

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the Annual Meeting of Holywell Town Council held in the Stamford Gate, Halkyn Road, Holywell on Tuesday, 16 May 2017 at 6.30p.m.

PRESENT: Councillor J.M. Johnson (Mayor – see minute No. 1.1 and 1.2).
Councillor: B. Scragg (Deputy Mayor) – presiding for minute No. 1.1.
Councillors: Ms L. Carter, Mrs. K. Davies, Mrs. R. Dolphin, P.A. Johnson, E.B. Palmer, K. Roberts and Mrs. S.E. Wallbanks.

APOLOGIES FOR ABSENCE were received from Councillor P.J. McGarry.

IN ATTENDANCE: J. Baker (Clerk), D.C. Pierce (Retiring Clerk), M.G. Fearnley (Community Engagement Officer) and Mrs. C.S. Lowry (Support Officer).

1. ELECTION OF MAYOR – MUNICIPAL YEAR 2017/18

1.1. Mayor's Election

The Deputy Mayor, Councillor B. Scragg, welcomed all to the meeting, particularly those elected to the Council at the 4 May local government elections.

Consideration was given to the Mayor's election of having particular regard to the Deputy Mayor's announcement that he was unfortunately not in a position to be considered for the office of Town Mayor.

(Note: Councillor J.M. Johnson had stood down as Mayor immediately prior to the start of the meeting. This was to enable him to attend at the beginning of the meeting in a non-Chair capacity and be eligible for nomination for another term of office, should the Council so wished).

RESOLVED:

That Councillor J.M. Johnson (East Ward) be elected Mayor of Holywell Town Council for 2017/18.

1.2. Investiture of Chain of Office, Signing of Declaration of Office and other formalities

The newly elected Mayor, Councillor J.M. Johnson, was invested with the Mayoral Chain of Office by Councillor B. Scragg. Councillor Johnson signed the Declaration of Acceptance of Office (countersigned by the Clerk).

The Mayor announced that Mrs. S. Johnson would again be his Mayoress. She would therefore retain her Chair of Office for another twelve months.

Councillor Scragg presented the Mayor with an inscribed Council plaque to mark his term of office 2016/17.

The Mayor chaired the remainder of the meeting.

1.3. Mayor's Review of Year 2016/17 / Statement for 2017/18

After receiving the best wishes of Members for another successful year in office, the Mayor thanked everyone for their kind sentiments. He would continue to do his best for and to represent the Holywell community. His charity for the year was the Holywell Band. The Mayor's Civic Service was planned for September/October time and more details of this would follow in due course. His Charity Ball was again intended to be associated with St. David's Day.

With the Mayor's agreement, former Councillor P.J. Curtis addressed the meeting. He thanked the Council for the lovely long service gift presented to him following the last meeting. He was delighted and honoured to have been remembered this way.

Councillor Mrs. K. Davies referred to the tremendous success of the Holywell Under 11 Netball team the previous weekend.

RESOLVED:

That the Mayor's reports be received and noted and that a letter of congratulations be sent to the Holywell Under 11 Netball team on their achievement.

2. ELECTION OF DEPUTY MAYOR – MUNICIPAL YEAR 2017/18

RESOLVED:

That Councillor Kenneth Roberts (Greenfield Ward) be elected Deputy Mayor of Holywell Town Council for 2017/18.

The Deputy Mayor was invested with his Chain of Office by the Mayor. He signed the Declaration of Acceptance of Office as part of the Town Council's formalities (countersigned by the Clerk).

He thanked everyone for supporting him.

3. DECLARATIONS OF ACCEPTANCE OF OFFICE

The Clerk reported that, apart from Councillor P.J. McGarry who was unavoidably absent from the meeting, all Members had completed their Declaration of Acceptance of Office formalities.

RESOLVED:

That, in the special circumstances referred to, Councillor P.J. McGarry be required to make his Declaration of Acceptance of Office before or at the next meeting of the Council on 20 June 2017.

4. STANDING ORDERS/FINANCIAL REGULATIONS – REVIEW

Consideration was given to any necessary updating of the above documents following the 4 May 2017 elections. Members noted in particular the required change in the quorum for meetings of the Council from 6 to 5 following a reduction after County Council review, in overall membership from 17 to 15 Councillors.

RESOLVED:

That the Clerk submit recommended changes to the Council's Standing Orders/Financial Regulations to the next appropriate meeting.

5. CASUAL VACANCIES ON THE COUNCIL DUE TO INSUFFICIENT NOMINATIONS – CO-OPTION ARRANGEMENTS

Consideration was given to the statutory requirements relating to co-option to the remaining 5 seats on the Council.

Members expressed concern and disappointment at the lack of interest shown during the nomination period for the 4 May elections.

RESOLVED:

- (1) That expressions of interest be invited in these vacancies, by letter, to the Clerk by the deadline of 12 noon on Friday, 26 May 2017.
- (2) That a Special meeting of the Council be held at the Council's Bank Place Offices on Tuesday 6 June 2017 at 6.30pm to consider expressions of interest letters received, nominate candidates and vote on co-options.

6. DECLARATIONS OF INTEREST

None.

7. FLINTSHIRE NORTH POLICING UPDATE

Apologies for absence were received from Inspector Andy Griffiths.

RESOLVED:

That Inspector Griffiths be asked to arrange for a colleague officer(s) to deputise for him at the next meeting if he is unable to attend.

8. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Consideration was given to appointing representatives to outside bodies for the ensuing municipal year. Members had before them for this purpose, a copy of current representation.

RESOLVED:

(1) That appointment of representatives to serve on the bodies listed for 2017/18 be deferred until the Council meeting held on 20 June 2017, to enable the newly co-opted Members to the Authority to be included in the pre-appointments discussion.

(2) That the Clerk, in consultation with the Mayor and/or Deputy Mayor be authorised to take any urgent action that may be required in the meantime arising from the deferment in (1) above.

9. APPOINTMENT OF CHAIRMAN OF FINANCE COMMITTEE

RESOLVED:

That Councillor Kenneth Roberts be appointed Chairman of the Finance Committee of Holywell Town Council for 2017/18, such Committee to comprise all Members of the Council and have authority to act in respect of all financial matters unless otherwise undertaken by the Council.

10. APPOINTMENT OF SUB-COMMITTEES

Consideration was given to appointing Sub-Committees for the ensuing municipal year. Members had before them for this purpose, a schedule of the current representation.

RESOLVED:

- (1) That the Sub-Committees for 2017/18 be appointed as follows:-

Audit Sub-Committee

Councillor P.A. Johnson (West)
Councillor P.J. McGarry (East)
Councillor E.B. Palmer (Central)
Councillor B. Scragg (Greenfield)
Councillor K. Roberts, Chairman of Finance Committee (Greenfield)

Wales in Bloom Sub-Committee

Councillor Ms L. Carter
Councillor Mrs. K. Davies
Councillor P.J. McGarry
Councillor E.B. Palmer

Note: The Mayor is an ex-officio Member of all Sub-Committees.

- (2) That the appointment of Members to serve on the remaining Sub-Committees and other Groupson the list for 2017/18 be deferred until the Council meeting to be held on 20 June 2017 to enable the newly co-opted Members to the Authority to be included in the pre-appointments discussion.
- (3) That the Clerk, in consultation with the Mayor and/or Deputy Mayor, be authorised to take any urgent action that may be required in the meantime arising from the deferment in (2) above.

11. **AUTHORITY FOR SIGNING ORDERS FOR PAYMENT**

RESOLVED:

- (1) That the Council's appointed bank (HSBC) be authorised to honour all cheques and other orders or instructions signed on behalf of the Council by two Members and the Clerk.
- (2) That the Mayor and Clerk be authorised to sign payments as required from the Mayor's Allowance and Charity Accounts, these accounts being separate to the Council's main accounting framework.

(3) The the current authorised signatories for the purpose of (1) above be confirmed as follows:-

Councillors Ms. L. Carter, Mrs. K. Davies, Mrs. R. Dolphin, B.Scragg and Mrs. S.E. Wallbanks.

12. MINUTES

RESOLVED:

That the minutes of the following meeting be approved and signed as a correct record by the Mayor.

Council Meeting held on 18 April 2017.

13. PLANNING

13.1. New Planning Applications

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

RESOLVED:

That the following responses be submitted to the County Planning Authority.

056034 Change of use from commercial to residential – Masonic Hall, Coleshill Street, Holywell: for Mrs. Anne Wilson.

No objection.

056035 Listed Building application for alterations to building – Masonic Hall, Coleshill Street, Holywell: for Mrs. Anne Wilson.

No objection.

056786 To create 24 car parking spaces and 2 pedestrian accesses to the residential car park – 30 Strand Park, Holywell: for Flintshire County Council.

No objection. The Council does, however, express its concern at the retrospective nature of the application in that the County Council as the local planning authority should, in particular, have regard to the requirements.

056816 2 storey side extension with a 2 storey rear extension – 29 Park Hall Road, Greenfield, Holywell: for Mr. McGilloway.

No observations – application withdrawn.

056828 Single storey rear extension – Moor Farm, Moor Lane, Holway, Holywell: for Mr. David Davies.

No objection.

056879 Display 1no. internally illuminated 3m high totem sign – Lidl, Coleshill Street, Holywell: for Lidl UK.

No objection, subject to conservation area requirements being satisfied.

14. ACCOUNTS

14.1. 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.

<u>Voucher</u>	£
6383 Karen Price - Engraving of long service gift Cllr. P.J. Curtis	15.00**
6384 Toe to Toe - Donation	500.00^^
6385 Dŵr Cymru/Welsh Water – Services at 12/13 Bank Place Offices	57.91****
6386 -do- 14 Bank Place Offices	57.91****
6387 Veolia - Supply of Trade Refuse Bags	72.00****
6388 Delyn Press - Holywell etc events leaflets/posters	210.00^^
6389 Computer Technical Solutions – New Laptop and on-site configuration (Town Clerk JB)	90.00****
6390D/D British Telecom-Business Bill 07436273793 to April	31.56****
6391D/D Opus energy-Gas Bank Place offices to 9/4/17	182.85****
6392 Mayor’s Allowance A/c-Mayor’s allowance 17/18 (£1,380 + £500 special individual/group event donations)	1880.00*^^*
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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.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, 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.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
- ### Local Government and Rating Act 1997 S.31

14.2. Income Received

Members received the schedule of income, circulated with the agenda, regarding income between 1 and 30 April 2017.

15. COMMUNITY ENGAGEMENT OFFICER'S REPORT – 19/04/17 – 16/05/17

Members had before them for consideration the report of the Community Engagement Officer (CEO) covering the above period. Members raised items within the report for clarification and for additional information including reference to the very poor condition of the BT public payphone box outside the Post Office on the High Street.

The proposed arrangements for the NatWest Community Banker, Business Growth Enabler and Mobile Bank vehicle in the town as part of the bank's post closure support was noted, although efforts were ongoing to get agreement to change the weekly mobile van location from Tesco car park to the High Street.

A summary of replies received so far from local primary schools regarding establishing and developing closer links with the Council was welcomed. Reference was also made to the possibility moving forward with

earlier suggestions to enable community youth representation on the Authority under the relevant statutory provisions and/or setting up a youth council.

The CEO also updated Members on the issue covered at the Town Centre Business Group held earlier in the evening. Particular reference was made to the suggestion that half of each of the (3) Council Notice Boards in the town be made available to promote High Street businesses with the display of items such as special offers and so on, with a separate set of keys held at Ideal Lighting in the town centre. Members noted that the Boards were originally established and were currently fully used for general public notices and information etc.

Reference was made to an issue that had arisen in respect of the “Night Out” invoice for the annual Christmas Pantomime held at St. Peter’s Church last January. Although not directly involved with the event, the Council was asked to consider meeting the £30 shortfall. The matter had not arisen in the past as attendance receipts have been sufficient to cover costs.

RESOLVED:

- (1) That, as a first step, arrangements be made for the next appropriate meeting of the Council to be held at St. Winefride’s Primary School with a short presentation to Members at the start given by pupils at the school.
- (2) That the Clerk report back to the Council with regard to the procedures etc., relating to appointing community youth representatives/establishing a youth council.
- (3) That the suggested sharing arrangement with town centre businesses in respect of the usage of Notice Boards be agreed on a three-month on a trial basis to begin with and that the Clerk co-ordinate the arrangements.
- (4) That, on this occasion, the Council agree to meet the £30 shortfall in respect of the “Night Out” invoice for the Annual Christmas Pantomime held in January.
- (5) That CEO make enquiries of BT regarding the timescale for improving/painting the public payphone box outside the Holywell Post Office and also regarding the criteria for adopting the box.

16. INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) :
COMMUNITY AND TOWN COUNCIL ENGAGEMENT EVENTS –
REPORT OF FINDINGS (MARCH 2017)

The above report in respect of the current IRPW remuneration framework was circulated, received and noted. Members also noted that Determinations 46 to 51 inclusive had been adopted by the Council in respect of 2017/18. Determinations 44 and 45 had not been adopted. Members agreed that it would review these arrangements when the next annual IRPW report was published.

RESOLVED:

That the position be noted.

17. FLINTSHIRE COUNTY COUNCIL : DOG CONTROL PUBLIC SPACES PROTECTION ORDER (PSPO) IN FLINTSHIRE

Consideration was given to the letter from the County Council's Chief Officer (Planning & Environment) on the Authority's intention to consult on a proposed Dog Control Public Spaces Protection Order (PSPO) to cover the whole County.

PSPOs were intended to prevent individuals or groups committing anti-social behaviour in a public space where the behaviour was having, or was likely to have, a detrimental effect on the quality of life of those in the locality; was, or was likely to be, persistent or continuing in nature, and was, or likely to be, unreasonable.

The Town Council was asked if it had any open space land within its responsibility, either owned or leased, that it wished to be included in the consultation exercise, which would allow enforcement action to be taken against any individual allowing their dog to contravene the Order(s). Minimal costs were likely in respect of providing appropriate signage. It was noted that the County Council would also be including the areas within the County under its responsibility

RESOLVED:

That the County Council be informed of the following two Town Council sites:

(1) Woodland off Halkyn Road.

(2) Pen-y-Maes Gardens play area.

18. FLINTSHIRE COUNTY COUNCIL – TRAINING FOR NEW AND EXISTING COUNCILLORS FOLLOWING THE MAY ELECTIONS

Consideration was given to the email from the County Council's Monitoring Officer notifying Town and Community Councils of training sessions up to and including 1 June.

RESOLVED:

That the Monitoring Officer be informed of the Town Council's interest in nominating Members to attend training sessions once the Authority has its full complement of Councillors following co-option.

19. FUTURE OF ITEMS DISPLAYED IN THE OLD COUNCIL CHAMBER, BANK PLACE OFFICES BY FORMER CLERK, J. ASTLEY JONES

Members were informed that former Clerk, J. Astley Jones, had enquired about the future of several personal items relating to Holywell (plates, commemorative mugs etc) that he had collected during his period as Clerk and which were currently held in the former Council Chamber, He was prepared for these to be on permanent loan to the Town Council should they be required for display in the new Council Chamber and/or the covered area leading to the Council Chamber.

RESOLVED:

That Mr. Jones be thanked for his kind offer and that an inventory be prepared for consideration by the Council Offices Sub-Committee in conjunction with other items proposed for display in the new facilities.

20. REPORT(S) ETC RECEIVED

Members were informed that the following items had been received and unless otherwise circulated* were available for perusal from the Clerk.

- (a) Flintshire County Council: Flintshire Local Development Plan – Delivery Agreement Timetable*;
- (b) Holywell & District Walkers are Welcome – Holywell & Halkyn Walking Festival 19-25 June 2017*;
- (c) Play for Wales: Play news and briefing from the national charity for play – Issue 48 Spring 2017.

21. A55/A494/A548 DEESIDE CORRIDOR IMPROVEMENT STUDY: CONSULTATION 13 MARCH – 5 JUNE 2017

Although not on the agenda, this item was accepted by the Mayor for consideration following the recent visit of Councillor E.B. Palmer and himself to the Exhibition in respect of the above consultation. Background papers were circulated at the meeting.

RESOLVED:

That the Town Council submit the following observations in respect of the Study:

- (1) To express concern that the Authority was not directly approached as a consultee, with the town being in close proximity to the proposed works and many residents using the roads for daily travel.
- (2) To express a view to support any option which strengthens the social and economic links from the town to the Deeside Industrial Estate, Chester and beyond.
- (3) To be mindful in any 3 lane proposal whether consideration could be given to a 'slow/crawler lane' for heavy goods vehicles, for example, similar to the road system used on the A55 Rhualt Hill.

22. REPRESENTATIVES' REPORTS

None.

23. COUNTY COUNCILLOR REPORTS

None.

24. CLOSE OF MEETING

The Mayor closed the meeting at 7.55pm.

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Mayor