

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Annual Meeting of Holywell Town Council** held at the Stamford Gate Hotel, Halkyn Road, Holywell, on Wednesday 17th May 2023 at 6.00pm.

PRESENT: Councillor L.A. Carter (Elected Mayor).

Councillor I. Hodge (Retiring Mayor).

Councillors: C. Argent, L. Corbett, P. Corbett, R. Dolphin, P.A. Johnson, J. Jones, M. Lewis-Jones, S. Rush, B. Scragg, M. Sprake, and D. Thomas.

APOLOGIES FOR ABSENCE were received from Councillors P. Curtis and E.B. Palmer.

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

1. **ELECTION OF TOWN MAYOR – MUNICIPAL YEAR 2023/24**

The retiring Mayor asked for nominations for Mayor of Holywell for the Civic Year 2023/24. Councillor L.A. Carter was proposed and duly seconded.

RESOLVED:

That Councillor L.A. Carter (Holywell West Ward) be elected Mayor of Holywell Town Council for 2023/24.

Investiture of Chain of Office, Signing of Declaration of Office, and other formalities.

The new Mayor was invested with the Chain of office and signed the Declaration of Acceptance of Office and exchanged gifts with the retiring Mayor.

Mayor's Opening Statement for 2023/24

The Mayor thanked members for their nomination and support and thanked retiring Mayor Councillor Ian Hodge for his hard work during his year of office. The Mayoress was to be Kathryn Owens. The Mayor's charity was confirmed as Kim Inspire. Further information would follow on the Civic Sunday and Charity Ball arrangements. The Mayor stated that working

together for the benefit of the Holywell community was to be a key theme for the coming year.

2. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
	L.A. Carter		✓	Member of Holywell Market Group
	L.A. Carter		✓	Member of Holywell Market Group
	L. Corbett	✓		Local Councillor with knowledge of both sides
	P. Corbett		✓	Applicant is Mother in Law
	I. Hodge	✓		County Councillor that lives in the ward
	D. Thomas		✓	Son of Market Group Leader
	D. Thomas		✓	Son of Market Group Leader

Nb. Those members that declared a prejudicial interest all left the meeting room and took no part in the debate of the stated item.

3. ELECTION OF DEPUTY TOWN MAYOR – MUNICIPAL YEAR 2023/24

The Mayor asked for nominations for Deputy Mayor of Holywell for the Civic Year 2023/24. Councillor L. Corbett was proposed and duly seconded. Councillor M. Lewis-Jones was proposed and duly seconded.

RESOLVED:

That Councillor L. Corbett (Holywell East Ward) be elected Deputy Mayor of Holywell Town Council for 2023/24, with Mr Chris Corbett confirmed as Deputy Mayor’s Consort.

4. COMMITTEES, WORKING GROUPS & OUTSIDE BODIES

4.1. Attendance Report 2022/23

Members received the attendance report for the 2022/23 civic year.

Member Attendances 2022/23 Civic Year

Name	Actual	Possible	%
<i>Councillors</i>			
ARGENT C.	6	16	38%
CARTER L.A.	20	24	83%
CORBETT L.	14	16	88%
CORBETT P.	21	23	91%
CURTIS P.	7	9	78%
DOLPHIN R.	11	16	69%
HODGE I.	26	28	93%
JOHNSON J.M.	0	1	0%
JOHNSON P.A.	12	16	75%
JONES J.	16	19	84%
LEWIS-JONES M.	20	24	83%
PALMER E.B.	15	23	65%
RUSH S.	9	20	45%
SCRAGG G.B.	24	24	100%
SPRAKE M.	13	16	81%
THOMAS D.	13	19	68%

4.2. **Appointments to Committees, Working Groups & Outside Bodies 2023/24**

Consideration was given to appointing Committees, Working Groups and Outside Bodies Representatives for the forthcoming civic year. Members had before them for this purpose the schedules of the current representation.

RESOLVED:

That the Committees, Working Groups and Outside Bodies Representatives for 2023/24 be appointed as follows:

HOLYWELL TOWN COUNCIL COMMITTEES 2023/24

***Note:** The Mayor is an ex-officio Member of all Committees*

Chair's Advisory Committee - All Elected Chairs

Development Committee

Councillor R. Dolphin
Councillor I. Hodge
Councillor P.A. Johnson
Councillor M. Lewis-Jones
Councillor S. Rush
Councillor B. Scragg
Councillor M. Sprake
Councillor D. Thomas

Resources Committee

Councillor P. Corbett
Councillor J. Jones
Councillor M. Lewis-Jones
Councillor E.B. Palmer
Councillor B. Scragg
Councillor M. Sprake

Town Centre & Events Committee

Councillor L. Corbett
Councillor P. Corbett
Councillor I. Hodge
Councillor E.B. Palmer
Councillor S. Rush
Councillor D. Thomas

HOLYWELL TOWN COUNCIL WORKING GROUPS 2023/24

Financial Assistance

Councillor R. Dolphin
Councillor I. Hodge
Councillor E.B. Palmer
Councillor B. Scragg

Events

Councillor L. Corbett
Councillor E.B. Palmer
Councillor D. Thomas
External Members

HOLYWELL TOWN COUNCIL

Representatives on Outside Bodies 2023/24

(a) North & Mid Wales Association Of Local Councils	Councillor L.A. Carter Councillor I. Hodge
(b) Halkyn Mountain Common Joint Consultative Board	Councillor P.A. Johnson Councillor C. Argent
(c) Flintshire County Forum	Councillor L. Corbett Councillor J. Jones
(d) Greenfield Valley Trust Partnership Group	Councillor E.B. Palmer (FCC Rep) Councillor R. Dolphin (FCC Rep) Councillor M. Lewis-Jones Councillor S. Rush Councillor M. Sprake Councillor D. Thomas
(e) Transition Holywell & District	Councillor P. Corbett
(f) Friends of the Holway Councillor J. Jones	Councillor C. Argent
(g) Age & Dementia Friendly Holywell	Councillor I. Hodge
(h) Holywell & Greenfield Area Railway Station Forum	Councillor C. Argent Councillor R. Dolphin Councillor P.A. Johnson Councillor B. Scragg Councillor M. Sprake
(i) North & Mid Wales Rail Liaison Committee	Councillor I. Hodge Councillor M. Lewis-Jones (Sub)
(j) Holywell Air Cadets	VACANT Councillor P. Curtis Councillor E.B. Palmer
(k) West Flintshire Group of Councils	Councillor E.B. Palmer
(l) Governor - Ysgol Maes-y-Felin	Councillor I. Hodge
(m) Governor – Ysgol Maes Glas	Councillor R. Dolphin
(n) Governor – St. Winefrides RC School	Councillor S. Rush
(o) North Wales Police CA/ALM Representative	Councillor E.B. Palmer
(p) North Wales Police Ward Representatives	Councillor L.A. Carter (West) Councillor L. Corbett (East) Councillor P. Corbett (Central) Councillor M. Sprake (Greenfield)

5. AUTHORITY FOR SIGNING ORDERS/INVOICE PAYMENT VALIDATION

RESOLVED:

- 1) That the Council's appointed bank (HSBC) be authorised to honour all cheques and other orders or instructions signed on behalf of the Council by two Members and the Clerk.
- 2) That the current authorised signatories for (1) above be confirmed as follows:
Councillors R. Dolphin, E.B. Palmer, B. Scragg and D. Thomas. Clerk to arrange for new mandate forms where appropriate.
- 3) That the nominated Councillors for checking and validation of monthly invoice payments, payroll transactions, and banking entries be confirmed as Councillors L.A. Carter, and I. Hodge.

6. PUBLIC SPEAKING

The Clerk read out a letter from local resident Mr Cliff Fox, that queried why the Lengthsmen Cart with brush/shovel was not deployed in Holywell Town Centre.

Members considered the removal of this agenda item, now that public speaking was managed through the provisions set out in the Local Government and Elections (Wales) Act 2021.

RESOLVED:

- 1) That the Clerk follow up on the Lengthsmen Cart query with the Streetscene Coordinator, Flintshire County Council, and advise Mr Fox.
- 2) That the public speaking standard agenda item be removed from future meeting agendas.

7. MINUTES & MEETINGS

7.1. Minutes of Meetings

RESOLVED:

That the minutes of the following meetings be approved as a correct record.

- Holywell Town Council meeting held on Wednesday 19th April 2023.
- Town Centre & Events Committee held on Wednesday 26th April 2023.
- Development Committee meeting held on Wednesday 3rd May 2023.

7.2. Meetings of Committees and Working Groups

Town Council & Events Committee. Cllr I. Hodge reported the requirement for a laptop to facilitate music for the events being held that used the bandshell.

Development Committee. Cllr B. Scragg requested a letter be sent to Lee Waters MS, Welsh Government, to request clarification on the funding required to finish the final stage 2 report for Greenfield Railway Station, and also to invite the Minister to a site meeting.

RESOLVED:

- 1) That the Clerk obtain quotations for a suitable laptop, to be considered by the Town Centre & Events Committee at a future meeting.
- 2) That the Deputy Clerk writes to Lee Waters MS to ascertain status of the Greenfield station report and request a meeting.

8. PLANNING

8.1. 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
COU/000295/23	PROPOSAL: CHANGE OF USE OF LAND TO FORM HARDSTANDING FOR OPEN STORAGE OF TRAILERS AND PANELS, PROVISION OF WELFARE FACILITIES INCLUDING CAR PARK. LOCATION: Land north of Bagillt Road, Greenfield, Holywell, Flintshire, CH8 7HG. The Council had no objection to this application.
FUL/000324/23	PROPOSAL: DEMOLITION OF SIDE CONSERVATORY - PROPOSED SINGLE STOREY SIDE EXTENSION. LOCATION: 25, Crossfield Road, Greenfield, Holywell, CH8 7JB. The Council had no objection to this application.
OUT/000042/22	Proposal: Demolition of existing dwelling and erection of a block of up to six residential apartments, one of which is to be affordable together with associated works. Location: Lornell, Halkyn Street, Holywell, Flintshire, CH8 7TX. The Council wish to reiterate their objection to this application and request further clarification on the car parking provision associated with this proposed development.
COU/000372/23	PROPOSAL: CHANGE OF USE FROM LIVING ACCOMMODATION TO OFFICE SPACE. LOCATION: Flat 6a, VICTORIA SQUARE, High Street, Holywell, CH8 7TF. The Council had no objection to this application.
FUL/000072/23	PROPOSAL: OUTLINE PLANNING PERMISSION FOR ONE DWELLING WITH 3 BEDROOMS. LOCATION: Land at Wood Lane, Holywell, Flintshire, CH8 7HU. The Council had no objection to this application.
FUL/000391/23	PROPOSAL: SINGLE STOREY EXTENSION TO PROVIDE OFFICE AND ULTILITY ROOM WITH WC. LOCATION: Summer Hill, Fron Park Road, Holywell, CH8 7US. The Council had no objection to this application.

9. ACCOUNTS

9.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – APRIL 2023

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9427	BP	Clwyd Pension Fund	Staff Pension Apr 23	447.06	***
9428	BP	HMRC	Staff PAYE/NI Apr 23	1,837.21	***
9429 - 9431	BP	Council Staff	Staff Salaries Apr 23	5,478.67	***
9432	BP	Stamford Gate Hotel	Mayors Charity Buffet 1/4/23	1,412.00	^^
9433	BP	SLCC	Social Media Course - Support Officer	42.00	***
9434	BP	Siân Jones Translation Services	Translate Documents	58.18	***
9435	BP	Daydream Designs	Mayor's Table Plan	43.20	****
9436	BP	Daydream Designs	Website Tech Support Apr 23	94.80	****
9437	BP	Zurich Municipal	Insurance Premium 2023/24	2,443.37	****
9438	BP	Aston Management	Deposit for Niqui Brown as Tina Turner	120.00	^^
9439	BP	Chubb Fire & Security Ltd	Fire Prevention Contract 2023/24	304.56	****
9440	BP	NW Association of Local Councils	Member Lunches for Meeting 21/4/23	44.00	^^**
9441	DD	Plusnet	Phone & Broadband 5/4-4/5	38.30	****
9442	DD	BNP Paribas	Copier Lease 16/4-15/7	202.80	****
9443	DD	EDF Energy	Electric Charges to Mar 23 14 BP	21.46	****
9444	DD	EDF Energy	Electric Charges to Mar 23, 12/13 BP	104.93	****
9445	DC	Tesco	Easter Eggs for Market Day	48.00	^^
9446	DC	Tesco	Easter Eggs for Market Day	63.30	^^
9447	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9448	DC	Tesco	Refreshments	1.25	****
9449	DC	Amazon	Clothes Rack On Wheels	54.97	^^
9450	DC	Tesco	Card	2.50	****
9451	DC	Home Bargains	Liners/Divider	4.78	****
9452	DC	Tesco	Refreshments	1.25	****
9453	DC	Zoom	Zoom Pro Subscription	15.59	****
9454	DC	JRB Enterprises	Dispenser Bags	40.14	****
9455	DC	Tesco	Maths Set	4.00	****
9456	DC	Party Packs Ltd	Coronation Bubbles Packs	39.29	^^
9457	DC	Trophy Store	Coronation Bronze Medals	56.49	^^
9458	DC	Tesco	Refreshments	10.05	****
9460	DR	HSBC Bank	Bank Charges Mar 23	8.00	****
			TOTAL	13,142.74	

INCOME SCHEDULE/BANK TRANSFERS – APRIL 2023

Date	Debtor Name	Income Details	Amount £
03/04/23 & 05/04/23	Multiple Debtors	Charity Buffet Tickets/Raffle/ Auction	1,125.00
06/04/23	North Wales Police	PACT Grant	2,500.00
13/04/23	Flintshire County Council	Contribution to Easter Egg Hunt.	100.00
19/04/23	Flintshire County Council	Contribution to Coronation Event	750.00
27/04/23	Flintshire County Council	Local Taxation Precept (1 of 3)	91,666.66
28/04/23	EV Charge	Car Charge Point Income	10.58
		TOTAL	96,152.24

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
- ^* Parish Councils Act 1957 S.3; Highways Act 1980 S.301

9.2. Revised Report and Opinion From Audit Wales

Following the Council's challenge of the original qualified audit opinion and report related to the 2021/22 accounts, the Audit Manager had now confirmed a reissue of their opinion based on a review of the audit file and the additional information and evidence that the Council provided. The revised unqualified report and opinion was received by members.

RESOLVED:

Members to note and endorse the revised report and Clerk to publicise as required.

10. COMMUNITY ENGAGEMENT

10.1. Monthly Report

Members had before them for consideration the latest report from the Deputy Clerk. There were action points this month related to the bike repair station, interpretation panels, Greenfield Valley Trust Management Agreement, and the Summer Diversity Event.

RESOLVED:

- 1) That a further quote is sought for the bike repair station installation outside the Events Hub.
- 2) That the dates and photos are checked on the interpretation panels, and copy .pdf images of the panels sent to members. That the Destination Holywell branding is added to the panels.
- 3) That the Council's request for the GVT Management Agreement be added to the pending letter on communication to the Chief Executive, Flintshire County Council.
- 4) That the date of the Summer Diversity Event be confirmed for Thursday 27th July 2023.

11. CORRESPONDENCE RECEIVED

11.1. Flintshire County Council Communication Concerns

The Chief Executive had requested specific detail of the Council's concerns with recent communications. A number of examples were discussed by members that included letters awaiting replies.

RESOLVED:

That the Clerk works on a composite letter covering all issues. Members to review letter before it being sent.

11.2. Letter From Holywell Market Group – Tower Gardens Layout

Members considered the recent letter received from the Market Group. The Group had raised concerns that the planters caused obstruction and hindered the weekly car boot sales.

RESOLVED:

That the staff undertake consultation with the Tower Gardens business owners and report back on the feedback. That the planters that acted as a barrier to the High Street traffic should remain in their existing position.

11.3. Request for Memorial Bench – Dr Martin Parry

Members considered the letter received from Mr Philip Jones, grandson of Dr Parry. Dr Parry had served on both the Town and County Councils for many years. Members discussed the financial implications and concluded it was a matter for the County Council's Streetscene Department to determine.

RESOLVED:

That the Clerk make further enquiries with the County Council's Streetscene Department and liaise with Mr Jones, as required.

11.4. 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 Updates	**	Various Dates
B	Welsh Government Updates	**	Various Dates
C	North Wales Police Alerts	**	Various Dates
D	One Voice Wales Updates & Training Courses	**	Various Dates
E	Planning Aid Wales Training Courses	**	Various Dates
F	OPCC Newsletters	**	Various Dates
G	Wales Wellbeing Passes – National Trust	**	20 th Apr 2023
H	Flintshire Community Charter	**	20 th Apr 2023
I	St Peter's Church Coronation Event	**	21 st Apr 2023
J	HLC-CLT Business Plan Tracker	**	26 th Apr 2023
K	Traffic Wales Works on the A55	**	2 nd May 2023
L	Volunteering Matters CH8 Area Survey	**	4 th May 2023
M	Twenty Minute Neighbourhoods Information	**	11 th May 2023

12. EVENT GRANT APPLICATION

Members considered a request from Holywell Market Group to hold a Treasure Hunt in the town centre over an eleven week period during the Summer.

RESOLVED:

Members received the grant application without a grant being approved on this occasion. Further clarity and detail were requested by members and the Clerk would write back to the Group to explain the Council's policy.

13. REPRESENTATIVE REPORTS

Cllr L. Corbett updated members on the recent meeting held to progress the PACT police grant project.

RESOLVED:

That the Deputy Clerk arranges a CRB check for all PACT working group members.

14. COUNTY COUNCILLOR REPORTS

Cllr P.A. Johnson reiterated his ongoing concerns about the diversion of traffic along Fron Park Road to accommodate maintenance works between junctions 31 and 32 on the A55 expressway. The diversion route caused unnecessary overnight disruption to residents living nearby.

Cllr I. Hodge had met with the County Council and Police, to discuss speeding along Pen y Maes Road.

15. CLOSE OF MEETING

The Mayor closed the meeting at 8.20pm.

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Mayor