

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 April 2023 at 6.00pm.

PRESENT: Councillor I. Hodge (Mayor).

Councillors: L.A. Carter, L. Corbett, P. Corbett, P. Curtis, R. Dolphin, P.A. Johnson, J. Jones, M. Lewis-Jones, B. Scragg, and D. Thomas.

APOLOGIES FOR ABSENCE were received from Councillor E.B. Palmer, S. Rush, and M. Sprake. Councillor C. Argent was absent without apology.

IN ATTENDANCE: J. Baker (Clerk), M. Fearnley (Deputy Clerk), and C. Pickstock (Support Officer).

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

None declared.

167. **THOMAS PENNANT SOCIETY PRESENTATION**

The Mayor reported Mr Paul Brighton had sent apologies due to illness. Members wished Mr Brighton well and the Clerk would rearrange the presentation at a later date.

168. **MAYOR’S REMARKS**

The Mayor held meetings this month with the Flintshire Family Liaison Officers on setting up a Community Support Hub in Holywell. They were looking at premises, with a view to helping families with parental issues in particular.

The Mayor’s Charity Evening was held on Saturday 1st April and the Mayor was pleased to announce the Charity Fund stands at circa £1,400, which would be presented to Father Dominic of Holywell and Greenfield Churches.

The Mayor was pleased to judge the best Easter window competition and thanked all those that had taken part. Congratulations went to the winning entry Doreen at the DASU shop.

The Mayor was delighted that Holywell Town Council were successful with their PACT grant application for £2,500 to support youth engagement in Holywell. The Deputy Clerk was arranging a working group to deploy the grant monies and nominations would be requested later in the meeting.

The Mayor attended the “Table” with Janine Phillips, Regeneration Officer for Holywell, and had held several meetings with Janine regarding her aspirations for improving Holywell.

The Mayor held discussions with Police District Inspector Wesley Williams regarding Council and Police interaction. The Mayor voiced his disappointment at the Environmental Visual Audit, that did not involve Holywell Town Council, yet whilst solely about the Town Centre, involved two members of the Greenfield Valley. Inspector Williams had stated that all future interactions would be communicated via the Clerk and Deputy Clerk, with points of contact amongst members being the four members elected at the last meeting, one from each ward. Those members details had been shared with North Wales Police.

The Mayor attended the North Wales Transport Liaison Committee last week and was pleased to announce that the present Liverpool to Chester Service would be extended to Llandudno, whilst the present Manchester Airport Service would continue to Bangor, instead of Llandudno. All of which heightened the need for a train station at Greenfield.

The Mayor referred to the forthcoming public meeting that followed the Development Committee agreeing the format. The meeting would take place at 6.00pm on Wednesday 10th May 2023 at Holy Trinity Church, Greenfield. The format would be a top table of members and theatre style for attendees. There would be a brief introduction, and time for general questions before the meeting breaks for refreshments and an opportunity for attendees to speak to their ward councillors more informally about matters of concern.

This would be the Mayor’s last remarks, when we started last year, there were eight new members, now those members have had a year onboard, so it was very important we now continue to work together. Nobody was more important than anyone else. All of us have views and the right to be heard and listened to. The Mayor referred to some unacceptable behaviour at last month’s council meeting which was a bad example to new members. The Mayor would highlight how the meetings should move forward when the Chairs Advisory Group minutes were reviewed.

The Mayor concluded by thanking everyone for their support this year.

169. PUBLIC SPEAKING

There were no such requests.

170. MINUTES & MEETINGS

170.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council held on Wednesday 15th March 2023.

170.2. Meetings of Committees and Working Groups

Chair's Advisory Group meeting held on Tuesday 21st March 2023

Members considered the following five recommendations made by the group:

- 1) That all members and staff should speak through the Chair and must raise their hand if they wish to speak. Members should avoid interrupting one another and should concentrate on agenda items only. Staff should be allowed to deliver reports and information to the meeting, where required, without interruption. Members should always give apologies to the Clerk if not attending a meeting, to aid meeting management. Members should attend a Chair skills training course if they are considering aspiring to be a Chair.
- 2) That the restriction on the number of committees a member can attend be removed. Membership of at least one committee is encouraged for all members, but members do not have to sit on any committees if they do not wish to do so. Preference will be shown to all members preferred choices before any multiple committee memberships are considered.
- 3) That a maximum reporting time of 5 minutes per councillor be set for representative reports. This should be a verbal report at the meeting and any supporting documentation can be circulated by the Clerk following the meeting.
- 4) That a maximum reporting time of 5 minutes per county councillor be set for these reports. This should be a verbal report at the meeting and concentrate on matters affecting Holywell and Greenfield.
- 5) Detailed and complex items should be referred to a committee first to provide further depth to consideration and research. Its desirable for these items to be heard by committees if appropriate in the first instance, full council should only be

used if the item is time limited or the content is suitable. That agenda items, in the case of a councillor being absent from a meeting, are allowed only one occasion of a carry-over in future. The carry over is triggered only in the event of the councillor submitting formal apologies.

RESOLVED:

That the five recommendations from the meeting be approved and adopted with immediate effect.

171. PLANNING

171.1. 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/000219/23	PROPOSAL: FRONT BALCONY. LOCATION: Highgate House, Milwr Road, Milwr, Holywell, CH8 7SE. The Council had no objection to this application.
FUL/000232/23	PROPOSAL: DROP KERB FOR ACCESS TO DRIVEWAY FROM LAY-BY. LOCATION: 116 Pen Y Maes Road, Holywell, CH8 7BG. The Council had no objection to this application.
064463	Amendments to submitted application. Proposal: Conversion of former Bank into 6no. self-contained apartments and 1no.retail/office unit on ground floor. Location: 17 High Street, Holywell, Flintshire, CH8 7UB. The Council supported this application but requested that the recycling arrangements be reviewed to comply with any required environmental policies.
064462	Amendments to submitted application. Proposal: Listed Building Application - Conversion of former Bank into 6no. self-contained apartments and 1no. retail/office unit on ground floor. Location: 17 High Street, Holywell, Flintshire, CH8 7UB. The Council supported this application but requested that the recycling arrangements be reviewed to comply with any required environmental policies.

172. ACCOUNTS

172.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – MARCH 2023

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9362	BP	Barry Hamilton Photography	Photo Services at the Annual Meeting/Civic Service	155.00	***
9363	BP	Cheshire West & Chester Council	Supply of two radios/sub to FABC for the taxi offices	600.00	***
9364	BP	One Voice Wales	Equality & Diversity Training - Cllr L.A. Carter	55.00	***
9365	BP	CS Plumbing & Heating	Gas Service to two boilers at Council Offices	105.00	****
9366	BP	Copyrite Systems	Copier Charges 16/11/22 to 16/2/23	149.29	****
9367	BP	Tadmark Ltd	Supply PVC Banner	30.54	^^
9368	BP	Danny's Family Butchers	Community Endeavour Award Voucher Redemption	30.00	**
9369	BP	Newydd Catering	Office Cleaning Contract 2022/23	1,048.02	****
9370	BP	Holywell Garden Centre	Contract Payment - Refurb Works to Former Toilet Block	2,080.75	^^
9371	BP	Viking	Raffle Ticket Books	21.59	****
9372	BP	UK Vending	Refreshment Pod Stocks	92.04	****
9373	BP	UK Vending	Drinks Machine Lease 10/02-09/05	132.60	****
9374	BP	Holywell Leisure Centre	Contribution (4 of 4)	2,500.00	^^^
9375 - 9377	BP	Council Staff	Staff Salaries - Mar23	5,515.75	***
9378	BP	HMRC	Staff PAYE/NI - Mar23	1,756.12	***
9379	BP	Clwyd Pension Fund	Staff Pension - Mar23	1,880.82	***
9380	BP	Sian Jones Translation	Translate Documents	27.17	***
9381	BP	Kings Head CIC	Refreshments - St. David's Day Event	32.20	^^
9382	BP	One Voice Wales	LG Finance/Law Training - Cllr D. Thomas	110.00	***
9383	BP	SLCC	Local Council Administration Publication	141.80	****
9384	BP	BKB Solutions Ltd	PAT Testing of electrical items at Council Offices	115.50	****

9385	BP	Daydream Designs	Website Tech Support Mar 2023	94.80	****
9386	BP	Flintshire County Council	Vat on Invoices for Bin Installation & Lighting Units	650.00	****
9387	BP	C. Pickstock	Reimbursement for Bungee Cord Set	5.00	^^
9388	BP	M.G. Fearnley	Travelling Costs - Jan23	8.10	***
9389	BP	Menter laith	Events Grant - St David's Day	500.00	^^
9390	BP	Wales in Bloom Foundation	2023 Competition Fee - Town Category	165.00	^^
9391	BP	Holywell Garden Centre	Contract Payment - Events Hub	2,088.09	^^
9392	BP	Holywell Garden Centre	Contract Payment/Moving of Items - Events Hub	800.00	^^
9393	BP	Holywell Garden Centre	Yellow Ribbon	15.98	****
9394	BP	Delyn Press	Coronation Event Cards	24.00	^^
9395	BP	Philip Jones Computers	ICT Support Costs Q4 22/23	24.00	****
9396	BP	Tadmark Ltd	Event Today Banner	145.76	^^
9397	BP	Stockton Property Ltd	6 tables and 20 chairs (Heritage Grant)	821.40	^^
9398	BP	Flintshire County Council	CCTV Supp Charge 22/23	3,156.94	*****
9399	DD	Plusnet	Alarm Line 24/2-23/3	23.62	****
9400	DD	Plusnet	Phone & Broadband 5/3-4/4	38.30	****
9401	DD	EDF Energy	Electric 12/13 BP 6/1-1/3	225.83	****
9402	DD	EDF Energy	Electric 14 BP 6/1-1/3	45.81	****
9403	DD	Plusnet	Alarm Line 24/3-23/4	23.62	****
9404	DD	Opus Energy	Gas 13/2-15/3	461.29	****
9405	DC	SP RBLI	Coronation Flag	18.47	^^
9406	DC	Tesco	Stationery	5.25	****
9407	DC	W. Bevan & Son Ltd	Dust Sheets	3.50	****
9408	DC	Tesco	Refreshments	10.75	****
9409	DC	Royal Mail	Postages	1.05	****
9410	DC	Specialised Canvas	Bunting - Coronation Event	173.53	^^
9411	DC	Hampshire Flag Company	Bunting - Coronation Event	206.57	^^
9412	DC	Tesco	Calculator/Refreshments	7.30	****
9413	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9414	DC	Envelopes Ltd	Supply Envelopes	13.20	****
9415	DC	Tesco	Refreshments	1.30	****
9416	DC	Zoom Video	Monthly Pro Subscription	15.59	****
9417	DC	Tesco	Refreshments	1.30	****
9418	DC	Waterhouse Flowers	Cellophane	2.00	****
9419	DC	Tesco	Consumables	14.80	****
9420	DC	Home Bargains	Consumables	9.07	****

9421	DC	Amazon	Clothes Rack on Wheels	52.02	^^
9422	DC	The Flower Bowl	Consumables	3.00	****
9423	DC	Tesco	Refreshments	1.30	****
9424	DC	W. Bevan & Son Ltd	Cutlery Trays	3.98	****
9425	DC	Home Bargains	Toilet Seat/Cable Ties	14.48	****
9426	DR	HSBC Bank	Bank Charges - Feb23	8.00	****
TOTAL				26,563.78	

INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – MARCH 2023

Date	Category	Name	Payment Details	Amount £
16/03/23	Transfer	HSBC Money Market	New Savings Deposit Account	10,000.00
Various	Income	Multiple Attendees	Mayors Charity Buffet Tickets	1,195.00
TOTAL				11,195.00

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

173. COMMUNITY ENGAGEMENT

173.2. Monthly Report

Members considered this month's report from the Deputy Clerk. There were action points that covered the Shared Prosperity Fund, PACT funding, Kings Coronation Event, CCTV, and Interpretation Panels.

RESOLVED:

- 1) That the Clerk write a letter to the Chief Executive, Flintshire County Council, outlining members' concerns about communication between the two council tiers.
- 2) That the Deputy Clerk requests a copy of the management agreement between the Greenfield Valley Trust and Flintshire County Council.
- 3) That Councillors L. Corbett and D. Thomas be nominated for the PACT working group.
- 4) That Councillors L.A. Carter, L. Corbett, P. Corbett, I. Hodge, and M. Lewis-Jones all be confirmed as volunteers for the Coronation Event. Cllr P. Curtis would run an RBL stall; Cllr D. Thomas would run sports races. Clerk to source medals.
- 5) That approval be given for the movement of the CCTV camera from the Cheeky Chicken to Llwyn Aled flats.
- 6) That members endorse the proposed colour scheme (blue background/blueish green text) for the interpretation panels in the town centre.

174. CORRESPONDENCE RECEIVED

174.1. Membership of One Voice Wales 2023/24

Members considered joining One Voice Wales and noted the 50% reduction offer for the first year. Members referred back to some historical matters and felt further information was required on the benefits of membership. One Voice Wales provided corporate advice to both the Council and Clerk, model policies, training courses and online resources.

RESOLVED:

That the Clerk consults with other local Councils for their views and invites One Voice Wales to attend a future meeting and deliver a presentation to members.

174.2. Dee Estuary Coastal Partnership – Coastal Collaboration

Members considered taking part in a survey on the current structure and needs of stakeholders.

RESOLVED:

That Cllrs I. Hodge and B. Scragg be nominated to complete the survey with the Clerk.

174.3. Play Area Match Fund Scheme – 2023/24 Year

Members considered the letter from Aura Leisure concerning this year's scheme. The scheme history for Holywell and Greenfield was circulated to members. The recommendation was that Strand Walk Play Area was most in need of investment.

RESOLVED:

That the Strand Walk Play Area be approved for match funding investment of £10,000 for the 2023/24 year.
Clerk to inform Aura Leisure.

174.4. Reports Received

Members were informed that the following items had been received and were available for perusal from the Clerk. A copy was enclosed 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	Thank You Letter Menter Iaith – St David's Day Event	**	10 th Mar 2023
H	Thomas Pennant Society Update	**	15 th Mar 2023
I	Rob Roberts MP – UK Budget Press Release	**	15 th Mar 2023
J	Planning Aid Wales Event	**	17 th Mar 2023

K	PC J. Harries Introduction Email	**	20 th Mar 2023
L	Rob Roberts MP – NHS Fees/Trophy Hunting Press Releases	**	21 st Mar 2023
M	Dee Estuary Coastal Partnership Survey	**	23 rd Mar 2023
N	DI Wes Williams Police Environmental Audit	**	30 th Mar 2023
O	Rob Roberts MP Oscar Mayer Press Release	**	31 st Mar 2023
P	Notification of Works - Dual Carriageway Routine Maintenance & Inspections Programme 2023	**	3 rd Apr 2023

175. MAYORAL HONOUR CADETS

The Clerk had contacted Holywell Scouts and St Johns Ambulance Division, who had both expressed an interest in joining the cadet roster. There were some procedural matters that required consideration before members could finalise the arrangements. The Air Cadets were due to take over from the Army Cadets this year.

RESOLVED:

That the final procedure be delegated to the Resources Committee to consider the detail at its next meeting.

176. MEMBERS AGENDA ITEMS

Councillor	Subject	Motion
P.A. Corbett	Communication Between Councillors	More interaction and communication was requested between Councillors from each ward.
B. Scragg	Communication With The County Council	Lack of response to matters of local concern. Members also mentioned the Charter Agreement between the two Council tiers.
P.A. Johnson	Lluesty Woodland Works	Remedial works to trim back overgrowth into neighbouring properties.

RESOLVED:

- 1) That the Deputy Clerk arranges the first meeting for members to start the process of regular informal meetings. The meetings could take place on site or at the Council Offices.
- 2) That the Clerk writes to the Chief Executive, Flintshire Council to set out the Council's concerns with communication. The Chief Executive was to be

invited to a meeting to go into further detail, address the issues and find a way forward.

- 3) That the Clerk seek quotations for the works required at Llesty Woodland.

177. EVENTS GRANT APPLICATIONS

Members considered events grant applications from the following organisations for the stated events:

- Dawnsyr Delyn – Cadi Ha Festival – Saturday 29th April 2023.
- DJs Line Dancers – Line Dance Day – Saturday 1st July 2023.

Members also considered a follow up query from Transition Holywell and District, who had requested further support from the Council for their event.

RESOLVED:

- 1) That both Dawnsyr Delyn and DJ's Line Dancers be awarded events grants of £500 to support their event activities. This payment would be made in arrears and be triggered upon delivery of the events.
- 2) That the Deputy Clerk confirm the Council's level of support to the Transition Group, which is confined to the events grant award, marketing and promotion of flyers on social media and noticeboards, and the signposting of organisers to key event contacts.

178. REPRESENTATIVE REPORTS

Cllr I. Hodge provided an update from the North Wales Rail Liaison Committee meeting.

Cllr P. Curtis referred to a recent Holywell Air Cadet event that involved a parade and promotional activities.

179. COUNTY COUNCILLOR REPORTS

Cllr I. Hodge attended the Environment Scrutiny Committee meeting and had also been liaising with the ward councillors about the parking and speeding on Pen Y Maes Road.

Cllr R. Dolphin attended a Community and Housing Scrutiny Committee meeting that discussed Homelessness interventions.

Cllr P.A. Johnson mentioned the Homeless Streetlink App which was available to download. The Adult Learning Team were looking for suitable venues in Holywell to host operational groups/meetings.

180. CLOSE OF MEETING

The Mayor closed the meeting at 8.20pm.

.....

Mayor