

## HOLYWELL TOWN COUNCIL

### CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held in the Council Chamber, Bank Place Offices, Holywell on Tuesday, 17 October 2017 at 6.00pm.

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PRESENT: Councillor J.M. Johnson (Mayor).

Councillors: M. Brooke, A. Coleman, K. Davies, R. Dolphin, P.A. Johnson, E.B. Palmer, M.D. Phelan, K. Roberts, B. Scragg and P.A. York.

APOLOGIES FOR ABSENCE were received from Councillors L.A. Carter, S. Johnson, P.J. McGarry and S. Wallbanks.

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

#### 85. 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
98	J. M. Johnson	✓	✓	Spouse is current Mayoress and also Town Councillor.

#### 86. HOLYWELL LEISURE CENTRE UPDATE

Tudor Jones, Chair of Holywell Leisure Centre, attended to give an update on the current operations and performance of the Centre, and answer any questions from Members.

Tudor outlined the performance and targets in the Centre’s Business Plan and referred to some of the recent achievements in the first six months of trading such as the development of the cafe, energy efficiencies, staffing review/reduction, soft play area and the introduction of social media. Tudor handed out further statistical information covering social media, number of visitors and peak times/periods of use.

Tudor confirmed that the contributions received from local councils are critical in assuring the long term future of the Centre, and also remarked on the very large catchment area when compared to other facilities in the County. Tudor answered a number of questions from Members concerning

pricing, opening times, trade unions, summer activities, lifeguard checks and security of photographs and personal information.

Tudor outlined recent work undertaken on policies and procedures and consultancy undertaken to deal with specialist matters on VAT, human resources and energy efficiency.

Tudor then referred to the letter sent to Ruth Cartwright, Flintshire County Council concerning the current requirement to pay twice to use the adjacent car parks (High Street and Leisure Centre) in the same visit. Tudor requested Members' support in giving both car parks the same name and ticket to allow access between the two car parks, to aid visitors to both the library and town centre shops. This matter then opened up a further debate about standard charges and disabled visitor parking space provision across all town centre parking areas.

RESOLVED:

- (1) That Tudor Jones is thanked for delivering an informative and detailed presentation.
- (2) That the Clerk writes to Holywell Leisure Centre on behalf of members to commend the board and staff on the positive progress made during the initial six months of trading.
- (3) That the Clerk writes to Ruth Cartwright, Flintshire County Council, to support the proposed car park name and procedural change in relation to Tudor's letter, and also to request standard charging and a review of disabled visitor parking spaces across all town centre car parks.

87. FLINTSHIRE NORTH POLICING UPDATE

In the absence of District Inspector Andy Griffiths PCSO Darren Chatham gave an update on the work of the Police within the community, and answered or agreed to follow up with DI Griffiths Members' questions on new issues.

Members expressed serious concerns in relation to speeding and poor driving in the local community. In particular the Well Hill, Greenfield Coast Road, Fron Park Road and Pen-y-Maes Road were noted. Members' made reference to recent discussions on average speed signage and felt that policing and enforcement is a key issue.

Members referred to there being no deterrent for speeding, a lack of signage particularly around children's play areas, and inappropriate 30/40 mph zones in certain areas such as Fron Park Road.

A number of other important points were made concerning budget constraints, speed cameras which do not work, HGV lorries and over laden trailers using roads not designed for their use.

In view of the cross cutting of responsibilities on this matter it was suggested a senior officer from the County Council attends a forthcoming Council meeting as part of the Policing Update.

RESOLVED:

- (1) That PCSO Chatham is thanked for attending the meeting.
- (2) That the Clerk makes arrangements for a senior officer in the Highways Department of the County Council to attend a future meeting as part of the Policing update agenda item.

88. MAYOR'S REMARKS

The Mayor referred to the recent twinning visit to St Gregoire France with the Mayoress. It was an enjoyable visit with the Mayor making specific reference to a local art/photography exhibition.

The Mayor passed his congratulations on to the Clerk for passing the first stage of his training programme with the ILCA qualification, which covered introductory modules in Law, Finance, Community and Management.

The Mayor reiterated the requirement to donate an appropriate amount to St Peters Church for the recent Civic Sunday event held on 2<sup>nd</sup> September 2017.

The Mayor reminded members of the forthcoming Remembrance Sunday services on Sunday 12th November 2017 in St James Church, Holywell and Trinity Church, Greenfield and the parade and other arrangements in the town centre.

The Mayor referred to the recent rebinding work now completed on the Council minute records held since 1974, this had been arranged through local supplier Delyn Press of Holywell. Sample books were circulated for members to view.

The Mayor referred to Councillors S.E. Wallbanks and L.A. Carter recent ill health and conveyed best wishes to them both for a speedy recovery. Members present signed well wishing cards.

The Mayor recently visited St Winefride's RC Primary School with the Support Officer, to present the Wales in Bloom winners shield for this year, for the best kept school garden.

RESOLVED:

- (1) That the Clerk makes arrangements to pay St. Peter's Church the sum of £200 as a donation in lieu of the Civic Sunday arrangements for this year.
- (2) That the Clerk makes arrangements for flowers to be sent to wish Councillors S.E. Wallbanks and L.A. Carter well in their recovery from ill health.

89. MINUTES

89.1. 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-Committees as appropriate:

Audit Sub-Committee held on 13 September 2017;  
Council Meeting held on 19 September 2017;  
Holywell & Greenfield Development and Transport Sub-Committee held on 4 October 2017;  
Special Council Meeting held on 10 October 2017.

89.2 Meetings of Sub-Committees

RESOLVED:

That the resolutions of the sub-committee meetings held on 13 September 2017 and 4 October 2017 be supported and approved.

89.3 Sub-Committee Membership Addendum

RESOLVED:

Noted that Councillor E.B.Palmer has been added to the Holywell & Greenfield Development and Transport Sub-Committee group.

89.4 Constitution of New Working Group

Following an inaugural meeting of County Councillors, Council staff, David Hanson MP and Hannah Blythyn AM with Network Rail concerning the progression of the railway halt proposal at Greenfield, it was agreed to establish a formal working group to drive this project forwards. Members considered the membership for this group ahead of the next meeting being scheduled.

RESOLVED:

That the CEO arranges the next meeting of this working group, the group members were confirmed as Councillors R. Dolphin, J.M. Johnson, P.A. Johnson, E.B. Palmer, K. Roberts, B. Scragg and P.A. York.

90. PLANNING

90.1. New Planning Applications

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

RESOLVED:

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

Application Number	Proposal Details
57451	Conversion of existing disused chapel to form 1 no. dwelling – Chapel Adjacent to Ty Newydd, Bryn Celyn, Holywell. For: David Fishwick. Case Officer Comments – this was refused permission previously, following advice and guidance from Planning this application has now been redesigned and resubmitted, and will be recommended for approval. <b>NO OBJECTION.</b>

<b>57488</b>	Conversion of existing building into 2 no. 1 bedroom flats – 29B London House Mews, High Street, Holywell. For: Mr & Mrs Griffiths. Case Officer Comments – within settlement boundary and subject to conservation area requirements. <b>NO OBJECTION SUBJECT TO CONSERVATION REQUIREMENTS BEING MET.</b>
<b>57492</b>	Erection of 2 no. dwellings – Former Canton Garage Site, Old Bagillt Road, Holywell. For: TMT Limited. Case Officer Comments – currently waiting on highways considerations for access and turning requirements into the site. <b>OPPOSE ON THE BASIS OF THE DANGER AND LACK OF SPACE FOR ACCESS/TURNING.</b>

91. ACCOUNTS

91.1. 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.

<b>Voucher Number</b>	<b>Creditor Name</b>	<b>Payment Details</b>	<b>Amount £</b>	<b>Power Key</b>
6541	Ideal ICR Group	Install double socket Bank Place Offices	90.00	****
6542	Philip Jones Computers	ICT Support Aug/Sep 2017	48.75	****
6543	Cookie's Events	Children's entertainment package - Well Inn Day	1,000.00	^^
6544	The Music Mine Studios	PA Hire and Sound Engineering Services - Well Inn Day	200.00	^^
6545	Jason Baker	Reimbursement of office expenses/subsistence	36.02	***
6546-6548	Council Staff	Salaries - September 2017	3,514.83	***
6549	HMRC	Paye/Ni - September 2017	896.14	***
6550	Geoff Evans	Watering WIB baskets payment 3	500.00	^^
6551	Viking	Stationery/Office Equipment	96.07	****
6552	Viking	Mineral Water refills x2	23.84	****
6553	Viking	Bookcase - Clerk	133.51	****
6554	Veolia	Supply of Trade Refuse Bags	108.00	****
6555	Arts Council of Wales	Contribution to Christmas Panto (replacement cheque)	30.00	^^
6556	Crafty Butterfly	Face painting - Well Inn Day	150.00	^^
6557 DD	British Telecom	Telephone Charges - Sept 2017	149.96	****
6558 DD	Nest	Staff Pension Cont - Aug 2017	29.90	***

6559 DD	Opus Energy	Gas supply - Aug 2017	15.88	****
6660 DD	British Telecom	Mobile Services - Sep 2017	24.00	****
6661 DD	British Telecom	Telephone Charges - Aug 2017	144.50	****
6662 DD	NPower	Electric - Jun/Jul 2017 14 Bank Place	27.63	****
6663 DD	NPower	Electric - Jun/Jul 2017 12-13 Bank Place	120.79	****
6664 DD	Public Works Loan Board	Loan repayment - Bank Place Offices	2,607.68	****
6665	Joseph M. Johnson	Reimbursement of expenses - St Gregoire Visit 21-26 Sept 17	456.38	^^**
6666	Susan Johnson	Reimbursement of expenses - St Gregoire Visit 21-26 Sept 17	370.45	^^**
6667	Geoff Evans	Watering WIB baskets - payment no. 4 (final for watering)	250.00	^^
6668	Greenfield FC Youth	Financial Assistance - Grant/Donation	185.00	^^
6669	D. Inskip (c/o)	Donation	100.00	^^
6670	UK Vending Ltd	Supply of drinks machine sachets	71.73	****
6671	Daydream Designs	30 x A3 Corex boards - Railway Halt Proposal	508.80	^^
6672	Newton Flags and Banner Makers Ltd	Supply of 2 no. Flags for Connects Building	199.68	****
6673	Flintshire County Council	Recharge of uncontested election costs 4th May 2017	714.84	##
6674	Viking	Stamps/Stationery	74.27	****
6675	C.M. Scott Jewellers	Engrave School Shield - WIB Winners 2017	10.50	**
6676	Daydream Designs	35% deposit payment - Holywell Branding/2 no. Brand Bibles	432.60	^^
6677 DD	Nest	Staff Pension Cont. – Sept 2017	29.90	***
6678	HSBC Bank	Bank charge – stopped cheque	10.00	****
6679	Arts Council Of Wales	Stopped cheque contra	-30.00	^^
		<b><u>TOTAL</u></b>	<b>13,331.65</b>	

## 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.173,174
- ^^^\* 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

### 91.2. Income Received (1/9/17 - 30/9/17)

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

### 91.3. Annual Return 2016/17

Members considered the annual return circulated with the agenda, and noted that external audit opinion had been given. The Clerk advised there were no matters which came to the auditor's attention which required the issuing of a separate additional issues arising report.

#### RESOLVED:

That members approve and confirm acceptance of the annual return for the 2016/17 accounts and financial year.



92. COMMUNITY ENGAGEMENT

92.1 Community Engagement Officer's Monthly Update

Members noted the Community Engagement Officer's (CEO) monthly update.

RESOLVED:

- (1) That the CEO's report be received with thanks.
- (2) That the museum project is brought before the next Town Centre Sub-Committee meeting for a wider discussion and to confirm the scope of the Town Council's future involvement.
- (3) Members requested that it be noted that Councillor Carolyn Thomas, Cabinet Member for Streetscene & Countryside, attended the Railway Halt meeting referred to in the CEO update and has confirmed support for this proposal.

92.2. Community Engagement Event

Members considered holding a community engagement event as in previous years to inform the budget setting process and help shape future priorities.

RESOLVED:

That this year's event be held late November/early December in the evening at Trinity Church, Greenfield. CEO/Support Officer to make the necessary arrangements.

92.3. Community Newsletter

Members considered a proposal to produce a quarterly newsletter to inform local residents of current issues and topics being discussed and considered by the Council. Members noted this would be a more informal way of communicating with residents. It would sit alongside the work undertaken on social media but not be as formal as the minutes.

RESOLVED:

That the Support Officer produces an initial draft newsletter for consideration by Members for circulation as appropriate.

93. CORRESPONDENCE AND OTHER MATTERS

93.1 Letter from Elin Jones AM, Presiding Officer, NAFW

The Clerk referred members to the letter from Elin Jones AM and members noted that the Senedd@Delyn event was taking place the week commencing Monday 13 November 2017.

RESOLVED:

That the Clerk writes back to the NAFW indicating that the weekly timetable should include, if possible, visits to Holywell High Street and St Peter's Church, Rosehill, Holywell.

93.2. Letter from Ian Bancroft, Flintshire County Council, Match Funding Scheme

The Clerk referred members to the letter from Ian Bancroft of the County Council, concerning this year's play area upgrade match funding scheme. Nominations were required by 31 October 2017 of a preferred site should the Council decide to once again participate in the scheme. Members discussed the site recommendations put forward in the letter, in particular those categorised as red flags in need of most attention.

Two schemes were proposed and seconded by Members:  
Tan-y-Felin, Greenfield  
Bryn Mawr Road, Strand

RESOLVED:

- (1) That the Clerk arranges a site meeting with Richard Roberts, Flintshire County Council, to allow members the opportunity to visit both sites proposed and ask any further questions. A vote will then be taken at the November meeting of the Council to determine the chosen site.
- (2) That the Clerk writes to Richard Roberts, Flintshire County Council, to confirm the Council's participation

in this year's scheme and the amount of match funding contribution (£10,000), and requests an extension of time for members to consider this matter further.

- (3) That the Clerk prepares a schedule for the next meeting containing the historical match funding allocations since the scheme began, to further inform the decision making process.

93.3. Email from Sarah Lakeman – IRPW Draft Annual Report 2018/19

Members considered the attached email and associated documents concerning draft proposals for the remuneration framework 2018/19. Members noted in particular the change in the determinations for local councils, which now stipulate a mandatory annual allowance payment of £150 should be paid to all members, unless each member individually opts out by formally writing to the Clerk.

RESOLVED:

That no comment from the Council is made at this point to the Panel. Members will take a further view once the final proposals are agreed.

93.4. Email from Dan Mosley, Review Officer, Boundary Commission for Wales

Members considered the attached email from Mr Mosley, concerning community reviews. Members noted the document is primarily for principal officers of County Councils at this point in time.

RESOLVED:

That members note the guidance provided and content of the report.

93.5. Email from Laurie Davies, Welsh Government, Future Role of Community and Town Councils

Members considered the email and high level questions being asked at this stage, concerning the future role of town and community councils.

RESOLVED:

That members do not make a response at this point but will consider engaging in this process as the review takes shape early next year.

93.6. Report(s) Received

Members were informed that the following items had been received and were available for perusal from the Clerk. A copy was enclosed where the item is marked \*, or \*\* if already circulated to Members:

Ref	Item	Status	Date Circulated
A	Rob Owen – TU backs Climate Transition	**	20 Sep 2017
B	Wales in Bloom Judging Report	**	18 Sep 2017
C	Statement of Facts	**	18 Sep 2017
D	Rob Owen – Wind Power/Fracking	**	20 Sep 2017
E	FLVC Newsletter	**	20 Sep 2017
F	One Voice Wales – Final Motions	**	20 Sep 2017
G	Welsh Government News	**	25 Sep 2017
H	Public Speaking Event – Perth-y-Terfyn Development	**	25 Sep 2017
I	Community Health White Paper Response	**	28 Sep 2017
J	FLVC – Sad News	**	2 Oct 2017
K	Welsh Water - Water Mains Cleansing	**	2 Oct 2017
L	Nest Fuel Poverty Scheme	**	5 Oct 2017
M	Rob Owen – Climate Stories	**	5 Oct 2017
N	Welsh Government News	**	9 Oct 2017

94. REPRESENTATIVES' REPORTS

Councillor E.B. Palmer referred to the forthcoming inaugural meeting of West Flintshire Town and Community Councils on 24<sup>th</sup> October 2017. The establishment of this working group would enable local councils in this area to collaborate on issues and projects where there were common interests and objectives.

95. COUNTY COUNCILLOR REPORTS

Members referred to and gave updates on the following matters:

- Highways budget cuts – this was reported inaccurately in the press
- Landfill tax
- Greenfield Valley Trust Partnership Board
- Dog Protection Orders
- Potential charging for Brown Bins
- Pothole maintenance guidelines
- Budget challenge facing the County Council – savings of over £13m were required to balance the budget

96. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minutes, 97 and 98 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 these being financial and personnel related matters.

97. STAFF PROBATION REVIEWS

Members discussed the six month probation periods for both the Clerk and Support Officer. Members noted the performance levels achieved and considered the ratification of both posts on a permanent basis.

RESOLVED:

That the Mayor writes to the Clerk and Support Officer and confirms the satisfactory completion of their probation periods, and ratifies the permanent appointments for both posts going forwards.

98. MEMBERS' ALLOWANCES

A member had queried the payment of allowances to the Mayoress/Mayor's Consort for their attendance at official engagements, if they were also actively serving as a member of the Council. The Mayor had agreed to add this item to the agenda at short notice in the interests of making a prompt determination on this matter.

Members discussed the matter and noted the advice received by the Clerk from the County Council's Monitoring Officer, and also the need to be transparent in the accounts in relation to members' expenses.

RESOLVED:

- (1) That expenses should be paid in the circumstances outlined above as the members will be representing the Council in an official capacity.
- (2) That the expenses shall be paid out of the Council's main bank account, as opposed to the Mayor's allowance account.

99. CLOSE OF MEETING

The Mayor closed the meeting at 8.30pm.

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Mayor