

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held in the Council Chamber, Bank Place Offices, Holywell, on Tuesday, 21st June 2022 at 6.00pm.

PRESENT: Councillor I. Hodge (Mayor).

Councillors: C. Argent, L. Carter, L. Corbett, P. Corbett, P.A. Johnson, M. Lewis-Jones, B. Scragg, M. Sprake and D. Thomas.

APOLOGIES FOR ABSENCE were received from Councillors R. Dolphin, J. Jones, E.B. Palmer, and S. Rush.

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

20. **MAYORAL HONOUR CADETS – 2022/23 CIVIC YEAR**

The Mayor was delighted to receive Holywell Army Cadet Detachment CO Second Lieutenant Louise McCabe-Allen and present this year's honour cadets Lance Corporal Logan Bailey and Lance Corporal Kieran Breeze with their badges. The Mayor would be in touch with the cadets when their support was required at appropriate events during this Civic Year.

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

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
25.2	P. Corbett	✓		Planning Application 062800.
28.1.	L.A. Carter		✓	Member of Holywell Market Group.
28.1.	I. Hodge		✓	Member of Holywell Market Group.
30.1.	I. Hodge	✓		Member of Age and Dementia Holywell.

22. **MAYOR'S REMARKS**

The Mayor welcomed all members to the first proper meeting of the full council, especially those new to Holywell Town Council. The Mayor reminded Councillors about the Code of Conduct, which should be followed at all times.

The County Council's Monitoring Officer had suggested all councillors have two pages, one for private which could be used more freely, but responsibly with no Council references and a page for Councillor duties.

The Mayor reported that training for County Councillors had taken up most of his time this month, and he attended the Environment and Economic Scrutiny Committee.

The Mayor referred to the Jubilee event, which was an unmitigated success, and congratulated the staff for the effort they put into organising the event. The Mayor thanked Cllr L. Corbett and her husband who provided the minibus to transfer food and furniture. During the celebrations the Deputy Mayor Cllr L.A. Carter accompanied the Mayor to Llys Emlyn Williams and Erw Groes Housing Units.

The Mayor also attended the Jubilee Garden Party at Holy Trinity Church, Greenfield and opened the Fete at Ysgol Maes-Y-Felin. The Mayor looked forward to attending at Greenfield Valley with the Age and Dementia Group.

The Mayor met with Rob Roberts MP for Delyn, firstly to re-establish the monthly meetings and for a walk around Nant-Y-Coed and Abbotts Walk to review estate conditions. The same meeting would be offered to Hannah Blythyn MS in due course.

The Wales in Bloom judge would be visiting the town on Wednesday 6th July 2022 and preparations were underway for their arrival. Visits were planned to the local schools with the Support Officer to judge the best entry.

The Clerk would be calling a briefing session in early July to review the Council's business plan. The plan would set the Council's strategy and objectives for the next five years being published in September 2022.

The Mayor congratulated Martin Fearnley, Deputy Clerk who had now completed ten years' service for the Council and thanked him for his efforts and contributions down the years.

The Mayor confirmed the second charity, to sit alongside the St James Church Wellbeing Project, would be the Holy Trinity Church Car Park Project at Greenfield.

23. PUBLIC SPEAKING

There were no such requests.

24. MINUTES & MEETINGS

24.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council Annual Meeting held on Tuesday 17th May 2022.

Cllr P.A. Johnson asked for it to be noted that the Council's list of outside bodies included in the minutes to the Annual Meeting was a true and accurate reflection of all Councillor representatives.

24.2. Meetings of Committees and Working Groups

There were no working groups or committees called for this month.

25. PLANNING

25.1. 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
064204	Variation of condition 1 of 054276 to extend expiration date. Location: Abbey House, Greenfield Road, Holywell, Flintshire, CH8 7QB. The Council noted this application as received.
064462	LISTED BUILDING APPLICATION - CONVERSION OF FORMER BANK INTO 6 NO. SELF-CONTAINED APARTMENTS AND 1 NO. RETAIL/OFFICE UNIT ON GROUND FLOOR. LOCATION: 17 High Street, Holywell, Flintshire, CH8 7UB. The Council support this application but requested that the recycling arrangements be reviewed to comply with any required environmental policies.
064463	CONVERSION OF FORMER BANK INTO 6 NO. SELF CONTAINED APARTMENTS AND 1 NO. RETAIL/OFFICE UNIT ON GROUND FLOOR. LOCATION: 17 High Street, Holywell, Flintshire, CH8 7UB. The Council support this application but requested that the recycling arrangements be reviewed to comply with any required environmental policies.
FUL/000057/22	CHANGE OF USE OF LAND TO FORM CAR PARK. LOCATION: Land adjacent to Greenfield Football Club, Bagillt Road, Holywell, CH8 7AB. The Council had no objection to this application.

Cllr P.A. Johnson requested his abstention be recorded from voting for application numbers 064462 and 064463.

25.2. Refusals

Members considered the following application, which was refused planning permission by the County Council, and its subsequent appeal.

Application Number	Proposal Details
062800	Appeal Reference Number: CAS-01603-B9X8M1. Appellant's Name: Leason Homes. Proposal: Proposed erection of detached dwelling and means of access. Location: Land at Pen Y Ball Hill, Holywell, CH8 8SZ. The Council noted the appeal as received.

26. ACCOUNTS

26.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – MAY 2022

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
8847	BP	Harry Saville - Llandudno TC	Refund - Mayor's Charity Dinner	70.00	///
8848	BP	Viking	Staff sign	5.75	****
8849	BP	Viking	2 no. Mineral Water Bottles	22.19	****
8850	BP	Viking	Office Consumables	82.09	****
8851	BP	Daydream Designs	Website Tech Support April 22	94.80	****
8852	BP	UK Vending Ltd	Drinks Machine Lease 10/05-09/08	132.60	****
8853	BP	Holywell Leisure Centre	Donation Instalment (1 of 4)	2,500.00	^^^
8854	BP	Flintshire County Council	Business Rates 22/23	3,343.75	****
8855	BP	White Fox	Tourism Leaflet design	3,480.00	^^
8856	BP	Clwyd Pension Fund	May Pension Payments	1,753.38	***
8857	BP	HMRC	May NI/PAYE	1,910.91	***
8858-8860	BP	Council Staff	Staff Salaries - May 2022	5,191.79	***
8861	BP	Amberol Ltd	Floral Fountain Planter	510.60	^^
8862	BP	Tadmark	PVC banners x 4 (Jubilee	150.58	^^

			Event)		
8863	BP	The Flower Bowl	Bouquets for AGM	70.00	^^
8864	BP	Rialtas Business Solutions	Year End Closedown 21/22 Year	669.60	***
8865	BP	Delyn Press	Jubilee Event Flyers	125.00	^^
8866	BP	Holywell Swimming Club	Mayor's Charity Donation	546.50	///
8867	BP	Danny's Family Butchers	Mayor's Charity Donation	546.50	///
8868	BP	Stamford Gate Hotel Ltd	AGM room hire, buffet & bar	415.60	^^
8869	BP	Holywell Garden Centre	Bracket Testing	275.00	^^
8870	BP	Holywell Garden Centre	Parasols work	60.00	^^
8871	BP	Holywell Garden Centre	Install new hanging baskets	175.00	^^
8872	BP	Holywell Garden Centre	Cherry picker hire	384.00	^^
8873	BP	Holywell Garden Centre	Guttering for toilet block	1,115.00	****
8874	BP	Flintshire County Council	Loan Repayment (1 of 2 - 22/23 year)	7,500.00	^
8875	BP	Copyrite Systems	Copier charges 23/02/22-20/05/22	163.67	****
8876	BP	Rialtas Business Solutions	Install software	30.00	****
8877	BP	Steve Tomlin	Learn to Scythe training	410.00	^^
8878	BP	Heather Jones	Reimbursement for jubilee event expenses	75.51	^^
8879	BP	Flintshire County Council	Refund of charity ball tickets	70.00	///
8880	BP	Mr Anthony Smith	Engraved desk Name Plates	144.92	***
8881	BP	C Baglin	Jubilee Event - Town Crier & Punch & Judy	200.00	^^
8882	DD	Plusnet	Alarm Line May 22	25.17	****
8883	DD	British Gas	14 BP Electricity (partial month)	3.63	****
8884	DD	British Gas	13 BP Electricity (partial month)	10.19	****
8885	DD	Plusnet	Phone & Broadband May 22	38.30	****
8886	DD	British Gas	Gas bill (partial month)	29.27	****
8887	DD	Welsh Water	12-13 BP Nov21-May 22	48.96	****
8888	DD	Welsh Water	14 BP Nov21 - May 22	61.82	****
8889	DD	Plusnet	Alarm Line June 22	23.62	****
8890	DD	Opus Energy	Gas April/May 22	256.97	****
8891	DC	Amazon	Safety Cones	54.99	^^
8892	DC	Amazon	Welsh bunting for Jubilee	82.80	^^
8893	DC	Amazon	Picture Frames	32.89	****

8894	DC	Amazon	Tablet Chargers & Cases	186.45	****
8895	DC	Facebook	Easter advertising	11.87	^^
8896	DC	Amazon	Hook up leads x2 for events	92.10	^^
8897	DC	Tesco	Refreshments	3.25	****
8898	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
8899	DC	Tesco	Refreshments	0.95	****
8900	DC	Amazon	Play Equipment for events	12.89	^^
8901	DC	Amazon	Outdoor Games for events	19.99	^^
8902	DC	Post Office Ltd	Large letter postage	2.05	***
8903	DC	eBay	Banner paper	36.60	****
8904	DC	Amazon	Play equipment for events	18.99	^^
8905	DC	Amazon	Chargers & cables for tablets	32.98	****
8906	DC	Amazon	Medals/Tea Set/Play Equipment for Events	99.11	^^
8907	DC	Tesco	Refreshments	0.99	****
8908	DC	Amazon	Jubilee Medals	98.89	^^
8909	DC	Zoom Video	Monthly Pro Subscription	14.39	****
8910	DC	Tesco	Refreshments	0.99	****
8911	DC	Amazon	Extension lead & equipment for events	57.81	^^
8912	DC	Flintshire County Council	Annual fee for small lottery registration	20.00	****
8913	DC	1&1 Internet Ltd	Mail Pro	12.00	****
8914	DR	HSBC	Bank Charges April 2022	8.00	****
TOTAL				33,724.24	

INCOME SCHEDULE/BANK TRANSFERS – MAY 2022

Date	Category	Debtor Name	Income Details	Amount £
4/5/22	REFUND	Multiple Debtors	Mayors Charity Ball	170.00
6/5/22	INCOME	Wise – EV Charge	Car Charge Income	15.25
26/5/22	INCOME	Cash	Eco Uniform Proceeds	100.00
31/5/22	VAT REFUND	HMRC	VAT Refund 2021/22 Year	13,441.10
TOTAL				13,726.35

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

26.2. Review of Internal Audit Report – 2021/22 Financial Year

The Clerk provided a summary of the issues arising from the Internal Audit Report completed for 2021/22. The following issues were noted:

- Fidelity Insurance Cover – this was set at £250k and would be reviewed during the annual risk assessment review to ensure its continued suitability.
- Verification of Fixed Assets – an inventory is maintained, and a verification statement would be added for future years.

The Council also noted the interim audit issues. Budget monitoring format would be reviewed in readiness for the first budget report.

RESOLVED:

That members note and endorse the Clerk's report.

26.3. Annual Return & Governance Statement – 2021/22 Financial Year

Members considered the approval of the council's accounting statements and annual governance statement certified by the Clerk. The Clerk provided a brief update which outlined the main financial issues.

RESOLVED:

That the annual return be approved and signed off by the Chair following the meeting.

27. COMMUNITY ENGAGEMENT

27.1. Monthly Report

Members had before them for consideration the latest report from the Deputy Clerk. There were action points this month related to the anti-social behaviour and vandalism in the events area, and distribution of limited quantities of Jubilee mugs and bottles. Some of the mugs and bottles had been reserved and were awaiting collection from the Council offices.

Cllr L.A. Carter had attended the workshop on Supporting Local Business and reported that footfall counters would be installed in the town centre in the next couple of months.

RESOLVED:

- 1) That the Deputy Clerk call a meeting with North Wales Police and the County Council's CCTV Unit to review the camera provision, and other issues of concern.
- 2) That the Deputy Clerk checks on the cone shape structure on the bandshell to see if this is required operationally.
- 3) That anti vandal paint be applied no lower than 2 metres to climbing points on the bandshell. Notices to also be displayed.
- 4) That a decision on the distribution of the remaining Jubilee mugs and bottles be deferred until the next Council meeting in July.

28. CORRESPONDENCE RECEIVED

28.1. Email from Belinda Bradley, Holywell Market Group

Members discussed the request from the Market Group, for a What's On leaflet to be distributed every month to schools and businesses. There were other publications that could be used to promote the town's events, and volunteers would be required to manage the distribution. The distribution to the schools could potentially be managed digitally, and a less frequent circulation would help with budget and resource considerations.

RESOLVED:

That in the first instance the Clerk contacts other Town Councils to evaluate how promotional information is distributed to the schools. The matter would then be considered further by members at the next meeting in July.

28.2. Email from Laura Lloyd, Brynford

Members considered the email from Mrs Lloyd that concerned traffic issues around the town. Members expressed concern about several traffic matters that included Old Chester Road and the impact the Lluesty works were having on the slip road, junction safety and increased traffic on Halkyn Street due to the road alterations in and around the town centre. Members requested a copy of the feasibility study results for the conversion to one way that occurred at the bottom of Brynford Street.

RESOLVED:

That the Deputy Clerk contact the County Council's Streetscene Department to request a copy of the feasibility study and arrange a meeting with members to review all concerns. Clerk to inform Mrs Lloyd.

28.3. Standards Committee Vacancy, Flintshire County Council

Members considered any nominations for the vacant role of town and community council representative. The closing date for nominations was 29th July 2022.

RESOLVED:

That Cllr L.A. Carter be nominated to apply for the role. Clerk to inform the County Council.

28.4. Match Funding Scheme – Improvements to Children's Play Areas 2022/23

Members considered the letter from Aura Leisure, who had recommended Fron Park play area as most in need of an upgrade. Members expressed concern at the disproportionate allocation of historical upgrades across the wards and requested further information on the selection process.

RESOLVED:

That the Clerk contact Aura Leisure to request further detail on the play area selection process. The matter would then be considered further at the next meeting in July.

28.5. Awel y Môr Windfarm

Members considered the latest correspondence and the forthcoming briefing sessions.

RESOLVED:

That Cllr M. Sprake be nominated to attend the briefing sessions. Clerk to check on arrangements.

Cllr C. Argent left at this point of the meeting.

28.6. Audit Survey on Community Resilience

Members considered the Council's participation in the survey.

RESOLVED:

That Cllrs L.A. Carter, L. Corbett and the Clerk be delegated to complete the survey for the Council.

28.7. Reports Received

Members were informed that the following items had been received and were available for perusal from the Clerk. A copy was enclosed where the item is marked *, or ** if already circulated to Members:

Ref	Item	Status	Date Circulated
A	Flintshire County Council Daily Updates	**	Various Dates
B	FLVC Daily Digest Updates	**	Various Dates
C	Welsh Government Updates	**	Various Dates
D	Visit Wales Updates	**	Various Dates
E	North Wales Police Alerts	**	Various Dates
F	Rob Roberts MP Press Releases	**	Various Dates
G	One Voice Wales Updates & Training Courses	**	Various Dates
H	Rob Roberts MP Letter – Elections 2022	**	12 th May 2022
I	Thomas Pennant Update	**	19 th May 2022
J	North Wales Police Contact Points	**	24 th May 2022
K	Vacancy Notice – Holywell East	**	24 th May 2022
L	Cash in the Attic	**	27 th May 2022
M	Awel y Môr Newsletter	**	6 th June 2022

29. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute, 30, 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 contractual considerations.

30. OFFICE MATTERS

30.1. Use of Ground Floor Community Area

The Holywell and District Society and Age and Dementia Holywell had both requested use of the Council Offices to hold their meetings. The community area had been closed since April 2020 due to the pandemic. Members considered the matter now that all restrictions had been lifted.

RESOLVED:

That the community area be opened for the benefit of local groups. Clerk to inform the applicants.

30.2. Website Technical Support Contract

The Clerk explained the background to this item, which had been raised by the former Council. Another quotation had been sourced for this work. Members considered the value for money, reliability, and performance aspects.

RESOLVED:

That the current arrangements remain in place for a further twelve months and be subject to a further review.

30.3. Eco-Uniform Initiative

The Clerk explained the background to this item. The former Council had asked for the service to be reviewed, and this exercise was completed. Members considered the options of a pop up shop, partnering with a local business or running the service from a regular market stall in line with previous arrangements.

RESOLVED:

That the Eco-Uniform Initiative be re-established and operate on the weekly market, as required. Cllr L.A. Carter was appointed as Lead Councillor for the initiative.

30.4. Operation London Bridge

The Clerk reported on a meeting held with Fr Dominic. Preparatory arrangements had been considered and the Council should follow the national guidance available. Members considered the location for the book of condolence.

RESOLVED:

That a suitable book of condolence, framed photograph and black flag cravats be purchased by the Council. It was agreed the book of condolence would be made available for the public to sign at the Council Offices.

30.5. Former Toilet Block – Asset Transfer

The Clerk reported that a schedule of photographic condition was required to provide evidence of the asset condition prior to signing the lease. This would protect the Council's interests should the lease expire and be handed back to the County Council. No further break clauses were included in the lease after year five. The solicitors had sought quotations with the most competitive being £650 plus vat to complete the work.

RESOLVED:

That approval be given for the Clerk to make the necessary arrangements with the Council's solicitors, for a schedule of photographic condition to be completed.

31. PARASOL OPERATION

31.1. Security

The Clerk provided a summary of the options available, to mitigate the anti-social behaviour and vandalism occurring in the events area. Anti-vandal paint was to be applied to the bandshell, but protection of the parasols was required before the temporary fencing could be

removed. The two options were either the installation of railings or tubing around the parasols.

RESOLVED:

That the Deputy Clerk seeks quotations and provides members with cost and drawings of the proposals. A final decision would be made at the July Council meeting.

31.2. Ongoing Usage

Members considered the use of the stage and parasols by external groups and the costs involved. The Council needed to engage external assistance and incurred costs to operate the stage and parasols.

RESOLVED:

That the Council will plan for the use of the stage and parasols for external events if requested and if the contractors are available, but any costs incurred would be passed on to the applicant. Clerk to amend the booking process to explain the agreed arrangements.

32. GREENFIELD VALLEY TRUST UPDATE – TEN YEAR STRATEGY

The Clerk provided an update on the latest position. The Trust were calling a meeting shortly and the new arrangements would involve a wider group that included other stakeholders. The former partnership group would be superseded by the new group. Group Members would receive invites shortly to the first meeting. Cllr M. Sprake had requested to join the group.

RESOLVED:

That members note and endorse the arrangements.
That Cllr M. Sprake be nominated to also attend,
subject to the agreement of the Trust.

33. MEMBERS AGENDA ITEMS

- Cllr P. Corbett – Parking on Halkyn Road by Traffic Lights. Cllr Corbett explained the concerns. This matter would be discussed at the forthcoming meeting with Streetscene to look at several traffic issues.
- Cllr B. Scragg – Active Travel. Cllr Scragg informed members that the matter would be taken forward by the Development Committee at its next meeting.

- Cllr P.A. Johnson – Llesty Woodland. Cllr Johnson requested that the matter be taken forward by the Development Committee at its next meeting.
- Cllr D. Thomas –
- Holywell Youth Club. Cllr Thomas explained the background and that clubs can have positive impacts on reducing anti-social behaviour. A business case would be required. Development Committee to consider the matter.
- Equality and Discrimination/Pride Event – the event was to be put forward to the Town Centre and Events Committee for further consideration.
- Strand Allotment – deferred to the Development Committee.
- Public Bins/Litter Collector – deferred to the Development Committee.

34. REPRESENTATIVE REPORTS

Cllr I. Hodge attended an Age and Dementia event recently.
Cllr P.A. Johnson updated members on his visit to the Holway Hub House garden.

35. COUNTY COUNCILLOR REPORTS

Cllr P.A. Johnson reported a meeting had been held with Cllr E.B. Palmer and County Council Highways staff to look at the junction parking on Fron Park Road. The matter was in hand and Cllr Johnson would provide an email update.

36. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute, 37 and 38, 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.

37. APPLICATION FOR AN EVENT GRANT

Members considered an application for an Event Grant of £500, from Holywell Market Group. The event was a fun day linked to the weekly market with free fun fair rides, on Thursday 28th July 2022.

RESOLVED:

That the grant of £500 be awarded upon completion of the event. Clerk to inform the applicant.

38. 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 three years. Councillor B. Scragg read out supporting background and financial information provided by each organisation, together with 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:

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	£
Citizens Advice Flintshire	1,000
Greenfield Football Club	500
Total	1,500

The applications received from Llangollen Eisteddfod, Kids Cancer Charity, and B-Fest Wales were all received without a donation being approved on this occasion.

39. CLOSE OF MEETING

The Mayor closed the meeting at 9.20pm.

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Mayor