

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held in the Council Chamber, Bank Place Offices, Bank Place, Holywell on Tuesday 18th June 2019 at 6.00pm.

PRESENT: Councillor P.A. Johnson (Mayor).

Councillors: M. Brooke, L.A. Carter, K. Davies, R. Dolphin, I. Hodge, J.M. Johnson, E.B. Palmer, B. Scragg, S.E. Wallbanks and P.A. York.

Youth Councillors: E. James and S. Wynne.

APOLOGIES FOR ABSENCE were received from Councillors A. Coleman, S. Johnson and M.D. Phelan.

Councillor K. Roberts was absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

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

None to report.

21. **MAYOR’S REMARKS**

The Mayor welcomed everyone to the meeting and thanked all those people who planned to participate in National Carers Week.

The Mayor invested Councillor Lynda Carter with the Deputy Mayor’s Chain of Office and looked forward to working with Councillor Carter in his year of office. The Mayor presented former Mayor Councillor Rosetta Dolphin with a small gift as a tribute to her year in office.

The Mayor welcomed Councillor Ian Hodge, recently elected to serve the Holywell East ward to the meeting and wished him well in his new role.

The Mayor paid tribute to local youngsters Jac-Dion Jones, Charlie Richmond, Matthew Hewitt, Tomos Dickinson and Harri Dickinson following their efforts in locating two escaped dogs during adverse weather conditions and returning them to their owner.

The Mayor paid tribute to the staff of Flintshire County Council's Streetscene Team following their endeavours in helping the local community during the heavy rain and flooding the previous week.

The Mayor thanked the Holywell Evangelical Church for their kind gift of a bible, which was to be retained in the Council Chamber.

The Mayor confirmed the date for this year's Civic Sunday as 15th September, and also confirmed the Wales in Bloom basket displays had been installed in the town centre on Friday 14th June. The judging for this year's entry was to take place on Wednesday 10th July.

The Mayor congratulated Collette Lowry, Support Officer in passing the Introduction to Local Council Administration course provided by the Society of Local Council Clerks.

The Mayor invited Councillor E.B. Palmer to provide a position statement on the High Street Capital Works. Councillor Palmer confirmed that the County Council were still waiting on the outcome of their grant funding application to Welsh Government.

The following events were attended by the Mayor during the past month:

- Holywell Line Dance Festival – The Mayor thanked the organisers and staff for their assistance.
- Holywell Fair Trade Celebration Event to renew the town's registration.
- Festival of Praise in Middlewich, twinned with Holywell.
- The Mayor of Buckley, Councillor Arnold Wooley's Civic Service.
- The opening of the Education Suite at Holywell Town Football Club with fellow County Councillors, David Hanson MP and Hannah Blythyn AM.
- Ysgol Maes y Felin to find out about the Foundation Phase's work on recycling.
- Raising of the Rainbow Flag at the council offices to support Flintshire Pride month.

RESOLVED:

- 1) That the Clerk sends a letter to Ysgol Treffynnon commending the boys for their efforts to recover the escaped dogs. Certificates would then be presented by the Mayor to the boys in due course.
- 2) That the Clerk maintains a record of all such commendations where positive actions are taken by a person or group to benefit the local community.

- 3) That Ysgol Maes y Felin be informed that their recycling initiative is to be included in this year's Wales in Bloom portfolio to support the town's entry.

22. PUBLIC SPEAKING

There were no scheduled public speakers for this meeting.

23. PRESENTATION – NEW COUNCIL WEBSITE

Sian and Rob Saunders of Daydream Designs attended the meeting and gave a presentation to members which outlined the main features of the new council website. The format, accessibility and retrieval of information had been enhanced and the new site also featured the town's Destination Holywell branding.

Members asked questions which concerned the i-Beacon digital trail, inclusion of clubs/societies and background analytics to record the number of visits, etc.

RESOLVED:

That Daydream Designs be thanked for their work on developing the website which provided an effective long term solution to the council's requirements.

24. MINUTES

24.1. General

RESOLVED:

That the minutes of the following meetings be approved and signed as a correct record by the Mayor and Chairmen of Committee(s) as appropriate:

Holywell Town Council annual meeting held on Tues 21st May 2019;
Local Environment Committee meeting held on Wed 22nd May 2019.

25. PLANNING

25.1. Planning Applications

Consideration was given to applications forwarded to the Town Council as part of the County Council's planning consultation.

RESOLVED:

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

Application Number	Proposal Details
059777	Change of use to museum, coffee shop, tourist information and retail space on ground floor. Location: Kings Head Building, High Street, Holywell, CH8 7TN. NO OBJECTION.
059780	Detached double garage. Location: 38 The Ridgeway, Holywell, CH8 7SN. NO OBJECTION.
059970	Retrospective application for service yard extension. Location: Lidl, Coleshill Street, Holywell, CH8 7UP. NO OBJECTION BUT CONCERN EXPRESSED ON THE RETROSPECTIVE NATURE OF THE APPLICATION.

26. ACCOUNTS

26.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved the necessary audit checks having been undertaken in accordance with the requirement of the Audit Sub-Committee.

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
7385	CHQ	Wales in Bloom	School Competition Entry 2019 - Ysgol Maes Y Felin	25.00	^^
7386	CHQ	J.M. Johnson	Travelling & Subsistence – WIB Launch Event (7367)	35.95	^^**
7387	CHQ	M. Brooke	Members Allowance 2019/20	150.00	*
7388	CHQ	L.A. Carter	Members Allowance 2019/20	150.00	*
7389	CHQ	J.M. Johnson	Members Allowance 2019/20	150.00	*
7390	CHQ	P.A. Johnson	Members Allowance 2019/20	150.00	*
7391	CHQ	S. Johnson	Members Allowance 2019/20	150.00	*

7392	CHQ	E.B. Palmer	Members Allowance 2019/20	150.00	*
7393	ONLINE	Daydream Designs	Supply Well Inn Programmes & Posters	1,479.60	^^
7394	ONLINE	UK Vending Ltd	Supply Drinks Machine Pods	30.89	****
7395	ONLINE	DJB Window Cleaning	Clean Windows Bank Place Offices	15.00	****
7396	ONLINE	Tadmark Ltd	Supply 1 no. PVC Banner	27.20	^^
7397	ONLINE	Delyn Press	Supply 1,000 no. Holywell Newsletters	485.00	****
7398	ONLINE	Flintshire County Council	Business Rates - Bank Place Offices (1 of 2)	5,062.75	****
7399	ONLINE	HMRC	Staff Paye/Ni costs - May 2019	1,449.97	***
7400 - 7402	ONLINE	Council Staff	Staff Salaries - May 2019	4,462.02	***
7403	ONLINE	Milwr Tree Services	Cut Back Yew Tree to Boundary Llesty Woods	150.00	***
7404	ONLINE	Viking	Stationery/Postage/Equipment/Consumables	105.75	****
7405	ONLINE	Viking	Supply Office Shredder Momentum X420DL	316.80	****
7406	ONLINE	Copyrite Systems	Copier Charges to 13/5/19	40.46	****
7407	ONLINE	UK Vending Ltd	Hire of Drinks Machine 28/5 - 27/8	132.60	****
7408	ONLINE	Siân Jones Translation Services	Translate Documents	50.10	***
7409	ONLINE	Rope & Splice Ltd	Supply 90cm Red Rope with Brass Hooks/Endplates	66.76	****
7410	CHQ	Paul Thornhill	Attend Line Dancing Event 1/6/19	350.00	^^
7411	CHQ	Steve Darren	Attend Line Dancing Event 1/6/19	175.00	^^
7412	CHQ	Julie Gabriel	Attend Line Dancing Event 1/6/19	150.00	^^
7413	CHQ	I. Hodge	Members Allowance 2019/20	150.00	*
7414	CHQ	All Flintshire Credit Union	Deputy Mayor's Allow. 19/20 Civic Year	500.00	*^^*
7415	DD	Npower	Closing Electric Account - 1/2-7/4 12/13 Bank Place	123.18	****
7416	DD	Npower	Closing Electric Account - 1/2-7/4 14 Bank Place	25.07	****
7417	DD	Welsh Water	Water Charges 12/13 Bank Place Oct18-Apr19	54.15	****
7418	DD	Welsh Water	Water Charges 14 Bank Place Oct18-Apr19	63.92	****

7419	DD	Nest	Staff Pension Costs - May 2019	193.43	***
7420	DD	British Gas	Electric Charges 8/4 - 1/5 14 Bank Place	9.75	****
7421	DD	British Gas	Electric Charges 8/4 - 1/5 12/13 Bank Place	43.34	****
7422	DD	British Telecom	Phone & Broadband - May 2019	144.02	****
7423	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
7424	DC	Facebook Business	Promo Boost Line Dance Event	3.03	^^
7425	DC	Facebook Business	Promo Boost Line Dance Event	17.00	^^
7426	DC	C.M. Scott	Engrave Plaque - AGM	16.20	^^
7427	DC	Tesco	Refreshments - AGM	40.47	^^
7428	DC	Emmas Country Choice	3 x bouquets	75.00	^^
7429	DC	The Flag Shop Ltd	Rainbow & Welsh Hand Flags	17.95	****
7430	DC	Facebook Business	Promo Boost Line Dance Event	17.00	^^
7431	DC	1&1 Internet Ltd	Mail Pro	12.00	****
7432	SC	HSBC Bank	Stopped Cheque Charge	10.00	****
				17,126.95	

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 Schedule 13
- ^^ 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

26.2. Income Received/Expenditure Offsets (1/05/19 - 31/05/19)

Members received the schedule circulated with the agenda, regarding income received and expenditure offsets during May 2019.

26.3. Audit of Accounts - Annual Return for the year ending 31 March 2019

Members considered the approval of the council's accounting statements and annual governance statement certified by the Clerk. The Clerk provided a brief update which outlined the main financial issues.

RESOLVED:

- 1) That the annual return be approved and signed off by the Chairman and Clerk/RFO at the conclusion of the meeting.
- 2) That the issues contained in the Internal Auditor's report be considered by the Finance and Resources Committee at its next meeting in July.
- 3) That the Clerk be thanked for his work on the preparation of this year's financial accounts.

27. COMMUNITY ENGAGEMENT

27.1. Monthly Report

Members noted the Projects and Development Officer's monthly report, which included updates on the gateway signs, pop up shops and the phone box adoption scheme.

RESOLVED:

That the Projects and Development Officer's report be received with thanks.

27.2. Youth Council Update

Youth Councillors E. James and S. Wynne provided an update on the latest developments. Work was progressing well with the Holywell Flag design and the activity guide. There were currently seven members of the Youth Forum.

28. COMMITTEE VACANCIES

Members considered nominations to fill the remaining vacancies on the following Holywell Town Council Committees:

- Events Committee – 1 Vacancy
- Local Environment Committee – 1 Vacancy
- Transport & Local Development Committee – 1 Vacancy

RESOLVED:

- 1) That Councillor I. Hodge be nominated to join the Local Environment and Transport & Local Development Committees.
- 2) That Youth Councillors E. James and S. Wynne be nominated to join the Events Committee.

29. CORRESPONDENCE AND OTHER MATTERS

29.1. Environmental & Parking Enforcement Funding Scheme

Members considered the letter from Steve Jones, Chief Officer, Streetscene & Transportation, Flintshire County Council, concerning the funding of additional Enforcement Officers in the Holywell area. The officers were to be funded by Town Councils on a day rate basis.

RESOLVED:

That the Clerk informs the County Council that the Town Council does not wish to fund any additional Enforcement Officer resource at the present time.

29.2. Your Voice, Your Vision Event

Members considered nominations to attend the above event to be held on Thursday 4th July 2019 at Flint Town Hall, hosted by Hannah Blythyn AM.

RESOLVED:

That Mayor P.A. Johnson, Deputy Mayor L.A. Carter and Councillor E.B. Palmer be nominated to attend the event. Clerk to make the necessary arrangements.

29.3. Reports/Correspondence Received

The following items have been received and are available for perusal from the Clerk. A copy is enclosed where the item is marked *, or ** if already circulated to Members:

Ref	Item	Status	Date Circulated
A	Kilimanjaro Challenge – Cllr C. Thomas FCC	**	20 May 2019
B	OWL Cymru Crimewatch Bulletin	**	20 May 2019
C	Share Your Lunch Playscheme Sites	**	22 May 2019
D	North Wales CHC Press Release	**	28 May 2019
E	OWL Cymru Crimewatch Bulletin	**	28 May 2019
F	OWL Cymru Crimewatch Bulletin	**	31 May 2019
G	Newsletter – Thomas Pennant Society	**	3 Jun 2019
H	OWL Cymru Crimewatch Bulletin	**	3 Jun 2019
I	Changes to Policing in Flintshire June 2019	**	3 Jun 2019
J	Letter to Welsh Government – Business Group re: High Street Funding	**	3 Jun 2019
K	Letter from Welsh Government to Business Group – High Street Funding	**	5 Jun 2019
L	Play Wales e-bulletin	**	5 Jun 2019
M	Planning Change of Use Regulations	**	6 Jun 2019
N	E.J. Ward, Pet Funeral Services – Declaration of Interest	**	10 Jun 2019
O	OWL Cymru Crimewatch Bulletin	**	10 Jun 2019
P	Holywell Town of Sanctuary Steering Group Letter	**	11 Jun 2019

30. MEMBERS AGENDA ITEMS

30.1. Cllr L.A. Carter – Vehicular Access, Old Chester Road, Holywell

Cllr Carter had undertaken consultation with residents, who were concerned for the safety of pedestrians with the congestion on this narrow road. It was proposed for this stretch of road to be converted to a one way system. Members also raised concerns about a number of other roads across the local community.

RESOLVED:

- 1) That vehicular access issues generally be added as an agenda item for the next Transport and Local Development Committee.
- 2) That Anthony Stamford, Highway Strategy Manager, Flintshire County Council, be asked to attend the next Transport and Local Development Committee, to hear members' concerns.

30.2. Cllr M. Brooke – Police Resources and Associated Parking in Holywell Town Centre

Cllr Brooke outlined the business case for allocated parking for police vehicles, following an increase in police resources allocated to the Holywell area. Discussions were ongoing with Flintshire County Council and the Police to address the situation. Members also discussed the wider parking requirements for all emergency vehicles.

RESOLVED:

That the Clerk writes to Steve Jones, Chief Officer Streetscene and Transportation, Flintshire County Council to request that 8 spaces are made available in the car park adjacent to Home Bargains, behind the Flintshire Connects building, to support the police and other emergency vehicle parking requirements.

30.3. Cllr I. Hodge – Arts & Crafts Centre (Mill on the Hill)

Cllr Hodge outlined the situation at the above Centre, following discussions he had held with Mr Gordon Barnabas, Carmel & Holywell Woodcraft Association. The Association were concerned over the renewal of their lease to occupy the Centre, and the proposed increase in rent which was to be applied.

RESOLVED:

That the Clerk writes to Neal Cockerton, Chief Officer Housing & Assets, Flintshire County Council to request that any rent increase applied be kept to a minimum, to support the ongoing operations of Carmel & Holywell Woodcraft Association.

30.4. Cllr J.M. Johnson - TV Licence Charges for Over 75s

Cllr Johnson expressed concern over the recently publicised plans for charging the over 75s for a TV Licence. Members discussed generally the implications locally of this national policy decision.

RESOLVED:

That the Clerk writes to the Director General of the BBC to relay members' concerns over this matter.

31. REPRESENTATIVES' REPORTS

Councillor B. Scragg gave a brief update on progress with the Railway Station project. Surveys were to be sent out shortly.

32. COUNTY COUNCILLOR REPORTS

Councillor P.A. Johnson updated members on the community resilience project taking place on the Holway estate.

Councillor E.B. Palmer stated that the Post 16 travel arrangements and considerations are still ongoing.

Councillor R. Dolphin raised concerns over the timing of Town Council meetings and the date they are held, which resulted in clashes with County Council meetings, and affected all County Councillors who also serve as Town Councillors.

RESOLVED:

That the date and time of Town Council meetings are reviewed at the next Chairs Advisory Committee meeting.

33. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minutes, 34 and 35, 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 and financial information presented.

34. STAFF PENSION SCHEME

Councillor E.B. Palmer provided a position statement for members, which outlined information and discussions at the Audit Sub Committee meeting held on 17th April 2019. This confirmed the business case provided by the Clerk to review the existing arrangements. Members subsequently considered the transfer of the existing staff pension scheme from the National Employment Savings Trust (NEST) to the Local Government Pension Scheme (LGPS).

RESOLVED:

That approval is granted for the staff pension scheme to be transferred from the NEST to the LGPS scheme. Clerk to make the necessary arrangements.

35. APPLICATIONS FOR FINANCIAL ASSISTANCE – 2019/20

The Chair stated all applications received had been reviewed by the Financial Assistance Working Group, and Councillor B. Scragg was to confirm the group's observations and recommendations in line with the Council's Grant Awarding Policy.

Members considered the requests received for financial assistance from various organisations together with a schedule of the organisations supported by the Council in 2016/17, 2017/18 and 2018/19. A statement was circulated with details of donations made to date (Nil) in the current financial year, budget provision for general donations (£4,000) and earmarked donations (£3,850), with remaining provision (£4,000) being available for allocation.

RESOLVED:

- (1) That the following donations from the general budget be made:

Organisation	£
Greenfield FC Youth	300
Holywell Autumn Club	300
Holywell Town FC Youth	300
Delyn Recreational Gymnastics Club	500
Holywell Town FC Girls & Ladies *	800
Transition Holywell & District	250
50+ Action Group Flintshire	100
Total	2,550

* £300 Girls Team & £500 Ladies Team

- (2) That, having regard to the Council's Grant Awarding Policy, the requests from St. Kentigern Hospice and Bobath Children's Therapy Centre Wales be received without a donation being made on this occasion.
- (3) That the following donations be confirmed from the earmarked provision in the 2019/20 budget:

Organisation	£
Fron Park Bowling Club	250
Citizens Advice Flintshire	1,000
Total	1,250

36. CLOSE OF MEETING

The Mayor closed the meeting at 8.10pm.

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Mayor