

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

13th March 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 19th March 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. MAYOR'S REMARKS

4. MINUTES & MEETINGS

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

- Meeting of Holywell Town Council held on Wednesday 19th February 2025.
- Development Committee meeting held on Tuesday 27th February 2025.
- Special meeting of Holywell Town Council held on Tuesday 11th March 2025.

4.2. Meetings of Committees and Working Groups

- To consider any recommendations for approval from Committees (where not delegated) and working groups held.
- Meeting with Mega Electrical Ltd as delegated by the Town Centre & Events Committee. Cllr E.B. Palmer will provide an update. Members to consider the approval of two further invoices. Clerk will provide the detail.

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 February 2025 at 6.00pm.

PRESENT: Councillor L. Corbett (Mayor).

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

APOLOGIES FOR ABSENCE were received from Cllrs C. Argent, and S. Rush. Cllr J. Jones was absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

110. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None were declared.

111. GREENFIELD RESIDENTS’ ASSOCIATION

Liam Thorley and Charlotte Blackwell attended the meeting and provided members with an overview of the recently formed Greenfield Residents’ Association. The group held its first meeting on 13th February which was well attended with positive feedback from those in attendance.

The group were researching suitable premises for a hub. The group had prioritised litter picking, mental health support, a gardening club, a neighbourhood watch scheme, and community facilities. The group had started a petition to retain Greenfield Community Garden as an open space to benefit the local community. The Town Council could offer support to the group on writing up a constitution, signposting to any available grant funding and setting up a bank account if required. The group were referred to the local County Councillor/Flintshire County Council for access to the community centre.

RESOLVED:

That the Clerk arranges a meeting with Mr Thorley to provide some initial advice. Further meetings could be arranged as and when necessary.

112. PRESENTATION – NORTH WALES ASSOCIATION OF LOCAL COUNCILS

Robert Robinson, Secretary, North Wales Association of Local Councils, attended the meeting and delivered a short presentation to members that outlined the key points involved with the inquiry into the role, governance, and accountability of community and town councils in Wales. The number of councils would most likely reduce significantly and there would be political, cultural, and distance issues to consider. Smaller councils could be clustered together to serve the more rural areas. Members reviewed the summary paper and determined their response to the consultation questions.

RESOLVED:

That the Clerk relays the Council's response to the Secretary as follows:

1. Do you think the suggested way forward is a basis for further work? YES.
2. Do you think the issues identified are right? YES.
3. Do you think a reduction to 150 councils is the right way forward? NO.
4. If not, how many do you think would be right? Unable to quantify.

Other Comments

1. Finance – town and community councils set a local taxation precept, rather than the council tax, although it is accepted that this then forms part of the council tax bill sent out by county councils.
2. The figure for the reduction to 150 councils is too low, although as stated an optimum figure cannot be quantified at this stage.
3. There is a large difference in service provision that varies considerably across the different levels of the local councils in Wales.

113. MAYOR'S REMARKS

The Mayor met Cadwyn Clwyd representatives with members on Tuesday 4th February and received a funding plaque that would be placed near to the Fron Park outdoor gym equipment and trim trail.

The Mayor attended the first meeting of the Greenfield Residents Association on Thursday 13th February, and thanked the organiser Liam Thorley for his work so far in re-establishing this important community group.

The Mayor attended the Age and Dementia Holywell Valentine's Day event on Friday 14th February and attended the opening of the new Lula Mays Boutique on the High Street, on Tuesday 18th February.

114. MINUTES & MEETINGS

114.1. Minutes of Meetings

RESOLVED:

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

- Meeting of Holywell Town Council held on Wednesday 15th January 2025.
- Resources Committee meeting held on Tuesday 28th January 2025.
- Town Centre & Events Committee meeting held on Wednesday 5th February 2025.
- Resources Committee meeting held on Tuesday 11th February 2025.

114.2. Meetings of Committees and Working Groups

Resources Committee 28/01/25 – Minute R26

Members discussed the establishment of a Personnel Sub-Committee and the associated terms of reference. Cllr I. Hodge tabled a proposal of an Informal Personnel Committee as a rebuttal and the following terms of reference were circulated, along with explanatory notes.

1. The committee will sit in private.
2. It will consist of two members and the Clerk. Those members would remain as members for the remainder of this Council, 2027, unless they wish to leave the committee (This is in line with the structure at Flintshire Standards Committee).
3. Councillors with an issue of a personal nature would discuss with the two councillors on the committee, and such an issue would remain confidential.
4. Staff with an issue would similarly discuss with the Clerk.
5. A meeting would be raised, if necessary, to discuss the issue. If a meeting is raised, the details of the issue would need to be confirmed in writing. Hopefully, the committee will be able to resolve the issue alternatively the option to go to the Ombudsman will still exist.

RESOLVED:

That the Informal Personnel Committee and associated terms of reference as above be adopted.

Mayor L. Corbett and Cllr P. Corbett were appointed to the Committee. That the Resources Committee name remain unchanged.

Resources Committee 28/01/25 – Minute R30

Members discussed the Interim Internal Audit Report. In response to the report the Committee had recommended that the Council link its decision making to its Business Plan, where appropriate, and that the Council utilises a Locum Clerk in the event that the Clerk/RFO was unavailable or absent for a considerable period that overlaps with statutory accounting deadlines.

RESOLVED:

That the Committee's resolutions be endorsed and approved.

Town Centre & Events Committee 05/02/25 – Minute TC26

Members discussed the Committee's resolution to sign the Service Level Agreement (SLA) with Flintshire County Council for CCTV Services in the town centre. The CCTV services would be reviewed again in the early months of the 2025/26 financial year. The SLA was for a period of three years from 1/4/25 – 31/3/28 and contained a three month termination clause.

RESOLVED:

That the Clerk be authorised to sign and return the SLA, to Flintshire County Council.

115. PLANNING

115.1. New Planning Applications

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

RESOLVED:

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

Application Number	Proposal Details
FUL/000018/25	PROPOSAL: DEMOLITION OF EXISTING REAR SINGLE STOREY - PROPOSED NEW REAR/SIDE SINGLE STOREY EXTENSION. LOCATION: Clwyd Fair, Old Chester Road, Milwr, Holywell, CH8 7RX. <i>The Council noted this application as received.</i>
FUL/001097/24	PROPOSAL: ERECTION OF A TWO STOREY SIDE EXTENSION WITH AN ATTACHED CAR PORT. LOCATION: Bron Holway, Holway Road, Holway, Holywell, CH8 7NN. <i>The Council noted this application as received.</i>
FUL/000087/25	PROPOSAL: VARIATION OF CONDITION 2 FOLLOWING PLANNING PERMISSION 059504 & FUL/000866/23 - ROOF ALTERATION AND ADDITIONAL BEDROOM TO FIRST FLOOR APARTMENT. LOCATION: HOLYWELL TYRE CENTRE, Rue St Gregoire, Holywell, CH8 7TR. <i>The Council supported this application and raised no objections.</i>
FUL/001097/24	PROPOSAL: Erection of a two storey side extension with detached car port. <u>Amendments to submitted application.</u> LOCATION: Bron Holway, Holway Road, Holway, Holywell, CH8 7NN. <i>The Council noted this application as received.</i>
FUL/000126/25	PROPOSAL: CHANGE THE EXISTING FLAT ROOF TO A ROOF TERRACE. LOCATION: 19, Pen Y Maes Gardens, Holywell, CH8 7BL. <i>The Council noted this application as received.</i>

116. ACCOUNTS

116.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS PAYABLE – JANUARY 2025

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
10592 - 10594	BP	Council Staff	Staff Salaries - Jan25	6,215.51	***
10595	BP	HMRC	Staff PAYE/NI - Jan25	2,031.34	***
10596	BP	Clwyd Pension Fund	Staff Pension - Jan25	2,267.41	***
10597	BP	Viking	Paper/Stationery/Diaries	128.10	****
10598	BP	Viking	Key Safe	130.80	****
10599	BP	Holywell Garden Centre	Caretaker Duties	330.00	^^

10600	BP	St. John Ambulance	Attend Christmas Lights Event	156.00	^^
10601	BP	Flintshire County Council	CCTV Charges Jan-Mar25	3,621.84	^^
10602	BP	All Electric Contractors Ltd	Office Lighting Works	1,194.98	****
10603	BP	Philip Jones Computers	ICT Support Costs Q3 24/25	100.00	****
10604	BP	Automated Systems Group	Copier Charges	42.00	****
10605	BP	JDH Business Services Ltd	Interim Internal Audit and Report 2024/25	439.20	***
10606	BP	Veolia	Office Trade Waste Dec24	72.46	****
10607	BP	UK Vending Ltd	Drinks Machine Lease Dec24	82.80	****
10608	BP	C. Pickstock	Reimbursement for 2025 Diary	6.99	****
10609	BP	Holywell & G'field Churches	Hire of Wellbeing Hub - Dec Council Meeting	75.00	****
10610	BP	UK Vending Ltd	Supply Drinks Pods	67.13	****
10611	BP	UK Vending Ltd	Drinks Machine Lease Jan25	82.80	****
10612	BP	Daydream Designs	Website Tech Support	94.80	****
10613	BP	Tadmark Ltd	Supply Charge Point Banner	30.88	****
10614	BP	Blackwells Stonecraft Ltd	Supply and Fix Covid Memorial Plaque	800.00	^^
10615	BP	Holywell Garden Centre	Caretaker Duties	428.40	^^
10616	BP	Holywell Garden Centre	Office Maintenance Duties	90.00	****
10617	BP	Holywell Garden Centre	Parasol Maintenance	321.59	^^
10618	BP	Holywell Garden Centre	Christmas Tree Removal/Clock Timers/Electric Components	137.95	****
10619	BP	Love Holway	Event Grant - Chair Yoga Sessions	500.00	**
10620	BP	Ysgol Gwenffrwd	Eco Uniform Donation	100.00	**
10621	BP	Age & Dementia Holywell	Financial Assistance/Donation	500.00	**
10622	BP	Cylch Ti Afi	Financial Assistance/Donation	200.00	**
10623	BP	Welsh Air Ambulance	Financial Assistance/Donation	200.00	**
10624	BP	Holywell Area Comm. Museum	Financial Assistance/Donation	500.00	**
10625	BP	Benefit Advice Shop	Financial Assistance/Donation	500.00	**
10626	BP	Love Holway	Financial Assistance/Donation	500.00	**
10627	BP	The Table @ St. Peters	Financial Assistance/Donation	500.00	**
10628	BP	50+ Action Group Flintshire	Financial Assistance/Donation	250.00	**

10629	BP	Rhyl TC	Charity Evening Tickets	44.00	///
10630	BP	Mold Town Council	Charity Dinner Tickets	70.00	///
10631	DD	Yu Energy	Gas Bank Place Dec24	273.35	****
10632	DD	Corona Energy	Electric Bank Place Dec24	79.92	****
10633	DD	EDF Energy	Electric Bank Place Dec24	26.29	****
10634	DD	EDF Energy	Electric Events Hub Dec24	26.67	****
10635	DD	Vodafone Business	Office Mobile Jan25	26.10	****
10636	DD	British Telecom	Phone & Broadband Jan25	65.44	****
10637	DC	Ionos Cloud	Office Premium/Mail Pro	100.59	****
10638	DC	Tesco	Refreshments	5.55	****
10639	DC	TV Licensing	TV License Fee	169.50	***
10640	DC	Tesco	Refreshments	1.20	****
10641	DC	Amazon	Photo Frames	34.49	****
10642	DC	Acoo Review Ltd	ID Card Holders/Lanyards	73.44	****
10643	DC	Amazon	Tape Dispenser	16.46	****
10644	DC	Acoo Review Ltd	ID Cards	154.80	****
10645	DC	ICO	Data Protection Fee	40.00	***
10646	DC	Tesco	Refreshments	1.20	****
10647	DC	Zoom	Zoom Pro Subscription	15.59	****
10648	DC	Amazon	Water Beads	11.48	^^
10649	DC	Amazon	Craft Wire	8.49	^^
10650	DC	Amazon	Vase Bowls	35.84	^^
10651	DC	Tesco	Refreshments	2.50	****
10652	DR	HSBC Bank	Bank Charges Dec24	19.70	****
TOTAL				24,000.58	

INCOME/GRANT/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – JANUARY 2025

Date	Category	Name	Payment Details	Amount £
13/01/25	INCOME	Various Debtors	Mayors Charity Bucket	80.00
14/01/25	INCOME	Various Debtors	Mayors Charity Bucket	75.00
20/01/25	INCOME	Various Debtors	Eco Uniform Donations	100.00
29/01/25	INCOME	Flint Town Council	Mayors Charity Ball Tickets	56.00
TOTAL				311.00

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

117. COMMUNITY ENGAGEMENT

117.1. Holywell Walkers Are Welcome

Members discussed the email sent to the Council by Mr Alan Kneale, on behalf of the walkers are welcome group. Cllr D. Thomas reported he was in the process of setting up a mental health walking group in the town centre and local area.

RESOLVED:

That the Clerk reply to Mr Neale providing contact details for Cllr D. Thomas, who would consider retention of the walkers are welcome status as part of the arrangements for the new walking group.

118. CORRESPONDENCE

118.1. North Wales Association of Local Councils Summary Paper – Town and Community Council Review

This matter was considered earlier in the meeting (see minute 112).

118.2. Fit, Fed & Read Community Programme

Members considered support for next year's programme. A sum of £1,000 had been requested from town and community councils. A report was circulated and an infographic included with the agenda.

RESOLVED:

That approval be given for the Council's participation in the Fit, Fed & Read Programme for 2025/26, and the sum of £1,000 confirmed as the agreed contribution.

118.3. One Voice Wales Annual General Meeting - Tuesday 11 March 2025

Members considered any nominations to attend this year's One Voice Wales Annual General Meeting (AGM).

RESOLVED:

That the invite to the AGM be noted as received.

118.4. Electoral Review Programme 2025 - Consultation

Members considered a response to the consultation.

RESOLVED:

That the consultation be noted as received.

118.5. Reports Received

Members were informed that the following items had been received and were available for perusal from the Clerk. A copy was at the office where the item is marked *, or ** if already circulated to Members:

Ref	Item	Status	Date Circulated
A	Flintshire County Council Updates	**	Various Dates
B	Welsh Government Updates	**	Various Dates
C	North Wales Police Alerts	**	Various Dates
D	One Voice Wales Updates & Training Courses	**	Various Dates
E	Planning Aid Wales Training Courses	**	Various Dates
F	OPCC Newsletters	**	Various Dates
G	FLVC e-Bulletin	**	9 th Jan 2025 & 23 rd Jan 2025 & 6 th Feb 2025
H	North and Mid Wales Association of Local Councils - Draft Minutes 10th January 2025	**	13 th Jan 2025
I	PSOW Consultation Notification of Complaints	**	13 th Jan 2025
J	FLVC Youth Led Grant	**	13 th Jan 2025
K	Caerwys Agricultural Show	**	20 th Jan 2025
L	Holywell St David's Day Window Dressing Competition	**	20 th Jan 2025
M	North & Mid Wales Association of Local Councils - Executive Minutes 17th January 2025	**	20 th Jan 2025

N	North and Mid Wales Association of Local Councils - meeting Friday 24th January 2025 at 10.30	**	20 th Jan 2025
O	Stakeholder Bulletin - Storm Éowyn	**	23 rd Jan 2025
P	North and Mid Wales Association of Local Councils - papers from the meeting on 24th January 2025	**	27 th Jan 2025
Q	Keeping your community streets safe in Holywell Town Council	**	27 th Jan 2025
R	Safety of lithium-ion batteries campaign	**	28 th Jan 2025
S	Thomas Pennant Society Bulletin	**	31 st Jan 2025
T	Lung Cancer Screening Survey Reminder	**	3 rd Feb 2025
U	Notice of forthcoming works by Network Rail on the Cambrian Line. Monday 17th March - Wednesday 2nd April	**	4 th Feb 2025
V	Cambrian and North Wales Transport Meetings - March 2025	**	10 th Feb 2025
W	Becky Gittins MP – Link Banking Hub	**	12 th Feb 2025
X	Thomas Pennant Society Update	**	13 th Feb 2025

119. HOLYWELL TOWN COUNCIL BUSINESS PLAN

Members considered the revised business plan, which followed an interim review and had been previously circulated by the Clerk. The plan would cover the period 2025-2027.

RESOLVED:

That the plan be approved. Clerk to arrange its publication.

120. MEMBERS AGENDA ITEMS

Councillor	Subject	Specific Matter To Be Considered
Linda Corbett	Disabled Play Area Equipment	Requested formal consideration of the installation of disabled play equipment in local play areas. <u>RESOLVED:</u> That the County Councillors progress this matter directly with the County Council.
Ian Hodge	Dog Waste Bag Dispenser Unit	Members considered an additional dispenser unit to be situated in Wood Lane. <u>RESOLVED:</u> That the Clerk purchases 2 no. additional units for Wood Lane and Bryn-y-Coed, Strand.
David Smith	Snooker Venue/Academy For The Local Community	Members considered further research and feasibility into the merits of this proposal, which would benefit the Holywell economy and tourism. Cllr D. Smith circulated emails/letters of support. There was a lack of

		dedicated local facilities. Disused premises on Greenfield Business Park were considered but were earmarked for demolition. <u>RESOLVED:</u> That the matter be referred to the Development Committee for further research and consideration at its next meeting.
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121. REPRESENTATIVE REPORTS

Cllr I. Hodge had attended a remote meeting of the North Wales Association of Local Councils.

122. COUNTY COUNCILLOR REPORTS

Cllr P.A. Johnson had engaged in discussions with FCC Streetscene, following the long period of cold weather and the icy roads. Holywell was different to other towns with its steep gradients that affect pathway and road conditions.

123. CLOSE OF MEETING

The Mayor closed the meeting at 8.00pm.

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Mayor

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 27th February 2025 at 10.00am.

PRESENT: Councillor M. Sprake (Chair).
Councillors: I. Hodge, and D. Thomas.

APOLOGIES FOR ABSENCE: were received from Cllr L. Corbett. Cllrs P. Cooper and S. Rush were absent without apology.

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

DC16. DECLARATIONS OF INTEREST

None were received.

DC17. SNOOKER VENUE/ACADEMY

Item deferred from the Full Council. Members received a presentation from Cllr D. Smith, on the benefits a local snooker venue could bring to the local area and community. A dedicated snooker venue was much needed with the game in this region being in danger of dying out. Cllr Smith provided further letters of support, and statistical information, and also further information to address concerns raised around elitism and risk assessments. A number of local snooker players had reached a high standard with notable achievements on the amateur and professional circuits. Members agreed to explore the idea further and considered the next steps.

RESOLVED:

That the staff progress the following action points:

- 1) Research viable sites/locations, including an enquiry to Holywell Leisure Centre.
- 2) Contact Flintshire County Council, and local MS/MP to request advice and support.
- 3) Evaluate local support for such a venture through an online survey.
- 4) Research business models and grant funding opportunities.

- 5) Contact Welsh Snooker and World Snooker for advice and guidance. (Cllr D. Smith would make contact with the snooker bodies).

DC18. GREENFIELD RAILWAY STATION PROJECT

The Chair provided members with an update from the recent meeting with Ken Skates MS, to discuss the progression of the station project. Members noted it was a positive meeting, but raised their concerns that the station did not feature in the North Wales Transport Survey currently out for consultation. Mr Skates confirmed that the station project was viewed as a larger project rather than just a halt stopping point, and should have other facilities such as parking, etc. Mr Skates was reminded about the North Wales Transport Study completed by Mott McDonald and the positive cost/benefit ratio of 2:9 contained in the report. Members provided Mr Skates with documentation at the meeting that supported the business case for the station.

DC19. WALES IN BLOOM

Members considered entry to this year's competition.

RESOLVED:

That the Clerk completes the entry application.

DC20. GRIT SALT BINS

Members reviewed the existing salt bin provision across Holywell and Greenfield.

RESOLVED:

That the Clerk submits a request for two further salt bins located at the junction of Cae'r Fron, Holywell (Holywell West Ward) and the junction of Pen-y-Maes Gardens, Holywell (Holywell East Ward).

DC21. RAILWAY LAND QUERY

The Chair queried work being undertaken on a parcel of land to the rear of the Alkegen factory by the railway line, which had been prone to flooding issues in the past.

RESOLVED:

That the Clerk makes an enquiry to Flintshire County Council, to confirm the reason for the work.

DC22. TOURISM MANAGEMENT PLAN

Members reviewed the plan that had been recently completed by Go North Wales and acknowledged it was a comprehensive study and action plan. Members stated it may be advisable to set up a working group in the future to review the detail, and this matter would be kept on future meetings of the committee as a standard agenda item.

RESOLVED:

That the following initial action points be progressed by the Deputy Clerk:

- 1) Promotion of the Tower Gardens event/social space.
- 2) Launch a business discount scheme with local holiday and accommodation providers.
- 3) Research a video to market local walks and trails.

DC23. CONSULTATION ON THE DRAFT REGIONAL TRANSPORT PLAN FOR NORTH WALES

Members completed an online corporate response to this consultation on behalf of the Council. The case for a railway station at Greenfield was highlighted and the Clerk would retain a copy of the completed consultation.

RESOLVED:

That the agreed action be noted.

DC24. CLOSE OF MEETING

The Chair closed the meeting at 11.30am.

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Chair

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Special Meeting of Holywell Town Council** held in the Council Chamber, Bank Place Offices, Holywell, on Tuesday, 11th March 2025 at 5.30pm.

PRESENT: Councillor L. Corbett (Mayor).

Councillors: P. Cooper, P. Corbett, I. Hodge, M. Lewis-Jones, E.B. Palmer, D. Smith, M. Sprake, and D. Thomas.

APOLOGIES FOR ABSENCE were received from Cllr P.A. Johnson.

Cllrs C. Argent, P. Curtis, J. Jones and S. Rush were absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

124. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None were declared.

125. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute 126, 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.

126. STAFFING RESOURCES

Members received an update from the Clerk and considered several matters. Members considered the council’s staffing resources and agreed measures to maintain service delivery.

RESOLVED:

- 1) That the Clerk be authorised to implement the measures agreed at the meeting.

- 2) Members approved the engagement of a Human Resources Support Service Provider. The Clerk was authorised to research providers and appoint a suitable service provider.

127. CLOSE OF MEETING

The Mayor closed the meeting at 6.45pm.

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Mayor

5. PLANNING

5.1. New Applications

To consider the applications received.

Application Number	Proposal Details
	Nil Return.

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 2025

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
10653	BP	St. Winefrides RC School	Wales in Bloom Schools Competition	50.00	^^
10654	BP	Ysgol Maes-y-Felin	Wales in Bloom Schools Competition	50.00	^^
10655	BP	JB Monitor Ltd	Asbestos Management Surveys - Council Offices & Events Hub	594.00	****
10656	BP	Holywell Garden Centre	Office Repair & Maintenance Works	224.00	****
10657	BP	Holywell Garden Centre	Clear Pavement By Shell Garage - Caretaker Work	120.00	^^
10658	BP	Automated Systems Group Ltd	Copier Charges	42.00	****
10659	BP	Veolia	Office Trade Waste Jan25	83.21	****
10660	BP	Gas Cymru	Call Out and Install Fan on Boiler - Council Offices	300.00	****
10661	BP	Holywell Leisure Centre	Contribution 4 of 4	2,500.00	^^^
10662	BP	JRB Enterprises	Supply Dispenser Refill Bags	160.44	****
10663	BP	Palm Signs	Supply plaque for Tower Gardens Garden Area	80.40	^^
10664	BP	Clwyd Pension Fund	Staff Pension Costs - Feb25	2,267.41	***
10665	BP	HMRC	Staff PAYE/NI Costs - Feb25	2,030.94	***
10666 - 10668	BP	Council Staff	Staff Salaries - Feb25	6,215.91	***
10669	BP	Support Officer	Reimbursement for Envelopes	15.59	****
10670	BP	UK Vending Ltd	Drinks Machine Lease 4/2-3/5	248.40	****
10671	BP	Age & Dementia Holywell	Event Grant - Valentines Day Event	500.00	**
10672	BP	Daydream Designs	Website Tech Support	94.80	****
10673	BP	Delia L. Thornton	Legionella Risk Assessment - Council Water Supplies	260.00	****
10674	BP	Delyn Press	Business Cards - Cllr P. Cooper	42.00	****
10675	BP	I.S. Consultancy	Screw Caps/Sealant to Tower Gardens Steps	234.00	^^

10676	BP	Mega Electrical NW Ltd	Christmas Lights Repairs	11,461.46	^^
10677	BP	Mega Electrical NW Ltd	Christmas Lights Contract Sum	19,194.00	^^
10678	DD	Yu Energy	Gas Council Offices Jan25	556.45	****
10679	DD	Corona Energy	Electric 12/13 Bank Place Jan25	104.09	****
10680	DD	EDF Energy	Electric 14 Bank Place Jan25	30.51	****
10681	DD	EDF Energy	Electric Event Hub Jan25	27.80	****
10682	DD	BNP Paribas	Copier Lease Charges	154.80	****
10683	DD	Vodafone Ltd	Office Mobile Feb25	26.10	****
10684	DC	Ionos Cloud	Annual Domain Fees	36.24	****
10685	DC	Tesco	Refreshments	5.55	****
10686	DC	Ionos Cloud	Office Premium/Mail Pro	100.59	****
10687	DC	OS Keys	Office Desk Keys	19.56	****
10688	DC	Tesco	Refreshments	1.20	****
10689	DC	Easy Florist Supplies	Supply Glass Vases	33.90	****
10690	DC	Amazon	Vase Bowls (Refund on card)	0.00	****
10691	DC	Tesco	Equipment/Refreshments	6.20	****
10692	DC	Zoom	Zoom Pro Subscription	15.59	****
10693	DC	Tesco	Refreshments	1.20	****
10694	DC	W. Bevan & Sons	Dust Sheet	1.75	****
10695	DC	Tesco	Refreshments	4.35	****
10696	DR	HSBC Bank	Bank Charges Jan25	16.33	****
			TOTAL	47,910.77	

SCHEDULE OF ACCOUNTS RECEIVABLE – FEBRUARY 2025

Date	Category	Name	Payment Details	Amount £
Various	INCOME	Various Debtors	Mayors Charity Ball Tickets	1,670.00
06/02/25	INCOME	Various Debtors	Mayors Charity Bucket	30.00
14/02/25	REFUND	Amazon	Vase Bowls (Refund on card)	35.84
			TOTAL	1,735.84

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

**A Local Government Act 1972 S.176
 **AA Local Government Act 1972 S.13
 AA Local Government Act 1972 S.34
 **A* Local Government (Misc. Provisions) Act 1953 S.4
 AA** Local Government Act 1972 S.173, S.174
 AAA* 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

The Council decided previously to move the community endeavour awards to its Annual Meeting. The Clerk will hand out nomination forms and confirm the procedure.

7.2. Council iPad Disposal Policy

The Council will shortly be upgrading its handheld devices. In advance of this work members to determine the disposal policy for the existing iPads and consider any local groups that would benefit from the equipment.

7.3. Flintshire Against Business Crime (FABC) Radio Equipment

The contract for this equipment is due to expire on 31st March 2025. The user of this equipment, Mr Ian Lloyd, has confirmed its continued benefit to report incidents in and around the town centre. Members to consider the contract renewal for the sum of £265.00.

8. CORRESPONDENCE

8.1 One Voice Wales Membership Renewal 2025/26

Members to consider renewal of the Council's membership to One Voice Wales. See attached letter from the OVW Chief Executive. The cost of renewal is £1,867 for the 2025/26 financial year.

Dear Clerk/Council

Membership of One Voice Wales – 2025-26

I am writing to invite your council to renew its membership to join One Voice Wales from 1 April 2025. Once again, the past year has seen many positive developments to 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 legal advice** from a team of experienced Solicitors which can save members significant time and cost compared with using local solicitors 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 2024-25 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 2025 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 2025-26.

Yours sincerely,
Mr Lyn Cadwallader
Chief Executive

8.2. Badgers on Holywell Road

Members to consider the attached email from Mr Barry Male.

We live near the bottom of the hill from Bagillt up to Holywell and have been sickened by the ongoing sight of the mutilated bodies of badgers who have been killed by speeding vehicles whilst trying to cross the road.

To try to reduce the number of deaths, we are proposing the erection of warning signs on the 50mph posts at the top and the bottom of the hill. We feel that 50mph is too high for this stretch of road but recognise that this is a matter for Highways rather than yourselves.

Clearly you have many other priorities but feel that, as a group, we have no right to slaughter innocent creatures that have just as much right to live here as we do.

I'm attaching an example of the kind of sign that might, possibly, alert drivers to the possibility of other life forms being on the road and maybe pay a little more attention.

I really hope that you are willing to take this up and make it happen.



8.3. Independent Remuneration Panel for Wales - Annual Report 2025/2026

Members to consider the Independent Remuneration Panel for Wales (IRPW) report and confirm the Council's position on allowance levels, and any discretionary allowances. The full IRPW report was included with the agenda email and the Clerk can summarise the determinations that apply to town and community councils if required.

In accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011, I attach a link to the Independent Remuneration Panel for Wales's ("the Panel") Annual Report 2025 to 2026.

This has also been sent to the Cabinet Secretary for Housing and Local Government and other interested parties.

You can find the report by using the following link:

[Independent Remuneration Panel for Wales: annual report 2025 to 2026 | GOV.WALES](#)

Annual Report 2025 to 2026

This [Annual Report](#) highlights the changes made to remuneration for next year. A full list of all relevant [Determinations](#) to be applied, are on the Panel's [website](#).

The Panel were grateful for all responses received during the consultation period of the draft annual report and all comments have been considered.

The Panel would appreciate if you could make your members aware of the content of the report.

Other documents you may find of interest, include:

Legacy Report

This is the Panel's last Annual Report, before its functions transfer over to the Democracy and Boundary Commission Cymru (DBCC) from 1 April 2025. The Panel has produced a [Legacy Report](#) to aid the transition of functions to the DBCC. This report includes all relevant information on the work to date of the Independent Remuneration Panel for Wales and the areas of interest identified for future consideration by the DBCC.

Determinations 2025 to 2026

[Determinations](#) the Panel has made on remuneration and allowances in place for the year 2025 to 2026.

8.4. Reports/Correspondence Received

The following items have been received and are available for perusal from the Clerk. or marked ** if already circulated to Members:

Ref	Item	Status	Date Circulated
A	Flintshire County Council Updates	**	Various Dates
B	Welsh Government Updates	**	Various Dates
C	North Wales Police Alerts	**	Various Dates
D	One Voice Wales Updates & Training Courses	**	Various Dates
E	Planning Aid Wales Training Courses	**	Various Dates
F	OPCC Newsletters	**	Various Dates
G	Holway Chaplaincy Newsletter	**	19 Feb 2025
H	FLVC E-Bulletin	**	20 Feb & 6 Mar 2025
I	North Wales Police and Crime Plan	**	24 Feb 2025
J	North and Mid Wales Association of Local Councils – Agenda & Draft Review Paper	**	3 Mar 2025
K	Annual Essential Cyclic Maintenance Work Programme (Spring)	**	7 Mar 2025
L	North and Mid Wales Association of Local Councils - North Wales Coast Rail Meeting	**	10 Mar 2025
M	Draft diversity and inclusion guidance for registered political parties – summary of responses to the consultation	**	10 Mar 2025
N	Senedd report published on Role, Governance and Accountability of Community and Town Council Sector	**	11 Mar 2025
O	Senedd Review Final Determinations	**	11 Mar 2025
P	Cymdeithas Thomas Pennant Society	**	11 Mar & 12 Mar 2025

9. MEMBERS AGENDA ITEMS

Members to consider the following matters:

Councillor	Subject	Specific Matter To Be Considered
Danny Thomas	Community Conference	Members to consider holding a community conference at a suitable local venue. If approved, members to consider the date, publication, scope and agenda for this event. Cllr D. Thomas will report.
Ian Hodge	Community Hub - East & Central Ward	Members to consider support for the establishment of a hub. Cllr I. Hodge will report.
Paul Cooper	Fly Tipping	Members to consider any appropriate action. Cllr P. Cooper will report.

10. 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.

11. 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.