

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, 17th December 2025 at 6.00pm.

PRESENT: Councillor M. Sprake (Mayor).

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

APOLOGIES FOR ABSENCE were received from Cllrs C. Blackwell, P. Curtis, and P.A. Johnson.

IN ATTENDANCE: J. Baker (Clerk).

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

None were declared.

90. **WELSH WATER REVIEW**

Jim Grundy, Distribution Manager, and Steve Youell, head of Emergency Planning & Security, Welsh Water, attended the meeting and briefed members on the measures taken and subsequent review of the recent water outage that affected Greenfield and other coastal areas.

A trunk main pipe carrying water from Bretton source main had burst that was a challenging repair as it was five metres underground. Disaster planning procedures were deployed in what ended up being a four day event. Vulnerable customers were prioritised with a text service used to report lost supply and temporary repairs were undertaken. Bottled water stations were set up and the locations agreed with Flintshire County Council. Welsh Water thanked local councillors, the police and emergency services for their support with managing the event.

Bottled water stations were set up at Jade Jones Pavillion, Flint and Charmleys Lane, Shotton, and a further station in Mold. Sub outlets were set up with the assistance of councillors at Greenfield and Talacre. Members expressed concern at the lack of a water station to serve the Greenfield area and West Delyn, and suggested the former Coed Mawr market site, and the Duke of Lancaster car park sites would have been more beneficial, with easy access, for local residents. The Mold site was used as a backup in the event that the other sites were lost. Members also stated that the accessibility of

the Flint station was challenging due to its close proximity to a leisure centre, retail park and medical practice. There were issues and delays with vehicles getting to and from this station.

Members stated that the list of vulnerable people was different to the list used by the County Council, on its priority service register. A multi-agency list with the data shared was seen as the way forward. Members suggested that a separate water station location should be used in future for vulnerable people.

Members requested a summary of the list of agreed outcomes be emailed to the Clerk for circulation. Members felt that the communication with town and community councils in the affected areas could be improved upon and should be part of the process going forward.

RESOLVED:

That the clerk follows up with Welsh Water, to provide details of the suggested water stations, and request the high level summary when available. That the Support Officer shares the Welsh Water information on joining its vulnerable persons list on the Council's social media channels.

Cllr S. Rush joined the meeting at 6.15pm.

91. MAYOR'S REMARKS

The mayor thanked all those who contributed to the Christmas Lights Switch On event on Friday 28th November, and the Christmas Market on Sunday 30th November. The switch on was very successful as always with lots of positive feedback.

The Mayor thanked Deputy Mayor Cllr Pat Corbett for stepping in with the decorating of the office Christmas Tree with pupils from all the local schools.

The Mayor was delighted to announce the winners of the two recent Christmas themed competitions:

- Best Christmas Window winners: Hughes Parry Solicitors, runners up: Holywell Travel, Reid & Roberts, and Rosiez Café.
- Mayoral Christmas Card Winners: Oktawia and Noah from Ysgol Maes y Felin; and Roman and Gracie-Lou from Ysgol Maesglas.

The Mayor reminded members that a buffet would be served following the meeting and wished all members a merry Christmas and happy new year.

92. MINUTES & MEETINGS

92.1. Minutes of Meetings

RESOLVED:

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

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

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

Resources Committee 26th November 2025 Minute R16. Appointment of Support Officer.

RESOLVED:

That the Council approve the resolution of the Resources Committee, with Mr Simon Bonfield appointed with effect from Monday 5th January 2026 based on the approved job description and subject to satisfactory references, including the following terms:

- the appointment is based on 22.5 hours per week.
- a probation period of not less than 26 weeks.
- the starting salary was subject to independent review to be advised by the Clerk.

Clerk Addendum – the Support Officer post was subsequently evaluated to Grade LC1 Spinal Column Points 7-12.

Members considered nominations for the vacant position on the Planning Working Group.

RESOLVED:

That Cllr E.B. Palmer be appointed to join the group.

93. PLANNING

93.1. 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/000981/25	PROPOSAL: PROPOSED SIDE AND REAR EXTENSIONS TO ENLARGE KITCHEN AND REPLACE THE EXISTING CONSERVATORY. LOCATION: 19, Wood Lane, Holywell, CH8 7HU. <i>The Council supported this application and raised no objections.</i>

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

Members considered the letter from the Planning Inspectorate related to this application.

RESOLVED:

That members note this correspondence as received.

94. ACCOUNTS

94.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

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	Remem. 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 - maintain war memorials
- #### Litter Act 1983 S.5-6
- ***** Local Government & Rating Act 1997 S.31

94.2. Clwyd Pension Fund Documentation and Valuation

Members considered the documentation provided by the Clwyd Pension Fund. Members noted that the employer pension contribution would decrease from 22.2% to 20.3% from April 2026, which would impact favourably on the budget. Members considered the level of surplus to be retained in the fund that could be set to 3%, 5%, or 8%.

RESOLVED:

That the surplus level be retained at 3%. Clerk to inform the Pensions Team.

94.3. Interim Internal Audit Report 2025/26

Members considered the report prepared by the Council's Internal Auditors JDH Business Services Ltd. Members noted that no issues were found in the audit for the second consecutive report.

RESOLVED:

That the report be noted as received.

95. COMMUNITY ENGAGEMENT

95.1. Deputy Clerk Project Report

Members received the report prepared by the Deputy Clerk that provided updates on three projects: Environmental Fish Project, Gaming Benches/Interpretation Boards, and a Wheelchair Accessible Gaming Table. Members held a number of concerns on the fish project, which included location, insurance, maintenance, and safety. The Clerk stated this project was time limited in terms of accessing the grant funding. The gaming benches and boards were to be installed at the top of Greenfield Valley. The Accessible Gaming Table was intended for Fron Park, and members preferred location was adjacent to the play area.

RESOLVED:

- 1) That the Clerk follow up on the queries raised on the fish project. A further report would be presented at a later meeting for a final decision to be made.
- 2) That the gaming benches be endorsed, together with the interpretation boards, and the use of the Council's logo approved. All members were to be invited to the launch, provisionally set for Tuesday 13th January 2026.
- 3) That the accessible gaming table be approved, for installation at Fron Park near the play area. This was subject to grant funding being secured to fund the project.

95.2. Pen y Maes Hub Building Feasibility Study

Members considered the final draft report from the appointed consultant for this project. Members stated that the County Council could not offer support for this project due to a hub already being in the pipeline at a location in the town centre.

RESOLVED:

That the report be approved. Clerk to contact the County Council for an update on the hub proposed for the town centre.

95.3. Gwella Sport Development Networking Day

Members considered the Deputy Clerk and Cllr L. Corbett's attendance at the above event, to be held on Wednesday 14th January 2026, at the Holiday Inn, Northop Hall.

RESOLVED:

That attendance be approved. Clerk to arrange the booking.

96. CORRESPONDENCE

96.1. Trial Replacement of Bedding Plant Sites with Sustainable Perennials

Members considered the email from Sarah Slater, Flintshire County Council, and discussed the proposed bedding plant sites. Members noted that the Holywell Ramblers had planted bulbs on some of the sites mentioned.

RESOLVED:

That the Council endorse the work on the trial. That the Clerk contacts the County Council to alert them to the bulb planting work already undertaken.

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

Members considered nominations to attend the above event at Care and Repair North East Wales on Wednesday 14th January 2026.

RESOLVED:

That Cllrs L. Corbett, I. Hodge, and D. Thomas attend the event. Clerk to make the arrangements.

96.3. 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	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

97. MEMBERS' ITEMS

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

Cllr D. Smith – Holywell Market – Cllr Smith explained this item had been included due to recent press reports and social media posts about the Town Council taking over the running of the market, but no formal notification had been received from the County Council. Members were aware from the County Council that the market would be closing on 31st March 2026. Members discussed the viability of the Council's involvement in the future. Some specialist markets would continue to be held by the County Council.

RESOLVED:

That a working group be formed to explore the viability of the Council taking over the market, ahead of a formal decision being made early in the new year. Cllrs

D. Thomas, I. Hodge, L. Corbett, P. Corbett, P. Cooper, and E.B. Palmer were nominated to attend.

Cllr P. Corbett – Parent/Child Car Parking Spaces. Cllr Corbett explained there was a lack of provision of these spaces particularly in Holywell Leisure Centre and Home Bargains car parks. The County Council were meeting their minimum requirements for disabled spaces but while the provision of parent/child spaces was not mandatory they would be of real benefit to shoppers and users of local facilities.

RESOLVED:

That the Clerk write to Katie Wilby, Chief Officer Streetscene and Transportation, Flintshire County Council to request parent/child spaces be allocated where feasible.

98. HOLYWELL PUBLIC TOILETS

The Council received an update from the appointed working group, who had submitted an expression of interest in a community asset transfer, to take over the running of the toilets. The Clerk provided an update on the financial implications, with the precept requiring an increase to fund the operation of the toilets. Members were advised that funding would be available from the County Council to undertake capital improvement works on the toilets prior to the transfer of ownership. Members discussed access to the toilets and card entry systems.

RESOLVED:

That approval be given for the formal acquisition of Holywell Public Toilets through a community asset transfer. That the working group continue to meet to prepare and plan for the transfer of ownership.

99. OFFICE CHRISTMAS CLOSURE

The Council Offices would be closed from Monday 22nd December 2025 and reopen Monday 5th January 2026.

RESOLVED:

That Cllr E.B. Palmer operates the out of hours mobile during this period.

100. REPRESENTATIVE REPORTS

None were received.

101. COUNTY COUNCILLOR REPORTS

None were received.

102. CLOSE OF MEETING

The Mayor closed the meeting at 8.10pm.

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Mayor