

Cyngor Tref Treffynnon Holywell Town Council

Swyddfeydd Bank Place,
Treffynnon,
Sir y Fflint, CH8 7TJ

Tel: (01352) 711757



Bank Place Offices,
Holywell,
Flintshire, CH8 7TJ

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Gwefan/Website: holywell.wales

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

10th November 2022

Dear Councillors,

Notice is given that a meeting of **Holywell Town Council** will be held in the **Council Chamber, Bank Place Offices, Holywell** on **Tuesday 15th November 2022 at 6.00pm**, and you are summoned to attend to transact the business specified in the Agenda set out below.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J. Baker'.

J. Baker
Town Clerk and Financial Officer

AGENDA

1. PRESENTATION – PAUL ISLIP, HOLYWELL LEISURE CENTRE

Paul Islip, Chair of HLC, will attend the meeting and speak to members about the Centre's operations.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence.

3. DECLARATIONS OF INTEREST - MEMBERS' CODE OF CONDUCT

Members are reminded that they must declare the existence and nature of their declared personal interests.

4. MAYOR'S REMARKS

5. PUBLIC SPEAKING

6. MINUTES & MEETINGS

6.1. To receive and confirm as a correct record the attached minutes of the following meetings:

- Holywell Town Council held on Tuesday 18th October 2022.
- Development Committee held on Thursday 10th November 2022.
(these minutes will follow in a separate email).

6.2. 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 Tuesday, 18th October 2022 at 6.00pm.

PRESENT: Councillor I. Hodge (Mayor).

Councillors: L.A. Carter, L. Corbett, P. Corbett, P. Curtis, R. Dolphin, P.A. Johnson, J. Jones, M. Lewis-Jones, E.B. Palmer, B. Scragg, and D. Thomas.

APOLOGIES FOR ABSENCE were received from Councillor M. Sprake. Councillors C. Argent and S. Rush were absent without apology.

IN ATTENDANCE: J. Baker (Clerk), C. Pickstock (Support Officer Designate).

69. PRESENTATION – FR DOMINIC CAWDELL, VICAR OF HOLYWELL

Fr Dominic attended the meeting and spoke to members about the Church plans to create a car park facility at Holy Trinity Church, Greenfield. The Deputy Clerk would send on any applicable grant funding information. The plan was for parking provision of 22 spaces, to manage high volume funerals and keep vehicles off the adjacent residential roads outside homes. The project would cost circa £15,000, with £3,000 being raised to date. The council offered their support in principle and could do a letter of support once the project required it.

RESOLVED:

That Fr Dominic be thanked for his presentation.

70. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
77.1.	All Councillors	✓		IRPW draft proposals on remuneration.
73.2.	P. Corbett		✓	Family relative in band proposed to perform at Christmas Lights Switch On.
73.2.	I. Hodge		✓	Close affiliate of performer at Christmas Lights Switch On.

71. MAYOR'S REMARKS

The Mayor welcomed everyone to this month's meeting, and introduced the Council's new Support Officer Caroline Pickstock, who was to join the Council on Monday 7th November 2022.

The Mayor was privileged to attend at the Domestic Abuse Charity Shop on the High Street on Friday 7th October and met Doreen Lee to relaunch the shop, with an early Christmas theme. The Mayor proposed a Christmas Tree be purchased and installed on the front courtyard in December at the Council Offices and was planning to ask local schools to assist with the decoration.

The Mayor signed the final paperwork with the Clerk to execute the asset transfer of the former toilet block and the Council would take possession to undertake the refurbishment work as soon as possible. The Halkyn Mountain News publication would now cost the Council £40.00 per year rather than the £20.00 originally quoted. The Mayor requested that members confirm if they still wish to proceed.

The Mayor was pleased to be appointed as a Dementia Ambassador by the Alzheimer's Society and would be undergoing training to support this role shortly. The mayor advised he would be donating £50 toward the cost of the gaming entertainment, at the police event on Friday 11th November, at Holway Community Centre.

The Mayor confirmed this year's Remembrance Sunday arrangements. The Clerk would shortly be sending out the invite letters to the service, which would broadly follow last year's arrangements. All members would be invited on Sunday 13th November to the parade, service at St. James Church, the salute at the Connects Building, and the service at Panton Place Memorial Gates. On Friday 11th November at 11.00am there would be a wreath laying ceremony with Fr Dominic at Greenfield War Memorial. Arrangements were in hand for the silent soldiers and giant poppies to be installed along the parade route.

Cllr E.B. Palmer requested his concerns be noted about the lack of a service on the Sunday at Greenfield.

RESOLVED:

- 1) That the Clerk arranges for two Christmas Trees to be purchased for the offices.
- 2) That the Clerk advise Halkyn Mountain News of the Council's intention to proceed with the publishing of news articles as per the revised cost of £40.00 per year.

72. PUBLIC SPEAKING

There were no such requests.

73. MINUTES & MEETINGS

73.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council held on Tuesday 27th September 2022.
- Resources Committee held on Tuesday 4th October 2022.
- Town Centre & Events Committee held on Wednesday 5th October 2022.
- Resources Committee held on Wednesday 12th October 2022.

73.2. Meetings of Committees and Working Groups

Town Centre and Events Committee Minute TC19. The Clerk provided an update on the deployment of the remaining funding from the Town Centre Enhancement Grant.

RESOLVED:

That the following items be purchased from the remaining funds:

- Rechargeable Pressure Washer
- 2 no. extra dog waste bag dispensers
- 2 no. ultrasound pigeon deterrent (Deputy Clerk to send on further information and check suitability).

Events Working Group Meeting held on Thursday 13th October 2022. The Clerk read out the proposed programme and budget implications. The costs for the event could be contained within the existing base budget. A flyer would be circulated shortly with the full details and times, on social media and the website.

Cllr D. Thomas proposed his son as recent winner of the National Amplifon Awards for Brave Britons to switch on the lights, as the local community representative.

RESOLVED:

That the programme and line-up be approved. The community representative nomination would be confirmed at the next meeting.

74. PLANNING

74.1. 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
OUT/000042/22	Proposal: Demolition of existing dwelling and erection of a block of up to six residential apartments, one of which is to be affordable together with associated works. (Amendments to be submitted). Location: Lornell, Halkyn Street, Holywell, Flintshire, CH8 7TX. The Council reiterated their objection to this application.

Cllrs P.A. Johnson and E.B. Palmer abstained from debate and voting on this application, as members of the Flintshire County Council Planning Committee.

Cllr P.A. Johnson stated that the planning appeal for a detached dwelling and means of access on land at Pen Y Ball Hill had been dismissed by the Planning Inspectors.

75. ACCOUNTS

75.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – SEPTEMBER 2022

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9075	BP	Bulldog Hire Ltd	Hire of Rodeo Bull/Connect 4/Beat The Bicep - Well Inn	630.00	^^
9076	BP	Rosiez Café Ltd	Supply of Assorted Baps - Well Inn	225.00	^^
9077	BP	Event Sound Ltd	Hire of Stage (inc. Sound & Lighting) - Well Inn	1,740.00	^^
9078	BP	Fun Faces	Facepainting Services - Well Inn	175.00	^^
9079	BP	Katy Bincham	Facepainting Services - Well Inn	200.00	^^
9080	BP	J.R. Johnson	Daytime Photobooth - Well Inn	350.00	^^
9081	BP	The Music Mine Studios	PA Hire, Sound and Band Procurement - Well Inn	1,970.00	^^

9082	BP	Chris Baglin	Town Crier/Punch & Judy/Street Magic/Busking - Well Inn	250.00	^^
9083	BP	One Voice Wales	Chairing Skills Training - Cllr D. Thomas	55.00	***
9084	BP	Holywell Garden Centre	Watering of Baskets - Aug 2022	706.00	^^
9085	BP	BKB Solutions Ltd	Replace Socket in Council Offices/Install Power Lead	130.80	****
9086	BP	Flintshire County Council	Business Rates 22/23 Bank Place Offices (2 of 2)	3,343.75	****
9087	BP	Copyrite Systems	Copier charges 20/5/22-19/8/22	82.56	****
9088	BP	One Voice Wales	Chairing Skills Training - Cllr L.A. Carter	55.00	***
9089	BP	Daydream Designs	Website Tech Support Sep22	94.80	****
9090	BP	Daydream Designs	Well Inn Advertising & Promotion	621.60	^^
9091	BP	Daydream Designs	Well Inn Additional Advertising - Old Wine Vaults	126.00	^^
9092	BP	Daydream Designs	Operation London Bridge - Web Overlay	252.00	****
9093	BP	JRB Enterprises	Supply 4 Dog Bag Dispensers	427.44	^^
9094	BP	Cllr B. Scragg	Travelling & Subsistence - Wales in Bloom Awards	132.05	^^**
9095	BP	J. Baker	Travelling Costs - Sept 22	15.75	***
9096	BP	Heather Jones	Reimburse Items - Well Inn	17.68	^^
9097	BP	Clwyd Pension Fund	Staff Pension Costs - Sept 22	1,410.89	***
9098	BP	HMRC	Staff PAYE/NI - Sept 22	1,574.61	***
9099 - 9100	BP	Council Staff	Staff Salaries - Sept 22	3,972.16	***
9101	BP	Reach Publishing Services Ltd	Support Officer Job Advert	756.00	****
9102	DD	Plusnet	Phone Alarm Line Aug/Sep	23.62	****
9103	DD	EDF Energy	Electric 12/13 Bank Place Offices Jul/Aug	11.93	****
9104	DD	EDF Energy	Electric 14 Bank Place Offices Jul/Aug	1.58	****
9105	DD	Plusnet	Phone & Broadband Sep 22	38.30	****
9106	DD	Opus Energy	Gas Bank Place Aug/Sep 22	20.06	****
9107	DC	The Castle Hotel	Accommodation - Cllr B. Scragg	135.00	^^
9108	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9109	DC	Go Fund Me	Mayoral Donation	50.00	**
9110	DC	Royal Mail	Postages	1.50	***
9111	DC	Tesco	Refreshments/Flowers	7.15	****
9112	DC	Royal Mail	Postages - Memorial Service	47.50	***
9113	DC	Tesco	Refreshments	1.15	****
9114	DC	Zoom Video	Monthly Pro Subscription	14.39	****
9115	DC	Ann Seymour Photography	Supply 2 no. 10x8 Prints - WIB Awards	14.85	^^
9116	DC	W. Bevan & Son	Supply 2 no. Padlocks	9.98	****
9117	DC	Tesco	Refreshments	2.14	****

9118	DR	HSBC	Bank Charges - July 22	8.00	****
			TOTAL	19,801.83	

INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – SEPTEMBER 2022

Date	Category	Name	Payment Details	Amount £
	Nil Return			
			TOTAL	0

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

76. COMMUNITY ENGAGEMENT

76.1. Monthly Report

Members considered this month's report from the Deputy Clerk. There were action points that covered regeneration grant funding, and Keep Wales Tidy packages.

RESOLVED:

- 1) That Cllrs E.B. Palmer and B. Scragg join the working group to look at grant funding packages from the Shared Prosperity Fund and Transforming Towns Fund. Absent

Councillors would also be invited to join the group. (Cllrs C. Argent, S. Rush and M. Sprake).

- 2) That the Deputy Clerk arranges for circulation of the Keep Wales Tidy package information to the following recipients:

- Greenhill Farm
- Station House – Diane Roberts
- Holywell Churches
- Erw Groes Family Unit (Paper Copy)
- Llys Emlyn Williams Hostel (Paper Copy)

77. CORRESPONDENCE RECEIVED

77.1. The Independent Remuneration Panel For Wales Draft Report

Members considered the draft report, and the Clerk summarised the main changes. The consultation period ends on Thursday 1st December 2022.

RESOLVED:

That a working group be formed to respond to the consultation. Cllrs L.A. Carter, P.A. Johnson, J. Jones and E.B. Palmer to attend.

77.2. Joint Meeting of the Standards Committee and Town and Community Councils

The next meeting would take place on Monday 7th November 2022. Members considered any matters to be raised and a nomination to attend.

RESOLVED:

That Cllr L.A. Carter be nominated to attend the meeting.

77.3. Bionet Awards 2022

Members considered an entry in the awards. The awards provided recognition to people and communities in Northeast Wales, that conserve, protect and enhance biodiversity.

RESOLVED:

That the Clerk submit an entry on behalf of the council, that highlights the Wales in Bloom related work on biodiversity.

77.4. Civility and Respect Project Update

Members noted as received the newsletter/update and considered the draft sample pledge sheet, drawn up by the SLCC/One Voice Wales/NALC.

RESOLVED:

That the Council adopt the civility and respect pledge based on the standard model pledge provided. Clerk to draft and publish the pledge.

77.5. 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 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	Thomas Pennant Update	**	21 st Sep 2022
F	Fron Park Play Area Proposals	**	21 st Sep 2022
G	Defib Funding Opportunity	**	27 th Sep 2022
H	Welsh Ambulance Trust Board Papers	**	28 th Sep 2022
I	OPCC North Wales Newsletter	**	3 rd Oct 2022
J	Sale of Items from Estate of Hazel Formby	**	5 th Oct 2022
K	Underground Refuse Systems	**	7 th Oct 2022
L	HLC Business Plan Tracker	**	12 th Oct 2022
M	High Street Premises Update	**	13 th Oct 2022

78. HEALTH AND SAFETY POLICY

Members considered the draft Health and Safety policy, that had been reviewed and recommended by the Resources Committee. A section that covered wellbeing had been added to the policy.

RESOLVED:

That the policy be approved and published by the Clerk.

79. COUNCIL TRAINING PLAN

Members considered the draft training plan, required to comply with the Local Government and Elections (Wales) Act 2021. The plan was to cover the five year council term and contained a self-assessment training needs analysis form for members and staff to complete. The plan needed to be published by November 2022 to comply with the legislation.

RESOLVED:

That the training plan be approved and published by the Clerk. Training Needs Analysis forms would be handed out at the next meeting.

80. MEMBERS AGENDA ITEMS

Cllr L.A. Carter – Traffic Calming Measures, Old Chester Road, Holywell

Cllr Carter explained the background to this matter. There were serious concerns at the traffic flow at the Old Chester Road junction with Halkyn Road, and the road condition with several potholes here and on Brynford Hill. Members also expressed their concerns at diverted traffic travelling through Halkyn Road and on to Fron Park Road when the A55 expressway was closed. There were also an excessive number of cars parked on Brynford Road causing obstruction to passing motorists. Speed survey markers had now been installed to monitor vehicle speeds. There were also no pathways for pedestrians in the area that only increased the safety concerns.

RESOLVED:

That the Clerk contact Katie Wilby, Chief Officer Streetscene, Flintshire County Council, to request a site meeting with members to discuss the situation.

81. REPRESENTATIVE REPORTS

Cllr B. Scragg updated members on the recent briefing session held with Hannah Blythyn MS about Greenfield Railway Station. The Council's preferred location was the former Holywell Junction site and a site meeting would be arranged with ministers in due course. The station project had now progressed to WelTag Stage 2 where the business case for the two remaining location options would be considered.

Cllr I. Hodge updated members on the recent North Wales Liaison Committee meeting. There had been meaningful discussions with Avanti Trains about improved services on the North Wales line to London Euston. It is hoped that an increase in trains will be implemented from 1 service to 8 services (4 both ways) to better support local commuters, plus extra freight trains to support Holyhead Dock and North Wales businesses.

Cllr P.A. Johnson updated members on the recent Friends of the Holway meeting and the progress made on the community fridge.

82. COUNTY COUNCILLOR REPORTS

Cllr E.B. Palmer stated that Lee Shone and Anthony Stanford had been allocated as Holywell contact officers for active travel projects. Clerk to make contact and arrange a meeting.

Cllr I. Hodge raised the potential for future meeting clashes on a Tuesday with the scheduled meetings of the County Council and Town Council.

83. CLOSE OF MEETING

The Mayor closed the meeting at 7.50pm.

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Mayor

7. PLANNING

7.1. New Applications

To consider the applications received.

Application Number	Proposal Details
FUL/000549/22	PROPOSAL: CHANGE OF USE OF EXISTING VACANT COMMERCIAL AND RESIDENTIAL MIXED USE BUILDING, TO FORM 4 INDEPENDENT APARTMENT UNITS AT FIRST AND SECOND FLOOR. LOCATION: PANTON HOUSE, Panton Place, Holywell, CH8 7LD.
FUL/000651/22	PROPOSAL: VARIATION OF CONDITION 2 OF PLANNING APPLICATION REFERENCE 054857. LOCATION: 82 Pen-Y-Maes Road, Holywell.

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.

8. ACCOUNTS

8.1. Accounts for Payment

To approve the schedules of accounts for payment of expenditure (see attached).

SCHEDULE OF ACCOUNTS – OCTOBER 2022

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9119	BP	C.L. Jones	Load Stones to Valley (Heritage Grant)	504.00	***
9120	BP	NW Association of Town Councils	Annual Membership	75.00	^^^
9121	BP	Hampshire Flag Company	Supply Union Jack Flag and Halyard	110.51	****
9122	BP	Holywell Garden Centre	Hire of Fencing/Replace 6 Panels	727.20	^^
9123	BP	Holywell Garden Centre	Remove Glass from Phone Box/Make Safe	175.00	^^
9124	BP	Holywell Garden Centre	Set up Parasols - Well Inn Event	120.00	^^
9125	BP	Holywell Garden Centre	Remove Site Fencing for Collection	60.00	^^
9126	BP	Holywell Garden Centre	Water Baskets 75% Claim	424.50	^^
9127	BP	Holywell Garden Centre	Various Flag Setting/Fit Flag Cleats	360.00	^^
9128	BP	Flintshire County Council	Summer Playschemes 2022	12,320.00	^^
9129	BP	Flintshire County Council	CCTV Charges 10/22-12/22	3,075.49	*****
9130	BP	A Little Magic	Performers for Well Inn Event	450.00	^^
9131	BP	Daydream Designs	Website Technical Support Oct22	94.80	****
9132	BP	Delyn Press	400 Queens Remembrance Order of Service Booklets	295.00	****
9133	BP	SLCC	FILCA Course Registration - Town Clerk	144.00	***
9134	BP	Flintshire Fabrications	Fabricate and Install 2 no. Parasol Railing Guards	6,000.00	^^
9135	BP	Signs at Home	Supply Engraved Desk Name Plate	22.04	****
9136	BP	Holywell Leisure Centre	Contribution (2 of 4)	2,500.00	^^^
9137	BP	Flintshire County Council	Recharge Costs - Holywell East By Election 28th July 2022	3,085.59	##
9138 - 9139	BP	Council Staff	Staff Salaries - Oct 22	4,643.33	***
9140	BP	HMRC	PAYE/NI - Oct22	2,044.92	***

9141	BP	Clwyd Pension Fund	Staff Pensions - Oct22	1,694.56	***
9142	BP	Black & White Security	Security Services Well Inn Festival	150.00	^^
9143	BP	Holywell Garden Centre	Removal of Baskets, Plant Winter Bedding in Planters	685.00	^^
9144	BP	Holywell Garden Centre	Clearance and Shrub Maintenance at Offices	350.00	****
9145	BP	Delyn Press	400 Remembrance Sunday Orders of Service	240.00	^^
9146	BP	BKB Solutions Ltd	Refurbish Lighting, Anchor Bolt Testing	5,482.80	^^
9147	BP	One Voice Wales	Training 'The Council' - Cllr L.A. Carter	55.00	***
9148	BP	Media Man Productions	Operation of 2 Stages - Well Inn Event	250.00	^^
9149	DD	Plusnet	Alarm Line Oct22	23.62	****
9150	DD	Plusnet	Phone & Broadband Oct22	38.30	****
9151	DD	BNP Paribas	Copier Lease 16/10-15/1	154.80	****
9152	DD	EDF Energy	Electric 12/13 Bank Place Offices Aug-Oct	116.06	****
9153	DD	EDF Energy	Electric 14 Bank Place Offices Aug-Oct	28.12	****
9154	DD	Plusnet	Alarm Line Nov22	23.62	****
9155	DD	Opus Energy	Gas Bank Place 15/9-15/10	221.52	****
9156	DC	Poppy Shop	Supply 3no. Wreaths	74.97	^^
9157	DC	Amazon	Picture Frame	7.99	****
9158	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9159	DC	Tesco	Refreshments	1.25	****
9160	DC	Amazon	5 x Traffic Cones	47.99	^^
9161	DC	Tesco	Refreshments	1.25	****
9162	DC	Royal Mail	Postages	45.60	***
9163	DC	Zoom Video	Monthly Pro Subscription	14.39	****
9164	DC	Tesco	Refreshments	4.00	****
9165	DR	HSBC	Bank Charges - Sept 22	8.00	****
			TOTAL	47,050.81	

INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – OCTOBER 2022

Date	Category	Name	Payment Details	Amount £
	Nil Return			
			TOTAL	0

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

9. COMMUNITY ENGAGEMENT

9.1. Community Endeavour Awards 2022

Members to consider the format for this year's community endeavour awards. Clerk to report.

9.2. Christmas Lights Switch On Community Representative

Members to consider any nominations for a local community representative to assist with the switching on of the Christmas Lights, at 5.00pm on Friday 2nd December 2022.

9.3. Monthly Report Prepared By Deputy Clerk

1) Christmas Lights Switch On

Please see attached flyer highlighting the programme which has been put together for the night. Also attached is the Christmas market flyer for information.

2) Christmas Business Letter/Flyer distribution

Members required to distribute Christmas Business letter and Flyers promoting Christmas activity, best window competition, etc

3) Metal Mickie CCTV request from Police

The following request has been made from the police for cameras to be relocated to the following 2 locations: -

"Please can I request we move a Metal Mickey to an area near Tak Bo Chinese take away, 1 Halkyn Street, Holywell. The owner Edmund Ho has been targeted by the local youths lately and sadly none of our cameras cover that area"

"We have had a complaint of youths causing a nuisance in the alleyway behind the Post Office a few nights ago, while children's dance classes were being held in the

old sorting office. Although this is the first report in a while, you may recall we had similar issues last winter in this area, so we would like to nip it in the bud before this becomes a regular problem location (especially with the evenings drawing in). The lighting has improved in the alleyway since last winter, but I was wondering whether we could move one of the metal mickeys to cover this area? This would give us the best chance to identify the individuals involved and deal with the behaviour". I would suggest moving the camera from outside Cheeky Chicken if possible.

As members are aware we currently have 4 metal mickie cameras in and around the town i.e. Fron Park Bowling Green, top and bottom of Bryn Mawr Road and outside the Cheeky Chicken.

Members views required on relocation requested and do we look at purchasing another maybe in partnership with the Police /Flintshire CCTV Department. I would recommend the solar powered version as this would not require any electrical power supply connection.

4) £10k Business enhancement Grant underspend

As previously agreed, 2 x dog bag dispensers, rechargeable pressure washer and 3 ultrasound pigeon repellents have been ordered

Could members please advise of any further ideas for underspend – approx. £1k. Staff suggest the following: trolley for use at events etc, ladders for Hanging Baskets/Flags/Office Maintenance work, and parasols etc. Also, some of the underspend could go toward another Metal Mickie as mentioned in 3 above.

5) Meeting with Police and Flintshire CCTV

Meeting with Police and Flintshire CCTV has been rescheduled and will take place on 30th November at 2pm. **All members are welcome to attend if available.**

6) Welsh Water Query Greenfield

All appropriate information has been passed to the lead project team who will conduct surveys at the properties ASAP.

7) Regeneration Funding

A working group meeting between has been arranged with Karen Whitney Lang FCC on Wednesday 14/12/22 at 9.30am.

8) Bike Repair Station

As requested, I followed up with Helen Mrowiec about locating the unit in the Valley. please see below her response: -

"The Board members felt that it would be used the most outside of the Town Council Office as people from the town would use it. Cyclists tend to carry their own kit. If you did not think that was a suitable location, we would put it in the area opposite Abbey Farm".

Members to agree final location.

HOLYWELL

*Christmas lights switch-on
plus fun fair and stalls and lots more*

FRIDAY, 2nd DECEMBER, 2022

- 12.00p.m. - 3.30p.m. **Radio Deeside / DJ Phil playing Christmas music.**
- 3.30p.m. - 4.50p.m. **Festive Songs with local Schools.**
- 5.00p.m. - 5.10p.m. **Switching on of the Christmas lights with the Mayor of Holywell, Schoolchildren and local Community Representative.**
- 5.00p.m. - 7.00p.m. **Santa's Float (Rotary Club of Flint & Holywell)**
- 5.10 p.m. - 5.45p.m. **Philsharmonics**
- 5.45p.m. - 6.15p.m. **Fire and LED lights show.**
- 6.15p.m. - 7.15p.m. **'Yu Baba' - 7 piece local group.**

Also don't miss the chance of meeting Santa on his Float and Christmas Elves, Speedy and Marmalade on their Walkabout in Town

Other Christmas Entertainment during December:-

HOLYWELL CHRISTMAS MARKET

Sunday, 11th December, 2022 - 11.00a.m. - 6.00p.m.

Festive Crafts and Gifts, Seasonal Food and Drinks, Music and Entertainment,

Santa Dash, Santa Christmas Float., Step inside a

Winter Wonderland Giant Snow Globe,

MEET THE REINDEER - 2.00p.m. - 4.00p.m.

Please visit and support our local town's shops and businesses during these events and over the Christmas period.

Programme and timings subject to change.



Holywell
Town Council



HOLYWELL CHRISTMAS MARKET

Sunday 11th December 2022

Opens 11am - Closes 6pm

- Festive Crafts and Gifts • Seasonal Food and Drinks
- Music and Entertainment • Santa Dash
- Santa Christmas Float
- Step inside a Winter Wonderland Giant Snow Globe

FREE ADMISSION



**MEET THE
REINDEER!**
2pm-4pm

TRADERS £10.00 for 10ft
£20.00 for 20ft

Contact peter.hayes@flintshire.gov.uk

**Sir y Fflint
Flintshire**
Fflintshire Council

10. CORRESPONDENCE

10.1. Electoral Administration and Reform White Paper

The Council have been invited to take part in the above consultation. Members to consider a response by the deadline – 10th January 2023. See attached letter.

Yr Is-adran Etholiadau
Elections Division
Y Grŵp Adfer wedi Covid a Llywodraeth Leol
Covid Recovery and Local Government Group



Llywodraeth Cymru
Welsh Government

11 October 2022

Dear Stakeholder

I am writing to inform you that the Welsh Government has today published a consultation that sets out an ambitious long-term agenda for modernising electoral administration and wider electoral reform in Wales.

In this Senedd term, it will contribute to the delivery of our Programme for Government commitment to reduce the democratic deficit in local government and support the delivery of our Senedd reform commitments by providing for the modernised administration of reformed Senedd elections in 2026.

It includes a mixture of non-legislative propositions to promote engagement in elections and makes standing for election safer and more straight forward, legislative proposals to modernise the administration of elections, improve the conduct of electoral and community reviews for local government and consolidate electoral law, as well as longer-term propositions for electoral reform to support Welsh democracy.

I would like to invite you to respond to this consultation as the Welsh Government is interested in your views. A link to this paper is attached, and we have also produced Youth Friendly and Easy Read versions of it: <https://gov.wales/electoral-administration-and-reform-white-paper>.

I would be grateful if you could respond by 10 January 2023 to Mailbox: Ymgynghoriad Etholiadau / Elections Consultation Elections.Consultation@gov.wales.

Yours faithfully

Michael Kay
Dirprwy Gyfarwyddwr / Deputy Director
Yr Is-adran Etholiadau / Elections Division

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

Etholiadau.elections@gov.wales
Etholiadau.elections@llyw.cymru

Canolfan Cyswilt Cyntaf / First Point of
Contact Centre 0300 0604400

10.2. Clwyd Pension Fund - Annual Joint Consultative Meeting (AJCM)

The AJCM will take place virtually this year and be held on Tuesday, 13th December 2022, between 10.00am and 3.30pm. The agenda will be confirmed shortly. Members to determine a nominated Councillor, if appropriate, to attend the meeting. The Clerk will also be in attendance.

10.3. Summer Playschemes 2023

Members to consider the following letter and the County Council's request for "in principle" support in relation to the 2023 playschemes.

I write on behalf of Matt Hayes, Senior Manager Integrated Youth Provision, to update your Council about our proposals for the delivery of Summer Playscheme 2023. We are planning delivery for the full school Summer-holidays.

We have not yet received notification of the level of grant-funding from Welsh Government for 2023/2024.

To commence recruitment for the summer we need an 'in principle' response from your town or community council for participation in the programme for this year. I have based costings on the level of grant funding, received from Welsh Government for 2022. As in previous years, we have a minimum three week offer with the potential to purchase additional weeks 4,5 and 6.

Cost of a 3 week playscheme from 24th July 2023 – Each location, comprising:

- 15 sessions
- 10 hours per week, per location
- 2 hours Monday to Friday
- AM or PM (10:30 am – 12:30 & 2:00 pm – 4:00 pm)
- Local locations are completely at your Council's discretion.

Cost for 3 weeks – Team on site; Training hours and Supervision. - £1,595.80.
Additional weeks can be purchased at a cost of £531.00 for each site location.

Training for the team will include Paediatric First aid; Disability Awareness; Risk Management; Dealing with Challenges on site; Safeguarding and Child Protection.

The Flintshire Buddy Scheme will operate during Summer Playscheme for 2023. The Buddy scheme will provide the necessary support for children and young people with disabilities, to access their own local Playscheme. We are anticipating that the cost for this will be met by Welsh Government as in 2022

Your early response will be very much appreciated and assist us to begin the recruitment process for 2023.

Can you please confirm 'in principle' for 2023 by March 31stth.

Regards,
Carly Cook
Play Development Admin Support

10.4. Consultation – Remembering the Covid Pandemic

The UK Commission on Covid Commemoration has launched a consultation giving people across the UK the opportunity to say how they think the pandemic should be remembered.

The consultation, which runs for six weeks ending on Monday 5th December 2022 is a way for people to comment on the possible suggestions including adopting a Remembrance Sunday style symbol, dedicating memorials, and reflective spaces. People can also suggest suitable dates to hold the National Day of Remembrance and share their views on how future generations should be educated about the sacrifices made throughout the pandemic.

Members to decide on whether to participate in the national consultation.

NB – Members have already determined to form a working group to look at a Covid memorial for Holywell locally.

10.5. Reports/Correspondence Received

The following items have been received and are available for perusal from the Clerk. A copy is enclosed 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	OPCC Update	**	21 st Sep 2022
F	Ann Carroll – Planning Appeal	**	17 th Oct 2022
G	Thomas Pennant Lecture	**	18 th Oct 2022
H	Train Update – NW Association of Local Councils	**	20 th Oct 2022
I	Review of Parliamentary Boundaries	**	24 th Oct 2022
J	FCC/CAB Cost of Living Workshop	**	24 th Oct 2022
K	Rob Roberts MP – Remembering the Covid Pandemic	**	26 th Oct 2022
L	Health & Wellbeing Toolkit	**	28 th Oct 2022
M	Planning Aid Wales Training	**	31 st Oct 2022
N	Greenfield Valley Press Release – Fishing at the Valley	**	7 th Nov 2022
O	Thomas Pennant Christmas Lunch	**	7 th Nov 2022
P	OPCC Newsletter	**	8 th Nov 2022
Q	Menter Iaith AGM	**	8 th Nov 2022
R	Rob Roberts MP Press Release – Off Grid Energy	**	8 th Nov 2022
S	Neighbourhood Watch National Newsletter	**	8 th Nov 2022
T	Rob Roberts MP Press Release – Cost of Living Payment	**	9 th Nov 2022
U	NHS Community Flu Vaccinations	**	9 th Nov 2022

11. HOLYWELL TOWN COUNCIL ANNUAL REPORT 2021/22

Members to consider the Council's annual report for the municipal year 2021/22. Section 52 of the Local Government and Elections (Wales) Act 2021 places a duty on town and community councils to prepare and publish an annual report about the council's priorities, activities and achievements over the previous year. This now applies to every council in Wales. Previously annual reports covered wellbeing priorities and were only triggered when a council's turnover had exceeded £200,000 for three consecutive years. NB The draft annual report was sent to members in a separate file with the meeting agenda.

12. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF PUBLIC AND PRESS

To consider passing a resolution to exclude the public and press for Agenda item 13, 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 sensitivity of the staffing resource considerations.

13. OFFICE MATTERS

13.1. Support Officer Appointment

- 1) Members to endorse the working pattern for the newly appointed Support Officer, Caroline Pickstock; Monday to Wednesday 9.00am to 4.30pm, Thursday 9.00am to 1.00pm, to fulfil the weekly contracted hours.
- 2) Members to consider the Support Officer's attendance on the next available Canva training course, to support the production of professional promotional material on the council's social media channels. The cost of the course can be contained within the staff training budget.

13.2. Town Clerk – Excess Hours

Chair to report.

13.3. Local Government Staff Pay Award 2022/23

Clerk to report.

13.4. Council Meeting Dates

Members to consider a change to the date for future meetings of the full council, from December 2022 onwards. Chair to report.

14. MEMBERS AGENDA ITEMS

Members to consider the following matters. See attached form(s).

Cllr L.A. Carter – Town Centre Underground Recycling Solution:

HOLYWELL TOWN COUNCIL REQUEST FOR ITEM(S) TO BE PLACED ON AGENDA	
NOTE: THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE CLERK NO LATER THAN 8 DAYS BEFORE THE MEETING.	
Councillor	LYNDA CARTER
Meeting	HOLYWELL TOWN COUNCIL
Date Of Meeting	15/11/22
I hereby request that the following item(s) be included on the Agenda for the above meeting:	
Subject	Specific Matter To Be Considered
UNDERGROUND RECYCLING SOLUTION	CONSIDER RESEARCH INTO USE OF SCHEME IN TOWN CENTRE, TO MITIGATE CURRENT ISSUES WITH WASTE COLLECTION
Signed: L. CARTER	
Date: 14/11/22.	

HOLYWELL TOWN COUNCIL

REQUEST FOR ITEM(S) TO BE PLACED ON AGENDA

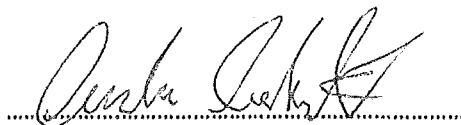
NOTE: THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE CLERK NO LATER THAN 8 DAYS BEFORE THE MEETING.

Councillor	Linda Corbett
Meeting	Holywell Town Council
Date Of Meeting	15/11/22

I hereby request that the following item(s) be included on the Agenda for the above meeting:

Subject	Specific Matter To Be Considered
Anti Social behaviour Town	There is a small minority of youths causing damage to structures in our town, terrorising residents and businesses. As a council I feel we should be getting in touch with the police etc to tackle this issue as if nothing is done the problem will just get worse if you don't get
	consensus for your actions you will never learn and also have been let down by society

Signed:



Date:

8.11.22

HOLYWELL TOWN COUNCIL
REQUEST FOR ITEM(S) TO BE PLACED ON AGENDA

NOTE: THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE CLERK NO LATER THAN 8 DAYS BEFORE THE MEETING.

Councillor	JENNY JONES
Meeting	TOWN COUNCIL
Date Of Meeting	Next meeting

I hereby request that the following item(s) be included on the Agenda for the above meeting:

Subject	Specific Matter To Be Considered
Animal welfare	Fireworks next to livery causing distress to horses/cattle

Signed:

J Jones

Date:

05/11/22

PLANNING FIREWORK DISPLAYS PLEASE TAKE NOTE!

Animal Welfare act 2006 to cause any unnecessary suffering to any captive or domestic animal. Fireworks must not be set off near livestock or horses in fields or close to buildings housing livestock. Anyone planning a firework display in a rural area should warn neighbouring farmers in advance.

Section 4 of the AWA 2006

(<https://www.legislation.gov.uk/ukpga/2006/45/contents>) says

.....

(1) A person commits an offence if--

(a) an act of his, or a failure of his to act, causes an animal to suffer,

(b) he knew, or ought reasonably to have known, that the act, or failure to act, would have that effect or be likely to do so,

(c) the animal is a protected animal, and

(d) the suffering is unnecessary. If the fireworks are near a road

you can also contact the Highways division of your council

and quote the following Source: Explosives Act 1875 Section

161

15. 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.

16. 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.