

Cyngor Tref Treffynnon Holywell Town Council

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

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To: All Members of the Council

11th April 2019

Dear Councillors,

Notice is given that a meeting of the **Holywell Town Council** will be held in the **Council Chamber, Bank Place Offices, Holywell** on **Tuesday, 16th April 2019 at 6.00pm**, and you are summoned to attend to transact the business specified in the Agenda set out below.

Yours faithfully

J. Baker
Town Clerk and Financial Officer

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTEREST - MEMBERS' CODE OF CONDUCT

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

3. GROUNDWORK NORTH WALES PRESENTATION

Adrian Thomas, Grants & Contract Manager, Groundwork North Wales will attend to speak to members about the benefits to local residents of the Local Energy Advice Partnership (LEAP) scheme.

4. MAYOR'S REMARKS

5. MINUTES

5.1. To receive and confirm as a correct record the attached minutes of the following meeting(s):

Holywell Town Council meeting held on Tuesday 19th March 2019;
Special Holywell Town Council meeting held on Thursday 4th April 2019.

6. PLANNING

6.1. Planning Applications

To consider the application(s) received (schedule attached).

7. ACCOUNTS

7.1. Accounts for Payment

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

7.2. Income Received

To receive the attached schedule.

8. COMMUNITY ENGAGEMENT

8.1. Monthly Report

Members to note the attached update from the Projects and Development Officer and consider any action points.

8.2. Youth Council Update

Members to receive an update on current developments.

9. CORRESPONDENCE AND OTHER MATTERS

9.1. Holywell Market

Item from Councillor M. Brooke. Members to consider recommending to the County Council closure of the Holywell High Street market, to support local businesses.

9.2. Use of Council Chamber for Training Session

Members to consider a request from Social Services, Flintshire County Council to use the Council Chamber for a local training session. Clerk to report.

9.3. Use of Surplus Photocopier for Community Benefit

Members to consider the utilisation of the council's out of contract photocopier for community benefit usage by an appropriate local organisation. Clerk to report.

9.4. Training Session – Dementia Friendly Community

Members to consider a request from Barry Harrison, Chair Age & Dementia Friends Holywell, to hold a training session for members toward development of a dementia friends community. See attached letter.

9.5. Understanding Welsh Places (UWP) Website

Members to consider providing content and participating in the development of the new UWP website. See attached email and letter.

9.6. Transition Holywell & District Membership

Members to consider a request from Rob Owen, Transition Holywell & District, for an additional member representative to join the group and attend meetings when able to do so.

9.7. Sub-Committee Membership Vacancies

Members to consider nominations to the following sub-committees, if required, following the resignation of former Councillor P.J. McGarry:

Council Offices & Communications Sub-Committee;
Town Centre Sub-Committee;
Wales in Bloom Sub-Committee.

9.8. 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	OWL Cymru – Crime Bulletin	**	15 Mar 2019
B	A55 Westbound Works Notification	**	20 Mar 2019
C	Business Group Letter – High Street	**	20 Mar 2019
D	Feedback From Standards Committee	**	20 Mar 2019
E	Email -Chair of Business Group, High Street	**	21 Mar 2019
F	OWL Cymru – Crime Bulletin/Road Works	**	22 Mar 2019
G	Councillor Vacancy Notice	**	25 Mar 2019
H	Planning Committee Lluesty Development	**	26 Mar 2019
I	NWCHC Press Release	**	29 Mar 2019
J	OWL Cymru – Crime Bulletin	**	29 Mar 2019
K	OWL Cymru – Crime Bulletin	**	5 Apr 2019
L	Letter from Welsh Government – High St.	**	9 Apr 2019

10. REPRESENTATIVES' REPORTS

To receive reports from Members officially appointed to represent the Council on outside bodies/at specified meetings, not otherwise covered on the Agenda.

11. COUNTY COUNCILLOR REPORTS

To receive County Councillor updates on any relevant County issue(s) affecting the community of Holywell, not otherwise covered on the Agenda.

NOTE: The official Minutes of meetings of Holywell Town Council are available for public inspection on the Council's website www.holywell-town.gov.uk. 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.

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held in the Council Chamber, Bank Place Offices, Bank Place, Holywell on Tuesday 19th March 2019 at 6.00pm.

PRESENT: Councillor R. Dolphin (Mayor).

Councillors: M. Brooke, P.A. Johnson, S. Johnson, E.B. Palmer, B. Scragg, S.E. Wallbanks and P.A. York.

Youth Councillors: E. James and S. Wynne.

APOLOGIES FOR ABSENCE were received from Councillors L.A. Carter, A. Coleman, K. Davies, J.M. Johnson and M.D. Phelan.

Councillors P.J. McGarry and K. Roberts were absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

120. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

The following Declarations of Interest were made, and the relevant forms completed for the Clerk to action under the statutory requirements.

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
124.1	S. Johnson		✓	Planning Application 059506. Owns the land, requested planning permission.

121. DEPUTY POLICE AND CRIME COMMISSIONER FOR NORTH WALES VISIT

Ann Griffiths, DPCC North Wales attended the meeting and addressed members regarding policing matters. The DPCC explained the Police and Crime Plan and provided copies for members. The focus was to be on consultation and holding the force to account for its actions. Other matters discussed included the advice centre helpline, serious and organised crime, county lines traffic from cities to local areas and houses in multiple occupation.

Members raised a number of concerns which included local PCSO support and activities, problems with substance misuse, traditional police duties and the pressure on the local police force resources.

RESOLVED:

That DPCC Ann Griffiths be thanked for attending the meeting.

122. MAYOR'S REMARKS

22nd February 2019 – the Mayor attended the Mold Town Mayor's dinner dance.

26th February 2019 – the Mayor judged the shop windows in the town centre for St David's Day/Menter Iaith.

2nd March 2019 – the Mayor's own Casino night, which was well attended and a great night with a large amount of money raised for the two chosen charities this year.

The Mayor referred to a message received from the family of Councillor Karin Davies with an update following her recent operation and wished Councillor Davies well with her recovery.

The Mayor confirmed the Clerk had received notice of the resignation of Councillor P.J. McGarry with immediate effect and read out a personal message from Councillor McGarry to members. Arrangements were now in hand to fill the vacancy.

RESOLVED:

That the Clerk writes a letter on behalf of members to former Councillor P.J. McGarry, expressing their thanks for his past service to the council and the local community.

123. MINUTES

123.1. General

RESOLVED:

That the minutes of the following meetings be approved and signed as a correct record by the Mayor and Chairmen of the Sub-Committee(s) as appropriate:

Holywell Town Council meeting held on Tuesday 19th February 2019;
Council Offices & Comms Sub-Committee meeting held on
Wednesday 13th March 2019.

124. PLANNING

124.1. Planning Applications

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

RESOLVED:

- 1) That the Clerk contacts Andrew Farrow, Chief Officer Planning, Flintshire County Council and raises members' concerns on the provision of information relating to the planning application cycle.
- 2) That the following responses are submitted to the County Planning Authority.

Application Number	Proposal Details
059240	The change of use and adaptation of the existing building from bank premises to a total of six [single and two bedroom] self-contained apartments. Location: 44 High Street, Holywell, CH8 7LJ. NO OBJECTION BUT WISH TO STATE THE PROPOSED CHANGE OF USE SHOULD NOT SET A PRECEDENT FOR FURTHER RETAIL CONVERSION IN THE TOWN CENTRE.
059299	Adaptation works to former chapel to create two self-contained apartments. Location: Tabernacle Chapel, Coleshill Street, Holywell, CH8 7UP. NO OBJECTION SUBJECT TO PARKING PROVISION BEING ADEQUATELY RESOLVED.
059506	Application for outline planning permission with all matters reserved, for the residential development of 1 No. dwelling. Location: Land side of 50 Glan Y Don, Greenfield, Holywell, CH8 7HQ. NO RESPONSE.
059578	Proposed Rear and Side Single Storey Extension. Location: 21 Rhoslan, Pen Y Maes, Holywell, CH8 7EA. NO OBJECTION.

125. ACCOUNTS

125.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved the necessary audit checks having been undertaken in accordance with the requirement of the Audit Sub-Committee.

Voucher Number	Payment Type	Creditor Name	Payment Details	Amount £	Power Key
7289	CHQ	J. M. Johnson	Members Allowance 2018/19	150.00	*
7290	CHQ	S. Johnson	Members Allowance 2018/19	150.00	*
7291	CHQ	M. Brooke	Members Allowance 2018/19	150.00	*
7292	ONLINE	R. Dolphin (Mayor's Allowance A/C)	Members Allowance 2018/19 - Senior Role	500.00	*
7293	ONLINE	Viking	Office Consumables	47.92	****
7294	ONLINE	UK Vending Ltd	Drink Machine Sachets/Milk Pots	56.06	****
7295	ONLINE	Express Couriers Northwest Ltd	Leaflet Delivery to Schools 9/11/18	102.00	^^
7296	ONLINE	West Flintshire Comm. Enterprises	Room Rent - Feb & Mar 2019	100.00	****
7297	ONLINE	Siân Jones Translation Services	Translate Documents	14.85	***
7298	ONLINE	Mike Flaherty	Web Hosting - Well Inn Website	38.65	^^
7299	ONLINE	Mayor's Charity Account (Bank Tfr)	2 x tickets for charity ball	40.00	^^
7300	ONLINE	Moore & Son	Fit new fan assembly to boiler in Bank Place Offices	471.60	****
7301	ONLINE	KWDB Electrical	Take down Christmas lighting	1,800.00	^^
7302	ONLINE	Amberol Ltd	Supply 3 x character litter bins and fixing kits	1,459.80	####
7303	ONLINE	HMRC	Staff Paye/NI costs - Jan 2019	1,358.93	***
7304 - 7306	ONLINE	Council Staff	Staff Salaries - Feb 2019	4,359.50	***
7307	ONLINE	Veolia	Supply 40 no. trade waste bags	88.80	****
7308	ONLINE	Delyn Press	Supply 1000 no. Save the Date leaflets	45.00	^^

7309	ONLINE	Viking	Supply A4 paper, stationery and consumables	47.03	****
7310	ONLINE	UK Vending Ltd	Lease for Drinks Machine 28/2 - 27/5	132.60	****
7311	DD	Nest	Staff Pension Costs - Jan 2019	114.31	***
7312	DD	BNP Paribas Leasing	Copier Lease 25/2/19 - 24/5/19	154.80	****
7313	DD	Opus Energy	Supply Gas - 10/1/19 - 9/2/19 Bank Place	314.83	****
7314	DC	Royal Mail	Postages	10.98	***
7315	DC	W Bevan	Tape Measure	5.00	****
7316	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
7317	DC	Restore Datashred	Confidential Waste Pick Up	118.80	****
7318	DC	Allcam Mobile Products	8 no. 2 metre cable protector	115.84	^^
7319	DC	1&1 Internet Ltd	Mail Pro	12.00	****
			TOTAL	12,009.49	

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 Schedule 13
- ^^ 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

125.2. Income Received/Bank Transfers (1/02/19 - 28/02/19)

Members received the schedules circulated with the agenda, regarding income received and bank transfers during February 2019.

126. COMMUNITY ENGAGEMENT

126.1. Monthly Report

Members noted the Projects and Development Officer's monthly report.

RESOLVED:

- 1) That the Projects and Development Officer's report be received with thanks.
- 2) That the Projects and Development Officer informs Ysgol Gwenffrwd of the council's support for the school's forthcoming 70th birthday celebrations on 16th May 2019.

126.2. Youth Council Update

Youth Councillors E. James and S. Wynne provided an update on the latest developments on the youth council. Several parcels of work were being progressed and included the establishment of a youth forum, social media account set up, work on a Holywell flag and the production of a What's On guide for young people.

Members raised a number of suggestions for future work projects once the forum is fully established, including school transport issues and voting rights for the 16-17 age group.

RESOLVED:

That the youth forum produces a report in due course outlining their views and suggestions on potential voting rights for the 16-17 age group.

126.3. Phone Box Project

Members considered the project to convert the existing phone box on the High Street to a community benefit/asset. The project would be financed through a match funded scheme available through Cadwyn Clwyd.

RESOLVED:

That members endorse and support the phone box project, to be progressed by the Projects & Development Officer.

127. CORRESPONDENCE AND OTHER MATTERS

127.1. Independent Remuneration Panel for Wales - Annual Report 2019/20

Members considered the letter and report from the IRPW which outlined the new determinations for 2019/20 civic year and noted those determinations which are mandated.

RESOLVED:

- 1) **Determination 40 £150 mandated payment** – this payment **WILL** be made to all members by the end of **May 2019** unless members write to the Clerk individually before this date to decline the payment.
- 2) **Determination 41 £500 mandated payment for specific responsibilities** – this payment **WILL** be made to the Mayor only by the end of **May 2019** unless the Mayor writes to the Clerk before this date to decline the payment. This is in addition to the £150 payment in 1) above.
- 3) **Discretionary Determinations 43 (travel costs), 44 (overnight stay), 45 (financial loss)**, to be adopted by the Council for the coming year.
- 4) **Determination 46 Mandated Care Costs** – upon the production of a valid receipt the Clerk **WILL** reimburse any member to a maximum of £403 per month for care costs incurred as a result of carrying out their approved duties.
- 5) **Discretionary Determination 47 Mayor's Allowance** – to be adopted by the Council and the value set at **£1,500**. Clerk to make the necessary bank account arrangements.
- 6) **Discretionary Determination 48 Deputy Mayor's Allowance** – to be adopted by the Council and the

value set at **£500**. Clerk to make the necessary bank account arrangements.

127.2. Holywell Market

Members considered a request from the Holywell Business Group to support their endeavours to take over the running of the market. The Clerk read out an email from Russ Warburton, Chair of the Business Group which outlined their proposals. The Clerk had confirmed with the Council's insurers that the Council could not pay the public liability insurance policy for any third-party organisation to cover market day activities.

RESOLVED:

That the Clerk writes to the Chair of the Business Group to confirm the insurance position and provide details of the Council's financial assistance process should they wish to apply.

127.3. Nuclear Waste Dump in Wales

Members considered passing a motion that the Holywell community would not volunteer to host an underground nuclear waste dump. The request for the motion had been submitted by Jill Evans MEP, Chairperson CND Cymru.

RESOLVED:

That Holywell Town Council would not volunteer the Holywell community to host an underground nuclear waste dump. Clerk to convey the resolution to CND Cymru.

127.4. Traffic Flow – Pen Y Ball Street, Holywell

Members considered a proposal to request an alteration to the traffic flow system from two-way to a one-way system in Pen Y Ball Street. There were two options put forward involving bank removal and widening of the road.

RESOLVED:

That a working group consisting of Councillors M. Brooke and E.B. Palmer be formed to put forward a final proposal to the County Council for consideration. Members to make the appropriate arrangements.

127.5. Staff Pay Awards

RESOLVED:

- 1) That members endorse the incremental progression due within their respective pay scales from 1 April 2019, for both the Clerk and Support Officer, in line with their contracts of employment.
- 2) That members endorse the annual cost of living increase as agreed by the National Joint Council for Local Government Services (NJC) from 1 April 2019, for all members of staff.

127.6. 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	FCC Draft Toilet Strategy	**	14 Feb 2019
B	All Wales GP Out of Hours Survey	**	15 Feb 2019
C	Tesco Car Park – New Parking Rules	**	18 Feb 2019
D	OWL Cymru – Cloned Credit Cards	**	19 Feb 2019
E	OWL Cymru – Cold Callers	**	19 Feb 2019
F	OWL Cymru – Crime Bulletin	**	25 Feb 2019
G	Future of High Streets Article	**	25 Feb 2019
H	Discretionary Schools Transport Policy	**	25 Feb 2019
I	Road Works Notification A55 J32	**	26 Feb 2019
J	BWMA Pedestrian Signs Units of Measure	**	27 Feb 2019
K	GVT Minutes of Board Meetings	**	27 Feb 2019
L	Summer Playscheme Location Confirmed	**	28 Feb 2019
M	OWL Cymru – Crime Bulletin	**	1 Mar 2019
N	GVT Strand Footpath Proposal	**	5 Mar 2019
O	Holywell Extra Care Scheme Open Day Tuesday 9 th April 2019	**	6 Mar 2019
P	Letter from Ken Skates AM – Pilot Schemes	**	6 Mar 2019
Q	Heart Screening Petition	**	7 Mar 2019
R	CAF Sleep Out Event	**	7 Mar 2019
S	Summer Dancing Festival	**	7 Mar 2019
T	OWL Cymru – Crime Bulletin	**	10 Mar 2019
U	Wales Audit Office – Change in Audit Arrangements	**	12 Mar 2019
V	Letter From Chair of Trustees, HLC-CLT	**	14 Mar 2019

128. REPRESENTATIVES' REPORTS

Councillor B. Scragg updated members on community transport matters, which included the need for further publicity for the Community Bus route.

Councillor M. Brooke updated members on the latest Greenfield Valley Trust partnership group meeting. There was an agreement in place to share and promote material on social media; the fishing ban at the Valley was due to be reviewed in October later this year. An action plan had been drawn up to address fly tipping concerns.

Councillor M. Brooke updated members on matters arising from the last Business Group meeting. There were ideas put forward to develop the Holywell street market, enhance window displays and install a public toilet in the Kings Head Building as part of the museum project.

129. COUNTY COUNCILLOR REPORTS

Councillor P.A. Johnson confirmed the support of the County Council with the 20's Plenty speeding campaign.

Councillor P.A. Johnson reported that the Standards Committee had reviewed the results of the visits to Town & Community Councils. Holywell Town Council had received a positive report which included conduct at meetings, declarations of interest, meeting documentation and information on the website.

Councillor P.A. Johnson referred to a recent review of polling stations in the County and thanked the Clerk who had volunteered for Presiding Officer duties at the Holway station, should the need arise.

Councillor R. Dolphin provided an update on the County Council's rent arrears position, which continued to be affected by Universal Credit regulations.

130. CLOSE OF MEETING

The Mayor closed the meeting at 8.00pm.

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Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Special Meeting of Holywell Town Council** held in the Council Chamber, Bank Place Offices, Holywell on Thursday 4th April 2019 at 6.00pm.

PRESENT: Councillor P.A. Johnson (Deputy Mayor & Chair).

Councillors: M. Brooke, R. Dolphin, J.M. Johnson, S. Johnson, K. Roberts, B. Scragg, S.E. Wallbanks and P.A. York.

APOLOGIES FOR ABSENCE were received from Councillors L.A. Carter, K. Davies, E.B. Palmer and M.D. Phelan. Councillor A. Coleman was absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

131. APPOINTMENT OF ACTING CHAIRMAN

The Mayor had advised the Clerk prior to the meeting that she was unable to undertake Chair duties due to personal circumstances. In accordance with the Council's standing orders the Deputy Mayor assumed Chair duties for the meeting.

132. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

None.

133. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute, 134, 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 options discussed.

134. HOLYWELL HIGH STREET FUNDING

Members considered further developments concerning the financial contribution to any permanent de-pedestrianisation scheme undertaken on Holywell High Street, should any future scheme receive the requisite funding from both Welsh Government and Flintshire County Council.

The Clerk provided an update on recent information provided via the High Street Working Group, and also summarised feedback from Welsh Government on the pending funding application due to be submitted by the County Council. The deadline for the funding application was Friday 12th April 2019. The Clerk answered members questions concerning the budget considerations, the operational make-up of the scheme and the financial implications. The Town Council had been requested to make an additional financial contribution to further support the scheme.

A number of discussion points followed:

- Members expressed concern that the inclusion of the Tower Gardens project had resulted in a detrimental impact on the progression of the scheme.
- Members expressed concern that, while the scheme had their full support following the vote in October 2018, the Town Council would find it a challenge to contribute any additional funding and noted a number of current and potential future commitments.
- Members discussed potential suggestions on how the scheme could be financed from within the existing base budget provision.
- Members stated that any agreed outcome should not impact greatly on the precept charge to local residents.
- Members stated that, if permissible, any agreed repayment plan should be set at such a level to mitigate a precept increase, protect existing base budget and maximise the affordability of any agreed increased contribution.

RESOLVED:

- 1) That an additional financial contribution is made to the proposed High Street capital works scheme, over and above the amount previously set aside for this purpose.

Councillor M. Brooke requested that the vote on this motion be recorded:

Councillor	For	Against	Abstain
M. Brooke	✓		
R. Dolphin	✓		
J.M. Johnson	✓		
P.A. Johnson	✓		
S. Johnson	✓		
K. Roberts		✓	
G.B. Scragg		✓	
S.E. Wallbanks		✓	
P.A. York		✓	
Totals	5	4	0

- 2) That the total value of the financial contribution to support the proposed High Street capital works scheme be fixed at £100,000. This level of contribution was conditional on the Tower Gardens events area being included in the scheme.

Councillor M. Brooke requested that the vote on this motion be recorded:

Councillor	For	Against	Abstain
M. Brooke	✓		
R. Dolphin	✓		
J.M. Johnson	✓		
P.A. Johnson	✓		
S. Johnson	✓		
K. Roberts		✓	
G.B. Scragg		✓	
S.E. Wallbanks		✓	
P.A. York			✓
Totals	5	3	1

- 3) That the Audit Sub-Committee be requested to produce an action plan at its next meeting, to determine a preferred option for both the financing of the contribution and the repayment terms. Clerk to make the necessary arrangements.

135. CLOSE OF MEETING

The Deputy Mayor closed the meeting at 7.10pm.

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Deputy Mayor

APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACTS

Application Number	Proposal Details
059603	Change of use of a dwelling (Use Class C3[a]) to ground floor café (Use Class A3) with first floor administrative offices above (Use Class B1). Location: Plessington House, Greenfield Street, Holywell, CH8 7PN.
059621	Creation of two areas of permeable block paving. Location: Land at Queens Road, Greenfield, Holywell, Flintshire, CH8 7JF.
059737	Change of use to beauty salon. Location: 32 High Street, Holywell, CH8 7LH.
059751	Proposed change of use from A1 to A2. Location: 38 High Street, Holywell, Flintshire.
059761	Proposed two storey side extension. Location: 24 Cross Roads, Holywell, CH8 7UN.
059780	Detached double garage. Location: 38 The Ridgeway, Holywell, CH8 7SN.

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.

SCHEDULE OF ACCOUNTS – MARCH 2019

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
7320	ONLINE	Newydd Catering & Cleaning Ltd	Office Cleaning Contract 2018/19	869.86	****
7321	ONLINE	Copyrite Systems	Photocopying charges 14/11 - 14/2	97.68	****
7322	ONLINE	Delyn Press	2000 no A5 Line Dancing Flyers	112.00	^^
7323	ONLINE	DJB Window Cleaning	Cleaning of windows - Bank Place Offices	15.00	****
7324	ONLINE	Jones Brothers Leeswood Ltd	Supply and install fence as directed	684.00	^
7325	ONLINE	M.G. Fearnley	Travelling costs - Aug18-Mar19	33.30	***
7326	ONLINE	HMRC	PAYE/Ni Costs	1,358.93	***
7327 - 7329	ONLINE	Council Staff	Staff Paye/Ni costs - Mar 2019	4,359.50	***
7330	ONLINE	J. Baker	Travelling costs - Dec18-Mar19	57.55	***
7331	ONLINE	UK Vending Ltd	Replenish Refreshment Stocks	25.92	****
7332	ONLINE	Viking	Equipment/Consumables/Stationery/Stamps	74.87	****
7333	ONLINE	Connected Securities Ltd	Rapid Deployment Mobile CCTV Camera & Laptop	3,120.00	^
7334	ONLINE	SLCC	ILCA Course Registration - Support Officer	118.80	***
7335	CHQ	E.B. Palmer	Members Allowance 2018/19	150.00	*
7336	CHQ	P.A. Johnson	Members Allowance 2018/19	150.00	*
7337	CHQ	R. Dolphin	Members Allowance 2018/19	150.00	*
7338	CHQ	L.A. Carter	Members Allowance 2018/19	150.00	*
7339	ONLINE	Flintshire County Council	CCTV Service Charge, Rental & Electricity 2018/19	18,008.16	^
7340	ONLINE	Viking	Mineral Water/Protective Clothing	14.82	****
7341	ONLINE	Delyn Press	1500 no. A5 Easter Event leaflets	105.00	^^
7342	DD	British Telecom	Phone & Broadband Feb19	145.82	****
7343	DD	NPower	Electric 12-13 Bank Place 1/11/18-1/2/19	389.54	****
7344	DD	NPower	Electric 14 Bank Place 1/11/18-1/2/19	38.10	****
7345	DD	Nest	Staff Pension Costs - Mar 2019	114.31	***

7346	DD	Opus Energy	Gas Charges - Feb19	208.87	****
7347	DD	Public Works Loan Board	Loan Repayment - Bank Place Offices	2,607.68	^
7348	DD	British Telecom	Phone & Broadband Mar19	145.95	****
7349	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
7350	DC	PNW Media	1 x Jumbo Cheque	52.99	****
7351	DC	Land Registry	Local Search Query	6.00	**
7352	DC	1&1 Internet Ltd	Mail Pro	12.00	****
			TOTAL	33,477.24	

Agenda Item No. 7.2.

INCOME RECEIVED – MARCH 2019

Date	Debtor Name	Income Details	Amount £
8/3/19	Power Portal Ltd	Electric Car Charge Income to March 2019	11.40
		TOTAL	11.40

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



HOLLYWELL TOWN COUNCIL CYNGOR TREF TREFFYNNON

Projects and Development Officer Monthly Update

Meeting of Full Council - Tuesday 16th April 2019

1) Youth Council

Summary of actions at last meeting. **Youth Council reps to provide update at meeting.**

- Youth forum starting to take shape with another 6 members recruited to the group . It was felt that we should look to have a group of no more than 10, so couple more required if possible.
- Group to meet to start discussions on Holywell Flag Design.
- Youth Forum to have a presence/table at Easter event in town on 18th April with Martin to speak to Collette and order a banner.
- Cadets help available if required.
- Group to post out on Youth Forum Facebook and Twitter feeds targeting groups who work with children and young people in order to start putting together a Young Persons Activity guide.
- Youth forum members invited to attend Full Council meeting on Tuesday 16th April to be introduced by Youth Council members.

2) Museum Update

Planning application submitted and group bank account now set up. Next meeting planned for 16th April. A meeting was held with the lottery fund last week and there were a few key points needed to be worked work on to strengthen application:

- community consultation.
- demonstrate the need for the project based on feedback from the community- we need to show that the project is 'people led' i.e. is happening as a result of what people in the area have said that they want.
- research prices of items and save links/ information for easy purchase.

3) Gateway Signage

Ongoing design and consultation discussions with sign manufacturer with resulting options being presented at a meeting to be held on 25th April.

4) Events Covered Area

A planning application has been submitted at the request of Stephen Jones FCC. Streetscene have carried out an underground PUSWA survey of utilities running through the Tower Gardens area. They have advised us there doesn't seem to be any issues along Tower Gardens, with no utilities being found. Once they have received the photos/details they will forward them over.

5) High Street Footfall Indicators

Footfall counting is a part of a town centre 'tool kit' to manage space and use. Its primary function is to establish trends. The types of counters proposed BY FCC can measure footfall as tightly as a couple of hours so are invaluable for looking at things like the effects of special events. The tool kit function is one directed at matching footfall to turnover..... (so, data can be assessed based on activities, e.g. Markets, Christmas Lights, Events, Holidays etc). FCC will have both for Holywell. They will be able to assess whether, or not, proposals are successful in terms of supporting local businesses or just nice things to have on locally.

Holywell is where these particular ones will be placed first and used in relation to the package of investments proposed. They will move location periodically to capture different routes into and out of the town. In the future they will be located in other parts of Flintshire for the same purposes.

There are no cameras involved, no listening devices and no lasers, just heat sensors and an electronic counter. They have a lens on the side which is located away from traffic (otherwise it will count cars). They are looking to track general footfall and not concentrated use points.....so they can only be located in certain places, e.g. they cannot be located by ATMs or pubs / street cafes.

They do not pick up absolute numbers just the trend of heat source numbers that pass the counter..... so, by example, if three people walk by in a line the sensor will only pick up one heat source in that instance.

Proposed locations are:

LOCATION 1:

Litter Bin Casing to RHS of Santander (lens to face shop front).

[*NB liaison will be required at the time of installation with the adjacent shop owner as the lens of the counter will face the shopfront.]

LOCATION 2:

Galvanised post adjacent to Estate Agents (Reid's) – opposite Wetherspoons, (lens to face shop front). [*NB liaison will be required at the time of installation with the adjacent shop owner as the lens of the counter will face the shopfront.]

LOCATION 3:

Ramp and steps giving access to Tower Gardens from the underpass – adjacent to Gas Cymru. Attach to the handrail supports.

[*NB this location will be periodically alternated with LOCATION 4. When permanent stage is constructed monitoring footfall via the stairs may need to be reviewed.]

LOCATION 4:

Cast handrail post in passageway between car park and High Street adjacent to the former town hall. [*NB this location will be periodically alternated with LOCATION 3.]

6) Filming Promo in Holywell

Please find the first edit of the new Holywell film I have been working on with FCC Tourism.

<https://vimeo.com/328457597/6812949662>

Members feedback welcomed and if you have any preference in terms of the call to action at the end e.g. Holywell TC website/social media links – Destination Holywell brand logo etc please let me know.

**Martin Fearnley
Projects & Development Officer**



Yn gweithio i fod yn
**Dementia
Gyfeillgar**



Working to become
**Dementia
Friendly**



Secretary: Luke Pickering-Jones
Canolfan Gofalwyr NEWCIS Carers Centre
28-44 Stryd Newydd/New Street
Yr Wyddgrug/Mold
Sir y Fflint/Flintshire, CH7 1NZ
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Chair: Barry Harrison
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01745 560738
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J Baker Esq.
Clerk to Holywell Town Council,
Bank Place Offices,
Holywell,
Flintshire,
CH8 7TJ

25.3.2019

Dear Mr Baker

I write to you in the fervent hope that Town Council Members may consider the opportunity of accommodating a training session toward development of a Dementia Friends community.

The session would be for 35 – 45 minutes and could possibly be delivered prior to or post a normal Council meeting.

I trust you can give the proposal due consideration and advise accordingly – if you require further information please feel free to contact me as above.

My regards

Barry Harrison
Chair Age & Dementia Friends Holywell

Jason Baker

From: Elinor Shepley <elinor.shepley@iwa.org.uk>
Sent: 27 March 2019 13:46
Cc: Lyn Cadwallader; Auriol Miller
Subject: Your council's contribution to Understanding Welsh Places/ Cyfraniad eich cyngor at y wefan Deall Lleodedd Cymru
Attachments: Cymraeg UWP larger places letter.pdf; English UWP larger places letter.pdf
Follow Up Flag: Follow up
Flag Status: Flagged

Dear Clerk,

I am writing to pass on a bilingual letter from Lyn Cadwallader, Chief Executive of One Voice Wales, and Auriol Miller, Director of the Institute of Welsh Affairs, asking for your council's help in generating content for a new website called Understanding Welsh Places (UWP). The UWP project is inspired by the success of the existing Understanding Scottish Places website (www.usp.scot), but will respond to the particular needs of communities in Wales.

The new website will be launched in the summer of 2019 and will feature statistical data and other information about more than 300 Welsh towns and communities. We would very much appreciate your council's assistance in drafting a short narrative description of your town or place to feature on the website. Detailed instructions and further background on the Understanding Welsh Places project are contained in the letter.

One Voice Wales had intended to lead on contacting you about this request. However, due to a temporary problem with the organisation's email system, you are being contacted by the IWA instead.

I hope that the guidance in the attached letter is helpful. Please get in touch if you have any questions.

Thank you in advance for your assistance.

With kind regards,
Elinor

Elinor Shepley, Understanding Welsh Places Project Officer

Institute of Welsh Affairs | [56 James Street | Cardiff Bay](http://56JamesStreetCardiffBay) | Cardiff | CF10 5EZ
Sefydliad Materion Cymreig | 56 Stryd James | Bae Caerdydd | Caerdydd | CF10 5EZ
T: 029 2048 4387 | E: elinor.shepley@iwa.org.uk | www.iwa.wales

The Institute of Welsh Affairs gratefully acknowledges funding support from the Carnegie UK Trust. The development of the Understanding Welsh Places website itself is funded by both CUKT and the Welsh Government.

Follow us: @IWA_Wales Read us: www.iwa.wales/click
The IWA is registered charity no. 1078435

27th March 2019

Dear Clerk,

Your council's contribution to the Understanding Welsh Places website

I am writing to ask for your council's help please. We are developing content for a new, bilingual website that will support and inspire communities, place makers and policy makers to make positive changes in the places where they live and work. We hope you would like to help us with this task.

Our vision is for the Understanding Welsh Places (UWP) website to be the first point of call for statistical information about towns and larger communities in Wales that have populations of more than 1,000. (We have decided to focus on places with more than 1,000 residents in response to the availability of quality, reliable data and to conversations with potential users.) People will be able to use and interpret the data presented to identify opportunities in their areas now and in the future.

UWP is inspired by the success of the existing Understanding Scottish Places website (www.usp.scot), but will respond to the particular needs of communities in Wales. We have already consulted with a range of potential users of the website, including a sample group of town and community councils, to find out more about their information requirements. You can read more about the project on the Institute of Welsh Affairs' website: www.iwa.wales/news/2018/07/understanding-welsh-places/

The UWP website will provide statistical information about more than 300 Welsh places. Each town or larger community entry will begin with a paragraph setting out a brief narrative description of that place. We would be very grateful for your council's assistance in creating these descriptions. Thank you.

The text below explains the context of the narrative descriptions and provides guidance on what to include. It would be helpful if you could please send us your description by **Tuesday 7th May 2019**. If you have any questions, please contact Elinor Shepley, Understanding Welsh Places Project Officer, on elinor.shepley@iwa.org.uk or by telephoning 029 2048 4387.

Context

As part of the analysis provided by Understanding Welsh Places, your place will be grouped with other similar places in a 'typology of places'. Your narrative description will therefore be followed by a more generic description that applies to all the places

in your group within the typology. This generic paragraph will be based upon statistical information such as the number of residents, demographics and information about employment and the economic situation. You do not need to write this generic typology description, we will complete it.

To complement the typological description, your narrative description should bring out some of the more individual, qualitative information about your town, which will not necessarily be reflected by the statistical data.

Your description should:

- Be narrative (i.e. without images or diagrams).
- Be short (between 75 and 150 words long).
- Give users of the website a sense of the defining characteristics of your town or larger community.
- Be realistic. The narrative should be neither a sales pitch nor a critique.

Here is an example description provided by Carmarthen Town Council:

Carmarthen is the gateway between industrial south Wales and the wider rural and urban communities of west Wales. The town was founded as a regional capital by the Romans around AD75. At St Peter's Church lies the tomb of Sir Rhys ap Thomas, believed by some to have killed Richard III in battle. The River Towy was historically Carmarthen's main artery and still supports the ancient craft of coracle fishing.

The town remains a major regional administrative and commercial hub, hosting the headquarters of the local authority, health board and all of the emergency services. It is also home to the University of Wales Trinity Saint David and the headquarters of S4C at Yr Egin. This linguistic diversity is reflected in the community's relaxed intermixing of the Welsh and English languages.

For further examples from the Understanding Scottish Places website, please see the links below. The narrative description is the first paragraph in each case:

Aberfeldy: www.usp.scot/Town?mainTownName=aberfeldy

Auchterarder: www.usp.scot/Town?mainTownName=Auchterarder

Inverurie: <https://www.usp.scot/Town?mainTownName=Inverurie>

Larbert: www.usp.scot/Town?mainTownName=larbert

What to include

How you choose what to include in your narrative description is up to you. Your council might run a consultation event within the local community, for example, or

canvas views and source information using social media. Perhaps you have an existing description of your place that can be edited and repurposed. However you gather ideas, you will probably find that you make the best progress if you consult, brainstorm and make notes. We don't recommend starting with a blank page.

You could choose three or four of the following aspects and write a sentence on each. We asked some One Voice Wales member councils what they thought it would be important to include and the suggestions below have been informed by their responses:

- Heritage and history
- What the town is known for
- Architecture, landmarks and public spaces
- People, communities and identities
- Landscape and setting
- Cultural events and venue
- Major industries
- Change over time.

Descriptions can be provided in either English or Welsh.

What to leave out

- Information that is temporal in nature, such as forthcoming events or references to 'last year'. We don't want your description to go out of date.
- Names of employers and businesses in your place.
- Marketing information that seeks to attract visitors or promote services. Please keep the tone realistic and objective.
- The typology description discussed above – we will develop this paragraph.

Editorial process

The narrative descriptions will be reviewed by members of the stakeholder group that is shaping the UWP project (community and town councils are represented on this group by One Voice Wales) and edited to ensure a consistent tone and style across the website. Entries provided in English will be translated into Welsh and vice versa.

Please send the description of your place to Elinor Shepley:
elinor.shepley@iwa.org.uk. Elinor can also help with any queries you might have.

Thank you for your assistance and contribution to the Understanding Welsh Places project.

Yours sincerely,



Auriol Miller
Chair of the UWP Stakeholder Group and
Director of the Institute of Welsh Affairs



Lyn Cadwallader
UWP Stakeholder Group member and
Chief Executive of One Voice Wales

The Institute of Welsh Affairs gratefully acknowledges funding support from the Carnegie UK Trust. The development of the Understanding Welsh Places website itself is funded by both CUKT and the Welsh Government.



CHANGING MINDS • CHANGING LIVES