

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, 20th December 2023 at 6.00pm.

PRESENT: Councillor L. Carter (Mayor).

Councillors: P. Cooper, L. Corbett, P. Corbett, P.A. Johnson, J. Jones, E.B. Palmer, B. Scragg, M. Sprake, and D. Thomas.

APOLOGIES FOR ABSENCE were received from Councillors C. Argent, P. Curtis, I. Hodge, and M. Lewis-Jones. Councillor S. Rush was absent without apology.

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

90. **PRESENTATION – BEST DRESSED CHRISTMAS WINDOW & COMMUNITY ENDEAVOUR AWARDS 2023**

The Mayor was delighted to announce the joint winners Trendy Blinds and Steph's Beauty Lounge of this year's Best Dressed Christmas Shop Window. The Mayor, together with the respective ward Councillors presented a hamper and certificate to this year's winners of the Community Endeavour Awards, for their services to the local community. All the award hampers were produced by the Support Officer using goods sourced from several local businesses.

2023 Award Winners

Greenfield Ward – Wendy Dawson

Holywell Central Ward – The Coffee Bean Crafters

Holywell East Ward – Emma Eden

Holywell West Ward – Robin Poole

Under 18s Award – Joint Recipients Isabella Griffiths, Kai Jones, and Bobby Birch.

91. **DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT**

Agenda Item	Name of Councillor	Personal	Prejudicial	Nature of Interest
12	D. Thomas		✓	Member of Market Group

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

92. MAYOR'S REMARKS

The Mayor referred to the Christmas Lights Switch on event on Friday 24th November, which was once again a very successful event. Several people had commented that the High Street had never looked so busy. The Mayor thanked all staff and councillors, and the other volunteers that contributed to the event.

On 5th and 6th December, the Mayor met with pupils from Ysgol Treffynnon, Ysgol Maes Glas, and Ysgol Gwenffrwd to decorate the Council's Christmas Tree in front of the council offices. The Council had also received decorations from St Winefrides School.

Another successful Holywell Christmas market was held on 26th November, and the Council's first movie night followed the market in the evening. Both events were very well received in the town.

The Mayor donated a hamper to Llys Gwenffrwd Home for their annual Christmas Bingo evening held on Friday 15th December. The Mayor mentioned the community spirit shown by Unhinged Angels Tattoos & Piercings providing free clothing, hot drinks and food at their shop on the 18th December.

The Mayor reminded members about the forthcoming Carol Service on 21st December, which would now be held in St. Peter's Church, and thanked the Holywell Area Services Community Lounge for their kind donation to the Council of a clock produced by the group.

The Mayor wished all councillors and staff a Merry Christmas and best wishes for 2024.

93. MINUTES & MEETINGS

93.1. 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 November 2023.
- Development Committee meeting held on Wednesday 22nd November 2023.
- Town Centre and Events Committee held on Wednesday 29th November 2023.
- Resources Committee meeting held on Tuesday 12th December 2023.

93.2. Meetings of Committees and Working Groups

Town Centre and Events Committee. Item TC33. Members considered the reallocation of £2.5k grant monies from the blue plaque project to the Tower Gardens Steps project.

RESOLVED:

That the funding transfer be completed as stated.
Councillors M. Sprake and J. Jones abstained from the vote.

Resources Committee Item R22. Members considered a new policy for DBS Checks, and an amended policy for Grant Awards. The Grant Awarding Policy maximum grant level had been reduced from £1,000 to £500.

RESOLVED:

That both policies be approved. The Grant Awarding Policy would be implemented from April 2024.

Resources Committee Item R24. The Committee had recommended a mandatory committee review for members agenda items should there be associated financial implications.

RESOLVED:

That approval be given to the modifying of this procedure. Clerk to consult with the Mayor when selecting the most appropriate committee to consider an item.

94. PLANNING

94.1. 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/001027/23	PROPOSAL: 2 STOREY REAR EXTENSION TO THE EXISTING RESIDENCE KNOWN AS ABBEY LODGE. LOCATION: Abbey Lodge, Greenfield Road, Greenfield, Holywell, CH8 7QB. The Council confirmed their support for this application.
FUL/001040/23	PROPOSAL: PROPOSED TWO STOREY EXTENSION TO SIDE WITH SINGLE STOREY TO REAR ELEVATION LOCATION: 7 Maes Y Afon, Pen Y Maes, Holywell. The Council confirmed their support for this application.
FUL/000965/23	PROPOSAL: VARY/REMOVE CONDITION 1 PLANNING REF: 061230 LOCATION: Llesty Hospital, Old Chester Road, Milwr, Holywell, CH8 7SA. The Council were concerned that there was not sufficient clarity over the details of the conditions that were varied in relation to this application, and therefore could not determine a view one way or the other. The Council has requested that the Case Officer supply further details by return to enable further consideration.
LBC/000966/23	PROPOSAL: LISTED BUILDING CONSENT - VARY/REMOVE CONDITION 1 PLANNING REF: 061231 LOCATION: Llesty Hospital, Old Chester Road, Milwr, Holywell, CH8 7SA. The Council were concerned that there was not sufficient clarity over the details of the conditions that were varied in relation to this application, and therefore could not determine a view one way or the other. The Council has requested that the Case Officer supply further details by return to enable further consideration.

95. ACCOUNTS

95.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – NOVEMBER 2023

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9817 - 9819	BP	Council Staff	Staff Salaries - Nov23	7,443.28	***
9820	BP	HMRC	Staff PAYE/NI - Nov23	3,117.71	***
9821	BP	Clwyd Pension Fund	Staff Pension - Nov23	2,880.27	***
9822	BP	Holywell Leisure Centre	Contribution (3 of 4)	2,500.00	^^^
9823	BP	Holywell Garden Centre	Winter planters (6)	322.50	^^
9824	BP	Holywell Garden Centre	Repair to Water Fountain	90.00	^^

9825	BP	Holywell Garden Centre	Install Large Poppies & Silent Soldiers	174.99	^^
9826	BP	Daydream Designs	Website Tech Support - Nov23	94.80	****
9827	BP	Sian Jones Translation Serv.	Translate Documents	5.82	****
9828	BP	Delyn Press	Supply Letterheads	57.60	****
9829	BP	Delyn Press	Christmas Lights Flyers/Posters	258.00	^^
9830	BP	Holywell Area Comm. Museum	Refreshments for Remembrance Sunday	86.99	^^
9831	BP	One Voice Wales	Chair Skills Course - Cllr D. Thomas	38.00	***
9832	BP	Welsh Water	Water May-Oct Drinking Fountain	13.64	****
9833	BP	Welsh Water	Water May-Oct Events Hub	61.03	****
9834	BP	Welsh Water	Water May-Oct 14 Bank Place (Refunded)	75.57	****
9835	BP	Welsh Water	Water May-Oct 12/13 Bank Place (Refunded)	61.03	****
9836	BP	Cllr P. Cooper	Annual Allowance 2023/24	208.00	*
9837	BP	LED Event Screens	Cinema Screening of Elf Film Sun 26/11	1,400.00	^^
9838	BP	C. Pickstock	Reimbursement of Expenses - Christmas Lights Switch On	5.00	^^
9839	BP	Holywell Parish Church	DJ Services - Christmas Lights Switch On/Christmas Market	100.00	^^
9840	BP	A Little Magic	Meet and Greet Characters for Christmas Market	680.00	^^
9841	BP	A Little Magic	Entertainment/Characters for Christmas Lights Switch On	1,500.00	^^
9842	BP	Black & White Security	Security Services at Christmas Lights/Christmas Market	225.00	^^
9843	BP	Holywell Garden Centre	Removal of Poppies/Soldiers	160.00	^^
9844	BP	Viking	16 Reams A4 Paper	91.97	****
9845	BP	Automated Systems Group	Copier Charges 16/8-15/11	174.48	****
9846	BP	NPower	Electric Events Hub Oct23	57.20	****
9847	BP	Delyn Press	Business Cards - Cllr L. Carter	33.60	****
9848	BP	UK Vending Ltd	Drinks Pod Restocks	39.13	****
9849	BP	UK Vending Ltd	Copier Lease 10/11-9/2	132.60	****
9850	BP	Wilkinson Saws	Tree Works at Llesty Woodland	650.00	***
9851	BP	BKB Solutions Ltd	Replace Faulty Christmas Lighting Timers	136.80	^^
9852	BP	BKB Solutions Ltd	Christmas Lighting Contract Payment	15,425.46	^^
9853	DD	EDF Energy	Electric 12/13 Bank Place Oct23	143.31	****
9854	DD	EDF Energy	Electric 14 Bank Place Oct23	16.56	****
9855	DD	Welsh Water	Water May-Oct 14 Bank Place	75.57	****

9856	DD	Welsh Water	Water May-Oct 12/13 Bank Place	61.03	****
9857	DD	British Telecom	Phone & Broadband Nov23	173.80	****
9858	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9859	DC	Tesco	Refreshments	1.20	****
9860	DC	Tesco	Refreshments	1.20	****
9861	DC	Facebook	Promo Boost Christmas Lights Switch On	25.00	^^
9862	DC	Amazon	Frames for Certificates	70.97	****
9863	DC	Tesco	Refreshments	2.10	****
9864	DC	Zoom	Zoom Pro Subscription	15.59	****
9865	DC	Tesco	Community Endeavour Gift Card/Xmas Lights	70.00	^^
9866	DC	Home Bargains	CE Award Hampers/ Refreshments/Xmas Lights	50.13	^^
9867	DC	Tesco	Water - Xmas Lights	7.20	^^
9868	DC	Tesco	Refreshments - Xmas Lights	44.10	^^
9869	DC	Flintshire County Council	Copy Licence	10.50	****
9870	DC	Tesco	Refreshments	1.20	****
9871	DR	HSBC Bank	Bank Charges Oct23	12.50	****
TOTAL				39,183.02	

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

Date	Category	Name	Payment Details	Amount £
6/11/23	REFUND	Plusnet	Contract Termination	40.15
15/11/23	INCOME	National Lottery Heritage Fund	Final Draw Down of Heritage Grant	2,200.00
29/11/23	INCOME	Power Portal Ltd	Car Charge Point	23.04
TOTAL				2,263.19

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

96. COMMUNITY ENGAGEMENT

96.1. Monthly Report

Members considered this month's report from the Deputy Clerk. There were action points regarding youth service provision and reimbursement of businesses for electric supply on event days.

RESOLVED:

- 1) That the Deputy Clerk writes a letter to Flintshire County Council and the Welsh Government regarding youth service provision that highlights the lack of resources and limited funding available.
- 2) That businesses be reimbursed the sum of £20.00 should they grant permission for their power supply to be used on event days in the town centre.

97. CORRESPONDENCE RECEIVED

97.1. School Governor – Ysgol Maes Glas, Greenfield

Members considered any nominations, following the resignation of Cllr S. Rush from governor duties.

RESOLVED:

That Cllr P. Cooper be nominated for the role. Clerk to inform the school.

97.2. Welsh Government – Asbestos Management on the Public Estate

Members considered the letter from Welsh Government concerning the above matter.

RESOLVED:

That the letter be noted as received. Clerk to add the item to the next meeting of the Resources Committee.

97.3. Flintshire 2024 Summer Playschemes

Members considered the information on future schemes provided by Darren Morris, Lead Officer for Play Development. The Play Development Team were moving towards a three year cycle, that covered three or six week schemes.

RESOLVED:

That the Clerk asks Mr Morris to visit the Council and attend a Resources Committee meeting, to provide further information and answer any questions from members.

97.4. One Voice Wales National Awards Conference

Members considered the letter from One Voice Wales concerning the conference and the national awards scheme.

RESOLVED:

That the letter be noted as received without a nomination being made on this occasion.

97.5. Flintshire Local Development Plan – Consultation on Draft Supplementary Planning Guidance – SPG

Members considered the correspondence that related to the following policy areas:

- New Housing in Open Countryside
- Extensions and Alterations to Dwellings
- Conversion of Rural Buildings

The consultation ends on Friday 26th January 2024.

RESOLVED:

That a working group be appointed to respond to the consultation. Councillors P. Cooper, L.A. Carter, L. Corbett, P. Corbett, M. Sprake, and B. Scragg were appointed. Clerk to call a meeting in January.

97.6. 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	FLVC Bulletins	**	13 th Nov 2023 & 30 th Nov 2023
H	Fruit trees for local churches project	**	13 th Nov 2023
I	Aura Leisure Strand Walk Play Area Completion	**	16 th Nov 2023
J	Rob Roberts MP - Charity ball for Giddo's Gift feedback	**	20 th Nov 2023
K	Rob Roberts MP – Levelling Up Question Video Link	**	22 nd Nov 2023
L	Thomas Pennant Society – Christmas Lunch/Subs	**	22 nd Nov 2023
M	NW Association of Councils Rail Meeting Minutes	**	20 th Nov 2023
N	Smart Towns Delivery Manual Slides	**	4 th Dec 2023
O	Rob Roberts MP – Climate and Ecology Bill Feedback	**	6 th Dec 2023
P	HASCL Christmas Get Together	**	11 th Dec 2023

98. MEMBERS AGENDA ITEMS

Councillor	Subject	Motion
D. Thomas	Councillor Surgery – Town Council Offices	Members to consider approval for Cllr Thomas to hold a monthly surgery at the Town Council Offices.

RESOLVED:

That approval be given for the monthly surgeries. These would rotate across all four wards. Clerk to produce rota and arrange publishing.

Councillor	Subject	Motion
I. Hodge and L. Corbett	Moving Forward with the Smart Town Initiative	Members to vote to proceed with the Smart Towns initiative. Flint, Mold and Rhyl are moving forward to achieve Smart Town status. As the presentation given to us last month confirms, it is Welsh Government funded, with no cost to us. The system uses Mobile technology to retain how people use the town, how long they stay and how they move round the town. For instance, it correlates who visits the valley and then visits towns and vice versa i.e. the example given was the relationship between Zipworld and Blaenau Ffestiniog and how it helped both.

RESOLVED:

That the Deputy Clerk follows up with both Flintshire County Council and Smart Towns, to ascertain the timeline for progression of the Smart Town initiatives in Holywell.

99. **OFFICE/STAFF MATTERS**

99.1. **Office Christmas Closure**

The Council Offices would close at 4.00pm on Thursday 21st December and reopen at 9.00am on Wednesday 3rd January. Members had elected to operate a mobile phone contact service during this period in previous years. Members considered nominations and the time period for taking calls for this year.

RESOLVED:

That Councillor J. Jones operates the mobile phone contact service on Wednesday 27th December, Thursday 28th December, and Friday 29th December.

99.2. Staff Training

Members considered approval for the Support Officer to attend the ILCA local council training course run by the SLCC (Society of Local Council Clerks). The cost of the course was £120.00.

RESOLVED:

That approval be granted for the Support Officer to attend the course. Clerk to make arrangements.

100. APPLICATION FOR EVENT GRANT

Members considered an application submitted by Belinda Bradley, on behalf of Holywell Market Group, for a Summer Season Market/Car Boot Launch. The event was to take place on Thursday 30th May 2024.

RESOLVED:

That approval be given for an event grant in the sum of £500.00 to be paid to the Group on completion of the event.

101. REPRESENTATIVE REPORTS

None were reported.

102. COUNTY COUNCILLOR REPORTS

Councillor P.A. Johnson reported on ongoing consultations on the waste strategy and single equality policy. A maintenance programme was underway to address unsafe gravestones in cemeteries. Three redundant business units were being demolished in Greenfield Business Park.

103. CLOSE OF MEETING

The Mayor closed the meeting at 8.00pm.

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Mayor