

Cyngor Tref Treffynnon Holywell Town Council

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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

14th March 2024

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 20th March 2024** 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:

- Holywell Town Council meeting held on Wednesday 21st February 2024.
- Development Committee meeting held on Wednesday 28th February 2024.
- Resources Committee meeting held on Tuesday 12th March 2024 (Minutes of this meeting to follow).

4.2. Meetings of Committees and Working Groups

- To consider any recommendations for approval from Committees (where not delegated) and working groups held.

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, 21st February 2024 at 6.00pm.

PRESENT: Councillor L. Carter (Mayor).

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

APOLOGIES FOR ABSENCE were received from Councillors P. Cooper and P. Curtis. Councillor C. Argent was absent without apology.

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

120. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

Agenda Item	Name of Councillor	Personal	Prejudicial	Nature of Interest
5.2	P. Corbett		✓	Appellant is brother in law.

Nb. Those members that declared a prejudicial interest left the meeting room and took no part in the debate of the stated item.

121. MAYOR’S REMARKS

The Mayor was saddened to hear about the recent tragic passing of Mr Peter Footit. Some members knew Peter as being instrumental in the stage management of the Well Inn Music Festival over many years, and condolences were sent to Peter’s family.

The Mayor attended the Denbigh Mayor’s Charity Concert event on Saturday 20th January.

The Mayor was privileged to attend the DASU shop on Thursday 15th February and meet with Doreen to recognise her outstanding achievement in raising £100,000 over the last ten years from the donations received at the shop. Doreen had been and continued to be an asset to the town.

The Mayor thanked the Support Officer for their hard work in arranging the Charity Ball at the Stamford Gate on Saturday 2nd March.

The Mayor reminded members about the excellent training courses that were available through One Voice Wales and other organisations such as Planning Aid Wales. The Clerk sent out monthly bulletins with the course dates and anyone wanting to expand their knowledge on how Councils work should book on a course.

Finally, the Clerk had received notification of a free portrait available of King Charles to display in public buildings. Many Councils had already taken advantage of this offer.

RESOLVED:

That the Clerk proceed with an order for the King's portrait.
That the Clerk sends a condolence card to the family of Peter Footit.

122. MINUTES & MEETINGS

122.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council meeting held on Wednesday 17th January 2024.
- Resources Committee meeting held on Wednesday 31st January 2024.
- Town Centre & Events Committee meeting held on Wednesday 7th February 2024.
- Resources Committee meeting held on Tuesday 13th February 2024.

122.2. Briefing with Flintshire County Council

RESOLVED:

That the following nominations be confirmed with the County Council for the stated working groups.

- Safer Streets 5 Intervention Hub Working Group
Councillors L. Corbett and D. Thomas.
- Greenfield Valley Masterplan/Visioning Working Group
Councillor M. Sprake.

123. PLANNING

Councillors E.B. Palmer and S. Rush joined the meeting at this point.

123.1. New Planning Applications

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

In respect of **FUL/000006/24** it was confirmed that the media platform was not for a screen, but for camera use and by reporters that attended the matches.

RESOLVED:

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

Application Number	Proposal Details
FUL/000006/24	PROPOSAL: INSTALLATION OF A TV GANTRY / MEDIA PLATFORM FOR BROADCAST OF FOOTBALL MATCHES. LOCATION: Holywell Town Football Club, Grounds, Halkyn Road, Holywell, CH8 7TZ. The Council had no objection to this application provided that an environmental assessment survey was undertaken to consider and mitigate any impact to the wildlife in the immediate vicinity.
FUL/000090/24	PROPOSAL: CONSTRUCTION OF TWO DETACHED HOUSES WITH SITE WORKS INCLUDING TREE/PLANT PROTECTION, DRY STONE WALLS AND MANAGEMENT OF CONTAMINATED SOIL. LOCATION: Glannant, Holway Road, Holway, Holywell, CH8 7NN. The Council had no objection to this application.

123.2. Planning Appeal – Outline Planning Permission For One Dwelling With Three Bedrooms, Land At Wood Lane, Holywell

Members discussed appeal number **CAS-03044-N3Y2T2**, that related to planning application **FUL/000072/23**. The Council had previously confirmed their support for this application. Members provided some historical context based on their local knowledge. Members referred to the LDP Deposit Plan and the original intention to build 1,000 dwellings on adjacent land. Based on the advice provided in the Case Officer's letter the Council had the option of noting this appeal as received, withdrawing their comments or providing additional comments. The deadline for responses was Tuesday 27th February 2024.

RESOLVED:

That the Council provide additional comments in support of the appeal. Cllr I. Hodge would work with the Clerk to provide further context and historical background.

Cllr P.A. Johnson abstained from the voting for this item.

124. ACCOUNTS

124.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – JANUARY 2024

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9921 - 9923	BP	Council Staff	Staff Salaries - Jan24	5,802.63	***
9924	BP	HMRC	Staff PAYE/NI - Jan24	1,918.89	***
9925	BP	Clwyd Pension Fund	Staff Pension - Jan24	2,129.87	***
9926	BP	Flintshire County Council	Play Area Upgrade - Strand Walk	10,000.00	^^^
9927	BP	Flintshire County Council	CCTV Charges - Jan24-Mar24	3,864.73	*****
9928	BP	Flintshire County Council	Install Book Repository	415.06	****
9929	BP	Viking	Diaries/Planners	26.29	****
9930	BP	Daydream Designs	Website Tech Support - Dec23	94.80	****
9931	BP	Philip Jones Computers	ICT Support Costs Q3	180.00	****
9932	BP	NW Association of Local Councils	2 x Meeting Lunches	44.00	^^**
9933	BP	DASU	Supply Power - Christmas Lights Event	50.00	^^
9934	BP	J. Baker	Reimbursement of Sundry Items	9.55	****
9935	BP	C. Pickstock	Reimbursement of Sundry Items	2.99	****
9936	BP	A Little Magic	PACT Beauty Workshops (PACT Grant)	150.00	^^
9937	BP	Holywell Garden Centre	Redecoration Works, Grab Rails, Council Offices	1,336.98	****
9938	BP	NPower	Electric - Events Hub Dec23	59.16	****
9939	BP	NPower	Electric - Events Hub Nov23	57.98	****

9940	BP	Mayor of Denbigh Charity	2 x Tickets for Charity Concert	20.00	^^
9941	BP	BKB Solutions Ltd	Removal of Christmas Lighting	3,000.00	^^
9942	BP	IS Consultancy	Book Repository Crest Sign	75.00	****
9943	BP	Viking	Stationery	76.24	****
9944	BP	Stamford Gate Hotel	Deposit Mayors Charty Ball	100.00	^^
9945	BP	Kassidys	Supply buffet for Council	135.00	****
9946	BP	Cllr E.B. Palmer	Financial Loss/Car Park	121.90	^^**
9947	BP	Mold Town Council	2 x Tickets for Mayors Charity Dinner Dance	70.00	^^
9948	DD	Opus Energy	Gas Bank Place Offices Dec23	368.99	****
9949	DD	BNP Paribas	Copier Lease 16/1-15/4	154.80	****
9950	DD	EDF Energy	Electric Bank Place Nov23	155.64	****
9951	DD	EDF Energy	Electric Bank Place Nov23	26.40	****
9952	DC	Tesco	Refreshments	2.20	****
9953	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9954	DC	Tesco	Refreshments	1.55	****
9955	DC	Tesco	Refreshments	1.20	****
9956	DC	Home Bargains	Consumables	4.78	****
9957	DC	Zoom	Zoom Pro Subscription	15.59	****
9958	DC	ICO	Data Protection Fee	40.00	***
9959	DC	Tesco	Refreshments	1.20	****
9960	DC	Tesco	Refreshments	1.20	****
9961	DC	HSBC Bank	Bank Charges - Dec23	10.40	****
			TOTAL	30,625.61	

INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – JANUARY 2024

Date	Category	Name	Payment Details	Amount £
Various	MAYORS CHARITY	Multiple Debtors	Charity Ball Tickets	208.00
23/01/24	REFUND	British Telecom	Phone Bill Refund	335.71
29/01/24	MAYORS CHARITY	Multiple Councillors	Contribution in Lieu of Christmas Cards	35.00
			TOTAL	578.71

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

125. COMMUNITY ENGAGEMENT

125.1. Monthly Report

Members considered this month's report from the Deputy Clerk. There were action points regarding litter picks, smart towns, and summer playschemes.

RESOLVED:

- 1) Litter Pick at Pen Y Maes Woods Tuesday 27th February 2024. Cllrs I. Hodge, P. Corbett, L. Corbett, B. Scragg, and D. Thomas would attend. Equipment to be collected from the Council Offices on the day.
- 2) Smart Towns conference on Friday 15th March in Wrexham. Cllrs I. Hodge and E.B. Palmer were nominated to attend. *Clerk's Note: subsequent to the meeting Cllrs L.A. Carter and D. Thomas were now attending in place of the original nominees.*
- 3) That the Council support a playscheme in Fron Park in addition to the already approved Holway scheme. Both schemes to run for six weeks over the summer. That promotional banners be purchased to advertise both schemes.

Cllr P.A. Johnson left the meeting at this point.

126. CORRESPONDENCE

126.1. The Former Holywell & District Society Book Fund

Members considered the operation of a community book fund, at the request of the former Society. Residual funding was available, and the Clerk had checked any legal and financial implications.

RESOLVED:

That the Council note this request as received. Members supported the general principle of the book fund and requested that the Clerk signpost the Society onto Aura Leisure and Libraries, which held the necessary expertise to support such a project.

126.2. Joint One Voice Wales / Planning Aid Wales Event

Members considered any nominations for this event, which was due to be held on Thursday 7th March 2024.

RESOLVED:

That Cllr L.A. Carter be nominated to attend this event. Clerk to make arrangements.

126.3. Llesty Woodland Maintenance Advice

The Council had received an enquiry about the treeline and overhanging branches, which bordered the Beeches through road. The Clerk relayed the advice from Stuart Body, Forestry Officer, Flintshire County Council.

RESOLVED:

That the Clerk arranges for remedial work to be completed to the treeline in the form of trimming back the overhang as specified by the Forestry Officer. Clerk to advise the enquirer.

126.4. Standards Committee – Town and Community Council Representative

Members considered the nominations for the above committee and were required to select a first and second preference.

RESOLVED:

That the Clerk confirm the following nominations to the Monitoring Officer:

1. First Preference – Cllr Russell Davies.
2. Second Preference – Cllr Ros Griffiths.

126.5. Flintshire's Local Area Energy Planning Workshop

Members considered any nominations for this event, which was due to be held on Wednesday 13th March 2024.

RESOLVED:

That the Council note the invite to this workshop as received.

126.6. 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	Llais North Wales Facebook Page	**	22 nd Jan 2024
H	Thomas Pennant Society Coffee Morning	**	23 rd Jan 2024
I	Safer Internet Day – CQ Civic Hall	**	24 th Jan 2024
J	New National Park Proposal	**	24 th Jan 2024
K	FLVC Bulletin – Jan24	**	25 th Jan 2024
L	Buckingham Palace Garden Party	**	31 st Jan 2024
M	Cadwyn Clwyd Key Fund (Reopened)	**	31 st Jan 2024
N	FLVC Bulletin – Feb24	**	9 th Feb 2024
O	Rob Roberts MP – Call For Political Unity Amidst Funding Challenges	**	12 th Feb 2024

127. MEMBERS AGENDA ITEMS

Item from Cllr P. Corbett. Cllr Corbett had requested that the need for double yellow lines be revisited as you approach the traffic lights on Halkyn Road, to alleviate parking concerns that were causing a hazard to motorists and pedestrians.

Members had received complaints and had also noted that the traffic light signals were not working as intended on an auto sensor system. Members were concerned

about the safety aspect and also stated the parking should be looked at as part of a nearby planning application.

RESOLVED:

That the Clerk follow up on the Council's concerns with the County Council's Streetscene Department.

128. ANNUAL RISK MANAGEMENT ASSESSMENT

Members considered the latest risk assessment prepared by the Clerk, who confirmed any changes.

RESOLVED:

That the Risk Assessment be approved. Clerk to publish on the Council's website.

129. REPRESENTATIVE REPORTS

Cllr I. Hodge reported that he would be attending a workshop on the new National Parks through the North Wales Association of Councils. Cllr Hodge would also be meeting with Lee Waters MS to discuss safety on the North Wales and Cambrian rail lines. Cllr Hodge had travelled with Cllr Norma Davies from Flint Town Council from Flint to Birmingham to assess rail travel for passengers.

130. COUNTY COUNCILLOR REPORTS

Cllr E.B. Palmer reported that the County Council Tax would be set at 9% for the coming financial year. Welsh Government had agreed to review the funding formula and a cross party working group had been set up to consider the options available.

Cllr I. Hodge reported that every County school had been sent a survey to complete and respond back to the School Parking Committee.

131. CLOSE OF MEETING

The Mayor closed the meeting at 7.45pm.

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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 28th February 2024 at 2.00pm.

PRESENT: Councillors D. Thomas (Vice and Acting Chair).
Councillors L.A. Carter, I. Hodge, P.A. Johnson, and M. Sprake.

APOLOGIES FOR ABSENCE were received from Councillors E.B. Palmer and B. Scragg. Cllrs P. Cooper, M. Lewis-Jones and S. Rush were absent without apology.

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

DC22. DECLARATIONS OF INTEREST

None were declared.

DC23. GREENFIELD RAILWAY STATION PROJECT

Members received an update from the Clerk that covered the latest correspondence received from Welsh Government. No further work was being undertaken on the project due to funding constraints. Members were concerned that the latest report (WELTAG Stage 2) remained partially completed and unpublished. Members also discussed the planned electrification of the North Wales line.

RESOLVED:

- 1) That the Clerk write back to Welsh Government to request clarification of their intentions for the partially completed report.
- 2) That the Clerk write to Department of Transport UK Government to request an update on the electrification project.

DC24. ACTIVE TRAVEL

Members received an update from the Deputy Clerk that covered the latest correspondence received from Flintshire County Council. The Valley to Strand link path should be completed by the end of March 2024. An update had also been provided on the Safe Routes to Schools projects. Members still wished to pursue the lighting on the active travel pathway in Greenfield Valley.

RESOLVED:

That the Clerk contacts Brenda Harvey, Greenfield Valley Trust, to confirm the Valley's position on the provision of active travel lighting.

DC25. WALES IN BLOOM

Members considered this year's entry to the competition. Members also reviewed the planned route and itinerary for the judge's visit. Several ideas were discussed for additional locations, which included the Holway Levels, St. Winefrides Allotment, Fron Woods, and St James Grounds. Several local initiatives were discussed that included knitting groups (Plas Yr Ywen, Kings Head Museum, and Coffee Bean), cemetery development, Kim Inspire men's sheds, and the book repository.

RESOLVED:

- 1) That approval is given to enter this year's competition. Clerk to submit paperwork.
- 2) That the Clerk arranges a working group to consider further the judge's itinerary. Cllrs L.A. Carter, I. Hodge, and D. Thomas to attend.
- 3) That the Deputy Clerk makes contact with the local knitting groups to explore partnership working and how this can support Wales in Bloom.

DC26. LLUESTY WOODLAND

The Clerk provided the latest legal advice on the woodland, with regard to potential disposal. The Deputy Clerk provided an update on potential partnership arrangements with third party management companies, such as Ground Works, RSPB, and the Woodlands Trust. Ground Works would charge £5,000 for annual maintenance, but that would not cover any mayor tree works at a high level. No other enquiry has yielded any positive results so far.

RESOLVED:

- 1) That the Clerk consults further with the Council's solicitors, and arranges for a letter to the Welsh Ministers, to request the Council be released from the restrictive covenants.
- 2) That the Deputy Clerk follows up with Llaes y Goedwig (Community Woodlands In Wales), to explore a management arrangement for the woodland.

DC27. CLOSE OF MEETING

The Chair closed the meeting at 3.30pm.

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Chair

5. PLANNING

5.1. New Applications

To consider the applications received.

Application Number	Proposal Details
FUL/000117/24	PROPOSAL: INTERNAL AND EXTERNAL ADAPTATIONS/ALTERATIONS TO THE EXISTING RETAIL/RESIDENTIAL FRONTAGE BUILDINGS TO CREATE THREE DWELLINGS AND REPAIRS AND ALTERATIONS TO THE REAR OUTBUILDINGS TO PROVIDE ANCILLARY STORAGE SPACE. LOCATION: 2, High Street, Holywell, CH8 7LH. (Formerly Frank Beech)
LBC/000118/24	PROPOSAL: LISTED BUILDING APPLICATION FOR INTERNAL AND EXTERNAL ADAPTATIONS/ALTERATIONS TO THE EXISTING RETAIL/RESIDENTIAL FRONTAGE BUILDINGS TO CREATE THREE DWELLINGS AND REPAIRS AND ALTERATIONS TO THE REAR OUTBUILDINGS TO PROVIDE ANCILLARY STORAGE SPACE. LOCATION: 2, High Street, Holywell, CH8 7LH. (Formerly Frank Beech).
COU/000102/24	PROPOSAL: CONTINUATION OF PLANNING APPROVAL 063917 REGARDING THE USE OF THE EXISTING RESIDENTIAL GARAGE AS HAIRDRESSING SALON WITH AMENDED HOURS OF OPERATION. LOCATION: Beirnfels, Fron Park Road, Holywell, CH8 7UX.

The Council's original response to planning application number **063917** from the meeting held in January 2022 is reprinted below for information:

Application Number	Proposal Details
063917	Retrospective application for the Change of Use of existing residential garage to hairdressing salon. Location: Beirnfels, Fron Park Road, Holywell, Flintshire, CH8 7UX. The Council support the application provided that any related visitor car parking provision is considered by Highways. The Council also wish to express its concern, once again, at the number of retrospective applications administered by the Planning Authority.

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 – FEBRUARY 2024

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9962	BP	Rhuddlan Charity Account	Tickets for Mayors Concert	20.00	///
9963	BP	Connah's Quay Town Council	Tickets for Mayors Charity Evening	60.00	///
9964	BP	NPower	Electric Events Hub Jan24	64.25	****
9965	BP	Viking	Mineral Water	45.58	****
9966	BP	Holywell Garden Centre	Grab Rails for Office	156.74	****
9967	BP	Cllr L.A. Carter	Reimbursement of Civic Expenses	11.25	///
9968	BP	A Little Magic	PACT Beauty Workshops	60.00	^^
9969	BP	Clwyd Pension Fund	Staff Pension Feb24	2,129.87	***
9970	BP	HMRC	Staff PAYE/NI Feb24	1,918.89	***
9971 - 9973	BP	Council Staff	Staff Salaries - Feb24	5,802.63	***
9974	BP	Wales Air Ambulance	Financial Assistance Donation	200.00	**
9975	BP	Merched Y Wawr	Financial Assistance Donation	150.00	**
9976	BP	Carmel & Holywell Woodcraft Assoc.	Financial Assistance Donation	500.00	**
9977	BP	Carmel Bowling Club	Financial Assistance Donation	200.00	^^^
9978	BP	Scouts Cymru	Financial Assistance Donation	200.00	**
9979	BP	Ysgol Maes y Felin	Wales in Bloom Schools Comp	50.00	^^
9980	BP	Ysgol Maesglas	Wales in Bloom Schools Comp	50.00	^^
9981	BP	Ysgol Gwenffrwd	Wales in Bloom Schools Comp	50.00	^^
9982	BP	UK Vending Ltd	Drinks Pods - Council Chamber	101.64	****
9983	BP	Daydream Designs	Website Tech Support	94.80	****
9984	BP	Delyn Press	Business Cards - Cllr D. Thomas	33.60	****
9985	BP	Audit Wales	External Audit Fees 2022/23	980.00	***
9986	BP	UK Vending Ltd	Drinks Machine Lease 10/2-9/5	132.60	****
9987	BP	Holywell Leisure Centre	Contribution 4/4	2,500.00	^^^
9988	BP	Rosie'z Ltd	PACT Food Sessions	440.00	^^
9989	BP	Amberol Ltd	Basket & Bracket (Top Shop)	106.80	^^

9990	BP	A Little Magic	PACT Beauty Sessions	168.00	^^
9991	BP	C. Pickstock	Travelling to Feb24	31.05	***
9992	DD	Opus Energy	Gas Bank Place Jan24	328.18	****
9993	DD	EDF Energy	Electric 12/13 BP Jan24	191.73	****
9994	DD	EDF Energy	Electric 14 BP Jan24	49.19	****
9995	DC	Ionos Cloud Ltd	Annual Domain Registration	36.24	****
9996	DC	Ionos Cloud Ltd	Office Premium/Mail Pro	100.59	****
9997	DC	Tesco	Refreshments	4.75	****
9998	DC	JRB Enterprises	Dispenser Bags	70.56	****
9999	DC	Tesco	Cleaning Consumables	8.28	****
10000	DC	Tesco Mobile	Mobile Top Up	10.00	****
10001	DC	Tesco	Refreshments	1.20	****
10002	DC	Tesco	Refreshments	1.20	****
10003	DC	Zoom	Zoom Pro Subscription	15.59	****
10004	DC	Eventbrite	Planning Course Cllr L.A. Carter	50.00	***
10005	DC	Tesco	Refreshments	1.20	****
10006	DC	Tesco	Card	2.00	****
10007	DC	Home Bargains	Vases	15.19	****
10008	DC	HSBC Bank	Bank Charges - Jan24	10.03	****
TOTAL				17,153.63	

INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – FEBRUARY 2024

Date	Category	Name	Payment Details	Amount £
Various	MAYORS CHARITY	Multiple Debtors	Charity Ball Tickets	520.00
29/02/24	INCOME	Power Portal	Car Charge Income	20.45
TOTAL				540.45

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
Litter Act 1983 S.5-6
***** Local Government & Rating Act 1997 S.31

6.2. Greenfield By-Election

Members to consider approval of the invoice from Flintshire County Council, related to the above election. The Resources Committee had raised a query on the charges. Clerk to report.

7. COMMUNITY ENGAGEMENT

7.1. Monthly Report Prepared By Deputy Clerk

As highlighted in my last report my current focus has been on submitting grant applications, sourcing potential suppliers, meeting potential suppliers on sites, and obtaining quotes.

Grant applications have been submitted as follows:

Tourism and Events Grant

- Well Inn Music Festival - £8,000
- Food and Drink Festival - £1,500

Flintshire Tourism Feasibility Fund

- Putting Holywell on the Map working in partnership with North Wales Tourism - £10,000

The Council should hear if they have been successful by week ending 22 March 2024. A further two grant applications are being made as follows to Flintshire Key Fund; deadline for submission 24 March 2024.

- Tower Gardens Entrance Project incorporating Mural, Covid Memorial, and Landscaping of scrub area alongside steps £10,000.
- Community Health and Fitness Hub Fron Park to incorporate Trim Trail, Outdoor Gym and some smaller scale Skatepark Equipment £40,000.

7.2. Flintshire Against Business Crime (FABC) Radio Equipment

The grant funded scheme for two radios in the taxi offices is ending on the 31st March 2024. The Business Group have requested one radio is retained and relocated to the Vic Hotel, under the control of the proprietor Mr Ian Lloyd. The Business Group have requested the Council consider funding the continued radio provision. The cost will be circa £250.

8. CORRESPONDENCE

8.1. Independent Remuneration Panel for Wales Report and Determinations 2024/25

Members to consider the attached report extract and make a series of decisions for each determination. Note - The full IRPW report was sent out with the agenda email.

The report will have effect for the financial year 2024/25. The extract relates specifically to Community and Town Councils. Clerk will provide a summary of the main points for members and report further at meeting.

Community and Town Councils

The Panel continues to mandate payments for the extra costs of working from home and payments for office consumables. There is no change to the Determination made last year.

Mandatory Payments: Determination 6

Payment for extra costs of working from home

All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power, and broadband) of working from home.

Set payment for consumables

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly, or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

Compensation for Financial Loss; Determination 7

Compensation for financial loss is an optional payment. The amount for financial loss was not increased last year. Previously, the Panel determined that an appropriate level of payment should be set at the daily rate of ASHE. To maintain this link, the figures for 2024 are now set at £119.62 for a full day and £59.81 for a half day.

Reporting Requirements; Determination 8

Community and Town Councils are required to submit an annual statement of payments to the Panel by the 30 September each year, and also publish this on their website. The Panel have provided a template return for clerks to use.

The Panel have discussed and considered changing the requirements for Community and Town Councils when submitting their statement of payment returns. The Panel's aim is to simplify administration and encourage Councils to ensure all mandatory payments are made to individual members.

The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid.

This brings these in line with the reporting of the costs of care and personal assistance allowances.

Category	Optional / Mandatory	Amount £	HTC Previous Decision / Amount
Extra Costs of Working From Home	Mandatory	£156.00	N/A. Members can write to the Clerk to decline payment
Consumables	Mandatory	£52.00	Flat rate not reimbursement. Members can write to the Clerk to decline payment
Costs of Care or Personal Assistance	Mandatory	Formal care costs by receipt; informal based on living wage	N/A
Senior Role	Optional for up to 3 members	£500.00 (Taxed)	No
Mayor	Optional	Max £1,500 (Taxed)	Yes £1,000
Deputy Mayor	Optional	Max £500 (Taxed)	Yes £500
Attendance Allowance	Optional	Max £30.00 Per Occasion	No
Financial Loss	Optional	£119.62 Full Day £59.81 Half Day	Yes
Travel & Subsistence	Optional	£0.45p per mile £28.00 per 24-hour period allowance for meals, including breakfast where not provided.	Yes

For clarification, Councils may pay either a mayor or chair's payment of up to £1,500 or a senior salary payment of £500, but not both. For clarification, Councils may pay either a deputy mayor or deputy chair's payment of up to £500 or a senior salary payment of £500, but not both.

Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.

8.2. Request for Nominations for the King's New Year Honours 2025

Members to consider any nominations based on the attached guidance.

Twice a year we have the chance to publicly recognise, through the honours system, some of the many people who have truly gone above and beyond for the people of Wales. I want to ensure those individuals who have made an exceptional contribution do not go unnoticed. So, I would like you to consider nominating individuals for the King's New Year Honours list for 2025.

There are no fixed criteria for honours nominations, but we would expect nominees:

- To have contributed above and beyond the call of duty.
- To be acknowledged as exceptional by their peers and colleagues.
- To have made, where possible, a wider contribution beyond the requirements of their position (long service on its own is not enough to merit an award).
- To have genuinely added value to Wales, either in their local communities or by raising the profile of Wales internationally.
- In some cases, to have undertaken community or voluntary service in addition to their career.

The aim is for the honours awarded to reflect the whole of Wales, its communities, its different backgrounds, its struggles, and successes. We would want nominations to include people from all of the country, including from groups with protected characteristics such as women, disabled people and Black, Asian and Minority Ethnic people, but also from communities where good work is done in often difficult circumstances and makes a meaningful difference to people's lives. Your stakeholders and contacts should be encouraged to include a wide range of names in their suggestions and to offer a good mix of nominees at all award levels.

When writing a citation, the focus must be on the impact and outcome this person has had. It must also stay within the limits set by Cabinet Office: the citation must be no longer than 2700 characters including spaces and punctuation. The attached guidance, 'Honouring Outstanding People' and 'Hints and Tips', provides more detail and advice on how to complete the citation.

Please also include two letters of support when submitting your nomination.

Nominations will need to be submitted electronically to the Honours team: Honours@gov.wales by **Friday 22 March 2024 at 23:59**.

8.3. Flintshire County Council - Climate Change Toolkit

Members to consider the Climate Change Toolkit and appoint a working group to work through the detail.

We are very pleased to inform you that that Flintshire County Council's Climate Change team has launched a Town and Community Council Climate Toolkit that is designed to support and empower councils in Flintshire to join the county council in reducing carbon emissions locally helping to address climate change.

Climate change is one of the greatest challenges ourselves and future generations face, with a warming atmosphere increasing impacts from extreme weather such as flooding, poor physical and mental health, food security and nature loss.

In response, Welsh Government has tasked the public sector to become Net Zero Carbon by 2030, with Flintshire County Council adopting its Climate Change Strategy in February 2022. Within this strategy is the below action that has prompted the creation of this climate toolkit:

"Support schools and Town & Community Councils to reduce operation's emissions and engage with our building users to encourage positive behaviour change."

The Town and Community Council Climate Toolkit can be found on the county council's climate change webpage (see below) and consists of several documents and excel-based tools which help Town and Community Councils calculate and monitor their carbon emissions, identify ways to reduce them, and engage others throughout the process.

The toolkit also provides several key contacts in the county council, so when a Town and Community Council chooses to begin acting on climate change, support is readily available throughout the whole process.

<https://flintshire.gov.uk/en/Resident/Climate-Change/Climate-Toolkits.aspx>

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	Rob Roberts MP – Calls for Resignations	**	20 th Feb 2024
H	Email from resident about planning application FUL/000006/24	**	20 th Feb 2024
I	FLVC Bulletin	**	23 rd Feb 2024
J	Holywell Churches New Beginnings Service	**	26 th Feb 2024
K	Community Conference Information – FCC Meeting Service	**	27 th Feb 2024
L	Wood Lane, Pen Y Maes, Holywell - Planning Appeal	**	28 th Feb 2024
M	Smart Towns Newsletter	**	28 th Feb 2024
N	Additional detail relating to the community conference sent through by the FCC Meeting Service	**	1 st Mar 2024
O	Thomas Pennant Society Update	**	4 th Mar 2024
P	Save The High Street Workshops	**	8 th Mar 2024
Q	Menter Iaith Thank You Letter – St David's Day	**	14 th Mar 2024

9. MEMBERS AGENDA ITEMS

Members to consider the following matters. Forms have been submitted by the Councillors to the Clerk and the details are summarised below:

Councillor	Subject	Motion
P. Corbett	Cross Roads, Holywell	To request Flintshire County Council consider options to alleviate vehicle parking and safety concerns, as advised by North Wales Police.
L.A. Carter	Dog Waste Bins, Holywell West Ward	To request Flintshire County Council install dog waste bins as directed at appropriate locations in Holywell West Ward. That the Town Council approve the funding of the bins if this is necessary.
J. Jones	Holway Road Safe Route to School Scheme	Residents have raised concerns about parking and the effect of through traffic following the widening of the pavement. Members to consider any action required.

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.