

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held in St. Peter's Church, Rosehill, Holywell on Tuesday, 20 June 2017 at 6.15pm.

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

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

APOLOGIES FOR ABSENCE were received from Councillors P.J. McGarry and S.E. Wallbanks.

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

34. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

None.

35. IMPACT OF CHANGE TO ARRIVA BUS ROUTE USING PEN-Y-MAES ROAD

The Mayor agreed for this item to be moved up the agenda giving due consideration to a number of local residents in attendance for this item in the public area.

Members discussed concerns around the impact of the bus route changes, highlighting the lack of proper footpath provision, volume and speed of buses along the route and general safety concerns particularly for children walking to and from the local schools.

Members also highlighted the need for commercial bus routes generally as part of the Community Transport plans.

RESOLVED:

That this matter is considered further at the first meeting of the appointed Transport Sub-Committee.

36. FISHING BAN AT FLOUR MILL POOL, GREENFIELD VALLEY UPDATE

A representative of Greenfield Valley Trust had been invited to attend to give an update on the points outlined in the Clerk's letter of 9 June 2017.

However the Mayor confirmed an email had been received from the Company Secretary of Greenfield Valley Trust stating that the Board of Trustees would be discussing the matter at its next Board meeting on Tuesday 27 June 2017, and be in a position to respond to the Town Council following that meeting.

Members then discussed the matter further making reference to among other things health and safety issues and the scope of the ban.

Local residents in the public area handed in signed petitions to the Mayor opposing the ban.

RESOLVED:

- (1) That the Council consider the matter further following the reply from the Trust after its Board meeting on Tuesday 27 June 2017.
- (2) That the petitions received be forwarded by the Clerk to the Trust and Flintshire County Council.

37. FLINTSHIRE NORTH POLICING UPDATE

District Inspector Andy Griffiths and PC Steve Lloyd attended and gave an update on the current work of the Police in the Holywell community.

Members raised concerns on anti-social behaviour in the town centre and also speeding at various locations. DI Griffiths stated that the final decision on speed limits rested with Flintshire County Council as the highway authority. A speed survey would be undertaken and the Policing team would then concentrate their efforts on education and enforcement across the community.

RESOLVED:

- (1) That the Police officers be thanked for their attendance.
- (2) That members consider nominating areas for speed reduction to 20mph with suggestions being forwarded to the Clerk for collating and raising with Flintshire County Council.
- (3) That the Clerk arranges a visit for members and staff to the North Wales Police Control Room, St. Asaph.

38. DECLARATIONS OF ACCEPTANCE OF OFFICE

The Clerk reported that all recently co-opted members had now signed their declaration of acceptance of office.

39. MAYOR'S REMARKS

The Mayor confirmed this years' service would take place on Sunday 3 September 2017 at St. Peter's Church, Rosehill, Holywell. This years' twinning visit to St Gregoire, France would take place Thursday 21 September to Tuesday 26 September 2017.

The Mayor then referred to the recent events in the town centre (the line dancing day and northern soul scooter rally) which were well received and enjoyed by the local community. The northern soul event would be arranged again next year, but on an alternative weekend so as not to clash with Father's Day. The Wales in Bloom baskets were now on display in the town centre, and judging would take place on Wednesday 12 July 2017.

40. MINUTES

40.1. General

RESOLVED:

- (1) That the minutes of the following meetings be approved and signed as a correct record by the Mayor and Chairman of the Wales in Bloom Sub-Committee as appropriate:
Annual Council Meeting held on 16 May 2017;
Wales in Bloom Sub-Committee held on 6 June 2017;
Special Council Meeting held on 6 June 2017.
- (2) That for these and all future minutes of Council meetings, including sub-committees and working groups, a gender neutral style of recording names be adopted when recording attendance of Council members and support staff.

40.2. Wales in Bloom Sub-Committee

RESOLVED:

That the resolutions of the meeting held on 6 June 2017 be supported and approved.

41. PLANNING

41.1. 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
56744	Erection of single storey rear extension – Mr. Tony Davies, 20 Lon Goed, Holywell. No objection.
56978	Conversion of a former chapel to 1 no. Dwelling – Mr. Ryan Garnish, Mount Gilead, Bryn Celyn, Holywell. No objection, providing the application meets the County Council's conservation requirements.
56994	Removal of existing NatWest brand signage, night safe and ATMs together with internal alterations – Royal Bank of Scotland plc, 44 High Street, Holywell. No objection, providing the application meets the County Council's conservation requirements.
56995	Listed Building application for the removal of existing NatWest brand signage, night safe and ATMs together with internal alterations to remove non-original fixtures, fittings, furniture and equipment relating to the operation of the branch – Royal Bank of Scotland plc, 44 High Street, Holywell. No objection, providing the application meets the County Council's conservation requirements.
57006	Residential development including 15 no. new housing units and the change of use/conversion of the former Llesty Hospital Infirmary Wing into 14 No. Apartments – WW Construction Limited, former Llesty Hospital, Old Chester Road, Holywell. No objection, providing the application meets the County Council's highways requirements.
57043	Listed Building Consent - Change of use/conversion of the former Llesty Hospital Infirmary Wing into 14 no. residential apartments – WW Construction Limited, former Llesty Hospital, Old Chester Road, Holywell. No objection, providing the application meets the County Council's highways requirements.

42. ACCOUNTS

42.1. 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	Creditor Name	Payment Details	Amount £	Power Key
6393	West Flintshire Community Enterprises	Room Rent For Storage Apr/May 2017	100.00	****
6394	Viking	Office Equipment/Stationery	196.49	****
6395	Viking	Book Case – Clerk	133.51	****
6396	Laptops Direct	Laptop – Support Officer	329.92	****
6397	C.M. Scott Jewellers	Engrave Mayor’s Plaque	14.10	**
6398	Flintshire County Council	Business Rates Part Payment – Bank Place Offices	2,123.90	****
6399- 6402	Council Staff	Salaries – May 2017	5,286.55	***
6403	M. Reed	Secretarial Work – May 2017	48.00	***
6404	HMRC	Staff Tax and NI – May 2017	1,356.50	***
6405	Steve Darren	Line Dancing Event – 3/6/17	175.00	^^
6406	Richard Palmer	Line Dancing Event – 3/6/17	350.00	^^
6407	Darren Jones	Line Dancing Event – 3/6/17	175.00	^^
6408	Julie Gabriel	Line Dancing Event – 3/6/17	150.00	^^
6409	Holywell & District Twinning Association	Deposit and travel insurance for Mayor and Mayoress – Visit to St. Gregoire	142.00	^
6410	Ysgol Maes-y-Felin	Wales in Bloom Schools Project Competition Donation	50.00	^^
6411	St. Winifride’s Primary School	Wales in Bloom Schools Project Competition Donation	50.00	^^
6412	Ysgol Gwenffrwd	Wales in Bloom Schools Project Competition Donation	50.00	^^
6413	Ysgol Maes Glas	Wales in Bloom Schools Project Competition Donation	50.00	^^
6414	Computer Technical Solutions	Laptop Configuration – Support Officer	90.00	****
6415	Computer Technical Solutions	ICT Call Out to Fix Issues	162.00	****
6416	Laptops Direct	2 No. HD Monitors & Keyboard /Mouse Packs – SO & CEO	272.54	****

6417	Laptops Direct	Laptop & HD Monitor - Clerk	418.95	****
6418	Viking	Bookcase – Support Officer	133.51	****
6419	Viking	Office Equipment/Stationery	478.72	****
6420	Viking	Water Cooler	157.26	****
6421	Viking	Ring Binders	12.41	****
6422	Viking	Stationery	66.77	****
6423	Rialtas Business Systems	Consultancy Support – Financial Year End Closedown	615.60	^^
6424	Copyrite Systems	Photocopying Charges Feb-May 2017	367.07	****
6425	Copyrite Systems	Callout to Configure Copier for new staff	108.00	****
6426	UK Vending Ltd	Flavia Drinks Unit Rental June-August 2017	132.60	****
6427	Bernard Dykes & Son	Inscribing Honours Board in Council Chamber - Mayor for 2017/18	42.00	****
6428 DD	Nest	First Payment Staff Pension Contributions	29.90	***
6429 DD	British Telecom	Mobile Phone CEO	24.00	****
6430 DD	British Telecom	Phone/Broadband April 2017	82.56	****
6431 DD	BNP Paribas Leasing	Copier Lease June-August 2017	202.80	****
6432 DD	Opus Gas Supply	Gas Supply April 2017	227.21	****
6433 DD	British Telecom	Phone/Broadband Apr/May 17	186.16	****
		TOTAL	14,591.03	

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

42.2. Income Received (1/5/17-31/5/17)

Members received the schedule of income, circulated with the agenda, regarding income between 1 and 31 May 2016.

42.3. Audit of Accounts – Annual Return for the year ending 31 March 2017

Consideration was given to approving the Annual Governance Statement certified by the Clerk.

The Clerk also reported that the Internal Auditor (JDH Business Services Ltd) had completed the Internal Audit Report/Section of the Annual Return.

RESOLVED:

- (1) That the Annual Return is received and approved and that the Clerk is thanked accordingly.
- (2) That the Council being satisfied as to the accuracy and completeness of the information reported, authorises the Clerk to send the Annual Return to the External Auditor (BDO LLP of Southampton) with the requested additional documents countersigned by himself and the Mayor.
- (3) That the Annual Return be signed by the Mayor as appropriate.

43. APPOINTMENT OF SUB-COMMITTEES & WORKING GROUPS

43.1. RESOLVED:

That the following appointments are made to the Council's sub-committees for the municipal year, 2017/18.

Audit Sub-Committee

Councillor P.J. McGarry (East)
Councillor P.A. Johnson (West)
Councillor E.B. Palmer (Central)

Councillor B. Scragg (Greenfield)
Councillor K. Roberts, Chairman of Finance Committee (Greenfield)

Council Offices Sub-Committee

Councillor M. Brooke
Councillor K. Davies
Councillor R. Dolphin
Councillor P.J. McGarry
Councillor E.B. Palmer
Councillor S. Johnson
Councillor S.E. Wallbanks

Holywell & Greenfield Development & Transport Sub-Committee

Councillor R. Dolphin
Councillor P.A. Johnson
Councillor S. Johnson
Councillor M.D. Phelan
Councillor K. Roberts
Councillor B. Scragg
Councillor S.E. Wallbanks
Councillor P.A. York

Town Centre Sub-Committee

Councillor M. Brooke
Councillor L.A. Carter
Councillor A. Coleman
Councillor K. Davies
Councillor R. Dolphin
Councillor S. Johnson
Councillor P.J. McGarry
Councillor E.B. Palmer
Councillor M.D. Phelan
Councillor B. Scragg
Councillor P.A. York

Wales in Bloom Sub-Committee

Councillor L.A. Carter (Vice Chair)
Councillor K. Davies
Councillor S. Johnson
Councillor P.J. McGarry
Councillor E.B. Palmer (Chair)

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

43.2. **RESOLVED:**

That the following appointments are made to the Council's working groups for the municipal year, 2017/18.

Events Working Group

Councillor M. Brooke
Councillor L.A. Carter
Councillor P.A. Johnson
Councillor J. Johnson
Councillor S. Johnson
Councillor E.B. Palmer
Councillor M.D. Phelan

Community Asset Transfer

Councillor P.J. McGarry (East)
Councillor E.B. Palmer (Central)
Councillor B. Scragg (Greenfield)
Councillor P.A. York (West)

44. **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

RESOLVED:

That the following appointments of representatives to outside bodies are made for the municipal year, 2017/18.

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|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| (a) Holway Community Centre | Councillor P.A. Johnson
Councillor A. Coleman |
| (b) The Holywell Band | Councillor J. Johnson |
| (c) North & Mid Wales Association
Of Local Councils | Councillor P.A. Johnson
Councillor K. Davies
Councillor P.A. York
Deputy: Councillor M.D.
Phelan |
| (d) Greenfield Valley Trust Ltd | Councillor K. Roberts |
| (e) Holywell & District Twinning
Association | Mayor (Association President) |
| (f) Halkyn Mountain Common
Joint Consultative Board | Councillor P.A. Johnson
Councillor J. Johnson |
| (g) Estuary Voluntary Car Scheme | Councillor S.E. Wallbanks |
| (h) Public Transport Users' Forum
(Or any County Transport related Forum) | Councillor B. Scragg |
| (i) Flintshire County Council
(Supported Living Schemes)
Advisory Committee | Councillor P.J. McGarry |
| (j) Holywell Walkers are Welcome
Committee | Councillor B. Scragg |
| (k) Flintshire County Forum | Councillor L.A. Carter
Councillor M.D. Phelan
Councillor P.A. York |

(l) Holywell Town Centre Partnership	Deputy: Deputy Mayor Councillor E.B. Palmer Councillor M. Brooke Councillor A. Coleman Deputy: Councillor S. Johnson Deputy Mayor
(m) North Wales Play Association	
(n) Woodland (Lluesty) Steering Group	Councillor P.A. Johnson
(o) Flintshire Local Access Forum	Councillor B. Scragg
(p) Hope 37 Youth Trust	Councillor L.A. Carter
(q) Holywell Relief in Need Charity	Councillor M. Brooke

45. COMMUNITY ENGAGEMENT OFFICER'S REPORT – 9/5/17 – 13/6/17

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/or additional information.

RESOLVED:

- (1) That the CEO's report be received with thanks.
- (2) That Councillor M.D. Phelan will be the Council's representative on the Celebrate Holywell event to be held on Saturday 1 July 2017.
- (3) That the CEO requests further leaflets from the Flintshire Destination Management Partnership meeting to be held on Thursday 13 July 2017.
- (4) That the CEO commissions the feasibility study into a covered events area in Tower Gardens. The cost of £2,100 to be met from the Town Centre projects budget.
- (5) That the CEO actively pursues grant opportunities in relation to a town centre museum project; current premises options being the former Nat West bank and Old Kings Head Public House buildings.
- (6) That the CEO monitors the effectiveness of the Nat West mobile banking service and its usage as it progresses through the year into the winter months.

46. CORRESPONDENCE AND OTHER MATTERS

46.1. Valuation Office Agency (VOA): 2017 revaluation- query on changes to property valuation 12-14 Bank Place, Holywell

The Clerk confirmed no business rates relief was available to the Council due to its status as a local authority and the rateable value not being at the qualifying threshold.

46.2. Clerk's Training Programme as per job specification – registration on the ILCA training programme

RESOLVED:

That the Clerk is authorised to register onto the ILCA (Introduction to Local Council Administration) training programme and commence with studies in due course.

46.3. Agenda Item Request Form

RESOLVED:

That the Agenda Item Request Form is used by members to request items for forthcoming meeting agendas. Forms are available from the Clerk in email or printed form. Completed forms should be received by the Clerk no later than 8 calendar days before the date of the meeting.

46.4. Updating and publishing of Member Contact Information

RESOLVED:

That the Support Officer contacts members to confirm contact information held as correct, and determine the level of information to be published.

46.5. Social Media Update

The Support Officer updated members on the progress made on social media, with Facebook and Twitter accounts now active. Examples of recent social media updates were provided such as town centre and community events, wales in bloom, annual meeting, etc.

All members may wish to follow the Council on social media and also encourage their own network of contacts to also follow the Council.

RESOLVED:

That the Support Officer be commended for the work undertaken thus far on establishing the Council's social media accounts.

46.6. Forthcoming Meeting Diary Dates

Meetings reported by the Clerk were noted as follows:

Audit Sub-Committee: Tuesday, 27 June 2017 at 5.30pm;

Finance Committee: Tuesday, 27 June 2017 at 6.30pm;

RESOLVED:

That the arrangements be confirmed with formal agendas in due course.

46.7. 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:

- (a) FCC Proposed re-appointment to Standards Committee of Councillor Jonathan Duggan-Keen (Caerwys Town Council) as the Town and Community Councils' Representative *
- (b) Community Health Council Press Statement on Dementia Report -17/5/17 **
- (c) FCC Active Travel Drop In Events - 18/5/17 **
- (d) North Wales Police Open Day on 3 June - 18/5/17 **
- (e) Play Wales Focus On Play Newsletter – May 2017 **
- (f) Play Wales Manifesto for Children's Play – 24/5/17 **
- (g) North Wales Police Counter Terrorism Advice – 25/5/17 **
- (h) Leader Live Green Route Third Option – 4/6/17 **

47. AGENDA ITEM REQUEST FROM MEMBERS

47.1. Councillor R. Dolphin reported on the poor condition of the resident's garden on School Lane, Greenfield. The garden had deteriorated quite badly over recent times. The speed on Greenfield Road and Mostyn Road had also been discussed as part of the Policing update earlier in the meeting.

RESOLVED:

That the resident's garden is discussed further at the next Community Asset Transfer Committee/Working Group, and options considered including grant funding in consultation with Greenfield residents.

- 47.2. Councillor J. Johnson raised alleged speeding on Pen-y-Maes Road as part of the Policing update earlier in the meeting. Dog fouling in the Pen-y-Maes area was also a concern, as well as in the community play areas. Members also expressed concerns around the health and safety issues with dog fouling and policing of dog fouling bye laws.

RESOLVED:

That members undertake an audit of additional dog bin requirements in their respective wards and feedback any requests to the Clerk for collation and a consolidated response to Flintshire County Council's Head of Streetscene Services.

- 47.3. Councillor B. Scragg gave a presentation on the LDP (Local Development Plan) for the benefit of new members and also provided some further background on the working arrangements and constitution of Flintshire County Council's Cabinet and Executive. The key points discussed were amenities at Greenfield dock, a railway halt facility in Greenfield, a shuttle bus linking the dock with the valley, the holy well and town centre, and car parking spaces. There was also some discussion around the cabinet representation in the County Council for West Delyn members.

RESOLVED:

- (1) That Councillor Scragg be thanked for the information presented.
- (2) That these issues be highlighted and taken forward, as appropriate, by the Town Council's County Council ward members.

48. REPRESENTATIVES' REPORTS

Councillor B. Scragg reported the Active Travel event would be arranged for the end of July. There was also a wider discussion around community transport concerns, including bus subsidy, bus shelters and the provision for children's prams and the disabled on smaller minibuses.

RESOLVED:

That members concerns are fed into the appropriate Community Transport forums.

49. COUNTY COUNCILLOR REPORTS

The Mayor reported that the Well Street car park would be transferring from church management back to the County Council, with some concessions agreed for funerals and weddings, etc. The electric car charging points required further research into funding and determining the best location/position for installation. The Mayor re-iterated his intention to consult fully with residents on any de-pedestrianisation proposals put forward in the town centre.

Councillor P.A. Johnson indicated his intention to promote youth engagement within the community, including the establishment of youth council representatives.

Councillor E.B. Palmer updated members on the latest position on the Housing Review work undertaken by the County Council.

50. CLOSE OF MEETING

The Mayor closed the meeting at 8.30pm.

51. PRESENTATION TO RETIRING CLERK & FINANCIAL OFFICER

The Mayor presented gifts to Mr Colin Pierce, retiring Clerk & Financial Officer in appreciation of his dedicated service with the Council. Mr Pierce thanked the Mayor and Members for their kindness and wished the Authority, the new Clerk and his team well for the future.

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Mayor