

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 November 2025 at 6.00pm.

PRESENT: Councillor M. Sprake (Mayor).

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

APOLOGIES FOR ABSENCE were received from Cllrs C. Blackwell, and P. Curtis. Cllr C. Argent was absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

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

None were declared.

78. **PUBLIC SPEAKERS**

Mr Liam Thorley, representing Greenfield Residents Group, attended the meeting and requested the Council’s support in securing suitable premises for group meetings and activities. The premises should be in Greenfield in a central and easily accessible location.

The group had considered the community centre on School Lane which charged £25.00 per hour, and Ysgol Maes Glas. 10 New Shop Parade had also been considered and members confirmed this was not on the County asset transfer list. There were legal covenants covering the shops on the parade, and number 10 had been vacant for some time. The group had been advised it takes 16 weeks to achieve charity status, but this status was not required to access all funding streams.

The Clerk confirmed that the Deputy Clerk had contacted the group with the offer of attending a future meeting to provide advice on funding streams and charitable status.

RESOLVED:

- 1) That the Clerk writes a letter of support from the Council to Greenfield Residents Group, to aid their endeavours to secure suitable premises.

- 2) That the Clerk writes to the County Council's Assets Department, to confirm the status and availability of 10 New Shop Parade, as a potential asset transfer.

79. MAYOR'S REMARKS

Holywell and Greenfield both held Remembrance Sunday services on Sunday 9th November and Tuesday 11th November respectively, and the Mayor thanked all those involved in the planning and arrangements for both events.

The Mayor attended the unveiling of the model of Point of Ayr mine at the Holywell Area Community Museum, that looked fantastic and was a fitting tribute. The Mayor thanked Mr John Wiltshire and Cllr M. Lewis-Jones for the invite.

The new benches for the "Legend on the Bench" project were unveiled last Friday at Fron Park and Greenfield coastal path. The Mayor stated that these benches shine a light on mental health and provided support by signposting people to organisations that can help.

The Mayor reminded all members that the Holywell Christmas Lights Switch On was taking place on Friday 28th November, with the event starting at 12pm, and the switch on taking place at 6pm.

80. MINUTES & MEETINGS

80.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council meeting held on Wednesday 15th October 2025.
- Development Committee meeting held on Wednesday 22nd October 2025.
- Special meeting of Holywell Town Council held on Wednesday 29th October 2025.
- Special meeting of Holywell Town Council held on Wednesday 12th November 2025.

80.2. Meetings of Committees, Working Groups, and Outside Bodies

Members considered nominations for the vacant School Governor position at Ysgol Treffynnon, following the resignation of Cllr L. Corbett.

RESOLVED:

That Cllr I. Hodge be nominated as governor for Ysgol Treffynnon. Clerk to inform the school.

81. **PLANNING**

81.1. **New Planning Applications**

Consideration was given to applications forwarded to the Town Council as part of the County Council's planning consultation. The Planning Working Group provided their report to the meeting.

RESOLVED:

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

Application Number	Proposal Details
FUL/000829/25	PROPOSAL: 2 STOREY SIDE EXTENSION. LOCATION: 32, Rayon Road, Greenfield, Holywell, CH8 7EQ. <i>The Council supported this application and raised no objections.</i>
FUL/000812/25	PROPOSAL: WORKS TO CREATE A TOTAL OF 4 NEW RESIDENTIAL UNITS COMPRISING THE CONVERSION OF THE GRADE II LISTED BUILDING INTO X3 THREE BED DWELLINGS WITH INTERNAL & EXTERNAL ALTERATIONS; IN ADDITION, THE DEMOLITION OF A SINGLE STOREY ADDITIONS TO THE WEST OF THE LISTED BUILDING & THE ERECTION OF A NEW SINGLE BED RESIDENTIAL UNIT ONTO THE WEST ELEVATION WITH PARKING, SURFACING & OTHER ASSOCIATED WORKS. LOCATION: Brynford House, 21, Brynford Street, Holywell, CH8 7RD. <i>The Council supported this application subject to the necessary highways and conservation consents being confirmed.</i> <i>Cllrs P.A. Johnson and E.B. Palmer abstained from voting.</i> <i>Cllr D. Thomas voted against the proposal.</i>
LBC/000813/25	PROPOSAL: LISTED BUILDING CONSENT FOR WORKS TO CREATE A TOTAL OF 4 NEW RESIDENTIAL UNITS COMPRISING THE CONVERSION OF THE GRADE II LISTED BUILDING INTO X3 THREE BED DWELLINGS WITH INTERNAL & EXTERNAL ALTERATIONS; IN ADDITION, THE DEMOLITION OF A SINGLE STOREY ADDITIONS TO THE WEST OF THE LISTED BUILDING & THE ERECTION OF A NEW SINGLE BED RESIDENTIAL UNIT ONTO THE WEST ELEVATION WITH PARKING, SURFACING & OTHER ASSOCIATED WORKS. LOCATION: Brynford House, 21, Brynford Street, Holywell, CH8 7RD. <i>The Council supported this application subject to the necessary highways and conservation consents being confirmed.</i> <i>Cllrs P.A. Johnson and E.B. Palmer abstained from voting.</i> <i>Cllr D. Thomas voted against the proposal.</i>

FUL/000357/25	PROPOSAL: CHANGE OF CURRENT USE FROM A1/A2 TO MIXED RETAIL/BEAUTY. 2 BEDROOM APARTMENT TO BE USED AS HOLIDAY RENTAL. EXTERNAL FIRE SAFETY STAIRCASE AND WALKWAY FROM HOLIDAY RENTAL ON 1ST FLOOR TO THE OUTSIDE YARD. LOCATION: 57, High Street, Holywell, CH8 7TF. <i>The Council noted this application as received and had previously supported this application.</i>
FUL/000743/25	PROPOSAL: RETROSPECTIVE APPLICATION FOR AGRICULTURAL TRACKS. LOCATION: Land adj. Old Miners Rest, Pen y Ball Hill, Holywell, CH8 8SU. <i>The Council noted this application as received.</i>

82. ACCOUNTS

82.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS PAYABLE – OCTOBER 2025

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
11114 - 11116	BP	Council Staff	Staff Salaries - Oct25	5,569.65	***
11117	BP	HMRC	Staff PAYE/NI - Oct25	1,894.34	***
11118	BP	Clwyd Pension Fund	Staff Pension - Oct25	2,011.37	***
11119	BP	Delyn Press	Civic Service Booklets	105.00	****
11120	BP	Supertemps	Agency Support Costs w.b. 15/9	619.38	****
11121	BP	Supertemps	Agency Support Costs w.b. 22/9	619.38	****
11122	BP	North East Wales Mind	Sessions	50.00	***
11123	BP	Automated Systems Group	Copier Charges	42.00	****
11124	BP	Rosiez Ltd	Civic Service Buffet	730.00	^^
11125	BP	Black & White Security	Security Well Inn Event	160.00	^^
11126	BP	Holywell Garden Centre	Caretaker Maintenance Works HGC122	510.00	^^
11127	BP	Holywell Garden Centre	Watering Baskets - September	325.00	^^
11128	BP	Holywell Garden Centre	Operate Parasols Well Inn Event	160.00	^^
11129	BP	The Holywell Band	Perform at Civic Service	150.00	^^
11130	BP	Flintshire County Council	CCTV Charges Oct-Dec	3,235.38	*****

11131	BP	St. John Ambulance	Attend at Party in Park event	101.40	^^
11132	BP	Delyn Press	Tourism Post Cards	372.00	****
11133	BP	Holywell Area Comm Museum	Financial Assistance Donation	500.00	^^
11134	BP	Holywell & GF Churches	Conduct Civic Service	200.00	^^
11135	BP	Cllr M. Sprake	Wales in Bloom Awards Travel Costs	30.00	**^
11136	BP	Mega Electrical	Contract Variation Works - Christmas Light Displays (1 of 3)	10,125.00	^^
11137	BP	Flintshire County Council	Contribution to Summer Playschemes 2025	8,812.80	^^^
11138	BP	Pure Glass Window Cleaning	Clean Office Windows	50.00	****
11139	BP	Daydream Designs	Website Tech Support	94.80	****
11140	BP	Viking	Wall planner & Diaries	23.62	****
11141	BP	Viking	Stationery	27.52	****
11142	BP	Automated Systems Group	Copier Charges	46.97	****
11143	BP	Flintshire County Council	Road Closure Well Inn event	115.70	^^
11144	BP	Flintshire County Council	Loan Repayment (1 of 2)	7,000.00	^
11145	BP	Holywell Garden Centre	Remove Hanging Baskets	275.00	^^
11146	BP	Veolia	Trade Waste Charges Sep25	83.03	****
11147	BP	SLCC	Joint Conference Fees	78.00	***
11148	BP	Supertemps	Agency Support Costs w.b. 29/9	619.38	****
11149	BP	Supertemps	Agency Support Costs w.b. 6/10	578.09	****
11150	BP	Supertemps	Agency Support Cost w.b. 13/10	619.38	****
11151	BP	Ysgol Maes Glas	Eco Uniform Donation	100.00	**
11152	DD	Yu Energy	Gas Bank Place Sep25	75.65	****
11153	DD	Corona Energy	Electric 12/13 BP Sep25	75.57	****
11154	DD	EDF Energy	Electric Hub Sep25	19.74	****
11155	DD	EDF Energy	Electric 14 BP Sep25	29.81	****
11156	DD	Yu Energy	Gas Bank Place Sep25	5.91	****
11157	DD	Vodafone	Office Mobile Oct25	27.90	****
11158	DD	Wirehouse HR	Employment Services Oct25	132.00	****
11159	DD	British Telecom	Phone & Broadband Sep25	94.93	****
11160	VIS	Microsoft	ICT Subscription	66.24	****
11161	VIS	Microsoft	ICT Subscription	11.52	****
11162	VIS	Poppy Shop	3 x Wreaths	74.97	^^
11163	VIS	Amazon	A4 Acetate Sheets	12.91	****
11164	VIS	Ionos Cloud	Office Premium/Mail Pro	100.59	****
11165	VIS	Tesco	Refreshments/Toilet Roll	15.65	****
11166	VIS	Amazon	Owain Glyndwr Flag	19.98	****
11167	VIS	Amazon	Gel Light Filter Coloured Overlay Pack	16.68	****

11168	VIS	Tesco	Refreshments	1.20	****
11169	VIS	Poppy Shop	Wreath	29.49	^^
11170	VIS	Amazon	Scotch Magic Tape	10.48	****
11171	VIS	Tesco	USB Flash Drive	8.00	****
11172	VIS	Amazon	Soup Cups for Christmas Lights Event	28.20	^^
11173	VIS	Amazon	A4 Photo Frames	31.03	****
11174	VIS	Tesco	Refreshments	6.45	****
11175	VIS	Zoom	Zoom Pro Subscription	16.79	****
11176	VIS	Amazon	Liquid Chalk Pens & Spray	26.21	****
11177	VIS	Amazon	Hi-Vis Vests	27.69	****
11178	VIS	Royal Mail	Postages - Remembrance Sunday	69.70	***
11179	VIS	Tesco	Refreshments/Batteries	22.20	****
11180	DR	HSBC Bank	Bank Charges Sep25	3.90	****
TOTAL				47,095.58	

SCHEDULE OF ACCOUNTS RECEIVABLE – SEPTEMBER 2025

Date	Category	Name	Payment Details	Amount £
01/10/25	Income	Various	Car Charge Income	17.31
08/10/25	Refund	Daniel Street	Damage Deposit – Silent Disco	40.00
14/10/25	Refund	Newton Flags	Combined Carriage	18.00
16/10/25	Income	Various	Mayors Charity Donations	150.00
TOTAL				225.31

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
- **^ 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

83. CORRESPONDENCE

83.1. Flintshire Summer Playschemes 2026

Members reconsidered the correspondence from the Play Development Team that outlined next year's playscheme arrangements and costs. The Clerk read out an update on activities planned at local schools and churches for the 2026 summer holidays.

RESOLVED:

That the Council approve two six week schemes in the Holway and Greenfield for the 2026 summer holidays.
Clerk to inform the Play Development Team.

83.2. Use of Council Offices by Department for Work and Pensions

The DWP had submitted a proposal to the Council, to use the ground floor office space of the Council Offices to hold employability sessions for job centre customers in the 16-24 age group. These would be run by appointment only. A two month pilot was proposed over January and February 2026 on Wednesdays between 1.00pm and 3.30pm. Members considered the request and consulted with the Clerk on the impact to the current office operations and the staff.

RESOLVED:

That the DWP be given conditional approval, subject to the Clerk following up on operational queries that covered public liability insurance, the number of customers per session and whether appointed, access and meet and greet arrangements, security provision, and a potential contribution to running costs.

83.3. Streetscene Winter Preparation

Flintshire County Council had written to the Council to offer winter maintenance packs for the businesses and local community. Each pack consisted of 8 bags of rock salt and 3 snow shovels.

RESOLVED:

That the Clerk order 1 winter maintenance pack to be received at the Council Offices. The Council would then offer the equipment to the local community through its social media channels.

83.4. Bionet Awards

Members considered any nominations for the Bionet awards which recognised the work undertaken by local people, communities, organisations and businesses in North East Wales to conserve, protect and enhance biodiversity. The deadline for submission was 1st December 2025.

RESOLVED:

That the Deputy Clerk contacts both Ability Grows and Holywell Rambling Club to offer support and confirm a nomination, if appropriate.

83.4. Clwyd Pension Fund Consultation and Meeting

Members considered the Council's participation in a consultation, that related to four proposals on normal minimum pension age, pension access for mayors and councillors, academies in the LGPS, and a new fair deal. The deadline for responses was 22nd December 2025.

Members considered the Council's attendance at the forthcoming Annual Employer and Scheme Member Representative Meeting on 26th November 2025. The meeting provided an opportunity to network with other employers and receive information on the interim valuation review, that affected future employer contribution rates that would be set for 2026/27 to 2028/29.

RESOLVED:

- 1) That Cllr E.B. Palmer and the Clerk respond to the consultation on behalf of the Council.
- 2) That Cllr E.B. Palmer attends the Annual Employer and Scheme Member Representative Meeting on 26th November 2025.

83.5. Reports Received

The following items had been received and already circulated to members.

Ref	Item	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	Perthyn grant funding for community groups	14 th Oct 2025
H	FLVC Bulletin	16 th Oct 2025 & 13 th Nov 2025
I	NW Fire Service - Our five principles for keeping communities safe - have your say	23 rd Oct 2025
J	Holywell Business Meeting Monday 27th October hosted by Hannah Blythyn MS	27 th Oct 2025
K	North and Mid Wales Association of Local Councils - adopted rail survey report 2025	27 th Oct 2025
L	FLVC Meet the Funder - National Lottery Community Fund	28 th Oct 2025
M	North and Mid Wales Association of Local Councils - minutes of quarterly meeting October 2025	19 th Oct 2025
N	Letter from Derryn Blanchard BEM	10 th Nov 2025
O	Thomas Pennant Society Update	10 th Nov 2025
P	Report/Session Links - Recent Welsh Water Outage in Greenfield, Holywell, Flintshire	11 th Nov 2025
R	Last chance to have your say on the proposed Glyndŵr National Park	13 th Nov 2025

84. MEMBERS' ITEMS

Cllr P. Cooper requested a survey be undertaken by the Council to evaluate the opinion of residents on the proposed national rollout of Digital IDs. This request followed enquiries received from several residents.

RESOLVED:

That the Council circulate an online poll to evaluate feedback from residents and forward the results onto Becky Gittins MP.

EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute, 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 town centre considerations.

Cllr L. Corbett raised a matter of concern that affected the town centre.

RESOLVED:

That the Clerk follow up on the actions agreed at the meeting.

Cllr C. Blackwell – Traffic Issue – Ysgol Maes Glas, Greenfield. In Cllr Blackwell's absence this matter was deferred until the next meeting.

85. HOLYWELL PUBLIC TOILETS

Flintshire County Council have commenced a public consultation exercise on the future operation of public toilets. Members considered the Council's position on a potential asset transfer of Holywell public toilets, to maintain the operation of this important local asset.

RESOLVED:

That a working group be formed to explore this matter in further detail and consider the financial implications, before making a recommendation to the full council. Cllrs L. Corbett, P. Corbett, I. Hodge, M. Sprake, and D. Thomas were appointed to the working group. Clerk to prepare a briefing paper and arrange the first meeting.

86. REPRESENTATIVE REPORTS

Cllr D. Thomas reported that some chess board tables were being installed by the County Council on the Greenfield Valley Heritage Trail and also being considered in the town centre. The Deputy Clerk would bring a report to the next meeting with any financial implications.

87. COUNTY COUNCILLOR REPORTS

Cllr I. Hodge requested that members advise him of any issues arising from the circulation of agendas, minutes, and other information from the North Wales Association of Local Councils. Rail surveys were being conducted on the Holyhead line.

Cllr P.A. Johnson reported on the ongoing issues with the A55 being closed for periodical maintenance without a contraflow, that resulted in vehicles diverted through Holywell along Fron Park Road. Cllr Johnson had spoken to both Hannah Blythyn MS and Brynford County Councillor S. Jones about the

matter and requested that it be placed as an agenda item on future meetings of both the North Wales Association of Local Councils and the West Flintshire Group of Councils.

88. CLOSE OF MEETING

The Mayor closed the meeting at 7.55pm.

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Mayor