

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, 15th January 2025 at 6.00pm.

PRESENT: Councillor L. Corbett (Mayor).

Councillors: P. Cooper, P. Corbett, P. Curtis, I. Hodge, M. Lewis-Jones, S. Rush, D. Smith, M. Sprake, and D. Thomas.

APOLOGIES FOR ABSENCE were received from Cllrs C. Argent, P.A. Johnson, J. Jones, E.B. Palmer, and B. Scragg.

IN ATTENDANCE: J. Baker (Clerk), and C. Pickstock (Support Officer).

95. **DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT**

None were declared.

96. **MAYOR’S REMARKS**

The Mayor was delighted to present the Christmas hamper competition winner Kath Taylor with her Christmas dinner hamper, on Saturday 21st December. The Mayor thanked Flintshire County Council’s Markets Team that had supported the competition.

The Mayor thanked everyone who donated to the Tesco Christmas toy appeal. Councillor Ian Hodge and the Mayor delivered toys to Erw Groes, and the Mayor and Consort delivered toys to the Holywell and Greenfield Churches.

97. **MINUTES & MEETINGS**

97.1. **Minutes of Meetings**

RESOLVED:

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

- Holywell Town Council meeting held on Wednesday 18th December 2024.

- Special Meeting of Holywell Town Council held on Thursday 9th January 2025.

98. PLANNING

98.1. 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
TPO/001115/24	PROPOSAL: 5 Ash Trees - A3 Dieback - 50% fell. A4 & A5 metal work around base leaning towards building - fell. A6 limb leaning towards building - remove limb and A7 growing towards building – fell. LOCATION: Plas Yr Ywen, Halkyn Road, Holywell, Flintshire, CH8 7TZ. <i>The Council confirmed its support for this application.</i>
TPO/001116/24	PROPOSAL: 9 Ash Trees - Ash Tree A8 50% dieback - fell. Ash Tree A9 50% dieback - fell. Ash Tree A10 75% dieback - fell. Ash Trees A11, A12 & A13 dieback 50% leaning - fell. Ash tree A14 75% dieback - fell. Ash Trees A15 & A16 50% dieback - fell. Ash Tree cluster A17 some dieback - thin at worst. LOCATION: Plas Yr Ywen, Halkyn Road, Holywell, Flintshire, CH8 7TZ. <i>The Council confirmed its support for this application.</i>
TPO/001076/24	PROPOSAL: 1 x horse chestnut. C1. Main trunk approx. 4m with 2 stems off. Some bark damage on one leaning towards Clos Llwyn Onn. Reduce to height of trunk. 2x Ash. A1 A2. Overhanging rear wall with public foot path below and power line through. Dismantle as signs of dieback. LOCATION: Plas Yr Ywen, Halkyn Road, Holywell, Flintshire, CH8 7TZ. <i>The Council confirmed its support for this application.</i>

99. ACCOUNTS

99.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS PAYABLE – DECEMBER 2024

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
10539	BP	One Voice Wales	Annual Subscription 2024/25	1,181.36	****
10540	BP	Barry Hamilton	Civic Service Photos 29/9/24	95.00	^^

10541	BP	JRB Enterprises	Dispenser Refill Bags	160.44	****
10542	BP	Katy Bincham	Facepainting/Glitter Tattoo Christmas Lights	300.00	^^
10543	BP	Ace Party Ltd	Carnival Stalls - Christmas Lights	620.00	^^
10544	BP	Daydream Designs	Website Tech Support Oct24	94.80	****
10545	BP	Veolia	Trade Waste Collection - Bank Place Offices	77.74	****
10546	BP	UK Vending Ltd	Drinks Machine Lease 4/11-3/12	82.80	****
10547	BP	Delyn Press	Supply flyers for Christmas Lights event	230.00	^^
10548	BP	Society of Local Council Clerks	Membership Fee 2025	360.00	****
10549 - 10551	BP	Council Staff	Staff Salaries - Dec24	6,076.91	***
10552	BP	HMRC	Staff PAYE/NI - Dec24	1,946.93	***
10553	BP	Clwyd Pension Fund	Staff Pension - Dec24	2,209.59	***
10554	BP	J. Baker	Travelling Claim - Nov24	10.80	***
10555	BP	M. Fearnley	Reimbursement for VDU Glasses Per Policy	105.00	***
10556	BP	Veolia	Trade Waste Collection - Bank Place Offices	97.24	****
10557	BP	Daydream Designs	Website Tech Support Nov24	94.80	****
10558	BP	Automated Systems Group	Copier Charges Nov24	52.64	****
10559	BP	Holywell Garden Centre	Caretaker Duties	180.00	^^
10560	BP	Holywell Garden Centre	Planters/Flags/Poppies/Soldiers /Christmas Tree	720.00	****
10561	BP	Holywell Garden Centre	Stage for Christmas Lights Event	120.00	^^
10562	BP	A Little Magic	Walkabout Characters for Christmas Market	520.00	^^
10563	BP	A Little Magic	Characters/Show for Christmas Lights Event	1,000.00	^^
10564	BP	Trendy Blinds	Supply & Fit Blinds in 2 x WCs Council Offices	240.00	****
10565	BP	Pure Glass	External Window Clean Council Offices	50.00	****
10566	BP	Kings Head CIC	Soup for Christmas Lights Event	39.85	^^
10567	BP	Black & White Security	Security Services - Christmas Lights Event	130.00	^^
10568	BP	Holywell Parish Church	DJ Services at Christmas Lights Event	50.00	^^
10569	BP	Kim Inspire	DJ Services at Christmas Market	50.00	^^
10570	BP	Cllr Ian Hodge	Reimbursement for Soup Containers	24.98	****

10571	BP	Cllr Linda Corbett	Reimbursement for Chocolates Christmas Market	12.45	^^
10572	BP	Carmel & H'well Woodcraft Assoc.	Mayoral Donation - Christmas Lights Switch On Device	75.00	^^
10573	BP	Blooms Café	Buffet for December Council Meeting	144.00	****
10574	BP	DJ Phil	DJ Services at Holywell Market	50.00	^^
10575	DD	British Telecom	Phone & Broadband Nov24	65.44	****
10576	DD	Yu Energy	Gas Bank Place Nov24	291.92	****
10577	DD	EDF Energy	Electric Bank Place Nov24	27.67	****
10578	DD	EDF Energy	Electric Event Hub Nov24	26.10	****
10579	DD	Vodafone Business	Office Mobile Dec24	26.10	****
10580	DD	Corona Energy	Electric Bank Place Oct-Nov24	65.56	****
10581	DD	British Telecom	Phone & Broadband Dec24	65.44	****
10582	DC	Tesco	Refreshments	1.20	****
10583	DC	Tesco	Refreshments	9.84	****
10584	DC	Ionos Cloud	Office Premium/Mail Pro	100.59	****
10585	DC	Tesco	Consumables/Refreshments/Mayoral Donation	19.75	****
10586	DC	Tesco	Refreshments	6.00	****
10587	DC	C.M. Scott	Engrave Shield	11.85	^^
10588	DC	Tesco	Refreshments	0.85	****
10589	DC	Tesco	Meeting Refreshments/Batteries	34.24	****
10590	DC	Zoom	Zoom Pro Subscription	15.59	****
10591	DR	HSBC Bank	Bank Charges Dec24	32.68	****
TOTAL				18,003.15	

INCOME/GRANT/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – DECEMBER 2024

Date	Category	Name	Payment Details	Amount £
2/12/24	INCOME	Various Debtors	Christmas Light Seller Donation	50.00
2/12/24	INCOME	Power Portal Ltd	Car Charge Point Usage	16.62
5/12/24	GRANT	Flintshire County Council	Tower Gardens Gateway Project	6,607.74
5/12/24	INCOME	Various Debtors	Mayors Charity Bucket	50.00
12/12/24	INCOME	Various Debtors	Vendor Donation	20.00
18/12/24	REFUND	Welsh Water	Water Account Refund	70.58
18/12/24	REFUND	Welsh Water	Water Account Refund	85.00
18/12/24	TRANSFER	HSBC Money Market	Increase Investment	10,000.00
18/12/24	INCOME	Various Debtors	Mayors Charity Bucket	115.00
20/12/24	INCOME	Selected Councillors	Donation in lieu of Christmas Cards	45.00
30/12/24	INCOME	Flintshire County Council	Local Taxation Precept (3 of 3)	97,000.00
TOTAL				114,059.94

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

100. **COMMUNITY ENGAGEMENT**

100.1. **Play Board Installation**

Flintshire County Council had confirmed the cost of installing the three play boards at Fron Park, Fulbrooke and Ridgeway play areas. Members considered the quotation for the sum of £753.18 for the installation.

RESOLVED:

That the Clerk be given approval to proceed with the play board installations.

100.2. **The Big Conversation Flintshire**

Members considered the above matter, a project managed by We Mind The Gap. We Mind The Gap were a social mobility charity that 'fill the gaps' in young people's lives with the things that the rest of us might take for granted. They had received funding to carry out a Big

Conversation in Flintshire, and would be working with Wrexham University to gather the voices of young people across Flintshire to ask them one big question 'What is life like for 18–21-year-olds in Flintshire?'

The Clerk had requested further information, and it was understood that the weekly Thursday street market could be used to support the on street engagement. Cllr D. Thomas confirmed that the Saturday Park Run on 25th January 2025 had been confirmed as a meet and greet point. It was suggested that a walk around the town centre could follow the Park Run.

RESOLVED:

That Cllrs L. Corbett and M. Sprake be confirmed as council representatives for the project. Clerk to contact the organisers.

101. CORRESPONDENCE

101.1. One Voice Wales National Awards 2025

Members considered the above matter and any nominations.

RESOLVED:

That this correspondence be noted as received.

101.2. Kings Honours List Nominations

Members had requested early consideration of the above matter before any formal notification was received.

RESOLVED:

That the above matter be noted.

101.3. Ysgol Treffynnon Governor Letter

Members considered the request from the Chair of Governors at Ysgol Treffynnon for a Community Governor.

RESOLVED:

That Cllr Linda Corbett be nominated to undertake the Community Governor role. Clerk to inform the school.

101.4. Reports Received

Members were informed that the following items had been received and were available for perusal from the Clerk. A copy was at the office 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	FLVC e-Bulletin	**	12 th Dec 2024
H	LTA Parks Investment – Holywell Tennis Courts	**	12 th Dec 2024
I	North and Mid Wales Association of Local Councils – Senedd Consultation	**	18 th Dec 2024
J	North & Mid Wales Association of Local Councils - Deganwy Crossing Llandudno Branch Line	**	18 th Dec 2024
K	SLCC Clwyd Branch - Senedd Consultation	**	19 th Dec 2024
L	North and Mid Wales Association of Local Councils - Joint Rail Meeting	**	6 th Jan 2025
M	LGA's 2025 Training – Clwyd Pension Fund	**	7 th Jan 2025

102. ASBESTOS SURVEYS

The Clerk had received a quotation for asbestos surveys on the Council Offices and Events Hub, in the sum of £495.00. This had followed correspondence from Welsh Government and consideration of this matter by the Council's Resources Committee.

RESOLVED:

That the Clerk be authorised to proceed with this work.

103. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute 104, 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 financial considerations.

104. APPLICATIONS 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 five years. Councillor P. Corbett read out the recommendations from the working group meeting.

A statement was circulated with details of donations made to date (£2,600) in the current financial year, budget provision for donations (£7,000), with remaining provision (£4,400) being available for allocation.

RESOLVED:

- 1) 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	£
Age & Dementia Friendly Holywell	500
Cylch Ti A Fi	200
Welsh Ambulance	200
Holywell Area Community Museum	500
Benefit Advice Shop *	500
50+ Action Group Flintshire	250
Love Holway	500
The Table @ St. Peters <u>(Additional Agenda Item)</u>	500
Total	3,150

* Approval letter to ask for confirmation of how the service was advertised in the Holywell and Greenfield communities.

105. ANNUAL BUDGET SETTING 2025/26

The Clerk reported to members the budgetary issues and determinations for 2025/26.

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 £13.5k were identified and considered.
- Savings options of £4.9k 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 3.5% in November 2024.
- 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 2024/25, the bank balance including reserves and the determination of an appropriate local taxation precept for 2025/26.

RESOLVED:

- (1) That the Annual Estimates of Income and Expenditure for 2025/26, as presented by the Clerk, be approved.
- (2) That a precept of **£307,000** be issued on Flintshire County Council for the financial year 2025/26, representing an increase of **3.50%**. This would equate to **£87.89** per Band D household, representing a **£0.06** 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.
- (4) That the Town Centre & Events Committee be asked to consider the CCTV recharge further at its next meeting. Clerk to follow up on the Service Level Agreement (SLA) and latest statistics with the County Council and North Wales Police.
- (5) That the annual contribution to Holywell Leisure Centre of **£10,000** be approved for the 2025/26 financial year.

106. **REPRESENTATIVE REPORTS**

None reported.

107. COUNTY COUNCILLOR REPORTS

Cllr I. Hodge had been appointed through the FCC Standards Committee to support the review of the code of conduct for elected members.

Cllr I. Hodge reported that the FCC Standards Committee had confirmed that for financial assistance requests up to and including £500, there was no requirement for members to declare an interest, should they be affiliated with the group making the application for funding.

Cllr I. Hodge reported that the County Monitoring Officer had recommended local Councils implement a Personnel Sub-Committee, consisting of two members and the Clerk, to review any matters of concern affecting Council staff and/or members. The Clerk would discuss this further with the Chair of the Resources Committee in due course.

108. MEMBERS AGENDA ITEMS (Additional Agenda Item)

The Clerk explained the background to this item, in the absence of Cllr P.A. Johnson. Grit salt bins were requested for Holywell West ward, and there was potential for this to affect the other wards. Therefore, Cllr Johnson had suggested that this matter be reviewed at the next Development Committee meeting in order for a full and proper assessment of the Council's grit salt bin requirements to be undertaken.

RESOLVED:

That the matter be referred to the next Development Committee meeting. Clerk to add to the agenda and request existing bin quantities/locations from FCC Streetscene.

109. CLOSE OF MEETING

The Mayor closed the meeting at 7.25pm.

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Mayor