

Cyngor Tref Treffynnon Holywell Town Council

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

Tel: (01352) 711757



Bank Place Offices,
Holywell,
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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

13th March 2026

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 18th March 2026 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. MAYOR'S REMARKS

4. MINUTES & MEETINGS

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

- Holywell Town Council meeting held on Wednesday 18th February 2026.
- Resources Committee meeting held on 25th February 2026.
- Development Committee meeting held on 4th March 2026.

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

Resources Committee 25th February 2026

Minute R22 – Policy Reviews. The committee has recommended approval of the following policies. All policies were included with the agenda email.

- Gifts & Hospitality (Internal Audit Recommendation)
- Expenses (Internal Audit Recommendation)
- Sexual Harassment (HR Recommendation – Legislative)
- Special Leave (HR Reviewed)
- Grievance (HR Reviewed – Preamble Added)
- Equality & Diversity (HR Reviewed)
- Dignity at Work (HR Reviewed)

R26 – Staffing. The committee has recommended approval of core office working hours as all day Tuesday, Wednesday, Thursday, and Friday morning (until 1pm). The committee has recommended all job roles be assessed by an independent professional, to take account of the impact of the management and operation of new assets and services on the staffing team.

Development Committee 5th March 2026

Minute DC25 – UK Town of Culture Competition. A draft expression of interest has been completed and was included with the agenda email. Members to determine its suitability or whether a working group could enhance with further detail. The submission deadline is 31st March 2026. Clerk to report.

Market Working Group 25th February 2026

The group has recommended approval of market regulations and pitch fees, in readiness for the Council assuming operational responsibility of Holywell Market from 1st April 2026. The proposed regulations and pitch fees were included with the agenda email.

Events Working Group 5th March 2026

The group has recommended Thursday 28th May 2026 for the council's Holywell Market Launch Spring Event and scoped out the event. The working group notes were included in the agenda email.

New Working Group Request – From the Recycling Walkabout Meeting held on 26th February 2026. The meeting have requested a new working group to look at recycling bays and other recycling initiatives in the town centre. Members to consider nominations to form the group. External member meeting recommendations: County Cllr Glyn Banks, Michelle Shaw (FCC Recycling Team), and Adriana Szostakowska (FCC Streetscene).

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held in the Council Chamber, Bank Place Offices, Holywell, on Wednesday, 18th February 2026 at 6.00pm.

PRESENT: Councillor M. Sprake (Mayor).

Councillors: P. Corbett, P. Curtis, I. Hodge, L. Hodge, M. Lewis-Jones, E.B. Palmer, and D. Smith.

APOLOGIES FOR ABSENCE were received from Councillors C. Argent, L. Corbett, P.A. Johnson, and D. Thomas. Councillors C. Blackwell, P. Cooper, and S. Rush were absent without apology.

IN ATTENDANCE: M.G. Fearnley (Deputy Clerk).

118. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None were declared.

119. MAYOR’S REMARKS

The Deputy Clerk was attending this evening in a note taking capacity, any questions or queries that arise from the meeting would be referred onto the Clerk or Monitoring Officer. The Clerk was now back at the office and building up his hours there in the coming weeks.

120. MINUTES & MEETINGS

120.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council meeting held on Wednesday 21st January 2026.
- Town Centre & Events Committee meeting held on Wednesday 28th January 2026.

121. PLANNING

121.1. 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/001018/25	PROPOSAL: CONSTRUCTION OF TWO HIGH QUALITY SELF-CONTAINED GLAMPING PODS AND ASSOCIATED INFRASTRUCTURE AT GREENHILL FARM. LOCATION: Greenhill Farm, Holywell, CH8 7QF. <i>The Council noted this application as received.</i>
FUL/000063/26	PROPOSAL: CONVERSION OF A FORMER BANK INTO 4 NO. APARTMENTS WITH COMMON ACCESS AND 1 NO. COMMERCIAL SPACE ON THE GROUND FLOOR WITH BASEMENT STORAGE. LOCATION: 17, High Street, Holywell, CH8 7UB. <i>The Council supported this application and raised no objections.</i>
LBC/000064/26	PROPOSAL: LISTED BUILDING CONSENT FOR CONVERSION OF A FORMER BANK INTO 4 NO. APARTMENTS WITH COMMON ACCESS AND 1 NO. COMMERCIAL SPACE ON THE GROUND FLOOR WITH BASEMENT STORAGE. LOCATION: 17, High Street, Holywell, CH8 7UB. <i>The Council supported this application and raised no objections.</i>
FUL/000086/26	PROPOSAL: CHANGE OF USE FROM DENTAL SURGERY (NOW VACANT) TO TWO RESIDENTIAL APARTMENTS. LOCATION: 19, Brynford Street, Holywell, CH8 7RD. <i>The Council noted this application as received.</i>
FUL/000082/26	PROPOSAL: PROPOSED DEVELOPMENT OF 44 NO. DWELLINGS (AFFORDABLE HOMES). LOCATION: Land at Halkyn Road, Holywell, Flintshire, CH8 7SJ. <i>The Council noted this application as received.</i>

122. ACCOUNTS

122.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS PAYABLE – JANUARY 2026

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
11297 - 11299	BP	Council Staff	Staff Salaries - Jan26	5,842.56	***
11300	BP	HMRC	Staff PAYE/NI - Jan26	2,007.24	***
11301	BP	Clwyd Pension Fund	Staff Pension - Jan26	2,105.89	***
11302	BP	Power Portal Ltd	EV Charge Software Plan	192.00	****
11303	BP	SLCC	Clerk Member Fee 2026	379.00	***
11304	BP	Philip Jones Computers	ICT Support Costs Q3	612.92	****
11305	BP	Supertemps	Agency Support Costs w.b. 16/12/25	619.38	****
11306	BP	Gwella	Hire of Inflatables Party in Park	550.00	^^
11307	BP	Automated Systems Group Ltd	Copier Charges	41.99	****
11308	BP	Milwr Tree Service	Tree maintenance Llesty Woodland	300.00	****
11309	BP	Media Man Productions	Christmas Music Performances	150.00	^^
11310	BP	Yates Playgrounds Ltd	Inspection of Play Equipment Fron Park	408.00	^^
11311	BP	Flintshire County Council	CCTV Charges Jan-Mar	3,235.38	*****
11312	BP	Mega Electrical	Contract Variation Works - Christmas Lighting Repairs	3,258.00	^^
11313	BP	Mega Electrical	Contract Sum Payment - Christmas Lights	12,114.00	^^
11314	DD	Yu Energy	Gas Bank Place Dec25	284.75	****
11315	DD	Corona Energy	Electric 12-13BP Dec25	106.22	****
11316	DD	EDF Energy	Electric 14BP Dec25	27.87	****
11317	DD	EDF Energy	Electric Events Hub Dec25	40.74	****
11318	DD	Vodafone Business	Office Mobile Dec25	27.90	****
11319	DD	Wirehouse HR	Employment Services Jan26	132.00	****
11320	DD	British Telecom	Phone & Broadband Jan26	70.32	****
11321	VIS	Microsoft	ICT Subscription	66.24	****
11322	VIS	Microsoft	ICT Subscription	11.52	****
11323	VIS	Ionos Cloud	Office Premium/Mail Pro	100.59	****
11324	VIS	Tesco	Refreshments	6.95	****

11325	VIS	Tesco	Refreshments	1.20	****
11326	VIS	Zoom	Zoom Pro Subscription	16.79	****
11327	VIS	Tesco	Refreshments	1.20	****
11328	VIS	ICO	Data Protection Fee	52.00	****
11329	DR	HSBC Bank	Bank Charges Dec25	3.83	****
			TOTAL	32,766.48	

SCHEDULE OF ACCOUNTS RECEIVABLE – JANUARY 2026

Date	Category	Name	Payment Details	Amount £
06/01/26	Income	Multiple Debtors	Mayoral Donation	20.00
08/01/26	Income	Local Resident	SmartWater Kit	10.00
29/01/26	Income	Power Portal Ltd	Car Charge Point	40.18
			TOTAL	70.18

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

123. CORRESPONDENCE

123.1. Joint meeting with FCC Standards Committee

The FCC Standards Committee were keen to understand what might be done to encourage representatives from more Town & Community Councils to attend its meetings. They noted feedback that the dispensation requests, especially as the meeting goes into closed session, might be better left until the end of the meeting and they were happy to accommodate that suggestion.

Cllr I. Hodge stated that there would be no part 2 at next year's standards committee meetings.

RESOLVED:

That the Council note this correspondence as received.

123.2. Letter from Transition Holywell & District Group – Plessington House

Members discussed the letter from Roberta Owen on behalf of the Transition Group, concerning a grant application to paint the above property.

RESOLVED:

That the Council note this correspondence as received. That the Clerk responds to advise the Group to contact the Diocese direct to pursue its enquiries.

123.3. Email from Department for Work and Pensions

The DWP had requested an extension to the current arrangements to hold outreach sessions for young people at the Council Offices on Wednesday afternoons. The pilot was due to finish at the end of February, and an extension had been requested until the end of May.

RESOLVED:

That the Clerk contacts the DWP to confirm the extension and also request some statistics from the initial sessions held.

123.4. Consultation on Draft Planning Enforcement Policy

Flintshire County Council had sent through this consultation and requested comments and feedback, by 9th March.

RESOLVED:

That the council note the consultation as received. Members to respond individually if they wish.

123.5. 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	Welsh Water Overview of Learnings	16/01/2026
H	Post Office Ltd – Holywell Branch Consultation	21/01/2026
I	FLVC e-Bulletin	22/01/2026 & 05/02/2026
J	North and Mid Wales Association of Local Councils - draft minutes of meeting 23 January 2026	26/01/2026
K	Local Resident - Consultation: Holywell Post Office	26/01/2026
L	Friends of The Rotary Club of Flint and Holywell	02/02/2026
M	Updated Rotary Programme 2026	02/02/2026
N	Rotary Litter Pick Information	02/02/2026
O	North and Mid Wales Association of Local Councils Private Members Page	02/02/2026
P	Dementia Friendly Communities (DFCs) in Flintshire	04/02/2026
Q	Thomas Pennant Society	09/02/2026

124. MEMBERS' ITEMS

Councillor	Subject	Motion
Ian Hodge	Traffic Management Holywell High Street	Following the comments made on social media and the press an outline of the actual suggestion made at last month's meeting, a confidential overview to just members. <u>RESOLVED:</u> This item was deferred to the next meeting.
Danny Thomas	Lone working in the Council Offices	Members to consider a working group to ensure the Council's duties as an employer are addressed, in terms of a policy and risk assessment. <u>RESOLVED:</u> This item was deferred to the next meeting.

David Smith	Local Road Condition	An enquiry has been received on the state of the roads (pot holes) top of Old Chester Road, Asda express petrol station and the pistyll area. Cllr Smith will report. Cllr Smith provided the background to this item and explained the poor condition of the roads. Members understood that County Councillor Paul Johnson had contacted the building contractor managing the development of the Llesty housing complex to ensure they made good the affected area along Old Chester Road. <u>RESOLVED:</u> That the Clerk contacts Nigel Seaburg, Streetscene Area Coordinator to highlight the issue and request an update.
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125. REPRESENTATIVE REPORTS

Councillors I. Hodge and P. Corbett stated that all school governors from Ysgol Maes y Felin would be subject to a DBS check.

Councillor P. Curtis attended the RBL AGM at the Springfield Hotel which was well attended and supported. Councillor Curtis highlighted the stressful situation regarding redundancies currently being managed at St. Winefride's RC School.

Councillor E.B. Palmer left the meeting at 6.30pm.

126. COUNTY COUNCILLOR REPORTS

Councillor D. Smith raised the matter of the post office consultation on its relocation and queried whether its building on the High Street could be utilised as a banking hub.

RESOLVED:

That the Clerk contacts Becky Gittins MP who was leading the banking hub campaign locally.

Councillor I. Hodge raised the matter of the Holywell Football Club banner located at the back of the Victoria Hotel. The previous sponsor had left and there was also a link with the Holywell Age & Dementia Group.

RESOLVED:

That the item be referred to the next meeting of the Town Centre & Events Committee.

127. CLOSE OF MEETING

The Mayor closed the meeting at 6.40pm.

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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 25th February 2026 at 6.00pm.

PRESENT: Councillor M. Lewis-Jones (Vice Chair).

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

APOLOGIES FOR ABSENCE were received from Cllr P. Corbett.

Cllrs C. Blackwell and P. Cooper were absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

R18. DECLARATIONS OF INTEREST

None were received.

R19. BANK RECONCILIATION QUARTER 3 – 31st DECEMBER 2025

Members received the bank statement and reconciliation from the Clerk, who explained the current position. The third precept instalment had dropped in the bank account at the end of December which had inflated the banking position.

RESOLVED:

That the Council's banking position be noted.

R20. MANAGEMENT ACCOUNTS QUARTER 3 – 31st DECEMBER 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. The projection and trends reported at quarter 2 had continued into quarter 3. Members noted that two costs for play area upgrades at Penrhyn and Bryn Mawr Road would be allocated to the accounts this year.

RESOLVED:

That the Council's accounting position be noted.

R21. BANK BALANCES & RESERVES REVIEW

Members reviewed 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. The Council would need to take remedial action should its balances drop below the recommended level.

RESOLVED:

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

R22. POLICY REVIEWS

The Council's retained HR Providers had reviewed all relevant policy documents. The Council's Internal Auditors had recommended the Council adopt two new policies. The following policies had been amended or created and required formal approval.

- Gifts & Hospitality (Internal Audit Recommendation)
- Expenses (Internal Audit Recommendation)
- Sexual Harassment (HR Recommendation – Legislative)
- Special Leave (HR Reviewed)
- Grievance (HR Reviewed)
- Equality & Diversity (HR Reviewed)
- Dignity at Work (HR Reviewed)

Cllr I. Hodge recommended that the grievance policy included a preamble that provided a clear definition of a grievance.

RESOLVED:

That the policies be approved, subject to the ratification of the full council at its next meeting. That a suitable preamble be included with the grievance policy.

R23. BUILDING CLEANING

The Clerk outlined the current position and confirmed that Newydd Catering were looking to recruit a replacement cleaner for the Council Offices. It was anticipated that this would be by the end of the financial year.

RESOLVED:

That the Clerk be authorised to seek other cleaning solutions if required.

R24. INTERNAL CONTROLS & INVESTMENT POLICY

Members had before them the documents related to the Council's internal controls and the investment policy. The Clerk confirmed that no changes were required for this year.

RESOLVED:

That the documents be noted and approved.

R25. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute R26, 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.

R26. STAFFING

Members considered staff work patterns, remote meeting facilities, member/officer protocols, and new assets and services and the impact on job roles.

RESOLVED:

- 1) That the core office working hours for all staff be confirmed as all day Tuesday, Wednesday, and Thursday, and Friday morning (until 1pm). There would be some variation expected when required e.g. event days.
- 2) That the Clerk draft a statement for the next council meeting, that covered remote meeting facilities and member/officer protocols.
- 3) That all job roles be assessed by an independent professional, to take account of the impact of the management and operation of new assets and services on the staffing team.

R27. CLOSE OF MEETING

The Chair closed the meeting at 7.05pm.

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Chair

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the meeting of the **Development Committee** held in the Council Chamber, Bank Place Offices, Holywell on Wednesday 4th March 2026 at 6.00pm.

PRESENT: Councillor M. Sprake (Chair).

Councillors: I. Hodge, D. Smith, and D. Thomas.

Councillor: L. Corbett (Observing).

APOLOGIES FOR ABSENCE: were received from Cllr E.B. Palmer.

Cllrs C. Blackwell, P. Cooper, and S. Rush were absent without apology.

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

DC18. DECLARATIONS OF INTEREST

None were received.

DC19. NORTH WALES POLICE – CCTV LOCATIONS

The police were unable to attend due to urgent business. Members reviewed the confirmed camera positions and considered a maintenance contract. The police had recommended a camera be installed overlooking the Tesco bridge area. There were also fly tipping issues in the town centre that may be covered by the fixed camera units managed by the County Council. A camera had previously been requested for the Strand estate, but this was no longer considered a priority and not now required.

RESOLVED:

- 1) That a mobile CCTV unit be relocated to the Tesco bridge area. Deputy Clerk to liaise with the police to determine the most appropriate camera to be relocated. Police to advise on when all the mobile CCTV units were last checked for footage.
- 2) That the Deputy Clerk contact the County Council's CCTV Control Room to request a fixed camera be positioned to cover the area where fly tipping is occurring in the town centre. This was conditional on there being no detrimental effect on the current coverage and that the other cameras could monitor areas close by.

DC20. TOURISM STUDY ACTIONS UPDATE

The Deputy Clerk provided an update on the post card discount scheme. A drop list had been circulated, and further visits were planned after Easter.

The Deputy Clerk relayed quotation details to members for the tourism video. A financial contribution had already been received from Flintshire County Council towards the cost.

Quotations as follows:

Fallow Films £1.35k

Media Man £1.5k

Rough Cuts £1.2k

RESOLVED:

That the Deputy Clerk commissions Rough Cuts to produce the tourism video based on the Holywell "Day Trip" theme.

DC21. SNOOKER HALL PROJECT

Members considered the business plan prepared by Cllr D. Smith and the next steps to progress the project. Members discussed the project and determined that a feasibility study was required, subject to grant funding.

RESOLVED:

That the Deputy Clerk researches grant funding opportunities for a feasibility study.

DC22. BUSINESS PLAN REVIEW

The Deputy Clerk circulated a list of potential projects from the current business plan. Cllr I. Hodge stated that Transport for Wales had implemented the new Wales Bus Public Transport System.

RESOLVED:

That the Deputy Clerk prioritise the following business plan tasks, between now and May 2027:

- Improve Links With Local Accommodation Providers.
- Allotment Provision.
- Tenants & Residents Association.
- Accessible Play Equipment.

DC23. WALES IN BLOOM

The Clerk provided an update on the hanging basket provider, with this year the final year to supply the Council. Alternative arrangements would need to be sought for the 2027 displays.

The Chair provided an update on the town centre planters, which had been highlighted by the judge as requiring attention. Members discussed reducing the number of planters and possible relocation.

RESOLVED:

That the Deputy Clerk visits businesses to confirm their continued involvement in the planter scheme and produces a potential disposal plan, and planting scheme for those remaining.

DC24. FISH SCULPTURE PROJECT

Members noted this project and its status as received, with no further action required at this time.

DC25. UK TOWN OF CULTURE COMPETITION

Members considered the town's entry into the UK town of culture competition. Expressions of interest were required to be submitted by 31st March 2026.

RESOLVED:

That the Council submits an expression of interest to enter Holywell into the competition.

DC26. MEMBERS ITEMS

Cllr D. Thomas – Defib provision for the Strand Estate.

Cllr Thomas outlined this request. Permission would be required from a business owner to install a cabinet outside their premises and connect to the power supply. Electrical installation costs would be payable.

RESOLVED:

That the Council approach the Top Shop premises as a potential installation point. That the Deputy Clerk contact the Flint and District Lions regarding funding and including on their circuit network.

Cllr L. Corbett – Lighting provision in the pathway leading from the top of Greenfield Valley.

Cllr Corbett stated that the street lighting in this area had not worked for over twelve months. It was very dark at night along the pathway with poor visibility.

RESOLVED:

That the Deputy Clerk contact FCC Streetscene to report the lighting and request remedial action.

DC27. CLOSE OF MEETING

The Chair closed the meeting at 7.30pm.

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Chair

5. PLANNING

5.1. New Applications

To consider the applications received.

Application Number	Proposal Details
TCA/000094/26	PROPOSAL: Fell 1 No. Yew and 1 No. Ash. LOCATION: St James' Church, Greenfield Street, Holywell, CH8 7PN.
FUL/000136/26	PROPOSAL: CHANGE OF USE FROM OFFICE USE TO RESIDENTIAL. LOCATION: 31C & 31F, High Street, Holywell, CH8 7TE.
FUL/001018/25	PROPOSAL: Construction of three high quality self-contained glamping pods and associated infrastructure at Greenhill Farm (Reconsultation – the Council previously noted this application as received). LOCATION: Greenhill Farm, Holywell, CH8 7QF.
COU/000176/2	PROPOSAL: CHANGE FROM OFFICE SPACE BACK TO LIVING SPACE, NO STRUCTURAL CHANGES. LOCATION: Flat 6a, VICTORIA SQUARE, High Street, Holywell, CH8 7TF.

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. ACCOUNTS

6.1. Accounts for Payment

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

SCHEDULE OF ACCOUNTS PAYABLE – FEBRUARY 2026

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
11330	BP	Mega Electrical	Take Down Xmas Lights & Move to Storage	7,080.00	^^
11331	BP	Automated Systems Group	Copier Charges	41.99	****
11332	BP	GR Consultancy Ltd	Staff Review & Evaluation	350.00	****
11333	BP	All Electric	Install Flood Lighting at Council Offices	2,058.00	****
11334	BP	All Electric	Electrical Remedial Works at Council Offices	969.60	****
11335	BP	All Electric	Electrical Inspection at Council Offices (14BP)	312.00	****
11336	BP	All Electric	Electrical Inspection at Council Offices (12/13BP)	456.00	****
11337	BP	Legend on the Bench	Supply Bench	1,780.00	^^
11338	BP	Veolia	Trade Waste Charges Dec25	98.12	****
11339	BP	Daydream Designs	Website Tech Support	94.80	****
11340	BP	Viking	Paper & Stationery	85.59	****
11341 - 11344	BP	Council Staff	Staff Salaries - Feb26	6,161.91	***
11345	BP	HMRC	Staff PAYE/NI - Feb26	2,089.95	***
11346	BP	Clwyd Pension Fund	Staff Pension - Feb26	1,125.34	***
11347	BP	Cylch Ti a Fi	Financial Assistance Donation	200.00	**
11348	BP	Greenfield Under 12 FC	Financial Assistance Donation	250.00	^^^
11349	BP	Rotary Club of Flint & Holywell	Financial Assistance Donation	100.00	**
11350	BP	Urdd Gobaith Cymru	Financial Assistance Donation	230.00	**
11351	BP	Treffynnon Cyntaf Scout Group	Financial Assistance Donation	500.00	**
11352	BP	Age & Dementia Holywell	Financial Assistance Donation	500.00	**

11353	BP	Clwyd Pension Fund	Staff Pension - Feb26	1,068.32	***
11354	BP	Holywell Garden Centre	Caretaker Maintenance Works HGC131	480.00	^^
11355	BP	UK Vending Ltd	Drinks Machine Lease 4/2 - 3/5	248.40	****
11356	BP	Veolia	Trade Waste Charges Jan26	88.27	****
11357	BP	Holywell Leisure Centre	Contribution (4 of 4)	2,500.00	^^^
11358	BP	Daydream Designs	Website Tech Support	94.80	****
11359	BP	Flintshire County Council	Match Fund Contribution - Bryn Mawr Road Play Area Upgrade	10,000.00	^^^
11360	BP	All Electric	Rectification of Code 1 & 2 Observations	314.40	****
11361	BP	All Electric	Call Out - Make Safe Car Charge Point	96.00	****
11362	BP	Gas Cymru	Boilers Service x2 - Bank Place Offices	200.00	****
11363	BP	Newydd Catering	Office Cleaning Contract Apr-Nov	1,010.60	****
11364	BP	Automated Systems Group	Copier Charges	42.01	****
11365	BP	Full Circle Security Systems	CCTV Report and Identification	120.00	*****
11366	DD	Yu Energy	Gas Bank Place Jan26	486.84	****
11367	DD	Corona Energy	Electric 12-13BP Jan26	117.63	****
11368	DD	EDF Energy	Electric 14BP Jan26	34.61	****
11369	DD	BNP Paribas	Copier Lease 23/02-22/05	154.80	****
11370	DD	EDF Energy	Electric Events Hub Jan26	43.22	****
11371	DD	Vodafone Business	Office Mobile Jan26	27.90	****
11372	DD	Wirehouse HR	Employment Services Feb26	132.00	****
11373	VIS	Microsoft	ICT Subscription	66.24	****
11374	VIS	Microsoft	ICT Subscription	11.52	****
11375	VIS	Ionos Cloud	Web Domain	36.24	****
11376	VIS	Ionos Cloud	Office Premium/Mail Pro	100.59	****
11377	VIS	Flintshire County Council	TENS License Fee - Mayors Charity Ball	21.00	^^
11378	VIS	Zoom	Zoom Pro Subscription	16.79	****
11379	VIS	Tesco	Refreshments	1.20	****
11380	DR	HSBC Bank	Bank Charges Jan26	3.45	****
TOTAL				42,000.13	

SCHEDULE OF ACCOUNTS RECEIVABLE – FEBRUARY 2026

Date	Category	Name	Payment Details	Amount £
Various	Income	Multiple Debtors	Mayor's Charity Ball Tickets	990.00
			TOTAL	990.00

Categories – Income, Grant, VAI 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. COMMUNITY ENGAGEMENT

7.1. Community Endeavour Awards

Members to receive the nomination forms for this year's Community Endeavour awards, to be presented at the Council's Annual Meeting in May. Members to reaffirm the procedure and confirm any changes. Blank forms will be available at the meeting.

8. CORRESPONDENCE

8.1. Sheep Movement Affecting Holywell Cemetery

The Council has received further correspondence on this matter, with further sheep movement confirmed recently. Members to confirm the Council's position and consider any action required.

8.2. One Voice Wales Membership 2026/27

Members to consider the membership email from One Voice Wales below.

Dear Clerk/Council,

Membership of One Voice Wales – 2026-2027

I am writing to invite your council to renew its membership to join One Voice Wales from 1 April 2026. Once again, the past year has seen many positive developments in our services and for the community and town council sector in general, which we believe add significantly to the value for money offered by One Voice Wales membership.

We continue to represent the sector in a wide variety of ways. We have maintained and further enhanced our working relationships with the Welsh Government, Welsh Local Government Association (WLGA) – signing a new Memorandum of Understanding in October 2024, NALC, SLCC and a range of other national bodies strengthening the voice of the sector within the public services family in Wales and improving working relations with the Third Sector.

One Voice Wales continues to make significant contributions to public policy developments through our representation on several Welsh Government advisory panels and One Voice Wales is playing an ever-increasing role in the development of resources for the sector.

As current members are aware, we provide the following services outlined below, and we are aware from feedback from our members that all aspects of the service are highly valued.

- **Provision of free HR, complex financial and legal advice** from a team of experienced consultants which can save members significant time and cost compared with using local professionals for advice (These savings can in many cases exceed the membership that is payable)
- ***Quality and timely advice and support service*** on topics relevant to member councils.
- ***Training*** for members and staff, including policy seminars and new working opportunities.
- ***General information via our website including a members' area.***
- ***Monthly*** editions of our new '***E-Bulletin***'
- ***Representation*** of the sector on the Local Government Partnership Council.
- Creating ***new opportunities for collaboration*** with national organisations across Wales.

The **training and development** agenda is another area where much progress has been made during 2025-26 with the continued successful delivery of webinar-based training and continued growth in the number of courses available.

Furthermore, our **Consultancy Services** have been growing at a pace with many councils taking advantage of this service. We are increasingly able to provide 'One Stop Shop' solutions for our members.

For your council to have a voice in the future of this vital sector of local government, and to benefit from the support provided by One Voice Wales, **please return the attached Membership Form by email or to our office in Ammanford – the address is at the top of this letter.**

Please note our membership runs each year from 1st April to 31st March. We will automatically keep you as members during a new financial year and continue to support you but ask that payment is made by 30 June 2026 at the latest. If you are experiencing any problems with bank accounts etc then please let us know.

If you no longer wish to remain in membership, please notify us immediately so that your council do not incur any charges.

If you have any further queries relating to membership, please contact the office on 01269 595400 / 07917 846510 or email: tgilmartin@onevoicewales.wales

I trust that your Council will give this invitation full consideration, and I hope to be able to welcome you into membership shortly. I look forward to working with your council in 2026-27.

Yours sincerely,



Mr Lyn Cadwallader
Chief Executive
Un Llais Cymru / One Voice Wales

8.3. Democracy and Boundary Commission Cymru - Publication of the Annual Remuneration Report 2026/27

Members to consider the attached email and report. The full report was included with the agenda, and the extract that relates to town councils is shown below. Members will need to determine any optional allowances at the meeting.

Dear Colleague

We are pleased to present our Annual Remuneration Report for 2026–27, prepared in accordance with Section 69G of the Democracy and Boundary Commission Cymru etc. Act 2013. This report sets out the Commission’s decisions regarding the remuneration, expenses, and benefits applicable to elected and co-opted members across Wales’ principal councils, community and town councils, fire and rescue authorities, and national park authorities. You can read the report at [Remuneration | DBCC](#).

This is the first report since the Commission took over this responsibility from the Independent Remuneration Panel for Wales. It builds on the strong framework we have inherited, while also beginning a forward-looking review of several key areas, including:

- Resettlement payments for principal councillors who are not re-elected;
- The remuneration framework for senior positions within principal councils and corporate joint committees;
- The approach to annual uprating, including assessing whether the Annual Survey of Hours and Earnings remains the most suitable benchmark;
- Continued engagement with partners such as the Welsh Local Government Association and One Voice Wales.

The only change for members of community and town councils is to the optional financial loss compensation, which has been increased by 6.4%, reflecting the increase in average earnings. Other payments for community and town council members are unchanged for the coming year. Full details are provided in the report at [Remuneration | DBCC](#).

The determinations it includes will take effect from 1 April 2026.

Determination 6/2026: Payments to community and town council (CTC) members

55. CTCs can opt to pay financial loss compensation to their members, where such loss has occurred for attending approved duties. The Commission has determined to maintain the alignment with the daily rate of ASHE as follows:

- Up to £67.45 for each period not exceeding 4 hours.
- Up to £134.90 for each period exceeding 4 hours but not exceeding 24 hours.

56. Other than this change to the financial loss compensation, no changes are made to payments to CTC members. Remuneration is due as set out in Tables 5 and 6 below.

Table 5: Extra costs payment (per group) for all members of CTCs

Type of payment	Group 1	Group 2 and 3	Group 4 and 5
Extra costs payment	Mandatory £156 for all members	Mandatory £156 for all members	Mandatory £156 for all members
Senior role	Mandatory £500 for 1 member; optional for up to 7	Mandatory £500 for 1 member; optional up to 5	Optional up to 3 members
Mayor or chair	Optional up to a maximum of £1,500	Optional up to a maximum of £1,500	Optional up to a maximum of £1,500
Deputy mayor or chair	Optional up to a maximum of £500	Optional up to a maximum of £500	Optional up to a maximum of £500
Attendance allowance	Optional up to a maximum of £30	Optional up to a maximum of £30	Optional up to a maximum of £30
Financial loss	Optional	Optional	Optional
Travel and subsistence	Optional	Optional	Optional
Costs of care or personal assistance	Mandatory	Mandatory	Mandatory
Office consumables	Mandatory £52 or full reimbursement for all members	Mandatory £52 or full reimbursement for all members	Mandatory £52 or full reimbursement for all members

Table 6: CTC groups by electorate

Group	Electorate
1	over 14,000
2	10,000 to 13,999
3	5,000 to 9,999
4	1,000 to 4,999
5	below 1,000

If the annual income or expenditure of a community or town council permanently exceeds £200,000, they will be moved to the next largest group.

6/2026

62. The optional financial loss compensation for CTC members is increased to:

- up to £67.45 for each period not exceeding 4 hours
- up to £134.90 for each period exceeding 4 hours but not exceeding 24 hours

63. All other payments to members of CTCs are unchanged from previous years.

Community and town councils

106. Reporting returns due from all community and town councils need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid. This brings these in line with the reporting of the costs of care and personal assistance allowances. (Determination 8 of 2024)
107. Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. (Determination 53 of 2022)
108. Community and town councils can decide to reimburse their members in respect of travel and or subsistence costs for attending approved duties. Where the option to reimburse has been made, the Travel and subsistence expenses guidance must be applied. (Determination 46 and 47 of 2022)

8.4. Code of Conduct Training Session (Evening) 16th April 2026

The County Monitoring Officer has arranged an evening session for Code of Conduct training; this will be held online on **Thursday 16th April 2026 at 5:30 – 7:30pm**. The Clerk has forwarded the Teams invite onto all members. The Monitoring Officer has requested that all members make their best efforts to attend and respond to the calendar invite as soon as possible for organisation.

8.5. Lluesty Woodland Remedial Works

The Council recently completed some urgent remedial work at the woodland to clear a large branch that had fallen and was blocking an adjacent pathway. The contractor has reported some further maintenance works to the council and their report is set out below. Members to consider commissioning this work.

Three trees at Lluesty woodland that need attention:

I have cleared the windblown Ash tree, and it is all tidy once again. There is an 85 foot dead Beech tree close to where the Ash up rooted. This needs climbing and taking down in sections to prevent damage to other trees nearby. It is within falling distance of two of the houses on the Beeches. To section fell and clear the area £400.00.

There are also two trees over hanging the drive up to the property called The Lawns (opposite the entrance to the Stamford farm). These are not dead trees. One is a very long branch(Ash) which is attached to the main trunk at approximately 3 foot above ground level. The other tree(Sycamore)needs taking down to the ground. To do the work on both of these trees over hanging the drive up to The Lawns and clear the area £600.00.

The hinges on the gates into the woodland need replacing as they are seized.
New galvanized hinges plus screws and labour. £50.

8.6. 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	Age Friendly Communities Newsletter	09/02/26
H	Enquiry 27 High Street	12/02/26
I	Community Energy Projects Knowledge Sharing Event	16/02/26
J	FLVC E-bulletin	19/02/26 & 05/03/26
K	Memory Lane Melodies New group Starting Ty Calon	26/02/26
L	Christmas Tree Vandalism Letter	03/03/26
M	DWP Outreach Sessions Statistics	05/03/26
N	Parking charges for Mobile Breast Screening Unit in Holywell	09/03/26
O	Urgent Concern – Sheep Continuing to Enter Holywell Cemetery	09/03/26

9. MEMBERS' ITEMS

Councillor	Subject	Motion
Ian Hodge	Traffic Management Holywell High Street <i>(deferred from February meeting)</i>	Following the comments made on social media and the press an outline of the actual suggestion made at last month's meeting, a confidential overview to just members.
Danny Thomas	Lone working in the Council Offices <i>(deferred from February meeting)</i>	Members to consider a working group to ensure the Council's duties as an employer are addressed, in terms of a policy and risk assessment.

10. HOLYWELL PUBLIC TOILETS

Flintshire County Council have confirmed the asset transfer and capital investment for the toilets. Members to confirm the optimum timeframe to commence the formal tendering process, and whether any official public statement is required at this time.

11. GENERAL MAINTENANCE & CARETAKER SERVICE LEVEL AGREEMENT 2026/27

The Council approved further budget provision in January to continue with the caretaker service. The Council's retained contractors have confirmed there will no increase to this year's schedule of rates. Members to consider approval for the forthcoming financial year 2026/27. The draft SLA showing the defined activities and charging rates was included with the agenda email.

12. 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.

13. 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.