

Cyngor Tref Treffynnon Holywell Town Council

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To: All Members of the Council

13th December 2018

Dear Councillors,

Notice is given that a meeting of the **Holywell Town Council** will be held in **St Peter's Church, Rosehill, Holywell** on **Tuesday, 18th December 2018 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. PRESENTATION BY THE MAYOR OF THE TOWN COUNCIL'S 2018 AWARDS FOR:

- BEST DRESSED WINDOW - HOLYWELL TOWN
- COMMUNITY ENDEAVOUR – GREENFIELD, HOLYWELL CENTRAL, HOLYWELL EAST AND HOLYWELL WEST WARDS;
- 18 AND UNDER SECTION - HOLYWELL AND GREENFIELD
- SPECIAL RECOGNITION AWARD

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. 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 20th November 2018;
Chairs Sub-Committee meeting held on Wednesday 28th November 2018;
Holywell & Greenfield Development & Transport Sub-Committee held on Wednesday 5th December 2018.

5.2. Meeting(s) of Sub-Committees

To consider and ratify the resolutions of the Sub-Committee meetings held where these are not delegated, and any matters arising.

6. PLANNING

6.1. Planning Applications

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

6.2. Extra Care Scheme – Holywell

Members to receive a presentation from Neil Ayling, Chief Officer Community Services, Flintshire County Council, Councillor Christine Jones, Cabinet Member for Social Services and Wales and West Housing covering the above scheme including the naming requirements.

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 schedules.

8. COMMUNITY ENGAGEMENT

8.1. Monthly Report

Members to note the attached update from the Projects and Development Officer, and confirm any actions required.

9. CORRESPONDENCE AND OTHER MATTERS

9.1. Tan-y-Felin Play Area Upgrade

Members to review the proposed upgrade to equipment in the attached document and determine if a site meeting is appropriate.

9.2. A55 Signage Update

Members to receive an update on the latest proposals for the A55 signage project. See attached document.

9.3. North Wales PSB Event

Members to consider nominations, if appropriate, to attend an event to discuss Well-being legislation and plans on Friday 11 January 2019. See attached further information provided by Sam Perry, Flintshire County Council.

9.4. Civic Arrangements

Following initial discussions at the Chairs Sub-Committee members to consider approving the following development proposals:

- 1) Provision of Mayoral Robes.
- 2) Mayoral Portrait Photo Gallery in Council Chamber Annexe Area.

9.4. 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	WW1 Project Notes and Website Link	**	18 Nov 2018
B	Leader Live Link – Beacon Lighting	**	18 Nov 2018
C	Updated Guidance on Social Media Use	**	18 Nov 2018
D	St Kentigern Casino Night	**	19 Nov 2018
E	>Hannah Blythyn AM – Budget Settlement	**	19 Nov 2018
F	Greenfield Valley Hatchery Project	**	20 Nov 2018
G	#BackTheAsk FCC Campaign	**	22 Nov 2018
H	GVT Minutes/Terms of Reference	**	22 Nov 2018
I	Planning Appeal Ref: 058299 Pen y Ball Hill	**	26 Nov 2018
J	<Hannah Blythyn AM – Budget Detail	**	26 Nov 2018
K	Flintshire County Council Office Moves	**	29 Nov 2018
L	North Wales Police – Resources in Holywell	**	3 Dec 2018
M	Flintshire County Council – Holywell High Street Grant Funding Update	**	3 Dec 2018
N	Russ Warburton Chair of Business group – Holywell High Street	**	3 Dec 2018

O	Ken Skates AM – Funding Statement	**	4 Dec 2018
P	David Hanson MP - #BackTheAsk	**	5 Dec 2018
Q	Welsh Government Economy Brief	**	6 Dec 2018
R	Welsh Government Transport Brief	**	6 Dec 2018
S	Aura Leisure – Play Area Funding	**	6 Dec 2018
T	Holywell Autumn Club Christmas Message	**	12 Dec 2018

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, 20 November 2018 at 6.00pm.

PRESENT: Councillor R. Dolphin (Mayor).

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

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

IN ATTENDANCE: J. Baker (Clerk).

70. **DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT**

None.

71. **FLINTSHIRE NORTH POLICING UPDATE**

In the absence of District Inspector Gareth Cust Sergeant Sue Carrington addressed members and provided an update on policing matters affecting the Holywell community, including a status report on criminal behaviour orders.

Members raised a number of matters including drug dealing in certain areas and were advised to ring 101 with any concerns. Members queried the scope of premises bans for specific individuals, these were linked to prior incidents and charges. Sgt Carrington also referred members to the pub watch and shop watch schemes.

Members stated there were a small handful of incidents which negatively affected the community but were keen to stress these were isolated incidents. Members also expressed concern that the High Street was not always being policed, despite the presence of Officers. A situation from the Remembrance Sunday event was used as an example.

The Public Space Protection Order Notices were on order and would be installed by the County Council’s Anti-Social Behaviour Unit.

RESOLVED:

- 1) That Sgt Carrington be thanked for attending and providing the update.
- 2) That the Clerk arranges for the purchase of a speed gun to be utilised in the Holywell community.
- 3) That the Clerk follows up on the original request made for the County Council to allow free parking to police when responding to incidents.
- 4) That the Clerk writes to DI Cust to express concern over the police resources and presence in Holywell, when compared to other towns.

72. MAYOR'S REMARKS

17th October 2018 – the Mayor attended a coffee evening and chat with Flintshire Ladies, who supported people with mental health issues, and who gave advice and shared experiences.

20th October 2018 – the Mayor visited Middlewich who added 14 new names to their war memorial, there was also a march through the street.

22nd October 2018 - This was a big day for Holywell, with the Great British High Street judges visiting town for most of the afternoon, what a fantastic welcome they were given. The town achieved second place, with a highly commended award, the Mayor passed on thanks to everyone involved on a job well done.

28th October 2018 – the Mayor attended Caerwys Civic service, which was as always a lovely event with the Mayor of Caerwys making everyone very welcome.

3rd November 2018 - the Mayor attended the Artisans shop to assist with the raffle the Buffalos were holding to raise funds for their chosen charity, Holywell Community Hospital, which this year was chosen by Mr Alun Williams.

11th November 2018 - Remembrance Sunday, what a fantastic day, Holywell did the services proud, remembering those that fell, and those that survived, so we could enjoy the freedom we have today. The Beacon at Greenfield Docks was lit later that evening and the Mayor passed on thanks to everyone involved throughout the day.

The Mayor also looked forward to the Holywell Autumn Club Christmas Dinner taking place on Monday 17th December 2018 and thanked the Club for the invites to herself, the mayor's consort and Councillor Ted Palmer.

A number of donations were requested for St Peter's Church, Llys Gwenffrwd residential home, Christmas Lights Switch On Event collection buckets and a reverse advent calendar to support Flintshire Foodbank at the Council Offices.

The Mayor also confirmed receipt of three certificates to confirm Holywell's Bee friendly status, membership of the Fly the Red Ensign movement and the Great British High Street Wards Runner Up for Wales. There was also a commemorative print of the Ideal Lighting shop on the High Street presented at the awards, which were attended by the Deputy Mayor and Support Officer.

RESOLVED:

- 1) That the donations listed above are supported and endorsed by members.
- 2) That a copy print is obtained of the Ideal Lighting shop to present to Russ Warburton, Chair of the Holywell Business Group.

73. MINUTES

73.1. 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 16th October 2018;
Special Meeting of Holywell Town Council held on Friday 19th October 2018;
Council Offices & Communications Sub-Committee meeting held on Tuesday 30th October 2018;
Audit Sub-Committee meeting held on Tuesday 6th November 2018.

73.2. Meeting(s) of Sub-Committees

Members discussed the security measure resolutions agreed at the Council Offices and Communications Sub-Committee held on the 30th

October 2018, with specific regard to the provision of personal attack alarms, ID badges and the undertaking of an office risk assessment.

RESOLVED:

That the provision of ID badges be not supported at the present time.

74. PLANNING

74.1. Planning Applications

RESOLVED:

That the following responses submitted to the County Planning Authority during the recess period are supported and endorsed.

Application Number	Proposal Details
057006	Residential development including 15 no. new housing units and the change of use/conversion of the Hospital Infirmary wing into 14 no. apartments – former Llesty Hospital, Old Chester Road, Holywell, CH8 7SA. Applicant: WW Construction Ltd. NO OBJECTION.
057043	Listed Building Consent - Change of use/conversion of the former Llesty Hospital Infirmary Wing into 14 no. residential apartments - former Llesty Hospital, Old Chester Road, Holywell, CH8 7SA. Applicant: WW Construction. NO OBJECTION.
058975	Construction and operation of a Gas Fuelled Capacity Mechanism Embedded Generation Plant and associated infrastructure - Ty Coch Farm, Greenfield Road, Greenfield, Holywell, CH8 7QU. Applicant: Mr S. Batov. NO OBJECTION.
059019	Retrospective application for the erection of a log cabin - Pygmalion, Crecas Lane, Carmel, Holywell, Flintshire, CH8 8NN. Applicant: Miss J. Elliott. NO OBJECTION BUT CONCERN EXPRESSED ABOUT RETROSPECTIVE APPLICATION.
059162	Proposed extension to rear of lodge (2 storey) to provide additional accommodation, master bedroom and ensuite - Brynford Hall Lodge, Brynford, Holywell, CH8 8AD. Applicant: Mr A. Morgan. NO OBJECTION.

75. ACCOUNTS

75.1. 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
7128	CHQ	Geoff Evans	Take down Wales in Bloom Basket Displays	250.00	^^
7129	ONLINE	Tadmark Ltd	Supply 1 no. PVC Banner	24.43	^^
7130	ONLINE	Jolora	Website maintenance	1,296.00	^^
7131	ONLINE	Siân Jones Translation Services	Translate Documents	16.50	***
7132	ONLINE	Andrew Stacey	Erect steel storage shed	57.50	****
7133	ONLINE	Delyn Press	2 no. A1 notices - Community Meeting	24.00	***^
7134	ONLINE	Newsquest Media Group	Community Meeting Advert - Leader	788.16	***^
7135	ONLINE	Tony Davies Ltd	Construct Flag Pole Base	600.00	****
7136	ONLINE	Philip Jones Computers	ICT Support Costs - Jun to Sep 2018	356.50	****
7137	ONLINE	Viking	Stationery - Community Meeting	61.13	***^
7138	ONLINE	NWPS Construction Ltd	Exterior Window Repairs /Redec. Bank Place Offices	3,087.62	****
7139-7141	ONLINE	Council Staff	Staff Salaries - October 2018	3,870.79	***
7142	ONLINE	HMRC	Staff Paye/Ni Costs - October 2018	1,064.75	***
7143	ONLINE	West Flintshire Comm. Enterprises	Room Rent - Oct & Nov 2018	100.00	****
7144	ONLINE	Thorncliffe	Site Fencing - Well Inn Festival Stage Area	54.00	^^
7145	ONLINE	M.L. Davies & Son	Reimbursement of 999 Day Vouchers (Replaces 7076)	53.10	^^
7146	ONLINE	Viking	Postages/Paper	27.12	***
7147	ONLINE	Delyn Press	2 no. A1 notices - Drop In Session	24.00	***^
7148	ONLINE	Viking	Refreshments	23.39	****
7149	ONLINE	UK Vending Ltd	Refreshments - Meeting	12.96	***

7150	ONLINE	UK Vending Ltd	Refreshments - Meeting	12.96	***
7151	ONLINE	The Flag Shop Ltd	Supply of Lest We Forget Poppy Flag	7.99	^^
7152	CHQ	NW Association of Local Councils	3 x lunches for Meeting	48.00	****
7153	CHQ	Hartleys	Winter Bedding Tower Gardens Tiered Planters	170.00	^^
7154	DD	British Telecom	Phone & Broadband Costs - 13/8-10/9	138.19	****
7155	DD	Public Works Loan Board	Loan Repayment - Bank Place Offices	2,607.68	^
7156	DD	Nest	Staff Pension Costs - October 2018	92.72	***
7157	DD	Opus Energy	Gas Charges - Sept 2018	51.26	****
7158	DD	British Telecom	Phone & Broadband Costs - 11/9-10/10	150.39	****
7159	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
7160	DC	C.M. Scott Jewellers	Repair Bell	7.50	^^
7161	DC	Facebook Business	Promotional Boost x2	51.00	^^
7162	DC	W Bevan	Cable Ties	3.00	****
7163	DC	Virgin Trains	Off Peak Rail Ticket Flint to	86.90	^^**
7164	DC	Virgin Trains	London - GB High St Awards	86.90	***
7165	DC	Royal Mail	Postages	40.20	***
TOTAL				15,396.83	

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

75.2. Income Received (1/10/18 - 31/10/18)

Members received the schedule of income, circulated with the agenda, regarding income received during October 2018.

76. COMMUNITY ENGAGEMENT

76.1. Monthly Report

Members noted the Projects and Development Officer's monthly report; several matters were discussed including the Christmas lights switch on event and the gateway signs project.

RESOLVED:

- 1) That the Projects and Development Officer's report be received with thanks.
- 2) That Councillors E.B. Palmer, M. Brooke, J.M. Johnson and P.A. Johnson be confirmed as volunteers for the Christmas Lights Switch On Event on Friday 30th November 2018.
- 3) That the gateway signs project be deferred to the Holywell and Greenfield Development and Transport Sub-Committee to enable a more detailed assessment by members of the proposals.

76.2. Community Endeavour Awards

Members discussed the format for this year's awards and the Clerk provided the relevant paperwork.

RESOLVED:

That a new category for 'special recognition' be introduced for the 2018 awards, which was to be a single nomination submitted by the four county councillors, with one overall winner selected.

77. CORRESPONDENCE AND OTHER MATTERS

77.1. Boundary Commission Review

Members considered the Boundary Commission review of the electoral arrangements for the County of Flintshire, and determined a separate meeting was warranted to fully consider the detail behind the review, in order to then submit their views and suggestions in relation to the four Holywell wards.

RESOLVED:

That the Clerk makes the necessary arrangements for a one-off working group meeting, for all those members wishing to attend, at 5.30pm on Wednesday 12th December 2018.

77.2. Holywell High Street Traffic Order

Councillor M. Brooke outlined the current situation and requested a determination is made in relation to the pending closure of the High Street to traffic on 31st December 2018, while funding is being sought by the County Council. There was concern expressed by the County Council that the existing surface was now breaking up and not sustainable for longer term use beyond the pilot period and the double yellow lines painted for the trial were now starting to fade.

Members expressed concern at the lack of enforcement with regard to the parking situation and were disappointed that the trial period could not be extended in the circumstances.

RESOLVED:

That the Clerk writes to Steve Jones, Chief Officer - Streetscene & Transportation, Flintshire County Council, outlining members concerns and specifically covering the following points:

- 1) express disappointment that the traffic order could not be extended beyond 31st December 2018.
- 2) a wish to be kept informed on the outcome of the grant funding application.
- 3) express disappointment at the policing of the trial period, and that there had been a lack of enforcement in some respects, e.g. parking on the double yellow lines.
- 4) give consideration to the allowing of 30 minutes free parking at car parks within the town centre areas,

during the course of the works being undertaken on any permanent scheme, subject to a successful outcome on the grant funding application.

77.3. Office Valuation

Members had requested the Clerk to investigate costs for an up to date office valuation. The Clerk reported that the cost of the valuation, which was to be carried out by Celt Rowlands & Co. Chartered Surveyors, was £425 plus VAT.

RESOLVED:

That the Clerk be authorised to commission the valuation in accordance with the stated terms of engagement.

77.4. 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 Bulletin – Cold Callers	**	11 Oct 2018
B	North Wales Police - Message	**	12 Oct 2018
C	High Street Feedback Packs	**	12 Oct 2018
D	OWL Bulletin - Ladders	**	17 Oct 2018
E	WW1 Commemorative Event Details	**	17 Oct 2018
F	Public Space Order –Holywell Town Centre	**	23 Oct 2018
G	Bus Service Changes	**	23 Oct 2018
H	OWL Bulletin - Arrests	**	24 Oct 2018
I	Gambling Policy Consultation	**	25 Oct 2018
J	OWL Bulletin – Crime Watch News	**	26 Oct 2018
K	FCC – Rights of Way Plan Consultation	**	2 Nov 2018
L	Greenfield Dock Beacon Lighting	**	5 Nov 2018
M	Mr J. Edmondson – Observations Email	**	5 Nov 2018
N	Coffee Bean Art Exhibition	**	6 Nov 2018
O	Further Information – Town of Sanctuary	**	6 Nov 2018
P	Final Itinerary–WW1 Commem. Event	**	7 Nov 2018
Q	Woodland Mgt Works – Greenfield Valley	**	8 Nov 2018

78. POLICY REVIEWS

Members considered the latest batch of council policy updates, following their approval by the Audit Sub-Committee:

- Welsh Language Scheme
- Document Retention Policy
- Grievance Policy
- Social Media Policy

RESOLVED:

That the above policies be approved and published by the Clerk in due course.

79. REPRESENTATIVES' REPORTS

Councillor M. Brooke attended the latest meeting of the Business Group and submitted a request on behalf of the group for a representative to attend the Council's Events Working Group, and also for the market to be relocated to Tower Gardens. Councillor E.B. Palmer stated that the market request had already been declined by the County Council.

Councillor P.A. Johnson attended the North Wales Association of Councils meeting and reported there was a presentation from Betsi Cadwaladr Health Board and discussions on the fixed pricing of alcoholic beverages.

Councillor B. Scragg provided an update on community transport, including the revised bus network routes to take effect from January 2019. Councillor Scragg also provided an update on the active travel work due to commence shortly in Greenfield Valley; this work would now include opening up the bridge crossing to Greenfield Business Park.

RESOLVED:

That the Clerk writes to Russ Warburton, Chair of the Business group, to confirm approval and request the nominated person to attend the Events Working Group meetings.

80. COUNTY COUNCILLOR REPORTS

Councillor J.M Johnson provided an overview of the County Council's #BackTheAsk campaign to support fairer funding for local government services, and all County Councillors requested that the Town Council confirms their full support for this important campaign.

Councillor E.B. Palmer provided an update from the inaugural meeting of the newly formed Greenfield Valley Trust Partnership Group. Terms of Reference were agreed, and it was a positive first meeting. Councillor Palmer also stated Ysgol Treffynnon were asked to nominate a recipient for a family hamper as part of the County Council's food distribution campaign.

Councillor P.A. Johnson provided an update on a number of positive initiatives taking place in the Holway community, including 'Kicks for Kids', the restructuring of the Community House, landscaping and fencing works and also a forthcoming bid for development of the Holway levels. A breakfast club would also be starting soon, and a new baby swing rocket was to be installed in the Holway Play Area.

RESOLVED:

- 1) That the Clerk writes to Colin Everett, Chief Executive, Flintshire County Council, David Hanson MP and Hannah Blythyn AM to confirm members' unanimous support for the #BackTheAsk campaign.
- 2) That the Clerk circulates the Greenfield Valley Trust Partnership Group Terms of Reference to members, for information.

81. CLOSE OF MEETING

The Mayor closed the meeting at 8.05pm.

.....
Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of the Chairs Sub-Committee** held in the Ground Floor Meeting Room, Bank Place Offices, Holywell on Wednesday 28 November 2018 at 5.30pm.

PRESENT: Councillor R. Dolphin (Chair).
Councillors: P.A. Johnson and E.B. Palmer.

APOLOGIES FOR ABSENCE were received from Councillors M. Brooke and J.M. Johnson.

IN ATTENDANCE: J. Baker (Clerk).

C1. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

C2. STRATEGIC DIRECTION

Members considered a proposal to introduce longer term business planning. This approach would still involve annual assessments and quarterly monitoring against targets but would enable a longer term strategic approach to be taken by the council in planning its vision, aims and objectives.

RESOLVED:

That a new business plan is created in Spring 2019, to align to the start of the new Civic Year. The new plan would be structured over a three-year cycle, to then be reviewed at the next planned election period in 2022. Future business plans beyond this would then run for the duration of the period between elections i.e. a 4/5-year term.

C3. REVIEW OF COUNCIL RESOLUTIONS

Members received a report from the Clerk for the period April 2017 to November 2018 covering all resolutions approved by members since the current staffing team were appointed. 269 resolutions had been passed by members, and 242 of these had been closed out. 18 resolutions were currently in progress and 9 resolutions not completed.

RESOLVED:

That the following matters relating to outstanding resolutions are followed up by the Clerk in order for members to receive an update:

- 1) Potential development at School Lane, Greenfield.
- 2) Walk around survey of Holywell town centre shops and premises.

C4. COUNCIL MEETING PROTOCOL

The Clerk provided a report on meeting protocol, where there were opportunities for improvement to existing procedures based on best practice guidelines obtained from the Society of Local Council Clerks, or from reviewing internal processes and informal comments from members.

RESOLVED:

That the following changes are implemented to the meeting protocol, subject to ratification by full council:

- 1) Apologies for absence – unless the Clerk receives prior notification from a member giving apologies, a member not present when a meeting commences shall be recorded in the minutes as not in attendance (i.e. absent without apologies).
- 2) Attendance Listing – at each annual meeting of the Council the Clerk shall produce a summary attendance listing for the agenda showing possible and actual attendance at meetings by members for the preceding 12 months (currently undertaken by the County Council and previously by Holywell Town Council).
- 3) Public Session on Agenda – at each monthly meeting of full council (but not the Annual Meeting), there will be an allocated 15 minute slot for members of the public to attend and speak on a matter of concern (maximum of 5 minutes per item on a first come first served basis). Prior notice to be given to the Clerk by any speaker outlining the matter concerned.
- 4) Projects & Development Officer's Monthly Report – report to continue to be presented to full council but as an information item only. Any decision making required to be devolved to either the Town Centre or Holywell &

Greenfield Development & Transport Sub-Committees, as appropriate.

C5. CIVIC ARRANGEMENTS

Members considered the current civic arrangements and identified two areas for potential development:

- 1) Provision of Mayoral Robes.
- 2) Mayoral Portrait Photo Gallery in Council Chamber Annexe Area.

RESOLVED:

That the above items be added to the agenda of the next full council meeting, to be considered by all members. Clerk to obtain estimated costs in relation to item 1).

C6. CLOSE OF MEETING

The Chairman closed the meeting at 6.40pm.

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Chairman

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of the Holywell & Greenfield Development & Transport Sub-Committee** held in the Council Chamber, Bank Place Offices, Holywell on Wednesday 5 December 2018 at 5.30pm.

PRESENT: Councillor P.A. Johnson (Chairman).

Councillors: R. Dolphin, E.B. Palmer (Acting Chairman), B. Scragg, S.E. Wallbanks and P.A. York.

APOLOGIES FOR ABSENCE were received from Councillors J.M. Johnson, S. Johnson, M.D. Phelan and K. Roberts.

IN ATTENDANCE: J. Baker (Clerk), M.G. Fearnley (Projects & Development Officer).

HGD10. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

HGD11. BUSINESS PLAN REVIEW 2018/19

Members received an update from the Projects & Development Officer on progress against the business plan and its key tasks. A number of tasks and projects were discussed including community transport, signage, tower gardens covered events area, the museum planned for the Kings Head, tourist information points and public toilets.

RESOLVED:

That the Projects & Development Officer’s report be noted.

HGD12. PROPOSED GREENFIELD RAILWAY STATION

The Chair gave an overview of progress to date on the railway station project including the plans to undertake a feasibility study, links with the County Council’s active travel arrangements and the investigation of land ownership issues.

Members discussed a recent email from Steve Jones, Chief Officer – Streetscene & Transportation, Flintshire County Council, which evaluated the

project and recommended a joint collaborative approach as part of a wider integrated transport strategy.

RESOLVED:

That the Projects & Development Officer contacts Steve Jones to reiterate the Council's position that while a joint approach is supported, the project will still be progressed as a crucial part of the Town Council's existing business plan.

HGD13. GATEWAY SIGNS PROJECT

Members received an update from the Projects & Development Officer on the Gateway Signs project. Funding had been secured from Cadwyn Clwyd to develop and deliver the design aspect of the project. The overall funding available was £10,000 and the council would need to fund £3,000, as the approval was conditional on a 70/30 match funded basis. Members discussed the potential quantity and location of the signs and stated the signs should commemorate the heritage and history of the local community.

RESOLVED:

- 1) That four signs would be sufficient to cover the main routes into the town either side of Fron Park Road, the Greenfield hill and from the Boot End of Bagillt.
- 2) That a small working group of Councillors E.B. Palmer and R. Dolphin support the Projects & Development Officer to develop the project to a detailed design stage and also determine the specific locations.

HGD14. HOLYWELL LEAFLET

Members considered a proposal to design a new Holywell Town tourism leaflet.

RESOLVED:

That this matter be deferred to the Council Offices & Communications Sub-Committee, as appropriate.

HGD15. LLUESTY WOODLAND

Members considered future arrangements for the Llesty woodland area. Griffiths & Hughes Parry Solicitors had provided a copy of the 2010 Transfer document from the Welsh Ministers, which confirmed the direct covenant to maintain this land as natural woodland. This would need to be overcome before a sale could proceed.

RESOLVED:

- 1) That members make contact with the developers of the Llesty site following the consideration and approval of planning permissions.
- 2) That the Clerk contact Griffiths Hughes & Parry Solicitors to confirm the process for selling the land with the covenants still attached, and also to ascertain the procedure for removing the direct covenants.

HGD16. HOLYWELL HIGH STREET – FUNDING OF DE-PEDESTRIANISATION SCHEME

Members expressed their disappointment concerning the recent news that the County Council's bid to the Welsh Government for funding to complete the above project had proved unsuccessful. Members were concerned that the reasons why the bid was unsuccessful should be investigated to determine any learning outcomes to support future bids. Members were mindful of the impact on the local business community who had made their own representation to the County Council and Welsh Government and felt an assessment of alternative funding streams should be completed by the County Council as a matter of urgency.

RESOLVED:

That the Clerk writes to both Steve Jones, Chief Officer, Streetscene & Transportation, Flintshire County Council and Ken Skates AM to express members' disappointment and reiterating their support for the project. The letters should also request the reasons for the unsuccessful bid and a prompt assessment of alternative funding streams.

HGD17. CLOSE OF MEETING

The Chairman closed the meeting at 7.00pm.

.....
Chairman

APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACTS

Application Number	Proposal Details
059102	The use of land as residential gypsy site for the provision of 7 pitches, with a total of 14 caravans (no more than 7 static caravans) and retention of the hardstanding (including block paving), gates, walls, lighting columns and fences 3 no. amenity blocks and erection 1 no. additional amenity block (part retrospective). Location: Dollar Park, Bagillt Road, Holywell, Flintshire, CH8 7EZ. Applicant: Green Planning Studio.
059234	Proposed demolition of existing side garage and proposed new single storey side extension. Location: Tirionfa, Whitford Street, Holywell. Applicant: Mr Henley & Miss Smith.
059239	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. Applicant: Re-Gen8 Solutions Ltd.

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 – NOVEMBER 2018

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
7166	ONLINE	Delyn Press	5000 A5 Christmas Lights Leaflets	165.00	^^
7167	ONLINE	Delyn Press	600 A5 Halloween Leaflets	45.00	^^
7168	ONLINE	Delyn Press	250 A4 Orders of Service Remembrance Sunday	38.00	^^
7169	ONLINE	Tadmark Ltd	Supply 1 no. PVC Events Banner	24.43	^^
7170	ONLINE	DJB Window Cleaning	Clean External Windows - Bank Place Offices	15.00	****
7171	ONLINE	Idiom	Interpretation Services - Comm Meeting 26.9.18	115.80	***^
7172	ONLINE	Flintshire County Council	Contribution to Summer Playscheme 2018	8,987.00	^^
7173	ONLINE	Chris Baglin	Town Crier Duties - 22/10/18 GBHSA	50.00	^^
7174	ONLINE	KWDB Electrical	Refurbish & Test Christmas Lights/Storage/Panton Pl.	8,181.08	^^
7175	ONLINE	Moore & Son	Service 2 no. Gas Boilers - Bank Place	144.00	****
7176	ONLINE	HMRC	Staff Paye/Nl costs - Nov 2018	1,064.75	***
7177-7179	ONLINE	Council Staff	Staff Salaries - Nov 2018	3,870.79	***
7180	ONLINE	J. Baker	Travelling Costs - Sep-Nov 2018	71.10	***
7181	ONLINE	West Flintshire Comm Enterprises	Contribution for Halloween Event	30.00	^^
7182	ONLINE	UK Vending Ltd	Lease for Drinks Machine 28/11-27/2	132.60	****
7183	ONLINE	Veolia	40 Trade Waste Bags	88.80	****
7184	ONLINE	Siân Jones Translation Services	Translate Documents	20.65	***
7185	ONLINE	N B Austin	Assemble & Install Poppies/Silent Soldiers	255.00	^^
7186	ONLINE	Rotary Club of Flint & Holywell	Christmas Float Advert	100.00	^^
7187	ONLINE	Viking	Stationery Supplies	55.70	****
7188	CHQ	Holywell Parish Church	Room Hire - Special Council Meeting 19/10	25.00	***
7189	CHQ	RBL Poppy Appeal	Supply 3 no. Wreaths Remembrance Sunday	60.00	^^
7190	CHQ	Glan Clwyd Radio	Attend Christmas Lights Event 30/11	50.00	^^
7191	CHQ	Cambria Band	Attend Christmas Lights Event 30/11	50.00	^^
7192	CHQ	Holywell St Johns Ambulance	Attend Christmas Lights Event 30/11	120.00	^^

7193	CHQ	Abafabdoo Events	Halloween Disco/Crazy Golf	200.00	^^
7194	CHQ	Cookie's Events	Attend Christmas Lights Event 30/11	160.00	^^
7195	DD	Welsh Water	Water 12-13 Bank Place Apr-Oct18	52.78	****
7196	DD	Welsh Water	Water 14 Bank Place Apr-Oct18	56.04	****
7197	DD	Nest	Staff Pension Costs - Nov 2018	92.72	***
7198	DD	BNP Paribas Leasing	Copier Lease 25/11/18-24/2/18	154.80	****
7199	DD	Opus Energy	Gas - Bank Place Offices - Oct 2018	129.59	****
7200	DD	British Telecom	Phone & Broadband 11/10-9/11	142.53	****
7201	DC	Home Bargains	Halloween Event Materials	27.22	^^
7202	DC	Tesco	Halloween Event Prize	20.00	^^
7203	DC	Facebook Business	Promotional Boost	9.00	^^
7204	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
7205	DC	Transport For London	Underground Fare	9.80	^^**
7206	DC	Transport For London	Underground Fare	9.80	***
7207	DC	Virgin Trains	Refreshments	2.40	^^**
7208	DC	Virgin Trains	Refreshments	2.40	***
7209	DC	Christmas Concepts Ltd	Merry Xmas Lighting	37.99	^^
7210	DC	Amazon	Nokia Mobile Phone	14.53	***
7211	DC	Fundraising Boxes Ltd	Fundraising Buckets x2	18.95	^^
7212	DC	Ideal Lighting	Bulbs/Shade/Strip Light	33.00	****
7213	DC	Tesco	Credit for Mobile Phone	10.00	***
7214	DC	Facebook Business	Promotional Boost	17.00	^^
7215	DC	Tesco	Xmas Lights Event Gifts	21.50	^^
7216	DC	Fast Track Wholesalers	Hamper Gift Paper	2.99	^^
7217	DC	Basic House Ltd	5 x Hamper baskets	11.88	^^
TOTAL				25,046.81	

Agenda Item No. 7.2.

INCOME RECEIVED – NOVEMBER 2018

Date	Debtor Name	Income Details	Amount £
6/11/18	Holywell Autumn Club	Room Rent – 11/9 – 16/10	36.00
6/11/18	Pedrini Antiques	Well Inn Advertising	25.00
6/11/18	Anwyl Group	Well Inn Advertising	100.00
23/11/18	Westbridge Furniture	Well Inn Advertising	50.00
TOTAL			211.00

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



HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Projects and Development Officer Monthly Update

Meeting of Full Council - Tuesday 18th December 2018

1) Electric Car Charging

Please see below usage chart which will be regularly updated and fed back to members.

November 2018 Usage Activity Report			
Total Charging Sessions	Total Consumption	Total Charging Time	Total Revenue
1	6.43	2.00	£2.28

2) Active Travel

Next Steering group planned for mid Jan. Please find below an update on the scheme Programme:

The feasibility is now complete. (Copy available upon request). Welsh Government has confirmed that the works near the Badger Setts will require a licence and method statement. The majority of vegetation clearance through the valley has been completed. The footbridge over the A548 has had a bridge inspection carried out. Glyn is meeting with Helen and John Purchase today to programme in further clearance around the bridge and north of the railway for some further inspection, but this will not jeopardise the proposal as the initial inspection had identified that there is no problem with its structure in terms of being able to carry a shared use cycle path. Hansteen have agreed the proposal into the business park, in principle. The County Council's Estates Team will now liaise regarding whether a licence agreement or land transfer is preferable.

The remaining proposed delivery programme is as follows:

Year 1 (2018/19) Quarter 4

- Construct Valley Main Link, Heritage Park Link and Maes Glas Link (Road safety audits to be undertaken prior to construction).
- Construct shared use path along A548 with crossing facility.
- Undertake Tree survey on disused railway and embankment north of A548 into business Park, further clearance works and outline design for planning purposes.
- Discuss at January meeting with Town Council initiation of negotiations with Network Rail and other landowners.

Year 2 (2019 /20)

- Design and planning application for the Strand and Pen y Maes Links.
- Topo for remainder of route north of railway and outline design.
- Undertake earthworks for access into business park.

Year 3 (2020/21)

Construct route north of railway into business park and beyond to proposed railway station. * NB we must have land acquisitions agreed prior to submitting a bid to Welsh Government as this is a criteria for funding. Therefore next year we must ensure these negotiations are progressed swiftly in preparation for the bid next December.

3) Masterplan

Positive meeting held with smaller sub group comprising of Jason Baker, Cllr Ted Palmer, Niall Waller and Rachael Byrne FCC. Terms of reference and themes were discussed, and a draft plan will be presented to members of the larger working group end of Jan.

4) Police Liaison Meeting

A positive meeting was held with myself, Councillor Ted Palmer and clerk from Llanasa Steve Harms. It was agreed that this would be a forum for other Community Councils to attend i.e. Mostyn, Whitford/Carmel, Llanasa/Gronant/Ffynnongroew/, Trelawnyd and Gwaenysgor. Reps from these Councils to be invited to these bi-monthly meetings.

It was agreed that the preferred location for the mobile Metal Mickey should be the corner of Rosehill Avenue. MF to liaise with Gerwyn Davies re: appropriate CCTV Signage.

Logging of CCTV responses suggested. Police keen to continue with 999 day event but with support from Town Council events sub group. Chair of Business group and one more member have been issued with Shop Watch radios. It has been confirmed by the police that the phone box on High Street is owned by Post Office and not BT.

5) Christmas Lights.

"The best switch on the town has had" according to several members of the community. Gruffydd Wyn and Richard and Adam were well received with the children being well catered for by DJ Cookie and by Ellie's elves.

6) Youth Council

3 out of the 4 young people who applied attended a very positive and informal meeting with myself and Cllr Lynda Carter. As a result, they will decide between themselves prior to full council Meeting on Tuesday which two will be elected to act as Youth Councillors with the other interested parties forming part of the proposed Youth Forum. All of whom will be invited to attend the following meeting.

7) Gateway Signage Grant Application

Sub Group met as agreed at Holywell and Greenfield Dev Sub Committee. Quantity, design and themes were discussed and an Invitation to Tender Document will be prepared accordingly as part of the Cadwyn Clwyd feasibility study.

8) Holywell Walkers are Welcome

In order to generate additional support for the group and to encourage new members it has been suggested that walkers meet, bi-monthly, prior to their weekly Tuesday walk. In order for this to happen, they would have to meet in the Council Chambers at 12pm as the downstairs ground floor is taken up by the weekly Autumn Club. This would in reality only be about 4 times a year taking into account Autumn Club Hols.

Members to consider approval of request.

9) Town Partnership residual WIFI funding breakdown

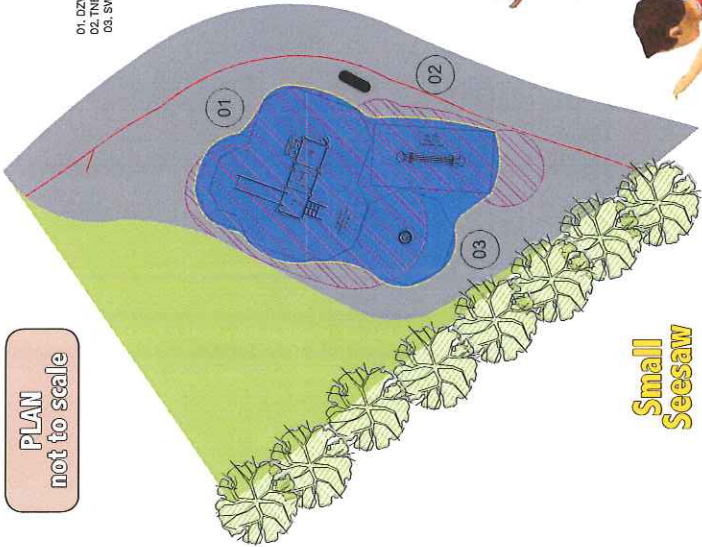
Date Received	Supplier	Details	Amount
11/07/2018	Flintshire County Council	Rachael Byrne - Wi-Fi Funding	6,000.00
17/08/2018	Tesco	Bags of Help Grant - Character Bins	1,000.00
		<u>Total Grants</u>	7,000.00
	Connected Security	Metal Mickey Mobile CCTV/Laptop	2,850.00
	Amberol	Children's Character Bins x3	1,205.91
	Flintshire County Council	Installation Costs for Character Bins x3	750.00
	David Jones	Fencing - Santander Alleyway (50% of cost)	285.00
	Hampshire Flag Company	Supply Flagpole - Bank Place Offices	379.55
	Tony Davies	Installation Costs For Flagpole	500.00
		<u>Total Allocation</u>	5,970.46
		<u>Balance Remaining</u>	1,029.54

Martin Fearnley
Projects & Development Officer

PLAN
not to scale

Equipment List

01. DZV451 Toddlerzone+ Datnodi
02. TNB030 Small Seesaw
03. SWD720 Hula



Small
Seesaw

Hula

Toddlerzone+
Datnodi

Play features:

Tunnel
Wavy Seat
Window Panel
Wavy Rail
Maze finger panel
Wavy Ramp
Leaf Steppers
Megaphone Panel
Net Panel
Binoculars
Bug Puzzle Panel
1.2m Slide
Square Decks

www.sutcliffeplay.co.uk

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Tan Y Felin
Flintshire Council

Quire No. 5500272 Dwn MF 29/11/2018 @ A3
3D is an artistic impression for illustration purposes only.



Scheme	Ref.	A55	Holywell		
Sign	Ref.	2215		x-height	200.0
Letter colour	WHITE			SIGN FACE	
Background	BROWN			Width	4995mm
Border	WHITE			Height	5230mm
Material	Class RA2 (12899-1:2007)			Area	26.13sq.m

Rev	Date	Details
	22/1/18	Drawn for approval

Location: A55 Junctions 31 and 32

Drawn by DC Not to scale



**Are you a North Wales Town & Community Council
Member?**

**Are you keen to understand more about the Well-being of
Future Generations Act and the requirements placed on
Town & Community Councils, including producing an
annual report for your community?**

If so, this workshop will be of interest to you. North Wales PSB's are hosting a workshop for Town & Community Councils to find out more about your local PSB, to consider the Well-being plans of the four PSBs in North Wales, and to understand how Town & Community Councils and PSBs can work together to improve well-being in their local area.

Whether you are a Town & Community Council who is subject to the act, whether you think your Town & Community Council may soon reach the threshold to become subject to the act, or whether you are just keen to know more about this area of work then please do come along:

Friday, 11th January 2019

10am to 1pm

**Bodelwyddan Community Centre,
Ty Fry Lane, Bodelwyddan, RHYL. LL18 5TE**

Please contact iolo.mcgregor@denbighshire.gov.uk
to register your interest by **Friday, 4th January 2019**

