

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 June 2023 at 6.00pm.

PRESENT: Councillor L.A. Carter (Mayor).

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

APOLOGIES FOR ABSENCE were received from Councillors C. Argent, R. Dolphin, J. Jones, and S. Rush.

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

16. **PRESENTATION TO HONOUR CADETS**

The Mayor and Deputy Mayor received the newly appointed Honour Cadets, who were introduced to the Council. This year's cadets were from Holywell Air Cadets, and St John's Ambulance Cymru, and would support the work of the Mayor and Deputy Mayor for their civic year in office. The cadets were presented with their official badges.

- Mayoral Honour Cadets - Holywell Air Cadets – Cpl James Evans and Cdt Krystal Jenkins.
- Deputy Mayoral Honour Cadets - St Johns Ambulance Cymru – Oliver Rowlands and Hannah Catherall-Jones.

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

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
28 & 31	P.J. Curtis		✓	Chair of Music 4 Youth
31	P.A. Johnson		✓	Trustee of Holywell Area Community Museum
31	M. Lewis-Jones		✓	Board Member of Holywell Area Community Museum
31	L.A. Carter		✓	Member of Holywell Market Group – Treasure Hunt Grant
31	D. Thomas		✓	Son of Applicant – Treasure Hunt Grant

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

18. PRESENTATION – IEUAN AP SION

Mr Ap Sion had been contacted by the Clerk and advised to write into the Council to outline any local matters of concern.

19. PUBLIC SPEAKING

Belinda Bradley, Holywell Market Group addressed the Council and spoke about the planned Treasure Hunt event, and the benefits it could bring to the town. The event would run for eleven weeks and posters would be circulated to the businesses to promote it. Further clarification was provided on how the event would operate. An application for Financial Assistance had been completed and submitted by the Group and was due to be considered later in the meeting.

20. MAYOR'S REMARKS

The Mayor was pleased to attend the Dancing World and Classic Cars events held in the town recently. Both events were really well attended and helped to promote all that the town has to offer.

The Mayor thanked the Deputy Mayor Cllr Linda Corbett and consort Chris Corbett for attending the Mayor of Buckley's Civic Service on 4th June.

The Eco Uniform stall was being run from the Events Hub every Monday between 11.00am and 1.00pm. The Mayor was delighted to present Ysgol Gwenffrwd with a cheque for £100.00 on from the proceeds of running this initiative. The information stall would start up again from Thursday 22nd June at the same time as the weekly car boot sale and market and would be held on a monthly basis. The information stall was open to all councillors to attend.

The Wales in Bloom display baskets were installed earlier this month and were already starting to bloom and make a difference to the town. The judge was visiting the town on Monday 10th July 2023.

The Clerk has recently received some correspondence that covered issues beyond the immediate remit and responsibility of the Council. This was routinely circulated to members, and the Mayor requested confirmation from members on whether this should continue.

RESOLVED:

That the Clerk should exercise discretion and confirm receipt of future correspondence of this nature, and include on the received correspondence listing, but without automatic circulation.

21. MINUTES & MEETINGS

21.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council Annual Meeting held on Wednesday 17th May 2023.
- Resources Committee held on Tuesday 6th June 2023.

21.2. Representatives On Outside Bodies Vacancy

Members considered any nominations for the remaining vacancy for a representative with Holywell Air Cadets.

RESOLVED:

That Cllr M. Lewis-Jones be nominated for the position.
Clerk to inform the Cadets.

22. PLANNING

22.1. 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/000406/23	PROPOSAL: EXTENSION TO EXISTING BALCONY. LOCATION: 1, Gwel Afon, Holway Road, Holywell, CH8 7NT. The Council noted this application as received.
ADV/000548/23	PROPOSAL: NEW EXTERNAL SIGNAGE. LOCATION: 3, THE OLD WINE VAULTS, Cross Street, Holywell, CH8 7LP. The Council deferred the consideration of this application to its next meeting.

23. ACCOUNTS

23.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – MAY 2023

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9460a	BP	Cllr L.A. Carter	Annual Allowance 2023/24	208.00	*
9460b	BP	Cllr I. Hodge	Annual Allowance 2023/24	208.00	*
9461	BP	Cllr E.B. Palmer	Annual Allowance 2023/24	208.00	*
9462	BP	Cllr R. Dolphin	Annual Allowance 2023/24	208.00	*
9463	BP	Cllr M. Sprake	Annual Allowance 2023/24	208.00	*
9464	BP	Cllr M. Lewis-Jones	Annual Allowance 2023/24	208.00	*
9465	BP	Cllr P. Corbett	Annual Allowance 2023/24	208.00	*
9466	BP	Cllr L. Corbett	Annual Allowance 2023/24	208.00	*
9467	BP	Cllr P. Curtis	Annual Allowance 2023/24	208.00	*
9468	BP	Cllr D. Thomas	Annual Allowance 2023/24	208.00	*
9469	BP	Cllr C. Argent	Annual Allowance 2023/24	208.00	*
9470	BP	Cllr B. Scragg	Annual Allowance 2023/24	208.00	*
9471	BP	Cllr J. Jones	Annual Allowance 2023/24	208.00	*
9472	BP	Holywell Parish Church	Donation - Mayoral Charities (Cllr I. Hodge)	1,453.00	**
9473	BP	The Helping Hand Company	Litter Pickers/Hoops/Gloves (Heritage Grant)	768.12	****
9474	BP	Aston Management	Balance For Tina Turner Tribute - Coronation Event	660.00	^^
9475	BP	Heather Jones	Reimbursement of Items for Coronation Event	36.18	^^
9476	BP	T.J. Nicholls	Window Clean at Council Offices	12.00	****
9477	BP	JRB Enterprises	Dog Waste Dispenser Bags	40.14	****
9478	BP	BKB Solutions Ltd	Anchor Bolt Testing Works - Christmas Lights	2,364.00	^^
9479	BP	Palm Signs	Supply 12 no. Aluminium Signs (Heritage Grant)	1,372.80	^^
9480	BP	Holywell Garden Centre	Repair Office Sign & Noticeboard, Remove Banner	158.00	****
9481	BP	Holywell Garden Centre	Install Bunting for Coronation Event	610.00	^^
9482	BP	Bake A Wish	Cupcakes for Coronation Event	150.00	^^
9483	BP	Flintshire County Council	Loan Repayment (2 of 2 for 2022/23)	7,000.00	^
9484	BP	Flintshire County Council	CCTV Charges Apr-Jun 2023	3,864.73	*****

9485	BP	Flintshire County Council	Business Rates 2022/23 1 of 2	3,630.65	****
9486	BP	Welsh Water	Water Events Hub Nov22-Apr23	50.63	****
9487	BP	Welsh Water	Water Drinking Fountain Nov22-Apr23	24.29	****
9488	BP	C. Baglin	Town Crier & Entertainment Coronation Event	150.00	^^
9489	BP	Cllr P.A Johnson	Annual Allowance 2023/24	208.00	*
9490	BP	Kings Head CIC	Refreshments Coronation Event	50.00	^^
9491	BP	Holywell Garden Centre	Coronation Event Works Including Stage and Parasols	433.95	^^
9492	BP	Holywell Churches	Room Hire Holy Trinity Church Community Meeting	30.00	****
9493	BP	Danny's Family Butchers	Mayoral Donation	50.00	**
9494	BP	Dawnsywyr Delyn	Event Grant Funding - Cadi Ha Festival	400.00	^^
9495	BP	A Little Magic	Coronation Show/Face painter/Singer/Characters	850.00	^^
9496	BP	Kim Inspire	Event Grant Funding - Brew & Do	500.00	^^
9497	BP	JRB Enterprises	Dog Waste Dispenser Bags	37.08	****
9498	BP	Siân Jones Translation	Translate Documents	21.06	****
9499	BP	Black & White Security	Security at Kings Coronation Event	100.00	^^
9500	BP	Aurora Kitchens	Deposit for Flooring 1st Floor WC	97.00	****
9501	BP	Estuary Voluntary Cars	Transport Services for Coronation Event	50.00	^^
9502	BP	Rosiez Ltd	Supply Tea Party Cakes Coronation Event	230.00	^^
9503 - 9505	BP	Council Staff	Staff Salaries May 23	5,478.47	***
9506	BP	HMRC	Staff PAYE/NI May 23	1,837.41	***
9507	BP	Clwyd Pension Fund	Staff Pension May 23	447.06	***
9508	BP	M.G. Fearnley	Reimbursement of Screwfix Items (Heritage Grant)	228.07	^^
9509	BP	Buyer Direct Ltd	Giant Gazebo (Heritage Grant)	663.99	^^
9510	BP	Aurora Kitchens	Install Flooring 1st Floor WC	357.00	****
9511	BP	Viking	2 No. Mineral Water Bottles	22.19	****
9512	BP	Viking	4 No. Mineral Water Bottles	43.20	****
9513	BP	Viking	5 Boxes A4 Copier Paper	175.08	****
9514	BP	Holywell Garden Centre	Wales in Bloom Bracket Test and Planters	575.00	^^
9515	BP	Holywell Garden Centre	Remove Bunting Coronation Event	610.00	^^
9516	BP	Stamford Gate Hotel	Room Hire and Buffet	595.40	^^

9517	BP	Cllr S. Rush	Annual Allowance 2023/24	208.00	*
9518	BP	St Johns Ambulance	Attend Coronation Event	124.80	^^
9519	BP	Daydream Designs	Website Tech Support May23	94.80	^^
9520	BP	Rialtas Business Solutions Ltd	Annual Software Licence	236.85	****
9521	BP	Veolia	Supply Trade Waste Bags	130.08	****
9522	BP	Thornccliffe Building Supplies	Triple Extension Ladder (Heritage Grant)	245.62	****
9523	BP	Holywell Leisure Centre	Contribution (1 of 4)	2,500.00	^^^
9524	BP	UK Vending Ltd	Drinks Machine Lease 10/5-9/8	132.60	****
9525	BP	One Voice Wales	Devolution of Services Training - Cllr L.A. Carter	59.00	***
9526	DD	Plusnet	Alarm Line 24/4-23/5	23.62	****
9527	DD	Opus Energy	Gas - Bank Place Offices 16/3-16/4	321.87	****
9528	DD	Plusnet	Phone and Broadband 5/5-4/6	38.30	****
9529	DD	Welsh Water	Water 12/13 Bank Place Nov-Apr	54.47	****
9530	DD	Welsh Water	Water 14 Bank Place Nov-Apr	68.08	****
9531	DD	Opus Energy	Gas - Bank Place Offices 17/4-15/5	197.00	****
9532	DC	Facebook	Promo Boost Coronation Event	14.00	^^
9533	DC	Tesco	Coronation Event Items	17.67	^^
9534	DC	Tesco	Refreshments	1.25	****
9535	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9536	DC	W. Bevan & Son Ltd	Cable Ties	15.70	^^
9537	DC	Tesco	Card	2.00	****
9538	DC	Tesco	Refreshments	11.60	****
9539	DC	Tesco	Refreshments	1.25	****
9540	DC	Amazon	2 x Toilet Seats	27.84	****
9541	DC	Amazon	Clothes Rack On Wheels	49.98	****
9542	DC	Tesco	Consumables	10.15	****
9543	DC	C.M. Scott	Engrave Shield	17.40	****
9544	DC	JRB Enterprises	Supply Dog Bag Dispenser Bags	40.14	****
9545	DC	The Flower Bowl	Bouquets for Annual Meeting	70.00	^^
9546	DC	W. Bevan & Son Ltd	Sealant for Office Use	5.99	****
9547	DC	Zoom	Zoom Pro Subscription	15.59	****
9548	DC	Tesco	Kettle/Refreshments	14.75	****
9549	DR	HSBC Bank	Bank Charges Apr23	29.63	****
TOTAL				44,019.12	

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

Date	Category	Name	Payment Details	Amount £
23/05/23	VAT	HMRC	VAT Refund 2022/23 Year	12,513.78
30/05/23	Income	Wise EV Charge	Car Charge Point	16.25
			TOTAL	12,530.03

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

23.2. Internal Audit Report – 2022/23 Financial Year

Members received the Internal Audit Report, prepared by JDH Business Services Ltd, and noted that there were no further issues arising. The auditor had noted a robust set of year end records had been maintained with a comprehensive audit trail to supporting information. The Clerk reported that the three issues from the Interim Internal Audit had all been addressed and closed out.

RESOLVED:

That the Council approve the report.

23.3. Annual Return, Year End Accounts & Governance Statement - 2022/23 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 that outlined the main financial issues. Members noted the reserve balances had reduced due to their utilisation for non-budgeted approved expenditure.

RESOLVED:

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

24. COMMUNITY ENGAGEMENT

24.1. Monthly Report

Members considered this month's report from the Deputy Clerk. There were action points that covered a proposed business forum meeting, and community litter picks. The Deputy Mayor had distributed flyers about the meeting and most businesses had engaged and were positive.

RESOLVED:

- 1) That the Deputy Clerk facilitates and attends the initial business forum meeting and prepares a suitable agenda.
- 2) That the next litter pick be held on a Thursday in the High Street Areas, to coincide with Market day when the street is closed to traffic. Litter pick to be arranged in the next few weeks ideally prior to the schools closing for Summer.

25. CORRESPONDENCE RECEIVED

25.1. Letter From Chief Executive, Flintshire County Council

Members considered the response from the Chief Executive from the queries put forward by members. Members expressed further concerns around communication on matters such as asset transfer, and the active travel works in Greenfield Valley. This scheme remained unfinished based on the original work specification and criteria. Members reiterated their request for a meeting with the Chief Executive, as outlined in the Council's original letter.

RESOLVED:

- 1) That the Clerk requests a meeting with the Chief Executive, Flintshire County Council to discuss the communication concerns. Attendance requested to be part of a future Full Council meeting.
- 2) That the Clerk writes to Lee Waters MS, Deputy Minister for Climate Change, Welsh Government, and request an investigation into the non-completion of the active travel works in Greenfield Valley.

25.2. North Wales Transport Commission – Interim Report June 2023

Members considered the report content and were disappointed that there was no mention of the reopening of Greenfield Railway Station, despite the support from all local politicians and significant work undertaken to date. Members requested an urgent letter be sent to the Chair of the Transport Commission that reiterated the business case for a station at Greenfield, and that a letter be sent to Flintshire County Council requesting their support over this important local matter.

RESOLVED:

- 1) That the letter to the Chair of the North Wales Transport Commission be drafted as part of the forthcoming Working Group meeting to look at the North Wales Transport Study. This letter was to be copied to Rob Roberts MP, Hannah Blythyn MS, Lee Waters MS, and all other North Wales MS.
- 2) That a letter be sent to Katie Wilby, Flintshire County Council, with a copy of the Commission's report, to request the County Council confirm their support for a new station at Greenfield.

25.3. Match Funding Proposal – Strand Walk Play Area

Members considered the proposed scheme as put forward by Aura Leisure, for a multi play structure.

RESOLVED:

That the proposed scheme be approved. Clerk to inform Aura Leisure.

25.4. Consultation – Dog Control Public Spaces Protection Order

Members considered the Council's participation in this consultation.
Deadline for responses – 14th July 2023.

RESOLVED:

That Cllrs E.B. Palmer and D. Thomas complete the online survey with the Clerk.

25.5. Consultation – Local Toilet Strategy

Members considered the Council's participation in this consultation.
Deadline for responses – 26th June 2023.

RESOLVED:

That Cllrs L.A. Carter, E.B. Palmer and I. Hodge complete the online survey with the Clerk.

25.6. Community Safety Charter

Members considered signing up to the Charter, to support community safety and improve engagement with relevant stakeholders.

RESOLVED:

That the Council sign up to the Charter. Clerk to make the arrangements.

25.7. Local Area Energy Plan

Members considered any nominations to attend a workshop on 30th June to review and agree local energy baselines and priorities and discuss potential energy scenarios in the future.

RESOLVED:

That Cllr I. Hodge be nominated to attend the workshop.

25.8. Use of Council Offices

Members considered a request from Paul Murphy, Department for Work and Pensions to use the Council Offices to facilitate support for residents to find a job, redundancy support services, access to REACT

funding, and information on starting your own business. This would be on a weekly basis with a two hour time period.

RESOLVED:

That approval be given to the DWP to utilise the offices. Clerk to make the necessary arrangements.

25.9. 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	NWTRA Carriageway works planned on the A55	**	12 th May 2023
H	NW Association of Council Train Timetable	**	17 th May 2023
I	Transition Group - Dancing World Press Release	**	22 nd May 2023
J	Greenfield Valley Trust Vacancies	**	22 nd May 2023
K	Friends of the Earth Eco Uniform Message	**	24 th May 2023
L	Battle of the Atlantic Commemoration Weekend	**	24 th May 2023
M	K. Schroeder – Questioning the Government Agenda	**	26 th May 2023
N	Music 4 Youth Newsletter	**	5 th June 2023
O	Greenfield Valley Trust – SPF Funding Bids	**	5 th June 2023
P	Greenfield Valley Trust – Trustee Positions	**	5 th June 2023
Q	E. Roberts – Fundraising Request	**	6 th June 2023
R	Thomas Pennant Society Update	**	9 th June 2023
S	Forgotten Riders – Cancellation of Holywell Bike Show	**	12 th June 2023
T	K. Schroeder – Tyranny? Copy emails	**	14 th June 2023

26. GREENFIELD VALLEY TRUST

The Clerk had received several items of correspondence from GVT, that had previously been shared onto members, and required clarification on any action required and a determination on council policy. Meetings had been offered previously by GVT on specific issues.

RESOLVED:

- 1) That the Council meet with GVT to review the terms of the management agreement. Cllrs B. Scragg and M. Sprake were nominated to attend the meeting.
- 2) That the Council meet with GVT to review the progress made on the Shared Prosperity Fund (SPF) bid. Cllrs B. Scragg and M. Sprake were nominated to attend the meeting.
- 3) That the Council request that the Partnership Group Meeting be reinstated and revert back to its original Terms of Reference. The meeting was attended by representatives from Flintshire County Council, Greenfield Valley Trust, and Holywell Town Council. The administration for the meeting was shared between the three parties. Cllr E.B. Palmer stated he would contact T. Woodhall, Flintshire County Council to discuss the matter.

27. **MEMBERS AGENDA ITEMS**

Councillor	Subject	Motion
E.B. Palmer	Office Matters	Clerk to be given delegated powers up to £500 for any new office expenditure.

Cllr E.B. Palmer explained the background to this item, with the Clerk being granted delegated powers to manage the office operations, to an agreed level. If this was granted no council debate or resolution would be required for qualifying items of business.

RESOLVED:

That the Clerk be granted delegated powers, up to a level of £1,000 with immediate effect.

28. **EVENTS GRANT APPLICATIONS**

Members considered an application from Music 4 Youth, to run a concert for young musicians in Tower Gardens events area. The concert was to take place on 19th August 2023.

RESOLVED:

That a £500 be granted to Music 4 Youth to run the event. Clerk to arrange payment after the event as per Council policy.

29. EXCLUSION OF PUBLIC & PRESS

RESOLVED:

That the public and press be excluded for the following minute, 30 and 31, 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 personnel and financial considerations.

30. STAFFING MATTERS

Members considered the endorsement of the Support Officer's continued employment with the Council, now that the initial six month probation period had been completed.

RESOLVED:

That approval is given for the Support Officer's continued employment. Clerk to write to the postholder to confirm the appointment.

31. 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 (£6,000), with remaining provision (£6,000) 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	£
Fron Park Bowling Club	300
Greenfield Football Club	500
Holywell Football Club	500
Holywell Market Group *	500
Kids Cancer Charity	500
Kings Head CIC	500
Music 4 Youth	500
Point of Ayr Mining Museum	470
Total	3,770

* Application was approved on the basis of the funding being a contribution to the running costs of the Group.

The applications received from Delyn Gymnastics Club, Macmillan Cancer Support, and Bagillt Action Group (Additional Agenda Item) were all received without a donation being approved on this occasion.

32. REPRESENTATIVE REPORTS

Cllr M. Lewis-Jones reported that the Museum had arranged a gathering at Panton Place Memorial Gates, on Saturday 24th June 2023, to commemorate Armed Forces Day, and thanked Cllrs I. Hodge and E.B. Palmer for their help with the arrangements.

33. COUNTY COUNCILLOR REPORTS

Cllr I. Hodge reported all County Councillors would be undertaking DBS checks. A Task and Finish Group had been set up to review Streetscene operations across the County.

34. CLOSE OF MEETING

The Mayor closed the meeting at 8.30pm.

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Mayor