external provider. The provider was keen to come to the town and members were supportive of the proposal.

Members discussed the future of the Autumn Club; it was up to the Club now to work with potential partners to achieve their desired outcome.

Members discussed the National Lottery Community Fund grant available. The deadline for grant applications was 18<sup>th</sup> November 2021.

Members discussed the training required to support the Greenfield and Pen-y-Maes defibs.

Members discussed potential security enhancements, for the Events Area Bandshell. Anti-vandal paint and bands were considered.

RESOLVED:

- 1) That the Deputy Clerk liaises further with the County Council on the Enhancement Grant criteria and list of options, for members to make a final determination.
- 2) That the Deputy Clerk informs the Artisan Market provider of the Council's support for their event.
- 3) That the Deputy Clerk checks on the grant criteria for the National Lottery Community Fund. Members to email the Deputy Clerk their ideas and suggestions.
- 4) That Cllr I. Hodge provides the defib training. Clerk/Deputy Clerk to plan arrangements.
- 5) That the security measures for the events area be determined by the staffing team, following appropriate expert advice on the matter.

71. CORRESPONDENCE RECEIVED

71.1. Meeting of the Standards Committee

Members considered sending a representative to the above meeting, on Monday 1<sup>st</sup> November 2021. The training topic was The Role of the Standards Committee within the Council.

RESOLVED:

That Cllrs J. Pattison and A. Trumper be nominated to attend the meeting. Clerk to make arrangements.

71.2. Storage Chest for Park Run

Members considered the estimate (£299) and type of chest required, provided by Mr Daniel Thomas. It was understood the chest would be used to store sundry equipment such as Hi-Vis jackets, cones and signs. Members queried the insurance implications for the Council. The chest would be located in the front courtyard area of the Council Offices.

RESOLVED:

That the Storage Chest be ordered by the Clerk. Clerk to inform Mr Thomas, check on the insurance implications and confirm the items to be stored.

71.3. Saturday Morning Assembly Events in Tower Gardens Events Area

Members considered a quotation from Daydream Designs sent through by Emma Ward, in order to launch the Saturday Assembly. This correspondence had been received by the Council following some earlier discussions about the event and its potential. Members requested some further clarity on the arrangements.

RESOLVED:

That the Clerk writes to Emma Ward to confirm the Council's position and potential funding available. Committee Vice-Chair Cllr S. Delaney to provide support as required.

71.4. Consultation – Proposed Guidance on Principles of Good Administration and Good Records Management

Members considered taking part in the above consultation, run by the Public Service Ombudsman for Wales.

RESOLVED:

That Cllr J. Pattison be nominated to complete the consultation.

71.5. Clwyd Pension Fund Investment – Fossil Fuels

Members considered an email from the Friends of the Earth Group. The Group had requested support in their campaign for the Clwyd Pension Fund to divest from fossil fuels.

RESOLVED:

That the Clerk request a statement from the Clwyd Pension Fund about their response to the campaign. The matter was to then be deferred to the Resources Committee to determine if any further action was required.

71.6. Independent Remuneration Panel for Wales – Draft Report 2022/23

Members considered the draft report prepared by the IRPW. The Clerk provided a summary of the main changes which were the placement of all Councils in groups according to electorate size, the introduction of an optional attendance allowance and a change for the lower grouped Councils that made the annual allowance optional for them to adopt.

RESOLVED:

That the Council note the draft report as received.

71.7. One Voice Wales Pilot – Self Evaluation Toolkit

Members considered taking part in this pilot scheme, that was to consider ways to enable more effective governance in the sector.

RESOLVED:

That the Council note the letter from OVW as received.

71.8. Rialtas Business Systems Loyalty Scheme

The Clerk explained the details of the Loyalty Scheme. The Council would need to commit to a three-year contract and in return receive preferential year end closedown dates and a 7% discount off fees. RBS were the Council's Finance Ledger System provider and provided year end closedown services.

RESOLVED:

That the Clerk be authorised to sign the Council up to scheme.

#### 71.9. Reports Received

Members were informed that the following items had been received and were available for perusal from the Clerk. A copy was enclosed where the item is marked \*, or \*\* if already circulated to Members:

| Ref | Item                                                                         | Status | Date Circulated    |
|-----|------------------------------------------------------------------------------|--------|--------------------|
| A   | Flintshire County Council Daily Updates                                      | **     | Various Dates      |
| B   | FLVC Daily Digest Updates                                                    | **     | Various Dates      |
| C   | Welsh Government Updates                                                     | **     | Various Dates      |
| D   | Visit Wales Updates                                                          | **     | Various Dates      |
| E   | North Wales Police Alerts                                                    | **     | Various Dates      |
| F   | North Wales Police – Role of the PCSO                                        | **     | 15/09/21           |
| G   | Thomas Pennant Update                                                        | **     | 15/09/21           |
| H   | Volunteering Matters Healthy Aging                                           | **     | 17/09/21           |
| I   | Wales in Bloom Judges Report                                                 | **     | 20/09/21           |
| J   | Notes from GVT Strategy Meeting                                              | **     | 20/09/21           |
| K   | Awel y Môr Consultation                                                      | **     | 20/09/21           |
| L   | Ysgol Treffynnon – New Starters                                              | **     | 23/09/21           |
| M   | Rob Roberts MP Updates                                                       | **     | 24/09/21 & 4/10/21 |
| N   | Youth Parliament Update                                                      | **     | 04/10/21           |
| O   | Public Open Space Concerns - Coed y Fron                                     | **     | 04/10/21           |
| P   | One Vice Wales Councillor Survey                                             | **     | 05/10/21           |
| Q   | HLC-CLT Advice on New Board Members                                          | **     | 07/10/21           |
| R   | FCC Letter – Fron Park Speed Limits                                          | **     | 07/10/21           |
| S   | Lee Waters MS – Electric Transport Letter (to Development Committee Members) | **     | 11/10/21           |
| T   | Ysgol Treffynnon Update                                                      | **     | 12/10/21           |
| U   | Hannah Blythyn MS NHS Waiting Times                                          | **     | 12/10/21           |

#### 72. FORMER TOILET BLOCK REPORT

Members received a report from the Clerk that outlined the Council's current storage provision and considered the potential asset transfer from the County Council of the former toilet block in Tower Gardens Car Park. Members also considered the financial implications of the transfer.

##### RESOLVED:

- 1) That the Council proceeds with the asset transfer of the former toilet block to provide central storage provision in the town. Clerk to liaise with the County Council and seek legal advice.
- 2) That the Council serves notice on the Kings Head Museum that the storage room currently being rented is no longer required. Cllr M. Lewis-Jones

was to check and confirm the appropriate period of notice required.

- 3) That the Council serves notice on the County Council that the garage at Plas Dewi flats used for storage is no longer required. This resolution can only proceed once the former toilet block is operational, as the Council's portable stage is being relocated from the Old Court House and requires an interim storage solution.
- 4) That the Deputy Clerk seeks appropriate quotations for the remedial works required to the former toilet block. Members would then consider if any work elements could be managed in house.

73. OFFICE MATTERS

Members considered the allocation of an area at the Council Offices to display members certificates for training courses completed.

RESOLVED:

That the Clerk be authorised to consider suitable areas available.

74. POLICY REVIEWS

Members considered approval of the Council's Event Grant Policy, that included the booking process and application form.

RESOLVED:

That the policy be approved, published and promoted on the council's website and social media.

75. REMEMBRANCE SUNDAY

Members received an update from the Clerk on the Remembrance Sunday arrangements for this year. There would be a small service at St. James Church, with restrictions on numbers, a parade through town and a service at Panton Place Memorial Gates. Letters would be sent to all the invitees and the itinerary for the morning published on the Council's website and social media.

76. REPRESENTATIVES REPORTS

Councillor S. Delaney provided an update on the Holywell Air Cadets. The AGM was held last Friday, and the squadron had increased in size to 32 active cadets. Cllr I. Hodge had resigned from the Civilian Committee due to other commitments.

Councillors R. Dolphin, S. Delaney, I. Hodge and L.A. Carter had attended at Ysgol Maes Glas to meet the school Eco Committee, and present a cheque for £100 as a donation from the Council's Eco Uniform Project.

Councillor A. Trumper reported that pumpkins had been supplied by Tesco for the upcoming Friends of the Holway event at the Holway Community Centre.

77. COUNTY COUNCILLOR REPORTS

Cllr P.A. Johnson reported that the County Council's Chief Executive Mr Colin Everett was leaving his post at the end of October 2021. Mr Neal Cockerton had been appointed as his successor.

78. CLOSE OF MEETING

The Deputy Mayor closed the meeting at 8.50pm.

.....  
Deputy Mayor

## HOLYWELL TOWN COUNCIL

### CYNGOR TREF TREFFYNNON

Minutes of the **Town Centre and Events Committee** held remotely on Wednesday 20<sup>th</sup> October 2021 at 11.30am.

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PRESENT: Councillor A. Trumper (Chair).

Councillors: K. Davies, S. Delaney, J.M. Johnson, S. Johnson, R. Dolphin, and E.B. Palmer (ex-officio).

APOLOGIES FOR ABSENCE: None were received.

IN ATTENDANCE: J. Baker (Town Clerk), M.G. Fearnley (Deputy / Assistant Town Clerk), and C.S. Lowry (Support Officer).

TC22. DECLARATIONS OF INTEREST.

None reported.

TC23. CHRISTMAS LIGHTS SWITCH ON - 2021

Members received an update from the Clerk and Deputy Clerk that covered health and safety measures, the current covid situation, the proposed draft programme, the budget implications and an update on what several other local towns were doing in relation to the format and scope of their switch on events.

Members evaluated the position and raised concerns around the uncertainty of the current and future Covid situation. Members remained resolute about holding an event but on balance determined the Council should adopt a cautious approach to the event.

Cllr E.B. Palmer left at this point of the meeting.

RESOLVED:

- 1) Members reluctantly agreed that the event be a low-key online event similar to last year's virtual event.
- 2) Members approved a video with a Christmas message, performances, and drone footage which would enhance the quality of the video production.

- 3) That the Clerk contact the Holywell Air Cadets with a view to the Mayoral Honour Cadets assisting the Mayor in the switching on of the lights.
- 4) That the Deputy Clerk contact the schools and the local Philharmonics Choir with a view to them participating in the video.

TC24. MEMORIAL PLAQUES/SCROLLS

24.1. PANTON PLACE MEMORIAL GARDEN

Members considered and discussed a proposal presented by Cllr A. Trumper that involved the placement of memorial plaques on the wall in the gardens.

RESOLVED:

That the Clerk draw up a policy that considers size, uniformity, materials used, and the installation method. The Resources Committee would then review the policy.

24.2. CONNECTS BUILDING FRONTAGE

Members discussed the idea of holding an appropriate event to mark 100 years of the war memorial scrolls being installed onto the Flintshire Connects building.

RESOLVED:

- 1) That an event be organised for Saturday 16<sup>th</sup> April 2022 to mark the occasion.
- 2) That the event be discussed in more detail at the next Committee meeting.

TC25. CLOSE OF MEETING

The Chair closed the meeting at 1.05pm.

.....

Chair

## 7. PLANNING

### 7.1. New Applications

To consider the applications received.

| Application Number | Proposal Details                                                                                              |
|--------------------|---------------------------------------------------------------------------------------------------------------|
| 063628             | Erection of a rear single storey extension.<br>Location: 37 Moor Lane, Holway, Holywell, Flintshire, CH8 7DN. |
| 063679             | Erection of a rear extension.<br>Location: 1 Meadow Villas, Greenfield Road, Greenfield, Holywell, CH8 7QJ.   |

### 7.2. Planning Committee

Members to consider any nominations to attend the County Council's Planning Committee, on 24th November 2021. See attached letter.

Ref: 060824 Proposal: RETROSPECTIVE - Change of use of land from agriculture to equestrian, including outdoor riding arena, lunging pen, stables, tack rooms and horse walker in retrospect, and the proposed addition of a roof cover over the existing outdoor arena and the establishment of an equine therapy and riding centre.  
Site Location: Greenhill Farm, Bryn Celyn, Holywell, CH8 7QF.

#### NOTES:

1. Full details of planning applications may also be viewed on Flintshire County Council's website [www.flintshire.gov.uk](http://www.flintshire.gov.uk) or by contacting the Clerk.
2. **MEMBERS INTENDING TO DECLARE AN INTEREST IN RESPECT OF A PLANNING APPLICATION ARE PLEASE REQUESTED TO INFORM THE CLERK BEFORE THE MEETING.**
3. Notices of the County Council's planning decisions may be viewed by contacting the Clerk.

Holywell Town Council  
Bank Place  
High Street  
Holywell  
CH8 7TJ

Your Ref/Eich Cyf

Our Ref/Ein Cyf AJD/060824

Date/Dyddiad 10/11/2021

Ask for/Gofynner am Ms AJ Dean

Direct Dial/Rhif Union 01352 702012

Ymwelwch â'n Gwefan: [www.sirffflint.gov.uk/cynllunio](http://www.sirffflint.gov.uk/cynllunio)  
Visit our Website at: [www.flintshire.gov.uk/planning](http://www.flintshire.gov.uk/planning)

Annwyl Syr/Fadam

Dear Sir/Madam

**Cyfeirnod/Ref: 060824**

**Cynnig/Proposal: RETROSPECTIVE - Change of use of land from agriculture to equestrian, including outdoor riding arena, lunging pen, stables, tack rooms and horse walker in retrospect, and the proposed addition of a roof cover over the existing outdoor arena and the establishment of an equine therapy and riding centre**

**Lleoliad y Safle/Site Location: Greenhill Farm, Bryn Celyn, Holywell, CH8 7QF**

**Y FFORDD MAE'R CYHOEDD, ASIAntIAID  
A CHYNGHORAU CYMUNEDOL YN  
CYFLWYNO SYLWADAU AM GYNLLUNIO  
I'R PWYLLGOR CYNLLUNIO RHITHIOL AR  
24 TACHWEDD 2021**

**HOW THE PUBLIC, AGENTS AND  
TOWN/COMMUNITY COUNCILS MAKE  
REPRESENTATIONS ABOUT PLANNING  
TO THE VIRTUAL PLANNING  
COMMITTEE ON 24 NOVEMBER 2021**

Cyfeiriaf at y cais cynllunio uchod lle'r ydych wedi cofrestru diddordeb (ar ôl i chi wneud sylwadau neu fel ymgeisydd / asiant). Byddai'r cais fel arfer yn cael ei adrodd i'r Pwyllgor Cynllunio, ac fe fydddech wedi derbyn gwahoddiad i siarad yn y Pwyllgor.

Fodd bynnag, yn sgil y sefyllfa bresennol mewn perthynas â COVID-19, mae'r Cyngor un ai wedi canslo pob cyfarfod cyhoeddus. neu wedi eu cynnal yn rhithiol

Mae Llywodraeth Cymru wedi cyhoeddi rheoliadau i alluogi Cyngorau i gynnal cyfarfodydd Pwyllgorau Cynllunio yn rhithiol ar-lein fel y gall penderfyniadau ar geisiadau

I refer to the above planning application where you have a registered interest (having previously made representations or as applicant / agent). Normally this application would be reported to a Planning Committee meeting and you would have been invited to speak at that meeting in person.

However due to the continuing requirement to reduce and manage the spread of COVID-19 the Council has either cancelled or held public meetings virtually.

Welsh Government has published regulations to allow Councils to hold virtual Planning Committee meetings online to

County Hall, Mold. CH7 6NB  
[www.flintshire.gov.uk](http://www.flintshire.gov.uk)  
Neuadd y Sir, Yr Wyddgrug, CH7 6NB  
[www.sirffflint.gov.uk](http://www.sirffflint.gov.uk)

We welcome correspondence in Welsh. We will respond to correspondence received in Welsh without delay.

Rydym yn croeso awu gohebiaeth Gymraeg. Ymratbwn yn ddi-ddel i atebiaeth a dderbynnir drwy gyfrwng y Gymraeg.



cynllunio barhau.

Felly rydych yn cael eich gwahodd i ymuno â'r Pwyllgor Cynllunio Rhithiol i siarad am 3 munud yn ymwneud â'r cais cynllunio yr ydych wedi mynegi diddordeb ynddo.

Fe fydd y gweithdrefnau arferol yn ymwneud â Phwyllgorau Cynllunio yn cael eu dilyn a dim ond un siaradwr a ganiateir o blaid ac yn erbyn y cynnig. Fel arfer hwn fyddai'r unigolyn cyntaf i ymateb i'r llythyr hwn yn nodi eu bod yn dymuno siarad yng nghyfarfod rhithiol y Pwyllgor Cynllunio.

Os ydych yn llwyddiannus wrth gofrestru'r cyfle i siarad fe fydd y Gwasanaethau Pwyllgorau yn cysylltu â chi'n uniongyrchol ac fe fyddant yn anfon gwahoddiad i chi i gyfarfodydd rhithiol y Pwyllgor Cynllunio.

Pan fyddwch yn ymateb i'r llythyr hwn mae'r manylion sy'n ofynnol fel a ganlyn:

- a) Cyfeirnod y cais a chyfeiriad y safle
- b) Enw'r awdur
- c) Cyfeiriad e-bost yr awdur
- d) P'un a ydych yn Ymgeisydd/Asiant, Cyngor Tref/Cymuned, Cefnogwr neu Wrthwynebw'r.

Rhag ofn y bydd yna broblem dechnegol ar adeg y Cyfarfod Cynllunio rhithiol fe ddylech gyflwyno datganiad nad yw'n fwy na 250 o eiriau erbyn **10am Dydd Llun, 22 Tachwedd 2021** drwy ei anfon dros ebost at [planning.committee@flintshire.gov.uk](mailto:planning.committee@flintshire.gov.uk) gan gynnwys 'at sylw brys Jessica Jones' yn y blwch testun. Ni fydd unrhyw beth a gyflwynir ar ôl yr amser hwnnw yn cael ei dderbyn. Fe fydd y datganiad hwn yn cael ei ddarllen ar eich rhan os na lwyddwch i ymuno â'r cyfarfod rhithiol.

Os fyddai'n well gennych beidio â siarad yn y cyfarfod, ond yr hoffech i'ch datganiad gael ei ddarllen gan swyddog yna mae'n rhaid i chi nodi hynny'n glir pan rydych yn cyflwyno'r datganiad.

enable the determination of planning applications to continue.

You are therefore invited to join the virtual Planning Committee Meeting and speak for 3 minutes regarding the planning application you have expressed an interest in.

The usual procedures regarding Planning Committee's will be followed and only one speaker is allowed for and against the proposal. This would normally be the first person to respond to this letter indicating they wish to speak at the virtual Planning Committee meeting.

If you are successful in registering the opportunity to speak you will be contacted directly by Committee Services who will send you an invitation to the virtual Planning Committee meetings.

When you respond to this letter the following details are required:

- a) Application reference number and site address
- b) Name of author
- c) Email address of author
- d) Whether you are the Applicant/Agent, Town/Community Council, Supporter or Objector.

In case there is a technical issue at the time of the virtual Planning Committee meeting you should submit a statement which is no longer than 250 words by **10am Monday, 22 November 2021** to [planning.committee@flintshire.gov.uk](mailto:planning.committee@flintshire.gov.uk) include 'for the urgent attention of Jessica Jones' in the subject box. Submissions after that time will not be accepted. This statement will be read out on your behalf if you are unsuccessful in joining the virtual meeting.

If you would prefer not to speak at the meeting but would wish for your statement

Os na allwch ymuno â'r cyfarfod yn electronig fe allwch barhau i gofrestru eich cais i siarad drwy ffonio 01352 703331. Os mai chi yw'r unigolyn cyntaf i gofrestru diddordeb yna fe allwch ofyn am apwyntiad gyda swyddog lle gallant wneud cofnod o'ch datganiad a fydd yn cael ei ddarllen yng nghyfarfod y Pwyllgor Cynllunio ar eich rhan.

Os oes yna unrhyw newidiadau sylweddol i'r rhaglen fe fyddaf yn gwneud pob ymdrech i roi gwybod i chi am hynny.

Os oes gennych chi unrhyw ymholiadau yn ymwneud â hyn, cysylltwch â'r tîm Gweinyddu Cynllunio ar 01352 703331 neu anfonwch e-bost at [planning.committee@flintshire.gov.uk](mailto:planning.committee@flintshire.gov.uk)

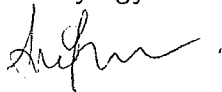
to be read out by an officer you must indicate that clearly when you submit the statement.

If you cannot join the meeting electronically you may still register your request to speak by telephoning 01352 703331. If you are the first person to register your interest you may then ask for an appointment with an officer where they can make a record of your statement which will be read out at the Planning Committee meeting on your behalf.

If there are any changes to the agenda, which are significant, I will endeavour to advise you.

If you have any queries regarding this, please contact Planning Administration on 01352 703331 or email [planning.committee@flintshire.gov.uk](mailto:planning.committee@flintshire.gov.uk)

Yr eiddoch yn gywir/ Yours faithfully



Prif Swyddog (Cynllunio, Amgylchedd ac Economi)  
Chief Officer (Planning, Environment & Economy)

## 8. ACCOUNTS

### 8.1. Accounts for Payment

To approve the schedules of accounts for payment of expenditure (see attached).

#### SCHEDULE OF ACCOUNTS – OCTOBER 2021

| Voucher Number | Payment Method | Creditor Name              | Payment Details                                                            | Amount £ | Power Key |
|----------------|----------------|----------------------------|----------------------------------------------------------------------------|----------|-----------|
| 8556           | BP             | Utility Networks           | Plasma Cloud access point - Council Chamber                                | 191.03   | ****      |
| 8557           | BP             | Daydream Designs           | Website Tech Support Oct 21                                                | 94.80    | ****      |
| 8558           | BP             | Viking                     | Mineral Water Bottles                                                      | 22.99    | ****      |
| 8559           | BP             | Viking                     | Stationery/Consumables                                                     | 94.18    | ****      |
| 8560           | BP             | Ysgol Maesglas             | Eco Clothing Donation (Contra)                                             | 100.00   | ^^        |
| 8561           | BP             | Veolia                     | Supply Trade Waste Bags                                                    | 100.80   | ****      |
| 8562           | BP             | Philip Jones Computers     | ICT Support Costs - Jul-Sept 2021`                                         | 42.00    | ****      |
| 8563           | BP             | Holywell Garden Centre     | Hanging Basket Installation                                                | 250.00   | ^^        |
| 8564           | BP             | Newydd Catering & Cleaning | Cleaning Services Bank Place Oct 21                                        | 500.86   | ****      |
| 8565           | BP             | Flintshire County Council  | CCTV Charges Quarter 3 Oct-Dec 2021                                        | 3,647.41 | *****     |
| 8566           | BP             | Clwyd Pension Fund         | Staff Pension - Oct 2021                                                   | 1,681.70 | ***       |
| 8567           | BP             | HMRC                       | PAYE/NI - Oct 2021                                                         | 1,694.54 | ***       |
| 8568 - 8570    | BP             | Council Staff              | Staff Salaries - Oct 2021                                                  | 5,060.41 | ***       |
| 8571           | BP             | TechnoWorld                | Supply ICT Hardware                                                        | 3,189.60 | ****      |
| 8572           | BP             | Viking                     | Stationery/Consumables                                                     | 81.81    | ****      |
| 8573           | BP             | M.G Fearnley               | Reimbursement of Eyewear                                                   | 109.00   | ***       |
| 8574           | BP             | Delyn Press                | Newsletter Printing                                                        | 1,200.00 | ****      |
| 8575           | BP             | UK Vending Ltd             | Consumables                                                                | 66.09    | ****      |
| 8576           | BP             | NB Austin                  | Install Soldiers/Giant Poppies, brackets, telephone box glass, noticeboard | 875.00   | ^^        |
| 8577           | BP             | BKB Solutions Ltd          | Chamber electrical works                                                   | 1,362.00 | ****      |
| 8578           | DD             | Plusnet                    | Alarm Line Sept 21                                                         | 21.60    | ****      |
| 8579           | DD             | Plusnet                    | Phone & Broadband Sep/Oct 21                                               | 0.10     | ****      |
| 8580           | DD             | BNP Paribas                | Copier Lease 16/10-15/01 2022                                              | 154.80   | ****      |
| 8581           | DD             | British Gas                | Electric Charges 14 Bank Place Aug21                                       | 12.11    | ****      |
| 8582           | DD             | British Gas                | Electric Charges 12/13 Bank Place Aug21                                    | 34.96    | ****      |
| 8583           | DD             | British Gas                | British Gas                                                                | 33.11    | ****      |
| 8584           | DC             | Tesco                      | Refreshments/card                                                          | 1.30     | ****      |
| 8585           | DC             | 1&1 Internet Ltd           | Office Premium/Mail Pro                                                    | 100.59   | ****      |
| 8586           | DC             | Amazon                     | Laptop Cabling                                                             | 145.55   | ****      |
| 8587           | DC             | Richer Sounds              | TV Screen – Hybrid Meetings                                                | 419.00   | ****      |

|      |    |                  |                             |                  |      |
|------|----|------------------|-----------------------------|------------------|------|
| 8588 | DC | Amazon           | Video Conferencing System   | 831.29           | **** |
| 8589 | DC | Amazon           | Adaptor/HDMI extender cable | 99.98            | **** |
| 8590 | DC | Tesco            | Refreshments/Consumables    | 7.80             | **** |
| 8591 | DC | Zoom Video       | Monthly Pro Subscription    | 14.39            | **** |
| 8592 | DC | Tesco            | Refreshments                | 5.10             | **** |
| 8593 | DC | W Bevans         | Cable Ties                  | 11.70            | ^^   |
| 8594 | DC | 1&1 Internet Ltd | Mail Pro                    | 12.00            | **** |
| 8595 | DC | Royal Mail       | Postages                    | 42.50            | ***  |
|      |    |                  | <b>TOTAL</b>                | <b>22,312.10</b> |      |

### INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – OCTOBER 2021

| Date | Category | Name       | Payment Details | Amount<br>£ |
|------|----------|------------|-----------------|-------------|
|      |          | NIL RETURN |                 |             |
|      |          |            | <b>TOTAL</b>    | <b>0.00</b> |

### Powers to Make Payments:

- \* The Independent Remuneration Panel for Wales (IRPW) Regulations for the remuneration of members and co-opted members of relevant authorities – Part 5 Community/Town Councils
- // Local Government Act 1948 S.33
- /// Local Government Act 1972 S.34
- \*\* Local Government Act 1972 S.137
- \*\*\* Local Government Act 1972 S.112, 151
- \*\*\*\* Local Government Act 1972 S.133
- ^ Local Government Act 1972 S.111
- ^^ Local Government Act 1972 S.144, S.145
- ^^^ Local Government (Miscellaneous Provisions) Act 1976 S.19
- ^^^^ Local Government Act 1972 S.143
- \*^ Local Government Act 1972 S.140
- \*\*^ Local Government Act 1972 S.176
- \*\*\*^ Local Government Act 1972 S.13
- \*\*\*\*^ Local Government Act 1972 S.34
- \*\*\*\*^ Local Government (Misc. Provisions) Act 1953 S.4
- ^^\*\* Local Government Act 1972 S.173, S.174
- ^^^\* Local Government (Miscellaneous Provisions) Act 1976 S.4
- < Local Government Act 1972 S.124
- # Local Government Act 1972 S.142
- ## Representation of the People Act 1983 S.34 (repealed by Representation of the People Act 1985)
- ### War Memorials (Local Authorities' Powers) Act 1923
- #### Litter Act 1983 S.5-6
- \*\*\*\*\* Local Government & Rating Act 1997 S.31

## 9. COMMUNITY ENGAGEMENT

### 1) High Street Businesses Enhancement

Members were provided with the following feedback from FCC Regeneration regarding proposals put forward by the businesses. Information was circulated to all members requesting comments and suggesting for works to be carried out. Feedback received from 3 or 4 members proposing that Tower Gardens should be the primary focus for this grant. Niall is happy to agree to approve the plans based on a costed proposal from ourselves that identifies the outputs. Remember that they need to be 'capital' expenditure not revenue and need to benefit the high street.

**Action - Members to agree that the works in Tower Gardens is the primary focus for this particular grant, with other non-eligible items put forward to other relevant committees.**

### 2) Woodland and Wildflower Meadow Grant Update

Work has started on the project with involvement from the Valley rangers and local schoolchildren. I joined the group the other day in raking the area which had been cut and it was great to see the children involved. There will be other volunteering opportunities in the future, and it is important we have community buy in.

### 3) Outdoor Gym

Please see attached quotation. This gives you a brief insight into what I am looking at. Two other companies have been approached and am awaiting their quotations. Once received, I will feedback to members in order that a final decision can be made on which supplier is chosen and the suggested locations within Fron Park.

### 4) Community Engagement

**Action - Members to consider and agree that we look to have regular monthly meetings with members from the Holywell and Greenfield community and local businesses** to forge a better relationship, improve communication and engage with them. The recent Facebook posts highlight a lot of these including misinformation and it is an opportunity for us to get those people onside, work with us, listen to their ideas and actively involve them in the process of shaping the future of the town. Our business plan is due to be delivered again next September and I see this as a perfect time to start and develop that engagement process and develop a local business forum building upon the responses received from them in relation to the enhancement grant.

### 5) Best Dressed Window Competition

**Action - Do members wish to proceed with this annual competition.** If so, would members be available to deliver the letters requesting local business involvement in both Holywell and Greenfield areas.

### 6) Community Endeavour Awards

**Action - Do members wish to proceed with the same categories and format as last year.** If so nomination deadline and a presentation date need to be agreed.

### 7) Bike Station

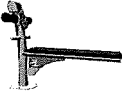
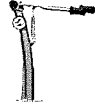
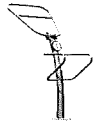
Bike Station has now been delivered and FCC have been approached re installation alongside the recently installed bike shelter by the Tower Gardens Toilet Block.

Holywell Town Council  
Bank Place Offices  
12-13 Bank Place  
High Street  
Holywell  
Flintshire  
CH8 7TJ

Contact: Martin Fearnley  
Site: Fron Park



Date: 15th October 2021

| Qty                       | Code         | Product Name                    |                                                                                     | Unit Price | Total Price |
|---------------------------|--------------|---------------------------------|-------------------------------------------------------------------------------------|------------|-------------|
|                           |              | <b><u>New Gym Equipment</u></b> |                                                                                     |            |             |
| 1                         | R37-UBX-289B | Spinning Bicycle                |    | £1,090     | £1,090      |
|                           |              | Installation                    |                                                                                     | £264       | £264        |
|                           |              | Supply and install 2 grass mats |                                                                                     | £93        | £93         |
| 1                         | R37-UBX-223B | Abs Bench                       |    | £1,032     | £1,032      |
|                           |              | Installation                    |                                                                                     | £264       | £264        |
|                           |              | Supply and install 2 grass mats |                                                                                     | £93        | £93         |
| 1                         | R37-UBX-203B | Elliptical Trainer              |   | £1,268     | £1,268      |
|                           |              | Installation                    |                                                                                     | £264       | £264        |
|                           |              | Supply and install 2 grass mats |                                                                                     | £93        | £93         |
| 1                         | R37-UBX-246B | Hydraulic Chest Press           |  | £2,831     | £2,831      |
|                           |              | Installation                    |                                                                                     | £264       | £264        |
|                           |              | Supply and install 4 grass mats |                                                                                     | £186       | £186        |
| 1                         | R37-UBX-217  | Hydraulic Squat                 |  | £2,261     | £2,261      |
|                           |              | Installation                    |                                                                                     | £264       | £264        |
|                           |              | Supply and install 4 grass mats |                                                                                     | £186       | £186        |
| 1                         | R37-UBX-224  | Chin up and Dip                 |  | £859       | £859        |
|                           |              | Installation                    |                                                                                     | £264       | £264        |
|                           |              | Supply and install 4 grass mats |                                                                                     | £186       | £186        |
| 1                         | UKPA2PP      | Instructions sign on posts      |  | £325       | £325        |
|                           |              | Installation                    |                                                                                     | £145       | £145        |
|                           |              | Prelims                         |                                                                                     | £950       | £950        |
| Sub Total                 |              |                                 |                                                                                     |            | £13,182     |
| Discount                  |              |                                 |                                                                                     |            | £860        |
| Carriage                  |              |                                 |                                                                                     |            | £945        |
| Grand Total Excluding VAT |              |                                 |                                                                                     |            | £13,267     |

10. CORRESPONDENCE

10.1. Flintshire County Council – Winter Preparations

Members to consider the attached letter from the County Council and confirm any equipment and salt requirements across the Holywell and Greenfield wards.

**FAO: All Town & Community  
Councils Clerks**



Your Ref/Eich Cyt  
Our Ref/Ein Cyf  
Date/Dyddiad October 2021  
Ask for/Gofynner am Ian Bushell  
Direct Dial/Rhif Union 01352 704780  
Fax/Ffacs

Dear Sir/Madam,

## **PREPARATIONS FOR THE COMING WINTER**

In an attempt to improve the county wide resilience and readiness for the coming winter period, we will be offering the following services to the Town and Community Councils:

### **1. Information on local weather forecast and gritting actions.**

Following the positive feedback from previous winters, we are again offering the opportunity for Town and Community Councils to nominate a member of the community to receive daily details of the proposed gritting actions together with an accurate weather forecast for their area, which takes place at approximately 1pm each afternoon. This will allow the nominee to pass this important information on to other interested parties within the community. If you are interested in being part of this scheme, please provide the details of your nominated representative on the attached form.

### **2. Salt bins**

As in previous winters, the Council owned bins are soon to be filled and the operation will be repeated (if required) during January 2022. Prior to re-stocking the salt bins, however, each location needs to be assessed to ensure that it meets the Council's criteria for the provision of salt bins; any that do not meet the criteria will be removed. I would be grateful if you could please remind residents through newsletters etc. that the material in the bins is for use on the highway only and is not intended for private use.

County Hall, Mold. CH7 6NF  
Tel 01352 704700  
[www.flintshire.gov.uk](http://www.flintshire.gov.uk)  
Neuadd y Sir, Yr Wyddgrug. CH7 6NF  
Ffôn 01352 704700  
[www.siryfflint.gov.uk](http://www.siryfflint.gov.uk)

We welcome correspondence in Welsh. We will respond to correspondence received in Welsh without delay.

Rydym yn croesawu gohebiaeth Gymraeg. Ymatebwn yn ddi-od i ohebiaeth a dderbynnir drwy gyfrwng y Gymraeg.



If the Community Council requires additional bins within their community, to be funded at their own cost, they can be supplied by the Council and subject to the future availability of rock salt filled at the same frequency as the Council owned bins. The bins will be supplied in a different colour (in order to distinguish them from Council bins) and the cost will be £140.00 to purchase and each refill will be charged at £60.00.

### **3. Bagged Rock Salt**

Bagged rock salt is also available at approximately £5 per bag delivered to a location of your choice, which is for use around Town and Community Council owned property.

### **4. Community involvement in Snow Clearing**

In an attempt to assist the local community to help themselves during any periods of heavy snow, the Council will be offering basic equipment in order that the community can take on some localised footway snow clearing work. It is stressed that the intention is for these operations to supplement the Council's own snow clearing operations and not replace them. The Council will continue to provide the winter maintenance service at the current level of previous years.

If the Town and Community Council, or any other groups nominated by them, request equipment, they will receive the following:-

- 8 bags of rock salt and applicators
- Shovels for snow clearing
- Instructions and indemnity notices for those people carrying out the work

We will require the groups to store the equipment safely until it is required.

If your organisations require any of the above please complete the attached and return it to Ian Bushell, Alltami Depot, Pinfold Lane, Alltami, Flintshire CH7 6LG or by e-mail using [ian.bushell@flintshire.gov.uk](mailto:ian.bushell@flintshire.gov.uk) by 5<sup>th</sup> November 2021.

Yours faithfully,



**Katie Wilby**  
**Chief Officer (Streetscene & Transportation)**

#### 10.2. FLVC High Sheriff Awards

Members to consider any nominations for this award. See below email transcript.

“Once again, we are delighted to announce the annual High Sheriff of Clwyd Community Awards and are seeking nominations from each County Voluntary Services Council that the High Sheriff can consider for recognition at his Community Awards.

We are currently planning to hold the Awards on **4th March 2022**.

The past 18 months have proved to be challenging for us all and the High sheriff is keen to recognise the invaluable work of volunteers in our communities across Flintshire, Conwy, Denbighshire, and Wrexham during this past year.

The High Sheriff will be recognising two individual volunteers and one voluntary organisation from each county at the Awards, and we would be grateful if you could promote and circulate this opportunity for nominations. The closing dates for submission is **17th December 2021**.”

#### 10.3. Greenfield Valley Intercept Surveys

Members to consider the below email transcript and attached survey from Jayne Rodgers, Interim Transport Strategy Manager, Flintshire County Council. The Council’s assistance has been requested to distribute and collect the surveys, to report to the Welsh Government on the local Active Travel routes.

“Now that the works planned to date are almost complete, we need some intercept surveying for the Greenfield Valley Active Travel route so we can report to Welsh Government and we would appreciate any help that valley volunteers, town council members or trustees could give us with regards to collecting and collating that.

We can provide copies of a 5-minute intercept survey that can be completed at the time (attached). We could also provide it as an online survey via a url that can be shared with users either electronically or via a handout.

Let us know if the valley community can help as we would love to move this forward and get some useful data. Please let us know if you want to discuss this further.”

Details for interviewer to fill in:

|                              |                    |                 |
|------------------------------|--------------------|-----------------|
| Survey Site number:          |                    |                 |
| Interview number:            |                    |                 |
| Date:                        |                    |                 |
| Time started interview:      |                    |                 |
| Interviewer initials:        |                    |                 |
| Day type?                    | 1. Weekday         | 2. Weekend      |
| School holiday or term time? | 1. School holidays | 3. Bank Holiday |
|                              | 2. Term Time       |                 |

**Good morning/afternoon/evening. We're conducting a survey on behalf of Flintshire County Council and Holywell Town council about this new path. It should take no longer than 5 mins.**

Thinking about the one-way journey in the direction in which you are travelling...

1 What is the main purpose of your current journey? **Circle one in each column**

|                                                                                         | TO | FROM |
|-----------------------------------------------------------------------------------------|----|------|
| Home                                                                                    | 1  | 1    |
| Recreation / Fitness                                                                    | 2  | 2    |
| Place of work (commuting)                                                               | 3  | 3    |
| In the course of work                                                                   | 4  | 4    |
| Place of education for yourself (as a pupil/student) (school/college/uni)               | 5  | 5    |
| Shopping                                                                                | 6  | 6    |
| Multipurpose visit to town/district centre                                              | 7  | 7    |
| Personal business (e.g. bank, hairdresser)                                              | 8  | 8    |
| Visiting friends / family                                                               | 9  | 9    |
| For leisure or social (e.g. to entertainment, to play sport, recreation pub/restaurant) | 10 | 10   |
| Tourism/ exploring area                                                                 | 11 | 11   |
| Escorting children to school                                                            | 12 | 12   |
| Travelling to medical, hospital or dentist appointment                                  | 13 | 13   |
| Other Give details                                                                      | 14 | 14   |

2 Where did you start your journey on this trip? **Write in postcode, location or street name**

3 Where will you ultimately finish your journey today? **Write in postcode, location or street name.**

4 Please describe your current mode of travel **Circle one only**

1. Walking
2. Cycling
3. Running/Jogging
4. Wheelchair
5. Other Give details.....

5 If the scheme improvement had not been available for your journey today how would you have travelled? **Circle one only**

1. Same mode and route
2. Same mode/different route
3. Train
4. Bus
5. Taxi
6. Car as a driver
7. Car as a passenger
8. Other Give details.....
9. Wouldn't have made journey

6 If accompanied, how many people are in your group including yourself?

If unaccompanied, write "1". **Write in number**

- Adults:  
Children 11-16:  
Children under 11:

7 Approximately, how long do you estimate your journey today will take? **Write in time**

- Hours:  
Minutes:

8 How often do you make this journey (same mode and same route)? **Circle one only**

1. Daily
2. 2-5 times per week
3. Weekly
4. Fortnightly
5. Monthly
6. Every 2-6 months
7. Yearly
8. Less frequently
9. Never, i.e. first time

- 9 To what extent to do you agree or disagree with the following statements about your decision to walk, cycle, use a wheelchair etc. on this journey? **Circle one for each row**

|                                           | Strongly agree | Slightly agree | Neither | Slightly disagree | Strongly disagree |
|-------------------------------------------|----------------|----------------|---------|-------------------|-------------------|
| I can go directly to my destination       | 1              | 1              | 1       | 1                 | 1                 |
| It's the best transport option            | 2              | 2              | 2       | 2                 | 2                 |
| It's better for the environment           | 3              | 3              | 3       | 3                 | 3                 |
| This is the most convenient route for me  | 4              | 4              | 4       | 4                 | 4                 |
| I can save money travelling this way      | 5              | 5              | 5       | 5                 | 5                 |
| I like the surroundings on the route      | 6              | 6              | 6       | 6                 | 6                 |
| It is safer than other ways of travelling | 7              | 7              | 7       | 7                 | 7                 |
| It is good exercise for me                | 8              | 8              | 8       | 8                 | 8                 |

- 9 Have you previously made this journey by another form of transport? **Circle one only**

1. **Yes Go to Q 10**
2. **No Go to Q 11**

- 10 **IF YES**, what was the main form of transport that you used most frequently? **Circle one only**

1. Car – driver
2. Car – passenger
3. Bus
4. Train

5. Cycle
6. Walk
7. Other Give details.....

- 11 Overall how would you rate your general physical health over the last four weeks?

**Circle one only**

1. Excellent
2. Very Good
3. Good
4. Fair
5. Poor
6. Very poor

- 12 In the past week how many days have you completed 30 minutes or more physical activity that was enough to raise your breathing rate? **Write in number of days**

- 13 How many of those days of exercise were on this route? **Write in number of days**

- 14 Thinking back to this time last year, how often would you say you cycled and walked? **Circle one for each row**

|        | Daily | 2-5 times per week | Weekly | Fortnightly | Monthly | Less frequently | Never |
|--------|-------|--------------------|--------|-------------|---------|-----------------|-------|
| Cycled | 1     | 2                  | 3      | 4           | 5       | 6               | 7     |
| Walked | 1     | 2                  | 3      | 4           | 5       | 6               | 7     |

- 15 And how often do you cycle and walk now? **Circle one for each row**

|        | Daily | 2-5 times per week | Weekly | Fortnightly | Monthly | Less frequently | Never |
|--------|-------|--------------------|--------|-------------|---------|-----------------|-------|
| Cycled | 1     | 2                  | 3      | 4           | 5       | 6               | 7     |
| Walked | 1     | 2                  | 3      | 4           | 5       | 6               | 7     |

16 **IF INCREASED**, do you feel that the presence of this route helped you to increase the amount of physical activity or cycling journeys that you regularly take? **Circle one only**

1. Yes – completely
2. Yes – in part
3. No

17 How safe do you feel using the route?

1. Very safe
2. Safe
3. Not safe
4. Not at all safe

18 **If you are cycling today**, what sort of cyclist do you feel you are? **Circle one only**

1. New to cycling
2. Starting to cycle again
3. Experienced, regular cyclist
4. Experienced, occasional cyclist
5. Occasional cyclist

19 Are you:

1. Male
2. Female
3. Prefer to self-describe as \_\_\_\_\_ (**please specify**)
4. Prefer not to say

20 Which age group do you fit into? **Circle one only**

1. 14 – 15
2. 16 – 17
3. 18 – 24

4. 25 – 34
5. 35 – 44
6. 45 – 54
7. 55 – 64
8. 65+
9. Prefer not to say

21 Please indicate your current employment status?

1. Full-time
2. Part-time
3. Unemployed
4. Retired
5. Fulltime Student
6. Not working due to disability/sickness
7. Other Give details.....
8. Prefer not to say

22 How would you describe your ethnic group? Circle one option that best describes your ethnic group or background

White

1. English / Welsh / Scottish / Northern Irish / British
2. Irish
3. Gypsy or Irish traveller
4. Any other White background, please describe.....

Mixed / Multiple ethnic groups

5. White and Black Caribbean
6. White and Black African
7. White and Asian
8. Any other Mixed / Multiple ethnic background, please describe.....

Asian / Asian British

9. Indian

10. Pakistani

11. Bangladeshi

12. Chinese

13. Any other Asian background, please describe.....

Black / African / Caribbean / Black British

14. African

15. Caribbean

16. Any other Black / African / Caribbean background, please describe.....

Other ethnic group

17. Arab

18. Any other ethnic group, please describe.....

19. Prefer not to say

23 What is your estimated household annual income?

1. Less than £10,000

2. £10,000 – £19,999

3. £20,000 – £29,999

4. £30,000 – £39,999

5. £40,000 – £49,999

6. £50,000 – £59,999

7. Greater than £60,000

8. Prefer not to say

24 And finally, do you have any other comments about walking and/or cycling on this route?

**Write below**

#### 10.4. Reports/Correspondence Received

The following items have been received and are available for perusal from the Clerk. A copy is enclosed where the item is marked \*, or \*\* if already circulated to Members:

| Ref | Item                                    | Status | Date Circulated           |
|-----|-----------------------------------------|--------|---------------------------|
| A   | Flintshire County Council Daily Updates | **     | Various Dates             |
| B   | FLVC Daily Digest Updates               | **     | Various Dates             |
| C   | Welsh Government Updates                | **     | Various Dates             |
| D   | Visit Wales Updates                     | **     | Various Dates             |
| E   | North Wales Police Alerts               | **     | Various Dates             |
| F   | Rob Roberts MP Updates                  | **     | Various Dates             |
| G   | FLVC Community Building Forum           | **     | 18 <sup>th</sup> Oct 2021 |
| H   | Thomas Pennant Annual Lecture           | **     | 18 <sup>th</sup> Oct 2021 |
| I   | North Flintshire Transport Study        | **     | 20 <sup>th</sup> Oct 2021 |
| J   | Wales in Bloom Ceremony                 | **     | 21 <sup>st</sup> Oct 2021 |
| K   | Highway Letter                          | **     | 22 <sup>nd</sup> Oct 2021 |
| L   | Men's Health Event                      | **     | 22 <sup>nd</sup> Oct 2021 |
| M   | One Voice Wales Training Courses        | **     | 22 <sup>nd</sup> Oct 2021 |
| N   | Awel y Môr Newsletter                   | **     | 27 <sup>th</sup> Oct 2021 |
| O   | COP Cymru 2021                          | **     | 27 <sup>th</sup> Oct 2021 |
| P   | Job Opportunities – S. Devine           | **     | 1 <sup>st</sup> Nov 2021  |
| Q   | Rural Wisdom – S. Devine                | **     | 3 <sup>rd</sup> Nov 2021  |
| R   | Town & Community Council Elections 2022 | **     | 4 <sup>th</sup> Nov 2021  |
| S   | One Voice Wales Training Courses        | **     | 8 <sup>th</sup> Nov 2021  |
| T   | GVT Meeting of Key Partners             | **     | 8 <sup>th</sup> Nov 2021  |
| U   | AGM Thomas Pennant                      | **     | 11 <sup>th</sup> Nov 2021 |

#### 11. ITEMS FROM MEMBERS

Cllr J. Pattison – Canopy Support Posts.

Cllr J. Pattison – Anti Social Behaviour/CCTV Provision

Please find attached form with further detail.

HOLYWELL TOWN COUNCIL -  
REQUEST FOR ITEM(S) TO BE PLACED ON AGENDA

NOTE: THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE CLERK NO LATER THAN 8 DAYS BEFORE THE MEETING.

|                 |               |
|-----------------|---------------|
| Councillor      | John Pattison |
| Meeting         | Full Council  |
| Date of meeting | Nov 2021      |

I hereby request that the following item(s) be included on the Agenda for the above meeting:

| Subject                                | Specific Matter To Be Considered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Canopy support posts at Tower Gardens. | <p>86 year old Mr of Tower Gardens, took over the former opticians on behalf of a charity and has asked if HTC (or himself) can pretty up the canopy support posts in front of the shops with painted scenes something like the picture alongside. Also he would like to plant daffodils in the disused planter outside the shop.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Anti-Social Behaviour                  | <p>Specific Matter To Be Considered</p> <p>Reports from No1, 3 &amp; 6 Brynford Villas caused me to visit the property. No1, occupied by a lady in a wheel chair, reported frightening ASB outside her home that has continued since the summer. Cans and bottles are left in her garden. The gang kicked in the front door leading to the flats. I found that the door locked was damaged and wouldn't lock. C/O Tiff, Police will include this spot in their rounds "as often as possible". Tiff also spoke with staff at the shop inside the former Barclays bank about alcohol sales that may be a part of this problem. I arranged for the front door lock to be repaired. Later No6 confirmed the above, the front door lock has now been repaired and added that the gang regularly climb onto the flat roof of the old sorting office that overlooks her flat. She told me that an elderly tenant, now in a care home, had a tin of beans thrown at her by the youths. No6 also reported over grown hedges and a total lack of lighting on the path leading to the flats, that she takes nightly after work but has not had a response from Street Scene. The camera outside the flats is a dummy camera and obviously doesn't deter the gang of youngsters.</p> <p>(A) If there is surplus money from the amount we spoke about at the last meeting, could we extend the High St camera network to include a camera on the street lamp outside Santander that looks down the path opposite to Brynford Vilas? This will at least identify the culprits to the Police.</p> <p>(B) There is a need to contact street scene about overgrown bushes and the lack of lighting between the flats and the park, the path residents use after parking in the allocated space.</p> |

Signed: .....

Date: ..... 1/11/21 .....

12. REPRESENTATIVES' REPORTS

To receive reports from Members officially appointed to represent the Council on outside bodies/at specified meetings, not otherwise covered on the Agenda.

13. COUNTY COUNCILLOR REPORTS

To receive County Councillor updates on any relevant County issues affecting the community of Holywell, not otherwise covered on the Agenda.

**NOTE:** The official minutes of the meetings of Holywell Town Council are available for public inspection on the Council's website [www.holywell.wales](http://www.holywell.wales). Copies are also available at the Council's Bank Place Offices (entrance from the Tesco car park - door 13) during normal office opening hours. Contact telephone number (01352) 711757.