

Cyngor Tref Treffynnon Holywell Town Council

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

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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

12th December 2025

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 17th December 2025** 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. WELSH WATER REVIEW

Jim Grundy, Distribution Manager, Welsh Water will attend the meeting and present findings and outcomes from the recent water outage that affected local coastal communities.

4. MAYOR'S REMARKS

5. MINUTES & MEETINGS

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

- Holywell Town Council meeting held on Wednesday 19th November 2025.
- Resources Committee meeting held on Wednesday 26th November 2025.

5.2. Meetings of Committees, Working Groups, and Outside Bodies

Resources Committee Wednesday 26th November 2025. Minute no. R16 Appointment of Support Officer. Members to ratify the appointment of Mr Simon Bonfield based on the outlined terms. Clerk to report at meeting.

Members to consider any nominations for the vacant Planning Working Group position, following the resignation of Cllr L. Corbett.

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, 19th November 2025 at 6.00pm.

PRESENT: Councillor M. Sprake (Mayor).

Councillors: P. Cooper, L. Corbett, P. Corbett, I. Hodge, L. Hodge, P.A. Johnson, M. Lewis-Jones, E.B. Palmer, S. Rush, D. Smith, and D. Thomas.

APOLOGIES FOR ABSENCE were received from Cllrs C. Blackwell, and P. Curtis. Cllr C. Argent was absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

77. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None were declared.

78. PUBLIC SPEAKERS

Mr Liam Thorley, representing Greenfield Residents Group, attended the meeting and requested the Council’s support in securing suitable premises for group meetings and activities. The premises should be in Greenfield in a central and easily accessible location.

The group had considered the community centre on School Lane which charged £25.00 per hour, and Ysgol Maes Glas. 10 New Shop Parade had also been considered and members confirmed this was not on the County asset transfer list. There were legal covenants covering the shops on the parade, and number 10 had been vacant for some time. The group had been advised it takes 16 weeks to achieve charity status, but this status was not required to access all funding streams.

The Clerk confirmed that the Deputy Clerk had contacted the group with the offer of attending a future meeting to provide advice on funding streams and charitable status.

RESOLVED:

- 1) That the Clerk writes a letter of support from the Council to Greenfield Residents Group, to aid their endeavours to secure suitable premises.

- 2) That the Clerk writes to the County Council's Assets Department, to confirm the status and availability of 10 New Shop Parade, as a potential asset transfer.

79. MAYOR'S REMARKS

Holywell and Greenfield both held Remembrance Sunday services on Sunday 9th November and Tuesday 11th November respectively, and the Mayor thanked all those involved in the planning and arrangements for both events.

The Mayor attended the unveiling of the model of Point of Ayr mine at the Holywell Area Community Museum, that looked fantastic and was a fitting tribute. The Mayor thanked Mr John Wiltshire and Cllr M. Lewis-Jones for the invite.

The new benches for the "Legend on the Bench" project were unveiled last Friday at Fron Park and Greenfield coastal path. The Mayor stated that these benches shine a light on mental health and provided support by signposting people to organisations that can help.

The Mayor reminded all members that the Holywell Christmas Lights Switch On was taking place on Friday 28th November, with the event starting at 12pm, and the switch on taking place at 6pm.

80. MINUTES & MEETINGS

80.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council meeting held on Wednesday 15th October 2025.
- Development Committee meeting held on Wednesday 22nd October 2025.
- Special meeting of Holywell Town Council held on Wednesday 29th October 2025.
- Special meeting of Holywell Town Council held on Wednesday 12th November 2025.

80.2. Meetings of Committees, Working Groups, and Outside Bodies

Members considered nominations for the vacant School Governor position at Ysgol Treffynnon, following the resignation of Cllr L. Corbett.

RESOLVED:

That Cllr I. Hodge be nominated as governor for Ysgol Treffynnon. Clerk to inform the school.

81. PLANNING

81.1. New Planning Applications

Consideration was given to applications forwarded to the Town Council as part of the County Council's planning consultation. The Planning Working Group provided their report to the meeting.

RESOLVED:

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

Application Number	Proposal Details
FUL/000829/25	PROPOSAL: 2 STOREY SIDE EXTENSION. LOCATION: 32, Rayon Road, Greenfield, Holywell, CH8 7EQ. <i>The Council supported this application and raised no objections.</i>
FUL/000812/25	PROPOSAL: WORKS TO CREATE A TOTAL OF 4 NEW RESIDENTIAL UNITS COMPRISING THE CONVERSION OF THE GRADE II LISTED BUILDING INTO X3 THREE BED DWELLINGS WITH INTERNAL & EXTERNAL ALTERATIONS; IN ADDITION, THE DEMOLITION OF A SINGLE STOREY ADDITIONS TO THE WEST OF THE LISTED BUILDING & THE ERECTION OF A NEW SINGLE BED RESIDENTIAL UNIT ONTO THE WEST ELEVATION WITH PARKING, SURFACING & OTHER ASSOCIATED WORKS. LOCATION: Brynford House, 21, Brynford Street, Holywell, CH8 7RD. <i>The Council supported this application subject to the necessary highways and conservation consents being confirmed.</i> <i>Cllrs P.A. Johnson and E.B. Palmer abstained from voting.</i> <i>Cllr D. Thomas voted against the proposal.</i>
LBC/000813/25	PROPOSAL: LISTED BUILDING CONSENT FOR WORKS TO CREATE A TOTAL OF 4 NEW RESIDENTIAL UNITS COMPRISING THE CONVERSION OF THE GRADE II LISTED BUILDING INTO X3 THREE BED DWELLINGS WITH INTERNAL & EXTERNAL ALTERATIONS; IN ADDITION, THE DEMOLITION OF A SINGLE STOREY ADDITIONS TO THE WEST OF THE LISTED BUILDING & THE ERECTION OF A NEW SINGLE BED RESIDENTIAL UNIT ONTO THE WEST ELEVATION WITH PARKING, SURFACING & OTHER ASSOCIATED WORKS. LOCATION: Brynford House, 21, Brynford Street, Holywell, CH8 7RD. <i>The Council supported this application subject to the necessary highways and conservation consents being confirmed.</i> <i>Cllrs P.A. Johnson and E.B. Palmer abstained from voting.</i> <i>Cllr D. Thomas voted against the proposal.</i>

FUL/000357/25	PROPOSAL: CHANGE OF CURRENT USE FROM A1/A2 TO MIXED RETAIL/BEAUTY. 2 BEDROOM APARTMENT TO BE USED AS HOLIDAY RENTAL. EXTERNAL FIRE SAFETY STAIRCASE AND WALKWAY FROM HOLIDAY RENTAL ON 1ST FLOOR TO THE OUTSIDE YARD. LOCATION: 57, High Street, Holywell, CH8 7TF. <i>The Council noted this application as received and had previously supported this application.</i>
FUL/000743/25	PROPOSAL: RETROSPECTIVE APPLICATION FOR AGRICULTURAL TRACKS. LOCATION: Land adj. Old Miners Rest, Pen y Ball Hill, Holywell, CH8 8SU. <i>The Council noted this application as received.</i>

82. ACCOUNTS

82.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS PAYABLE – OCTOBER 2025

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
11114 - 11116	BP	Council Staff	Staff Salaries - Oct25	5,569.65	***
11117	BP	HMRC	Staff PAYE/NI - Oct25	1,894.34	***
11118	BP	Clwyd Pension Fund	Staff Pension - Oct25	2,011.37	***
11119	BP	Delyn Press	Civic Service Booklets	105.00	****
11120	BP	Supertemps	Agency Support Costs w.b. 15/9	619.38	****
11121	BP	Supertemps	Agency Support Costs w.b. 22/9	619.38	****
11122	BP	North East Wales Mind	Sessions	50.00	***
11123	BP	Automated Systems Group	Copier Charges	42.00	****
11124	BP	Rosiez Ltd	Civic Service Buffet	730.00	^^
11125	BP	Black & White Security	Security Well Inn Event	160.00	^^
11126	BP	Holywell Garden Centre	Caretaker Maintenance Works HGC122	510.00	^^
11127	BP	Holywell Garden Centre	Watering Baskets - September	325.00	^^
11128	BP	Holywell Garden Centre	Operate Parasols Well Inn Event	160.00	^^
11129	BP	The Holywell Band	Perform at Civic Service	150.00	^^

11130	BP	Flintshire County Council	CCTV Charges Oct-Dec	3,235.38	*****
11131	BP	St. John Ambulance	Attend at Party in Park event	101.40	^^
11132	BP	Delyn Press	Tourism Post Cards	372.00	****
11133	BP	Holywell Area Comm Museum	Financial Assistance Donation	500.00	^^
11134	BP	Holywell & GF Churches	Conduct Civic Service	200.00	^^
11135	BP	Cllr M. Sprake	Wales in Bloom Awards Travel Costs	30.00	***^
11136	BP	Mega Electrical	Contract Variation Works - Christmas Light Displays (1 of 3)	10,125.00	^^
11137	BP	Flintshire County Council	Contribution to Summer Playschemes 2025	8,812.80	^^^
11138	BP	Pure Glass Window Cleaning	Clean Office Windows	50.00	****
11139	BP	Daydream Designs	Website Tech Support	94.80	****
11140	BP	Viking	Wall planner & Diaries	23.62	****
11141	BP	Viking	Stationery	27.52	****
11142	BP	Automated Systems Group	Copier Charges	46.97	****
11143	BP	Flintshire County Council	Road Closure Well Inn event	115.70	^^
11144	BP	Flintshire County Council	Loan Repayment (1 of 2)	7,000.00	^
11145	BP	Holywell Garden Centre	Remove Hanging Baskets	275.00	^^
11146	BP	Veolia	Trade Waste Charges Sep25	83.03	****
11147	BP	SLCC	Joint Conference Fees	78.00	***
11148	BP	Supertemps	Agency Support Costs w.b. 29/9	619.38	****
11149	BP	Supertemps	Agency Support Costs w.b. 6/10	578.09	****
11150	BP	Supertemps	Agency Support Cost w.b. 13/10	619.38	****
11151	BP	Ysgol Maes Glas	Eco Uniform Donation	100.00	**
11152	DD	Yu Energy	Gas Bank Place Sep25	75.65	****
11153	DD	Corona Energy	Electric 12/13 BP Sep25	75.57	****
11154	DD	EDF Energy	Electric Hub Sep25	19.74	****
11155	DD	EDF Energy	Electric 14 BP Sep25	29.81	****
11156	DD	Yu Energy	Gas Bank Place Sep25	5.91	****
11157	DD	Vodafone	Office Mobile Oct25	27.90	****
11158	DD	Wirehouse HR	Employment Services Oct25	132.00	****
11159	DD	British Telecom	Phone & Broadband Sep25	94.93	****
11160	VIS	Microsoft	ICT Subscription	66.24	****
11161	VIS	Microsoft	ICT Subscription	11.52	****
11162	VIS	Poppy Shop	3 x Wreaths	74.97	^^
11163	VIS	Amazon	A4 Acetate Sheets	12.91	****
11164	VIS	Ionos Cloud	Office Premium/Mail Pro	100.59	****
11165	VIS	Tesco	Refreshments/Toilet Roll	15.65	****

11166	VIS	Amazon	Owain Glyndwr Flag	19.98	****
11167	VIS	Amazon	Gel Light Filter Coloured Overlay Pack	16.68	****
11168	VIS	Tesco	Refreshments	1.20	****
11169	VIS	Poppy Shop	Wreath	29.49	^^
11170	VIS	Amazon	Scotch Magic Tape	10.48	****
11171	VIS	Tesco	USB Flash Drive	8.00	****
11172	VIS	Amazon	Soup Cups for Christmas Lights Event	28.20	^^
11173	VIS	Amazon	A4 Photo Frames	31.03	****
11174	VIS	Tesco	Refreshments	6.45	****
11175	VIS	Zoom	Zoom Pro Subscription	16.79	****
11176	VIS	Amazon	Liquid Chalk Pens & Spray	26.21	****
11177	VIS	Amazon	Hi-Vis Vests	27.69	****
11178	VIS	Royal Mail	Postages - Remembrance Sunday	69.70	***
11179	VIS	Tesco	Refreshments/Batteries	22.20	****
11180	DR	HSBC Bank	Bank Charges Sep25	3.90	****
			TOTAL	47,095.58	

SCHEDULE OF ACCOUNTS RECEIVABLE – SEPTEMBER 2025

Date	Category	Name	Payment Details	Amount £
01/10/25	Income	Various	Car Charge Income	17.31
08/10/25	Refund	Daniel Street	Damage Deposit – Silent Disco	40.00
14/10/25	Refund	Newton Flags	Combined Carriage	18.00
16/10/25	Income	Various	Mayors Charity Donations	150.00
			TOTAL	225.31

Categories – Income, Grant, VAT Refund, Refunds, Bank Transfers

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

83. CORRESPONDENCE

83.1. Flintshire Summer Playschemes 2026

Members reconsidered the correspondence from the Play Development Team that outlined next year's playscheme arrangements and costs. The Clerk read out an update on activities planned at local schools and churches for the 2026 summer holidays.

RESOLVED:

That the Council approve two six week schemes in the Holway and Greenfield for the 2026 summer holidays. Clerk to inform the Play Development Team.

83.2. Use of Council Offices by Department for Work and Pensions

The DWP had submitted a proposal to the Council, to use the ground floor office space of the Council Offices to hold employability sessions for job centre customers in the 16-24 age group. These would be run by appointment only. A two month pilot was proposed over January and February 2026 on Wednesdays between 1.00pm and 3.30pm. Members considered the request and consulted with the Clerk on the impact to the current office operations and the staff.

RESOLVED:

That the DWP be given conditional approval, subject to the Clerk following up on operational queries that covered public liability insurance, the number of customers per session and whether appointed, access and meet and greet arrangements, security provision, and a potential contribution to running costs.

83.3. Streetscene Winter Preparation

Flintshire County Council had written to the Council to offer winter maintenance packs for the businesses and local community. Each pack consisted of 8 bags of rock salt and 3 snow shovels.

RESOLVED:

That the Clerk order 1 winter maintenance pack to be received at the Council Offices. The Council would then offer the equipment to the local community through its social media channels.

83.4. Bionet Awards

Members considered any nominations for the Bionet awards which recognised the work undertaken by local people, communities, organisations and businesses in North East Wales to conserve, protect and enhance biodiversity. The deadline for submission was 1st December 2025.

RESOLVED:

That the Deputy Clerk contacts both Ability Grows and Holywell Rambling Club to offer support and confirm a nomination, if appropriate.

83.4. Clwyd Pension Fund Consultation and Meeting

Members considered the Council's participation in a consultation, that related to four proposals on normal minimum pension age, pension access for mayors and councillors, academies in the LGPS, and a new fair deal. The deadline for responses was 22nd December 2025.

Members considered the Council's attendance at the forthcoming Annual Employer and Scheme Member Representative Meeting on 26th November 2025. The meeting provided an opportunity to network with other employers and receive information on the interim valuation review, that affected future employer contribution rates that would be set for 2026/27 to 2028/29.

RESOLVED:

- 1) That Cllr E.B. Palmer and the Clerk respond to the consultation on behalf of the Council.
- 2) That Cllr E.B. Palmer attends the Annual Employer and Scheme Member Representative Meeting on 26th November 2025.

83.5. Reports Received

The following items had been received and already circulated to members.

Ref	Item	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	Perthyn grant funding for community groups	14 th Oct 2025
H	FLVC Bulletin	16 th Oct 2025 & 13 th Nov 2025
I	NW Fire Service - Our five principles for keeping communities safe - have your say	23 rd Oct 2025
J	Holywell Business Meeting Monday 27th October hosted by Hannah Blythyn MS	27 th Oct 2025
K	North and Mid Wales Association of Local Councils - adopted rail survey report 2025	27 th Oct 2025
L	FLVC Meet the Funder - National Lottery Community Fund	28 th Oct 2025
M	North and Mid Wales Association of Local Councils - minutes of quarterly meeting October 2025	19 th Oct 2025
N	Letter from Derryn Blanchard BEM	10 th Nov 2025
O	Thomas Pennant Society Update	10 th Nov 2025
P	Report/Session Links - Recent Welsh Water Outage in Greenfield, Holywell, Flintshire	11 th Nov 2025
R	Last chance to have your say on the proposed Glyndŵr National Park	13 th Nov 2025

84. MEMBERS' ITEMS

Cllr P. Cooper requested a survey be undertaken by the Council to evaluate the opinion of residents on the proposed national rollout of Digital IDs. This request followed enquiries received from several residents.

RESOLVED:

That the Council circulate an online poll to evaluate feedback from residents and forward the results onto Becky Gittins MP.

EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

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

Cllr L. Corbett raised a matter of concern that affected the town centre.

RESOLVED:

That the Clerk follow up on the actions agreed at the meeting.

Cllr C. Blackwell – Traffic Issue – Ysgol Maes Glas, Greenfield. In Cllr Blackwell's absence this matter was deferred until the next meeting.

85. HOLYWELL PUBLIC TOILETS

Flintshire County Council have commenced a public consultation exercise on the future operation of public toilets. Members considered the Council's position on a potential asset transfer of Holywell public toilets, to maintain the operation of this important local asset.

RESOLVED:

That a working group be formed to explore this matter in further detail and consider the financial implications, before making a recommendation to the full council. Cllrs L. Corbett, P. Corbett, I. Hodge, M. Sprake, and D. Thomas were appointed to the working group. Clerk to prepare a briefing paper and arrange the first meeting.

86. REPRESENTATIVE REPORTS

Cllr D. Thomas reported that some chess board tables were being installed by the County Council on the Greenfield Valley Heritage Trail and also being considered in the town centre. The Deputy Clerk would bring a report to the next meeting with any financial implications.

87. COUNTY COUNCILLOR REPORTS

Cllr I. Hodge requested that members advise him of any issues arising from the circulation of agendas, minutes, and other information from the North Wales Association of Local Councils. Rail surveys were being conducted on the Holyhead line.

Cllr P.A. Johnson reported on the ongoing issues with the A55 being closed for periodical maintenance without a contraflow, that resulted in vehicles diverted through Holywell along Fron Park Road. Cllr Johnson had spoken to both Hannah

Blythyn MS and Brynford County Councillor S. Jones about the matter and requested that it be placed as an agenda item on future meetings of both the North Wales Association of Local Councils and the West Flintshire Group of Councils.

88. CLOSE OF MEETING

The Mayor closed the meeting at 7.55pm.

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Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the Meeting of the **Resources Committee** held in the Council Chamber, Bank Place Offices, Holywell on Wednesday 26th November 2025 at 6.00pm.

PRESENT: Councillor P. Corbett (Chair).

Councillors: L. Corbett, I. Hodge, M. Lewis-Jones, E.B. Palmer, and M. Sprake.

APOLOGIES FOR ABSENCE were received from Cllr P. Cooper.

Cllr C. Blackwell was absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

R9. DECLARATIONS OF INTEREST

None were received.

R10. BANK RECONCILIATION QUARTER 2 – 30th SEPTEMBER 2025

Members received the bank statement and reconciliation from the Clerk, who explained the current position.

RESOLVED:

That the Council's banking position be noted.

R11. MANAGEMENT ACCOUNTS QUARTER 2 – 30th SEPTEMBER 2025

Members received the accounts, and the Clerk explained the projections, and highlighted the key variances. The Council had needed to fund unforeseen commitments this year from its reserve balances; therefore, the year-end bank balance would show a reduction from the previous year.

RESOLVED:

That the Council's accounting position be noted.

R12. BANK BALANCES & RESERVES REVIEW

Members reviewed a position statement on the banking position and noted both short term and potential longer term commitments. The Council needed to keep

within best practice guidelines for its retained balances, which included the minimum level of 3/12 of annual turnover.

RESOLVED:

That the Council's bank balances and potential future commitments be noted.

R13. DRINKS MACHINE

The Clerk had circulated a report with the agenda that confirmed the current arrangements and options available to the Council on the lease of the drinks machine, which serviced the members area and council chamber. An early termination charge would apply should members decide to terminate the lease before its end date.

RESOLVED:

That the lease runs its course through to its termination date of 3rd November 2027. The lease would then not be renewed, and the Council would make other arrangements for refreshments at meetings.

R14. COUNTY FORUM

The Clerk read out correspondence received from Mold Town Council that had been sent to the Chief Executive, Flintshire County Council, which called for the reestablishment of the County Forum. The forum was used previously for collaboration, consultation, and partnership working between Town and Community Councils and the County Council. Mold Town Council were seeking the support of other local Councils in Flintshire to lobby the County Council for its reinstatement.

RESOLVED:

That the Council note this correspondence as received.

R15. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute R16, 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.

R16. STAFFING

Members considered recruitment to the vacant Support Officer post and reviewed the job description. The post had been covered on a temporary basis by Mr Simon Bonfield since the beginning of June.

RESOLVED:

That the position of Support Officer be offered to Mr Simon Bonfield with effect from Tuesday 6th January 2026 based on the approved job description and subject to satisfactory references, and including the following core terms:

- the appointment is based on 22.5 hours per week.
- a probation period of not less than 26 weeks.
- the starting salary was to be reviewed, and the appointment was subject to the final agreement of the full Council.

R17. CLOSE OF MEETING

The Chair closed the meeting at 7.30pm.

.....
Chair

6. PLANNING

6.1. New Applications

To consider the applications received.

Application Number	Proposal Details
FUL/000981/25	PROPOSAL: PROPOSED SIDE AND REAR EXTENSIONS TO ENLARGE KITCHEN AND REPLACE THE EXISTING CONSERVATORY. LOCATION: 19, Wood Lane, Holywell, CH8 7HU.

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.
- 6.2. Application by Uniper UK for an order granting development consent for the Connah's Quay Low Carbon Power Project (EN010166)

Members to consider the attached letter sent by the Planning Inspectorate.
The letter was included with the agenda email.

7. ACCOUNTS

7.1. Accounts for Payment

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

SCHEDULE OF ACCOUNTS PAYABLE – NOVEMBER 2025

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
11181	BP	Welsh Water	Water Drink Fountain Apr-Oct	38.16	****
11182	BP	Welsh Water	Water Events Hub Apr-Oct	97.74	****
11183	BP	Martin Fearnley	Reimbursement for Glasses/Travel Costs	42.10	***
11184	BP	Holywell Garden Centre	Poppies & Soldiers - Remembrance Sunday	334.99	^^
11185	BP	Holywell Garden Centre	Planters & Barrier Baskets - SLA	480.00	^^
11186	BP	Holywell Garden Centre	Caretaker Maintenance Works HGC126 & Office Maintenance	191.97	****
11187	BP	Imperative Training	Defib Pads - Greenfield Community Centre	180.00	****
11188	BP	Delyn Press	Remembrance Sunday Service Books	95.00	^^
11189	BP	Daydream Designs	Website Tech Support	94.80	****
11190	BP	Vaughtons	Supply 5no. Silver Gilt Medals and Wallets	1,204.08	****
11191	BP	Holywell Leisure Centre	Contribution (3 of 4)	2,500.00	^^^
11192	BP	Sian Jones Translation Serv.	Translate Documents	64.35	****
11193	BP	Veolia	Trade Waste Charges Oct25	105.11	****
11194	BP	Party Clik	Photo Booth Hire - Christmas Lights Switch On	360.00	^^
11195	BP	Delyn Press	Christmas Lights Event Flyers & Posters	392.40	^^
11196	BP	Supertemps	Agency Support Costs w.b. 21/10	619.38	****
11197	BP	Supertemps	Agency Support Costs w.b. 28/10	619.38	****
11198	BP	NW Association of Local Councils	Meals for Meeting 24/10/25	19.00	****
11199	BP	Holywell Area Comm. Museum	Refreshments for Remembrance Sunday	86.50	^^
11200	BP	Choose Life	Volunteer Expenses Ysgol Treffynnon (PACT)	70.00	****

11201 - 11203/6	BP	Council Staff	Staff Salaries - Nov25	11,168.59	***
11204	BP	HMRC	Staff PAYE/NI - Nov25	2,211.43	***
11205	BP	Clwyd Pension Fund	Staff Pension - Nov25	2,235.98	***
11207	BP	HMRC	Staff PAYE/NI - Nov25	1,470.66	***
11208	BP	K.E. Bincham	Face Painting Christmas Lights Switch On	240.00	^^
11209	BP	K.E. Bincham	Face Painting Christmas Market	320.00	^^
11210	BP	C. Baglin	Magic Show Christmas Lights Switch On	200.00	^^
11211	BP	UK Vending Ltd	Drinks Machine Lease 4/11-3/2	248.40	****
11212	BP	St. John Ambulance	Attend Christmas Lights Switch On	101.40	^^
11213	BP	Barry Hamilton Photography	Photography Services Mayor's Civic Service 8/9/25	95.00	^^
11214	BP	Barry Hamilton Photography	Photography Services Annual Meeting 21/5/25	75.00	^^
11215	BP	Supertemps	Agency Support Costs w.b. 4/11	619.38	****
11216	BP	Supertemps	Agency Support Costs w.b. 12/11	619.38	****
11217	BP	Tadmark Ltd	Supply 3no. Christmas Lights Banners	136.82	^^
11218	BP	Thompsons Solicitors	Legal Services	480.00	****
11219	DD	Yu Energy	Gas Bank Place Oct25	169.44	****
11220	DD	EDF Energy	Electric Events Hub Oct25	20.87	****
11221	DD	Welsh Water	Water 12/13 BP May-Oct	90.10	****
11222	DD	Welsh Water	Water 14 BP May-Oct	108.73	****
11223	DD	Corona Energy	Electric 12/13 BP Oct25	133.65	****
11224	DD	EDF Energy	Electric 14 BP Oct25	20.95	****
11225	DD	EDF Energy	Electric Events Hub Oct25	6.93	****
11226	DD	BNP Paribas	Copier Lease 23/11-22/2	154.80	****
11227	DD	Vodafone Business	Office Mobile Nov25	27.90	****
11228	DD	Wirehouse HR	Employment Services Nov25	132.00	****
11229	VIS	Microsoft	ICT Subscription	66.24	****
11230	VIS	Microsoft	ICT Subscription	11.52	****
11231	VIS	Tesco	Mouse	10.00	****
11232	VIS	Ionos Cloud	Office Premium/Mail Pro	100.59	****
11233	VIS	Tesco	Refreshments (PACT)	5.40	^^
11234	VIS	Tesco	Refreshments	1.20	****
11235	VIS	Tesco	Refreshments	1.20	****
11236	VIS	Tesco	Refreshments	5.25	****
11237	VIS	W. Bevan & Son	Cable Ties	4.99	****
11238	VIS	Tesco	Water Christmas Lights Switch On	24.10	^^
11239	VIS	Tesco	Card / Christmas Lights Supplies / Scouts Mayor Donation	70.65	^^

11240	VIS	Facebook	Event Boost - Christmas Lights	25.00	^^
11241	VIS	Tesco	Refreshments	1.20	****
11242	VIS	Zoom	Zoom Pro Subscription	16.79	****
11243	VIS	Royal Mail	Stamps	20.56	****
11244	VIS	Amazon	Light Filters	23.97	****
11245	DR	HSBC Bank	Bank Charges Oct25	3.75	****
			TOTAL	29,074.78	

SCHEDULE OF ACCOUNTS RECEIVABLE – NOVEMBER 2025

Date	Category	Name	Payment Details	Amount £
		Nil Return.		
			TOTAL	0.00

Categories – Income, Grant, VAT Refund, Refunds, Bank Transfers

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

7.2. Clwyd Pension Fund Documentation and Valuation

Members to consider the following documents **which were all included on the agenda email:**

- Clwyd Pension Fund Explanatory Note

- LGPS Actuarial Valuation
- Draft Funding Strategy Statement for Consultation
- Holywell Town Council Valuation Results Schedule

The Clerk will provide an update at the meeting.

7.3. Interim Internal Audit Report 2025/26

Members to consider the report prepared by the Council's Internal Auditors JDH Business Services Ltd. Clerk to report. **The audit report was included with the agenda email.**

8. COMMUNITY ENGAGEMENT

8.1. Members to receive the attached report from the Deputy Clerk and consider any actions points.

REPORT FOR MEMBERS TO CONSIDER AT FULL COUNCIL MEETING WED. 17TH DECEMBER 2025

Project 1 - Environmental Fish Project

After another successful grant funding application, the Environmental Fish project which was in Council's Business Plan is now ready to proceed. The estimated cost of this project is £5,000.

Description: - We are looking at a fish measuring 3.2m long made of galvanized mild steel. The body will be made of 30x5mm mild steel strip, the head and fins of 1.6mm mild steel sheet and the body lined out with mild steel mesh with holes 40x20mm. The environmental fish sculpture project aims to raise awareness about plastic pollution and encourage people to take action to reduce it. These sculptures often serve as receptacles for used plastic, promoting recycling and reducing the amount of plastic that ends up in the environment.



Members decisions required as follows:

- Members to agree match Funding Element of approx. £1,000.
- Members to agree final location with 4 suggested areas as follows.
 - a) Maes y Felin School grounds in partnership with their Eco Group and who are keen for it to be located there for education purposes etc and would act as a legacy for future generations.
 - b) The right-hand side grass verge in front of the leisure centre.
 - c) The grassed area coming down past the Stamford at the turning right before the community hospital.
 - d) Greenfield Dock.
- Ongoing emptying of unit would have to be agreed and by who unless the sculpture was seen as just an art sculpture.

Please note this project must take place within 1/.2 mile of the Town Centre and a launch event must be held by end of Jan. This means if the Greenfield Dock location was chosen then a temporary location and the event would have to be chosen with it being moved to the Dock at a later date.

Project 2 - Gaming Benches

At a previous Committee meeting Cllr Danny Thomas brought the idea of an outdoor gaming / chess / snakes and ladders table. As a result, it was resolved that I look to source and find appropriate funding. I was approached by Emily Warren (Flintshire CC Regen Team) who said that she had some funding available and suggested the Legend on the Bench idea which she had seen. Unfortunately, she spoke to me on the week of our Legend on the Bench installations and was therefore too late for consideration. I did mention the idea of the gaming bench to her, and she was excited about the project and thought that the funding could be used for that instead of the Legend on the Bench and I met with her and Cllr Thomas to discuss.

As a result, and due to limited grant deadline, she has agreed to fund the tables and some interpretation boards, one in Fron Park and one at the top of the Valley which is good news.



Members to confirm:

- That Town Council Logo to be put on the table?
- I am awaiting confirmation of any ongoing maintenance obligations.
- Confirm who should attend the proposed launch date on the 13th January TBC

Project 3 - Wheelchair accessible gaming Chess / Snakes and Ladders table (subject to successful Tesco Grant application and relevant permissions with no Council match funding element needed)



Members Action – To determine Town Centre location i.e. Tower Gardens or High Street?

8.2. Pen y Maes Hub Building Feasibility Study

Members to endorse the final report on the hub building. The working group and appointed consultant have concluded their work. **The feasibility study was included with the agenda email, and an executive summary was included.**

8.3. Gwella Sport Development Networking Day

Members to consider the Deputy Clerk's attendance at the above event, along with Cllr L. Corbett. The event is linked to the Council's ongoing PACT project working with young people in the local community. There is no charge applicable for attendance.

Where: Holiday Inn, Westbound, A55, Northop Hall, Mold, Chester CH7 6HB

When: Wednesday 14th January

Time: 9:30am – 3:00pm (register from 9:00am)

9. CORRESPONDENCE

9.1. Trial Replacement of Bedding Plant Sites with Sustainable Perennials

Members to consider the attached email from Sarah Slater, Flintshire County Council, and the Council's endorsement of this project.

I hope you are well. I am emailing with regard to a project considering the replacement of some bedding plant sites with pollinator friendly perennial alternatives. I have included the full information below. As you will see we are proposing a trial of a small selection of beds initially. If you could let us know if you are happy for the project to proceed, we would appreciate it. If there are additional sites you would like considered for this project, please just let us know.

We are contacting you to highlight a new cross department project between our Natural environment department and Streetscene. The project aims to enhance the sustainability and ecological value of public planting schemes within your area.

As part of a wider trial, we are planning to replace a small number of traditional bedding plant sites with more sustainable perennial planting. This approach supports our commitment to improving biodiversity, reducing maintenance inputs, and delivering our climate strategy.

We have recently conducted site visits to identify suitable beds within your ward that could be included in this trial. The selected locations have been chosen based on their visibility, suitability for perennial planting, and potential to deliver long-term environmental benefits.

These are:

- **Fron Park, central circular bed (The middle planter in the cross path in the Park, parallel to Park Lane)**
- **Halkyn Street junction (Between Halyn Street and A5026)**
- **Bed opposite the fire station (The triangular verge between Whitford Street and Fron Park Road)**

Perennial plants offer a range of advantages over seasonal bedding schemes, including:

- Improved biodiversity value through the use of pollinator-friendly species.
- Reduced maintenance and resource use, including lower water inputs.
- Extended seasonal interest, with longer flowering periods and structural value throughout the year.
- Enhanced visual appeal and contribution to green infrastructure.

We would aim to plant the sites in spring 2026.

We would welcome any comments or feedback you may have on the proposal.

We order plants well in advance and would like to confirm project details by Jan 2026, so we would very much appreciate a response by **31st Dec 2025**.

9.2. Outside Lives: Discovering Dementia – Let's Connect

Members to consider the Council's attendance at this event. Details in the attached email below.

We would like to invite a representative from your Town Council to attend Outside Lives: Discovering Dementia – Let's Connect on Wednesday 14 January 2026, taking place at Care and Repair North East Wales from 10:00am to 3:30pm.

This event brings together local organisations, services, and community members to explore how we can progress towards a more dementia-friendly Flintshire. As key leaders within your community, Town Councils play an important role in shaping supportive and accessible environments for people living with dementia and their families.

We would be grateful if you could share this invitation with your councillors and arrange for a representative to attend. Please feel free to drop in at any time during the day.... there will be a range of activities, speakers, and opportunities for discussion. To help us share the agenda and any practical details, please complete this short form:

<https://form.jotform.com/252884362624362>

We will then send the full schedule directly to you.

The day will offer opportunities to:

- Learn about current dementia-friendly initiatives across Flintshire.
- Discuss what your community needs to better support people affected by dementia.
- Explore practical next steps that could be taken within each town.
- Identify where Outside Lives and partner organisations can offer support or collaboration.

9.3. Reports/Correspondence Received

The following items have been received this month and were circulated to members.

Ref	Item	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 Bulletin	13 th Nov 2025 / 27 th Nov 2025
H	Benefit Advice Shop AGM	19 th Nov 2025
I	OPCC North Wales Newsletter #82 – 21.11.25	24 th Nov 2025
J	Request for Continued Funding for Holywell Leisure Centre 2026/27	25 th Nov 2025
K	Thomas Pennant Society - Dr Gron's Lecture	26 th Nov 2025
L	North Wales Police - Holywell Christmas Light Switch On 2025	1 st Dec 2025
M	Christmas Message - Wales in Bloom	8 th Dec 2025
N	OPCC North Wales Newsletter #83 – 05.12.25	8 th Dec 2025

10. MEMBERS' ITEMS

Councillor	Subject	Motion
C. Blackwell	Traffic Issue – Ysgol Maes Glas	Cllr Blackwell will report further at meeting.
D. Smith	Holywell Market	Cllr Smith will report further at the meeting. Members to determine the Council's position.
P. Corbett	Parent/Child Car Parking Spaces	Members to consider requesting designated parking spaces for Parent/Child outside Holywell Leisure Centre. Cllr Corbett will report further at meeting.

11. HOLYWELL PUBLIC TOILETS

Members to determine the Council's position on a potential asset transfer of the Holywell public toilets and receive an update from the appointed working group. The Council have submitted an initial expression of interest to Flintshire County Council to take over the running of the toilets. The Council need to plan and prepare for any transfer of responsibility that includes setting an appropriate budget in January 2026.

12. OFFICE CHRISTMAS CLOSURE

The Council Offices will be closed from Monday 22nd December 2025 and reopen on Monday 5th January 2026. Members to decide on the use of the out of hours mobile phone during this period.

13. 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.

14. 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.