

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.

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