

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held in the Council Chamber, Bank Place Offices, Holywell, on Tuesday, 15th November 2022 at 6.00pm.

PRESENT: Councillor I. Hodge (Mayor).

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

APOLOGIES FOR ABSENCE were received from Councillor P. Curtis, and D. Thomas.

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

84. **PRESENTATION – PAUL ISLIP, HOLYWELL LEISURE CENTRE**

Paul Islip and James Kerrigan, Holywell Leisure Centre attended the meeting and briefed members on the Centre's operations and financial performance. Fees were to increase by 5% from April, there were 5,000 customers per week, numerous clubs operated from the Centre that provided a unique customer focussed local facility. An £80k grant was sourced from Flintshire County Council, as well as contributions from other town and community councils and Swim Wales. The energy crisis had resulted in a significant increase in costs. The health suite had recently benefitted from further investment.

RESOLVED:

That Paul Islip and James Kerrigan be thanked for his presentation.

85. **DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT**

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
91.2.	L.A. Carter		✓	Close affiliate of Christmas Lights Switch On suggested community representative.

86. MAYOR'S REMARKS

The Mayor welcomed all present to the November mid-term meeting. The Mayor also introduced Gill Murgatroyd, Flintshire Standards Committee who would be observing the meeting. He then thanked all members, staff and dignitaries who turned out to represent the town at the Greenfield and Holywell Services to pay tribute for Remembrance Sunday.

The Mayor was sad to hear of the passing of Jen Youds, who gave many years dedicated service to the town and local churches. The council had sent a card and letter of condolence to the family.

The council were presented with a copy of Dr Martin Parry's recently published book, which outlined his life and times that included many years spent as a local councillor. The book would be placed in the museum area for safe keeping. Another former and long serving Councillor Mr David Wilkes was drafting a similar book, which should be published very soon.

The agenda format had been changed following the feedback received from the last meeting. Page numbers were added, and a printed contents sheet made available; these measures should improve the navigation on the agenda.

The council received notification of the Llys Gwenffrwd Bingo Night on 1st December, and the Mayor would be making a £50 mayoral hamper donation to support this event.

A community project between local schools and the cottage hospital where children and members of the community work alongside the patients at the local hospital to develop their outdoor space had been proposed and required a funding application. The Mayor would send a letter of support for this project.

The Mayor hosted the St. Winefrides school council on Tuesday 15th November. The school council received a talk in the council chamber about how councils operate, and how decisions were made.

Finally, the council had resolved to hold a public meeting, but due to the current commitments and proximity now to the Christmas period, the Mayor proposed to members that the meeting be held over and arranged early in the new calendar year.

RESOLVED:

That the public meeting be held early 2023 when convenient with the council.

87. PUBLIC SPEAKING

There were no such requests.

88. MINUTES & MEETINGS

88.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council held on Tuesday 18th October 2022.
- Development Committee held on Thursday 10th November 2022.

89. PLANNING

89.1. 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/000549/22	PROPOSAL: CHANGE OF USE OF EXISTING VACANT COMMERCIAL AND RESIDENTIAL MIXED USE BUILDING, TO FORM 4 INDEPENDENT APARTMENT UNITS AT FIRST AND SECOND FLOOR. LOCATION: PANTON HOUSE, Panton Place, Holywell, CH8 7LD. The Council noted this application as received.
FUL/000651/22	PROPOSAL: VARIATION OF CONDITION 2 OF PLANNING APPLICATION REFERENCE 054857. LOCATION: 82 Pen-Y-Maes Road, Holywell. The Council support this application and had no objections.

Cllrs P.A. Johnson and E.B. Palmer abstained from debate and voting as members of the Flintshire County Council Planning Committee.

90. ACCOUNTS

90.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – OCTOBER 2022

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9119	BP	C.L. Jones	Load Stones to Valley (Heritage Grant)	504.00	***
9120	BP	NW Association of Town Councils	Annual Membership	75.00	^^^
9121	BP	Hampshire Flag Company	Supply Union Jack Flag and Halyard	110.51	****
9122	BP	Holywell Garden Centre	Hire of Fencing/Replace 6 Panels	727.20	^^
9123	BP	Holywell Garden Centre	Remove Glass from Phone Box/Make Safe	175.00	^^
9124	BP	Holywell Garden Centre	Set up Parasols - Well Inn Event	120.00	^^
9125	BP	Holywell Garden Centre	Remove Site Fencing for Collection	60.00	^^
9126	BP	Holywell Garden Centre	Water Baskets 75% Claim	424.50	^^
9127	BP	Holywell Garden Centre	Various Flag Setting/Fit Flag Cleats	360.00	^^
9128	BP	Flintshire County Council	Summer Playschemes 2022	12,320.00	^^
9129	BP	Flintshire County Council	CCTV Charges 10/22-12/22	3,075.49	*****
9130	BP	A Little Magic	Performers for Well Inn Event	450.00	^^
9131	BP	Daydream Designs	Website Technical Support Oct22	94.80	****
9132	BP	Delyn Press	400 Queens Remembrance Order of Service Booklets	295.00	****
9133	BP	SLCC	FILCA Course Registration - Town Clerk	144.00	***
9134	BP	Flintshire Fabrications	Fabricate and Install 2 no. Parasol Railing Guards	6,000.00	^^
9135	BP	Signs at Home	Supply Engraved Desk Name Plate	22.04	****
9136	BP	Holywell Leisure Centre	Contribution (2 of 4)	2,500.00	^^
9137	BP	Flintshire County Council	Recharge Costs - Holywell East By Election 28th July 2022	3,085.59	##
9138 - 9139	BP	Council Staff	Staff Salaries - Oct 22	4,643.33	***

9140	BP	HMRC	PAYE/NI - Oct22	2,044.92	***
9141	BP	Clwyd Pension Fund	Staff Pensions - Oct22	1,694.56	***
9142	BP	Black & White Security	Security Services Well Inn Festival	150.00	^^
9143	BP	Holywell Garden Centre	Removal of Baskets, Plant Winter Bedding in Planters	685.00	^^
9144	BP	Holywell Garden Centre	Clearance and Shrub Maintenance at Offices	350.00	****
9145	BP	Delyn Press	400 Remembrance Sunday Orders of Service	240.00	^^
9146	BP	BKB Solutions Ltd	Refurbish Lighting, Anchor Bolt Testing	5,482.80	^^
9147	BP	One Voice Wales	Training 'The Council' - Cllr L.A. Carter	55.00	***
9148	BP	Media Man Productions	Operation of 2 Stages - Well Inn Event	250.00	^^
9149	DD	Plusnet	Alarm Line Oct22	23.62	****
9150	DD	Plusnet	Phone & Broadband Oct22	38.30	****
9151	DD	BNP Paribas	Copier Lease 16/10-15/1	154.80	****
9152	DD	EDF Energy	Electric 12/13 Bank Place Offices Aug-Oct	116.06	****
9153	DD	EDF Energy	Electric 14 Bank Place Offices Aug-Oct	28.12	****
9154	DD	Plusnet	Alarm Line Nov22	23.62	****
9155	DD	Opus Energy	Gas Bank Place 15/9-15/10	221.52	****
9156	DC	Poppy Shop	Supply 3no. Wreaths	74.97	^^
9157	DC	Amazon	Picture Frame	7.99	****
9158	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9159	DC	Tesco	Refreshments	1.25	****
9160	DC	Amazon	5 x Traffic Cones	47.99	^^
9161	DC	Tesco	Refreshments	1.25	****
9162	DC	Royal Mail	Postages	45.60	***
9163	DC	Zoom Video	Monthly Pro Subscription	14.39	****
9164	DC	Tesco	Refreshments	4.00	****
9165	DR	HSBC	Bank Charges - Sept 22	8.00	****
TOTAL				47,050.81	

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

Date	Category	Name	Payment Details	Amount £
	Nil Return			
TOTAL				0

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

91. COMMUNITY ENGAGEMENT

91.1. Community Endeavour Awards 2022

Members considered the format for this year's awards. It was suggested the council reverts to the pre-covid pandemic procedure of a single composite nomination from members for each of the four wards, and the two Under 18 category awards, for Holywell and Greenfield. The Clerk handed out the nomination forms.

RESOLVED:

That the Clerk arranges for the awards based on the single nomination approach from ward councillors.
That community hampers be presented to the main award winners. Members to submit their nomination forms for each ward.

91.2. Christmas Lights Switch On Community Representative

Members considered any nominations for a community representative to assist with the switch on of the Christmas lights. Cllr L.A. Carter nominated Albie Thomas who was five years old and an amputee, who had climbed Snowdon and Ben Nevis, and had recently won the Amplifon Brave Briton Awards. Cllr Carter had declared an interest and left the room prior to the voting.

RESOLVED:

That Albie Thomas be nominated to assist with the switch on. Clerk to make the arrangements.

91.3. Monthly Report

Members considered this month's report from the Deputy Clerk. There were action points that covered the Christmas business letters, CCTV relocation, the remaining funds from the town centre enhancement grant, and the bike repair station location.

RESOLVED:

- 1) That the Deputy Clerk follows up with the police to determine the most appropriate positions for the CCTV camera coverage.
- 2) That the remaining enhancement grant funds are reviewed at the next meeting.
- 3) That the bike repair station be positioned outside the council offices. Deputy Clerk to investigate with Tesco and consider any planning issues.

92. CORRESPONDENCE RECEIVED

92.1. Electoral Administration and Reform White Paper

Members considered taking part in the attached consultation for modernising electoral administration. The consultation period ends on 10th January 2023.

RESOLVED:

That a working group be formed to respond to the consultation. Cllrs B. Scragg, M. Sprake, E.B. Palmer, I. Hodge, J. Jones, and P.A. Johnson to attend.

92.2. Clwyd Pension Fund – Annual Joint Consultative Meeting (AJCM)

The AJCM for this year was to take place on Tuesday 13th December 2022 virtually. The Clerk had confirmed his attendance and a member nomination was also considered.

RESOLVED:

That Cllr I. Hodge be nominated to attend the meeting.
Clerk to arrange.

92.3. Summer Playschemes 2023

RESOLVED:

Members resolved that the public and press be excluded for this item 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.

Members considered the playscheme programme for next year. There would be an increase in the costs of around £500 should members decide to continue with the four schemes over a six week period. An in principle commitment was needed at this stage.

RESOLVED:

That approval be given for the playschemes to continue into 2023. Clerk to advise the County Council and adjust the budget projections.

92.4. Consultation – Remembering the Covid Pandemic

The UK Commission on Covid Commemoration had launched a consultation giving people across the UK the opportunity to say how they think the pandemic should be remembered. Members were asked to consider the council's participation. The council had already resolved to investigate the installation of a covid memorial at an appropriate site in the town centre.

RESOLVED:

That the Clerk arranges a working group to complete the consultation. All members were invited to attend.

92.5. 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 Update	**	21st Sep 2022
F	Ann Carroll – Planning Appeal	**	17th Oct 2022
G	Thomas Pennant Lecture	**	18th Oct 2022
H	Train Update – NW Association of Local Councils	**	20th Oct 2022
I	Review of Parliamentary Boundaries	**	24th Oct 2022
J	FCC/CAB Cost of Living Workshop	**	24th Oct 2022
K	Rob Roberts MP – Remembering the Covid Pandemic	**	26th Oct 2022
L	Health & Wellbeing Toolkit	**	28th Oct 2022
M	Planning Aid Wales Training	**	31st Oct 2022
N	Greenfield Valley Press Release – Fishing at the Valley	**	7th Nov 2022
O	Thomas Pennant Christmas Lunch	**	7th Nov 2022
P	OPCC Newsletter	**	8th Nov 2022
Q	Menter Iaith AGM	**	8th Nov 2022
R	Rob Roberts MP Press Release – Off Grid Energy	**	8th Nov 2022
S	Neighbourhood Watch National Newsletter	**	8th Nov 2022
T	Rob Roberts MP Press Release – Cost of Living Payment	**	9th Nov 2022
U	NHS Community Flu Vaccinations	**	9th Nov 2022

93. HOLYWELL TOWN COUNCIL ANNUAL REPORT

Members considered the Draft Annual Report for the year 2021/22 prepared by the Clerk and noted its content.

RESOLVED:

That the annual report be approved and published by the Clerk.

94. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute, 95, 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 considerations.

95. OFFICE MATTERS

95.1. Support Officer Appointment

Members considered the working pattern for the new Support Officer, and their attendance on a Canva training course.

RESOLVED:

That the following work pattern be endorsed: Mon-Wed 9.00am-4.30am, Thurs 9.00am-1.00pm. That approval be given for the Support Officer's attendance on a suitable Canva course.

95.2. Town Clerk – Excess Hours

The Chair reported on the Clerk's request for further excess hours to be paid. The Chair reiterated the ongoing staffing resource challenges facing the Council, which would be mitigated once the office was fully staffed and operational from December onwards.

RESOLVED:

That approval be given for the excess hours to be paid on the next available pay run.

95.3. Local Government Pay Award 2022/23

The Clerk reported on the details of the pay award. An increase of £1,925 was to be added to all salary scales (pro rata for part time staff) and backpay paid from the 1 April 2022. An additional 1 day annual leave was to be added to staff leave entitlement from 1 April 2023. The backpay element would include any obligations to former members of staff.

RESOLVED:

That members approve and endorse the implementation of the pay award.

95.4. Council Meeting Dates

The Mayor proposed a switch of the full council meeting dates from the third Tuesday of the month to the third Wednesday of the month. There were operational reasons for the change provided. Cllr L.A. Carter wished for it to be noted that such matters should be decided at the Council's Annual Meeting.

RESOLVED:

That the Council approve the switch of the meeting date with immediate effect i.e., from the December meetings onwards, to the third Wednesday of the month.

96. MEMBERS AGENDA ITEMS

Cllr L.A. Carter – Town Centre Underground Recycling Solution

Cllr Carter had provided a link that demonstrated the underground units in operation and referred to schemes in place in Liverpool and Spain. These units could mitigate the current issues with waste collection. There could potentially be funding available through the levelling up fund or other regeneration schemes. The scheme would also support the town's future Wales in Bloom entries.

RESOLVED:

That the Clerk contact Katie Wilby, Chief Officer – Streetscene and Transportation, Flintshire County Council, and request research and advice on the potential for underground recycling units in the town centre.

97. Cllr L. Corbett – Anti social behaviour in town centre

Cllr Corbett relayed her concerns to members. A small minority of youths were causing a disturbance and had committed acts of vandalism recently. There had also been reports of issues around the Tesco Store. Members were reminded that any issues should always be reported using the 101/999 police numbers.

RESOLVED:

- 1) That Cllr E.B. Palmer refers the police to the matter at the next CA/ALM liaison group meeting.
- 2) That members investigate the potential for a shop watch/radio scheme.
- 3) That the County Council's Anti-Social Behaviour Unit be asked to attend the next Town Centre & Events Committee meeting to provide further advice.

98. Cllr J. Jones – Animal Welfare

Cllr J. Jones outlined her concerns following a recent fireworks display being held near a livery with horses stabled there. This was a large public event and had caused distress to the horses and cattle.

RESOLVED:

- 1) That Cllr E.B. Palmer refers the police to the matter at the next CA/ALM liaison group meeting.
- 2) That the Council promotes safe use of fireworks and references the Animal Welfare Act 2006 in future years in the lead up to 5th November.
- 3) That the Clerk contact the County Council's Enforcement Team to request further advice and support.

99. REPRESENTATIVE REPORTS

Cllr I. Hodge updated members on the recent North Wales Association of Local Councils meetings held at Flint Town Hall.

Cllr L.A. Carter updated members on the recent meeting of the County Standards Committee. Members were advised to hold two separate social media accounts, one as a councillor and one for personal use. Cllr I. Papworth from Trelawnyd and Gwaenysgor Community Council had been appointed as the Town and Community Council Representative on the Committee. Support mechanisms and training would be made available to all councils.

100. COUNTY COUNCILLOR REPORTS

Cllr R. Dolphin reported no change on Environment Committee, with caged trailers allowed in Recycling Centres up to certain specifications.

Cllr P.A. Johnson reported on the recent cost of living workshop attended by 140 people from a diverse range of organisations that investigated different aspects of advice on debt, grants, etc. Warm hubs were to be set up shortly across the County.

Cllr E.B. Palmer stated early budget discussions were being held on council tax.

Cllr I. Hodge reported on waste collection areas in Holywell East ward, work was underway to ensure they were adequate and fit for purpose.

101. CLOSE OF MEETING

The Mayor closed the meeting at 8.00pm.

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Mayor