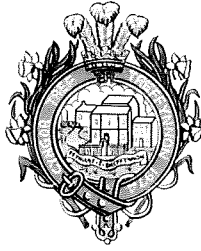


Cyngor Tref Treffynnon Holywell Town Council

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

Tel: (01352) 711757



Bank Place Offices,
Holywell,
Flintshire, CH8 7TJ

Tel: (01352) 711757

e-bost/e-mail: town.clerk@holywell.wales
Gwefan/Website: holywell.wales

NOTE: The following meeting will be a hybrid meeting. If members of the public or press wish to attend remotely, they should email the Clerk town.clerk@holywell.wales for further guidance.

To: All Members of the Council

9th February 2023

Dear Councillors,

Notice is given that a meeting of **Holywell Town Council** will be held in the **Council Chamber, Bank Place Offices, Holywell** on **Wednesday 15th February 2023 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. LONG SERVICE AWARD PRESENTATION

Mayor to present an award to Councillor Peter Curtis, in recognition of his many years' service to the Council and the Holywell community.

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 Wednesday 18th January 2023.

6.2. Meetings of Committees and Working Groups

- To consider any recommendations for approval from Committees (where not delegated) and working groups held.

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held in the Council Chamber, Bank Place Offices, Holywell, on Wednesday, 18th January 2023 at 6.00pm.

PRESENT: Councillor I. Hodge (Mayor).

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

APOLOGIES FOR ABSENCE were received from Councillors C. Argent, L.A. Carter, and P. Corbett.

IN ATTENDANCE: J. Baker (Clerk), and M. Fearnley (Deputy Clerk).

116. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
130	P.A. Johnson	✓		Leader of Scout Group is a personal friend.

117. MAYOR’S REMARKS

The Mayor attended the County Council’s Planning Portal training on Monday 9th January 2023; the new portal was a vast improvement on the previous system, and members were urged to try the portal when looking up applications. The Clerk would be able to provide further advice if needed. Members could create a “My Account” for further functionality.

The Mayor reminded members to submit apologies to the Clerk if they were not able to attend any meetings, to support the administration of all council meetings. The Council required at least five members to attend for full council meetings, and at least three for committee meetings. If members endeavoured to check their council emails on the iPad twice per week, for example mid-week and at the weekend, they should not miss any appointments made. Members should also check for any training courses sent through by the Clerk, to support the council’s training plan. A budget for training would be proposed later in the meeting.

The Mayor was pleased to receive an original oil painting picture of the council offices, kindly donated by the Clerk’s Father, Mr Tommy Baker, which would be displayed in the offices on permanent loan. The Mayor would be sending a letter of thanks to Mr Baker in due course.

RESOLVED:

That Mr Tommy Baker be thanked for his kind loan of the painting.

118. PUBLIC SPEAKING

There were no such requests.

119. MINUTES & MEETINGS

119.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council held on Wednesday 21st December 2022.

Cllr E.B. Palmer passed on thanks from Holywell Air Cadets to Cllr D. Thomas for agreeing that Cllr P. Curtis be appointed as a cadet representative.

120. PLANNING

120.1. 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
FUL/000012/23	PROPOSAL: PROPOSED ALTERATIONS, EXTENSION TO AND REFURBISHMENT OF HIGHFIELD COTTAGE AND THE ERECTION OF A DETACHED DWELLING WITHIN THE CURTILAGE. LOCATION: Highfield Cottage, The Beeches, Milwr, CH8 7SW.E. The Council noted this application as received.

120.2. Notification of Planning Appeal

Members considered a response to the appeal correspondence, for planning reference number 063033, change of use of land for the stationing of caravans for residential purposes, at Dollar Park, Bagillt Road, Holywell.

RESOLVED:

That members confirm their adherence to the previous comments made in relation to this application.

121. **ACCOUNTS**

121.1. **Accounts for Payment**

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – DECEMBER 2022

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9207	BP	Holywell & G/field Churches	Mayor's Civic Service 2/12/22	200.00	^^
9208	BP	A Little Magic	Attend Christmas Lights - Characters, Fire Show, Stilt Walkers, Face Painter	810.00	^^
9209	BP	St. Winefrides RC School	Eco Uniform Donation	100.00	**
9210	BP	Radio Deeside	Attend at Christmas Lights 2/12/22	50.00	^^
9211	BP	DJ Phil - Phillip Crossley	Attend at Christmas Lights 2/12/23	50.00	^^
9212	BP	SLCC	CANVA Course - Support Officer	42.00	***
9213	BP	BKB Solutions Ltd	Replace 2x Catenary Wires Tower Gardens	242.40	^^
9214	BP	BKB Solutions Ltd	Christmas Lights Contract Payment - Item 7	1,800.00	^^
9215	BP	BKB Solutions Ltd	Christmas Lights Contract Payment - Items 5,6 & 10	10,626.66	^^
9216	BP	Viking	Supply 2023 Diaries	28.20	****
9217	BP	Zurich Municipal	Insurance Addition - Former Toilet Block	56.21	****
9218	BP	Holywell Garden Centre	Supply 2 x Christmas Trees	200.00	****
9219	BP	Holywell Garden Centre	Install Remembrance Poppies, Silent Soldiers, Flag Poles	470.00	^^
9220	BP	Griffiths and Hughes Parry	Legal Fees - Asset Transfer of Toilet Block	1,025.00	***
9221	BP	Copyrite Systems	Copier Charges Aug-Nov22	118.11	****
9222	BP	UK Vending	Drink Refills	145.94	****
9223	BP	UK Vending	Hire of Drinks Machine 10/11/22-9/2/23	132.60	****
9224	BP	Delyn Press	6000 x A5 Christmas Lights Flyers	290.00	^^
9225	BP	Delyn Press	100 x Civic Service Booklets	135.00	^^

9226	BP	F.R. Kennedy & Son	Community Endeavour Award Voucher Redemption	25.00	^^
9227	BP	Sian Jones Translation Serv.	Translate Documents	8.63	****
9228	BP	Daydream Designs	Website Tech Support Dec22	94.80	****
9229	BP	Veolia	Supply Trade Waste Bags	53.04	****
9230	BP	T.J. Nicholls	Clean Windows Bank Place	12.00	****
9231	BP	Rosiez Café Ltd	Supply Sandwiches for Civic Service	280.00	^^
9232	BP	Holywell Garden Centre	Clear woodland path; Set up Christmas Trees/Lights Switch	240.00	^^
9233	BP	PhilsHarmonics	Perform at Christmas Lights Event	75.00	^^
9234	BP	A Little Magic	Christmas Market Entertainment (FCC Funded)	500.00	^^
9235	BP	James Corbett Music	Yubaba Performance - Christmas Lights Event	700.00	^^
9236	BP	Event Sound Ltd	Stage Services - Christmas Lights	900.00	^^
9237	BP	Kings Head CIC	Refreshments - Christmas Lights Event	43.44	^^
9238	BP	C. Pickstock	Reimbursement for Cupcake Boxes	10.74	^^
9239	BP	SLCC	Membership Fee - Clerk	337.00	***
9240	BP	Clwyd Pension Fund	Staff Pension Costs - Dec22	1,880.82	***
9241	BP	HMRC	Staff PAYE/NI - Dec22	1,756.12	***
9242 - 9244	BP	Council Staff	Staff Salaries - Dec22	5,515.75	***
9245	BP	Griffiths and Hughes Parry	Land Registry Fee - Toilet Block	45.00	***
9246	DD	Plusnet	Alarm Line Dec22	23.62	****
9247	DD	Plusnet	Phone & Broadband Dec22	38.30	****
9248	DC	Tesco	Community Endeavour Award Hamper Goods	12.00	^^
9249	DC	Tesco	Christmas Lights Event Items	7.00	^^
9250	DC	Tesco	Christmas Lights Event Soup Station Items	21.90	^^
9251	DC	Facebook	Christmas Lights Promo Boost	12.91	^^
9252	DC	Tesco	Office Microwave	79.00	****
9253	DC	Tesco	Christmas Lights Event Gifts	10.00	^^
9254	DC	Bake A Wish	Cakes - Mayoral Civic Service	110.00	^^
9255	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9256	DC	Home Bargains	Christmas Sundries	0.49	****
9257	DC	Home Bargains	Community Endeavour Award Hamper Sets	37.53	^^
9258	DC	Amazon (Dailybuy Ltd)	Pack of 12 Photo Frames	31.69	****
9259	DC	Coco Sweets	Community Endeavour Award Hamper Goods	42.50	^^
9260	DC	Tesco	Refreshments	1.30	****

9261	DC	Tesco	Community Endeavour Award Hamper Goods	30.00	^^
9262	DC	Waterhouse Flowers	Community Endeavour Award Hamper Goods	47.50	^^
9263	DC	Tower Crafts	Community Endeavour Award Hamper Goods	12.50	^^
9264	DC	Kassidys Tea Rooms	Community Endeavour Award Hamper Goods	50.00	^^
9265	DC	Tesco	Refreshments	2.65	****
9266	DC	Steph's Beauty Lounge	Community Endeavour Award Hamper Goods	10.00	^^
9267	DC	Sum Up Nails	Community Endeavour Award Hamper Goods	20.00	^^
9268	DC	Home Bargains	Community Endeavour Award Hamper Goods	22.55	^^
9269	DC	S.J. Vaughan	Community Endeavour Award Hamper Goods	20.00	^^
9270	DC	Tesco	Refreshments	1.30	****
9271	DC	W. Bevan & Son Ltd	Radiator Key	1.25	****
9272	DC	Tesco	2x Gift Cards - U18 CE Awards	100.00	^^
9273	DC	The Flower Bowl	Community Endeavour Award Hamper Goods	20.00	^^
9274	DC	Home Bargains	Community Endeavour Award Hamper Goods	6.24	^^
9275	DC	Amazon	Supply A3 Card - Notice Boards	15.75	****
9276	DC	Lenovo	Laptop Warranty - Support Officer	86.09	****
9277	DC	Tesco	Refreshments	6.30	****
9278	DC	Tesco	Meeting Refreshments	16.25	****
9279	DC	Tesco	Meeting Refreshments	16.80	****
9280	DC	Zoom Video	Monthly Pro Subscription	14.39	****
9281	DC	Tesco	Refreshments	1.30	****
9282	DC	C.M. Scott	Engrave Shop Window Shield	11.15	^^
9283	DC	Royal Mail	Postages	1.45	***
9284	DR	HSBC	Bank Charges - Nov22	11.00	****
TOTAL				30,052.76	

INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – DECEMBER 2022

Date	Category	Name	Payment Details	Amount £
5/12/22	Income	T. Foster	Christmas Lights Vendor	60.00
7/12/22	Income	Multiple	Christmas Lights Vendors (2)	60.00
15/12/22	Income	Flintshire County Council	Contribution to Christmas Market Event	500.00
29/12/22	Income	Flintshire County Council	Local Taxation Precept (3/3)	84,950.00
TOTAL				85,570.00

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

121.2. Interim Internal Audit Report

Members discussed the interim internal audit report, prepared by JDH Business Services Ltd. There were three issues noted and action agreed as follows:

Issue 1 – When not accepting the lowest quotation for a contract, the reasons should be referred to in the minutes of the meeting. This issue was noted and accepted by members.

Issue 2 – Cash donations should not be made as organisations should have established bank accounts. This issue was noted by members and would not recur.

Issue 3 – A signed SLA should be established with Holywell Garden Centre to ensure services required are formally identified in an agreement.

RESOLVED:

That the Resources Committee consider the Service Level Agreement (SLA) required for the Garden Centre. Clerk to prepare a draft agreement for the next meeting.

122. COMMUNITY ENGAGEMENT

122.1. Monthly Report

Members considered this month's report from the Deputy Clerk. There were action points that covered the shared prosperity grant funding, and defib training.

RESOLVED:

- 1) That Councillors I. Hodge, E.B. Palmer, M. Sprake, and B. Scragg attend the shared prosperity working group on Thursday 2nd February 2023, and progress a bid with the support of Flintshire County Council.
- 2) That the Deputy Clerk send the available dates for the defib training to all members once the dates and venues are confirmed.

123. CORRESPONDENCE RECEIVED

123.1. 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	OPCC Newsletter	**	19 th Dec 2022
F	Warm Spaces Update	**	20 th Dec 2022
G	Hannah Blythyn MS – Greenfield Station Update	**	22 nd Dec 2022
H	St David's Day 2023 Update	**	4 th Jan 2023
I	Blood Donor Service Statistics and Thank You	**	6 th Jan 2023
J	Flintshire LDP Adoption Report & Timetable	**	12 th Jan 2023
K	Flintshire Standards Committee Feedback	**	12 th Jan 2023

124. ANNUAL RISK MANAGEMENT ASSESSMENT

Members considered the updated risk assessment document. The Clerk confirmed that the former toilet block had been added to legal liability of asset ownership, and a new section had been created on the advice of the internal auditor, that covered Fidelity Guarantee Cover on the Council's Insurance Policy.

RESOLVED:

That the update Risk Management Assessment be approved and published.

125. MEMBERS AGENDA ITEMS

Cllr J. Jones – Covid Bereaved Families For Justice

Cllr Jones explained the background, which was to support a move for the UK Government to spend £0.79p per person per year to transform bereavement support services, as recommended by the UK Government's Bereavement Commission.

RESOLVED:

That approval be given for the Clerk to write to Matt Fowler, Co-Founder of Covid Bereaved Families For Justice, to confirm the Council's support.

126. REPRESENTATIVE REPORTS

None were reported.

127. COUNTY COUNCILLOR REPORTS

Cllr P.A. Johnson reported that the Flintshire Local Development Plan (LDP) would be considered by the County Council the week beginning 23rd January 2023.

Cllr E.B. Palmer reported that the rubbish had now been removed from the back of the old Spar building at the top of town.

Cllr I. Hodge reported that the bin collection review was ongoing and nothing had been agreed yet.

128. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minutes, 129 and 130, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted arising from the staffing and financial considerations.

129. STAFF MATTERS

Members considered a revised working pattern for the Deputy Clerk.

RESOLVED:

That approval be given for the following hours of work:

Tuesday 9.00am – 4.30pm

Wednesday 9.00am – 5.00pm

Thursday 9.00am – 5.00pm

Remaining 3 hours to be worked at home.

130. APPLICATION FOR FINANCIAL ASSISTANCE

Members considered requests received for financial assistance from various organisations together with a schedule of the organisations and events supported by the Council for the last three years. The Mayor read out the recommendations from the working group meeting held on Wednesday 11th January 2023.

A statement was circulated with details of donations made to date (£1,500) in the current financial year, budget provision for donations (£7,000), with remaining provision (£5,500) being available for allocation.

RESOLVED:

That, having considered each application on its merits and in accordance with the council's grant awarding policy, the following donations from the budget be made:

Organisation	£
Wales Air Ambulance	200
Scouts Cymru	400
Thomas Pennant Society	300
Home-Start Flintshire	500
Total	1,400

The application from Urdd Gobaith Cymru was received without a donation being approved on this occasion.

131. ANNUAL BUDGET SETTING 2023/24

The Clerk delivered a presentation to members that considered the budgetary issues and determinations for 2023/24. The Clerk identified and explained certain items for members' information and answered questions.

The key points noted for this year's budget setting process were:

- The budget protects and maintains current financial commitments.

- The reserves had been set above 3/12 of gross expenditure, in line with Council policy and best practice guidelines.
- Budget growth items of £27k were identified and considered.
- Savings options of £18k were identified and considered.
- Staff costs were increased due to salary progression, the national pay awards and increased national insurance and pension contributions.
- The local taxation precept was considered in the context of the tax base. It was noted inflation using the Consumer Price Index was 10.7% in November 2022.
- A base budget review exercise had been undertaken by the Clerk in drafting this budget ensuring that all current commitments were accounted for at the appropriate budget value. It had been necessary to adjust some budgets up or down based on current operational requirements and spending patterns.
- A table showing the current precept level for all Flintshire Town and Community Councils, for the current financial year had been circulated by the Clerk.

Members considered the probable expenditure for 2022/23, the bank balance including reserves and the determination of an appropriate local taxation precept for 2023/24. The Clerk explained that a strategy would be required in the coming years to address the budget shortfall.

RESOLVED:

- (1) That the Annual Estimates of Income and Expenditure for 2023/24, as presented by the Clerk, be approved.
- (2) That a precept of **£275,000** be issued on Flintshire County Council for the financial year 2023/24, representing an increase of **7.2%**. This would equate to **£80.81** per Band D household, representing a **£0.10** increase per household per week.
- (3) That earmarked reserves of **£10,000** be set aside to cover future election costs. This adjustment to the accounts to be made at the financial year end.

132. CLOSE OF MEETING

The Mayor closed the meeting at 7.40pm.

.....

Mayor

7. PLANNING

7.1. New Applications

To consider the applications received.

Application Number	Proposal Details
FUL/000063/23	PROPOSAL: ERECTION OF AN AGRICULTURAL WORKERS DWELLING (FULL PLANNING). LOCATION: Moor Farm, The Holway, Holywell, CH8 8SW.

NOTES:

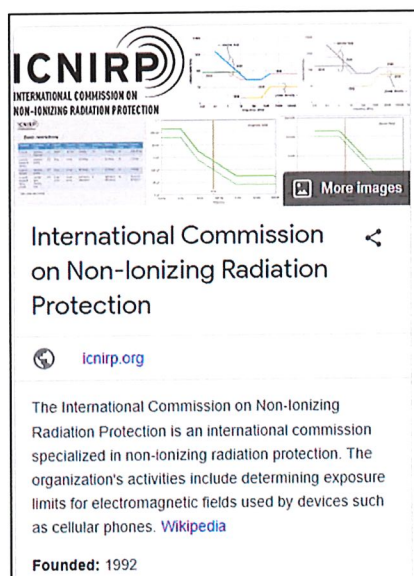
1. Full details of planning applications may also be viewed on Flintshire County Council's website www.flintshire.gov.uk or by contacting the Clerk.
2. **MEMBERS INTENDING TO DECLARE AN INTEREST IN RESPECT OF A PLANNING APPLICATION ARE PLEASE REQUESTED TO INFORM THE CLERK BEFORE THE MEETING.**
3. Notices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

7.2. Preliminary Inquiry – Holywell Fire Station, Whitford Street, Holywell

Members received the attached correspondence in relation to the above matter which was time limited. Members' response and a subsequent response from the Inquirer are shown below for information:

Members have concerns that a mast or other radio signal equipment is placed or erected close to a school and domestic properties. They would have to be sure that there is no danger to children etc before they could agree to the proposal.

Response - All our sites are ICNIRP compliant.





WHP Telecoms Ltd, Unit 1a Station Court, Station Road, Guiseley, Leeds, LS20 8EY

Our Ref: FLI074 / 11808

23rd January 2023

The Town Clerk
Holywell Town Council
Bank Place Offices
Holywell
Flintshire
CH8 7TJ

Dear Sir / Madam,

**Re: Preliminary Inquiry – Holywell Fire Station, Whitford Street, Holywell
CH8 7NR. NGR: E: 318150, N: 376191**

EE and Hutchison are in the process of upgrading a number of sites in the UK to make them 5G. This upgrade process will primarily involve swapping existing equipment and replacing this with new apparatus. A number of sites to facilitate capacity and this vital 5G upgrade require a second monopole in addition to the swap out of the existing monopole. The attached drawings capture the upgrade and form the basis of what will be submitted to the LPA.

The purpose of this letter is to inform stakeholders prior to upgrading the site. The upgrade will not materially affect the building / installation or the surrounding area.

If you have any comments prior to this minor upgrade development submission we look forward to receiving these. Please do not hesitate to contact me if you require any further information.

Yours faithfully,

Julia Marshall
j.marshall@whptelecoms.com

- 7.3. Pre application consultation - Proposed development at Kingspan Limited, Greenfield Business Park, Bagillt Road, Greenfield.

Members to consider a response to the attached matter. Clerk will confirm the previous response as this matter was previously considered at the December 2022 council meeting.

SCHEDULE 1B
Articles 2C & 2D
PUBLICITY AND CONSULTATION BEFORE APPLYING FOR PLANNING
PERMISSION

Town and Country Planning (Development Management Procedure) (Wales) Order 2012

PUBLICITY AND CONSULTATION BEFORE APPLYING FOR PLANNING PERMISSION
NOTICE UNDER ARTICLES 2C AND 2D

Purpose of this notice: this notice provides the opportunity to comment directly to the developer on a proposed development prior to the submission of a planning application to the local planning authority ("LPA"). Any subsequent planning application will be publicised by the relevant LPA; any comments provided in response to this notice will not prejudice your ability to make representations to the LPA on any related planning application. You should note that any comments submitted may be placed on the public file.

Proposed development at **Kingspan Limited, Greenfield Business Park, Bagillt Road, Greenfield, Holywell, CH8 7GJ.**

I give notice that Kingspan Limited

is intending to apply for planning permission to **Change of use of land to provide extension to existing fire test facility, erection of storage building, new vehicular and pedestrian access, provision of trailer and car parking**

You may inspect copies of:

- the proposed application;
- the plans; and
- other supporting documents

online at www.kerryjamesplanning.co.uk (click on Pre application Consultations)

and computer facilities are available to view this information online at **Holywell Library, Holywell Leisure Centre, Fron Park Rd, Holywell, CH8 7UZ** between the hours of **9.00am to 6.00pm Monday and Tuesday, 9.00am to 5.00pm Wednesday, Thursday and Friday and 9.00am to 1.00pm on Saturday.**

Anyone who wishes to make representations about this proposed development must write to the applicant/agent at Hen Vicarage, Llanrhaeadr, Denbigh, LL16 4NU or email kerry@kerryjamesplanning.co.uk

by **02/03/2023**

Signed: K James

Date: 02/02/2023

Our ref: KJP/19/018

2nd February 2023

The Clerk
Holywell Town Council
Bank Place Offices
Holywell
CH8 7TJ

Dear Sir/Madam

Town and Country Planning (Development Management Procedure) (Wales) Order 2012

**PUBLICITY AND CONSULTATION BEFORE APPLYING FOR PLANNING PERMISSION
NOTICE UNDER ARTICLES 2C AND 2D**

PROPOSAL FOR THE DEVELOPMENT OF Change of use of land to provide extension to existing fire test facility, erection of storage building, new vehicular and pedestrian access, provision of trailer and car parking AT Kingspan Limited, Greenfield Business Park, Bagillt Road, Greenfield, Holywell, CH8 7GJ.

In accordance with Article 2D of the Town and Country Planning (Development Management Procedure) (Wales) Order 2012, we write to give notice that **Kingspan Limited** are intending to apply for planning permission to **Change of use of land to provide extension to existing fire test facility, erection of storage building, new vehicular and pedestrian access, provision of trailer and car parking**

Please find enclosed the relevant notice with regards to the above that requests a pre-application consultation response on the proposed development to be provided to us **within 28 days** of the **date of service of the notice**. As such, we would be grateful to receive your consultation response by **02/032023**.

As outlined on the notice, all details in respect of the proposals are available online at: www.kerryjamesplanning.co.uk. Alternatively, should they be required, computer facilities are available to view this information online at the **Holywell Library, Holywell Leisure Centre, Fron Park Rd, Holywell, CH8 7UZ** between the hours of 9.00am to 6.00pm Monday and Tuesday, 9.00am to 5.00pm Wednesday, Thursday and Friday and 9.00am to 1.00pm on Saturday

Yours faithfully

K. James

Kerry James BSc (Hons) MTPL MRTPI

8. ACCOUNTS

8.1. Accounts for Payment

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

SCHEDULE OF ACCOUNTS – JANUARY 2023

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9285 - 9287	BP	Council Staff	Staff Salaries - Jan23	5,515.75	***
9288	BP	HMRC	Staff PAYE/Ni - Jan23	1,756.12	***
9289	BP	Clwyd Pension Fund	Staff Pension - Jan23	1,880.82	***
9290	BP	Flintshire County Council	Loan Repayment (1 of 2 22/23)	7,000.00	^
9291	BP	BKB Solutions Ltd	Removal of Christmas Lighting	3,000.00	^^
9292	BP	Welsh Water	Water Supply, Tower Gardens Fountain	32.45	^^
9293	BP	Black & White Security	Security Services Christmas Lights Switch On	100.00	^^
9294	BP	NW Association of Town Councils	2 x Lunches for Meeting Fri 20/1/22 (IH & LC)	44.00	^^**
9295	BP	Viking	Plastic Archive Boxes	49.03	****
9296	BP	Viking	Laminating Pouches/Mouse Pad	63.56	****
9297	BP	Philip Jones Computers	ICT Support Costs - Oct-Dec 22	134.00	****
9298	BP	JDH Business Services Ltd	Interim Internal Audit 22/23	366.00	***
9299	BP	Holywell & Greenfield Churches	Hire of St Peters Church 21/12/22	50.00	****
9300	BP	Chubb Fire & Security Ltd	Supply extra Fire Extinguisher to contract	11.96	^^
9301	BP	Stamford Gate Hotel Ltd	Deposit Mayors Charity Dinner 1/4/23	100.00	^^
9302	BP	Holywell Leisure Centre	Contribution (3 of 4)	2,500.00	^^^
9303	BP	Daydream Designs	Website Tech Support Jan23	94.80	****
9304	BP	Viking	Binding Machine	84.13	****
9305	BP	St John Ambulance	First Aid Cover - Christmas Lights Event	120.00	^^
9306	BP	Flintshire County Council	CCTV Charges 01/23-03/23	3,075.49	*****
9307	BP	MIW Water Cooler Experts	Repair of Water Fountain	114.00	^^
9308	BP	Power Portal Ltd	Sim Card Upgrade & 3 Year Maintenance Contract	1,004.64	^^

9309	BP	Wales Air Ambulance	Financial Assistance/Donation	200.00	**
9310	BP	Thomas Pennant Society	Financial Assistance/Donation	300.00	**
9311	BP	Scouts Cymru	Financial Assistance/Donation	400.00	**
9312	BP	Home-Start Flintshire	Financial Assistance/Donation	500.00	**
9313	DD	Opus Energy	Gas Bank Place Offices 17/11-15/12	422.29	****
9314	DD	Plusnet	Alarm Line Jan23	23.62	****
9315	DD	Plusnet	Phone & Broadband Jan23	38.30	****
9316	DD	BNP Paribas	Copier Lease 16/1-15/4	154.80	****
9317	DD	EDF Energy	Electric 12/13 Bank Place to Jan23	224.57	****
9318	DD	EDF Energy	Electric 14 Bank Place to Jan23	49.40	****
9319	DD	Plusnet	Alarm Line Feb23	23.62	****
9320	DD	Opus Energy	Gas Bank Place Offices 16/12-15/1	245.10	****
9321	DC	Tesco	Refreshments	1.30	****
9322	DC	Homebase	Storage Box (Heritage Grant)	19.00	****
9323	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9324	DC	Amazon	Suitcase Belts/Pins (Heritage Grant)	15.79	****
9325	DC	Amazon	Pinboard Tacks	10.89	****
9326	DC	Amazon	Batteries	16.47	****
9327	DC	Sacktrucks Direct	Events Trolley (Enhancement Grant)	159.95	^^
9328	DC	Tesco	Refreshments	5.15	****
9329	DC	ICO	Data Protection Fee	40.00	****
9330	DC	Zoom Video	Monthly Pro Subscription	14.39	****
9331	DC	Eventbrite	Understanding S106 Regulations Training - Cllr JJ	35.00	***
9332	DC	Tesco	Refreshments/Card	2.30	****
9333	DR	HSBC	Bank Charges - Dec22	10.40	****
TOTAL				30,052.76	

INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – JANUARY 2023

Date	Category	Name	Payment Details	Amount £
13/1/23	Income	Christmas Lights Vendors	Event Income	335.00
13/1/23	Income	HTC Members	Donation in lieu of Christmas Cards	40.00
TOTAL				375.00

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

9.1. Monthly Report Prepared By Deputy Clerk

1) Shared Prosperity Fund

The initial meeting of the working group including Cllrs Barry Scragg, Ian Hodge, Matt Sprake, Brenda Harvey (Greenfield Valley), Karen Whitney Lang, Isobel Smith (FCC Regeneration) and Richard Jones (FCC Tourism) was held on Thursday 2nd February. Discussion took place about submitting a £1 million grant application based around Connectivity and Tourism with FCC suggested as the grant applicant as they have resources to support a bid of this size.

A further workshop involving the working group was held on Friday 10th February to brainstorm specific projects that could be included as part of the bid.

Members to provide additional feedback.

2) Dog Bag Dispensers and Dog bins

Six dog bag dispensers have been installed at the agreed locations. Some feedback given whilst installation took place that further actual dog bins are required in and around the Town Centre.

3) Your Community Your Choice Funding

I have submitted a grant application for £2,500 based around a pilot youth engagement project to help combat the current ASB in the town. The idea is to create a hub/space

where youth engagement activity can take place working with other youth agencies and activity providers. Funding panel to meet mid – Feb and will report back on any decision made.

4) Shop Watch Radios

Two Shop Watch radios have been received and given to Holywell Cars and Corbett's Taxis on a 12 month trial basis. This was funded by monies from the 10k Town Enhancement Grant. Signed contract is on file and ongoing feedback to be provided.

5) Council Notice Boards

Site meeting held with Nigel Seaburg with the 3 locations agreed Pen Y Maes Shops, Holway Bus Shelter and Old Chester Road Crossroads. Installation details and quotations have been received with further discussion planned with Clerk and FCC to be held with update to be provided to members asap.

6) Bike Repair Station

Location has been agreed with relevant information passed onto Flintshire CC to provide a quote for installation.

7) Business Forum

I have been asked by Belinda Bradley to draft a suitable letter to the local businesses asking them to attend a meeting of the businesses which she will personally hand out to all businesses.

Members to agree that Deputy Clerk drafts a letter.

8) Transport Meeting with FCC

Meeting held with members of the Holywell and Greenfield Area Railway Station Forum and Katie Wilby and other FCC Officers and Alex Fortune from Transport for Wales.

The main topics of discussion included Greenfield Railway Station update, active travel and the circular and community bus service. Notes and actions were made and will be reported to members of the Development Committee and subsequently shared to all members of the Council.

9) Mobile CCTV

Flintshire have kindly supplied redeployable cameras outside Tak Bo and Park Avenue. Awaiting feedback from Santander and FCC regarding putting a camera on their wall to cover post office and phone box areas.

10) CCTV Stats

Please see attached file of CCTV Stats included in Agenda received from FCC CCTV Dept. Figures have been asked for on a quarterly basis going forward and will be reported to the Town Centre & Events Committee.

10. CORRESPONDENCE

10.1. Consultation - Statement of Gambling Policy

Flintshire County Council is reviewing its Statement of Gambling Policy (Link to policy sent to members on agenda email). The Policy must be reviewed every three years. The key objectives are:

- To prevent gambling from being a source of crime and disorder.
- To enable gambling to be conducted in a fair and open way.
- To protect children and other vulnerable people from gambling.

Members to determine a response to the consultation. The deadline for responses is 20th February 2023.

10.2. 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 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 Newsletter	**	13 th Jan 2023
G	Letter From Betsi Cadwaladr	**	17 th Jan 2023
H	Ukraine Charity Concert	**	17 th Jan 2023
I	LJLA Air Change Proposal	**	18 th Jan 2023
J	FLVC - Health & Well-Being Network Meeting	**	25 th Jan 2023
K	OPCC Update & Precept Information	**	30 th Jan 2023
L	FCC Place Making Plan Survey & Drop In Dates	**	30 th Jan 2023
M	Thomas Pennant Society Activity Information	**	30 th Jan 2023
N	Card from HM the King	**	1 st Feb 2023
O	NWCHC - Report on North Wales Vascular Services	**	3 rd Feb 2023
P	HLC-CLT Quarter 3 Business Plan Tracker	**	7 th Feb 2023

11. SECTION 6 BIODIVERSITY DUTY

Section 6 of the Environment (Wales) Act 2016 Part 1, states that public authorities must seek to maintain and enhance biodiversity so far as consistent with the proper exercise of their functions, and in so doing, promote the resilience of ecosystems. Councils are required to report on their compliance with this duty every three years. Members to therefore consider approval of the attached report.

Environment (Wales) Act 2016 Part 1 – Section 6
The Biodiversity and Resilience of Ecosystems Duty
Reporting on Section 6

<i>Environment (Wales) Act 2016 Part 1 - Section 6</i> <i>The Biodiversity and Resilience of Ecosystems Duty Report 2022</i>
Name of Town or Community Council: HOLYWELL TOWN COUNCIL
Introduction and Context Holywell Town Council is an elected body of fifteen councillors with several statutory powers and duties. It operates at grass roots level and is nearest the electorate and local community. The geographical area covered by the council includes the wards of Holywell Central, Holywell East, Holywell West, and Greenfield. Both Holywell and Greenfield are within the County of Flintshire. - <i>how we help with:</i> - <i>biodiversity (through functions with regard to land management, grant funding, education activities, for e.g.)</i> The Council implemented its Biodiversity Policy in November 2020, and the policy (similar to all Council policies) is reviewed every two years on a cyclical basis, to ensure its continued suitability and effectiveness, and adherence with the Council's current aims and objectives. - <i>spatial scale and place (e.g. how much land does it cover, population, precept?)</i> Holywell and Greenfield have an aggregated population of circa 12,000 and there are circa 6,500 residents registered on the electoral roll. Its current local taxation precept paid by residents is £75.40, that generates precepted income of £254,850 across the 3,379.85 units allocated in the area's tax base. - <i>public service delivery (e.g. is it subject to the Well-being of Future Generations (WFG) Act?)</i> The Council had a turnover that exceeded £200,000 in each of the financial years since 2017/18 and from 2019/20 this triggered an annual report, that outlined how the Council had supported the principles of the Well-being of Future Generations Act 2015. The latest annual report completed for the year 2021/22 identified the following core contribution areas, aligned to the Flintshire County Council Well-being Plan:

1) Community Safety

Liaison with North Wales Police, CCTV coverage in the town centre, Deployment of mobile CCTV cameras at targeted community hot spots, Councillor representative on Community Liaison Meetings, funding of summer play schemes.

2) Economy and Skills

Implementation of 50/50 voucher scheme for local businesses and the community, encourage volunteers and community engagement, re-establishment of the Holywell Business Group, establishment of a business showcase page on Facebook for all local businesses to use and promote their businesses.

3) Environment

Wales in Bloom participation, hanging basket displays in the town centre and other areas, establishment of wildflower verges, community litter picks, annual participation in the match fund scheme to upgrade existing play areas across the community.

4) Healthy and Independent Living

Contributions to the Mayoral Charities the Daniel Inskip Memorial Fund and Holywell Swimming Club, grants and contributions to community groups, contribution to Holywell Leisure Centre, offering use of the Council Offices to community groups free of charge.

5) Resilient Communities

Remembrance Sunday Service and parade, Christmas Lights Switch On event, St David's Day Celebration, annual Community Endeavour Awards, the continued operation of the Eco School Uniform Initiative.

Action Report

Action carried out to:	Evidence	Monitored by:
-embed biodiversity into decision making & procurement	Accredited Bee Friendly town, installation of bug hotels, implementation of heritage grant scheme involving the planting of trees and installation of bat and bird boxes on the active travel route from the Strand estate to Pen y Maes woods, attend partnership meetings with Greenfield Valley Trust, support for local groups such as the Friends of the Holway and Transition Holywell & District, expansion of the floral basket displays in the town centre and other areas, annual entry into the Wales in Bloom competition, running of the schools Wales in Bloom competition, planting of wild flowers on grass verges, establishment of a council committee to consider biodiversity initiatives (Development Committee).	Development Committee
-raise awareness of biodiversity & its importance		
-safeguard principal species and habitats		
-restore & create habitats and resilient ecological networks		
-tackle negative factors: for e.g., reduce pollution, use nature based solutions, address invasive species		

-use improve and share evidence		
-support capacity and/or other organisations		
Review of s6 duty		
- What has worked well? What have the barriers been? What will you change? The reporting committee has committed to the continued development of the Wales in Bloom initiative and associated biodiversity considerations. - How and when will the s6 duty be monitored and the s6 plan reviewed? The s6 duty will continue to be monitored through the Development Committee. The s6 plan will next be reviewed in December 2025 in line with the statutory three year review cycle. The Council's Biodiversity Policy is reviewed every two years.		

12. MEMBERS AGENDA ITEMS

Members to consider the following matters. See attached form(s).

Councillor	Subject	Motion
P.A. Johnson	Birthplace of the Industrial Revolution	To invite Paul Brighton and colleagues to explain to members why Holywell and the Greenfield Valley is the birthplace of the Industrial Revolution, with the intention for the Council to make a public declaration to that effect.
B. Scragg	Place Making Plan – Strategy Session	Members to consider holding an in-house meeting to determine the Council's strategy for regeneration and funding applications.
D. Thomas	One Stop CIC Youth Centre	To request members to consider the Council to contribute start up funding to this initiative for a three year period.

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	PAUL JOHNSON
Meeting	FULL COUNCIL
Date Of Meeting	15th FEBRUARY

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

Subject	Specific Matter To Be Considered
BIRTHPLACE OF THE INDUSTRIAL REVOLUTION	To invite Paul Brighton & colleagues to explain to members why Holywell & the Greenfield Valley is the birthplace of the Industrial Revolution, with the intention for the council to make a public declaration to that effect.

Signed: Paul Johnson

Date: 3/2/23

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	BARRY SCARLE
Meeting	HOLYWELL TOWN COUNCIL
Date Of Meeting	WEDNESDAY 15 th FEBRUARY 2023.

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

Subject	Specific Matter To Be Considered
Place Making Plan - Strategy Session	Members To Consider Holding A Meeting To Determine The Town Councils Strategy For Aggregations And Funding Applications.

Signed: BARRY SCARLE

Date: 7th FEBRUARY 2023.

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	Danny Thomas
Meeting	Holywell Town Council
Date Of Meeting	WEDNESDAY 15 TH FEBRUARY 2023.

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

Subject	Specific Matter To Be Considered
ONE STEP CIC YOUTH CENTRE.	To Request Members To Consider The Town Council To Committee Start UP Funding To This Initiative For A 3 year period.

Signed: * 

Date: 8/2/23

13. HOLYWELL LEISURE CENTRE

Members to consider and determine the level of financial contribution payable to the Centre, for the 2023/24 financial year. Clerk to provide background information.

14. EVENTS GRANT APPLICATIONS

Members to consider events grant awards for the following applications. Clerk will provide further details based on the application forms.

- Kim Inspire – Outside Artist for Brew and Do Sessions.
- Transition Holywell & District – International Dance Festival “Dancing World”.

15. REPRESENTATIVE REPORTS

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

16. 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. 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.