

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 June 2024 at 6.00pm.

PRESENT: Councillor L. Corbett (Mayor).

Councillors: L.A. Carter, P. Corbett, P. Curtis, I. Hodge, P.A. Johnson, E.B. Palmer, S. Rush, B. Scragg, M. Sprake, and D. Thomas.

APOLOGIES FOR ABSENCE were received from Councillors P. Cooper, and M. Lewis-Jones. Councillors C. Argent and J. Jones were absent without apology.

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

**** A minute's silence was held in memory of former Councillor Gareth Roberts, following his recent passing, who represented the Holywell West Ward for many years. The thoughts of the Council were with Gareth's family at this sad time. ****

Cllr E.B. Palmer stated that Gareth had been similarly remembered at Flintshire County Council's monthly meeting, with testimonies and tributes to his many years' service.

15. **PRESENTATION TO MAYOR'S HONOUR CADETS**

The Mayor received the newly appointed honour cadets, from Holywell Army Cadets, to support their work during the 2024/25 Civic Year, and presented the official badges. Lance Corporal Ruby Leigh and Lance Corporal Osian Davies were the appointed cadets.

16. **PRESENTATION – LONG SERVICE AWARD**

The Mayor presented a long service award and certificate to Councillor E.B. Palmer in recognition of his twenty years' service with the Council. Cllr Palmer received a commemorative plate and the Mayor thanked Cllr Palmer for his service to the Council.

17. SPEAKER – JESSICA WELLSTEAD, FLINTSHIRE COUNTY COUNCIL

The Clerk confirmed that the speaker was unable to attend the meeting. Members requested the speaker's attendance at the July meeting to provide an update on the scheme going past the Holway, a query on the lack of consultation and communication, a start date for the Pen y Maes works, the latest position on the link route from Greenfield Valley.

RESOLVED:

That the Clerk relays the queries and requests attendance at the July Council meeting.

18. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
29.	P.A. Johnson		✓	Board member of Holywell Area Community Museum.

19. MAYOR'S REMARKS

The Mayor was pleased to attend the following events this month:

- 18th May – Opening of Newsome Homes
- 20th May – Reopening of The Market Cross
- 27th May – St Peters Summer Fayre
- 1st June – Holywell Charity Vehicle Show
- 8th June – Opening of Blooms Café
- 8th June – Holywell Debonaires Home Camp

The Mayor stated that the D-Day at 80 event in the town centre on 6th June was a success and well received by the community and attended the lighting of the beacon at Greenfield Dock later that evening. The Mayor thanked everyone that contributed to this event.

The Mayor would be greeting the Wales in Bloom Judge at the Council offices on Monday 8th July before their tour of the Holywell and Greenfield communities.

20. MINUTES & MEETINGS

20.1. Minutes of Meetings

RESOLVED:

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

- Annual Meeting of Holywell Town Council held on Wednesday 15th May 2024.

20.2. Membership Request – Development Committee

Members considered a request from Cllr L.A. Carter to join the Development Committee.

RESOLVED:

That Cllr L.A. Carter be added to the Development Committee membership.

21. PLANNING

21.1. 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/000397/24	PROPOSAL: DEMOLISH EXISTING PORCH (DUE TO STRUCTURAL FAILURE) & REBUILD PORCH WITH LARGER PLAN AREA TO INCORPORATE A CLOAKROOM WITH TOILET. LOCATION: 4, Bryn Teg, Holywell, CH8 7DP. The Council had no objection to this application and support the proposed work that was required.

22. ACCOUNTS

22.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS PAYABLE – MAY 2024

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
10117 - 10119	BP	Council Staff	Staff Salaries - May 24	5,915.16	***

10120	BP	Clwyd Pension Fund	Staff Pension - May 24	461.06	***
10121	BP	HMRC	Staff NI/PAYE - May 24	1,847.81	***
10122	BP	Cllr D. Thomas	Annual Allowance 2024/25	208.00	*
10123	BP	Cllr J. Jones	Annual Allowance 2024/25	208.00	*
10124	BP	Cllr C. Argent	Annual Allowance 2024/25	208.00	*
10125	BP	Cllr S. Rush	Annual Allowance 2024/25	208.00	*
10126	BP	Cllr B. Scragg	Annual Allowance 2024/25	208.00	*
10127	BP	Cllr M. Lewis-Jones	Annual Allowance 2024/25	208.00	*
10128	BP	Cllr M. Sprake	Annual Allowance 2024/25	208.00	*
10129	BP	Cllr P. Curtis	Annual Allowance 2024/25	208.00	*
10130	BP	Cllr L. Corbett	Annual Allowance 2024/25	208.00	*
10131	BP	Cllr I. Hodge	Annual Allowance 2024/25	208.00	*
10132	BP	Cllr E.B. Palmer	Annual Allowance 2024/25	208.00	*
10133	BP	Cllr L.A. Carter	Annual Allowance 2024/25	208.00	*
10134	BP	Cllr P. Cooper	Annual Allowance 2024/25	208.00	*
10135	BP	Cllr P. Corbett	Annual Allowance 2024/26	208.00	*
10136	BP	Black & White Security	Security at Food & Drink event 4/5/24	60.00	^^
10137	BP	A Little Magic	Face Painter Food & Drink event 4/5/24	200.00	^^
10138	BP	A Little Magic	Beauty Workshop April PACT Grant	85.00	^^
10139	BP	P&O Lloyd	Coach Hire Food & Drink event 4/5/24	320.00	^^
10140	BP	UK Vending Ltd	Drinks Machine Lease Hire 10/5 - 9/8	132.60	****
10141	BP	Welsh Water	Water Drink Fountain to Apr 24	10.16	****
10142	BP	Welsh Water	Water Events Hub to Apr 24	70.58	****
10143	BP	Kim Inspire	DJ Services Food & Drink event 4/5/24	50.00	^^
10144	BP	Ysgol Treffynnon	Eco Uniform Donation	100.00	**
10145	BP	Pantastic	Perform at Food & Drink event 4/5/24	120.00	^^
10146	BP	Rosiez	Refreshments for PACT sessions	360.00	^^
10147	BP	Npower	Electric Events Hub Apr24	175.14	****
10148	BP	Daydream Designs	Website Tech Support May24	94.80	****
10149	BP	Flintshire County Council	Council Offices Business Rates 1 of 2 2024/25	4,130.16	****
10150	BP	Holywell Garden Centre	Stage & Parasols Food & Drink event 4/5/24	280.00	^^
10151	BP	Holywell Garden Centre	Pull Test Brackets for Wales in Bloom	275.00	^^
10152	BP	Holywell Garden Centre	Parasol Repairs & Feet/Grips	596.00	^^
10153	BP	Stamford Gate Hotel	Annual Meeting Buffet	390.50	^^

10154	BP	Holywell Market Group	Event Grant - Holywell Market Special Day 30/5/24	500.00	^^
10155	DD	Yu Energy	Gas Bank Place Apr24	128.06	****
10156	DD	Opus Energy	Gas Bank Place Apr24	164.24	****
10157	DD	Welsh Water	Water 12/13 Bank Place Nov-Apr24	68.11	****
10158	DD	Welsh Water	Water 14 Bank Place Nov-Apr24	82.62	****
10159	DD	Corona Energy	Electric 12/13 Bank Place Apr24	72.55	****
10160	DD	EDF Energy	Electric 14 Bank Place Apr24	23.80	****
10161	DD	EDF Energy	Electric 12/13 Bank Place Apr24	191.48	****
10162	DD	British Telecom	Phone & Broadband Bank Place May24	79.66	****
10163	DC	Tesco	Refreshments	17.55	****
10164	DC	Ionos Cloud	Office Premium/Mail Pro	100.59	****
10165	DC	Tower Crafts	Stationery	1.69	****
10166	DC	Tesco	Refreshments	1.20	****
10167	DC	C.M. Scott	Engrave Mayors Plaque	16.85	****
10168	DC	Tesco	Refreshments	0.90	****
10169	DC	Tesco	Refreshments	0.90	****
10170	DC	Zoom	Zoom Pro Subscription	15.59	****
10171	DC	Amazon	A4 Photo Frames	31.99	****
10172	DC	Tesco	Refreshments	1.80	****
10173	DC	Amazon	Charity Buckets	71.88	****
10174	DC	Amazon	Stationery	2.65	****
10175	DC	Amazon	Sign Holders	20.99	****
10176	DC	Amazon	Charity Box/Cable Ties	33.89	****
10177	DR	HSBC Bank	Bank Charges Apr24	8.00	****
TOTAL				20,222.96	

SCHEDULE OF ACCOUNTS RECEIVABLE – MAY 2024

Date	Category	Name	Payment Details	Amount £
14/05/24	INCOME	Multiple Debtors	Eco Uniform Donations	100.00
TOTAL				100.00

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

22.2. Internal Audit Report – 2023/24 Financial Year

The year-end internal audit was completed in June 2024 by JDH Business Services Ltd. Members considered the issues arising and the subsequent audit recommendations. The Clerk reported on the issues raised. The Annual Return was amended to disclose the correct 2022/23 fixed assets figure. The additional policy considerations identified in the interim internal audit would be drafted by the Clerk in due course.

RESOLVED:

That the Clerk seeks further advice from One Voice Wales and the SLCC, concerning the treatment of receipts in advance in the accounts.

(22.3).

165.3. Annual Return, Year End Accounts & Governance Statement - 2023/24 Financial Year

Members considered approval of the accounting statements and annual governance statement. The Income and Expenditure Account and Balance Sheet were also reported on by the Clerk. The Clerk stated there was a consistency of entries across all accounting statement headings in the two years. The Council's bank balances and reserves remained at an acceptable level.

RESOLVED:

That the Council approve the 2023/24 annual return and governance statement. Clerk to now arrange the sending of relevant information to the external auditor by the required deadline.

23. COMMUNITY ENGAGEMENT

23.1. Monthly Report

Members considered this month's report from the Deputy Clerk. Information was provided this month on the Tower Gardens Steps Project, PACT funding, North Wales Tourism support for Holywell, and the Actif North Wales Enabling Fund. A 'Welcome to Holywell' slogan and a colour change to lemon yellow were required for the steps project.

RESOLVED:

- 1) That the Deputy Clerk submits a further grant application for the next tranche of the Police PACT grant funding.
- 2) That the Deputy Clerk processes the final amendments to the Tower Gardens steps layout and commissions the work.
- 3) That the Deputy Clerk be given delegated powers to submit further grant applications in the future, when they are an extension or relate to previous grant funded projects.

24. CORRESPONDENCE

24.1. Potential Relocation of Holywell Market

Members discussed the proposed market location consultation managed by the County Council. Members confirmed they would like to consider the public reaction once the results of the survey were known.

RESOLVED:

That this consultation be noted as received. Clerk to follow up on the consultation results.

24.2. Match Funding Scheme - Improvements to Children's Play Areas 2024/25

Members considered the letter from Aura Leisure regarding this year's scheme. The recommended location for an upgrade this year was Penrhyn Play Area.

RESOLVED:

That members confirm their support for the 2024/25 scheme, and the preferred location of Penrhyn Play Area. Clerk to request clarification on how the decision has been taken i.e. what aspects in particular placed Penrhyn above some of the others that may not have benefitted from recent investment? Clerk to also follow up on member engagement in the selection process, for future schemes.

24.3. Playground Communication Boards

Members considered the email from Betsi Cadwaladr Health Board, regarding the provision of communication boards. One play area in Holywell could be selected to install a board.

RESOLVED:

That Fron Park play area be selected to receive a communication board. Clerk to check on cost and installation requirements.

24.4. Email from PCSO James King, North Wales Police

Members considered the email from PCSO King, that requested a meeting to discuss the sheep causing issues at Pen y Ball Hill and Fron Park Road. Cllr P.A. Johnson confirmed that a cattle grid had been agreed subject to funding.

RESOLVED:

That the Clerk signpost PCSO King onto Cllr P.A. Johnson who would be able to provide an update.

24.5. 20mph Road Speed Limits

Members discussed the two items of correspondence on the above matter. The letter from Ken Skates MS, Welsh Government invited local councils to suggest roads where the speed limit could be changed, based on their local knowledge.

RESOLVED:

That the Mayor approve a Special Meeting of the Council to confirm any suggested changes. Clerk would

then summarise the changes and send them onto Flintshire County Council, as the Highway Authority.

24.6. 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	Hannah Blythyn MS – Food Events Funding	**	15 May 2024
H	FLVC Bulletin	**	16 May 2024 & 13 Jun 2024
I	Post Office Limited - Bryn Y Gwynt Drop & Collect	**	17 May 2024
J	Mencap Learning Disability Week	**	17 May 2024
K	IRPW Tax Allowances	**	20 May 2024
L	Claim For Damages And Loss - Update	**	4 Jun 2024
M	Holywell Intervention Hub Workshop – Summary Note	**	4 Jun 2024
N	Awel y Môr newsletter May 2024	**	4 Jun 2024
O	Volunteer Befrienders	**	4 Jun 2024
P	Holywell Cemetery Complaint	**	4 Jun 2024
Q	"Have Your Say" Message – Holywell Town Centre	**	5 Jun 2024
R	Holywell Council Support for Holywell Leisure Centre	**	5 Jun 2024
S	Refurbs Buckley - Plant Swap & Sale 21 June	**	5 Jun 2024
T	Greenfield Valley Advert For New Trustees	**	6 Jun 2024
U	SaveTheHighStreet.org Event 17 June	**	7 Jun 2024
V	Thomas Pennant Society Update	**	10 Jun 2024
W	Fundraiser For St Kentigern Hospice	**	10 Jun 2024
X	National Blood Donor Week	**	11 Jun 2024
Y	Summer Playscheme Update	**	11 Jun 2024
Z	Dangerous Ash Tree In Fron Park, Holywell	**	13 Jun 2024

25. MEMBERS AGENDA ITEMS

Item from Cllr D. Thomas. Cllr Thomas reiterated the recent maintenance issues at Holywell Cemetery. Members stated the cemetery should be cut more regularly and there was damage to pots and flowers from recent cuts. Members stated that cemetery maintenance was a very emotive matter for bereaved residents and requested that steps should be taken to prevent recurrence of the maintenance issues.

RESOLVED:

That the Clerk writes to Richard Blake, Bereavement Service Manager, Flintshire County Council, to raise the Council's concerns. Members to have prior sight of this letter before it is sent.

Item from Cllr P. Curtis. Cllr Curtis relayed concerns from residents over the lack of lighting in Fron Park, in the area adjacent to Park Lane. There had been anti-social behaviour reported to the police and damage to windows that had resulted in additional cost to residents. Members stated that the lighting in place at Ysgol Treffynnon would be ideal for use in the park.

RESOLVED:

That the Clerk contacts Ian Bushell, Streetscene Maintenance Manager, Flintshire County Council to request that lighting be installed in Fron Park.

26. REPRESENTATIVE REPORTS

Cllr I. Hodge reported that at a recent meeting with Greenfield Valley Trust he was the only member present. Cllr Hodge proposed that members should nominate a substitute for meetings with outside bodies, should they be unable to attend. This would result in a better representation of views from the Town Council.

RESOLVED:

That members nominate a substitute should they be unable to attend an outside bodies meeting in the future. Apologies for absence should also be given in these circumstances.

27. COUNTY COUNCILLOR REPORTS

Nothing to report.

28. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute 29, 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 financial considerations.

29. APPLICATIONS FOR FINANCIAL ASSISTANCE

Members considered requests received for financial assistance from various organisations together with a schedule of the organisations and events supported by the Council for the last five years. Councillor B. Scragg read out the recommendations from the working group meeting.

A statement was circulated with details of donations made to date (£Nil) in the current financial year, budget provision for donations (£7,000), with remaining provision (£7,000) being available for allocation.

RESOLVED:

- 1) That, having considered each application on its merits and in accordance with the council's grant awarding policy, the following donations from the budget be made:

Organisation	£
Carmel Bowling Club	250
Carmel & Holywell Woodcraft Association	500
Fron Park Bowling Club	300
Holywell Swimming Club	500
Holywell Town Football Club	300
Kings Head CIC	500
Thomas Pennant Society	250
Total	2,600

- 2) That the following applications be noted as received without a donation on this occasion: Carmel Cricket Club, Cambria Band, Point of Ayr Mining Museum.
- 3) That the Grant Awarding Policy be amended to reflect a maximum grant of £250 for organisations outside of the Holywell and Greenfield ward boundaries. The maximum grant of £500 would therefore still apply to organisations within the Holywell and Greenfield boundaries.

30. CLOSE OF MEETING

The Mayor closed the meeting at 8.15pm.

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Mayor